

ORDER

(Casual Leave/Earned Leave)

After implementation of the Central Civil Services Rules w.e.f. 01.04.2023, maximum 08 days Casual Leave are allowed in one calendar year. It has been observed that some of the officers/officials have started applying for one day or two day EL instead of rationally utilizing the 08 days CLs.

2. Casual Leave or CL is granted to an eligible employee if he/she cannot report to work due to an unforeseen situation. Generally, CLs can be availed for a minimum of half a day to a maximum of three days. CLs simply expire when the year ends. Casual Leave cannot be clubbed with Earned Leave.

3. Earned Leave (EL) is earned by the employee in a given calendar year. These Leave can be used for vacation or travel. If an employee is unable to utilize all the entitled earned Leave in one calendar year, then the unused earned Leave will get carried forward to the next year subject to certain conditions.

4. The CLs are generally allowed on short notice to attend the exigencies while ELs should be applied about 15 days in advance. Both kinds of Leave are entirely in different nature. Earned Leave cannot be availed as Casual Leave otherwise it defeat the very purpose of allowing different kind of Leave and it also creates indiscipline in the organization.

5. In view of above, all the officers/officials of Chandigarh Housing Board are hereby advised NOT to apply for availing EL as CL. Further unless there is some justified emergency, ELs should be applied at least 15 days prior in prescribed format and the ground for which the same are being availed should be clearly mentioned. All officers/officials must be aware that any kind of Leave cannot be availed as a matter of right. Especially in case of EL; one cannot proceed on leave unless the same is duly sanctioned by the Competent Authority.



(Yashpal Garg, IAS)

Chief Executive Officer,
Chandigarh Housing Board

To:

1. Secretary, CHB
2. Chief Engineer, CHB
3. Chief Account Officer, CHB
4. Senior Law Officer, CHB
5. All Account Offices/ Section Officers, CHB
6. Administrative Officer, CHB to display on the Notice Board
7. Computer Incharge to upload on the website for information of all concerned

Copy for information to PS to Chairman, CHB for kind information of worthy Chairman