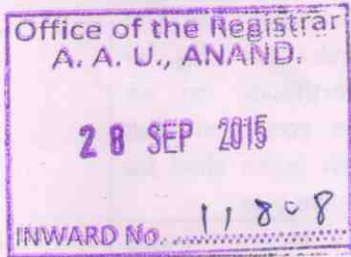


GCS (Leave) Rules, 2002

- The nature of Leave and admissibility of Leave under the GCS (Leave) Rules, 2002



Government of Gujarat
Finance Department
Circular No: PSN-102015-O.829-P
Sachivalaya, Gandhinagar
Dated: 1st September, 2015

CIRCULAR

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India, to regulate the condition of service (pay, allowances, leave and pension) of its employees the Government of Gujarat has made the GCS (Leave) Rules, 2002. These Rules have been amended from time to time by the Government of Gujarat,

2. The Rules specifies various provisions like Right of Leave, Earning of Leave, Commencement and Termination of Leave, absence from duty, admissible leave and admissibility of leave, etc. Along with this, employee can avail different types of leave during his/her service. With a view to giving a brief idea of different types of leave, the admissible leave to the State Government employees can be identified as follows:-

Sr. No.	Rule No.	Nature of Leave	Admissibility
1	46 and 50	Earned Leave	The leave account of an employee (non-vacation department) shall be credited with 30 days earned leave in calendar year. This shall be done in advance in two installments of 15 days each on the 1st of January and 1st of July, every year: The earned leave so carried forward plus the credit for that half-year shall not exceed 300 days. Maximum earned leave that can be granted to an employee at a time shall be 180 days The employees, working in vacation department, shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself the full vacation. But if in any year the government employee does not avail any vacation, earned leave shall be admissible to him in respect of that year as per Rule-46

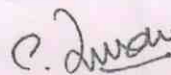
2	57	Half Pay Leave	The half pay leave account shall be credited with half pay leave in advance in two installments of ten days each on the 1 st January and 1 st July of every calendar year.
3	58	Commutated Leave	Commutated leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee subject to the condition that twice the amount of such leave shall be debitable to the half pay leave due.
4	59	Leave not due	If the competent authority, to grant leave, is satisfied that there is reasonable prospect of the Government employee of returning to duty on expiry of the leave, Leave not due may be granted to a Government employee in permanent employment subject to the conditions in the Rule- 59.
5	60	Extra Ordinary Leave	Extraordinary Leave not exceeding thirty six months in aggregate during the entire service may be granted to a Government employee in special circumstances as prescribed in Rule-60
6	69	Maternity Leave	A competent authority may, subject to the provisions of this rule, grant to a female Government employee in permanent employ, who does not have two or more living children at the time the maternity leave asked for, is actually sanctioned: leave for a period of one hundred and eighty days from the date of its commencement. Such leave shall not be debited to the leave account. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account.
7	69(A)	Child Adoption Leave	A competent Authority may, subject to the provisions of this rule, grant to a female Government employee, with fewer than two surviving children, on valid adoption of a child below the age of one year, Child Adoption Leave for a period of one hundred and eighty days immediately after the date of valid adoption on the lines of maternity leave admissible to natural mother. Child Adoption Leave shall not be debited against the leave account.

8	70	Paternity Leave	A Male Government employee (including an apprentice) with less than two surviving children may be granted paternity leave for a period of 15 days during confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of maternity leave). It may not normally be refused under any circumstances.
9	71	Leave in case of miscarriage or abortion	Leave in case of miscarriage including abortion is admissible subject to the condition that such leave shall not be more than forty five days during the entire service and such leave shall be supported by a medical certificate. Such leave shall not be debited to the leave account.
10	72 & 73	Special disability leave	The authority competent to grant leave may grant special disability leave to a Government employee (whether permanent or temporary) who is disabled by injury intentionally inflicted or caused in, or in consequence of, the due performance of his official duties or in consequence of his official position. The provisions of rule-72 shall apply also to a Government employee, whether permanent or temporary, who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties, or in consequence of his official position, or by illness incurred in the performance or any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds.
11	77 to 94	Study Leave	Subject to the conditions specified in the Chapter-vii of GCS (Leave) Rules, 2002, study leave may be granted to a Government employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

			The maximum period of study leave, which may be granted to a Government employee, shall be - (a) Ordinarily twelve months at any one time which shall not be exceeded save for exceptional reasons; and (b) During his entire service, twenty-four months in all (inclusive of study leave granted under any other rules). During study leave, a Government employee shall draw leave salary equal to the amount admissible during half pay leave.
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3. As the employees of Government of Gujarat are governed by the relevant GCS (Leave) Rules, 2002, the above mentioned details may be considered as to create awareness amongst the employees of the Government of Gujarat and as ready reference in nature. When an employee applies for any leave, such request/case would be considered as per the provisions, laid down in the GCS (Leave) Rules, 2002 / resolutions / circulars.

By order and in the name of the Government of Gujarat.



(C. J. Macwan)

Deputy Secretary to Government
Finance Department

To,

- Secretary to the Hon'ble Governor, Rajbhavan, Gandhinagar.
Principal Secretary to Hon'ble Chief Minister, Gandhinagar.
The Personal Secretaries to all Hon'ble Ministers / State level Ministers,
Parliamentary Secretaries, Sachivalaya, Gandhinagar.
Personal Secretary to the Hon'ble Leader of Opposition, Gujarat
Vidhansabha, Sachivalaya, Gandhinagar.
- Secretary, Gujarat Legislative Secretariat, Gandhinagar.
- Secretary, Gujarat Vigilance Commission, Gandhinagar.
- Secretary, Gujarat Civil Service Tribunal, Gandhinagar.
- Secretary, Hon'ble Gujarat High Court, Ahmedabad.
- Secretary, Gujarat Subordinate Staff Selection Board, Gandhinagar.
- Secretary, Gujarat Public Service Commission, Ahmedabad.
- All Departments of Secretariat/All HoDs/All Head of Offices.
The Accountant General-I (Audit), Gujarat State, Ahmedabad/Rajkot.
The Accountant General -11 (A&E), Gujarat State, Ahmedabad/Rajkot.

The Examiner, Local Fund Accounts /All Dist. Assistant Examiners
All District Collectors/District Development Officers
Director, Pension & Provident Fund, Gandhinagar.
Pension Payment Office, Ahmedabad.
All District Treasury Officers/Sub Treasury Officers
Pay and Accounts Officer, Gandhinagar/Ahmedabad.
Pay and Accounts Officer, SSNNL, Gandhinagar/Vadodara.
Resident Audit Officer, Gandhinagar/Ahmedabad.
All Boards/Corporations/Universities /Public Sector Undertakings of
the Government.
All Officers/branches in Finance Department.
All recognized Associations.
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• By letter

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**ANAND AGRICULTURAL UNIVERSITY
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