

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

No. 3453-F

Kolkata, Dated the 28<sup>th</sup> March, 2001.

**MEMO**

The matter of enhancement of the ceiling of maternity leave on the recommendation of the Fourth Pay Commission, introduction of advance credit of earned leave when total credit of earned leave is 300 days or less but more than 285 days and amendment in the method of calculation of half-pay leave have been under active consideration of the Government for some time past.

2. After careful consideration of the matter, the Government has been pleased to make the following modifications in the existing provisions of 'Leave Rules' laid down in Chapter XV of the West Bengal Service Rules, Part-I with effect from 1<sup>st</sup> July, 2001 :

**I. Enhancement of Maternity Leave from existing 120 days to 135 days:**

A female State Government employee may be granted maternity leave for a maximum period of 135 days subject to the existing terms and conditions laid down in Rule 199 of the W. B. S. R.-I.

**II. Leave-calculation procedure of Half-pay Leave modified :**

- a) The present system of crediting half-pay leave for 20 days in respect of a Government employee for his each completed year of service is being dispensed with. From 1<sup>st</sup> July, 2001, the half-pay leave account of every Government employee shall be credited with half-pay leave in advance in two instalments of ten days each on the first day of January and July of every calendar year.
- b) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which a Govt. employee is likely to render in the half-year of the calendar year in which he is appointed.
- c) The credit for the half-year in which a Govt, employee is due to retire or resign from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.
- d) When a Govt. employee is removed or dismissed from service or dies while in service, credit of half-pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.
- e) Where a period of absence or suspension of a Govt, employee has been treated as 'dies non' in a half-year, the credit to be afforded to his half-pay leave account at the commencement of the next half-year, shall be reduced by 1/18<sup>th</sup> of the period of 'dies non' subject to a maximum of 10 days.
- f) While affording credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.

g) While introducing this new system, calculation of half-pay leave for incomplete portion upto 30th June, 2001, may be regulated in the following manner :

The employees may be allowed the benefit of half-pay leave for the incomplete period of service till 30th June, 2000, by crediting to their half-pay leave account of the rate of 5/3 days per month on 1<sup>st</sup> July, 2001, along with the advance credit of half-pay leave, while calculating the completed month of service, the month may be rounded off to the next higher, if it exceeds more than 15 days. For example if an employee who has completed a year's service as on 11.11.2000, he may be given the benefit of half-pay leave November, 2000 (since it exceeds more than 15 days) to June, 2001, for 13 days.  $(5/3 \times 8 = 13 \frac{1}{3})$ .

(iii) Introduction of +15 days benefit of earned leave beyond 300 days is for enjoyment only: In cases where the earned leave at credit on 1st January/1st July is 300 days or less but more than 285 days, an advance credit of 15 days shall be made in the leave account of the Govt. employees. The resultant total shall be shown as 300 + the number of days exceeding the ceiling of 300 days. Number of days exceeding the ceiling of 300 days shall be shown in brackets and leave taken during the current half-year shall be first adjusted against the figure shown in brackets :

For example, a Govt. employee has 290 days of earned leave at his credit on 30.6.2001. He will have to be sanctioned 9 days of earned leave during the period from 1.7.2001 to 31.12.2001. His leave account will be as following :

Earned leave at credit as on 30.6.200	290 days
Advance credit as on 1.7.2001	= 15 days
The resultant total Earned leave	300 days (+5 days)
Earned leave to be sanctioned during the period from 1.7.2001 to 31.12.2001	= 9 days
Earned leave will remain at the credit as on 31.12.2001	296 days
Advance credit as on 01.01.2002	= 15 days
The resultant total Earned leave as on 01.01.2002	= 300 days (+11 days)

3. Necessary amendments in the relevant rules will be made in due course.

By Order of the Governor,

*Sd/- P. K. Dasgupta*

Joint Secretary to the  
Government of West Bengal  
Finance Department.