

प्रेषक

श्रम आयुक्त, हरियाणा,
चण्डीगढ़ ।

सेवा में

1. मुख्यालय में कार्यरत सभी अधिकारी/कर्मचारी।
2. सभी क्षेत्रीय कार्यालय, श्रम विभाग, हरियाणा राज्य।

क्रमांक: स्था/05/2019/38147-450 दिनांक: 25-11-19

विषय:- अधिकारियों/कर्मचारियों के अवकाश सम्बंधित दिशा निर्देश।

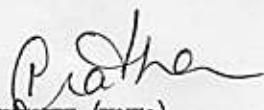
उपरोक्त विषय के संदर्भ में ।

विषय सम्बंध में कार्यालय संज्ञान में आया है कि विभाग में कार्यरत (मुख्यालय/क्षेत्रीय) कर्मचारी प्रायः किसी भी प्रकार के अवकाश (अर्जित अवकाश/चाईल्ड केयर अवकाश/चिकित्सा अवकाश/विदेश यात्रा से सम्बंधित शपथ पत्र) के लिये आवेदन करते समय अवकाश के लिये नियत प्रोफार्मा में भरकर आवेदन नहीं करते, जिस कारण कार्यालय कार्य प्रभावित होता है।

अतः आपको निर्देश दिये जाते हैं कि आप अपना व अपने अधीन कार्यरत कर्मचारियों के अवकाश बारे आवेदन निर्धारित सलग्न प्रोफार्मा (अर्जित अवकाश/चाईल्ड केयर अवकाश/चिकित्सा अवकाश/विदेश यात्रा से सम्बंधित शपथ पत्र) में समय रहते मुख्यालय को भेजें, अन्यथा उनके अवकाश की स्वीकृति बारे कोई कार्यवाही नहीं की जायेगी।

कृपया इसे अति आवश्यक समझे।

सलग्न/निर्धारित प्रोफार्मा


अधीक्षक (स्था0)

कृते: श्रम आयुक्त, हरियाणा।



**LABOUR DEPARTMENT, HARYANA, CHANDIGARH
30 BAYS BUILDING, SECTOR-17C, CHANDIGARH**

APPLICATION FOR EARNED LEAVE

Note - Item 1 to 10 must be filled in by all applications whether gazetted or non-gazetted.

1.	Name of applicant	
2.	Leave Rules applicable	As per rule
3.	Post held	
4.	Department Office and Section	
5.	Pay	-
6.	House Rent Allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post.	-
7.	Nature and period of leave applied for and date from which required.	
8.	Sunday and holidays, if any, proposed to be prefixed/suffixed to leave.	
9.	Ground on which leave is applied for	
10.	Date of return from last leave and the nature and period of that leave.	-
11.	<p>(a) I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/half pay leave, which would not have been admissible had the proviso to rule 8.73 (b) (ii) rule 8.119, (c) (iii) of the Punjab Civil Services Rules, Volume I Part-I, not been applied in the event of my retirement from service at the end or during the currency of the leave.</p> <p>(b) I undertake to refund the leave salary drawn during "leave not due" which would not have been admissible, had rule 8.73, (c) rule 8.119 (d) of the Punjab Civil Services Rules, Volume I, Part I not been applied, in the event of my voluntary retirement or resignation from Service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.</p>	

Signature of applicant.

(with date)

.....

.....

APPLICATION FOR EARNED LEAVE

12.	Remarks and/or recommendations of the Controlling Officer.	
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Signature (with date)

Designation

Certificate regarding admissible of leave
(by Accountant-General in case of Gazetted Officer)

13. Certified that _____

(Nature of leave)

(for _____ from _____ to _____
period)

is admissible under rule _____
of the _____ Rules.

Signature (with date)

Designation

14. *Orders of the sanctioning authority

Signature (with date)

Designation

*If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying similar allowance.

CHILD CARE LEAVE APPLICATION

A) TO BE FILLED IN BY THE APPLICANT

1. Name of Institute/Polytechnic: _____

2. Details of Applicant:

Name of Applicant	Post held & Pay Scale	Date of joining the Service	Date of completion of Probation period

Note: As per F.D. Instructions dated 05.07.2012, no CCL will be admissible during probation period.

3. Detail of two eldest surviving children below the age of 18 years only (copy of self-attested birth certificate(s), be attached):

Sr. No.	Name of Child	Son/Daughter	D.O.B.	Class (Education)
1				
2				

4. CCL(s) taken in the past (with dates) from _____ to _____

5. Period of CCL applied for: _____

6. Name of child for whom, CCL is required: _____

7. Reasons of CCL: _____

(Rearing, examination, sickness as mentioned in F.D. instructions dated 5.7.12)

8. Certificate to be attached (Tick whichever is applicable as per need / purpose of care):

Certificate Attached	Tick
Medical illness Certificate of Child from Govt. Medical Officer	
Report Card / Certificate of last class passed from the school / institute	
Examination date-sheet	

9. Postal Address during the leave alongwith contact No.:

10. I understand and agree to abide by the following conditions of FD instructions No. 11/102/2009-3FR dated 5.7.2012:

- a. CCL is admissible when women Govt. employee has no Earned Leave at her credit.
- b. CCL cannot be demanded as a matter of right and facilitating the women Govt. employees to take care of their children at the time of need (Rearing, examination, sickness) does not mean that CCL should disrupt the functioning of the offices / institutions.
- c. Under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.
- d. Any other kind of leave already sanctioned or availed or period of unauthorized absence cannot be converted into CCL retrospectively.
- e. A spell of CCL will not be less than 30 days and it can be availed only twice in a year. There should be a gap of minimum 30 days between two spells of CCL. The extension of CCL would be admissible only on acute medical ground.
- f. If already on leave (other than CCL) and submits her application for grant of CCL, the same may be considered provided she submits application one month before the expiry of leave. If CCL is not sanctioned by the Competent Authority before the expiry of leave she will have to join her duty.
- g. Child's health and education is the sole consideration behind the CCL.
- h. It is a facility available for child care till he/she is 18 years of age, therefore, it should be taken/availed judiciously staggered over many years till the first two children turn 18 years of age and when there is actual need of 24 hours presence of mother with the Child.
- i. Simultaneously the future of students in the Polytechnics or College cannot be put at stake on account of CCL larger interest takes precedence.

11. I undertake to refund the amount if paid in excess than the admissible leave salary.

12. I have submitted my Annual Property return on _____

Dated: _____

(Full signature of the applicant)

13. Recommendation of the In-charge concerned:

I have gone through the instructions mentioned above carefully and recommend CCL to Ms. _____ for a period of _____

(mention name & designation of the applicant).

(Signature of Incharge)

Name: _____

Designation: _____

B) TO BE FILLED IN BY THE OFFICE OF PRINCIPAL

14. Diary No. & date of receipt of application _____

15. Number of balance E.L. of the applicant _____

(Note: CCL is admissible when women Govt. employee has no Earned Leave at her credit)

16. Details of CCL:

Total CCL admissible	CCL already availed (alongwith spell-wise period)	Date of return from last CCL	Balance amount of CCL	Period of CCL recommended.
(730 days)				

Note: As per F.D. Instructions dt 5.7.2012, a spell of CCL will not be less than 30 days and it can be availed only twice in a year. There should be a gap of minimum 30 days between the two spells of CCL subject to maximum period of 120 days.

17. Alternative arrangement for teaching during CCL of applicant is proposed as:

18. The recommendations have been given strictly in pursuance of FD's instruction No. 11/ 102/2009-3FR dated 5.7.2012 in this regard.

Full signature of Principal (with seal)

Chapter - VIII
Leave on Medical Certificate

30. Grant of leave on medical certificate.—

- (1) Before submission of an application for grant of leave or an extension of leave on medical certificate, the Government employee shall obtain the certificate issued by the competent medical authority in the following form and enclose it with his application:—

Medical Certificate Proforma

Name of the applicant _____

Designation _____

Office of _____

Age _____

I, _____ (Name and designation of competent medical authority) after careful personal examination hereby certify that Shri/ Smt. _____ is suffering from disease _____ and is in a bad state of health; and I solemnly and sincerely declare that according to the best of my professional judgment, a period of absence from duty is essentially necessary for the recovery of his health and recommend that he may be granted leave from _____ to _____. In my opinion it is/it is not necessary for the Government employee to appear before a Medical Board.

Signature of applicant _____

in the presence of competent medical authority

Signature of competent medical authority
(with Stamp and Date)

Note 1.— In the case of Gazetted Government employee, the medical certificate of the competent medical authority and in case of non-gazetted

Government employee, a certificate given by a competent medical authority or by any of the following having a registered number —

- (a) Ayurvedic, Unani or Homoeopathic medical practitioner;*
- (b) Dentist in the case of dental ailments; or*
- (c) an honorary Medical Officer,*

may be accepted.

Note 2.— *No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government employee under the terms of his appointment or of the rules to which he is subject.*

Note 3.— *This form shall be adhered to as closely as possible and shall be filled in after the signature of the applicant has been taken. The certifying officer is not at liberty to certify that the applicant requires a change from or to a particular locality. Such certificate shall only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant shall go before a Medical Board to decide the question of his fitness for service.*

Note 4.— *A Government employee after availing leave on medical grounds shall have to submit a fitness certificate in the prescribed form to be issued by the competent medical authority.*

- (2) Medical authority shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government employee concerned shall ever be fit to resume his duties. In such cases the opinion that the Government employee is permanently unfit for Government service shall be recorded in the medical certificate.
- (3) In cases where the leave on medical certificate is availed by a Government employee continuously for a period exceeding three months but he is not undergoing indoor treatment, the competent authority may direct him to appear before the medical board.

31. Grant of leave to Government employee who is unlikely to be fit to return to duty.—

When a medical board has reported that there is no reasonable prospect that a particular Government employee shall ever be fit to return to duty, leave shall not

33. Return from leave on medical certificate.—

A Government employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness signed by the competent medical authority or medical board, as the case may be, in the following form :-

"I/We _____ Medical Officer/ SMO/PMO/Civil Surgeon/ Members of a medical board do hereby certify that I/We have examined Shri _____ of the _____ Department whose signatures are given below and find that he/she has recovered from his illness and is now fit to resume duties in Government services. I/We have examined the original medical certificate(s) on which leave was granted or extended and have taken these into consideration in arriving at my/our decision".

Signature of applicant

in the presence of Competent medical authority

Signature of Competent medical authority
(with Stamp and Date)".

Note.— Where the medical certificate for leave has been obtained from the Medical Board in such case the certificate of fitness shall be obtained from the Medical Board.

34. Instructions for competent medical authority/medical board.—

- (1) The competent medical authority shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government employee concerned shall ever be fit to resume his duties. In such cases, the fact that the Government employee is permanently unfit for Government service shall be recorded in the medical certificate, and the case shall be referred to medical board by the competent medical authority.
- (2) In a case, where the period of leave initially recommended, or the period of leave initially recommended together with any extension thereof subsequently recommended does not exceed two months, the medical

**AFFIDAVIT TO BE SUBMITTED BY THE APPLICANT FOR SEEKING PERMISSION
FOR FOREIGN TRAVEL (OTHER THAN OFFICIAL VISIT / TRAINING)**

1. That the deponent is presently posted as -----(designation) at -----
and the date of joining in services is-----.
2. That no departmental enquiry is pending against him.
3. That no deponent is going to visit -----(Name of place) for the period
from -----to----- (tentative date) to attend ----- (Name of event /
purpose).
4. That the deponent has neither been convicted nor any case pending in any civil /
criminal court.
5. That the deponent will resume duty on completion of sanctioned leave period.
6. That the deponent will not join any service / assignment or business during visit abroad.
7. That there will no financial burden upon this department or Government for the
deponent's above mentioned journey.
8. That the deponent has sufficient funds available with him out of the savings to meet
expenses of traveling by air and other expenses.
9. That the deponent will not disclose any secrecy of the department /Government.
10. That the deponent will abide by the rules and directions of the Government /department
during the leave period.
11. The valid passport No. of the deponent is ----- (Copy of passport
attached).
12. The address of stay of the deponent during foreign visit would be -----
----- (at place with duration).

Date

Deponent's signature