

PVKN. GOVT. COLLEGE(A), CHITTOOR

LEAVE RULES

- **Casual Leaves:** Casual Leave cannot be claimed as a matter of right (FR 67). Casual leave is not provided for in the F.R. and is a concession to enable Govt. Servants in Special circumstances to be absent from duty for short period without such absence being treated as leave under the leave rules. Maximum limit 15 days per calander year. It may be availed with OH or Sundays or Public holidays provided that the resulting period of absence from duty does not exceed 10 days. Grant of casual leave to an employee is a purely temporary and emergency Govt. Servant and it is under the discretion of the sanctioning authority.
- **Special casual leaves:**
- **Women Special Casual Leave:**
- **Maternity/ Paternity leave:**
- **Medical Leave:**
- **Earned Leave:** G.O. Ms. No. 317 / Edn., (Ser.V) Dept., : 15-09-1994., G.O. Ms. No. 345 / Edn., dt: 20-11-1989. The Earned leave shall be credited in advance in two installments of 3 days each on 1st day of January / July of Every year.
- **Extraordinary Leave:** Sanctioning of Extraordinary leave on Medical Certificate is to be specifically recorded in the Service Book. If no such entry is recorded, the benefit of allowing such period to count for increment or to count as qualifying service for pension does not arise. Leave is granted only on Medical Certificate. Earned leave, HP commuted leave, leave not due, maternity leave, Hospital leave, Special disability leave and Extraordinary leave only in cases where the leave application accompanied by a Medical Certificate from the Competent Medical Authority.
- Substantive pay including special pay overseas pay, technical pay, personal pay and other classified as pay.