

FORM NO. 2

(Ad. G. Form)

[See para (16) of the Instructions in Appendix 'A' at the end of part III]

Leave Salary Certificate for leave salary payable at the Home Treasury

Leave salary certificate of _____ of the
_____ proceeding on
_____ to _____.

1. Government under which employed							1	
2. Substantive post							2	
3. Officiating post (if any)							3	
4. Statement of present leave							4	
Nature of leave (specifying periods on average pay, half average pay and quarter average pay separately)	Y.	M.	D.	From	To	Monthly rate of leave salary (and allowances, if any) subject to the deductions noted on the reverse	Article and clause of the Fundamental Rules or other Regulations	
5. Place of payment				5				
6. Date from which first payment is to be made				6				
7. Amount (if any) paid in advance				7				
8. Government and head of account to which the payment is debitable				8		Y.	M.	D.
9. Date of leaving India				9				
10. Date on which the government servant, will during the currency of leave, complete the term of service or attain the age after which by any rule he is required to retire from the service as for				10				

instance 58 years of age.				
11. Period for and terms on which leave may be extended, or commuted otherwise than on extraordinary leave.		11		
granted				
may be extended on medical certificate				
without medical certificate on same leave-salary by				

(Further particulars required in the case of military officers in civil employ).

12. Date of commencement of pension service	12	Y.	M.	D.
13. Date of entry under civil leave rules	13			
14. Amount of leave at credit at commencement of present leave	14	Earned in respect of service under military rules. Earned in respect of service while under civil rules.		
15. Date of being struck off duty	15			
16. Deductions to be made	16			
Indian Civil Service Family Military or Indian Military Widows and Orphans Fund or Superior Services (India) Family Pension Fund subscription.	for Wife £	Rates per mensem from		
	Self			
	„ sons £ „	„ „		
	„ daughters £ „	„ „		
	Total			

A balance of donation on £ and interest £ * is recoverable at £ a month from

*In cases of subscribers to Indian Civil Service Family Pension and Superior Service (India) Family Pension Fund interest accrued in India to be given here.

Abbreviations

M. C.	Medical Certificate.
E. C. A.	Exchange Compensation Allowance.
Y. M. D.	Years, Months, Days.
Art.	Article.

General Provident Fund

Indian Civil Service Provident Fund deductions (if any)

(Signature) _____

Place _____

Date _____

NOTES

1. Distinguish leave granted on medical certificate from leave granted without medical certificate, and if the leave, though technically of the later description, was granted in consequence of the production of a medical certificate or on medical grounds, mention the fact.
2. Except in the case of Chaplains, leave-salary should be stated in whole rupees only a month (fractions being omitted and the next higher rupee taken where the fraction exceeds half) and not in pounds a year; and in entering " the rate of leave-salary" it should be stated in the first place, without reference to the maximum or minimum applicable and then if a maximum or minimum applies or if the leave-salary is such that a future change in the current rate of exchange may render a maximum or minimum applicable the words should be added "subject to maximum (or minimum) of", etc.
3. The ordinary rate of conversion will be the rate of exchange for telegraphic transfers from Calcutta on London on the day on which each monthly payment is made subject to a minimum rate of 1s. 4d per rupee in respect of leave salary

drawn on account of the first four months of leave on average pay and of 1s 6d per rupee in other cases. The maximum rates of leave-salary are those prescribed in *Fundamental Rule 89, and the minimum rates are those prescribed in Fundamental Rule 90.

4. It must be shown whether a government servant is entitled to the full amount of leave permitted by the rules.

5. In line 7 the articles of the Fundamental or other rules under which the advance is made should be mentioned.

6. The date on which any government servant will, during the currency of leave, complete the term of service, or attain the age after which by any rule he is required to retire from service, should be shown in line 10.

7. These rules apply also to leave-salary certificates granted to non-gazetted government servants when they proceed on leave out of India and draw their leave-salary out of India.

In such cases the fact that the government servant is a non-gazetted servant should be noted against entry 2.

*In the case of Government servants subject to the Uttar Pradesh Fundamental Rules, the rates as prescribed in rules 89 and 90 of those rules.

8. In preparing the leave-salary certificates of the subscribers to the Indian Military Service Family Pension regulations and to the India Military Widows and Orphans Fund, who take leave under the Fundamental Rules, the instructions given in Government of India, Finance Department letter no. 914 F.E., dated the 10th May, 1922, should also be observed, viz., the leave-salary certificate should show clearly the rate of leave-salary, the monthly maximum of average pay whether it is likely to become effective or not, and the period for which the leave-salary is not subject to the monthly maximum.

9. The following particulars should be noted in line 8;

(1) the major, minor and detailed head of account;

(2) whether debitable to central or provincial revenues; if the later, the name of the provincial government;

(3) * * *

(4) whether the expenditure is "voted or charged".

When the head of account to which the leave-salary is debitable during extensions of leave differs from the head to which it was debitable during the period of leave originally granted, this fact should be indicated.

10. In line 11, if the leave granted is less than 22 months, calculations up to 28 months, absence only may be given in the first instance, and as soon as the leave is extended so as to bring the total period of absence from duty to 22 months or more, an amendment to the original leave-salary certificate should be issued at once showing the amount of further leave due on medical certificate beyond 28 months.

11. In the case of government servants to whom the rules regarding the grant of passages to civilian personnel of British domicile engaged for service in India apply, an additional entry should be made showing whether they and their families were given the benefit of rule 7, and whether they were allowed a similar benefit under either rule 7 or rule 8 on returning to India.

12. In all English Leave-Salary certificates the particulars of all outstanding advances (including passage advances) should be noted under item 16, and in the case of motor car and similar advances the date from which the recovery of monthly instalments should be effected should be stated.

13. With the exception of privilege leave earned in a civil department which should be taken first, a military officer in civil employ may set off the leave he takes against the civil leave or military leave at his credit as he likes. A definite election in the matter should be obtained from all such officers, and his election should be noted in the Leave-Salary certificate.

14. Where subscriptions or recoveries relate to sterling branches of Provident Funds this should be indicated clearly under item 16.

FORM NO. 3 (G.G. Form no. 1)

[See paragraph (16) of the Instructions in Appendix 'A' at the end of Part III]

Colonial leave-salary warrant

Debitable to

(For I.C.S. and Military Officers in Civil Employ).

(OBVERSE)

Warrant no. of 19 .

Mr. _____ having been granted leave for a period of _____ months and _____ days under the orders of the Government of _____ is hereby allowed the privilege of drawing his leave-salary at _____ from _____.

2. His leave-salary will be as shown below and will be payable monthly in sterling converted from rupees at 1s.6 d. a rupee but will be subject to the following maxima and minima:

Period		Rate in Rupees a month	Minimum rate of exchange	Minimum £ a month	Maximum £ a month
From	to				
From	to				
From	to				

3. The payments should be charged to the High Commissioner for India for appropriation by him of the leave-salary under the following heading:

4. The paying officer is requested to take steps to ensure that when the government servant returns to India, he draws leave-salary in the Dominion or Colony up to the day before that on which the vessel by which he returns is due to arrive at the Asiatic Port of disembarkation.

5. The following deductions are to be made from the leave-salary of each month before payment:

Military		Rates
Indian service	for wife £	per mensem from
Civil		
Family Pensions	for self £	Ditto.

* In cases of subscribers to the Indian Civil Services Family Pension Fund interest accrued in India to be given here.

Indian Military widows, and orphans'.	for son £	Ditto.
Fund subscription	for daughter £	Ditto.

	Total	£
--	-------	---

A balance of donation £ on/for and interest £ is recoverable at £ a month from Indian Civil Service Provident Fund deduction (if any).

Where the amount of a deduction is expressed in rupees it shall be converted into sterling at the same rate as the leave-salary from which it is deducted.

Dated at 19

The Accountant General
Comptroller.

(REVERSE)

Name, rank and description of payee	Period for which payment is made	Monthly rate			Amount			Signature of paying officer	Receipt of payee
		£	s.	d.	£	s.	d.		

One copy of this warrant will be retained by _____ and will be given up to the Audit Officer in India on his return to India. Each payment will be recorded on the reverse of the copies kept by the Colonial Disbursing Officer and by _____ and will be certified by the paying officer and receipted by _____.

NOTE 1—Leave-salary is payable in rupees to government servants residing in Ceylon during their leave (Fundamental Rule 91).

NOTE 2—The signature of the government servant concerned should be obtained on the "original" copy of the warrant.

NOTE 3—The rate of conversion will be 1s. 6d. a rupee.

The maximum rates of leave-salary are those prescribed in Fundamental Rule 89 and the minimum rates are those prescribed in Fundamental Rule 90.

NOTE 4—In the case of government servants to whom the rules regarding the grant of passages to civilian personnel of British Domicile, engaged for service in India, apply, an additional entry should be made showing whether they and their

families were given the benefit of Rule VII, and whether they were allowed a similar benefit under either Rule VII or Rule VIII on returning to India.

NOTE 5—The paying officer, except in the case of a Dominion or Colony which accounts direct to India, is requested to advise the High Commissioner for India, India House, Aldwych, London, W.C. 2, promptly on the officer's departure from such Dominion or Colony, whether for India, England or any other Dominion or Colony, giving particulars of amounts of pay issued and of any deductions therefrom.

NOTE 6—The particulars of all outstanding advances (including passage advanced should be noted under item 4. In the case of motor-car and similar advances, the date from which the recovery of monthly instalments should be effected, should be stated.

FORM NO. 3A

Colonial Leave Salary Warrant

(G. G. Form no. I-A)

Debitable to

(For Uncovenanted Services)

(OBVERSE)

Warrant no. _____ of 19 .

Mr. _____ having been granted leave for a period of _____ months and _____ days under orders of the Government of _____ is hereby allowed the privilege of drawing his leave-salary at _____ from _____.

2. His leave-salary will be as shown below and will be payable monthly in sterling converted from rupees at 1s. 6d. a rupee but will be subject to the following maxima and minima:

Period	Rate in rupees a month	Minimum rate of exchange	Maximum £ a month	Minimum £ a month
From to				
From to				

From to				
---------	--	--	--	--

3. The payments should be charged to the High Commissioner for India for appropriation by him of the leave-salary under the following heading:

4. The paying officer is requested to take steps to ensure that when the government servant returns to India, he draws leave-salary in the Dominion or Colony up to the day before that on which the vessel by which he returns is due to arrive at the Asiatic Port of disembarkation.

5. The following deductions are to be made from the leave salary at each month before payment:

Superior Services (India) Family Pension Funds:

	Rates	
Wife		Per month from]
Sons		Ditto
Daughters		Ditto
Arrears, if any		
Interest		

Where the amount of a deduction is expressed in rupees, it shall be converted into sterling at the same rates as the leave-salary from which it is deducted.

Dated at 19 .

The

(REVERSE)

Name rank and description of payee	Period for which payment is made	Monthly rate			Amount			Signature of paying officer	Receipt of payee
		£	s.	d.	£	s.	d.		

One copy of this warrant will be retained by-----and will be given up to the Audit Officer in India on his return to India. Each payment will be recorded on the reverse of the copies by the Colonial Disbursing Officer and by-----and will be certified by the paying officer and received by-----.

NOTES—(1) Leave-salary is payable in rupees to Government servants residing in Ceylon during their leave (Fundamental Rule 91).

(2) The Signature of the Government servants concerned should be obtained on "the original" copy of the warrants.

(3) The rate of conversion will be 1s. 6d. The maximum rates of leave-salary are those prescribed in Fundamental Rule 89 and the minimum rates are those prescribed in Fundamental Rule 90.

(4) In the case of government servants to whom the rule regarding the grant of passages to civilian personnel of British Domicile, engaged for service in India, apply, an additional entry should be made showing whether they and their families were given the benefit of Rule VII, and whether they were allowed a similar benefit under either Rule VII or Rule VIII on returning to India.

(5) The paying officer except in the case of a Dominion, or Colony which accounts direct to India, is requested to advise the High Commissioner for India, India House, Aldwych, London, W. C. 2, promptly on the government servant's departure from such Dominion or Colony, whether for India, England or any Dominion or Colony giving particulars of amounts of pay issued and of any deduction therefrom.

(6) The particulars of all outstanding advances (including passage advances) should be noted under item 4. In the case of motor car and similar advances, the date from which the recovery of monthly instalments should be effected, should be stated.

[Ad. G. Form F. R. 4.]

FORM NO. 4

[See paragraph (18) of the Instructions in Appendix 'A' at the end of Part III]

The Accountant General's letter to the government servant proceeding on leave out of India.

TO,

SIR

With reference to the order noted in the margin, granting you leave out of India, I have the honour to say that it is necessary for you to obtain from me a leave-salary certificate to enable you to draw your leave-salary.

2. To enable me to prepare your leave-salary certificate it is necessary that you send me the information asked for in the enclosed Form no. 5, and also your formal certificate of giving over charge of your office, date and hour at your earliest convenience.

3. If you are in, or intend to pass through, Allahabad your certificate will be prepared, and your pay and allowances paid up to the date before your leave commences, except in the case referred to in paragraph 4 below, on your calling personally at my office and presenting a last pay certificate from the officer from whom you last drew your pay and allowances. Otherwise I shall cause the leave-salary certificate to be sent to the address specified by you and the pay and allowances to be paid through the officer from whom you draw your pay and allowances.

4. Leave-salary due for the first four months of leave on average pay taken by itself or in combination with other leave may be drawn either in India or out of India. If you desire to draw it in India, a separate leave-salary certificate for this portion of the leave will be issued but you will be allowed to draw the pay and allowances for the broken period of the months up to the date of relief only at the commencement of the next month along with the leave-salary for the rest of the months.

5. If you wish to draw your leave-salary in India under the provision of paragraph 4 above you should either grant your agents a power-of-attorney or leave your bills ready signed in their custody for presentation as they fall due. A guarantee bond undertaking to refund over-payments should be furnished by your agents unless they have executed a general bond of indemnity.

(NOTE—Paragraphs 4 and 5 do not apply to non-gazetted government servants who have to draw their leave-salary through the head of the office and should be omitted from the letters addressed to them.)

6. I send herewith a copy of a Memo. of Information for the guidance of government servants proceeding on leave out of India and a blank form (Form no. 9) of the date of leaving India to be signed and sent to me from the first port at which your vessel touches.

7. If you wish to draw your leave-salary in a Colony please send the three specimens of your signature.

Accountant General.

[Ad. G. Form F. R. 9]

FORM NO. 5

Information required by the Accountant General before the leave-salary certificate can be drawn up.

(This form should be returned duly filled up to the Accountant General, one clear week before the date of making over charge).

1. On what date do you intend to make over charge of your office? 1
 2. Before or afternoon? 2
 3. At what port do you intend to embark? 3
 4. By what ship will you sail and on what date? 4
 5. In what country do you wish to draw your leave-salary during leave on average pay for a period not exceeding four months if any at the commencement of your leave? If in India at what treasury? 5
 - 5-A. In what country do you intend to spend vacation or/and holidays? 5-A
- If out of India in what country do you intend to draw your pay (and allowances) during vacation or/and holidays?
- (N.B.—The words within brackets above should be scored out by the Audit Officer in all cases in which allowances are not payable, out of India).
6. What is your address in England or in India or elsewhere to which your leave-salary certificate to enable you to draw your leave-salary may be sent in case it is not handed over to you before you go on leave? 6
 7. What advances if any do you require now? 7
 8. Do you intend to pay your... Civil Fund subscriptions in England or in India? 8
 9. Do you wish to subscribe to the General Provident Fund? If so, for what period of your leave and at what rate?

Numbers 3 and 4 are for government servants to whom the leave rules in sections I to V of Chapter X of the Fundamental Rules are not applicable.

Number 5—Leave-salary due for the first four months of the period of leave on average pay, if any, at the commencement of any period of leave out of India can be drawn in or out of India at the government servant's option. In India it can be drawn only on the 1st of each month in arrears by an authorized agent under a guarantee bond or on production of a life certificate. The allowances for a broken period of a month may be drawn at any time after the expiration of the leave.

Number 7 is for military officers subject to the Military Leave Rules and for Chaplains only.

Number 8 is for members of the Indian Civil Service only.

NOTE—(1) In the case of non-gazetted government servants to whom note 11 to Form no. 2 or note 4 to Form no. 3 or no. 3-A applies, an additional question should be inserted to obtain the information required under that note.

NOTE 2—With the exception of privilege leave earned in a Civil Department which should be taken first, a military officer in civil employ may set off the leave he takes against the civil leave or military leave at his credit, as he likes. When Form 5 is sent to such an officer question 10 should be added in manuscript. Is the leave to be set off against the military leave or against civil leave at your credit? The answer should be noted on his leave-salary certificates.

NOTE 3—Where subscriptions or recoveries relate to Sterling Branches this should be indicated clearly against question 9.

Signature-----

(Designation)-----

Dated at-----

The-----of-----19.

To the Accountant General—

[G. G. Form No. 2]

FORM NO.7

[See paragraph (22) of the Instructions in Appendix 'A' at the end of Part III.]

Certificate of leave

Granted.

Proceeding out of India.

1. Government under which employed.
2. Post last held.
3. Nature of leave granted.

4. Date of commencement of leave.
5. Date of expiry of leave.
6. Whether a medical certificate of fitness must be produced before return to duty.
7. Amount of leave expressed in terms of leave on average pay at the government servant's credit on the expiry of the present leave.
8. Period of leave on average pay which might under Fundamental Rule 81 be granted if the present leave were extended (Further particulars required in the case of military officers in civil employ.)
9. Date of entry under Civil Leave Rules.
10. Amount of leave at credit at commencement of present leave:

Earned in respect of service under Military rules.

Earned in respect of service under Civil rules.

The 19

(Signature).

(Designation).

NOTE 1—No leave-salary is payable on this certificate.

NOTE 2—This certificate must be produced before the High Commissioner with any application for an extension of leave or permission to return to duty or the grant of a last pay certificate.

[Ad. G. Form F. R. 7]

FORM No. 9

[See paragraph (22) of the Instructions in the Appendix 'A' at the end of Part III of the Handbook].

Report of actual sailing

From_____

To

THE ACCOUNTANT GENERAL

SIR,

I HAVE the honour to report that I sailed from India by steamer_____class_____which left_____on_____day.

The_____19.

I have, etc.,

(Signed)

Noted and forwarded to the Secretary to the Government of_____Department.

The_____19.

Accountant General.

FORM No. 10

[See Subsidiary Rule 157-A (4) (a) (IV)]

Bond for temporary government servants granted extraordinary leave for Study in India or abroad

KNOW ALL MEN BY THESE PRESENTS THAT I,
Mr./Mrs./Miss.....(Principal), s/o, w/o, d/o,.....of.....at
present employed as.....in the Department/Office of.....AND
Mr.....s/o.....r/o.....(Surety) do hereby bind
ourselves and our respective heirs, executors and administrators, to pay to the
Governor of Uttar Pradesh, his successors and assigns (hereinafter called "the

Government") on demand the sum of Rs. (*)
(Rupees.....) and other expenses, if any,
which the Government may incur on the Principal together with interest thereon
computed from the day following the expiry of the sanctioned leave at the rate of
one per cent over and above the Bank rate in force on the first day of April of the
financial year in which the leave has been sanctioned, or, if payment is made in a
country other than in India, the equivalent of the said amount in the currency of
that country converted at the official rate of exchange between that country and
India.

NOTE—The expression "Bank rate" mentioned above means the rate made public
by the Reserve Bank of India as the standard rate at which it is prepared to buy or
rediscount bills of exchange or other commercial paper eligible for purchase under
the Reserve Bank of India Act.

WHEREAS the Government has, at the request of the above Principal
Mr./Mrs./Miss.....,employed as a.....granted him/her
regular leave, followed by extraordinary leave without pay and allowances, for a
period of.....months.....days with effect
from.....in order to enable him/her to study at.....

AND WHEREAS the Government has appointed/will have to appoint a substitute
to perform the duties of.....(designation) during the
period of absence of the Principal on extraordinary leave.

AND WHEREAS failure on the part of the Principal to resume duty on the expiry
of the period of the extraordinary leave shall be deemed as resignation of the
Principal from the service of the Government, but such deemed resignation shall in
no way release the Principal or the Surety from their liability hereunder.

AND WHEREAS it has been agreed between the above Principal and Surety of the
one part and the Government of the other part that for the better protection of the
interest of the Government, the said Principal and the Surety should execute such
bond as above written and with such condition as is hereunder written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT
IN THE event of the above Principal,

Mr./Mrs./Miss.....failing to rejoin, on the expiry of the
period of extraordinary leave, the post originally held by him/her and serve the
Government after rejoining for such period not exceeding a period of

(†).....years as the Government may require or
refusing to serve the Government in any other capacity as may be required by the
Government on a salary to which he/she would be entitled under the rules the said
Principal and/or Surety or their respective heirs, executors and administrators shall

forthwith pay to the Government on demand the said sum of Rs. (*).....(Rupees.....) and other expenses, if any, which the Government may incur on the Principal together with interest thereon as aforesaid.

AND upon the Principal and/or Surety making such payment, the above written obligation shall be void and of no effect. otherwise it shall be and remain in full force and virtue.

PROVIDED THAT the liability of the Principal and/or the surety hereunder shall not be impaired or discharged by reason of the deemed resignation of the Principal upon his failure to resume duty on the expiry of the period of the extraordinary leave.

PROVIDED ALWAYS that the liability of the Surety hereunder shall not be impaired or discharged by reason of time being granted or for any forbearance, act or omission of the Government or any person authorised by them (with or without the consent or knowledge of the surety) nor shall it be necessary for the Government to sue the Principal before suing the Surety for amounts due hereunder.

THIS BOND shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate courts in India.

The stamp duty shall be borne by the Government.

IN WITNESS to the above written bond, the Principal and the Surety have hereunto set their hands on the dates mentioned against their respective signatures.

Signed by

....., the Principal on the.....day of....., 19 in the presence of:, the Surety on the.....day of..... 19 in the presence of:
1.....	1.....
2.....	2.....

(*) The amount entered should be equal to ten times the pay which the government servant is drawing at the time of proceeding on leave.

(†) The duration of stipulated service under the Government after return from leave should not be less than three years.

FORM NO. 11 (Ad. G. Form no. 1)

[See paragraph (33) of the Instruction in the Appendix—A at the end of Part III of the Handbook and Subsidiary Rule 81]

Form of Leave Account under the special leave rules in part 1 of this Volume.

Leave account of _____

											Leave taken												
											On half or quarter average												
Duty			Leave earned			Leave at credit (2+7)					On average pay			Actual period (a)					Period of leave on average				
(1)			(2)			(3)					(4)			(5)									
From	To	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	From	To	Y.	M.	D.	From	To	Y.	M.	D.			

Instructions

- (1) The account is to be maintained in terms of leave on average pay.
- (2) In the case of government servants already in government service, the first entries, i.e., the entries that will be made on January 1, 1922, or from the date on which the government servant concerned elects to come under the Fundamental Rules, will be in columns 3,4, and 5, the entries to be made in accordance with fundamental Rules 77 and 78.
- (3) When a government servant applies for leave columns 1 to 3 are to be filled up for arriving at the leave at his credit. The period of leave shown in column (3)

should be arrived at by adding the new entry in column (2) to the last previous entry in column (7).

(4) When a government servant returns from leave columns 4, 5, 6 and 7 will be filled up. The portion of the leave on half or quarter average pay (together with the leave on subsistence grant under the note to rule 88) will be entered in column 5(a), and this period divided by 2 is the entry to be made in column 5(b).

(5) The maximum prescribed in Fundamental Rule 81 (a) will be applied to the entries in column 3, and once the entry in that column has had to be reduced owing to the maximum having come into operation, the subsequent additions in column 2 should be limited to 1/11th of the periods of duty. The maximum in Fundamental Rule 81(b) should be applied to the totals of the periods in column 4.

(6) If a government servant passes from under the ordinary to the special leave rules a new leave account must be opened.

(7) When a government servant is transferred for service under another Government, a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account, which must be a complete record of all leave earned and taken under these rules throughout his service.

FORM NO. 11-A (Ad. G. Form no. 2)

[See Paragraph (33) of the Appendix at the end of Part III and Subsidiary Rule 81]

Form of leave account under the ordinary leave rules in the Fundamental Rules in Part I of this volume

Leave account of _____ Date of attaining the age of 58 years _____

Date of commencement of service _____ Date of coming under civil leave rules _____

Date of contract, if any _____

Leave earned			Leave at credit			
						On average pay

Duty	1/11th of duty subsequent to coming under Fundamental Rules [Rule 81 (b)(ii)]		Balance of 2/11th of duty subsequent to coming under Fundamental Rules.			1/11th of duty subsequent to coming under Fundamental Rules [Rule 81 (b)(ii)] (Columns 16+4)			Balance of 2/11th of duty subsequent to coming under Fundamental Rules (Columns 17+5)			Total (Columns 6+7)	Dates	Against entries in column	A				
1	2		3			4			5			6			7	8		9	
Govt. served under	From	To	Y	M	D	Y	M	D	Y	M	D	Y	M	D	Y	M	D	Y	

FORMS

INSTRUCTIONS FOR FILLING UP FORM NO. 11—A

1. The account is to be maintained in terms of leave on average pay. For this purpose actual periods of leave taken on half or quarter average pay, as entered in column 13, should be divided by 2 and posted in column 14.

2. In the case of government servants who were subject to the Civil Service Regulations leave rules before they elected the Fundamental Rules the account should commence with an opening entry in columns 4, 5, 6, 7, 8, 11, 13, 14, 15, 16, 17 and 18. The words "Due on (data of coming under the Fundamental Rules)" should be written across columns 1, 2, and 3, and against these words credit under rule 77 (b) (ii) (1) should be given in column 4 and column 6, and that under rule 77 (b) (ii) (2) and rule 77 (c) in column 5 and column 7, while debit for commuted furlough taken under the old leave rules should be given in column 11 and that under rule 78 note (2) (i) (a) in column 13 one-half of the latter being entered in

column 14. The sum total of the entries in columns 0 and 7 and in columns 11 and 14 should be entered in columns 8 and 15 respectively. The difference between the entries in columns 8 and 15 should be entered in column 18, and the entry in column 4 or 6 should be repeated in column 16, while the entry in column 5 or 7, minus the sum total of the entries in columns 11 and 14, should be shown in column 17.

3. When a government servant applies for leave columns 1 to 8 should be filled up. Columns 1, 2 and 3 should show the Government served under and the period of duty up to the date preceding that on which the government servant intends to go on leave and columns 4 and 5 should each show 1/11th of this period (but see note 2 below), the sum total of the two entries representing the period of leave (i.e., 2/11ths of duty) earned under rule 77 (b) (3). To the new entry in column 4 should be added the last entry in column 16, and the resultant figure should be posted in column 6, similarly in the new entry in column 5 should be added the last entry in column 17 and the resultant figure should be posted in column 7. The total of the entries in columns 6 and 7 will be shown in column 8.

NOTE 1—If during the period of duty prior to a government servant's going on leave he has served under two or more Government, the period of duty and the leave earned under each Government should be shown in separate lines in columns 1 to 5 and the sum total of the new entries in column 4, and the last entry in column 16 should be posted in column 6 and of those in column 5 and the last entry in column 17 in column 7, the total of the entries in columns 6 and 7 being shown in column 8.

NOTE 2—The sum total of the entries in column 5, inclusive of the opening entry mentioned in paragraph 2 of these instructions, should not exceed 2½ years [rule 81(a) (II)] and no entry should be made in this column when this limit of 2½ years is reached.

When columns 1 to 8 have been posted column 8 will show the maximum amount of leave which may be granted in terms of leave on average pay [but see rule 81 (d)], to a government servant on the date on which he intends to go on leave. The maximum amount of leave on average pay which may be granted on that date with medical certificate or out of India and Ceylon, will be the sum total of the last entry in column 6 and the unspent balance of "one year", limited to 8 months at a time, provided this sum total is covered by the period entered in column 8, in the case of leave in India or Ceylon without medical certificate, the maximum will be the last entry in column 6, limited to 4 months at a time. The limits of 8 and 4 months may be exceeded as provided in the note to Fundamental Rule 81 (b).

4. When a government servant returns from leave columns 9 to 18 should be filled up. The periods of leave taken on average pay should be entered in columns 9, 10 and 11; that taken on medical certificate or spent elsewhere than in India, Ceylon,

Nepal, Burma or Aden, should be entered in column 11 till the limit of one year is reached, and thereafter in column 10. When a period of leave on average pay taken on medical certificate or spent elsewhere than in India, Ceylon, etc., is combined with a period of other leave on average pay, the two periods should, for so long as the limit of one year is not reached, be treated as constituting separate spells of leave and the actual period of each kind of leave entered in column 10 or 11, as the case may be. The actual periods of leave on half or quarter average pay (together with leave on subsistence grant under the note to Fundamental Rule 88) and overstay of leave (vide Fundamental Rule 73) should be entered in column 13 and one-half of it in column 14.

NOTE 1—Leave on average pay taken under the Fundamental Rules in India without medical certificate in excess of the last entry in column 6 before the deletion of "plus one year" from rule 81(b)(ii) should be entered in column 11.

NOTE 2—If the leave taken on half average pay exceeds the amount at credit on half average pay, the excess should be shown in red ink in column 17. If this debit shown in column 17 exceeds the credit if any, shown in column 16, the net debit in column 18 will be recorded in red ink. The entry in column 18 is the leave due under Fundamental Rule 80. The balance of leave due on average pay shown in column 16 remains unaffected by any debit entries in column 17 and 18, but cannot be utilized until, under the operation of Fundamental Rules 77 and 81(e), leave again becomes due under Fundamental Rule 80 and then only to the extent of the leave due.

5. The total period of leave in terms of leave on average pay taken in a government servant's whole service, as entered in column 15, should not exceed the privilege leave credited to him in column 4 on his coming under the Fundamental Rules plus all periods of leave subsequently entered in that column plus 2 1/2 years.

6. When a government servant is transferred to service under another government a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account which must be a complete record of all leave earned and taken under these rules throughout his service.

FORM No. 11-B

(See Subsidiary Rule 81)

Form of leave account under the Uttar Pradesh Fundamental Rules

Leave account of _____ Date of attaining the age of 58 years _____

Date of commencement of Service _____ Date of coming under the civil leave rules _____

Date of contract, if any, _____

		Leave earned					Leave at credit					
Duty	1/11th of duty subsequent to coming under the Uttar Pradesh Fundamental Rules [Rule 81(b)]	Balance of 2/11th or 3/22nd of duty subsequent to coming under the Uttar Pradesh Fundamental Rules		1/11th of duty subsequent to coming under the Uttar Pradesh Fundamental Rules [Rule 81(b)] (Columns 16+4)	Balance of 2/11th or 2/22nd of duty subsequent to coming under the Uttar Pradesh Fundamental Rules. (Columns 17+5)	Total columns (6+7)	Dates				Against entries in column 6	O
		Y	M					D	Y	M		
1	2	3	4	5	6	7	8	9	10	11	12	13
Govt. served under	From	To	Y	M	D	Y	M	D	Y	M	D	Y

NOTE—2/11ths referred to in columns 5, 7 and 17 and one year referred to in column 11 apply to Government servants recruited to services or posts under the Government before January 1, 1931, and 3/22nds and six months referred to in the above columns apply to such government servants recruited on or after January 1, 1931, but before January 1, 1936.

INSTRUCTIONS FOR FILLING UP FORM No. 11-B

1. The account is to be maintained in terms of leave on average pay. For this purpose actual periods of leave taken on half or quarter average pay, as entered in column 13, should be divided by 2 and posted in column 14.

2. The existing leave accounts of government servants, who were subject to the ordinary leave rules in the Fundamental Rules made by the Secretary of State in Council or to the above leave rules as amended by notification no. A—6041/X—249-1932, dated November 27, 1930, shall continue to be maintained in the form hitherto in force (necessary amendments being made in the references to rules in the existing form by hand) till the existing form of leave account has been fully utilized when the account should be continued in form no. 11-B.

3. When a government servant applies for leave columns 1 to 8 should be filled up. Columns 1, 2 and 3 should show the Government served under and the period and the period of duty up to the date preceding that on which the government servant intends to go on leave and columns 4 and 5 should each show 1/11th of this period or 1/11th and 1/22nd of this period, as the case may be (but see note 2 below), the sum total of the two entries representing the period of leave (i.e., 2/11ths or 3/22nds of duty) earned under rule 77. To the new entry in column 4 should be added the last entry in column 16, and the resultant figure should be posted in column 6; similarly in the new entry in column 5 should be added the last entry in column 17 and the resultant figure should be posted in column 7. The total of the entries in columns 6 and 7 will be shown in column 8.

NOTE 1—If during the period of duty prior to a government servant's going on leave he has served under two or more Governments, the period of duty and the leave earned under each Government should be shown in Separate lines in columns 1 to 5 and the sum total of the new entries in column 4, and the last entry in column 16 should be posted in column 6 and of those in column 5 and the last entry in column 17 in column 7, the total of the entries in columns 6 and 7 being shown in column 8.

NOTE 2—The sum total of the entries in column 5, should not exceed 2½ years [rule 81(a) (ii)] and no entry should be made in this column when this limit of 2½ years is reached.

When columns 1 to 8 have been posted column 8 will show the maximum amount of leave which may be granted in terms of leave on average pay (but see rule 81(d)) to a government servant on the date on which he intends to go on leave. The maximum amount of leave on average pay which may be granted on that date with medical certificate or out of India, Ceylon, Nepal, Burma or Aden, will be the sum total of the last entry in column 6 and the unspent balance of "one year" or "six months" limited to 8 or 6 months at a time, provided this sum total is covered by the period entered in column 8 in the case of leave in India, Ceylon, Nepal, Burma

or Aden without medical certificate, the maximum will be the last entry in column 6, limited to 4 months at a time.

4. When a government servant returns from leave columns 9 to 18 should be filled up. The periods of leave taken on average pay should be entered in columns 9, 10 and 11; that taken on medical certificate or spent elsewhere than in India, Ceylon, Nepal, Burma or Aden should be entered in column 11 till the limit of one year or six months, as the case may be, is reached, and thereafter in column 10. The actual periods of leave on half or quarter average pay and overstayal of leave (vide rule 73) should be entered in column 13 and one-half of it in column 14.

NOTE—If the leave taken on half average pay exceeds the amount at credit on half average pay, the excess should be shown in red ink in column 17. If this debit shown in column 17 exceeds the credit if any, shown in column 16, the net debit in column 18 will be recorded in red ink. The entry in column 18 is the leave due under rule 80. The balance of leave due on average pay shown in column 16 remains unaffected by any debit entries in columns 17 and 18, but cannot be utilized until, under the operation of rules 77 and 81 (e), leave again becomes due under rule 80 and then only to the extent of the leave due.

5. The total period of leave in terms of leave on average pay taken in a government servant's whole service, as entered in column 15, should not exceed the privilege leave credited to him in column 4 on his coming under the Fundamental Rules plus all periods of leave subsequently entered in that column plus 2½ years.

6. When a government servant is transferred to service under another Government a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account which must be a complete record of all leave earned and taken under these rules throughout his service.

FORM NO. 11—C

[See Subsidiary Rule 80]

Form of Leave Account under the U.P. Fundamental Rules

For government servants in superior service recruited on or after January 1, 1936,
and inferior government servants

Leave account of _____ Date of birth _____

Designation_____ Date of commencement of continuous service_____

Date of substantive appointment to permanent post_____

Date of compulsory retirement_____

Period of duty		Earned leave				Leave on private affairs					Leave on medic taken	
		Leave taken				Leave taken						
From	To	Number of days	Leave earned in days	Leave at credit in days (Col. 4+Col. 9)	From	To	Number of days	Balance on return from leave in days (Col. 5—8)	Leave earned in days	Leave at credit in days (Col. 10+Col. 15)	From	To
1	2	3	4	5	6	7	8	9	10	11	12	13

INSTRUCTIONS FOR FILLING OF FORM No. II-C

1. The form is intended for the maintenance of leave accounts of government servants whose leave is regulated under F. R. 81-B, and S. R. 157-A, as in force with effect from April 1, 1966.
2. The earned leave and leave on private affairs mentioned in column 4 and 10 should be calculated at 1/11th of the period spent on duty as shown in column 3.

3. In the case of government servants belonging to vacation departments 30 days of earned leave should be shown as leave taken in column 8 for each year of duty in which full vacation is availed of and the fact of having availed vacation indicated in column 23 for remarks [See also the second provisos to F. R. 81-B (1) and S. R. 157-A (1)].

4. The leave on medical certificate of government servants holding lien on permanent posts, to the extent of twelve months on average pay or average substantive pay or full pay, as admissible under rule 2 (i) of F. R. 81-B. is to be entered in column 18, leave on medical certificate in excess of twelve months, up to the limit of six months on half average pay or half average substantive pay or half pay, as admissible under the first proviso to rule (2)(i) should be entered in column 19.

5. The leave on medical certificate of government servants not holding lien on any permanent post, to the extent of four months on average pay or full pay as admissible under rule (2) of S. R. 157-A, should also be entered in column 18.

6. The progressive total leave on medical certificate and leave on private affairs should be noted in red ink below the entry of period (in black ink) on each spell such leave is taken in columns 18, 19 and 14.

7. When commuted leave is granted under rule (4) of F. R. 81-B, twice the amount of such leave shall be shown in the entries relating to leave on private affairs in column 14 and 15. The period commuted leave granted should be shown in column 23 for remarks.

8. In the case of extraordinary leave granted under S. R. 157-A it should be mentioned in Column 23 that under which particular provision of the above rule the leave has been granted and where the leave has been granted under Clause 4 (a) (IV) of this rule the progressive total of the leave taken should also be noted in column 28.

FORMS

FORM No. 12

(See Subsidiary Rules 89—90)

Medical certificates for leave

INSTRUCTIONS

Statement of the case of.....

The statement of the case must always be furnished.

The signature of the applicant should be taken by the certifying officer before he proceeds to fill in the form. (Vide note below and under Subsidiary Rule 89).

Name (to be filled in by the applicant in the presence of the Chief Medical Officer or the authorised medical attendant).

Appointment held

Age

Total service

Previous periods of leave of absence on medical certificate.

Habits

Disease

History

I.....Chief Medical Officer/Authorised Medical Attendant at.....or of.....after careful and personal examination of the case hereby certify that Shri/Shrimati/Kumari.....is in a bad state of health and I solemnly and sincerely declare that, according to the best of my judgement, a period of absence from duty is essentially necessary for the recovery of his/her health and recommend that he/she may be granted leave for..... with effect from.....

*In my opinion it is/ it is not necessary for the officer to appear before a medical board.

* This sentence should either be modified by scoring out the irrelevant words or altogether scored out according as the period of leave recommended is up to three months or exceeds that period.

Chief Medical Officer/Authorised Medical Attendant.

Dated.....

NOTE 1—This form should be adhered to as closely as possible and should be filled in after the signature of the government servant applying for leave has been

taken. This certifying officer is not at liberty to certify that the applicant requires a change from or to a particular locality or that he/she is not fit to proceed to a particular locality. Such certificate should only be given at the explicit request of the sanctioning authority to whom it is open to decide when an application on such grounds has been made to him, whether the government servant should go before a medical board to decide the question of his/her fitness for service.

NOTE 2—The medical certificate and history of the case as also the certificate prescribed in rule 91 or 94 (b), as the case may be, should be prepared in duplicate. One copy of which the government servant proceeding on leave should take with him/her for presentation to the medical board or officer who examines him/her for fitness before his/her return to duty.

Medical Committee's Report

The report of a medical committee must always be furnished unless the certificates on the reverse are utilized.

(Subsidiary Rules 91 and 93.)

"We do hereby certify that according to the best of our professional judgement, after careful personal examination of the case, we consider the health of Shri/Shrimati/Kumari.....to be such as to render leave of absence for a period of.....absolutely necessary for his/her recovery."

President

_____ Members.

Dated

NOTE—In cases in which the leave recommended is for more than three months or leave for three months or less is extended beyond three months, the Medical Board shall state at the time of granting the certificate whether the government servant should or need not appear before another Medical Board for obtaining the certificate of fitness for return to duty.

Certificate of Civil Surgeon

This certificates must always be furnished when the government servant concerned cannot appear before a medical committee.

I hereby certify that the state of health of _____is such as to make it highly inconvenient for him/her to proceed to _____for the purpose of appearing before a medical committee. Dated Civil Surgeon

The Medical Officer's certificate

This certificate should be signed by two medical officers, either commissioned or in charge of civil stations. When this is signed by only one medical officer, it should be countersigned by the commissioner of the division or the district officer or in the case of a government servant of the Judicial department by the District and Sessions Judge. When two medical officers do not sign, reasons must be given why two officers have not signed.

I/We do hereby certify that, according to the best of our professional judgement, after careful personal examination of the case, I/We consider the health of——— to be such as to render leave of absence for a period of——— absolutely necessary for his/her recovery.

Countersigned

Commissioner

or District Magistrate

or District and Sessions Judge.

Dated

FORM NO. 15

(See Note below subsidiary Rule 137)

Memorandum of verification of the service
of.....

Service verified		Source from which verified	Date and initial		Remarks	
From	To		Supdt., Head Clerk or Accountant			Head of Office
			Initials	Date		

--	--	--	--	--	--	--

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This Index has been compiled solely for the purpose of reference. No expression used in it should be considered as in any way interpreting the rules.

The following abbreviations have been used:

A.I.—Audit Instruction.

G's. O.—Governor's Order.

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CORRIGENDA—I

1. Fundamental Rule 18 (Chapter III—General conditions of Service—page 25) may be substituted as under:—

*18. Unless the Government, in view of the special circumstances of the case, otherwise determine, after five years continuous absence from duty elsewhere than on foreign service in India, whether with or without leave, no Government servant shall be granted leave of any kind. Absence beyond five years will attract the provisions of rules relating to disciplinary proceedings.

2. Fundamental Rule 22 (Chapter IV—pay—Pages 28-37) may be substituted as under and Auditor General's decision, Audit Instructions and orders of Governor regarding rule 22 will remain unchanged:—

†22. The initial substantive pay of a government servant who is appointed substantively to a post on a time-scale of pay is regulated as follows:—

(a) If he holds a lien on a permanent post other than a tenure post or would hold a lien on such a post had his lien not been suspended—

(i) when appointment to the new post involves the assumption of duties or responsibilities of greater importance (as interpreted for the purposes of rule 30) than those attaching to such permanent post, he will draw as initial pay at the stage of the time-scale next above his substantive pay in respect of the old post;

(ii) when appointment to the new post does not involve such assumption, he will draw as initial pay at the stage of the time-scale which is equal to his substantive pay in respect of the old post, or, if there is no such stage, the stage next below that pay, plus personal pay equal to the difference and, in either case, will continue to draw that pay until such time as he would have received an increment in the time-scale of the old post, or for the period after which an increment is earned in the time-scale of the new post, whichever is less. But if the minimum pay of the time-scale of the new post is higher than his substantive pay in respect of the old post, he will draw that minimum as initial pay;

(iii) when appointment to the new post is made on his own request under rule 15 (a) and the maximum pay in the time-scale of that post is less than this substantive pay in respect of the old post he will draw that maximum as initial pay.

(b) If the conditions prescribed in clause (a) are not fulfilled, he will draw as initial pay the minimum of the time-scale;

Provided that where a government servant holding a post in a temporary or officiating capacity and drawing pay in a pay scale, the maximum of which

(exceeds Rs. 1,200 or Rs. 1,720 in the scales of pay introduced with effect from August 1, 1972 or July 1, 1979) respectively, or Rs. 2,050 with effect from January 1, 1984 (in respect of scale of pay introduced with effect from July 1, 1979) is appointed or promoted to another post carrying duties or responsibilities of greater importance, his initial pay in the time scale of the higher post will be fixed at the stage

*(This amended rule shall be deemed to have come into force w. e. f. 12-9-89 vide Notification No. G-4-34/X-89-4-83, dated 12-9-89.)

†(This amended rule shall be deemed to have come into force w. e. f. 1-7-79 vide Notification No. G-2-692/X-303-81 dated 26-7-1988).

next above the pay drawn in the pay scale of the lower post. The benefit of pay so fixed is, however, restricted to the period during which the government servant would have continued to work on the lower post but for his appointment/promotion to the higher post.

Provided further that both in cases covered by clause (a) and in cases, other than cases of re-employment after resignation or removal or dismissal from the public service, covered by clause (b), if he either

(1) has previously held substantively or officiated in—

(i) the same post, or

(ii) a permanent post or temporary post on the same time-scale, or

(iii) a permanent post, other than a tenure post, on an identical time-scale, or a temporary post on an identical time-scale, such post being on the same time-scale as permanent post; or

(2) is appointed substantively to a tenure post on a time-scale identical with that of another tenure post which he has previously held substantively or in which he has previously officiated,

then the initial pay shall not be less than the pay, other than special pay, personal pay or emoluments classed as pay by the Governor under rule 9 (21) (iii), which he drew on the last such occasion, and he shall count the period during which he drew that pay on such last and any previous occasions for increments in the stage of the time-scale equivalent to that pay. If, however, the pay last drawn by the government servant in a temporary post has been inflated by the grant of premature increments, the pay which he would have drawn but for the grant of those increments shall be taken for the purposes of this proviso to be the pay which he last drew in the temporary post.

Exception—The condition in paragraph (iii) of the second proviso that the temporary post should be on the same time-scale as a permanent post shall not be enforced when a temporary post is (i) created by one Government or Department for the purpose of work of the same nature as the ordinary work for which permanent posts exist in a cadre under different Government or Department, and (ii) sanctioned on a time-scale identical with the time-scale applicable to the permanent post in the cadre under the different Government or Department.

(c) when, after initial fixation of pay in the pay scales introduced with effect from July 1, 1979, appointment is made to a selection grade post in a substantive or officiating capacity, the pay will be fixed at the stage next above the pay in respect of the ordinary grade and the benefit of the second proviso of F.R. 30 may be extended in such cases subject to all the conditions of that rule being satisfied.

NOTES—(1) if the Government servant is entitled to overseas pay in the new post but was not drawing overseas pay in the old post the overseas pay in the new post shall not be taken into account in determining the stage in the time-scale of the new post to which he is entitled under clause (a).

(2) For the purposes of this rule sterling overseas pay shall be converted into rupees as such rate of exchange as the Government may by order prescribe.

3. Fundamental Rule 22-B (Chapter IV-Pay-pages 35-36) may be substituted as under. Other provisions under sub-rule (2) (i) (pages 36-39) will remain the same:—

*22-B (1) Notwithstanding any thing contained in these rules, where a Government servant holding a post in a substantive, temporary or officiating capacity is promoted or appointed either in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of greater importance than those attached to the post held by him, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay arrived at by notionally increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued:

Provided that—

(i) the provisions of this rule shall not apply where a Government servant holding a post in a substantive, temporary or officiating capacity and drawing pay in a pay scale the maximum of which exceeds Rs. 900 p.m., Rs. 1200 p.m., Rs. 1720 p.m. (Rs. 2050 p.m. with effect from January 1, 1984) or Rs. 4500 p.m. respectively in the scales introduced with effect from April 1, 1965, August 1, 1972, July 1, 1979 or January 1, 1986, is appointed in a substantive, temporary or officiating capacity to a post carrying higher duties or responsibilities; and

(ii) the provisions of Fundamental Rule 22-B (1) shall be deemed to have been made applicable without any pay limit with effect from January 1, 1988.

Provided further that the provision of sub-rule (2) of Fundamental Rule 31 shall not be applicable in any case where the initial pay is fixed under this rule:

Provided also that where a Government servant is immediately before his promotion or appointment to higher post, drawing pay, at the maximum of the time-scale of the lower post, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by an amount equal to the last increment in the time-scale of the lower post:

Provided that if a Government servant either:

(1) has previously held substantively or officiated in —

(i) the same post, or

(ii) a permanent or temporary post on the same time-scale, or

(iii) a permanent post other than a tenure post or a temporary post on an identical time-scale, or

(2) is appointed substantively to a tenure post on a time-scale identical with that of another tenure post which he has previously held substantively, or in which he has previously officiated;

*(This amended rule shall be deemed to have come into force w.e.f. 1-1-86 vide Notification No. G-2-818/X-303-83 dated 4-8-1989.)

The proviso to Fundamental rule 22 shall apply in the matter of the initial fixation of pay and counting of previous service for increment.

4. Fundamental Rule 23 (1) (part II Chapter IV-pay-page 40) will remain as it is. Sub-Rule (2) and Note 1 and 2 may be substituted as under. Audit instructions and Orders of Governor regarding Rule 23 will remain the same:—

(2) Notwithstanding anything contained in sub-rule (1) above, a Government servant may, insofar as the option for the new scales of pay introduced with effect from April 1, 1965, is concerned, elect the said new scales of pay either from the aforesaid date or from the date of his next increment in the old scale of pay falling immediately after the said date, and the like option shall be separately available to him in respect of the post, if any, on which he may be officiating.

*NOTE—1. Sub-Rule (2) of Fundamental Rule 23 will also apply mutatis mutandis to cases of option for the new scales of pay introduced with effect from August 1, 1972 or July 1, 1979 subject to the condition that it will also apply to cases of option where a Government servant elects the new scales of pay from the date of his appointment falling between August 1, 1972 and March 7, 1973 or July 1, 1979 and September 30, 1981 respectively.

†NOTE—2. Sub-Rule (2) of Fundamental Rule 23 will also apply mutatis mutandis to cases of option for the new scales of pay introduced with effect from January 1, 1986, subject to the condition that a Government servant may elect the said new scales of pay from the date of his next or any subsequent increment or from the date of his appointment falling between January 1, 1986 and March 31, 1989 (both dates inclusive).

5. Under Fundamental Rule 30 (part II-Chapter IV-pay-page 52) Note (2) may be added as under. Other provisions under Rule 30 will remain unchanged.

(2) For the purpose of this rule, the officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater importance if the post to which it is made is on the same scale of pay as the permanent post, other than a tenure post, on which he holds a lien or would hold a lien had his lien not been suspended or on a scale of pay identical therewith.

6. Fundamental Rule 31 (1) (part II-Chapter IV-pay-page 57) will remain as it is. But Sub-Rule (2) and Not will be substituted as under. Audit Instruction and Orders of Governor regarding Rule 31 will remain the same.

** (2) On an enhancement in the substantive pay, as a result of increment or otherwise, the pay of such Government servant shall be fixed under sub-rule (1) from the date of such enhancement as if he was appointed to officiate in that post on that date where such re-fixation is to his advantage:

*This note shall be deemed to have come into force w.e.f. 1-7-79 vide Notification No.G-2-1697/X-534 (9)-82, dated 25-6-1983.

†The note-2 shall be deemed to have come into force w.e.f. 1-1-86 vide Notification No. G-2-523/X-308-89, dated 16-8-89.

** (This amended sub-rule shall be deemed to have come into force w. e. f. 1-1-1986 vide Notification No. G-2-523/X-308-89, dated 16-8-1989.)

Provided that insofar as the new scales introduced with effect from April 1, 1965, August 1, 1972, July 1, 1979 and January 1, 1986 are concerned, nothing in this sub-rule shall entitle the Government servant to claim re-fixation of pay in the post

in which he is officiating until the date of option exercised by him in respect of that post:

Provided further that nothing in the preceding proviso shall apply where the pay scale relating to the higher post has not been revised with effect from the said date:

Provided also that the provisions of Fundamental Rule 22-B shall not be applicable in the matter of re-fixation of pay under sub-rule (2).

NOTE— Where the increment of Government servant in the post in which he is officiating has been withheld under rule 24 or rule 25, without any reference to the increments that will accrue to him in the post held by him substantively, the provisions contained in sub-rule (2) of this rule shall not apply before the date from which the orders withholding the increment finally cease to be operative. However, during the period of penalty of withholding the increment, the Government servant may be allowed pay equal to his substantive pay from time to time if the same happens to be more than the officiating pay, the difference between the substantive pay and the officiating pay being allowed to the Government servant in the shape of personal pay.

7. Regarding Orders of the Governor under Fundamental Rule 56 (part II-Chapter IX-Compulsory Retirement-Page 109) the following may be added:—

Repealed w.e.f. 18-4-75 vide Notification No. G-2-58/X-534 (19) 90 Dated 18-1-90.

8. Regarding Sub-Rule (1) (Earned Leave) under Fundamental Rule 81-B (part II-Chapter X-Leave-page 129) the following may be added as foot-note:—

*For calculation of leave see revised order contained in O.M. No. G-4-1751/??-201-76 dated 24-6-78.

9. Regarding Sub-Rule (3) (Leave on private affairs) under Fundamental Rule 81-B (Part II-Chapter X-Leave-page 132) the following may be added as foot-note:—

*For calculation of leave see revised order contained in O.M. No. ?-4? 03/??-200-79 dated 30-10-79.

10. Fundamental Rule 87-A (part II-Chapter X-Leave-page 150) may be substituted as under:—

*87-A. A Government servant subject to the leave rules in Fundamental Rule 81-B, when on leave, shall be entitled—

(1) If on earned leave, or on leave on medical certificate against the limit of twelve months laid down in that rule, to leave salary equal to the pay drawn immediately before proceeding on leave;

Provided that if the government servant is reverted from a post carrying a higher scale of pay to a post carrying a lower scale of pay and proceeds on leave, from the date of his reversion, he will

*(This amended rule shall be deemed to have come into force with effect from April 1, 1978 vide Notification No. G-4-1395/X-38-200-76, dated October 13, 1988).

be entitled to leave salary equal to the pay which would have been admissible under the rules had he not proceeded on leave;

(2) If on leave on private affairs under sub-rule (3) or on leave on medical certificate under the first proviso to sub-rule (2) (i) of Fundamental Rule 81-B, to leave salary equal to half the amount specified in sub-rule (1).

(3) If on commuted leave, to leave salary, equal to the amount admissible under sub-rule (1).

(4) If an extraordinary leave, to no leave salary.

NOTE—In the case of a person to whom the provisions of Employees State Insurance Act, 1948, apply the leave salary payable under this rule in respect of leave on medical certificate shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.

Orders of the Governor regarding Rule 87-A

(1) In the cases of government servants to whom rule 87-A applies, the authority competent to grant leave has no power to alter the nature of leave applied for.

(2) The authority which granted leave to a government servant governed by rule 87-A, can commute it retrospectively into leave of a different kind which was admissible at the time the leave was originally granted but the government servant concerned cannot claim it as a matter of right. (See also orders of the Governor under subsidiary Rule 158.)

(3) The Commutation of one kind of leave into another automatically carries with it the drawal of arrears of leave salary or recovery of amounts overdrawn.

(The above Orders of Governor shall be deemed to have come into force with effect from April 1, 1978 vide Notification No. G-4-1895/X-38-200-76, dated October 13, 1988).

11. Subsidiary Rules 12, 13,14,15,16 and 17 (part III-Subsidiary Rules-Chapter III-Certificate of fitness for Govt. Service-page 215-217) may be substituted as under:—

*12. The Certificate shall, except in the case of women candidates be signed by senior Superintendent, Chief or Principal Superintendent of the Government Hospital of the district in which the candidate is resident or in which he is to be employed, provided that a Senior Superintendent, Chief or Principal Superintendent of the District Government Hospital shall not examine a candidate or grant him a certificate except on the written request of the appointing authority. In such a Government Hospital where the post of Senior Superintendent, Chief or Principal Superintendent does not exist or the incumbent is not appointed or is on long leave and the Superintendent or other officers of Senior scale is incharge, the certificate shall be signed by the Chief Medical Officer of that district.

* 13. Before the authorised Medical Officer is requested to examine a candidate, the appointing authority shall, as far as possible, satisfy himself that the candidate has not previously been rejected as unfit for permanent employment by any medical authority and if the candidate has been so rejected the appointing authority shall bring the fact prominently to the notice of the

(*These amended rules shall be deemed to have come into force w.e.f. 10-4-1990 vide Notification No. G-1-152/X-534(15)67 dated April 10, 1990.)

Medical Officer to whom the case is referred under Rule 12 or Rule 17 for examination and shall state the cause of the rejection, if known or ascertainable, by a letter.

*14. Deleted.

*15. If in any case a candidate is not satisfied with the decision of Senior Superintendent, Chief or Principal Superintendent, Chief Medical Officer or Superintendent (woman) as the case may

be, he may appeal to the Divisional Medical Invaliding Board through the head of the office or department concerned, and the latter shall forward the appeal to the Board. The Board shall on receipt of the appeal fix a date for its disposal and intimate the candidate on the time and date fixed. The candidate may appear before the Board on the date fixed at his own expense.

*16. When a government servant in whom a defect has been noticed by the examining medical officer, but which defect is not considered to be a disqualification for employment in the particular office or department in which he is serving, is subsequently transferred to another office or department the duties of which are of a different character, the transfer shall not be regarded as permanent

until the Medical Officer has at the written request of the head of the new office or department, certified either that the defect previously noticed has disappeared or that it does not constitute a disqualification for the new duties entrusted to the government servant.

*17. No woman candidate for permanent employment in the service of the Government shall be required to undergo a Medical examination by a male Medical Officer. In such a case the appointing authority may accept certificate in the prescribed form from a Senior Superintendent, Chief or Principal Superintendent (woman) of the district Government Woman Hospital. In such a district Hospital when the posts of Senior Superintendent, Chief or Principal Superintendent (woman) do not exist or the incumbents are not appointed or they are on long leave, the certificate shall be signed by the Superintendent (woman) of the district Hospital.

NOTE—Deleted.

*(These amended rules shall be deemed to have come into force w.e.f. 10-4-1990 vide Notification No. G-1-152/X-534(15)67 dated 10-4-1990.)

CORRIGENDA—II

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of Notification No. G-4—1071/X-92—201/76 Dated December 21, 1992.

UTTAR PRADESH SHASAN
VITTA (SAMANYA) ANUBHAG-4
No. G-4—1071/X-92—201/76
Dated Lucknow December 21, 1992

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor is pleased to make the following rules, to amend the Fundamental Rules contained in Financial Hand Book, Volume II, Parts II to IV.

UTTAR PRADESH FUNDAMENTAL
(FIRST AMENDMENT) RULES, 1992.

Short title and commencement

Amendment of Sub-rules (1) and (3) of Fundamental Rule 81-B.

(1) These rules may be called the Uttar Pradesh Fundamental (First Amendment) Rules, 1992.

(2) They shall come into force atonce.

2. In the Fundamental Rule 81-B, for the sub-rules as set out in column 1 below, the Sub-rules as set out in column-2 below shall be substituted:—

Column-1	Column-2
Existing Sub-rules	Sub-rules as hereby substituted
<p>81-B (1) Earned Leave — A government servant to whom these rules apply shall Earn Leave in respect of the period spent on duty and the earned leave admissible to him shall be one-eleventh of the period spent on duty.</p> <p>Provided that:—</p> <p>(i) When the total of his earned leave amounts to one hundred and eighty days he shall cease to earn such leave;</p> <p>(ii) Subject to the provisions of Fundamental Rules 67 and 86—A;</p>	<p>81-B (1) Earned Leave—The following procedure shall be deemed to have come into force</p> <p>with effect from January 1, 1978 in regard to calculation of earned leave in respect of Government servants serving in the State:—</p> <p>(i) Earned Leave of thirty-one days shall be credited in advance, in the leave account of every government servant, in two half yearly instalments, in each calendar year. Sixteen days earned leave shall be credited on the first day of January and fifteen days earned leave on the first day of July of every calendar year;</p>

<p>(a) the maximum period of earned leave that may be granted to him at a time shall be one hundred and twenty days if spent in Asia;</p> <p>(b) earned leave may be granted to him exceeding period of one hundred and twenty days but not exceeding one hundred and eighty days if the entire leave so granted or any portion there of is spent out-side Asia but the period of such leave spent in India shall not in the aggregate exceed the limit of one hundred and twenty days:</p> <p>Provided further that in the case of a government servant serving in a vacation department:</p> <p>(i) the period of earned leave admissible to him shall be reduced by thirty days for each year of duty in which he avails himself of the full vacation;</p>	<p>(ii) Earned leave at the credit of a government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year, does not exceed a maximum limit of one hundred and eighty days, raised to two hundred and forty days with effect from January 1, 1987.</p> <p>In the case of a government servant appointed on or after first January 1978, earned leave shall be credited at the rate of two and half days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed;</p> <p>(iii) when the total earned leave amounts to two hundred and forty days, a government servant shall cease to earn such leave,</p>
<p>(ii) if he is prevented by reason of Government work from availing himself of the full vacation in any year as provided for in Subsidiary Rules 145 and 146, the earned leave admissible to him shall be reduced by a fraction of thirty days equal to the proportion which the part of the vacation availed of bears to the full period of the vacation;</p>	<p>NOTE:—The limit of one hundred and eighty days was raised to two hundred and forty days with effect from January 1, 1987.</p>
<p>(iii) if in any year he does not avail himself of the vacation in terms of Subsidiary Rules 145 and 146; the earned leave admissible to him shall not be subject to any reduction.</p>	<p>(iv) the credit of earned leave under clauses (i) and (ii) above shall be reduced by one-tenth of the period of extra-ordinary leave availed of during the previous half year, subject to a maximum of fifteen days:</p>
<p>(v) vacation may be taken in combination with or in continuation of, any kind of leave under these rules, provided that the total duration of vacation and earned leave is taken in combination with or in continuation of, other leave or not, shall not exceed the amount of earned leave admissible to him at a time under the first proviso to sub-rule (1) of this rule except when it is taken for obtaining higher technical qualifications in which case the limit shall be two hundred and seventy days;</p>	<p>(v) in the case of government servant who ceases to by a government servant due to retirement, resignation, death or any other reason in a particular half year, earned leave shall be credited to his leave account at the rate of 2½ (two and half) days for each completed calendar month upto the date he ceases to be a government servant. In such cases a deduction on account of extra-ordinary leave availed of from the beginning of that particular half year up to the date he ceases to be a government servant shall be made from</p>

	<p>earned leave credited to his leave account for, that particular half year. If the earned leave already availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary, if any, overdrawn. Therefore before any payment of leave salary and/or pay is made to the government servant concerned in respect of that month in which he ceases to be a government servant, it shall be duly ensured by the competent authority that the earned leave in</p>
	<p>excess of the credit so due to him has not been sanctioned and over-payment of leave salary has not been made:</p>
	<p>(vi) while affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.</p>
	<p>(vii) A government servant on leave on the last day of a half year shall be entitled to avail of the earned leave to be credited in his leave account on the first day of the following half year of the calendar year, subject to the condition that the authority competent to sanction leave has reason to believe that the Govt. servant shall return to duty on its expiry.</p>
	<p>(viii) the leave accounts of Govt. servants in respect of earned leave as they existed before commencement of these rules, shall be closed and earned leave at their credit on December 31, 1977 shall be carried forward in their new leave account is to be maintained in Form 11-D, enclosed to these rules.</p>
	<p>(ix) every order sanctioning earned leave issued by the competent authority in respect of Government servant subordinate to him shall indicate the balance of earned leave at the credit of the government servant concerned at the time.</p>
	<p>(x) subject to the provisions of Fundamental Rules 67 and 86—A:—</p>
	<p>(a) the maximum period of earned leave that may be granted to a government servant at a</p>

	time shall be one hundred and twenty days if spent in India;
	(b) earned leave may be granted to him exceeding a period of 120 days but not exceeding 180 days if the entire leave so granted or any portion thereof is spent in a foreign country but the period of such leave spent in India shall not in the aggregate exceed the limit of 120 days.
	(xi) in the case of a government servant serving in a vacation department:—
	(a) the period of earned leave admissible to him shall be reduced by thirty days for each year of duty in which he avails himself of the full vacation.
	(b) if he is prevented by reason of government work from availing himself of the full vacation in any year as provided in the Subsidiary Rules 145 and 146, the earned leave admissible to him shall be reduced by a fraction of thirty days equal to the proportion which the part of the vacation availed of bears to the full period of the vacation.
	(c) if in any year he does not avail himself of the vacation in terms of Subsidiary Rules 145 and 146, the earned leave admissible to him shall not be subject to any reduction.
	(d) vacation may be taken in combination with or in continuation of any kind of leave under these rules, provided that the total duration of vacation and earned leave is taken in combination with, or in continuation of other leave or not, shall not exceed the amount of earned leave admissible to him at a time under clause (ii) of this rule except when it is taken for obtaining higher technical qualifications in which case the limit shall be two hundred and seventy days.
	(xii) a government servant may be permitted to surrender a portion of earned leave at his credit and allowed cash payment in lieu thereof in accordance with the orders issued by Government, in this regard, from time to time.

<p>(3) Leave on private Affairs: A government servant to whom these rules apply may also be granted leave on private affairs not exceeding three hundred and sixty five days in all during his entire service. Such leave shall be earned by him at one—eleventh of the period spent on duty and shall be granted, on any one occasion, for not more than ninety days if spent wholly in Asia and not more than one hundred and eighty days if spent wholly outside Asia. If the leave is spent partly in and partly outside Asia, the period shall be ninety days plus such time as is actually spent outside Asia subject to a maximum total period of one hundred and eighty days.</p>	<p>(3) Leave on Private Affairs: A government servant to whom these rules apply may also be granted leave on private affairs not exceeding three hundred and sixty five days in all during his entire service.</p> <p>(i) He shall be entitled to thirty-one days leave on private affairs in every calendar year.</p> <p>The following procedure shall be deemed to have come into force with effect from 1st July, 1979; in regard to calculation of leave on Private affairs in respect of Government Servants serving in the State:—</p>
<p>Provided that no leave may be granted under this sub-rule unless the authority competent to sanction leave has reason to believe that the Government servant will return to duty on its expiry or unless it is included in leave preparatory to retirement:</p> <p>Provided further that in all cases in which government servants may have before the date of application of these rules to them availed of leave on private affairs under Fundamental Rule 81-B and Subsidiary Rule 157-A. The period of leave so availed of shall be taken into account in arriving at the amount of leave on private affairs admissible under this sub-rule. For this purpose, the government servants shall be deemed to have earned the leave on private affairs, not exceeding three hundred and sixty five days, at the rate of one eleventh of the period spent on duty from the commencement of their continuous service, whether in a temporary or a permanent capacity. If leave in excess of three hundred and sixty five days has been taken by a government servant before the application of this sub-rule in his case, minus balance shall be waived and no further leave shall be earned by him. In other cases where a government servant has availed of leave in excess of the leave admissible on the date but not exceeding the limit of three hundred and sixty-five days, it shall be adjusted against the leave on private affairs that will be earned by him</p>	<p>(ii) Leave on private affairs shall be credited in advance, in the leave account of every government servant in two half yearly installments in each calendar year.</p> <p>Sixteen days leave on private affairs shall be credited on the first day of January and fifteen days leave on private affairs on the first day of July of every calendar year.</p> <p>(iii) When the total of leave on private affairs amounts to three hundred and sixty five days, a government servant shall cease to earn such leave.</p> <p>(iv) the leave on private affairs at the credit of a government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed a maximum limit of three hundred and sixty five days.</p> <p>(v) in the case of a government servant appointed or after 1st July, 1979, the leave on private affairs shall be credited at the rate of 2½ (two and half) days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.</p> <p>(vi) The credit of leave on private affairs under cloused (i) and (ii) above shall be reduced by</p>

subsequently.	one-tenth of the period of extraordinary leave availed of
	during the previous half year subject to a maximum of fifteen days.
	<p>(vii) In the case of a government servant who ceases to be a government servant due to retirement, resignation, death or any other reason in a particular half year, the leave on private affairs shall be credited to his leave account at the rate of 2½ (two and half) days for each completed calendar month upto the date he ceases to be a government servant. In such cases the deduction on account of extraordinary leave availed of from the beginning of that particular half year up to the date he ceases to be a government servant, shall be made from leave on private affairs credited to his leave account for that particular half year. If the leave on private affairs already availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary, if any, overdrawn, therefore, before any payment of leave salary and/or pay is made to the government servant concerned in respect of that month in which he ceases to be a government servant, it shall be duly ensured by the competent authority that the leave on private affairs in excess of the credit so due to him has not been sanctioned and overpayment of leave salary has not been made;</p>
	<p>(viii) while affording credit of leave on private affairs fractions of a day shall be rounded off to the nearest day;</p>
	<p>(ix) A government servant on leave on the last day of a half year shall be entitled to avail of the leave on private affairs to be credited to his leave account on the first day of the following half year of the calendar year, subject to the condition that the competent authority has reason to believe that the government servant shall return to duty on its expiry.</p>
	<p>(x) The leave accounts of government servants in respect of leave on private affairs as they existed before the Commencement of these rules</p>

	<p>at shall be closed and leave on private affairs at their credit on 30th June, 1979 shall be carried forward to their new leave accounts, to be maintained in Form 11-E enclosed to these rules;</p>
	<p>(xi) Every order sanctioning leave on private affairs, issued by the competent authority in respect of government servants subordinate to him shall indicate the balance of leave on private affairs at the credit of the government servant concerned at that time;</p>
	<p>(xii) The maximum period of leave on private affairs that may be granted to a government servant at a time shall be ninety days if spent in India. Leave on private affairs may be granted to him exceeding a period of ninety days but not exceeding one hundred and eighty days if the entire leave so granted or</p>
	<p>any portion thereof is spent outside India but the period of such leave spent in India shall not in the aggregate exceed the limit of ninety days;</p>
	<p>(xiii) No leave may be granted under this sub-rule unless the authority competent to sanction leave has reason to believe that the government servant will return to duty on its expiry or unless it is included in leave preparatory to retirement;</p>
	<p>(xiv) In all cases in which government servants may have, before the Commencement of these rules, availed of leave on private affairs under Fundamental Rule 81-B and Subsidiary Rule 157-A, the period of leave so availed of shall be taken into account in arriving at the amount of leave on private affairs admissible under this sub-rule. For this purpose, the government servant shall be deemed to have earned the leave on private affairs, not exceeding three hundred and sixty five days, under the provisions of these rules, from the date of their continuous service, whether in a temporary or a permanent capacity. If leave in excess of three hundred and sixty five days has been taken by a government servant before the application of this sub-rule in his case, the minus balance shall be waived and no further leave shall be earned by him. In other</p>

	cases where a government servant has availed of leave in excess of the leave admissible on the date but not exceeding the limit of three hundred and sixty
	five days, it shall be adjusted against the leave on private affairs that will be earned by him subsequently,
	By order,
	B. N. Tewari
	Principal Secretary, Finance.
	No. Samanya-4-1071/X-92-201/76 of date.
	Copy forwarded for information and necy. action to the following:—
	1. Accountant General, Audit I and II, U. P. Allahabad.
	2. Accountant General, Account I and II, U. P. Allahabad.
	3. Secretary Legislative Council/Assembly Council House, Lucknow.
	4. All Head of Departments and Principal Head of Officers, Uttar Pradesh.
	5. All Sections of the Secretariat.
	6. Director, Printing and Stationery, Uttar Pradesh, Allahabad, with the request that the notification may please be printed in the next issue of State Gazette.
	By order,
	(G. D. DIXIT)
	Joint Secretary.

[See Sub-rules (i) (viii) of Fundamental Rule 81-B]

Form of leave account of earned leave under the U.P.

Fundamental Rules

Name of Government

Servant.....Designation.....

Date of

birth.....

.....

Date of commencement of continuous

service.....

Date of Permanent

employment.....

Date of retirement/resignation/termination of

service.....

Particulars of service in the calendar half-year		Completed months of service in the calendar half-year	Earned leave credited at the beginning of half-year	Number of days of Extraordinary Leave availed of during the previous calendar half-year	Earned leave to be deducted (1/10th of the period in Col.5)
From	To				
1	2	3	4	5	6
Total Earned Leave at credit in days (Col.4+11-6)	Leave Taken		Number of days	Balance of Earned Leave on return from leave (Col.7-10)	Remarks
	From	To			
7	8	9	10	11	12

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INSTRUCTIONS

Notes:—

1. The Earned Leave due should be expressed in days.
2. When a government servant is appointed during the course of a particular calendar half-year, Earned Leave should be credited at 2½ days for each completed month of service in the calendar half-year in which he is appointed and the fraction of a day will be rounded to the nearest day.
3. The old leave account of the earned leave in respect of existing government servant has to be closed and the balance as on December 31, 1977, will have to be carried forward to the new account in Col. 11. While doing so, the balance at credit on December 31, 1977, may be rounded off to the nearest day.
4. The entry in Col. 6 should be in complete days. Fraction of a day will be rounded to the nearest day.

Period of extraordinary leave should be noted in red ink.

FORM No. 11-E

(See Sub-rule (3) (X) of Fundamental Rule 81-B)

Form of leave account of leave on private affairs under the U. P. Fundamental Rules.

Name of Government Servant Designation

Date of birth

Date of commencement of continuous service

Date of permanent employment

Date of retirement/resignation/termination of service

Particulars of service in the calendar half-year	Completed months of service in the calendar half-year	Leave on private affairs credited at the beginning of half-year	Number of days of Extraordinary Leave availed of during the previous calendar

From	To					half-year
1	2	3		4		5
Leave on Private affairs to be deducted (1/10th of period in Col. 5)	Total Leave on Private affairs at credit in days (Col. 4-11-6)	Leave Taken		No. of days	Balance of leave on Private affairs on return from leave (Col. 7-10)	Remarks
		From	To			
6	7	8	9	10	11	12

INSTRUCTIONS

Notes—

1. The Leave on Private affairs due should be expressed in days.
2. When a government servant is appointed during the course of a particular calendar half-year, Leave on Private affairs should be credited at the rate of 2½ days for each completed month of service in the calendar half-year in which he is appointed and the fraction of a day will be rounded to the nearest day.
3. The old leave account of the Leave on Private affairs in respect of existing government servant has to be closed and the balance as on June 30, 1979 will have to be carried forward to the new account in Col. 11 while doing so, the balance at credit on June 30, 1979, may be rounded off to the nearest day.
4. The entry in Col. 6 should be in complete days. Fraction of a day will be rounded to the nearest day.
5. Period of extraordinary leave should be noted in red ink.
6. When commuted leave is granted under Rule (4) of F.R. 81-B, twice the amount of such leave shall be shown entries relating to leave on private affairs in columns 10 and 11. The period of Commuted leave granted should be shown in column 12 for remarks.

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of Notification No. G-4-1072/X-92—201/76 dated 21-12-1992.

UTTAR PRADESH SHASAN
VITTA (SAMANYA) ANUBHAG—4.

NOTIFICATIONs

No. G-4—1072/X-92—201/76

Dated Lucknow December 21, 1992

In exercise of the powers under Fundamental Rule 103 of the Uttar Pradesh Fundamental Rules, the Governor is pleased to make the following rules with a view to amending the Uttar Pradesh Subsidiary Rules.

THE UTTAR PRADESH SUBSIDIARY
(First Amendment) RULES, 1992

Short title and Commencement

Amendment of Subsidiary Rule-80

1. (1) These rules may be called the Uttar Pradesh Subsidiary (First Amendment) Rules, 1992.

(2) They shall come into force at once.

2. In the Subsidiary Rules contained in Financial Hand Book, Volume II, Part I hereinafter referred to as the said Rules, for the existing rule 80, as set out in column 1 below the rule as set out in column 2 shall be substituted:-

Column—1

Column—2

Existing Subsidiary Rule-80

Subsidiary Rule-80 as hereby substituted.

80. Leave Account—The leave account required by Fundamental Rule-76 in Part-1 shall be maintained in Form Nos. 11 and 11-A (prescribed by the Auditor General) in respect of government servants under the special leave rules and ordinary leave rules respectively. The leave account required by rule-70 of the Uttar Pradesh Fundamental Rules be maintained in Form Nos. 11-B and 11-C.

Amendment of Subsidiary rule 157-A

Existing subsidiary sub-rules (1) and (3)

(1) Earned Leave—A Government servant to whom these rules apply shall earn leave at one-eleventh of the period spent on duty from the date of commencement of the continuous service;

Provided that—

(i) when the total of his earned leave amounts to one

hundred and eighty days he shall cease to earn such leave;

(ii) subject to the provisions of Fundamental Rules 67 and 86-A;

(a) the maximum period of earned leave that may be granted to him at a time shall be one hundred and twenty days if spent in Asia;

(b) earned leave may be granted to him exceeding a period of one hundred and twenty days but not exceeding one hundred and eighty days if the entire leave so granted or any portion there of is spent outside Asia but the period of such leave spent in India shall not in the aggregate exceed the limit of

80. Leave Account—The leave account required by Fundamental Rule-76 in Part-I shall be maintained in Form Nos. 11 and 11-A (prescribed by The Auditor General) in respect of Government servants under the special leave rules and ordinary leave rules respectively. The leave account required by rule 76 of the Uttar Pradesh Fundamental Rules shall be maintained in Form Nos. II-B, 11-C, 11-D and 11-E.

3. In rule 157-A of the said Rules, for sub-rules (1) and (3) set out in Column-I, below, the sub-rules as set out in Column 2, shall be Subsidiary sub-rules (1) and (3) as hereby substituted.

(1) Earned Leave —The following procedure shall deemed to have come into force with effect from January 1, 1978 in regard to calculation of earned leave in respect of Government servants serving in the State for the period spent on duty from

the date of commencement of continuous service;

(i) Earned Leave shall be credited in advance, in the leave account of every government servant in two half yearly installments in each

calendar year. Sixteen days earned leave shall be credited on the first day of January and fifteen days earned leave on the first day of July of every calendar year.

(ii) when the total of earned leave amounts to one hundred and eighty days (raised to two hundred and forty days with effect from January 1, 1987) a Government servant shall cease to earn such leave.

one hundred and twenty days;

Provided further that in the case of a government servant serving in a vacation department—

(i) the earned leave admissible to him shall be reduced by thirty days for each year of duty in which he avails himself of the full vacation.

(ii) if he is prevented by reason of government work from availing himself of the full vacation in any year, the earned leave admissible to him, shall be reduced by a fraction of thirty days equal to the proportion which the part of the vacation availed of bears to the full period of the vacation.

(iii) if in any year he does not avail himself of the vacation the earned leave admissible to him shall not be subject to any reduction;

(iv) vacation may be taken in combination with, or in continuation of, and kind of leave under these rules, provided that the total duration of vacation and earned leave taken in conjunction whether the earned leave is taken in combination with, or in continuation of, other leave or not, shall not exceed the amount of earned leave admissible to him at a time under the first proviso to sub-rule (1) of this rule except when it is taken for obtaining higher technical qualifications in which case the limit shall be two hundred and seventy days only. Note-The provisions of subsidiary Rules 145 and 146 also apply in the case of government servants to whom these rules apply if belonging to vacation department, but the certificate prescribed in Note 2, under Subsidiary Rule 146 should, in the case of a gazetted government servant, be sent to the Accountant General along with the application and not immediately after the close of the vacation.

(iii) the leave at the credit of a government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year does not exceed a maximum limit of one hundred and eighty days raised to two hundred and forty days with effect from January 1, 1987.

(iv) in the case of a government servant appointed on or after First January 1, 1978, earned leave shall be credited at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(v) the credit afforded under clause (i) and (ii) above shall be reduced by one-tenth of period of extra-ordinary leave

only availed of the during the previous half year subject to a maximum of fifteen days;

(vi) in the case of a government servant who ceases to be a government servant due to retirement, resignation, death or for any other reason in a particular half year, the earned leave shall be credited to his leave account at the rate of two and half days for each completed calendar month upto the date he ceases to be a government servant due to retirement, resignation, death or for any other reason. In such cases a deduction on account of extra ordinary leave availed of from the beginning of that particular half year upto the date he ceases to be a government servant shall be made from earned leave credited to his leave account for that particular half year. If the earned leave already availed of is more than the credit due to him necessary adjustment shall be made in respect of leave salary, if any, overdrawn. Therefore, before any payment of leave salary and/or pay is made to the government servant concerned in respect of that month in which he ceases to be a government servant, it should be duly ensured by the competent authority that the earned leave in excess of the credit so due to him has not been sanctioned and over payment of leave salary has not been made;

(vii) while affording credit of earned leave fraction of a day shall be rounded off to the nearest day.

(viii) if a government servant is on leave on the last day of a half year he can be allowed by the authority competent to sanction leave to avail of the earned leave to be credited in his leave account on the first day of the following half year of the calendar year provided that he has reason to believe that the government servant shall return to duty on the expiry of his leave;

(ix) the leave accounts of government servants as they existed before the commencement of these rules shall be closed and earned leave at their credit on December 31, 1977 shall be carried forward in their new leave account to be maintained in Form 11 D, enclosed to these rules.

(x) every order sanctioning earned leave shall indicate the balance of earned leave at the credit of the government servant;

(xi) subject to the provisions of Fundamental Rules 67 and 86-AL—

(a) the maximum period of earned leave that may be

granted to a government ser-

vant at a time shall be one

hundred and twenty days if

spent in India;

(b) earned leave may be granted to him exceeding a period of one hundred and twenty days but not exceeding one hundred and eighty days if the entire leave so granted or any portion thereof is spent in a foreign country but the period of such leave spent in India shall not in the aggregate exceed the limit of one hundred and twenty days;

(xii) in the case of a government servant serving in a vacation department—

(a) the period of earned leave admissible to him shall be reduced by thirty days for each year of duty in which he avails himself of the full vacation;

(b) if he is prevented by reason of government work from availing himself of the full vacation in any year as provided in Subsidiary Rules 145 and 146, the earned leave admissible to him shall be reduced by a fraction of thirty days equal to the proportion which the part of the vacation availed of bears to the full period of the vacation;

(c) if in any year he does not avail himself of the vacation in terms of Subsidiary Rules 145 and 146, the earned leave admissible to him shall not be subject to any reduction;

(d) vacation may be taken in combination with, or in continuation of, and kind of leave under these rules, provided that at the total duration of vacation and earned leave is taken in conjunction whether the earned leave is taken in combination with, or in continuation of, other leave or not, shall not exceed the amount of earned leave admissible to him at a time under clause (ii) of this rule except when it is taken for obtaining higher technical qualifications in which case the limit shall be two hundred and seventy days.

Note:—The provisions of Subsidiary Rules 145 and 146 also apply in the case of government servants to whom these rules apply if belonging to a vacation department, but the certificate prescribed in Note 2 under Subsidiary Rule 146 should, in the case of a gazetted government servant, be sent to the Accountant General along with the leave application and not immediately after the close of the vacation.

(xiii) a government servant may be permitted to surrender a portion of earned leave at his credit and allowed cash

payment for leave so surrendered by him in accordance with the orders issued by Government in this regard from time to time.

(For detailed orders issued by Government, See Appendix ("C"))

(3) Leave on Private Affairs:—

(3) Leave on Private Affairs:—

A Government servant to whom this Subsidiary Rule applies may also be granted leave on Private affairs not exceeding one hundred and twenty days in all during his entire temporary service provided that the leave shall not be admissible until after continuous temporary service of two years has been rendered. Such leave shall be earned by him at one-eleventh of the period spent on duty and when the leave earned amounts to sixty days, he shall cease to earn such leave:

Provided that—

(i) the post from which the government servant proceeds on leave is likely to last till his return to duty; and

(ii) the amount of leave on private affairs availed of by a government servant under Subsidiary Rule 157-A before the date of application of this rule shall be taken into account in calculating the leave due to him under this rule.

(i) A Government servant to whom these Subsidiary Rules apply may also be granted leave on private affairs not exceeding one hundred and twenty days in all during his entire temporary service.

Provided that—

(a) leave shall not be admissible until after continuous temporary service of two years has been rendered.

(b) the post from which the government servant proceeds

on leave is likely to last till

his return to duty;

(ii) Every government servant shall be entitled to thirty-one days leave on private affairs in every calendar year,

the Leave on private affairs shall be credited, in advance, in his leave account in two half yearly instalments in each calendar year. Sixteen days leave on private affairs shall be credited on the first day of January and fifteen days leave on private affairs on the first day of July of every calendar year.

(iii) when the total of leave on private affairs amounts to sixty days a government servant shall cease to earn such leave.

(iv) the leave at the credit of a government servant at the close of the previous half-year

shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the limit of sixty days;

(v) in the case of a government servant appointed on or after 1st July, 1979, leave on private affairs shall be credited at the rate of $2\frac{1}{2}$ (two and half) days for each completed Calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(vi) the credit afforded under clauses (i) and (ii) above shall be reduced by one-tenth or period of extraordinary leave only availed of during the previous half year subject to a maximum of fifteen days.

(vii) in the case of a government servant who ceases to be a government servant due to retirement, resignation, death or for any other reason in a particular half year, the leave on private affairs shall be credited to his leave account at the rate of two and half days for each completed calendar month upto the date he ceases to be a government servant due to retirement, resignation, death or for any other reason. In such cases a deduction on account of extra-ordinary leave availed of from the beginning of that particular half year upto the date he ceases to be a government

servant shall be made from leave on private affairs credited to his leave account for that particular half year. If the leave on Private affairs already availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary, if any, overdrawn.

Therefore, before any payment of leave salary and/or pay is made to the government servant concerned in respect of that month in which he ceases to be a government servant, it should be duly ensured by the competent authority that the leave on private affairs in excess of the credit so due to him has not been sanctioned and over-payment of leave salary has not been made;

(viii) while affording credit of leave on private affairs, fractions of a day shall be rounded off to the nearest day;

(ix) If a government servant is on leave on the last day of a half year he can be allowed by the authority competent to sanction leave to avail of the leave on private affairs to be credited

to his leave account on the first day of the following half year of the calendar year provided that he has reason to believe that the government servant shall return to duty on the

expiry of his leave;

(x) the leave accounts of government servants as they existed before commencement

of these rules shall be closed and leave on private affairs at their credit on 30th June, 1979 shall be carried forward in their new leave account to be maintained in form 11-E enclosed to these rules;

(xi) every order sanctioning leave on private affairs shall indicate the balance of leave on private affairs at the credit of the government servant;

(xii) the maximum period of leave on private affairs that may be granted to a government servant at a time shall be sixty days.

Insertion of new Appendix 'c'

4. In the said Rules, after Appendix 'B' the following Appendix shall be inserted namely:—

APPENDIX 'C'

(See F.R. 81-B(I) (XII) and S.R. 157-A (I) (XIII). copy of Office Memorandum no. S.4-1905/X-81-202-70, dated October 30, 1981, Office Memorandum no. S-4-1022/-X85-205/84, dated June 13, 1985, and Office Memorandum no-S-4-488/X-200/88, dated August 25, 1989, as revised in pursuance of the pay scales recommended by the State Samiti appointed by the State Government for the revision of the pay scales of State employees, from Vishesh Sachiv, Uttar Pradesh Shasan, Vitta Samanya Anubagh (4) addressed to all Head of Department and Principal Heads of Offices, in Uttar Pradesh.

The undersigned is directed to say that at present in accordance with office Memorandum No.-S-4-851/X-81-202-70, dated May 28, 1981, read with G.C. No. S-4-1255/X-202-70, dated August 21, 1988, facility of encashment of one month/30 days leave on average pay/earned leave as the case may be, according to the applicability of pre-1930/post 1936, Leave Rules is admissible to such government servants as are drawing Rs. 1,000/- or less permensum as pay subject to certain conditions from their accumulated leave account only once in a calendar year without actually availing of the leave.

In pursuance of the decision taken by the Government on the recommendations of the second Pay Commission (1979-80) relating to encashment of leave the Government is pleased to order that hence forth the facility of encashment of earned leave shall be admissible subject to the following Conditions:—

(1) The facility of encashment of earned leave of 30 days in the case of government servants drawing Rs. 2900/- or less per month as pay and fifteen days in the case of Government servants drawing more than Rs. 2900/- per month as pay in the revised scales of pay from 1st January, 1986, as recommended by the pay Equivalence Committee and accepted by the Government, will be admissible without actually availing of the leave subject to the condition that at least sixty day earned leave invariably remains due in the leave account of the government servant concerned on the date of surrender after surrendering the said leave of 30 days/15 days. The provision of keeping at least days earned leave invariably due in the leave account after the surrender of leave has been made keeping in view the interests of the government servants with the object that they may avail of it as and when needed and may not be compelled to avail of leave on half pay/leave without pay.

(2) This facility of encashment of earned leave will be admissible also to All India Service Officers working under the State Government subject to the conditions mentioned in item no. (1) above, provided that this facility of encashment of leave will not be admissible to A.I.S. officers allotted to the State Government during the period of their deputation to Central Government.

(3) In the case of the State Government servants, including All India Service Officers, working in the existing scales of pay whose scales of pay have not been revised, dearness allowance equal to 70 percent of the basic pay and one-third amount of basic pay admissible on 1st January, 1980, will be added to their basic pay for the purpose of admissibility of encashment of leave and the facility of encashment of leave for 30 days/15 days shall be granted on the basis of pay arrived at in this manner.

(4) For the eligibility of facility of encashment of leave only the substantive pay as defined in F.R. 9. (21)(1) should be taken into account and other pays should be ignored.

(5) For the period of leave so surrendered such leave salary, non-practising allowance/pay, dearness allowance, city compensatory allowance and hill development allowance will be payable to the government servant concerned but house rent allowance will not be payable to him for the period of leave surrendered. This amount will be payable in full and no deduction will be made from it on account of provident fund, advance, house rent, dues of co-operative societies etc. The cash equivalent for the earned leave surrendered shall be calculated as indicated below:—

Cash equivalent for the earned leave surrendered	Pay and allowances admissible at the time of surrender of earned leave	No. of days of earned leave surrendered (30 days or 15 days as the case may be)
--	--	---

(6) The authority competent to sanction leave on average pay/earned leave will be competent to sanction the surrender of earned leave. The application for surrender of earned leave should be given in the prescribed application form (copy enclosed). It should be clearly mentioned by the government servants in their application relating to the encashment that on which particular date the surrender of earned leave is required by them and the leave will be treated as surrendered on the same date. Accordingly leave for 30 days/15 days should be deducted from the leave account of the government servant concerned on the date of surrender and a remark should be noted in his leave account that this deduction has been made as a result of surrender of leave by the government servant.

(7) The facility of surrender of earned leave will be admissible only once in a calendar year but in such cases in which the facility of encashment has been availed of under the existing orders during the current calendar year, the facility of encashment will not be admissible again under these orders during the current calendar year.

(8) The total of leave surrendered and earned leave/leave on average pay, as the case may be, taken in continuation of it at a time will not exceed the limit of leave due to the government servant or 120 days or four months, in case where pre-1936 rules are applicable, whichever is less.

(9) The facility of surrender of leave will not be admissible in cases where government servants are due to retire within a period of less than 30 days/15 days.

(10) The payment of leave salary and allowances for the period of leave surrendered should be made immediately after the date of surrender of leave to the non-gazetted government servants. So far as gazetted officers are concerned they may draw advance in this connection also under paragraph 249 (y) of Financial Hand-book, Volume V, Part I in the same manner as they can do in case of availing of earned leave upto 120 days. No deduction shall be made from the advance relating to the surrender of leave.

(11) This facility will be admissible also to those Government servants who are on deputation to Government of India or other State governments or on foreign service.

(12) In order to ensure that necessary entry regarding surrender of leave has been made in the leave account, so far as non-gazetted government servants are concerned, necessary details about surrender of leave shall be noted in their service books and leave accounts at the time of drawing leave salary relating to the leave surrendered. While drawing leave salary relating to the surrendered leave the Disbursing Officer shall give a certificate in the bill in which the leave salary is

drawn to the effect that necessary entries as mentioned above have been made in the service books and leave accounts.

(13) The facility of depositing the amount received on accounts of leave surrendered in this way in the provident fund will also be available to the government servants, if they so desire but where the provident fund concerned is of a contributory nature, no government contribution of any kind will be admissible on such deposit.

2. These orders will come into force with effect from September 29, 1981.

APPLICATION FOR LEAVE/ENCASHMENT OF LEAVE

Notes—(1) Entries against items 1 to 10 will be filled in by all the applicants, whether they are gazetted officers or non-gazetted officers.

(2) Item 10 will be applicable only in case of encashment of leave.

1. Name of the applicant-----

2. Leave Rules applicable-----

3. Designation-----

4. Department/office-----

5. Pay-----

6. From which date and upto which date the leave is required and its nature.

From.....To.....

Nature of leave.....

7. Purpose of the leave applied for.....

8. Duration and nature of last leave taken.

From.....To.....

Nature of leave.....

9. Address during the period of leave.....

10. (a) (1) whether encashment for 30 days/15 days leave on average pay/earned leave is required?.....

(2) If yes, then on which date.....

(b) Have you availed of the facility of encashment of leave before it during the current calendar years?.....

Signature of the applicant.

11. Remarks/recommendations of the forwarding officer	
Date:	Signature
	Designation.

12. Report of the competent authority according to S.R. 81, Financial Hand book, Volume II, Part II-IV.

(a) It is certified that under Fundamental Rule/Subsidiary Rule.....of Financial Hand book Volume II, Parts II-IV the earned leave/leave on average pay applied for from.....to.....is due.

(b) It is certified that the facility of encashment of leave as required at item 10 is due and admissible.

Date:

Signature

Designation.

13. Orders of the competent authority for sanction of leave and encashment of leave.

Date:

Signature

Designation,

Amendment of part IV of the Financial Hand-book, Volume II

5. In Part IV of the Financial hand-book Volume II,—

(i) for the existing Form No. 11 C set out in Appendix-1, the Form as set out in Appendix-2 shall be substituted;

(ii) after Form No. 11-C, Forms 11-D and 11-E as set out in Appendixes 3 and 4 respectively

shall be inserted.

By order,
B. N. Tewari
Pramukh Sachiv.

No. Samanya-4-1072 (1)/X-92-201/76 of date

Copy forwarded for Information and necessary action to the following:—

1. Accountant General (Audit/Account I and II, U.P. Allahabad).
2. All Heads of Department and Principal Heads of offices. U.P.
3. All section of the Secretariate.
4. Director, Printing and Stationery, Uttar Pradesh, Allahabad. With the request that the notification may please to printed in the next issue of State Gazette.

By order,
(G. D. Dixit)
Joint Secretary

APPENDIX—1

FORM No. 11-C

(See Subsidiary Rule 80)

Form of Leave Account under the U. P. Fundamental Rules for government servants in superior service recruited on or after January 1, 1936 and inferior government servants.

Leave account of—————

Date of birth—————

Designation—————

Date of Commencement of continuous service—————

Date of substantive appointment to permanent post—

Date of Compulsory retirement——

Period of duty

From	To	No. of days	Leave earned in days	Leave at credit in days (Col.4+Col.9)
1	2	3	4	5

Earned Leave

Leave taken

From	To	No. of days	Balance on return from leave in days (Col.5—8)
6	7	8	9

Leave on Private affairs

Leave earned in days	Leave at credit in days (Col.10+15)	Leave taken		No. of days	Balance on return from leave in days (Col. 11—14)
		From	To		
*) 10	11	12	13	14	15

Leave on medical certificate taken

From	To	Period against the limit of 12 months or 4 months as the case may be	Period against the limit of 6 months under the first proviso to rule 2 (i) of F. R. 81—B
16	17	18	19

Extraordinary Leave

From	To	Period	Remarks
20	21	22	23

Instruction for Filling of Form No. 11—C

1. The form is intended for the maintenance of leave accounts of government servants whose leave is regulated under F.R. 81-B and S.R.-157-A, as in force with effect from April 1, 1960.
2. The earned leave and leave of private affairs mentioned in columns 4 and 10 should be calculated at 1/11th of the period spent on duty as shown in column-3.

3. In the case of government servants belonging to vacation departments 30 days of earned leave should be shown as leave taken in column 8 for each year of duty in which full vacation is availed of and the fact of having availed vacation indicated in column 23 for remarks See also the second proviss to F.R. 81-B (1) and S.R. 157—A (1).

4. The leave medical certificate of government servants holding lien on permanent posts, to the extent of twelve months on average pay or average substantive pay or full pay, as admissible under rule 2(i) of F.R. 81-B, is to be entered in column 18 leave on medical certificate in excess of twelve months, up to the limit of six months on half average pay or half average substantive pay or half pay, as admissible under the first proviso to rule (2) (i) should be entered in Column 19.

5. The leave on medical certificate of government servants not holding lien on any permanent post, to the extent of four months on average pay or full pay as admissible under rule (2) of S.R. 157-A, should also be entered in column 18.

6. The progressive total leave on medical certificate and leave on private affairs should be noted in red ink below the entry of period (in black ink) on each spell such leave is taken in columns 18, 19 and 14.

7. When commuted leave is granted under rule (4) of F.R. 81-B twice the amount of such leave shall be shown in the entries relating to leave on private affairs in columns 14 and 15. The period of commuted leave granted should be shown in column 23 for remarks.

8. In the case of extraordinary leave granted under S.R. 157-A; it should be mentioned in column 23 that under which particular provision of the above rule the leave has been granted and where the leave has been granted under classes 4 (s) (iv) of this rule the progressive total of the leave taken should also be noted in column 23.

APPENDIX—2

FORM No. 11-C

(See Subsidiary Rule 80)

Form of Leave Account for leave other than earned leave and leave on private affairs under the U.P. Fundamental Rules for government servants in superior service recruited on or after January 1, 1936, and inferior government servants.

Leave account of.....Date of
birth.....

Designation.....

Date of commencement of continuous service.....

Date of substantive appointment to permanent post.....

Date of compulsory retirement.....

Period of duty		Leave on medical certificate taken			
From	To	From	To	Period against the limit of 12 months or 4 months as the case may be	Period against the limit of 6 months under the first proviso to rule 2 (i) of F.R. 81-B
1	2	3	4	5	6
Extra ordinary Leave					
From		To	Period		Remarks
7		8	9		10

Instructions for Filling of Form No. 11-C

1. The form is intended for the maintenance of leave accounts of government servants whose leave is regulated under F.R. 81-B and S.R. 157-A, as in force with effect from April 1, 1966.

2. The leave on medical certificate of government servants holding lien on permanent posts to the extent of twelve months on average pay or average substantive pay or full pay, as admissible under rule (2)(i) of F.R. 81-B is to be entered in Column 5, leave on medical certificate in excess of twelve months, up to the limit of six months on half average pay or half average substantive pay or half pay, as admissible under the first proviso to rule (2) (i) should be entered in column 6.

3. The leave on medical certificate of government servants not holding lien on any permanent post, to the extent of four months on average pay or full pay as admissible under rule (2) of S.R. 157-A, should also be entered in column 5.

4. The progressive total leave on medical certificate should be noted in red ink below the entry of period (in black ink) on each spell such leave is taken in columns 5 and 6.

5. In the case of extraordinary leave granted under S.R. 157-A, it should be mentioned in column 10 that under which particular provision of the above rule the leave has been granted and where the leave has been granted under clause (4) (a) (iv) of this rule the progressive total of the leave taken should also be noted in column 10.

APPENDIX—3

FORM No. 11-D

(See Subsidiary Rule 80)

Form of Leave Account of earned leave under the U. P. Subsidiary Rules

Name of Government
 Servant.....Designation.....

Date of
 birth.....

Date of commencement of continuous service.....

Date of permanent
 employment.....

Date of retirement/resignation/termination of
 service.....

Particulars of service in the calendar half-year		Completed months of Service in the calendar half-year	Earned leave credited at the beginning of half-year	Number of days of extraordinary leave availed of during the previous calendar half-year	
From	To				
1	2	3	4	5	
Earned	Total	Leave Taken	No. of	Balance of	Remarks

leave to be deducted (1/10th of the period in col. 5)	Earned leave at credit in days (col. 4+11—6)	From	To	days	Earned leave on return from leave (Col. 7—10)	
6	7	8	9	10	11	12

INSTRUCTIONS

- Notes—1. The Earned Leave due should be expressed in days.
2. When a government servant is appointed during the course of a particular calendar half-year, Earned Leave should be credited at 2 1/2 days for each completed month of service in the calendar half-year in which he is appointed and the fraction of a day will be rounded to the nearest day.
3. The old leave account of the Earned Leave in respect of existing government servant has to be closed and the balance as on December 31, 1977, will have to be carried forward to the new account in Col. 11, while doing so, the balance at credit on December 31, 1977, may be rounded off to the nearest day.
4. The entry in Col. 6 should be in complete days. Fraction of a day will be rounded to the nearest day.
5. Period of extraordinary leave should be noted in red ink.

APPENDIX—4

FORM No. 11-E

(See Subsidiary Rule 80)

Form of Leave Account of Leave on Private Affairs under the U.P. Subsidiary Rules.

Name of Government
 Servant.....Designation.....

Date of
 birth.....

Date of commencement of continuous service.....

Date of permanent employment.....

Date of retirement/resignation/termination of service.....

Particular of service in the calendar half-year		Completed months of Service in the calendar half-year	Leave on Private affairs created at the beginning of half-year	Number of days of extraordinary leave availed during the previous calendar half-year		
From	To					
1	2	3	4	5		
Leave on Private affairs to be deducted (1/10th of the period in Col. 5)	Total Leave on Private affairs as credit in days (Col. 4-11-6)	Leave Taken		No. of days	Balance of Leave on Private affairs on return from leave (Col. 7-10)	Remarks
		From	To			
6	7	8	9	10	11	12

INSTRUCTIONS

- Notes. 1. The Leave on Private affairs due should be expressed in days.
2. When a government servant is appointed during the course of a particular calendar half-year, Leave on Private affairs should be credited at the rate of 2 1/2 days for each completed month of service in the calendar half-year in which he is appointed and the fraction of a day will be rounded to the nearest day.

3. The old leave account of the Leave on Private affairs in respect of existing government servant has to be closed and the balance as on June 30, 1979 will have to be carried forward to the new account in Col. 11 while doing so, the balance at credit on June 30, 1979 may be rounded off to the nearest day.

4. The entry in Col. 6 should be in complete days. Fraction of a day will be rounded to the nearest day.

5. Period of extraordinary leave should be noted in red ink.

PSUP (Re.) 1 Sa.Vit./601—21-12-83—20,000 Books.