

GOVERNMENT OF KERALA
Finance (Rules) Department

CIRCULAR

No. 8/92/Fin.

Dated , Thiruvananthapuram 16 th March ,1992

Sub:- Vacation Department -Leave Account - Earned Leave for period of
vacation enjoyed -Method of Calculation - Clarification issued.

Ref:- Letter No GE. 1/A/15-81 A/270 Dated 6-9-1991 of Accountant General
(A&E), Kerala , Thiruvananthapuram

As per Rule 81, part I , Kerala Service Rules, Earned leave admissible to an officer in permanent employee serving in vacation Department, in respect of any year in which he is prevented from availing himself of the full vacation , is such proportion of 30 days as the number of days of vacation not taken bears to the full vacation , though this provision is rather simple and straight forward , the Accountant General has brought to the notice of Government that the method of working out the earned leave account in case of Vacation Department Staff who are prevented from enjoy a part of the vacation , especially when the officer avails of regular leave during the year is not clear to money Departmental authorities.

2. Government have examined this question and are pleased to issue the following in instruction with illustration to make the rule position clear.

3. As per not 3 below Rule 81 of part 1, Kerala Service Rules the term "year" should be interpreted to mean not a calendar year in which duty is performed but 12 months of actual duty i.e. leave and other non duty periods are to be excluded in arriving at the block year. However , vacation is not to be excluded as it is treated as duty. the earned leave account of an officer in a vacation Department is there for to be worked out as shown below:

Entered Service : 1-6-1985
Vacation : April & May (61days).

Calculation of Earned Leave

1st Year 1-6-1985 to 31-5-1986

No, Earned leave
(provision to Rule 86)

2nd Year 1-6-1986 to 31-5-1987

Enjoyed full vacation Earned leave nil(Rule 80)

3rd Year 1-6-1987 to 31-5-1988

Prevented from enjoying vacation Earned leave

$\frac{366}{11} = 33 \frac{3}{11}$ days

11 11

(Rule 81 part 1st Kerala Service Rules)

4th Year 1-6-1988 to 31-5-1989

Not enjoyed 20 days of vacation Earned leave

$\frac{30 \times 20}{11} = 9$ days

61

5th Year 1-6-1989 to 31-8-1989

Year month Date

0 3 0 (1)

Not enjoyed 25 days of vacation Earned leave
 $\frac{25 \times 30}{61} = 12$ days

61

(Leave from 1-9-1989 to 31-10-1989 excluded)

1-11-1989 to 31-7-1990

Year Month Date

0 9 0

Was on leave from 1-9-1989 to 31-10-1989

Year Month Date

0 12 0 ie (1) and (2) above.

Block Year is 1-6-1989 to 31-7-1990

He will be eligible for this earned leave of 12 days only on or after 1-8-1990

6th year 12 months from 1-8-1990 after excluding leave and other non duty periods if any.

When a Government servant serving in vacation Department proceeds on leave before completing a full year of duty, the earned leave admissible is to be calculated not with reference to the vacation (S) which fall (S) during the period of actual duty rendered before proceeding on leave, but with reference to the vacation that falls during the "year" commencing from the date he complained the provision year of duty.

N. SADHANANDHAN

Additional Secretary (Finance)

Entd on E2-7631/91/29692

Copy to A3 Section

Conservator of Forests

Sd/-

Approved for issue

Superintendent