



Government of West Bengal
Directorate of Treasuries and Accounts
Finance Department

4, Lyons Range, 2nd. & 3rd. Floor, Kolkata-700 001.

Ph. Nos.: 2243-8067 / 2261-0027 / 2248-6163 / 2248-3262, / Fax: 2248-4742.

No.DT/O/81/C-05/1173

Date : 18.07.2006

CIRCULAR

A question has arisen regarding adjustment of Earned Leave taken by an employee for a continuous period covering two contiguous half years i.e. the end of one half year and the beginning of immediately following half year.

The clarification in the matter is as follows :-

While limiting the maximum of 300 days, where the balance at credit is 286 – 300 days, further advance credit of 15 days on 1st January/1st July will be kept separately and set off against the E.L. availed of during that half year ending 30th June/31st December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half year. The provision as contained in para - III of Finance Department (Audit Branch) Order No.3453-F dated 28.03.2001 will be applicable in the matter as usual.

For example, Earned leave taken by an employee for the period from 27.12.04 to 10.01.05 will be treated as follows :-

Period		Leave at Credit at the beginning of half year	Completed months	Leave earned	Total E.L. at Credit	Leave Taken		No. of days	Balance of leave after adjustment of leave taken	Balance at the close of the half year
From	To					From	To			
01.07.04	31.12.04	300	6	15	300+15	27.12.04	31.12.04	5	300+10	300
01.01.05	30.06.05	300	6	15	300+15	01.01.05	10.01.05	10	300+5	300

This has concurrence of Finance (Audit) Department U.O. No.629 Group 'T' dated 27.06.2006.

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Director of Treasuries & Accounts,
West Bengal

No. DT/O/81/C-05/1173/1(90)

Date : 18.07.2006

Copy forwarded for information and necessary action to :-

1. Finance Department, Group 'T', Writers' Buildings, Kolkata - 700 001
2. Dy. Director, ARD & Parishad Officer, Bankura, P.O. & Dist. Bankura – This is in connection with the Memo No.1852 dated 25.10.2005. Procedure as mentioned in Type - A of his memo is correct.
3. The Treasury Officer,.....

P.O....., Dist.....

[Signature]
Director of Treasuries & Accounts,
West Bengal