



CCS (LEAVE) RULES

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Rule 7: Right to Leave

- (1) Leave cannot be claimed as of right.
- (2) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant.

Rule 10: Commutation of one kind of Leave into another

(1) At the request of a Government servant, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted,

but the Government servant cannot claim such commutation as a matter of right.

Provided that no such request shall be considered unless received **within a period of 30 days** of the concerned Government servant joining his duty on the expiry of leave.

(2) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

NOTE: **Extraordinary Leave** granted on medical certificate or otherwise may be commuted retrospectively into **Leave Not Due** subject to the provisions of Rule 31.

Rule 11: Combination of different kinds of Leave

Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

EXPLANATION: **Casual Leave** which is not recognized as leave under these rules **shall not be combined with any other kind of leave** admissible under these rules.

Rule 12: Maximum amount of continuous Leave

Unless the President, in view of the exceptional circumstances of the case otherwise determines, **no** Government servant shall be granted leave of any kind for a continuous period exceeding **Five Years**.

Rule 14: Application for Leave

Any application for leave or for extension of leave shall be made in **Form 1**.

Rule 22: Combination of Holidays with Leave

(1) (i) Leave without Medical Certificate

When the day, immediately preceding the day on which leave begins or immediately following the day on which leave expires, is a holiday(s) the **Government servant shall be deemed to have been permitted** (except in cases where administrative reasons for permission is withheld).

(ii) Leave with Medical Certificate

Holiday(s) immediately preceding and immediately succeeding the day **shall be allowed automatically** to be prefixed and suffixed to leave and holiday(s) preceding the day shall be treated as part of the leave.

(3) (a) if holidays are prefixed to leave

Any consequent rearrangement of pay and allowances take effect from the day after the holidays.

(b) if holidays are suffixed to leave

Any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

NOTE: A Compensatory Leave granted in lieu of duty performed by a Government servant on Sunday or a holiday for a full day may be treated as a holiday for the above purpose.