

Government of Jammu & Kashmir
Directorate of School Education
Kashmir

Circular

No.: 760-Accts of 2019

Dated: 12/02/2019

Subject: Cash in Lieu of Leave Salary

Attention of **Chief Education Officers / Principal DIETS/ DDOs** is invited towards the provisions of J&K Civil Services (Leave) Rules, 1979 (as amended from time to time) laying down there in the provisions under which Earned Leave can be earned by an employee.

Despite definite & clear-cut instructions in this matter, and clarifications made ad nauseam by this office, it has been observed that the claims for **Cash-in lieu of Leave Salary** submitted to this directorate are mostly incomplete which makes it difficult for this office to scrutinize the cases in a time bound manner.

As such, in order to ensure timely disposal of these cases, it is enjoined upon all the concerned officers to submit the cases duly examined in all respects as per below mentioned directions.

1. All **non-vacational employees** are entitled for earned leave as applicable under the provisions of **Article 27** of J&K Civil Service Leave rules.
2. All **vacational employees** (which includes Lab. Bearers, Lab. Asstts., Teachers, Masters, Lecturers, Head Masters, Principals etc.) are not entitled to any earned leave whatsoever, unless they have performed duties as:
 - a. **Trainers or trainees** for a **non-renumerated / non-paid** training during vacations. However, order copies, including annexures must be submitted along with such cases. In the event of non-availability of such orders, concerned CEOs must verify and then countersign entries for such duties for being non-renumerated.
 - b. **DRGs/ZRPs/CRPs**, but they must have orders placed along-side the case and the Principal DIETs /ZEOs/DDOs must record a clear entry in the service book to the effect that

*"Services of the official verified as _____ w.e. from _____ to _____ in compliance to order no _____
Dated: _____ during vacations"*

The entry must be countersigned by the concerned CEO after verification that they have actually rendered these services during winter vacations (Circular No: DSE/PA/1281; Dated: 13/01/2007).

- c. Detentions of all types, having prior sanction of the then Director, School Education, Kashmir and orders to that effect, along with the necessary annexures, must be placed alongside the case (Circular No: DSEK/ESTT-III/B-Tr/3121-3371; Dated: 07/12/2005).

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3. It has been observed that DDO's sanction Earned Leave to the employees even if no Earned Leave is available at their credit, **which is unlawful** and as such, should be avoided under all circumstances.
4. It has also been observed that cases are forwarded to this directorate that are time barred wherein, generally, the reasons for such delay are cited as "**delay on part of employee/s in applying for Cash-in-Lieu of leave salary Case/s**". However, it is to direct that submitting cases for cash-in-lieu is the duty of the DDO and not the employee therefore **such practices should be stopped immediately and the cases, if due, should be submitted without any delay to this directorate**. Also, only such time barred cases, as having **genuine reason/s** for delayed submission may be submitted to this directorate at an earliest.
5. In addition to above, **the CEOs must submit a certificate to the effect that they have verified the services of the employee and the amount/ days claimed for are genuine**.
6. Finally, abstract as annexed herewith, complete in all respects, should also be submitted along with the case.

Note:

- 1) All duties that are paid/performed during the non vocational periods **should not be entertained** for grant of Leave Salary in the abstract (Like **SOPT/RMSA/SSA/Massive/ Capacity Building/Rehbar Sehat and Sports Trainings/ Workshops etc.**).
- 2) **In case of repeated mistakes/ errors in preparation /submission of Leave Salary cases henceforth, the concerned CEO, DDO & Dealing assistants shall be personally held responsible and dealt with as warranted under J&K Employees Conduct Rules and other relevant rules.**
- 3) **All CEOs are further directed for strict Compliance to Govt. Order No: 1590 Edu of 2003; Dated: 21/10/2003.**

All Leave Salary cases shall be strictly submitted in accordance with this circular with immediate effect.

No: DSEK/Acctt/Bgt/89

Copy to:

1. All Chief Education Officers/ Principal DIET's/ DDO's for information and strict compliance.
2. Incharge computer section/Fax for circulation.
3. File

Dated: 12 /02 /2019

Chief Accounts Officer
Directorate of School Education
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Annexure-I (Cash in Lieu of Leave Salary)

Name of the Official: _____

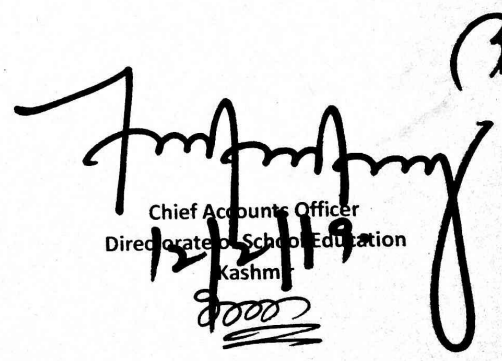
Designation: _____ Office: _____

Date of Birth: _____ Date of First Appointment _____ Date of Superannuation/ Retirement: _____

S.No.	Nature of Duty Performed	Page No. of Service Book	Date		Number of Days Leave Availed/ Duty performed	OPENING Balance	Credit	Debit	Total Days	Verified by CEO/ Principal DIET	Verified at DSEK
			From	To							
1.											
2.											
3.											
4.											
5.											

Note:

1. Orders pertaining to duties/ trainings performed should be annexed in the same sequence as they appear in the abstract/Service book.
2. In case of non-availability of orders, Xerox copy of that page having duty verified by the concerned CEO must be attached.
3. In all cases the **Total Days** column must not exceed
 - a. 120 days upto 31/12/1978
 - b. 180 days upto 31/12/1987
 - c. 240 days upto 30/06/1997
 - d. 300 days 01/07/1997 onwards.


 Chief Accounts Officer
 Directorate of School Education
 Kashmir
 12/11/19