

Leave Benefits - Sanction of leave - Streamlining the existing procedure - Prescription of application form - Amendment to Tamil Nadu Leave Rules, 1933 - Orders-issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (PR, IV) DEPARTMENT

G.O.No.28.

Dated: 10.3.2009

Panguni 3,

Thiruvalluvar Sandu, 2040.

Read:

- 1) G.O.No.264, Personnel and Administrative reforms Department dated 28.4.1999.
- 2) Govt. Letter No. 92525/PR-3/89-9, Personnel and Administrative reforms Department, dated 29.8.1990.
- 3) From the Deputy Accountant General (Civil Audit) Letter PR, Ad (A) /cc/II/2008-2009/11, dated 19.1.2009.

ORDER:

In the Government Letter second read above, Government have prescribed a format (both in Tamil and English) to be adopted by all Government Departments for application/sanction of various kinds of leave other than C.L. It is further stated therein that necessary amendment to the Tamil Nadu Leave Rules for provision of the said format will be issued separately. Accordingly, the following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 read with article 313 of the Constitution of India and of all other powers herewith enabling, the Governor of Tamil Nadu hereby makes the following amendment to the Fundamental Rules:-

The amendment hereby made shall be deemed to have come into force on the 29th August 1990.

AMENDMENT

In the said Fundamental Rules, in APPENDIX I, In PART II, under the heading "The Tamil Nadu Leave Rules, 1933", after the form under the heading "Form of leave account", the following form shall be added, namely:-

Application Form for leave or for extension of leave (other than casual leave).

1) Name of Applicant

2) Designation

3) Department, Office Section

4) Pay

5) (i) Nature of leave applied for

(ii) Period and date from which required.

(iii) In case of Unearned leave Extra Ordinary leave on Medical Certificate whether Medical Certificate is enclosed.

6) Grounds on which leave is applied for.

7) Sundays and holidays if any proposed to be prefixed or suffixed to leave.

8) Date of return or expiry of last spell of leave and nature and period of that leave

9) Addressed during leave period

10) Whether on undertaking with reference to ruling (4) under Rule 15-A of the Tamil Nadu Leave Rules, 1933 is enclosed.

Signature of the Applicant
Date.

certificate regarding the availability of leave

11. Certified that for the
(Range of leave)

from/for

.....
(Designation)

days from to (both days inclusive)
is authorized under the of Government rules/
until such leave taken, 1955.

Signature (with date)
Designation
(initials/initials)

12. certified that under he/she would have
continued to act as but for his/her going on
leave.

13. Order of the functioning authority.

C.F.No.

Order
Signature (with date)
Designation

(Leave controlling authority)

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