



मध्यप्रदेश राजपत्र

(असाधारण)

प्राधिकार से प्रकाशित

क्रमांक 362]

भोपाल, शुक्रवार, दिनांक 26 दिसम्बर 2025—पौष 5, शक 1947

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मंत्रालय, वल्लभ भवन, भोपाल

No. F 6-1-2025-Rule-IV

Bhopal, the 26th December 2025

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Madhya Pradesh Civil Service (Leave) Rules, 1977, the Governor of Madhya Pradesh, hereby, makes the following rules, namely:-

CHAPTER-I PRELIMINARY

1. Short title and commencement.-

- (1) These rules may be called the Madhya Pradesh Civil Services (Leave) Rules, 2025.
- (2) It shall come into force from 1st January, 2026.

2. Area of application.-

(1) Save as otherwise provided in these rules, these rules shall apply to all Government servants, who are in service on the date of enforcement of these rules and who are appointed to the civil services and posts in connection with the affairs of the State, but these rules shall not apply to:-

- (a) persons engaged on casual or daily wages or part-time employment;
- (b) persons paid from contingencies;
- (c) persons appointed in work-charged establishment;
- (d) persons appointed on contract, except where the contract otherwise provides;
- (e) persons in respect of whom special provisions have been made under or by the provision of the Constitution or any other law for the time being in force;
- (f) persons serving under the State Government Department on deputation from the Central Government or any other source;
- (g) members of the All India Services.

3. Definitions.-

- (1) In these rules, unless the context otherwise requires,-
- (a) **“Completed year of service or continuous service of one year”** means continuous service under the Government of Madhya Pradesh and it also includes the period spent on duty and on leave or extraordinary leave;

- (b) **“Date of retirement” or “the date on which he retires”** in relation to Government service, means the afternoon of the last day of the month in which the Government servant attains the age prescribed for retirement under the conditions of his service;
- (c) **“Foreign service”** means service in which a Government servant receives his pay with the sanction of Government from any source other than the consolidated fund of the State;
- (d) **“Form”** means form appended to these rules;
- (e) **“Dies-Non”** means the day or period during which the Government servant is wilfully absent from duty and no leave has been sanctioned for that day or period. This period shall not be counted as qualifying for any service purpose;
- (f) **“Government servant”** means such Government servant who holds a post in a regular establishment in the State Government or has a lien on any post in a regular establishment under the Government of Madhya Pradesh or would hold a lien if it had not been suspended;
- (g) **“Vacation Department”** means the department or part of the department to which regular vacations are allowed to the Government servants of specific cadre in that period during which Government servants serving in that department are permitted to be absent from duty;

(h) **“Competent officer to sanction leave”** means the officer specified in column 3 of the First Schedule annexed to these rules and who is competent to sanction the type of leave described in column 2.

(2) Words and expressions used but not defined in these rules shall have the same meanings as assigned to them in the Fundamental Rules of the State.

4. Government servants on temporary transfer or on foreign service.-

(1) Government servants, to whom these rules apply shall continue to be governed by these rules when they are temporarily transferred to the Central Government or any other State Government or are on foreign service outside India.

(2) In case of Government servants on foreign service outside India (including service with U.N. agencies within or outside India) or on temporary transfer to the Central Armed Forces, these rules shall apply only to the extent of the terms and conditions of the foreign service or temporary transfer, as the case may be.

5. Transfer from services or posts governed by other leave rules.- Unless it be otherwise provided in these rules, these rules shall not apply to a Government servant:-

(a) when transferred temporarily to a service or post, to which these rules apply, they shall remain subject to the leave rules which were applicable to them before such transfer; and

(b) when he is appointed on a post in a regular establishment and from the date of such appointment to which these rules apply, subject to the provisions of

these rules, as per the rules previously applicable to him, the leave at credit shall be carried forward subject to the maximum limit of accumulation, as laid down in rule 25 and 28. The leave so carried forward shall first be exhausted before the leave earned under these rules is availed of. The leave salary in respect of the leave carried forward shall be borne by the Department or the Government from which the Government servant is transferred.

CHAPTER-II

GENERAL CONDITIONS

6. Right to leave.-

- (1) Leave cannot be claimed as a matter of right.
- (2) When the exigencies of public service so require, leave of any kind may be refused or revoked by the competent authority to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant:

Provided that the purpose is not to curtail the right of a Government servant to leave. The leave sanctioning authority should prepare such a roster for granting leave, so that all Government servants may avail leave, as per requirement and Government work may also run smoothly:

Provided further that generally, leave should not be refused to a Government servant in the last 10 years of service before retirement.

- 7. Regulation of claim to leave.-** Claim of leave by a Government servant shall be regulated by the rules in force at the time the leave is sanctioned for and the balance of leave credit in the leave account at that time.
- 8. Effect of removal, dismissal or resignation on leave at credit.-**
- (1) Any claim to leave to the credit of a Government servant, who is dismissed or removed or resigns from the Government service, ceases from the date of such dismissal or removal or resignation.
 - (2) Where a Government servant applies for another post under the State Government, but outside his parent office or department and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new assignment, then such resignation shall not result in the lapse of the leave to the credit.
 - (3) Where a Government servant is removed or dismissed from service and is reinstated on appeal or review, shall as the case may be, be entitled to count the leave for the period before such removal or dismissal and the period of interruption in service shall be regulated by a competent order.
 - (4) A Government servant who retires on compensation, invalid pension or gratuity and is reappointed and allowed to count his past service for pension, shall be

entitled to count his former service for the purpose of leave.

Similarly, where a Government servant is transferred from one department to another due to retrenchment and the previous service is recognized, the leave earned in the previous service shall also be counted in the subsequent service.

9. Conversion of one kind of leave into another.-

- (1) On the written request of a Government servant, the authority who has granted him leave, may convert it retrospectively into leave of a different kind, which was due and admissible to him when leave was granted, but the Government servant cannot claim such conversion as a matter of right:

Provided that such application must be submitted by the concerned Government servant to the leave sanctioning authority within 15 days of joining duty after availing the leave:

Provided further that after retirement or discharged from service of a Government servant, the previously granted leave cannot be converted into any other form of leave.

- (2) The conversion of one form of leave into any other form of leave shall be subject to adjustment of leave salary on the basis of leave finally granted to the Government servant, which means any amount paid to him in

excess, shall be recovered or any arrears due to him shall be paid.

Note: Extraordinary leave granted on medical certificate or otherwise under the provisions of rule 31, may be retrospectively converted into 'Leave not due', subject to the conditions of rule 30.

- 10. Combination of different kinds of leave.-** Save as otherwise provided in these rules, any kind of leave admissible under these rules may be granted in combination with or in continuation of any other form of leave.

Explanation: Casual leave, which is not recognized as leave under these rules, cannot be combined with any other kind of leave admissible under these rules:

Provided that if a Government servant has availed half-day casual leave for the afternoon of a working day and is unable to attend duty on the next day due to illness and has to take another kind of leave based on the illness, then such half-day casual leave may be combined with the other kind of leave taken on account of illness.

- 11. Maximum period of continuous leave.-**

- (1) No Government servant shall be granted leave of any kind for a continuous period exceeding five years.
- (2) Unless, the Governor in special circumstances determines, a Government servant who remains absent from duty for a period exceeding five years excluding foreign service, whether on leave or not,

shall be deemed to have resigned from Government service:

Provided that before the application of sub-rule (2), the Government servant shall be given an opportunity to explain the reasons for such absence:

Provided further that this rule shall not apply, where the leave has been taken on the basis of a medical certificate in relation to a disability.

12. Acceptance of service or employment while on leave.-

(1) A Government servant (other than a Government servant who is permitted to undertake a limited private practice or who has been permitted to undertake casual literary work or service as an examiner or to do similar other work) shall not take up any service or employment or establish private business, including advisory practice as a Chartered Accountant, Legal, or Medical Practitioner, while on leave, without prior approval of the following:-

- (a) the Governor, if the proposed service or employment lies elsewhere outside India; or
- (b) the State Government, if the proposed service or employment lies in India.

(2) While on leave no Government servant shall ordinarily be permitted to take up any other service or employment.

CHAPTER-III

GRANT OF LEAVE AND RETURN FROM LEAVE

13. Application for leave.-

- (1) An application for leave or for an extension of leave must be made to the authority competent to grant such leave or extension within the prescribed time limit in Form-1.
- (2) Application for leave on grounds other than ill health should be made at least three weeks before such date. The competent authority to grant leave may accept belated application at its discretion:

Provided that where a Government servant is unable to submit the application or medical certificate due to disability or other circumstances, such application or certificate may be submitted on behalf of the Government servant by:-

- (a) the spouse of the Government servant; or
- (b) in the case of an unmarried Government servant, his/her parents; or
- (c) the child or brother or sister of the Government servant who has attained the age of majority; or
- (d) any person who has been appointed as limited guardian of the Government servant under section 14 of the Rights of Persons with Disabilities Act, 2016 (No. 49 of 2016) and the application so submitted shall be deemed as

made and submitted by the Government servant himself.

14. **Leave account.-** For each Government servant a leave account shall be maintained by the Head of the Office (where the service book of the Government servant is maintained) in Form-2.
15. **Verification of entitlement to leave.-** No leave shall be granted to a Government servant until verification regarding its entitlement has been obtained from the authority maintaining the leave account.
16. **Leave not be granted in certain circumstances.-** Leave shall not be granted to a Government servant whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Government service. No leave shall be admissible to a Government servant during the period of suspension.
17. **Grant of leave on medical certificate to Government servant.-**
 - (1) An application for leave on medical certificate as per rule 13, made by a Government servant, shall be accompanied by a medical certificate in Form-3 given by a registered medical practitioner. It shall specify, as far as possible, the nature and probable duration of the illness. Such application shall, as far as possible, be submitted prior to or simultaneously with the commencement of the period for which leave is applied for:

Provided that in exceptional circumstances where it is not reasonably practicable for the Government servant to submit an application within the aforementioned time-limit, it may be submitted not later than 7 days from the date of commencement of the period of leave applied for:

Provided further that in exceptional circumstances, where the competent authority to sanction leave is satisfied that it was not reasonably possible for the Government servant to submit the required medical certificate along with his application for leave, he may, at its discretion, condone a delay of not more than 7 days, counted from the date of commencement of the period of leave applied for, in the submission of medical certificate by such Government servant.

- (2) A medical officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned shall ever be fit to resume his duties and in such case, the opinion that the Government servant is permanently unfit for Government service shall be recorded in the medical certificate.
- (3) The competent authority to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Officer not below the

rank of Civil Surgeon, to have the applicant medically examined on the earliest possible date.

- (4) It shall be the duty of the Government Medical Officer referred to in sub-rule (3), to express an opinion both as regards the fact of the illness and as regards the necessity for the amount of leave recommended and for that purpose, he may either require the applicant to appear before himself or before a medical officer nominated by himself.
- (5) The medical certificate issued under this rule does not in itself confer upon the Government servant concerned any right to leave. The medical certificate should be forwarded to the authority competent to grant leave and orders of that authority awaited.
- (6) The authority competent to grant leave may, at its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding seven days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

18. Leave to Government servant who is unlikely to be fit to return to duty.-

- (1)(a) When a medical authority has opined that there is no reasonable possibility that the Government servant shall ever be fit to return to duty, leave shall not generally be refused to such Government servant.

(b) If the eligibility for leave is available, the leave may be granted by the authority competent to grant leave on the following conditions:-

- (i) if the medical authority is unable to say with certainty that the Government servant shall never again be fit again for service, leave not exceeding twelve months in all may be granted, and such leave shall not be extended without further reference to a medical officer;
- (ii) if a Government servant is declared by a medical authority to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided the amount of leave as debited to the leave account together with any period of duty beyond the date of the report of the medical authority does not exceed six months.

(2) A Government servant, who is declared by a medical authority to be completely and permanently incapacitated for further services shall:-

- (a) if he is on duty, be invalidated from service from the date on which he was relieved of his duties, which should be arranged without delay on receipt of the report of the medical authority, if, however, he is granted leave under sub-rule (1)

he shall be invalidated from service on the expiry of such leave;

- (b) if he is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him under sub-rule (1).

19. Commencement and end of leave.- Save as provided in rule 20, leave ordinarily begins on the day, on which the charge is handed over and ends on the day preceding that on which the charge is resumed.

20. Combination of public holidays with leave.-

- (1) Except in cases where for administrative reasons the leave sanctioning authority has, specifically withheld the permission for prefixing and/or suffixing holiday(s) to leave, when the day, immediately preceding the day on which a Government servant's leave begins or immediately following the day on which his leave expires is a public holiday or one of a series of holidays, the Government servant may leave his headquarters at the close of the day before or return to it on the day following such holiday for a series of holidays.
- (2) In case of leave on medical certificate, if the day on which a Government servant is certified as ill and the day preceding it happen to be public holiday, the day shall be prefixed to the leave and the holiday following it shall be considered as a part of the leave.

- (3) In case a Government servant certified fit to join the duty, the day on which a Government servant is certified medically fit for re-joining duty happens to be a holiday, the day shall be suffixed to his leave.
- (4) If public holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances take effect from the day after the public holidays.
- (5) If public holidays are suffixed to leave, the leave is treated as having terminated and any consequent re-arrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

21. Intimation of leave at credit.- The order sanctioning earned leave/half-pay leave to a Government servant shall indicate the balance of such leave at credit.

22. Recall to duty before expiry of leave.- A Government servant, while on leave, if recalled to duty before the expiry of the leave, shall be entitled to:-

- (a) if the leave from which he is being recalled is spent in India, to be treated as on duty from the date on which he starts for the duty station and be treated on duty, and he:-
 - (i) shall get travelling allowance under rules made in this behalf for this journey; and
 - (ii) shall get leave salary, until he joins his post, at the same rate at which he would have drawn it if he was not recalled to duty;

(b) if the leave from which he is recalled is spent out of India, time spent on the return journey to India to be counted as duty for purpose of calculating leave and he shall receive:—

- (i) leave salary, during the return journey to India and for the period from the date of landing in India to the date of joining his post, at the same rate at which he would have drawn if he would not have been recalled to duty;
- (ii) reimbursement of expenses under relevant rules for journey till arrival in India;
- (iii) if he has not spent half the period of his leave or three months, whichever is less, on his return to India till the date of departure, he shall also be eligible for refund of the journey expenses incurred in leaving India;
- (iv) travelling allowance for journey from the place of landing in India to the place of duty, subject to the rules for the time being in force.

23. Return from leave.-

- (1) Any Government servant on leave shall not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.
- (2) A Government servant who has taken leave on medical certificate may not return to duty, until he has produced a medical certificate of fitness in Form-4.

(3)(a) A Government servant returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course the post which he held before going on leave;

(b) such Government servant shall report his return to duty to the authority which granted him leave or to the authority, if any, specified in the order, granting him leave and await orders.

24. Absence after expiry of leave.-

- (1) Unless, the competent authority to grant leave extends the leave, Government servant, who remains absent after the end of leave, the period of such absence shall be treated as Dies-Non. Accordingly, the administrative department shall issue an order.
- (2) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

CHAPTER-IV

KINDS OF LEAVE DUE AND ADMISSIBLE

25. Earned leave to Government servants serving in departments other than vacation department.-

- (1)(a) A Government servant who is serving in a department other than vacation department shall be entitled to 30 days of earned leave in every calendar year;
- (b) the leave account of every Government servant shall be credited with earned leave in advance, in two

instalments of 15 days each on 1st January and 1st July every year;

- (c) the leave at the credit of a Government servant at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days:

Provided that where the earned leave at the credit of a Government servant on 31st December or 30th June is 300 days or less but more than 285 days, the advance credit of 15 days of earned leave shall be kept separately and adjusted against the earned leave that the Government servant availed during that half-year and the balance, if any, shall be credited to the leave account after the end of the half-year, subject to the condition that the balance of such earned leave along with leave already at credit do not exceed the maximum limit of 300 days.

If a Government servant joins a new post without availing joining time, the unavailed joining time shall be added to the earned leave account, but the total of such unavailed joining time and the balance of leave account shall not exceed 300 days.

- (2) Subject to the provision of sub-rule (3), the maximum earned leave that may be granted at a time to a Government servant shall not exceed 180 days:

Provided that in special circumstances, which must be recorded, earned leave may be granted up to the balance available in leave account of a Government servant.

- (3) Earned leave may be granted to a Government servant exceeding a period of 180 days but not exceeding 300 days if the entire leave so granted or any portion thereof is spent outside India:

Provided where earned leave for more than 180 days is granted under this sub-rule, then leave availed in India shall not be more than overall limit mentioned above, i.e., 180 days.

26. Calculation of earned leave in respect of newly appointed Government servants.-

- (1) Earned leave shall be credited to the leave account of a newly appointed Government servant at the rate of $2\frac{1}{2}$ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.
- (2)(a) The credit for the half year, in which a Government servant is due to retire or resigns from the service shall be credited only at the rate $2\frac{1}{2}$ days per completed calendar month, up to the date of retirement or resignation;
- (b) when a Government servant is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of $2\frac{1}{2}$ days per

completed calendar month in which he is removed or dismissed from service or dies in service.

- (3) If a Government servant has availed of extraordinary leave and/or some period of absence has been treated as 'dies-non' in a 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.
- (4) While crediting earned leave, fractions of a day shall be rounded off to the nearest day i.e., fraction below half should be ignored and that of half or more should be reckoned as a day.

27. Earned leave for academic Government servants serving in vacation department.-

(1)(a) The leave account of every academic Government servant serving in the vacation department shall be credited with earned leave in advance in two instalments of 5 days each on 1st January and 1st July every calendar year;

(b) in respect of any year in which a Government servant avails a part of the leave, he shall be eligible for additional earned leave in the ratio of 20 days of the unavailed leave days out of the total leave days:

Provided that the total earned leave accumulated in a calendar year shall not exceed 30 days:

Provided further that minimum 10 days of duty during vacation period is required to be performed for getting the above leave at credit;

Example: If the total number of vacation days for an academic Government servant working in the vacation department is 45 days, and the number of unavailed vacation days is 15, then he shall be entitled to 7 days of additional earned leave in proportion to 20 days (the difference between earned leave admissible to other government servants [30] and to academic staff in vacation departments [10]). That shall be limited to total earned leave for that year 30 days.

- (i) Number of days of total vacation=45 days
 - (ii) Number of days unutilized=15 days
 - (iii) Eligibility of earned leave (20 days) = $(15/45 \times 20)$
= 7 days (rounded)
- (c) if in any year, the academic Government servant do not avail any vacation, earned leave shall be as per rule 25 instead of sub-rule (a) and (b).

Explanation- For the purpose of this rule, the term 'Year' shall be construed not as meaning a calendar year in which duty is performed, but as meaning twelve months of actual duty in a vacation department.

Note: (1) An academic Government servant entitled to vacation shall be considered to have availed himself of a vacation or portion of a vacation unless he has been required by general or special orders of a higher

authority to forgo such vacation or portion of a vacation.

Note: (2) When an academic Government servant serving in the Vacation Department proceeds on leave before completing one year of service, the earned leave admissible to him shall not be calculated from the Vacation Leave which was available before proceeding on leave but from the Vacation Leave which falls within the actual duty period.

- (2) Vacation leave may be taken in combination with or in continuation of any kind of leave under this rule:

Provided that the total duration of the vacation and earned leave taken in conjunction, should not be more than the maximum admissible leave under rule 25.

- (3) The leave at the credit of an academic Government servant at the close of the previous half-year shall be carried forward, to the next half year subject to the condition that the leave so carried forward plus the credit for the half year shall not exceed the maximum limit of 300 days.

Note:- The facility of credit of unavailed portion of joining time shall be admissible to an academic Government servant serving in a vacation department, in accordance with the provision of rule 25.

28. Half pay leave.-

- (1) The half-pay leave account of every Government servant shall be credited with half- pay leave in advance, in two instalments of 10 days each on 1st January and 1st July every year.
- (2)(a) Half-pay leave shall be credited to the leave account of a newly appointed Government servant at the rate of $5/3$ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed;
- (b) the credit for the half year in which a Government servant is due to retire or resign from the service, shall be credited only at the rate of $5/3$ days per completed calendar month up to the date of retirement or resignation;
- (c) when a Government servant 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 in which he is removed or dismissed from service or dies in service;
- (d) when a period of absence or suspension of a Government servant is 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 $1/18$ of the period of Dies-Non (subject to a maximum of 10 days).

- (3) Leave under this rule can be granted on medical or personal grounds.
- (4) Leave on medical certificate shall be given on production of a medical certificate from medical authority as mentioned in rule 17.
- (5) While affording credit of half-pay leave, fraction of a day shall be round off to the nearest day i.e. fraction below half should be ignored and that of half or more should be reckoned as a day.

29. Commuted leave.-

- (1) Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate or in an exceptional circumstance only to a Government servant subject to the following conditions:-
 - (i) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
 - (ii) no commuted leave shall be granted, unless the authority competent to sanction leave has reason to believe that the Government servant shall return to duty on its expiry.
- (2) Half-pay leave up to maximum of 180 days may be allowed to be commuted during entire service (without production of medical certificate), where such leave is utilised for an approved course of study, certified to be

in the public interest by the leave sanctioning authority.

- (3) Where a Government servant who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half- pay leave and the difference between the leave salary in respect of commuted leave and half- pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the Government servant for further service or in the event of his death.

30. Leave not due.-

- (1) Leave not due may be granted to a Government servant subject to the following conditions:-
- (a) the authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry;
 - (b) leave not due shall be limited to the half- pay leave, he is likely to earn thereafter;
 - (c) leave not due during the entire service shall be limited to a maximum of 360 days, out of which not more than 90 days, at a time and 180 days in all, may be sanctioned otherwise than on medical certificate.

- (d) Leave not due shall be debited against the half-pay leave the Government servant may earn subsequently.

(2)(a) Where a Government 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 and his resignation or retirement shall take effect from the date on which such leave had commenced, and the leave salary shall be recovered;

- (b) where a Government servant who having availed himself of leave not due returns to duty, but resigns or retires from service before he has earned such half-pay leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is for the reason of ill-health incapacitating the Government servant for further service or in the event of his death.

31. Extraordinary leave.-

- (1) Subject to the provisions of rule 11, extraordinary leave may be granted to a Government servant in the following circumstances:-

- (a) when no other kind of leave is admissible; or
(b) when any other kind of leave is admissible but the Government servant applies in writing for the grant of extraordinary leave.

(2) The competent authority to grant leave may retrospectively convert periods of absence without leave into extraordinary leave, even when any other kind of leave was admissible at the time when absence without leave commenced.

(3) Extraordinary leave shall not be debited to the leave account.

32. Leave to probationer and an apprentice.-

(1)(a) A probationer shall be entitled to leave under these rules if he has held his post substantively, otherwise than on probation;

(b) if, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend:-

(i) beyond the date, on which the probationary period as already sanctioned or extended expires;

or

(ii) beyond any earlier date, on which his services are terminated by the orders of an authority competent to appoint him.

(2) An apprentice shall be entitled to:-

(a) leave on medical certificate, on leave salary equivalent to half-pay for a period not exceeding one month in any year of apprenticeship;

(b) extraordinary leave under rule 31.

33. Leave or extension of leave on medical certificate to a Government servant who has been declared to be completely and permanently incapacitated for further service.- Except in respect of the cases covered under rule 18 leave or extension of leave on medical certificate shall not be granted to a Government servant after the date on which he is declared by a medical committee to be completely and permanently incapacitated for further service.

34. Leave salary.-

- (1) A Government servant who proceeds on leave is entitled to leave salary equal to the pay drawn immediately before proceeding on leave:

Provided that if a Government servant on deputation to foreign service in India or officiating on a higher post, on reversion to his original post/cadre proceeds on earned leave without joining the post of his reversion shall be entitled to draw leave salary equal to the pay which he would have drawn, but for his appointment to higher post, immediately before proceeding on earned leave.

- (2) A Government servant on half-pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1).
- (3) A Government servant on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1).

(4) A Government servant on extraordinary leave is not entitled to any leave salary.

(5)(a) If, in the case of a Government servant who retires or resigns from service, the leave already availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary, if any overdrawn;

(b) where the quantum of earned leave already availed by a Government servant who is dismissed or removed from service or who dies while in service is in excess of the leave credited under clause (2) (b) of rule 26 the over-payment of leave salary shall be recovered in such cases.

35. Drawal of leave salary.- The Leave salary payable under these rules shall be drawn in rupees in India.

CHAPTER-V

SPECIAL KINDS OF LEAVE OTHER THAN STUDY LEAVE

36. Maternity leave.-

(1) A female Government servant having less than two surviving children may be granted maternity leave for a period up to 180 days from the date of commencement of maternity. During such period, she shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.

(2) This leave shall not be debited to the leave account.

- (3) Maternity leave may be combined with any other form of leave.
- (4) This leave cannot be taken in parts.
- (5) Maternity leave may be granted in case of miscarriage including abortion subject to the condition that the leave shall be limited to the period recommended by the medical authority subject to a maximum of 45 days, during the entire service.

Note: An abortion induced under the Medical Termination of Pregnancy Act, 1971 shall also be considered a case of "abortion" for the purpose of this rule.

- (6) Notwithstanding the requirement of production of medical certificate commuted leave and leave not due up to a maximum of 60 days, if applied for, be granted in continuation of maternity leave granted under this rule.
- (7) In case of surrogacy, the surrogate as well as the commissioning mother with less than two surviving children, may be granted maternity leave of 180 days subject to the following conditions:-
 - (i) if either or both of them are Government servants.
 - (ii) commissioning mother shall be entitled for maternity leave from the birth date of the child.

Note: 'Surrogate Mother' means a lady, who gives birth to a child for commissioning mother.

37. Paternity leave.-

- (1) A male Government servant having less than two surviving children, may be granted paternity leave for a period of 15 days, during the confinement of his wife for child birth, i.e., up to 15 days before, or upto 6 months from the date of delivery of the child.
- (2) For granting this leave, a Government servant shall not be required to submit the medical certificate.
- (3) Paternity leave may be combined with any kind of leave other than casual leave.
- (4) During the leave period, the Government servant shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (5) This leave shall not be debited to the leave account.
- (6) If the leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.
- (7) In case of a child begotten through surrogacy, the commissioning father who is a Government servant with less than two surviving children may be granted paternity leave of 15 days, within the period of 6 months from the date of delivery of the child.
- (8) Paternity leave shall not normally be refused.
- (9) "Commissioning father" means the intending father of the child born through surrogacy.

38. Paternity leave for child adoption.- Paternity leave of 15 days may be granted to a male Government servant having less than two surviving children on legally adopting a child

below the age of one year, within a period six months, from the date of adoption the child. If the leave not availed within the period specified, such leave shall be treated as lapsed.

In case the pre-adoption foster care is not followed by valid adoption of the child, the Paternity Leave already availed shall be adjusted from any other kind of leave available to the credit of such male Government servant.

39. Child adoption leave.- A female Government servant, on adoption of a child, child adoption leave shall be granted subject to the following conditions:-

- (i) child adoption leave shall not be granted to an adoptive mother, who already has more than one surviving child at the time of adoption;
- (ii) this facility shall be admissible only for the adoption of not more than two children;
- (iii) child adoption leave shall be granted on valid adoption of child below the age of one year;
- (iv) the maximum limit of child adoption leave shall be of seventy (70) days;
- (v) in continuation of the "child adoption leave", granted under sub-rule (1), a female Government servant, on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year subject to the age of one year of the child;

- (vi) during the period of child adoption leave, the Government servant shall be paid leave salary equal to the pay drawn immediately before proceeding on leave;
- (vii) child adoption leave shall not be debited to the leave account.

40. Child care leave.-

- (1) Subject to the provisions of this rule, a female Government servant or a single male Government servant may be granted child care leave by an authority competent to grant leave, for a maximum period of 730 days during entire service for taking care of the eldest two surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.
- (2) This leave cannot be claimed as a matter of right.
- (3) For the purpose of sub-rule (1), "child" means,—
 - (a) a child below the age of eighteen years (including legally adopted children); or
 - (b) a child with at least forty percent disability below the age of twenty-two years, as defined by Notification No. 16-18/97-N 1.1, dated 1st June, 2001 of the Ministry of Social Justice and Empowerment, Government of India.
- (4) Grant of child care leave to a female Government servant or a single male Government servant under sub-rule (1) shall be subject to the following conditions, namely:—

- (a) it shall not be granted for more than three spells in a calendar year. However, in case of a single female Government servant it may be granted up to six spells in a calendar year. The child care leave may not be granted for a period less than five days at a time. If the leave period extends to the next calendar year, it shall be counted against the year in which the leave was applied for, or mostly falls.

Calendar year means the period starting from 1st January to 31st December;

- (b) it shall not ordinarily be granted during the probation period. However, in special circumstances, if leave is granted during the probation period, the probation period shall be extended by a period equal to the period for which the leave is granted.
- (5) During the period of child care leave, for the first 365 days, 100% of the pay drawn in the month prior to proceeding on leave shall be paid and 80% of the pay shall be paid for the next 365 days.
- (6) Child care leave may be combined with any other kind of leave.
- (7) The account of this leave shall be maintained separately in Form-5 and entry relating to this leave shall be made in the service book of the concerned Government servant.

- (8) Normally, a Government servant shall apply for this leave in Form-5 at least three weeks in advance.

Explanation:

- (i) "Single male Government servant" means an unmarried, widower or divorcee Government servant;
- (ii) in the case of surrogacy, the commissioning mother with having less than two surviving children may be granted child care leave;
- (iii) the expression "Commissioning mother" shall mean the intended mother of the child born through surrogacy.

41. Special disability leave for injury intentionally inflicted.-

- (1) The authority competent to grant leave may grant special disability leave to a Government servant who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.
- (2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice:

Provided that the authority competent to grant leave may, if it is satisfied as to the cause of the disability, permit leave to be granted in cases, where the disability manifested itself more than three months after the occurrence of its cause.

- (3) The period of leave granted shall be such as is certified by an Authorised Medical Authority and shall in no case exceed 24 months.
- (4) Special disability leave may be combined with leave of any other kind.
- (5) Special disability leave may be granted more than once if the disability is reproduced in similar circumstances or aggravated at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.
- (6) Special disability leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.
- (7) Leave salary during such leave shall be-
 - (a) salary equal to the leave salary payable during the period of earned leave, including the period of leave granted under sub-rule (5), for the first 180 days of any such period, and
 - (b) salary for the remaining period of any such leave be equal to leave salary during half pay leave.

42. Special disability leave for accidental injury.-

- (1) The provisions of rule 41 shall also apply to a Government servant, who is disabled by injury accidentally incurred in or in consequence of the due performance of his duties or in consequence of his official position by illness incurred in the performance of any particular duty, which has the effect of

increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds.

(2) The grant of special disability leave in such case shall be subject to the further conditions-

- (i) if the cause of disability is any disease, the authorized medical officer must certify that, as a result of performing which special such disability has arisen;
- (ii) if a Government servant has incurred such disability while serving in any service other than the Armed Forces, then according to the leave sanctioning authority, such disability must be of an exceptional nature;
- (iii) the period of absence recommended by the authorized medical attendant, partly covered by leave under this rule and partly by other kinds of leave and admissible on leave salary equivalent to leave salary like earned leave, shall not exceed 180 days.

43. Power to grant special disability leave.- All cases related to the grant of special disability leave under rule 41 and 42 shall be referred to the concerned administrative department for concurrence.

CHAPTER-VI

STUDY LEAVE

44. Conditions for grant of study leave.-

- (1) Subject to the conditions specified in these rules, study leave may be granted to a Government servant for pursuing, in India or outside India, any specific course of higher education or special training in a profession or technical subject, having direct relation to his field of work, keeping in view the requirement of public interest.
- (2) Study leave may also be granted for the following:-
 - (i) for any training course or study tour, if such training course or study tour is certified to be of definite benefit to the Government in the public interest and is related to the field of work of the Government servant, in which the Government servant is not even present on a regular academic or semi-academic course; and
 - (ii) for the purpose of study in connection with the framework or background of public administration, subject to the conditions that:-
 - (a) the particular study or study tour should be approved by the authority competent to sanction study leave; and

- (b) the Government servant should be expected to submit on his return, a full report of the work done by him while on study leave;
- (iii) for such study, which is not directly connected or closely related to the work of the Government servant, but which broadens his knowledge in such a way as to enhance his ability as a public servant and he may feel himself more capable of assisting the employees working in other branches of the public service.

Note: In the case of application for study leave, for the studies which may not be closely or directly related with the work of a Government servant, shall be considered on the merits of each case, in consultation with Finance Department.

- (3) Study leave shall not be granted, unless,-
 - (i) the administrative department certifies that the course of study or training sought is of definite benefit to the public interest;
 - (ii) it is not for the study of any subject other than additional academic or literary subjects; and
 - (iii) if such leave is outside India, Department of Economic Affairs, Ministry of Finance, Government of India has not agreed to release the foreign exchange involved in the study leave.
- (4) Study leave shall not ordinarily be granted to such a Government servant:-

- (i) who is not in regular Government service;
 - (ii) who has rendered less than 5 years' service under the Government;
 - (iii) who is due to retire from service or has opted to retire from Government service within 5 years from the date on which he is due to return to duty on expiry of leave.
- (5) Study leave shall not be granted with such a frequency as to cause his disconnection from regular work or to cause cadre hardship.

45. Authority competent to sanction study leave.-

- (1) Study leave shall be granted to a Government servant by the Administrative Department.
- (2) Where a Government servant borne on the cadre of one department or establishment is serving in another department or establishment, the grant of study leave to him shall be subject to the conditions, that the consent of the department or the establishment to which he is attached is obtained before granting the leave.

46. Maximum period of study leave that may be granted at a time and during the entire service.- The maximum period of study leave which may be granted to a Government servant, shall be-

- (i) ordinarily 12 months at any one time, which shall not be extended save for exceptional reasons; and

- (ii) in all 24 months (including study leave granted under any other rules) during his entire service;
- (iii) Doctors/medical teachers in the field of public health and medical education may be granted study leave up to 36 months to attain postgraduate qualification.

47. Combination of study leave with leave of other kinds.-

- (1) Study leave may be combined with any other kind of leave, but in no case shall the absence of a Government servant from regular duty, combined with leave other than extraordinary leave, exceed 28 months.
- (2) A Government servant who has been granted any other kind of leave in combination with study leave may, if he so desires, commence his studies before the expiry of the other kind of leave, but the period of such leave shall not be counted as study leave if it is combined with study leave.

48. Regulation of study leave in case of extension of course of study.- If the course falls short of the sanctioned study leave, the Government servant shall resume duty on completion of the course of study, unless the prior consent of the authority competent to sanction the leave is obtained to treat the short period as ordinary leave.

49. Payment of cost of fees for study.- A Government servant, to whom study leave has been granted, shall ordinarily be required to meet the cost of fees paid for the study. In

exceptional cases, the Governor may sanction the payment of such fees:

Provided that in no case the cost of fees shall be paid to a Government servant, who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

50. Grant of travelling allowance.- A Government servant shall not ordinarily be paid travelling allowance, but the Governor may, in exceptional circumstances, sanction the payment of such allowance.

51. Execution of bond.- Every Government servant who has been granted study leave or extension of such leave, shall be required to execute a bond as given in Form-6 or Form-7, as the case may be, before the commencement of study leave or extension of such leave granted to him.

52. Resignation and retirement.-

- (1) If a Government servant resigns or retires from service after the expiry of the period of study leave without re-joining duty or within a period of five years after re-joining such duty, he shall be required to refund to the State Government double the amount of leave salary, value of fees, travelling allowance and other expenditure, if any, incurred by him or drawn by him during the study leave along with interest at the then prevailing rates, on Government loan, from the date of

demand before his resignation is accepted or he is permitted to retire-

- (a) that nothing in this rule shall apply to a Government servant who on return to duty from study leave is permitted to retire from service on medical grounds;
 - (b) in the case of a Government servant who, on returning to duty from study leave, has been permitted to resign from service and take up employment in any autonomous or statutory body or institution under the control of the Government, the amount spent on leave salary, study allowance, fees, travelling allowance and other expenses incurred by Government during the study leave, together with interest thereon, shall be exempted from refund under this rule.
- (2) The study leave availed of by such a Government servant shall be converted into regular leave standing at his credit on the date on which the study leave commenced and any regular leave taken in continuation of study leave shall be suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, shall be treated as extraordinary leave. In addition to the amount to be refunded by the Government servant under sub-rule (1), he shall be required to refund any excess of leave salary actually drawn over the

admissible leave salary as a result of conversion of study leave.

- (3) Notwithstanding anything contained in these rules, the Governor may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by the Government servant concerned or class of Government servants.

53. Leave salary during the study leave.-

- (1) During study leave, a Government servant shall draw leave salary equal to the pay, dearness allowance and house rent allowance (at the rates admissible for the place from where he proceeds on study leave), which he would have drawn while on Government duty immediately before proceeding on such leave.
- (2) The payment of leave salary, at the full rate, under sub-section (1), shall be made subject to the Government servant producing a certificate to the effect, that he is not in receipt of any scholarship, studentship or remuneration in respect of any part-time employment.
- (3) Any amount received by a Government servant as scholarship, stipend or remuneration for any part-time employment during study leave shall be adjusted against the leave salary under this sub-rule, subject to the condition that the leave salary shall not be less

than the amount which would have been received during half-pay leave.

54. Counting study leave for promotion, pension, seniority, leave and increments.- Study leave shall count as service for promotion, pension, and seniority. It shall also count as service for increments as per the provision of rule 26 of the Fundamental Rules of the State.

55. Debiting of study leave to the leave account.- Study leave shall not be debited against the leave account of the Government servant concerned.

56. Application for study leave.-

(1)(a) Application for study leave shall be submitted through proper channel to the authority competent to grant such leave;

(b) the course or courses of study contemplated by the Government servant and any examination which he proposes to undergo, shall be clearly specified in such application.

(2) Where it is not possible for the Government servant to give full details in his application or if, after leaving India he wants to make any change in the programme, which has been already approved in India, he shall submit the particulars as soon as possible to the authority competent to grant leave, as far as possible and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval

of the authority competent to grant the study leave for the course.

- (3) **Certificate of Course Completion-** On completion of the course of study, for which the Government servant is on leave, he is morally bound to submit a certificate to the department after the completion of the course.

CHAPTER-VII

ENCASHMENT OF LEAVE ON RETIREMENT

57. Encashment of balance leave on retirement, compulsory retirement, invalid pension or death during service

- (1)(a) When a Government servant attains the age prescribed for retirement as per his service conditions or retires on compulsory retirement, voluntary retirement, disability pension or dies while in service, then the competent authority sanctioning leave, shall pass an order for the balance earned leave and half pay leave, if any (maximum 300 days of the total of both the leaves) in his account, on the date of retirement, that he should be given the amount of leave salary for the said period;
- (b) the leave encashment amount in clause (a) above shall be calculated as follows, which shall be paid to him in lump sum:

Calculation Formula

Amount payable for earned leave = (Pay on the date of retirement + Dearness allowance) × Unutilized Earned Leave (maximum 300 days) 30

Amount payable equivalent to half- pay leave = (Half pay leave salary payable on the date of retirement and dearness allowance on that) × entitlement of half pay leave which shall not be more than 300 including the balance of earned leave. 30

Note 1: The maximum entitlement for surrender of leave including earned leave and half- pay leave is 300 days.

Note 2: Commutation of half- pay leave shall not be allowed for shortfall in earned leave to reach the maximum limit of 300 days.

Note 3: The provisions of sub-rule (1) shall be applicable to Government servants who retire or die after 31st December, 2025.

- (2) If a Government servant retiring after attaining the age prescribed for retirement is under suspension at the time of retirement or any disciplinary or criminal

proceedings are pending against him, the decision of which is pending and there is a possibility that some amount may be recoverable on completion of such proceedings, then the competent authority sanctioning the leave may withhold this amount in whole or in part, which can be paid to him after adjustment of the Government amount (if any payable) after disposal of the cases against him.

(3) Payment of amount equal to leave salary-If the death of a Government servant occurs after his retirement or after termination of service and the leave salary is not paid, then its payment shall be payable in the following order:-

- (i) to the spouse of a deceased Government servant;
- (ii) in absence of (i) above, to all the surviving children equally (including adopted children);
- (iii) in absence of (i) and (ii) above, to the mother;
- (iv) in absence of (i) to (iii) above, to the father;
- (v) in absence of (i) to (iv) above, to the surviving brothers and sisters equally;
- (vi) in absence of (i) to (v) above, to all the surviving children of dead elder son equally.

CHAPTER-VIII

MISCELLANEOUS

- 58. Interpretation.-** Where any difficulty arises as to the interpretation of these rules, it shall be referred to the Finance Department of the Government for decision.
- 59. Repeal and saving.-**
- (1) On the commencement of these rules, the Madhya Pradesh Civil Service (Leave) Rules, 1977 and the directions issued thereunder, from time to time, shall stand repeal.
 - (2) Notwithstanding such repeal of the Madhya Pradesh Civil Service (Leave) Rules, 1977, anything done or any action taken or work done or any leave earned, granted or credited to the account of a Government servant under the said rules shall be deemed to have been taken, earned, granted or credited and shall not be cancelled.
 - (3) For the purposes of grant of leave under these rules, the powers delegated under the old rules shall continue to apply.
- 60. Power to Relax.-** The application of any of these rules causes undue hardship in any specific case, for reasons to be recorded in writing, that rules may be relaxed:
- Provided that such relaxation shall be made with the consent of the Finance Department.

FIRST SCHEDULE

(see rule 3(h))

S. No.	Type of Leave	Competent Authority for Sanction
(1)	(2)	(3)
1.	Earned Leave, Half Pay Leave, Commuted Leave, Leave Not Due	(a) Administrative Department/ Head of Department (b) Other authorities to whom powers have been delegated by (a) above (if the delegation is subject to any conditions, the same should be clearly mentioned in the delegation)
2.	Maternity Leave, Paternity Leave, Adoption Leave, Child Care Leave	As above
3.	Extraordinary Leave	(a) For Class-I and Class-II Government servants - Administrative Department (b) For Class-III and Class-IV Government servants - Head of Department
4.	Special Disability Leave, Study Leave	Administrative Department

Notes:

- (1) For employees on deputation:
 - Leave types under serial numbers 3 and 4 above-Sanctioning powers remain with the parent department.
 - Leave types under serial numbers 1 and 2 above-Sanctioning powers shall be with the present posting department/office.
- (2) For travel/stay abroad:
 - Class-I and Class-II -Administrative Department
 - Class-III and Class-IV -Head of Department
- (3) Maximum period for all types of leave when combined (including extraordinary leave) shall not exceed 5 years.
- (4) For employees on contract, the competent authority to sanction leave shall be as per equivalence to their category in the department.
- (5) On enforcement of "Madhya Pradesh Civil Services (Leave) Rules, 2025", all departments shall ensure proper delegation of leave sanctioning powers accordingly.

MANISH RASTOGI, Addl. Chief Secy.

FORM - 1
[see rule 13]**Application for Leave or for Extension of Leave by a Government Servant**

1. Name of the Government Servant and Employee Code _____
2. Post held _____
3. Section, Office and Department _____
4. Basic Pay _____
5. (i) Nature of Leave _____ (ii)
Period From.....to.....
6. Public holidays, if any, proposed to be prefixed/suffixed to the leave, applied for _____
7. Reason for Leave _____
8. Address and Contact Number during the period of leave _____

**Signature of the Government
Servant (with date)***

Certificate regarding the admissibility of leave

9. It is certified that the leave from.....to.....for the period..... (Nature of leave) is admissible under Rule.....of the Madhya Pradesh Civil Services (Leave) Rules, 2025.

**Signature and Designation
(with date)**

10. Remarks and/or recommendation of the Controlling Officer _____

**Signature (Establishment In-charge)
Designation**

11. Competent Authority for sanctioning the leave _____

**Signature (Sanctioning Authority)
Designation**

* In case the Government servant is unable to submit the leave application due to any disability or other circumstance, it may be signed on his/her behalf by a member of the family as per the proviso to Rule 13(1).

** If the applicant is drawing any compensatory allowance, a note should also be recorded in the leave order at the time of sanction indicating whether the applicant is likely to return to the same post or to another post carrying an equivalent allowance.

पृष्ठ 2

[see rule 14] [नियम 14 देखें]

अवकाश लेखा Leave Account

शासकीय सेवक का नाम नियमित सेवा में नियुक्ति की दिनांक सेवानिवृत्ति/त्याग पत्र देने की दिनांक

Name of the Government Servant: Date of appointment in regular service: Date of retirement/resignation:

[illegible]

अधिवितन अवकाश (निजी मामलों और चिकित्सक प्रमाण-पत्र के आधार पर रूपान्तरित और अदेय अवकाश सहित) HALF-PAY LEAVE (On private Affairs and M.C. including Commuted leave & leave not due)																
एक कैलेंडर वर्ष की छःमाही में सेवा के पूरे माह Completed months of service in the half year of a calendar year	12	13	14	15	16	छःमाही के आरंभ में क्रेडिट की गई अधिवितन की अवकाश H.P.L., credited at the beginning of half-year	पिछली तिमाही के दौरान छुट दिवस माने गये दिनों की संख्या No. of the days treated as 'diesnon' during the previous half-	घटाई जाने वाली अर्ध-वेतन अवकाश (कालम 14 में दी गई अवधि का 1/10) H.P.L to be deducted (1/18th of the period in col. 14)	क्रेडिट में कुल अधिवितन अवकाश (35+13-15) Total H.P.L at credit in days (co. 35+13-15)	अधिवितन अवकाश के अर्जन के आधार पर Against earnings on half-pay	चिकित्सा प्रमाण-पत्र पर पूरे वेतन का लघुकृत अवकाश Commuted leave on medical certificate on full pay	180 दिनों तक सीमित चिकित्सा प्रमाण-पत्र के बिना लोक हित में प्रमाणित अध्ययन के लिए ली गई लघुकृत अवकाश (90 दिनों में परिणत अधिवितन अवकाश पूरे सेवा काल में) Commuted leave W/O M.C. for studies certified to be in public interest limited to 180 days (H.P.L converted into 90 days commuted leave in entire service)	अधिवितन अवकाश में परिणत लघुकृत अवकाश 25 का दोहरा Computed leave converted into half pay leave (Twice of Col. 22&25)			
													से From	तक To	दिनों की संख्या No.of days	से From

[illegible]

FORM – 3
[see rule 17]**Recommendation for Leave or Extension of Leave by a Medical Certificate for Government Servants**

Signature of the Government Servant, Employee Code

I, ...Mr./Mrs./Miss, whose signature appears above, hereby certify that I have duly examined him/her and find that he/she is suffering from disease, and I consider that he/she should take leave from to in order to have rest and recover health.

Authorized Medical Officer

Date

(Name)

Registration Number

Note 1 – The Medical Officer should clearly state the nature of the disease and the probable period required for recovery.

Note 2 – After obtaining the signature of the Government servant, this certificate should be completed by the Medical Officer, but he should not recommend that the Government servant is required to go to, or is not fit to go to any particular place.

Note 3 – The competent authority sanctioning the leave may, if considered necessary, obtain the opinion of a second Medical Officer who holds the authority of a Civil Surgeon or an equivalent officer; the recommendation so obtained shall be final.

FORM - 4
[see rule 23(2)]

Medical Certificate of Fitness to Resume Duty

Signature of the Government Servant, Employee Code

I, ...a registered medical practitioner, hereby certify that I have carefully examined Mr./Mrs /Miss..... whose signature appears above, who was suffering from disease/ailment, and after due examination I find that he/she has now completely recovered from the said illness and is fit to resume Government duty.

I also certify that before arriving at this conclusion, I have duly considered the opinion of the medical officer concerned with the case and have personally examined the original medical certificate relating to his/her illness.

Authorized Medical Officer

Date

(Name)
Registration Number

Application for Child Care Leave

FORM - 5

[see rule 40]

1.	Name of the applicant and Unique Code					
2.	Designation					
3.	Department/Office/Section					
4.	Date of joining in regular service					
5.	Date of completion of probation period					
6.	Name of the child for whom Child Care Leave is applied					
7.	Date of birth of the child					
8.	Date on which the child attains 18 years of age					
9.	Whether the child is one among the two eldest living children? Give details					
10.	S. No.	Name of the Child	Son/Daughter	Date of Birth	Date on which the child attains 18 years of age	
	(i)					
	(ii)					
11.	Availability of Child Care Leave as on the date of application					
12.	Period of Leave					From To Total Days.....
13.	Prefix/Suffix holidays, if any					
14.	Reason for applying leave					
	(a) Whether permission to leave headquarters is required (Yes/No)					
	(b) If yes, address during leave					
15.	Date of return from previously availed Child Care Leave (CCL)					
16.	Details of two eldest living children below 18 years of age (Attach self-attested copies of Birth Certificates)					
17.	Attach self-attested documents in support of requirement of Child Care Leave (Medical/Academic Report Card/School-Institution Examination Schedule/Other relevant details).					
	Date					Signature and Name of Applicant Designation Office

Recommendation for Child Care Leave

Remarks of the Controlling Officer:		
	Leave Recommended / Not Recommended	
	Date	Signature
		Designation
		Office

FORM - 5B**Child Care Leave Account Statement**

1. Name of the Government Servant
2. Designation
3. Date of joining in Government service.....
4. Details of Children:

S. No.	Name of the Child	Son/Daughter	Date of Birth	Date on which the child attains 18 years of age
(i)				
(ii)				

5. Leave Account

S. No.	Eligibility of Leave	Period of Leave			Balance Leave Period (2-5)	Frequency in Calendar Year
		From Date	To Date	Total Leave Period (4-3)		
1	2	3	4	5	6	7

(Signature and Office Seal of the Head of Office)

Form -6
[under rule 51]

**Bond to be executed by the member of the Service proceeding on
study leave.**

Know all men by these presents, that I resident of in the District of. at present employed as.....in the.....department of Government of the Madhya Pradesh do hereby bind myself, my heirs, executors and administrators to pay to the Governor of Madhya Pradesh (hereinafter called "the Government") on demand the sum of Rs..... (Rupees) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Whereas I..... have been granted study leave by the Government.

And whereas for the better protection of the Government I have agreed to execute this Bond with such conditions as hereunder is written.

Now the condition of the above written obligation is that in the event of my failing to resume duty or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of five years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Now further the condition of the above written obligation is that the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate period of leave of any kind availed by me, during the currency of the bond period.

AND upon my making such payment, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

I understand that the Madhya Pradesh Civil Service (Conduct) Rules 1965, continue to be applicable to me in letter and spirit. I am fully aware that in case I am found

in violation of the Conduct Rules or the Guidelines on conduct during Study Leave as prescribed, I shall be liable for disciplinary action to be initiated against me.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, wherever necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this..... this day of two thousand.....

Signed and delivered by In the presence of.....

Witnesses: 1.....

2.....

ACCEPTED

For and on behalf
of the Governor

Explanation: The term currency of bond means the period during which the liability of the member of the Service is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the member of the Service who fails to discharge his obligation.

FORM -7
[under rule 51]

**Bond to be executed by the member of the Service granted
extension of study leave**

KNOW ALL MEN BY THESE PRESENTS THAT I resident of in the District of. at present employed as.....in the.....department of Government of the Madhya Pradesh do hereby bind myself, my heirs, executors and administrators to pay to the Governor of Madhya Pradesh (hereinafter called "the Government") on demand the sum of Rs..... (Rupees) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Whereas I..... have been granted study leave by the Government.

And whereas for the better protection of the Government I have agreed to execute this Bond with such conditions as hereunder is written.

Now the condition of the above written obligation is that in the event of my failing to resume duty or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of five years after my return to duty. I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Now further the condition of the above written obligation is that the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate period of leave of any kind availed by me, during the currency of the bond period.

AND upon my making such payment, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

I understand that the, Madhya Pradesh Civil Service (Conduct) Rules 1965, continue to be applicable to me in letter and spirit. I am fully aware that in case I

am found in violation of the Conduct Rules or the Guidelines on conduct during Study Leave as prescribed, I shall be liable for disciplinary action to be initiated against me.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, wherever necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this..... this day of two thousand.....

Signed and delivered by In the presence of.....

Witnesses: 1.....

2.....

ACCEPTED

For and on behalf of the
Governor

Explanation: The term currency of bond means the period during which the liability of the member of the Service is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the member of the Service who fails to discharge his obligation.

**By order and in the name of the
Governor of Madhya Pradesh,**