

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION : DELHI  
(CO-ORDINATION BRANCH)

O.P. 30-3(103)/95-Coord./17-10-1995

Dated: 30-11-95

All Heads of  
Govt./Govt.Aided/Unaided Schools,  
Delhi/New Delhi.

SUB: Sanction of Earned Leave to the persons serving in  
Vacation Department.

Sir/Madam,

In supersession of this letter no. P.30-3(103)/95-coord./  
7434-8634 dated 12-3-90 and of even number 10346-546 dated 20-9-95,  
the relevant provisions of CCS(Leave) Rules 1972 are reproduced  
as under:-

(i) Rule 28(2):-  
Subject to provisions of Sub-rule(1), a Government servant  
other than a military officer, serving in a vacation Deptt.,  
shall not be entitled to any earned leave in respect of duty  
performed in any year in which he avails himself of the  
full vacation.

(ii) Rule 28(3)(a)  
In respect of any year in which a Government servant avails  
himself of a portion of the vacation he shall be entitled to  
earned leave in such proportion of 30 days or 45 days when  
governed by the Exception to Sub-rule (1) of Rule 26, as the  
number of days of vacation not taken bears to the full  
vacation.

Provided that no such leave shall be admissible to a Govt.  
servant not in permanent employ. quasi-permanent employees in respect  
of the first year of his service.

Vacation staff may therefore be sanctioned earned leave  
as per formula given below:-

$$\frac{\text{Number of days spent on duty} \times 30}{60 (\text{number of days of vacation})}$$

(iii) Rule 28(3)(b)

If, in any year, the Government servant does not avail  
himself of any vacation, earned leave shall

is admissible to him in respect of that year under Rule 26.

**EXPLANATION** - For the purpose of this rule, the term 'year' shall be construed not as meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Vacation Department.

**NOTE 1.** - A Government servant entitled to vacation shall be considered to have availed himself of a vacation unless he has been required by general or special order of a higher authority to forgo such vacation or portion of a vacation.

Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

ILLUSTRATION

Total vacation during the year	-	60 days
<u>Vacation enjoyed</u>	<u>Number of days spent on duty</u>	<u>V.L. to be credit</u>
46 days	14 days	$\frac{14 \times 30}{60} = 7 \text{ days}$
40	20	10
29	31	16
20	40	20
15 & less	45 & more	30

1. The Director of Education vide his letter No. DE.15/Act/104/3351-6580 dated 20-6-95 ordered that all vacation staff be called c duty w.e.f. 29-6-95 in view of the opening of the schools on 3-7-95 after Summer Vacation. It was further ordered that earned leave may be allowed to be credited in lieu of duty performed during 29-6-95 to 14-7-95 in terms of Rule 28(3) of CCS (Leave) Rules, 1972.

It has come to notice that some teachers could not join duty w.e.f. 29-6-1995 due to lack of intimation to this effect.

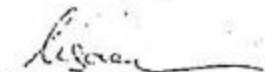
It is clarified that if a teacher has been able to join his duty on any day during the period 30-6-95 to 14-7-95 he/she will be deemed to have availed himself of part vacation and may also be allowed earned leave as per formula given above for the number of days he spent on duty.

It is further clarified that if a teacher has been unable to join his duty on 29-6-95 due to his/her participation in Inservice Training Programme of 21 days conducted by SCERT w.c.f. 29-6-95 to 10-7-95, he/she will be allowed the benefits of Earned Leave for the period from 20-6-95 to 14-7-95 provided he/she joins his/her duty on 11-7-95 as admissible under the Rules 28(3) of CCS (Leave) Rules 1972.

3. The Earned Leave admissible under sub-rule (3) of Rule 28 will be in addition to the Earned Leave admissible under sub-rule(1) of Rule 28 of CCS (Leave) Rules, 1972 which are assessable subject to the condition that the leave carried forward plus the credit for the half year do not exceed the maximum limit of 240 days.

4. The Head of the school has been empowered to sanction such leave.

This issues with the prior approval of the Director of Education.



(S.C. SAREEN)

JOINT DIRECTOR OF EDN. (ADMN.)

P.F. 30-3(103)/95-Coord./17000-18199

Dated: 30-11-95

Copy to:-

- Addl. Director of Education(Schools)
- All D.D.ES of the Districts.
- All Education Officers.
- Accounts officer(Audit).
- Admn. officer(G.O.C.).
- President.G.S.T.A.



(S.C. SAREEN)

JOINT DIRECTOR OF EDN. (ADMN.)