

GOVERNMENT OF KERALA
Abstract

PAYMENT OF LEAVE SALARY IN ADVANCE TO GOVERNMENT SERVANTS
PROCEEDING ON LEAVE

FINANCE DEPARTMENT

G.O.(P) 514/Fin(RA) 2

Dated, Trivandrum, 1st November 1960.

ORDER

The Government of India have accepted the recommendation of the Pay Commission that up to a month's leave salary may be allowed in advance to Government servants proceeding on leave and have issued orders according. The Government have considered the question of extending the same concession to their employees and are pleased to sanction that a month's leave salary may be allowed in advance to Government servants proceeding on leave subject to the conditions detailed below:-

1. No advance may be granted when the leave taken is for less than a month 30 days.
2. The amount of the advance should be restricted to the net amount of leave salary for the first month of leave that is clearly admissible to the Government servant after deductions on account of Income Tax, Provident Fund, House Rent, repayment of advances, etc., so that there is no financial risk involved.
3. The Advance should be adjusted in full in the leave salary bill in respect of the leave availed of. In case where the advances cannot be so adjusted in full, the balance will be recovered from the next payment of pay or and leave salary.
4. The advance may be sanctioned by the Head of the Office or by any other subordinate officer to whom the power may be specially delegated, both in the case of gazetted and nongazetted officers.
5. Officers who are Heads of Offices may sanction the advance to themselves
6. The advances in respect of temporary Government servants will be sanctioned subject to the furnishing by them of the surety of a permanent Government servant.

7. The amount of advance will be debited to the Head of Account to which the pay etc., of the Government servant is debited and the adjustment of the advance will be watched through objection book by the Accounts Officer concerned.
8. Advances under these orders shall be sanctioned in whole rupees.

By order of the Governor,
T.P.BALAKRISHNAN UNNI,
Assistant Secretary.

To

The Accountant General
The Head of Departments & Offices
The Registrar of High Court (with C.L)
The Registrar, University of Kerala (with C.L)
The Secretary to Governor
The Secretary, Public Service Commission(with C.L)
The Private Secretary to the Chief Minister & other Ministers
The Secretaries, Addl. Secretaries, Jt. Secretaries, Deputy Secretaries and Asst.
Secretaries to Government
The Personal Clerk to the Chief Secretary
All Departments of the Secretariat.