

## VII. LEAVE

### A. Casual Leave - (Appendix No. 10 of WBSR Part1)

- C.L is limited to 14 days in One Calendar year to be credited on 1<sup>st</sup> January.
- Except very special circumstances the total period of C.L. and Holidays taken together should not exceed 7 consecutive days.
- During the 1<sup>st</sup> year of service C.L. is to be credited on prorata basis. (G.O. No. 4500-F dst. 07.05.80)
- Casual Leave is not treated as absent from duty.

### B. Earned Leave-

- To be credited half yearly @ 15 days on 1<sup>st</sup> January & 1<sup>st</sup> July of every year in advance.
- On 1<sup>st</sup> appointment E.L. is to be credited in advance @ 2.5 days for complete month in the concerned half year. Fraction shall be rounded off to the next day. E.L. of an employee due to retire may also be calculated accordingly.
- Total of credit at E.L. Account should not exceed 300 days + Addl 15 days.
- If extra ordinary leave is taken by the employee or any period has been treated as dies-non due to unauthorized absence then E.L. at his credit to be reduced by 1/10<sup>th</sup> of such period.
- [Rule 169 & 170 of WBSR part 1 read with G.O. No. 4625-F dt.02.05.99 and G.O. No. 3453-F dt. 28.03.2001]

### C. Half Pay Leave-

- To be credited half yearly @ 10 days on 1<sup>st</sup> Jan. & 1<sup>st</sup> July every year in advance w.e.f. 01.7.2001.
- For fraction of a particular half year due to first appointment or retirement H.P. Leave may be credited @5/3 days for each complete month. Fraction of a day of H.P.L. is to be rounded off next day.
- For the period 'dies-non' H.P.L. to be reduced @ 1/18<sup>th</sup> of such period.
- H.P.L. at credit unlimited  
(Rule 173 of WBSR Part 1 & G.O. No. 3453-F Dt. 28.03.2001)

### D. Commuted Leave :-

- Commuted leave may be taken on medical ground against half pay leave at credit. 2 days H.P.L. will be deducted for 1 day commuted leave( Rule 173 of WBSR part 1.)

### E. Extra Ordinary Leave:-

- Extra Ordinary Leave may be allowed in extra ordinary circumstances on application or to regularize a period of absence.
- No salary is allowed to draw for the period of such leave.
- The period of extra ordinary leave should not be adjusted against any kind of leave. (rule 175 of WBSR Part 1)
- Two spells of extra ordinary leave, if intervened by the other kind of leave the entire period be treated as one spell of extra ordinary leave.

### F. Maternity Leave :-

- A female employee may be granted this leave for a maximum period of 180 days.
- Maternity Leave not exceeding Six week may be granted in case of miscarriage including abortion.  
(Rule 199 of WBSR Part 1 & G.O. No.1146-F(P) dt. 14.02.2011)
- The period of such leave should not be adjusted against any kind of leave.

**G. Child Care Leave :-**

- A female employee having minor children may be granted this leave for a maximum period of 730 days during her entire service period.
- For taking care of upto two children upto 18 years of their age for their needs like examination and sickness etc.
- If may not be granted for less than 15 days in a spell.

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**Government of West Bengal  
Finance Department  
Audit Branch**

No. 3869-F

Calcutta, the 25<sup>th</sup> March, 1978.

**MEMORANDUM**

In supersession of this Department memo. No. 9685-F dated 15<sup>th</sup> November, 1977 the Governor has been pleased to decide that notwithstanding anything contained in the rules and orders to the contrary Government servants of all categories during earned leave, half-pay leave or leave not due shall henceforth be entitled to leave salary at following rates.

- 1) During earned leave — pay (substantive or officiating) which would have been admissible had he not proceed on leave and such leave salary shall/include increment of pay which falls due during such leave, and dearness and other allowances sanctioned from time to time during the period of leave.
- 2) During half-pay or leave not due— half the pay admissible on earned / leave as per (1) above and dearness and other allowances admissible as per orders issued by Government from time to time. Dearness pay, if any, will be calculated on the basis of leave salary actually drawn.
2. This order shall take effect from 1<sup>st</sup> January, 1978.
3. Necessary amendment of the rules and orders will be made in due course.

M. G. Kuty  
Secretary, Finance Department,  
Govt. of West Bengal.

No. 3869/1(280)-F

dated, 25<sup>th</sup> March, 1978

Copy forwarded to Director of Land Records & Surveys, West Bengal.

Sd/- Illegible  
Joint Secretary, Finance Department.

Memo no. 163/5153-85/B/76,

dated, Alipore, the 18/20<sup>th</sup>, April, 1978.

Copy forwarded to :-

1. Settlement Officer, ..... for information and necessary action.

S. Ghosh  
For Director of Land Records & Surveys,  
West Bengal.

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**Government of West Bengal  
Finance Department  
Audit Branch**

No. 4500-F

Calcutta, the 7<sup>th</sup> May, 1980.

**MEMORANDUM**

Subject : Accumulation of Casual Leave on the part of Government employees who will join in service in any month during a Calendar Year.

In terms of para 3 of the Instructions regarding the grant of Casual Leave, as incorporated in Appendix 10 of the W.B.S.R., Part-1, an employee may be allowed to enjoy Casual Leave up to 14 days in a Calendar Year. A question has been raised whether 14 days Casual Leave is admissible to a new entrant in the first year of his service irrespective of the month of joining whether January/June or November.

After careful consideration, the Governor has been pleased to direct that in the first year of service of an employee, Casual Leave will be admissible on prorata basis.

S. Goswami  
Deputy Secretary to the Government of  
West Bengal.

No. 4500/1(250)-F.

Calcutta, the 7<sup>th</sup> May, 1980

Copy forwarded for information to :-

1) The Director of Land Records and Surveys, West Bengal.

Sd/-Illegible  
Assistant Secretary to the Government of  
West Bengal.

Memo No. 112/7756-81/B/80

dated, Alipore, the 4<sup>th</sup> June, 1980.

1)

2) Settlement Officer, .....

3) to 7)

S. Ghosh  
For Director of Land Records & Surveys,  
West Bengal.

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys &**  
**Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Alipur, Calcutta-700027**

Memo No. 313/5869/B-II/89

dated, Alipur, the 22<sup>nd</sup> June, 1989.

To

The Secretary, Board of Revenue, West Bengal.

Subject : Empowering the Authorities to sanction leave to employees of different categories in the Integrated Set Up.

In terms of rules 151 & 152 of the WBSR, Pt-1 leave as defined in rule 166(viii) ibid may be granted to Group A, B, C & D employees by the authority competent to fill up the post substantively or by any authority empowered in this behalf by the Government. Names of the authorities competent to fill up different posts in district offices in the Integrated Set Up (erstwhile Settlement Offices) are indicated here under.

1.	Home (P&AR) Deptt.	a) Officer in the cadre of IAS/ WBCS now posted as District Land & Land Reforms Officer/Dy. Dist. Land & Land Reforms Officer/Sub-Divisional Land & Land Reforms Officer.
2.	Board of Revenue, West Bengal	b) Officers-in-the cadre of SRO-I, SRO-II & WBSLRS Grade-I
3.	Director of Land Records & Surveys & Jt. Land Reforms Commissioner, West Bengal.	c) Revenue Inspector, Head Asstt./ Head Clerk, UD Clerk, Head Draftsman, Stenographer, Supervisory Grade Typist, Typist Gr-I, Draftsman, Surveyor etc. in the upper division scale of pay or above (as per this Directorate

		proposal sent to the Board of Revenue, West Bengal Vide memo no. 312/4412/B-I/89 dt. 27.4.89.).
4.	District Land & Land Reforms Officer	d) All the Gr. C or Gr. D posts down to the upper division Scale of pay (as per above mentioned proposal).

Under the existing rules, the aforesaid authorities as at (1), (2), (3) & (4) above are competent to sanction leave to the officers and staffs detailed at (a), (b), (c) & (d) respectively. Be it pointed out in this connection that all the aforesaid categories of officers/staff are posted in different districts in the Integrated Set Up and as such it is considered, in the interest of employees concerned to have the leave cases of the officers and staff disposed of by certain authorities down to the appointing authorities concerned as indicated here

1.	IAS/WBCS	a) Department of Land & Land Reforms in consultation with Home (P&AR)
2.	SRO-I/SRO-II/LRO-II	b) Director of Land Records & Surveys & Jt. Land Reforms Commissioner, West Bengal.
3.	Members of a WBSLRS. Gr-I posted as Revenue Officer.	c) District Land & Land Reforms Officer concerned.
4.	All the Gr-B, C, D Employees	d) (i) District Land & Land Reforms Officer in respect of the employees posted in the District Offices (ii) Sub-divisional Land & Land Reforms Officer, in respect of employees posted in sub-divisional Offices, Block Land & Land Reforms Officer's Offices and Revenue Inspector's Offices under his jurisdiction.

In the circumstances stated above the authorities as mentioned above have to be empowered for the purpose with the sanction of the Govt. The Board of Revenue, West Bengal is therefore, requested to kindly issue necessary orders empowering the aforesaid authorities to sanction leave to the officers and staff as mentioned against the name of each so as to enable them to dispose the leave cases accordingly.

Since a large number of leave applications have been accumulated in the meantime, these are being disposed of in the lines suggested above, in anticipation of kind approval.

It will be highly appreciated if the desired orders are issued at the earliest possible date.

K.S. Rajendrakumar  
Director of Land Records & Surveys &  
Jt. Land Reforms Commissioner, West Bengal.

Memo No. 313/5870-38/B-II/89

dated, Alipur, the 22<sup>nd</sup> June, 1989.

Copy forwarded to :

1. The District Land & Land Reforms Officer.....
2. The Sub-divisional Land & Land Reforms Officer.....
3. The H. A. – BII

for information and taking necessary action.

M.K. Sarkar  
for Director of Land Records & Surveys &  
Jt. Land Reforms Commissioner, West Bengal.

**Government of West Bengal**  
**Office of the Dist. Land & Land Reforms Officer,**  
**Howrah**  
**ORDER**

It has become necessary to take certain steps for the smooth functioning of the integrated set up as well as for dealing with the establishment matters of the vastly augmented staff including non-optee staff deputed to the establishment of the undersigned. Therefore, the following arrangements will come into immediate effect.

1. Casual Leave including compensatory casual leave:

- a) Casual Leave of group 'C' and group 'D' staff of all categories posted within the block will be allowed by Block Land & Land Reforms Officers. For this purpose, casual leave accounts of erstwhile Settlement staff should be sent by S.D.L.L.R.O., Howrah, Sadar, to the respective B.L.L.R.Os. Casual Leave of CIs may be sent to the respective S.D.Os by the B.L.L.R.Os concerned.
- b) Casual Leave of Group 'C' & Group 'D' staff (except Circle Inspectors) posted in the Sub-divisional offices will be granted by the Sub-divisional Land & Land Reforms Officer. S.D.L.L.R.O., Howrah, Sadar, will send to S.D.L.L.R.O., Uluberia, casual leave accounts of such staff posted in Uluberia Sub-divisional office.
- c) Casual Leave of Revenue Officers will be granted by S.D.L.L.R.O. concerned, except for the R.Os posted in the district office.
- d) Casual Leave of officers of the rank of S.R.O II and above, R.Os posted in the district office, Circle Inspectors and other staff posted in the District office shall be granted by D.L.L.R.O. In case of D.L.L.R.O., the same will be placed before the Collector.

2. Earned Leave and other kinds of leave:

- a) S.D.L.L.R.O. will grant Earned Leave for all categories of staff within his Sub-division below the rank of R.O and excluding CIs
- b) Regarding others, Earned Leave will be granted by D.L.L.R.O. with the exceptions below:
- c) Earned Leave of D.L.L.R.O. & Deputy Magistrate & S.R.O.-I will be granted by Superior authorities.
- d) Earned Leave of S.R.O.-IIs & R.Os for a period of more than one month will be forwarded for sanction to the appropriate authority.
- e) Other kinds of leave except Casual Leave & compensatory C.L will be treated as above.
- f) Earned Leave accounts should be sent from the district office to the respective S.D.L.L.R.O's Office in appropriate cases.

3. Maintenance of Service books & issue of duplicate copies:

This will be done by the respective heads of offices. In appropriate cases, Service Books so long maintained in the district and Sub-divisional Offices shall be continued to be maintained in the respective places until further orders. Copy of the leave sanctioning orders be sent to the respective places for entry in the Service Books.

4. Pension, Gratuity, Pay fixation, Provident fund advance etc.:

This will be done by the appropriate head of the office. Records should be transferred from the district office wherever necessary.

5. Bills:

The principle of item 4 above will apply. Briefly all works done under the rules by heads of offices should be separated and appropriate records would be sent to the appropriate heads of offices.

6. Disciplinary matters:

Files should be kept by the respective controlling officers.

7. Mutation:

A comprehensive circular is under issue. For the present, it is laid down that case records of mutation cases which require the permission of the D.L.L.R.O. should be kept by the S.D.L.L.R.O. concerned and the same should be presented to the D.L.L.R.O. for recording his order thereon without formal correspondence.

8. Conversion:

The cases need not be routed formally through the S.D.L.L.R.O., but should be sent direct to D.L.L.R.O. by B.L.L.R.Os

9. Mines & Minerals:

The existing arrangements are modified to the extent that no royalty should be realized without the specific permission of the D.L.L.R.O. Besides, the cases of Sadar Sub-division should be routed through S.D.L.L.R.O. Howrah Sadar by the B.L.L.R.O.

10. Distribution of vested land:

Cases should be placed before S.D.O for approval as before. Pattas are to be signed by S.D.O or D.L.L.R.O until contemplated changes in the rules are made.

11. Reports and returns:

All reports & returns should be channelized through S.D.L.L.R.O. who will compile and send Sub-divisional returns to the D.L.L.R.O.

12. This order will have immediate effect. Other circulars will follow.

K. P Sandilya.  
Dist. Land & Land Reforms Officer,  
Howrah

Memo No. 2282 (50)-LR

Dated : 15.07.89

Copy forwarded for information and necessary action to:

1. The Sub-divisional Land & Land Reforms Officer, Sadar/Uluberia.
2. The BL & LRO.....
3. Shri ..... SRO-II
4. Shri ..... DA concern.
5. For Guard File

K. P. Sandilya  
Dist. Land & Land Reforms Officer,  
Howrah

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**Government of West Bengal**  
**Office of the Board of Revenue, West Bengal**  
**Section 'B-I' 'APPTT.' Branch**

No. 9354(33)-Apptt.

Dated: Calcutta, the 10<sup>th</sup> October, 1990

To

1. The Collector,.....
2. The District Land & Land Reforms Officer, Hooghly, P.O. & Dist. Hooghly

**MEMORANDUM.**

Sub : Sanction of Special Leave to the J.L.R.Os as per judgement and order dated 27.8.90 of the Hon'ble Division Bench of Calcutta High Court.

The undersigned is directed to state that the Hon'ble Division Bench of Calcutta High Court delivered a judgement and order on the 27<sup>th</sup> August 1990, allowing FMAT No. 1825 of 1989 (State of West Bengal and Others Vs. The Secretary, West Bengal J.L.R.Os association and Others) and setting aside the judgement of Hon'ble Mr. Justice Kalyanmay Ganguly dated 21.6.89 in Civil Order No. 11099 (.....) of 1988, thereby upholding the Integrated Set Up of Land Reforms Administration and the orders issued thereunder.

2. The following direction was also given by the Hon'ble Court:-

"Let the JLROs being the members of the West Bengal Junior Land Reforms Officers' Association who have not yet joined as Revenue Officer in the changed administrative set up join the post of Revenue Officer within a fortnight from today. As the petitioners succeeded in trial Court and therefore had reasons not to accept new assignment, the entire period till fortnight from the date of this judgement should be treated as on special leave with pay to those JLROs who have not joined the new assignment of Revenue Officers."

3. Under the circumstances, the undersigned is directed by order of the Governor to say that the Governor has been pleased to sanction special leave with pay to those JLROs who had joined the new assignment of Revenue Officer by 11-9-90, for the entire period from the date (21.6.89) of judgment of the trial Court till a fortnight from the date (27-8-90) of the Judgment of Hon'ble Division Bench i.e. till 10.9.90 as a special case in relaxation of normal rules.

4. This order issues with the concurrence of the Finance Deptt. of this Govt. vide their u/o no. Group 'P' No. 3601 dt. 24.9.90.

5. The A.G. West Bengal in being informed.

Sd-Illegible  
Deputy Secretary  
Board of Revenue, West Bengal & (ex-officio)  
Deputy Secretary to the Govt. of West Bengal  
Land & Land Reforms Deptment.

Memo No. 604/7389(3)/E/90

Dated, Hugli 25.10.90

Copy forwarded to : The SDL&LRO, Chandannagar/Serampore/Arambagh for information and taking necessary action.

Sd/-Illegible  
for District Land & Land Reforms Officer,  
Hooghly.

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**In the Supreme Court of India  
Civil Appellate Jurisdiction  
Contempt Petition No. 92/1991  
in**

**Special Leave Petition (C) No. 12295 OF 1990**

Secretary, West Bengal

Junior Land Reforms Officers Association and others ... Petitioners

Versus

Mr. J.K. KOHALI & Ors. ... Respondents

**ORDER**

Our order dated 29<sup>th</sup> January, 1991 did not indicate that the post of Junior Land Reforms Officer was to subsist. In fact the backdrop in which the scheme was contemplated was abolition of that post and the creation of the post of Revenue Officer into which the former Junior Land Reforms Officers were supposed to be fitted in. In such circumstances, the petitioners who have now asked us to take action for contempt could not report for duty for the post of Junior Land Reforms Officer. If they are interested to continue in service, they should be prepared to accept the post of Revenue Officer which is a substitute post.

While we dismiss the petition for contempt, we still give an opportunity to the petitioners or such of them who are prepared to join as Revenue Officer to report back for duty within a week from now.

New Delhi;  
July 09, 1991

Sd/-  
CJI  
Sd/-  
(Kuldip Singh) J

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**Government of West Bengal**  
**Office of the Board of Revenue, West Bengal**  
**Section-BI, APPTT. Branch**

No. 2074(33)-Apptt.

Calcutta, the 13<sup>th</sup> March, 1991

To

1. The Collector, \_\_\_\_\_
2. District Land & Land Reforms Officer .....

**MEMORANDUM**

Sub : Sanction of Special Leave to the J.L.R.Os. as per order dt. 29-1-91 of the Hon'ble Supreme Court in SLP (Civil) No. 12295/90.

In continuation of Board's Memorandum No. 9354(33)-Apptt. dt. 25-9-90, the undersigned is directed to state that even after the judgement and order dated 27<sup>th</sup> August, 1990 a few J.L.R.O. did not join as Revenue Officer and filed a special level petition in the Hon'ble Supreme Court bearing No. SLP(Civil) No. 12295/90. The SLP was dismissed by the Hon'ble Supreme Court in their order dated 29.1.91.

2. The following direction was given by the Supreme Court:

"By consent of parties the benefit indicated in the order of the High Court regarding the gap of the period of service is extended up to 7-2-1991 and those who do not join by that date would not be entitled to the benefits of this order."

3. Under the circumstances, the undersigned is directed by order of the Governor to say that the Governor has been pleased to grant the benefit of special leave with pay to those J.L.R.Os. who had joined the new assignment of Revenue Officer by 7-2-91, for the entire period from the date of judgment of the Trial Court i.e. 21-6-89 up to 7-2-91 as a special case in relaxation of the normal rules.

4. This order issues with the concurrence of the Finance Department of this Government vide their U.O. No. Group-P 714 dated 5-3-91.

5. The Accountant General, West Bengal is being informed.

Sd/- Illegible  
Deputy Secretary  
Board of Revenue, West Bengal &  
(ex-officio) Deputy Secretary to the  
Govt. of West Bengal,  
Land & Land Reforms Deptt.

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**Government of West Bengal**  
**Office of the Board of Revenue, West Bengal**

Memo No. 4037(33)Apptt.

dated Calcutta, the 7th June 1991

From : Shri D. Goswami,  
Deputy Secretary,  
Board of Revenue, West Bengal &  
(ex -officio) Deputy Secretary to the  
Govt. of West Bengal, Land & Land  
Reforms Department.

To : 1) The Collector, \_\_\_\_\_  
2) Dist Land & Land Reforms Officer, \_\_\_\_\_

Sub : Sanction of Special Leave to J.L.R.Os, who retired or died before 7.2.91 i.e. the target date fixed by the order dt. 29.1.91 of the Hon'ble Supreme Court.

In continuation of G.O.No.9354(33)Apptt. dt. 25.9.90 and No. 2074(33)Apptt. dt. 13.3.91 the undersigned is directed to say that it has been reported to the Board of Revenue that some J.L.R.Os

could not join the post of Revenue Officer by 7.2.91 i.e. the target date fixed by the order dt. 29.1.91 of the Hon'ble Supreme Court in SLP (Civil) No. 12295/90, as they retired on superannuation beforehand and could not get any opportunity to join as Revenue Officer in the scheme of Integrated Set-up of Land Reforms Administration.

2. The matter was given due consideration by the Government and it has been decided that in case of persons, who had retired or died during the intervening period, the question of their joining does not arise and the benefit of special leave with pay should also be extended to them so that their retirement benefits may be settled early.

3. In view of the circumstances stated above the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that those J.L.R.Os, who retired or expired before 7.2.91, shall be deemed to have joined the post of Revenue Officer on the ground that had they not retired or expired before 7.2.91, they could have joined by 7.2.91 in compliance of Hon'ble Supreme Court's order. The Governor has further been pleased to grant the benefit of special leave with pay to those J.L.R.Os, who could not join the new assignment of Revenue Officer by 7.2.91 due to retirement or death, for the entire period from the date of judgment of the Trial Court i.e. 21st June, 1989 upto the 7th February, 1991 or the date of retirement or death, whichever is earlier, as a special case in relaxation of normal rules. Pension cases of such J.L.R.Os shall be settled as Revenue Officer accordingly by the respective District Land & Land Reforms Officers.

This order issues with the concurrence of the Finance Deptt vide their U.O.No.P 1551 dt. 29.5.91.

The Accountant General, West Bengal is being informed.

Sd/- Illegible  
Deputy Secretary,  
Board of Revenue, West Bengal & (ex-officio)  
Deputy Secretary to the Govt. of West Bengal,  
Land & Land Reforms Deptt.

**Copy of memo. No. 488-GB-III/22/91 dated 15/18.1.92 from the Deputy Secy. Board of Revenue, West Bengal, to the Director of Land Records & Surveys, West Bengal.**

Subject : Grant of Spl. C.L. in favour of the participants in connection with By-Cycle expedition for "Sanghati Safar".

Ref : His Memo. No. 192/247/B/90(Pt-I) dt. 10-1-91 &  
Memo. No. 192/8236/B-II/90 (Pt. I) dt. 27-9-91.

With reference to his memorandum mentioned above, the undersigned is directed to say that as conditions laid down in Appendix No. II of W.B.S.R. Pt.I for grant of Spl. Casual Leave have not been fulfilled and the approval of Indian Mountaineering Institute has no bearing in the present case, Board regrets, its inability to agree to the proposal for sanction of Spl.C.L. in favour of the participants in connection with By-Cycle expedition for "Sanghati Safar". Regular leave due and admissible may, however, be granted in the instant case.

Memo. No. 192/1843/B-II/90, (Pt. I) dated Alipore, 18.02.92/28.05.92  
Copy forwarded to District Land & Land Reforms Officer, ..... for information and necessary action.

S. Chakroborty,  
for Director of Land Records & Surveys &  
Jt. L.R.C., West Bengal.

**Government of West Bengal  
Office of the Board of Revenue, West Bengal  
Section-BI : Branch-APPT.**

No. 1202(33)-Apptt.  
109/91

Dated, Calcutta, the 11<sup>th</sup>/15<sup>th</sup> Feb, 1992.

**MEMORANDUM**

Sub : Sanction of special leave to the J.L.R.Os. who joined as R.Os. in terms of Hon'ble Supreme Court's order in contempt petition No. 92/1991.

To

- 1) The Collector
- 2) The District Land & Land Reforms Officer,

In continuation of Board's memo. No.2074(33)-Apptt. dated 13.3.91 and No. 4037(33)-Apptt dated 7/10.6.91 the undersigned is directed to say that even after the judgement and order dated 29.1.91 of the Hon'ble Supreme Court in S.L.P.(Civil) No-12295/90 a few Junior Land Reforms Officers did not join as Revenue Officers and filed a contempt petition No-92/1991 in the Supreme Court. The said contempt petition was dismissed by the Hon'ble Supreme Court in their order dated 9.7.91. The following directions were also given by the Hon'ble Supreme Court :-

"While we dismiss the petition for contempt we still give an opportunity to the petitioners or such of them who are prepared to join as Revenue Officer to report back for duty within a week from now. "

In the aforesaid order, the Hon'ble Supreme Court, however, did not give any direction as to how the intervening period of absence will be regularised.

The matter has carefully been considered by the Govt. and it has been felt that the implication of the order dated 9.7.91 is that the benefit envisaged in the last para of the order dated 29.1.91 of the Hon'ble Supreme Court in S.L.P.(Civil) No-12295/90 should also be extended to those Junior Land Reforms Officers joining as Revenue Officers on or before 16.7.91.

Under the circumstances, the undersigned is directed by order of the Governor to say that the Governor has been pleased to grant the benefit of Special Leave with pay to those Junior Land Reforms Officers, who joined the new assignment of Revenue Officers by 16.7.91, for the entire period from the date of Judgment of the Trial Court, i.e. from 21.6.89 to 16.7.91 or any earlier date as the case may be, as a special case in relaxation of normal rules.

The Governor has further been pleased to direct that those Junior Land Reforms Officers, who retired or expired before 16.7.91, shall be deemed to have joined the post of Revenue Officer on the ground that had they not retired or expired before 16.7.91, they could have joined by 16.7.91 in compliance of the Hon'ble Supreme Court's order, and also grant special leave with pay to those J.L.R.Os., who could not join as Revenue Officer by 16.7.91 due to retirement or death, for the entire period from the date of judgment of the Trial Court, i.e. from 21.6.89 to 16.7.91 or the date of retirement or death, whichever is earlier, as a special case in relaxation of normal Rules on the analogy of Board's previous G.O.No.4037(33)-Apptt. dated 7/10.6.91. Pension cases of such Junior Land Reforms Officers shall be processed as Revenue Officers accordingly by the respective District Land and Land Reforms Officers.

This order issues with the concurrence of the Finance Department vide their u/o No. Gr. P 3500 dated 4.2.92.

Sd/-Illegible  
Officer on Special Duty, Board of Revenue, W.B. and  
Joint Secretary to the Govt. of West Bengal,  
Land and Land Reforms Deptt.

●  
**Government of West Bengal**  
**Office of the Director of Land Records & Surveys and**  
**Joint Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Alipore, Calcutta-700027**

ORDER NO. 313/3194-3263/B-I/89,

dated, Alipore, the 4th May, 1992.

To

The District Land and Land Reforms Officer, .....

Subject : Sanction of Casual Leave

In terms of the provisions laid down in rule 207 of the W.B.S.R Part - I read with Appendix 10 ibid the District Land and Land Reforms Officers as Heads of Offices are competent to sanction Casual

Leave in respect of the officers and the staff posted in district office and also in respect of the Sub-divisional Land and Land Reforms Officers while the Sub-divisional Land and Land Reforms Officers as heads of offices are competent to sanction leave in respect of the officers and staff posted in Sub-divisional offices and also in respect of the officers and staff posted in Block Level Land Reforms Offices & Revenue Inspector's Offices. It is however, administratively inconvenient for the sub-divisional Land and Land Reforms Officers to exercise power of sanctioning Casual Leave of all officers and staff posted in Sub-divisional Level offices, Block Level offices and in the Revenue Inspector's Offices in the Integrated Set up. For administrative expediency the officers mentioned below may sanction Casual Leave in respect of the Officers/Staff mentioned against the name of each :-

Name of the Officers authorised	Officials whose leave cases are to be disposed of
a)The Dist. Land & Land Reforms Officer.	i) The Officers and members of staff posted in the District Offices.
	ii) Sub-Divisional Land & Land Reforms Officers posted under him.
	iii) Block Land & Land Reforms Officers.
	iv) SRO-IIs/LRO-IIs.
b)Sub-divisional Land & Land Reforms Officer.	i) The Officer & members of staff posted in the Sub-divisional Office, excluding SRO-IIs/LRO-IIs.
	ii) Revenue Officers.
c)Block Land & Land Reforms Officer.	i) Members of staff posted in the B.L. & L.R.O's office.
	ii) Revenue Inspector posted under him and other members of staff of the office of the Revenue Inspector.

2. Follow up action may kindly be taken by him in this regard.

K.S. Rajendrakumar  
Director of Land Records and Surveys and  
Joint Land Reforms Commissioner, West Bengal.

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**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 4625-F

Calcutta, the 20th May 1999

The undersigned is directed by order of the Governor to say that after careful consideration of the recommendation of the Pay Commission on the maximum limit of accumulation and encashment of Earned Leave in respect of the State Govt. Employees, the Governor has been pleased to make the following modifications in the existing provisions of 'Leave Rules ' laid down in Section II of Chapter XV of the West Bengal Service Rules, Part - I :

- 1) The existing ceiling of 240 days on accumulation of Earned Leave as prescribed in rules 169 and 171 ibid shall be enhanced to 300 days,
- 2) The existing ceiling of 240 days for availing of the benefit of encashment of unutilised earned leave shall be increased to 300 days in respect of the following cases :-
  - a) Where a Govt. Employee retires on attaining the age of superannuation (sub-rule(2) of rule 168A),
  - b) Where a Govt. Employee retires by giving notice to the Government or he is retired by Government by giving him notice or pay and allowances in lieu of such notice, in accordance with terms and conditions of his service (sub-rule(4) of rule 168A),

- c) Where the service of a Government employee are terminated by notice or otherwise in accordance with the terms and conditions of his appointment (sub-rule 5(a)(i) of rule 168A),
  - d) Where a Govt. employee is re-employed after retirement, on termination of his re-employment (sub-rule 5(a)(iii) of rule 168A),
  - e) In the case of death of a govt. Employee while in service (rule 168B),
  - f) In the case a Govt. Employee declared by a medical authority to be completely and permanently incapacitated for further service (rule 168C), and
  - g) In the case of leave preparatory to retirement (rule 168),
- 3) A Govt. Employee who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150days (sub rule 5(a)(iii)of rule 168A),
  2. This order shall take effect from the 1<sup>st</sup> July, 1998.
  3. The State Government employees who retired on superannuation or otherwise during the period from 1<sup>st</sup> July, 1998 to the date of issue of this order shall be entitled to get the benefit of this order.
  4. Necessary amendments in the West Bengal Service Rules. Part -I will be made in due course.

S.P. Mukherjee  
O.S.D & Ex-officio Deputy Secretary to the  
Government of West Bengal.

No. 4625/1(500)-F

Calcutta, the 20<sup>th</sup> May 1999.

Copy forwarded for information & necessary action to:-

1. The Pr. Accountant General (A&E), West Bengal, Treasury Building, Calcutte-1
2. The Pay & Accounts Officer, Calcutta Pay & Accounts Office 81/2/2, Phears Lane, Calcutta-12.
3. The Accounts Officer, West Bengal Secretariat.
4. The Sub-Divisional Officer, .....
5. The Dist. Magistrate/Judge,.....
6. The Treasury Officer,.....
7. The .....Deptt./Dte/
8. The Commissioner,.....Division
9. The Directorate of Treasuries & Accounts, West Bengal  
Stephen House, 4, BBD. (East), Calcutta-700001.
10. The Principal, Industrial Training Institute,.....

It is requested that this Memo. may be circulated to all Office under their control

Sd/-Illegible  
OSD & Ex-Officio Deputy Secretary  
to the Government of West Bengal.

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**Government of West Bengal  
Finance Department  
Audit Branch**

No.3453-F

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

**MEMORANDUM**

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 sometime past.

2. After careful consideration of the matter the Governor 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 existing terms and conditions laid down in Rule 199 of the WBSR-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 complete 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 and the rate of 5/3 days for each completed calendar month of service which a Government 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 Government 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 Government 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 Government 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 ten 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 up to 30<sup>th</sup> June, 2001, may be regulated in the following manner:

The employees may be allowed the benefit of half-pay leave for incomplete period of service till 30<sup>th</sup> June, 2001, by crediting to their half-pay leave account at the rate of 5/3 days per month on 1<sup>st</sup> July, 2001, along with advance credited to 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 year's service as on 11.11.2000, he may be given the benefit of half-pay leave from, November, 2000 (since it exceeds more than 15 days) to June, 2001, for 13 days ( $\frac{5}{3} \times 8 = 13 \frac{1}{3}$ ).

(III) **Introduction of +15 days benefit of Earned Leave beyond 300 days for enjoyment only:**

In cases where the Earned Leave at credit on 1<sup>st</sup> January/1<sup>st</sup> 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 Government 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 Government 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 follows:

<http://wbllroa.in>

Earned Leave at credit as on 30.6.2001	= 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 1.1.2002	= 15 days
The resultant total Earned Leave as on 1.1.2002	= 300 days(+11 days)

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

By Order of the Governor  
P. K. Dasgupta  
Joint Secretary to the  
Govt. of West Bengal,  
Finance Department

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**Government of West Bengal  
Finance Department  
Audit Branch**

No.2658-F

Kolkata, the 1<sup>st</sup> March, 2002

**MEMORANDUM**

Representations have been received from different quarters for grant of the facility of maternity leave to the adoptive mothers who are State Government employees to enable them to spend a few days after adoption at home getting used to the adopted child and helping the child to adjust to its new environment. Since the grant of maternity leave is solely meant for use of natural mother in order to get over the effect of child birth to regain normal health, it cannot be considered necessary in the case of adoptive mother to extend that facility. However, as in the case of natural mother, need for post-natal care of the adopted child is equally present and the necessity of the adoptive mother being with the child initially also needs consideration. Hence, to grant any kind of leave without production of medical certificate, except maternity leave to an adoptive mother has been under consideration for Government for some time past.

2. At present under Clause (b) of Sub-rule (3) of rule 199 of the W.B.S.R.-I without production of medical certificate, any kind leave including commuted leave may be granted to a female Government employee in continuation of maternity leave. To provide requisite rest consequent on the birth of a child to the natural mother and also for post-natal care of the new born child it has been under consideration of the Government to enhance the existing facility of taking any kind of leave in continuation of maternity leave without production of medical certificate.

3. After careful consideration of the two issues stated above, the Governor has been pleased to decide as follows:-

(a) The existing provisions of allowing a natural mother, in continuation of maternity leave, leave of the kind due and admissible including commuted leave without production of medical certificate for sixty days shall be raised to one year.

(b) In the case of adoptive mother, who are State Government employees, the facility of leave of the kind due and admissible under normal rules not exceeding one year may also be allowed without production of medical certificate subject to the following conditions:-

(i) The facility will not be available to an adoptive mother already having two living children at the time of adoption.

(ii) The maximum admissible period of one year's leave of the kind due and admissible under normal rules including commuted leave without production of medical certificate will be reduced by the age of the child, as in the following illustrations:-

- If the age of the adopted child is less than one month, leave upto one year may be allowed.

- If the age of the child is six months, leave upto six months may be allowed.

- If the age of the child is nine months or more, leave upto three months may be allowed so that the child would have the mother's individual attention for at least a period of three months.
- 4. This order would take effect on and from 1<sup>st</sup> March, 2002.
- 5. Necessary amendment of the relevant rules will be made in due course.

B. K. Saha  
Joint Secretary to the  
Government of West Bengal,  
Finance Department

●

**Government of West Bengal**  
**Directorate of Treasuries and Accounts**  
**Finance Department**  
**4, Lyons Range, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Kolkata-700001**  
**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. 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 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1<sup>st</sup> January / 1<sup>st</sup> July will be kept separately and set off against the E.L. availed of during that half year ending 30<sup>th</sup> June/ 31<sup>st</sup> 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 dated 28.03.2001 will be applicable in the matter as usual.

For example, Earned Leave taken by the employee for the period from 27.12.2004 to 10.01.2005 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	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

Sd/-Illegible  
Director of Treasuries & Accounts  
West Bengal

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**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 6606-F(P)

Kolkata, the 29<sup>th</sup> June 2011

**MEMORANDUM**

Sub : Clarification to Finance Department Memo. No. 1146-F (P),  
dated 14-02-2011.

In terms of Finance Department Memo. No. 1146-F(P) dated 14-02-2011 a female State Government Employee may be granted Maternity Leave for a maximum of 180 days.

After issuance of the above mentioned order, a question has been raised as to whether a female Government Employee who was on Maternity Leave from a date earlier than 01-01-2011 (i.e. effective date of above mentioned order) and such leave is continuing on or after 01-01-2011 without break, is entitled to Maternity Leave for a maximum of 180 days.

After careful consideration of the matter the Governor has been pleased to clarify that a female Government Employee who was on Maternity Leave from a date earlier than 01-01-2011 and such leave is continuing on or after 01-01-2011 without break is entitled to Maternity Leave for a maximum period of 180 days on existing terms and conditions as stipulated in Finance Department Memo. No. 1146-F (P), dated 14-02-2011.

S.K. Chattopadhyay  
O.S.D. & E.O. Spl. Secretary  
To the Govt. of West Bengal  
Finance Department

No. 6606/1 (500) – F (P)

Kolkata, the 29<sup>th</sup> June 2011

Copy forwarded for information & necessary action to :

01. The Accountant General (A&E), West Bengal Treasury Buildings Kolkata-700001.
02. The Pr. Accountant General (Audit), West Bengal Treasury Buildings Kolkata-700001.
03. The Secretary, Public Service Commission, 161-A S.P.Mukherjee Road, Kolkata-700026.
04. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata-700001.
05. The Pay & Accounts officer, Kolkata Pay & Accounts Office-I 81/2/2, Phears Lane, Kolkata-700012.
06. The Pay & Accounts officer, Kolkata Pay & Accounts Office-II, P-1I, Hyde Lane, Jawahar Buildings, Kolkata-700001.
07. The Accounts officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700001.
08. The Accounts officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata-700021.
09. The Additional Chief Secretary/Principal Secretary/Secretary .....
10. The Sub-Divisional Officer .....
11. The District Magistrate/Judge .....
12. The Treasury Officer .....
13. The .....
14. The Commissioner .....
15. The Principal, Industrial Training Institute .....
16. The Superintendent of Police .....
17. The Superintending Engineer/Ex- Engineer.....

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**Government of West Bengal  
Finance Department  
Audit Branch**

No:1364-F(P)

Kolkata, the 15<sup>th</sup> February,2012

**MEMORANDUM**

Consequent upon recommendation of the Fifth State Pay Commission for introduction of 'Child Care Leave' in favour of female State Government Employees, the matter has been under consideration of the Government for some time past.

After careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Female Govt. employees having minor children may be granted Child Care Leave (CCL) by an authority competent to grant leave, for a maximum period of two years (i.e.730 days) during their entire service period for taking care of upto two children upto 18 years of their age whether for rearing or to look after any of their needs like examinations, sickness etc. subject to the following conditions :

- (i) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) It may not be granted in more than 3(three) spells in a calendar year.
- (iii) It may not be granted for less than 15 days in a spell.

- (iv) Child Care Leave should not be debited against the leave account.
  - (v) It may be combined with leave of the kind due and admissible.
  - (vi) Child Care Leave should not ordinarily be granted during the Probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
  - (vii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
  - (viii) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
2. This order shall take effect from 1<sup>st</sup> January, 2012.
3. Formal amendments in the relevant rules of the West Bengal Service Rules will be made in due course.

A.K. Das  
Joint Secretary to the  
Govt. of West Bengal  
Finance Department

No : 1364/I(500)-F(P)

Kolkata, the 15<sup>th</sup> February, 2012

Copy forwarded for information and necessary action to :

01. The Accountant General (A & E). West Bengal, Treasury Buildings, Kolkata-700001.
02. The Principal Accountant General (Audit), West Bengal, Treasury Buildings. Kolkata-700001.
03. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata-700001.
04. The Pay & Accounts Officer, Kolkata Pay & Accountants Office-I, 81/2/2. Phears Lane, Kolkata -700012.
05. The Pay & Accounts Officer, Kolkata Pay & Accountants Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata-700073.
06. The Accounts Officer, West Bengal Secretariat. Writers' Buildings, Kolkata-700001.
07. The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata-700091.
08. The Sub-Divisional officer, .....
09. The District Magistrate/Judge, .....
10. The Treasury Officer, .....
11. The ..... Department/Directorate.
12. The Commissioner, .....
13. The Principal, Industrial Training Institute, .....
14. The Superintendent of Police, .....
15. The Superintending Engineer, .....
16. .... Branch/Group of Finance Department, Government of West Bengal.

Sd/-Illegible  
Assistant Secretary to the  
Govt. of West Bengal,  
Finance Department

**Government of West Bengal  
Land and Land Reforms Department  
Section – PB-II  
Writers' Buildings, Kolkata-700001**

No. 6865-PB-II/1L-95/2012

Kolkata, the 4<sup>th</sup> December, 2013.

**ORDER**

In supersession of all previous orders with regard to the system of sanctioning of E.L/M. L/E. O. L/Leave not due of the Officers of Land & Land Reforms Department under the ISU set up, for the SRO-II & SRO-I, level, the following principle will be followed :-

Joint Secretary/Addl. Secretary/Special Secretary looking after ISU set up shall approve E.L/Commuted Leave for SRO-I upto 3 (three) months limit in one spell. E. L/Commuted Leave etc. of SRO-II Level officers shall continue to be sanctioned at the level of DLRS, West Bengal irrespective of the length of the leave. E. L/Commuted Leave etc. of SRO-I exceeding 3 (three) months shall be sanctioned by L.R.C. and Secretary of the Land & Land Reforms Department.

However, Extraordinary Leave and Special Leave shall also be sanctioned by L.R.C of the Department.

This has approval of Land Reforms Commissioner and Addl. Chief Secretary of this Department.

N.S. Trivedi  
Joint Secretary to the  
Govt. of West Benal

No.6865/1(31)-PB-II

Kolkata, the 4<sup>th</sup> December, 2013

Copy forwarded for information to :-

- 1) The Director of Land Records & Surveys & Jt. L.R.C. West Bengal, 35, Gopal Nagar Road, P.O.-Alipore, Kolkata-700027.
- 2) The District Land & Land Reforms Officer, P.O.- ..... Dist. ....
- 3) Personal Assistant to L.R.C & A.C.S. of this Department.

Sd/-Illegible  
Joint Secretary to the  
Govt. of West Bengal