

LIBERALISED LEAVE RULE 1949 OR C.P.C. LEAVE RULES

**THIS RULES APPLIED TO THE
EMPLOYEES APPOINTED ON
OR AFTER 01-02-1949 AND
EXISTING STAFF AS ON
31-01-1949 WHO OPTED THIS
RULES.**

KIND OF LEAVES PROVIDED UNDER CPC LEAVE RULES

EARNED LEAVE

1. LEAVE ON AVERAGE PAY (LAP)

2. LEAVE ON HALF AVERAGE PAY (LHAP)

3. COMMUTED LEAVE

4. LEAVE NOT DUE

B. EXTRA ORDINARY LEAVE

C. SPECIAL LEAVE

*** SPECIAL DISABILITY LEAVE**

*** HOSPITAL LEAVE**

*** STUDY LEAVE**

*** MATERNITY LEAVE**

*** PATERNITY LEAVE**

*** SPECIAL CASUAL LEAVE (SPL. CL)**

*** LEAVE ON AVERAGE PAY (LAP)**

(i) A Railway servant permanent or temporary other than one who is serving in a railway school shall be entitled to 30 days leave on average pay in a calendar year.

(ii) The leave account of every railway servant shall be credited with leave on average pay in advance in two installments of 15 days each on the first day of January and July every calendar year.

iii. If a railway servant has availed of extraordinary leave and/or period of absence has been treated as dies non during the previous half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/10th of the period of such leave and/or dies non subject to a maximum of 15 days.

iv. The leave at the credit of a railway servant at the close of the previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.

v. the maximum leave on average pay that may be granted at a time to a railway servant shall be 180 days.

vi. Credit in case of retirement/removal/resign etc.

vii. Joining time

viii. The leave account of a teacher, principal, headmaster, librarian, laboratory assistant or a waterman working in the railway school shall be credited in advance with Leave on Average Pay in two instalments of five days each on the first day of January and July , of every year.

ix. Encashment of LAP

*** LEAVE ON HALF AVERAGE PAY (LHAP)**

- i. A railway servant, permanent or temporary, other than one who is serving in a Railway school, shall be entitled to leave on half average pay of 20 days in respect of each completed year of service.**

- ii. The leave due may be granted on medical certificate or on private affairs.**

iii. The account of leave on half average pay of every Railway servant shall be credited with leave on half average pay in advance, in two installments of 10 days each on the first day of January and July of every calendar year.

iv. The leave shall be credited to the leave account at the rate of $\frac{5}{3}$ days for each Completed Calendar Month of service which the railway servant is likely to render in the half year of the Calendar year in which he/she is appointed.

v. the credit for half year in which the railway servant is due to retire or resigns from service shall be allowed at the rate of $5/3$ days per completed month up to the date of retirement/ resignation

vi. where a period of absence for suspension of a railway servant 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 next half year, shall be reduced by one-eighteenth of the period of 'dies non', subject to a maximum of ten days



vii. leave on half average pay up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study which is certified to be in the public interest by the leave sanctioning authority.

viii. There is no limit to the number of days of commuted leave to be availed of during the entire service

* **COMMUTED LEAVE**

* **LEAVE NOT DUE**

Leave not due may be granted to a railway servant in permanent employment subject to the following condition

- (i) leave not due shall be limited to the leave on half average pay is likely to earn thereafter;**



(ii) leave not due during the entire service shall be limited to a maximum of 360 days on medical certificate

(iii) Leave not due shall be debited against the half pay leave he is likely to earn subsequently;

(iv) Where a railway servant who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced and the leave salary shall be recovered.

Vii. no leave salary shall be recovered, if the retirement is compulsorily thrust upon him by reason of ill health incapacitating the railway servant for further service or if he is retired compulsorily on disciplinary grounds or due to pre-matured retirement

*** EXTRA ORDINARY LEAVE**

- 1) Extraordinary leave may be granted to a railway servant in special circumstances:-
 - (a) when no other leave is admissible, and**
 - (b) when other leave is admissible, but the railway servant applies in writing for the grant of extraordinary leave.****
- 2) Leave salary**

3) Effect of EOL

SPECIAL LEAVE

*** MATERNITY LEAVE**

(1) A female railway servant (Including an apprentice) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 135 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(2) Total period of Maternity Leave on account of miscarriage/ abortion should be restricted to 45 days in the entire career of a female railway servant.

(3) Conditions of eligibility

(4) Leave salary

*** PATERNITY LEAVE**

*** STUDY LEAVE**

(1) Study leave may be granted to a railway servant with due regard to the exigencies of public service to enable him to undergo, in or out of India a special course of study consisting of higher studies or a technical subject having a direct and close connection with the sphere of his duty.

2. Maximum amount of study leave.-

The maximum amount of study leave, which may be granted to a Railway servant, shall be-

(a) ordinarily twelve months at any one time and

(b) during his entire service twenty-four months in all.

*** SPECIAL CASUAL LEAVE (SPL. CL)**

- 1. Sports**
- 2. Union meetings**
- 3. Scout and guide**
- 4. Attending court**
- 5. TA**
- 6. Blood donation**
- 7. Curfew**
- 8. Flood**
- 9. Co-operative societies**
- 10. Co-operative stores**