

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 146, dated 12.11.2020

Sub.: Procedure to be Followed while Applying for and Availing various kinds of Leave by the Staff of the Commission's Office - Regarding.

The following orders are issued with regard to the procedures to be followed while applying for and availing various kinds of leave by the staff of the Commission's office.

A. Casual Leave

- (1) The regular members of the staff of the Commission's office shall be allowed a maximum of **twelve** days Casual Leave (CL) in a year. Any leave application for the grant of CL shall normally be made at least 24 hours in advance*, through the Leave App, wherein prior sanction shall be obtained from the officer concerned.
- (2) A maximum number of **ten** days shall be permitted to be availed of at a time, inclusive of Saturdays, Sundays and Government holidays. If the eleventh day and any day(s) thereafter are unexpectedly declared as holiday(s), the total leave in that case, may exceed ten days.
- (3) Casual Leave shall not be combined with any other kind of leave except Compensatory Holidays and Restricted Holidays. In case of unforeseen circumstances, a leave application received without prior sanction, shall be considered for grant of CL, if the said application is received before 10.00 am of the next working day, failing which the absence shall be considered as Casual Leave, Earned Leave, Leave on Loss of Pay, in that order.
- (4) In the case of probationers, CL shall be granted in proportion to the actual service put in by the said staff, i.e., a day's CL shall be granted for every month of completed service. If leave in excess of this limit is availed, leave on loss of pay alone shall be granted.

B. Compensatory Holiday

- (1) The maximum number of days availed as Compensatory Holiday (CH) during a calendar year shall be **twenty days**. Every un-availed compensatory holiday shall automatically lapse at the end of six months from the date of performing duty. Any staff required to attend office on Saturdays, Sundays and other Government holidays (except National Holidays) shall obtain the approval of the Controller of Examinations / Secretary, as the case may be, through the Leave App. Compensatory holiday in lieu thereof shall also be credited automatically to their leave account on confirmation of their attendance on the said day, authenticated by the registration of biometric details at the entry to the office premises and at the entry to the Confidential Wing of the Commission's office. The leave so credited shall be availed of, only after obtaining prior sanction of the authority concerned. Application for CH shall be made through the Leave App*. Compensatory leave shall not be granted except with prior approval.
- (2) Compensatory holiday shall be permitted to be combined with Casual Leave, Restricted Holiday and authorized public holidays, subject to the condition that the total period of absence shall not exceed **ten** days. Compensatory holiday shall also be permitted to be prefixed or suffixed to regular leave subject to the usual conditions.

C. Restricted Holiday

Staff shall be permitted to avail of Restricted Holidays (RH) not exceeding **three** days in a calendar year, on the festivals / occasions listed as 'Restricted Holidays', at their option and irrespective of the religion to which the festival pertains. Permission to avail restricted holidays shall be sought for through the Leave App, normally at least twenty-four hours in advance* and shall normally be granted by the authority competent to grant CL, except when the presence of an individual staff is considered necessary in the exigencies of Government work.

D. Unearned Leave on Medical Certificate

- (1) While applying for Unearned Leave on Medical Certificate (UEL on MC), staff shall apply through the Leave App* using the scanned image (64 KB – 128 KB) of the medical certificate. UEL on MC shall not be granted if the application is received without the medical certificate. In exceptional circumstances, the staff shall be permitted to submit the medical certificate within seven days from the date of availing leave. While applying for UEL on MC, an ‘undertaking’ shall be furnished in the application thereof to the effect that failure of the staff concerned to rejoin duty at the expiry of the leave, shall make the staff liable to repayment of the leave salary.

- (2) In case UEL on MC is applied for in combination with other kinds of leave and the total leave exceeds sixty days, reference to the Medical Board is necessary. In case UEL on MC is applied for intermittently with breaks and the total of such leave exceeds sixty days, the individual shall be referred to the Medical Board.

- (3) Subsequent to availing of UEL on MC, staff shall upload the joining report and fitness certificate in the Leave App.

SUPERIOR SERVICE		BASIC SERVICE	
Temporary appointees and Probationers	Approved Probationers	Temporary appointees and Probationers	Approved Probationers
Nil	2-5 years: 90 days Above 5-10 years: 180 days Above 10-15 years: 270 days Above 15-20 years: 360 days Above 20 years: 540 days	Temporary: Nil	10 days for every completed year of service up to 15 years.
Probationer is eligible if completed 2 years of regular service 0-2 years: Nil 2-5 years: 90 days		Probationer: 10 days for every completed year	Above 15 to 20 years: 360 days. Above 20 years: 540 days.

E. Unearned Leave on Private Affairs

- (1) Unearned Leave on Private Affairs (UEL on PA) or Half-Pay Leave shall be permitted to be availed* of only by approved probationers. Temporary staff and probationers shall not be eligible to avail of this leave. Basic servants shall complete **fifteen** years from the date of their regularisation to become eligible for this leave.
- (2) Unearned Leave on Private Affairs shall not exceed **ninety** days at a time and shall be permitted to be availed of for any reason or purpose, including private reasons. When combined with Earned Leave, the total period on leave shall not exceed 180 days. UEL on PA shall also be permitted to be combined with UEL on MC. The leave shall be calculated in terms of days even though the application is made in terms of months.

SUPERIOR SERVICE		BASIC SERVICE	
Temporary appointees and Probationers	Approved Probationers	Temporary appointees and Probationers	Approved Probationers
Nil	0-10 years: 90 days Above 10 years: 180 days (Probationers are not eligible)	Up to 15 years: Nil After completion of 15 years service from the date of regularisation: 180 days	

F. Earned Leave

All instructions stipulated except that of uploading medical certificate and the 'undertaking' for the purpose of UEL on MC shall be followed while applying for the grant of Earned Leave (EL). The application for the sanction of EL shall normally be submitted well in advance, through the Leave App, i.e., **ten** days before the commencement of EL.*

SUPERIOR SERVICE		BASIC SERVICE	
Temporary appointees / Probationer	Approved Probationers	Temporary appointees / Probationer	Approved Probationers
<p><u>Leave to be credited</u></p> <p>At the rate of 2½ days for every completed two calendar months in a half year, subject to a maximum of 30 days</p>	<p><u>Leave to be credited</u></p> <p>15 days (at the rate of 2½ days for every completed calendar month) each on the first day of January and July of every calendar year, subject to a maximum of 240 days</p>	<p><u>Leave to be credited</u></p> <p>At the rate of 2½ days for every completed two calendar months in a half year, subject to a maximum of 30 days</p>	<p><u>Leave to be credited</u></p> <p>(i) More than one year regular service but less than five years of regular service – at the rate of 2½ days for every completed two calendar months in a half year, subject to a maximum of 30 days</p> <p>(ii) Completed five years of regular service – 15 days each on the first day of January and July of every calendar year, subject to a maximum of 240 days</p>
<p><u>Leave to be granted</u></p> <p>The leave at credit subject to a maximum of 30 days</p>	<p><u>Leave to be granted</u></p> <p>At any time the leave at credit subject to a maximum of 180 days</p>	<p><u>Leave to be granted</u></p> <p>The leave at credit subject to a maximum of 30 days</p>	<p><u>Leave to be granted</u></p> <p>More than one year regular service but less than five years of regular service – maximum at a time: 30 days</p> <p>More than five years of regular service – maximum at a time: 180 days</p>

G. Extraordinary Leave without Allowances

Extraordinary Leave without Allowances (ELWA) means Leave on Loss of Pay (LLP) and shall be granted when no other leave is admissible or when the staff himself/herself has applied for this leave*. No salary is admissible for the period of Extraordinary Leave. Extraordinary Leave on Medical Certificate (ELWA on MC) exceeding sixty days shall be referred to the Medical Board. In case a fresh spell of ELWA is applied for, after a short period of duty, the sanctioning authority shall verify the bona fide intent of the application. ELWA on MC shall count for pension and increment, whereas ELWA without MC shall not count for pension and increment.

H. Leave in case of Natural Abortion or Voluntary Abortion

- (1) Married women staff shall be eligible for maternity leave* in case of miscarriage or abortion or medical termination of pregnancy irrespective of the number of surviving children. Sterilisation shall not be necessary.
- (2) The period of leave shall be for six weeks, commencing from the date of abortion or termination of pregnancy.
- (3) The abortion or medical termination of pregnancy shall have taken place after 12 weeks but before 20 weeks of pregnancy. The termination of pregnancy shall have been performed in Government Hospitals or Institutions approved under the Medical Termination of Pregnancy Act, 1971.
- (4) The certificate given by a registered medical practitioner authorised under the Medical Termination of Pregnancy Act shall be accepted for voluntary abortion.
- (5) Temporary staff shall first avail the Earned Leave at their credit and thereafter Maternity Leave for the remaining period.

I. Maternity Leave

- (1) Maternity Leave (MTL) shall be allowed to a woman staff up to two living children, i.e., where a woman staff already has two children alive, maternity leave shall not be permissible for the third delivery. Maternity leave shall be permitted up to 270 days and may be availed* either before or after delivery. Certificate from a registered medical practitioner shall be produced. If delivered, while availing of any other kind of leave (other than maternity leave), maternity leave shall be calculated from the date of delivery, whereas if delivered while availing of maternity leave, 270 days shall be calculated from the date of applying for maternity leave.
- (2) Women staff may be granted any kind of leave in continuation of maternity leave up to one year. A woman staff who delivers a 'still-born' child (dead at birth) shall also be eligible for maternity leave of ninety days.

J. Special Casual Leave

This leave shall be sanctioned under extraordinary circumstances. The period of leave differs in each case and depends on the circumstances. Special casual leave may be prefixed or suffixed or sandwiched with any kind of regular leave*. Special casual leave not counting against ordinary casual leave may be granted in the following circumstances:

- (a) In case family members are affected by infectious diseases such as Chicken-Pox, Measles, Swine Flu, Plague, Rabies and any others notified by the Government from time to time.
- (b) In the case of COVID-19 - if either the staff himself/herself or family members are affected.
- (c) For participation in sporting events of national or international importance.
- (d) Sterilization operation and non-puerperal sterilization operation.
- (e) Having a special child suffering from disability requiring parental support for daily life activities.

K. Leave for Adoption

If a woman staff adopts a child, she is eligible for adoption leave subject to the following conditions:

- (a) The maximum admissible leave is one year which depends upon the age of the child in completed months. A medical certificate is not necessary. The admissible leave depends upon the age of the child in completed months, which is illustrated below:
 - (i) If the age of the adopted child is less than one month, leave up to one year shall be allowed.
 - (ii) If the age of the child is six months or more, leave up to six months shall be allowed.
 - (iii) If the age of the child is nine months or more, leave up to three months shall be allowed.
 - (iv) If the child has completed twelve months, no leave shall be allowed.
- (b) A certificate from the recognized institution from where the child was adopted shall be produced.
- (c) Adoption may be made from any source.

L. Sanctioning Authority

Authorities empowered to sanction leave to the officers and staff of the Commission's office shall be as enlisted in the Annexure.

M. General

- (1) Personal staff attached to the Chairman, Members, Secretary, Controller of Examinations, Joint Secretary and Deputy Secretaries shall seek and obtain written permission of the Chairman / Members / officers concerned, prior to availing leave of any kind.

- (2) Basic services personnel shall obtain the App-based approval of the Section Officer / Officer where posted, in addition to informing the Duffadar, in order to facilitate posting of a suitable substitute.
- (3) The discretion to refuse or revoke leave of any kind shall be reserved, when exigencies of public service so require since leave cannot be claimed as a matter of right, according to Fundamental Rule 67.
- (4) All staff shall furnish their leave address and contact number, whenever they apply for leave of any kind.

... Annexure

K. NANTHAKUMAR, I.A.S.
Secretary

* *In any case, permission to avail any kind of leave shall be sought for **at least** on / before / within the time as indicated in the relevant column of the Annexure.*

