

LEAVE RULES

LEAVE AT A GLANCE

GENESIS

1. The Central Civil Services(Leave) Rules, 1972 came into force with effect from June 01, 1972. These are statutory rules governing grant of leave applicable to all Government servants, except those who are governed by a separate set of rules, e.g. Railway employees, members of All India Services etc. The details of the exceptions are available at Rule(2) of these rules.

KINDS OF LEAVE

2. There are different kinds of leave, which are described below, provided in the CCS (Leave) Rules, 1972. As per the policy of the Government, **leave is credited in advance to the “Leave Account” of a Government servant in a half-year(on 1st January and 1st July respectively)** and debited as and when leave is taken by him/her. However, there are some “Special Kinds of Leave” which are not debited to the leave account. The table given below indicates different kinds of leave and whether it is debited or not debited to the individual leave account:

Sl. No	Kinds of Leave	Whether Debited to Leave Account or not
1.	Earned Leave (EL)	Debited
2.	Half-Pay Leave (HPL)	Debited
3.	Commutated Leave	Debited
4.	Leave Not Due (LND)	Debited
5.	Extra Ordinary Leave(EoL)	Debited
6.	Maternity Leave	NOT Debited
7.	Paternity Leave	NOT Debited
8.	Child Care Leave	NOT Debited
9.	Study Leave	NOT Debited
10.	Special Disability Leave	NOT Debited
11.	Seamen’s Sick Leave	NOT Debited
12.	Hospital Leave	NOT Debited
13.	Departmental Leave	NOT Debited

Kinds of Leave at Sl. No(s) 6-13 are known as “Special Kinds of Leave”.

3. CASUAL LEAVE(CL)/ RESTRICTED HOLIDAYS(RH) / COMPENSATORY OFF / SPECIAL CASUAL LEAVE

3.1 These are not any regular kind of leave and as such is not covered in the CCS(Leave) Rules, 1972. The absence in these categories may be either anticipated or not anticipated. It is always advisable to obtain sanction of leave, unless it is sudden and completely not anticipated.

3.2 Casual Leave/Restricted Holidays/Compensatory Off/Special Casual Leave is governed by executive instructions issued by the Government from time to time. Main features of these absences are discussed below:

- ❖ The entitlement in a particular year in respect of **Casual Leave is eight (8)** at present for a normal person and **12 in respect of a differently-abled person**. It is the only form of absence that can be availed of for a half-day.
- ❖ A maximum of two **Restricted Holidays(RH)** can be availed of by any Government Servant in a particular calendar year from the list of RH circulated by the Government, with prior approval of the competent authority.
- ❖ **Compensatory Off** can be availed of by a Government servant in lieu of his/her working in a holiday, provided no other financial incentives are granted(OTA/Honorarium) for that day. Normally, it should be availed of within a month and in that case there is no limit to the number of Compensatory Off. In case it could not be taken within a month, a Government servant in the subsequent calendar month could avail of a maximum of two compensatory off, with special permission from the Joint Secretary in-charge of Administration/Head of Department.
- ❖ **Special Casual Leave** is granted for participation of a Government servant in some National sports/cultural events, Family Planning, Natural Calamities, Bandh etc.

4. GENERAL CONDITIONS

- (i) **Leave cannot be claimed as a matter of right [Rule 7 (1)].**
- (ii) Leave may be refused, curtailed or revoked, in the public interest.
- (iii) **Kind of leave due and applied for cannot be altered** by the organisation, except at the written request of the Government Servant **[Rule 7(2)].**

- (iv) **Any claim to leave at credit ceases from the date of dismissal or removal or resignation from Government service.** However, technical resignation to take up appointment against any outside post under the Government of India with prior permission does not entail any such lapse [**Rule 9 (2)**].
- (v) The past service of a re-employed pensioner, retired on compensation pension or invalid pension/gratuity would also be counted towards leave, if such past service were counted for pension purposes.
- (vi) **Leave may be commuted retrospectively into leave of a different kind, which was due and admissible at the time the leave was sanctioned.** There are some prescribed conditions for availing of such conversions. **However, such commutation cannot be claimed as a matter of right.** The commutation would entail adjustment of leave salary on the basis of leave finally granted to Government Servant [**Rule 10 (1)**].
- (vii) Any leave may be combined with any other kind of leave. Special Casual Leave and RH may also be combined with regular leave or casual leave but not with both. Casual leave cannot be combined with regular leave under normal circumstances. **However, in a special case, ½ day C.L. applied for the second half may be allowed to be prefixed to regular leave, if he/she doesn't have any further CL at his credit and he/she is unable to resume duty on the next working day due to sickness or other compelling grounds and has to avail of regular leave.**
- (viii) **A Government servant cannot be granted leave of any kind for a continuous period exceeding five years** except with the approval of the President in special cases [**Rule 12 (2)**].
- (ix) Leave shall not be granted to a Government Servant whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Government service. Also **leave shall not be granted to a Government Servant who has been placed under suspension.**

5. GRANT OF AND RETURN FROM LEAVE

(i) LEAVE ON MEDICAL CERTIFICATE [Rule 19].

- a) To be granted only on production of medical certificate granted by the CGHS Doctor (if CGHS beneficiary) or from the AMA/Government Hospitals
- b) In case of doubt second medical opinion from a civil surgeon/staff surgeon may be obtained.
- c) Production of MC may be waived at the discretion of competent authority for leave not exceeding three days.
- d) On expiry of leave on MC Government servant should be allowed to resume duty only on production of fitness certificate.

(ii) COMBINATION OF HOLIDAYS WITH LEAVE [Rule 22].

- a) Holidays, Restricted holidays and compensatory off may be prefixed/ suffixed to any kind of leave including commuted leave.
- b) Holidays prefixed/suffixed to leave are to be treated as duty for the purpose of drawl of pay and allowances.

(iii) RECALL TO DUTY BEFORE EXPIRY OF LEAVE [Rule 23].

From leave in India

- a) Government servant shall be treated as on duty from the date on which he starts for the station to which he is ordered to join.
- b) Travelling allowance for journey from leave-address to the place of posting on recall.
- c) Leave salary at same rate until he joins his post.

From leave outside India

- a) Time spent on the voyage to India shall count as duty for purpose of calculating leave.
- b) Leave salary at same rate until he joins his post.
- c) A free passage to India
- d) Travelling allowance from the place of landing in India to the place of duty.

- e) Refund of his passage from India if he has not completed half of the period of leave or three months whichever is shorter.

(iv) OVERSTAYAL OF SANCTIONED LEAVE [Rule 25(1)].

- a) A Government servant who remains absent after the end of leave is entitled to no leave salary for the period of absence not regularized by grant of leave.
- b) Such a period of absence is debited against HPL due and excess if any treated as E.O.L.
- c) Wilful absence renders Government servant liable to disciplinary action.
- d) Such a period of absence does not count as qualifying service for pension and as duty for increment.
- e) Such a period of absence, however, does not entail loss of lien.
- f) Period of absence without any sanctioned leave may be treated as *Unauthorised Absence* and attracts disciplinary action. Competent authority may declare the unauthorised leave as dies non, which may cause break in service and therefore loss in pensions, etc.

6. RETROSPECTIVE CONVERSION OF ONE KIND OF LEAVE TO THE OTHER : [Rule 10 (1)].

Leave of any kind availed of by a Government Servant could be subsequently converted to any other kind of leave on the following conditions:

- a) The kind of leave for which conversion is applied for should be due and admissible to a Government servant at the time of original sanction of the leave.
- b) The Government Servant has to apply within 30 days of his/her joining to the office after availing of such leave, for which application of conversion is submitted.

7. EARNED LEAVE [Rule 26].

Entitlement: 15 days advance credit on 1st January and 1st July of each year. Fraction should be rounded off.

Deduction: Credit of earned Leave is subject to deduction at the rate of 1/10th of the period of EOL/period of absence treated as “dies non” in the subsequent half-year, subject to the maximum of 15 days.

Credit of EL during relevant half year on:

- (a) Appointment 2 ½ days per completed calendar month (PCCM)
- (b) Retirement 2 ½ days PCCM upto the date of retirement
- (c) Resignation/death 2 ½ days PCCM upto the date of resignation/death
- (d) Dismissal/
Removal 2 ½ days PCCM upto the end of previous calendar month

Maximum Accumulation of EL: 300 days + 15 days

Maximum Carry-Forward to next Half-year: 300 days

Sanction at any one time: 180 days. However, for Group `A` and `B` officers Earned Leave up to 300 days may be sanctioned at any one time if at least the period over 180 days is spent outside India, Bangladesh, Pakistan, Sri Lanka, Nepal, Bhutan and Burma (Myanmar).

Leave Salary: Pay drawn immediately before proceeding on E.L

Account: Balance worked out at the end of each half-year should be carried forward to the next half-year. Nevertheless, the number of days of unavailed joining time wherever it so qualifies should be added to the balance and total limited to 300 days.

8. HALF PAY LEAVE [Rule 29]

Entitlement: 10 days' advance credit on 1st January and 1st July each year. The credit of HPL should be calculated at the rate of 5/3 days per completed calendar month.

Deduction: The credit of HPL is subject to deduction at the rate of 1/18th of the period of absence treated as 'dies-non' during the half year limited to 10 days.

Credit of HPL during half year on:

- (a) Appointment 5/3 days per completed calendar month (PCCM)
- (b) Retirement 5/3 days PCCM upto the date of retirement
- (c) Resignation/death 5/3 days PCCM upto the date of resignation/death
- (d) Dismissal/ Removal 5/3 days PCCM upto the end of previous calendar month

Leave Salary: Half of pay drawn immediately before proceeding on HPL and appropriate DA thereon but HRA and CCA at full rates.

Account: Balance should be worked out at the end of each half year by debiting the following:

- ❖ HPL taken
- ❖ Twice the amount of commuted leave taken
- ❖ LND taken

9. COMMUTED LEAVE [Rule 30]

Entitlement: Not exceeding half the amount of HPL due.

Leave Salary: Same as admissible during E.L.

Account: Twice the amount of commuted leave taken should be debited against the balance of HPL at credit.

Conditions:

- ❖ It is granted normally on production of M.C.
- ❖ **Commutated leave may be granted without production of MC up to a maximum of 90(i.e. 180 HPL) days during the entire service**

for prosecuting an approved course of study certified to be in the public interest and 60 days to a female Government servant in continuation of maternity leave for child birth and after adoption of a child.

- ❖ There should be reasonable prospect of the Government servant returning to duty on its expiry.
- ❖ There is no bar to grant commuted leave at the request of the Government servant even when EL is due.

Action on non-return to duty on expiry of leave: If the Government servant resigns or is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the excess of leave salary drawn shall be recovered. **No recovery shall be effected in case of incapacitation or death.**

10. LEAVE NOT DUE [Rule 31].

Eligibility: (a) Permanent Government Servants
(b) Temporary Government servants with minimum one year service and suffering from TB, Leprosy, Cancer or Mental illness

Condition: Can be granted strictly on production of a Medical Certificate. However, ***no medical certificate*** is required in continuation of Maternity Leave for child birth/adoption

Maximum Period: 360 days during entire service career

Action on resignation/retirement on expiry of LND:

Without returning to duty

- ❖ Resignation or permission to retire voluntarily shall be effective from the date of commencement of LND.
- ❖ LND shall be cancelled.
- ❖ Leave salary paid shall be recovered.

Returns to duty but resigns/retires subsequently

- ❖ In case he could not earn the required leave to cover the period of LND, balance of the leave salary to be refunded

No recovery of leave salary shall be made in case of LND, when:

- ❖ If retirement is on account of ill-health incapacitating further service
- ❖ In the event of death.
- ❖ If compulsorily retired prematurely by Government under Rule 48(1)(b) of CCS(Pension) Rules or retired under FR 56 (j)

11. EXTRA ORDINARY LEAVE [Rule 32]

Eligibility: Special circumstances

- ❖ No other leave is admissible; or
- ❖ Other leave is admissible but the Government servant applies in writing for the grant of EOL.

Entitlement:

- ❖ Permanent Government servants - **No limit**;
(Maximum period of continuous absence is 5 years)
- ❖ Temporary Government servants – **3 months** on one occasion
- ❖ Temporary Government servants with one year's continuous service – **6 months**, on production of a Medical Certificate. Provided, all other leave is consumed, including three months of EOL.
- ❖ Temporary Government servants with one year's continuous service – **18 months**, on production of a Medical Certificate and undergoing treatment in a recognised sanatorium for pulmonary TB, pleurisy of tubercular origin, leprosy, cancer and mental illness.
- ❖ Government servant with three years continuous service can be granted **24 months** EOL for prosecuting studies certified to be in public interest and has already consumed three months EOL for such purpose

Other Conditions:

- ❖ Head of Department may relax the limits mentioned above for Government servants belonging to SC/ST for the purpose of attending pre-examination training course at the centres notified by the Government from time to time.
- ❖ However, two spells of EOL intervened by any other kind of leave shall be treated as one continuous spell of EOL for the purpose of these limits.

Retrospective Commutation:

- ❖ Period of absence without leave may be commuted retrospectively into EOL.
- ❖ EOL granted on MC or otherwise may be commuted retrospectively into LND subject to admissibility at the relevant time.

Leave Salary: Nil

Notice for voluntary Retirement: Since EOL on MC or otherwise cannot be termed as leave standing to the credit of a Government servant, it cannot run concurrently with the period of notice given by him for seeking voluntary retirement.

12. MATERNITY LEAVE [Rule 43].

Entitlement: A female government servant

Period: 180 days for child birth/adoption (up to one year of age) having less than 2 surviving children. In addition, 45 days available for abortion/miscarriage -on production of MC, after the event has occurred- once in an entire service career.

Leave in continuation: Leave of the kind due and admissible may be granted in continuation of maternity leave for child birth for a maximum period of two years including 60 days commuted leave and Leave Not Due without production of MC. No such facility is admissible in case of maternity leave for abortion or miscarriage.

Leave Salary: Pay drawn immediately before proceeding on maternity leave.

LEAVE ON ADOPTION OF A CHILD [Rule 43-B.].

Granted to a female employee, with less than two surviving children, on valid adoption of a child below the age of one year, for a period of 180 days immediately after the date of valid adoption. In continuation of Child Adoption Leave, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of Medical Certificate) for a period up to one year reduced by the age of the

adopted child on the date of legal adoption without taking into account the period of Child Adoption Leave, can be combined.

13. CHILD CARE LEAVE

13.1 On recommendations of the Sixth Central Pay Commission the Government of India has decided to grant Child Care Leave (CCL) to women employees having minor **children below the age of 18 years (in case of children with disability without any age limit)**, for a maximum period of **2 years (i.e. 730 days)** during their entire service, for taking care of up to two children whether for rearing or to look after any of their needs like examination, sickness etc.

13.2 However, **CCL cannot be demanded as a matter of right**. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.

13.3 The leave is to be treated like the Earned Leave and sanctioned as such. Consequently, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also count for CCL, as in the case of Earned Leave.

13.4 CCL shall be admissible for two eldest surviving children only. The leave account for CCL shall be maintained in the prescribed proforma and it shall be kept along with the Service Book of the Government servant concerned. **In a calendar year only 3 such single spells** are allowed. **LTC can be availed during the CCL. Not to be generally granted during Probation period, except in extreme cases.** 6 times in case of single mother LTC can be availed during CCL.

14. PATERNITY LEAVE [43-A].

Eligibility: Male Government servant

Given for:

1st. **During the confinement of wife, i.e., upto 15 days before or up to 6 months from the date of delivery of the child**, with less than two surviving children and can be combined with any other kind of leave (as in the case of Maternity Leave). If not availed, it will be treated as lapsed. Normally, this leave is not to be refused.

2nd. For adoption of a child less than one year of age and Government Servant having less than two surviving children.

Period of leave: 15 days

Leave Salary: Pay drawn immediately before proceeding on paternity leave

15. STUDY LEAVE [Rule 50].

To whom? Permanent Government Servant who:

- (a) has been declared to have completed probation
- (b) Has put in regular and continuous service for 5 years including probation period
- (c) Has executed a bond in the Prescribed form to serve the Government for a period of three years on expiry of the study leave and
- (d) Would not reach the age of superannuation within 3 years of the expiry of the study leave.

Admissibility? Study leave is admissible for employees pursuing –

- i. higher studies or specialised training in a professional or technical subject having a direct and close connection with the sphere of duties
- ii. studies connected with the framework or background of public administration
- iii. studies which are capable of widening his mind and improving his abilities as a civil servant
- iv. a Ph. D. course by an officer of IES or ISS
- v. a postgraduate course by a specialist or a technical person.
- vi. a postgraduate course in Medical Sciences by a Medical Officer.

When Study Leave is not admissible?

- i. For prosecution of studies out of India, if adequate facilities exist in India
- ii. For prosecution of studies in subjects other than academic or literary subject
- iii. For any course, with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

Sanctioning authority? Ministries/ Departments of the Central Government/ Comptroller and Auditor – General of India in the case of staff working in IAAD – First Schedule of the C.C.S. (Leave) Rules.

Period of study leave admissible?

1.

- Ordinarily 12 months at any one time and
- During his entire service, 24 month in all (inclusive of similar kind of leave for study or training granted under any other rules).

2. ***Maximum 36 months in all during entire career*** for central Health Service Officers for acquiring post graduation qualification provided they execute a bond ***to serve for a period of five years in Government*** after completing the study course.

3. ***For the Award of Jawahar Lal Nehru Fellowship***– for the entire period of fellowship.

Study leave may be combined with? Other kind of leave and including the period of vacation provided the total period of absence – excluding E.O.L., **shall not exceed 28 months** generally and 36 months in case of Ph.D. course. This leave shall not be debited to leave account.

Regulation of study leave extending beyond course of study?– If the course of study falls short of the study leave granted to an employee, he shall resume duty on the conclusion of the course of study. The employee may obtain prior sanction of the leave sanctioning authority to treat the period of shortfall as ordinary leave.

On what conditions can study leave be granted?

a) To be certified by the competent authority that the study shall be of definite advantage from the point of view of public interest.

For study leave outside India-

b) the facilities for study/research should not be available in India.

c) Government Servant shall submit completion/pass certificate in respect of the course of study/examination.

- d) Study leave should not be granted with such frequency as to remove the Government servant from contact with his regular work or to cause cadre difficulties owing to his absence on leave.
- e) Study leave shall not be granted unless it is for prosecution of studies in subjects other than academic or literary subject; except in the following cases:
- (i) To an IES/ISS officer for doing Ph.D. if chief Economic Advisor/Director, central Statistical organization approves the subject of research and the institution at which the research is to be undertaken and certifies that the study will be valuable in the matter of increasing the efficiency of the officer.
 - (ii) To a Medical officer for prosecuting a course of postgraduate study in Medical Sciences if the DGHS certifies that the study will be valuable in the matter of increasing the efficiency of the officer.
 - (iii) To a specialist or a technical person for prosecuting postgraduate course of study directly related to sphere of duty in case the Head of the Department or the Secretary of the Ministry/Department certifies that the course of study shall:-
 - ✓ enable him to keep abreast with modern developments in the field of his duty
 - ✓ improve his technical standards and competence; and
 - ✓ thus substantially benefit the Department.

Who will bear TA and cost of fees? Ordinarily Government servant himself. But in exceptional cases, the President may sanction payment of such allowance or fees.

What if bond obligation is violated or the condition enunciated in the bond is not met if the Government servant-

- (i) fails to complete the course of study: or
- (ii) resigns/takes voluntary retirement without return to duty; or
- (iii) returns to duty but resigns/takes voluntary retirement before serving for 3 years on expiry of study leave.

Consequences of such violation:

- (i) Study leave is converted into leave due and admissible and extraordinary leave. Excess payment of leave salary is recovered.
- (ii) Before the resignation is accepted or the Government servant is permitted to retire voluntarily the actual amount together with interest comprising-
- (iii) Leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Government of India and
- (iv) The cost incurred by other agencies such as foreign governments foundations and Trusts in connection with the course of study shall be recovered.

However, no such recovery will be made if the Government servant is permitted to retire on medical grounds or to resign for his permanent absorption in the public interest in an autonomous or statutory body or institution to which he was deputed to serve by Government on return from study leave.

Leave Salary

Study leave in India:

Pay drawn on duty immediately before proceeding on leave and DA and HRA thereon. This amount shall be reduced by the amount, if any received by the Government servant as stipend, scholarship or remuneration for any part-time employment. However, the net leave salary shall not be less than the leave salary admissible on HPL.

Study leave outside India:

Pay drawn on duty immediately before proceeding on leave, DA and HRA thereon and study allowance at prescribed rates. Any amount of stipend, scholarship or remuneration for part-time employment if received by Government servant after deducting the cost of fees, if any paid by him, shall be adjusted against the study allowance. If the net amount of stipend etc. is less, the balance shall be paid as study allowance and if it is more no study allowance shall be paid as study allowance.

Note: Allowances, like HRA etc. in the Leave Salary will be admissible at the prescribed rates, fixed by the Ministry of Finance from time to time.

16. LEAVE ENCASHMENT [Rule 39].

EARNED LEAVE

16.1 The authority competent to grant leave shall suo-motto issue an order granting cash equivalent of leave salary for Earned Leave, if any, at the credit of Government servant concerned, on the last day of his service subject to a **maximum of 300 days** in respect of the following categories:

- i. retirement on attaining the age of superannuation;
- ii. cases where the service has been extended, in the interest of public service beyond the date of retirement on superannuation;
- iii. voluntary/pre-mature retirement;
- iv. where the services are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with terms and conditions of appointment;
- v. termination of re-employment after retirement
- vi. to the family of the deceased Government servant died while in service;
- vii. invalidation on Medical ground;
- viii. compulsory retirement as a measure of punishment without reduction in pension;
- ix. absorption in a Public Sector Undertaking/autonomous body wholly or substantially owned or controlled by the Central/State Government;
- x. transfer to an industrial establishment;

16.2 Encashment of Earned Leave will be allowed to retired officers appointed on Contract basis after retirement even within the first two years, subject to the condition that the total number of days for which encashment is allowed on termination of contract together with the number of days of Earned Leave or Full Pay Leave for which encashment had already been allowed in previous appointments under the Government shall not exceed 300 days.

16.3 Half of the leave at credit on the date of cessation of service, subject to a maximum of 150 days is to be encashed in case when a Government servant resign or quits service, of his own accord.

16.4 Encashment not exceeding 10 days of Earned Leave at a time is permissible for availing LTC subject to the condition that:

- (a) The total leaves so encashed during the entire career does not exceed 60 days in the aggregate.
- (b) A balance of at least 30 days of EL is still available to the credit after taking into account the period of encashment as well as leave; and
- (c) The period of leave encashed shall **not** be deducted from the quantum of leave that can be normally encashed at the time of superannuation.
- (d) Encashment of Leave on LTC of family is permissible [DoPT FAQ dtd 25.3.2013].

16.5 Cash equivalent of leave salary consist of pay plus appropriate Dearness Allowance thereon.

Formula for calculation:

(Pay + D.A) admissible on the date of availing LTC x No. of days of EL (max. 10 days at one time)/30

Limitations: No HRA shall be payable. Special Pay is counted for leave encashment, but DA on Special Pay is not counted. Personal pay for Family Planning and Hindi Teaching Scheme are not counted for this purpose.

HALF PAY LEAVE

16.7 Both Earned Leave and Half Pay Leave shall be considered for encashment of leave subject to overall limit of 300 days. The cash equivalent payable for Earned Leave shall continue unchanged. However, cash equivalent payable for Half Pay Leave shall be equal to leave salary as admissible for Half Pay Leave plus Dearness Allowance admissible on the leave salary without any reduction being made on account of pension and pension equivalent of other retirement benefits payable. To make up the shortfall in Earned Leave, no commutation of Half Pay Leave shall be permissible. The Cash equivalent for half pay leave component shall, henceforth, be calculated in the manner indicated below:-

[This restriction is not applicable if encashment of EL alone is due and granted subject to maximum of 300 days.]

16.7 Formula for calculation:-

Cash payment in lieu of HPL = Component	$\frac{\text{HPL salary admissible onthe date of retirement + DA}}{30} \times$	Number of days of HPL at credit subject to the total of EL + HPL not exceeding 300 days
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No HRA is admissible for HPL encashment.

[Amendment to Central Civil Service (Leave) Rules, 1972 – **Persons with Disabilities (Equal Opportunities, Protection of justifys and Full Participation) Act, 1995 (PWD Act 1995)**]:

G.I., Dep. of Per. & Trg., O.M.No.18017/1/2014-Estt(L), dated 25.2.2015

Para5: Leave applied on medical certificate in connection with disability should not be refused or revoked without reference to a Medical Authority, whose advice shall be binding. **The ceiling on maximum permissible leave laid down in Rule 12 may not be applied** to leave on medical certificate applied in connection with the disability. **Any leave debited for the period after a Government servant is declared incapacitated shall be remitted back into his/her leave account.**

