

GOVERNMENT OF GOA
GENERAL ADMINISTRATION DEPARTMENT,
SECRETARIAT, PORVORIM, GOA- 403 521,

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No. 371/2012-GAD-III(Part-III) 153

Dated: 01/02/2019

12 Magha Saka 1940

- Read: 1) Circular No.37-2-78-GA&C dated 15-07-1988
2) Circular No.37-2-93-GA&C dated 11-07-1995

C I R C U L A R

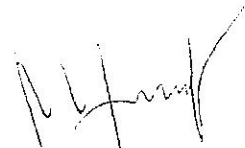
Instances have come to the notice of this department that employees in the Secretariat, despite of clear instructions issued vide Circular read at (2) in preamble, apply for commuted leave on medical grounds for 03 days or less without producing medical fitness certificate, by misinterpreting sub rule (6) of Rule 19 of CCS (Leave) Rules 1972.

As per Rule 19 (6) of CCS (Leave) Rules, 1972, the authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three 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.

All employees in the Secretariat may note that commuted leave can be granted only on production of medical certificate and therefore while applying for commuted leave, irrespective of the number of days, medical/fitness certificate shall invariably be produced failing which such leave shall be covered under Rule 19 (6) of CCS (Leave) Rules, 1972.

The leave recommending authorities shall also take note of the above instructions.

This issues with the approval of Secretary (GA).



(Manuel Barreto)
Under Secretary (GA-I)

Copy to:-

- 1) All the Section Officers, Secretariat, Porvorim.
- 2) All the Departments of the Secretariat, Porvorim.
- 3) P.A to Secretaries & Under Secretaries, Porvorim.
- 4) Office copy.