

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH**

No. 9385-F

Kolkata, the 22nd August, 2003.

MEMORANDUM

A question has been raised from different quarters whether encashment of leave salary for 300 days may be sanctioned in favour of a Govt. employee 15 days before his retirement, if (300 + 15) days earned leave is at his credit in the material period.

After careful consideration of the matter the undersigned is directed by order of the Governor to say that the competent authority on the basis of pay certificate issued by the Drawing & Disbursing Officer regarding last pay to be drawn by an employee on the date of his retirement in the manner as in the case of sanctioning pensionary benefits may sanction encashment of leave salary for 300 days in the second fortnight of the month at the end of which the employee will retire on superannuation provided the said employee has at his credit (300+15) days of earned leave on the date of issue of the order. The cheque in respect of such payment, however, will not be encashable before the first working day after superannuation of the concerned employee.

Sd/- S. Bandyopadhyay

Joint Secretary to the
Government of West Bengal
Finance Department.