

LEAVE RULES FOR THE SERVICES
VOLUME I - ARMY

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PREFACE

1. A compilation of Leave Rules for the Services was last published in 1978. A revised compilation of Leave Rules for the Services Vol I – Army is now being issued in supersession of Leave Rules for the Services Vol I – Army (Reprint 1978 edition).
2. Necessary administrative directions in connection with the grant of leave are contained in the Regulations for the Army. Individuals are expected to apply these rules with due regard to the interests of the State. Any subsidiary orders that may be issued by the Army authorities in connection with leave matters must be framed in accordance with the spirit of these rules.
3. The rules for leave, pay and allowances and advances of leave pay are contained in the Pay and Allowances Regulations (Army). Leave Travel Concessions in respect of Army personnel are contained in the Travel Regulations. No deviation from these rules is permissible without the prior sanction of the Government of India.

Sanjay Mittal

Secretary to the Government of India
Ministry of Defence

New Delhi,

Dated: 1st Nov, 2018



LEAVE RULES FOR THE SERVICES
VOLUME 1 – ARMY

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EXTENT OF APPLICATION

1. These rules apply to all commissioned officers (including Officers of the M.N.S.), JCOs (including those holding Honorary Commissions), OR and NCs (E), recruits and boys.

CLAIM TO LEAVE

2. Leave cannot be claimed as of right. Its grant is always subject to the exigencies of the service.

CLASSIFICATION OF LEAVE

3. Leave will be of the following kinds:-

- (i) Officers:-
 - (a) Casual Leave
 - (b) Annual Leave
 - (c) Furlough
 - (d) Sick Leave

- (ii) JCOs, OR and NCs (E):-
 - (a) Casual Leave
 - (b) Annual Leave
 - (c) Sick Leave

- (iii) Recruits and Boys:-
 - (a) Casual Leave
 - (b) Annual Leave
 - (c) Sick Leave

DATE OF COMMENCEMENT AND TERMINATION OF LEAVE

4. Except as provided for in the exceptions and note below, leave will commence on the date an individual is struck off duty if relieved in the forenoon, or from the following day if relieved in the afternoon.

Leave will terminate on the day preceding that of rejoining if an individual rejoins in the forenoon, or on the date of re-joining if he rejoins in the afternoon.

Exceptions:-(i) Leave of Gorkha Officers whose homes are in Nepal will begin and end respectively on the date of crossing the Nepal border. Leave of officers having homes in Sikkim and those domiciled in Bhutan will begin and end on the date of crossing Sikkim/Bhutan border.

(ii) The annual or accumulated annual leave of Gorkha JCOs, OR and NCs (E), who are domiciled in Nepal and JCOs, OR and NCs (E) having homes in Sikkim and those who are nationals of Bhutan, in the year of a block of two years in which they are not entitled to additional leave under para 2 of Exception below Rule 33 (d) will commence and terminate as under:-

(a) Personnel domiciled in Nepal and those having homes in Sikkim:-

On the dates of crossing of Nepal/Sikkim border.

(b) Nationals of Bhutan:-

On the date of leaving and arriving respectively at the following station:-

- | | | | |
|-------|----------------------------|---|--------------------------------------|
| (i) | BANARHAT &
HASHIMARA | - | for personnel
from WEST BHUTAN |
| (ii) | FAKIRAGRAM &
BONGAIGAON | - | for personnel
from CENTRAL BHUTAN |
| (iii) | RANGIYA | - | For personnel
From EAST BHUTAN |

NOTE 1:- Prefixing and suffixing of holidays to Leave:-

If a recognised holiday, or holidays (such as Sundays, Republic Day etc.) falls/fall on the day immediately preceding that on which a period of leave begins or follows that on which the leave ends, an individual who is not required for duty on such holiday or holidays may, with his commanding officer's express permission, leave his station at the close of the day before and/or return to duty at the end of such holiday/holidays, provided no extra expense is caused to the State.

NOTE 2:- An individual will be considered to be on duty during such holidays which will not count against the number of days for which leave is granted.

NOTE 3:- The concession of prefixing and suffixing of holidays to leave is not admissible in the case of Gorkha personnel whose leave begins/ends on the date of crossing the Nepal/Sikkim/Bhutan border under exceptions (i) and (ii) above and in the case of those JCOs, OR and NCs (E) who are eligible for additional leave in terms of Rule 33 (b). This concession is also not admissible in those cases where any other special concession in regard to the commencement/termination of leave is sanctioned under the orders of the Government issued from time to time.

NOTE 4:- Restricted holidays will be treated as recognised holidays for the purpose of prefixing or suffixing to leave.

**PLACE FROM WHICH LEAVE IS TAKEN AND TO WHICH
DUTY IS RESUMED ON TERMINATION OF LEAVE**

5. (a) Individuals will ordinarily proceed on leave from, and rejoin from leave at their permanent duty stations.
- (b) (i) Officers not below the rank of Brigadier may be permitted to proceed on, or rejoin duty from leave at stations other than their permanent duty stations by the Chief of the Army Staff (in the case of PSOs/E-in-C/MS/DMS and General Officers Commanding-in-Chief, Commands), by PSOs/E-in-C/MS/DMS (in the case of those serving at Army Headquarters) and by a GOC-in-C, Command (within the limits of his command) provided that:-
- (1) It is necessary or expedient in the public interest for the officer to perform temporary duty at that time at a station other than his permanent duty station; and
- (2) If the officer concerned is not required to perform the duty, it would be necessary to detail some other person to perform it.
- (ii) Officers not below the rank of Brigadier, and serving in lower formations, may, at the discretion of Army Headquarters, be permitted to proceed on, or rejoin duty from leave at a station located outside the command in which serving provided such moves result in saving to the State.
- (c) (i) Officers below the rank of Brigadier, JCOs, OR and NCs (E) may be permitted, provided it results in saving to the State, to proceed on, or rejoin duty from leave at stations other than their permanent duty stations by PSOs/E-in-C/MS/DMS (in the case of those serving at Army Headquarters) and by a GOC-in-C Command (within the limits of the command).
- (ii) Officers below the rank of Brigadier, JOCs, OR and NCs (E) and serving in lower formations, may, at the discretion of Army Headquarters, be permitted to proceed on, or rejoin duty from leave at stations located outside the command in which serving provided it results in saving to the State.

NOTE 1:- The provisions of this rule will not apply to casual leave, which counts as duty.

NOTE 2:- The above restriction is not applicable in the case of officers, JCOs, OR and NCs (E) who are granted leave on the conclusion of courses of 10 weeks' duration or more as well as those who are detailed to attend such courses whilst on leave.

NOTE 3:- The above restriction does not apply to cases where units/sub-units move temporarily en-block to places away from their permanent stations as well as to detachments located away from permanent stations.

NOTE 4:- The above restrictions will not apply to officers, JCOs, OR and NCs (E) serving in Andaman and Nicobar Islands and proceeding on temporary duty to the main land. They may be sanctioned leave by the O.C. Unit in combination with temporary duty/courses of less than 10 weeks duration.

(d) JCOs and ORs withdrawn from units in connection with the reservists training may be permitted to proceed on or rejoin duty from leave at their temporary duty station by the Centre Commandant with the consent of the Officer Commanding of the unit concerned.

(e) JCOs/OR/NCs(E) on annual/accumulated annual leave who cannot undertake return journey on due date or are held up enroute due to interruption of communications on account of natural calamities may be allowed to report to the nearest military unit provided the Officer Commanding of the unit is satisfied that the individual cannot undertake/continue his journey on account of interruption of communications. They will be attached temporarily to such units and will be borne on the strength of their parent unit during that period till they proceed to their own units immediately on resumption of the communications.

NOTE:- The above concession will not be admissible to those who overstay their leave. The individual who reports for duty after the date on which he should have commenced his journey to be in time in his unit will be treated as overstaying his leave for this purpose.

(f) Officers and personnel attached to other units due to disciplinary cases, are not deemed to be performing normal duty, and no leave is, therefore, ordinarily permissible to them. In exceptional cases, however, leave due may be granted to them on extreme compassionate grounds **by the Command HQs under whom the individual stands attached. Details of leave sanctioned will be communicated to the parent unit where leave records of such individuals are kept.** Personnel permitted to proceed on leave from a station other than the permanent duty station may be permitted to rejoin at that station, if necessary. Such leave will be restricted to the barest minimum and will be granted provided the authority granting the leave is satisfied that it would not hamper or unduly delay the progress of the disciplinary case.

OVERSTAYAL OF LEAVE

6. (a) If an individual overstays his leave (except casual leave) no pay will be admissible for the period of the overstayal unless an extension of leave otherwise admissible to cover that period is granted by the competent authority.
- (b) (i) Officers - Cases of overstayal of casual leave beyond the normal entitlement at a time will be regularised by the Branch/Directorate at Army Headquarters, which administers the Arm or Service to which the individual belongs, provided the overstayal does not exceed the maximum amount of such leave admissible in a year.
- (ii) JCOs/OR and NCs (E) - All cases of casual leave beyond the normal entitlement at a time will be regularised by an officer having powers of not less than an Area/Divisional or equivalent Commander provided the total period does not exceed the maximum amount of such leave admissible in a year.
- (c) (i) In cases where the maximum amount of casual leave admissible in a year is exceeded as a result of overstayal by the individual or extension by the administrative authorities, the entire spell of casual leave (including the period of extension/overstayal) which was extended or overstayed will be treated as annual leave or furlough for that year, if due.
- (ii) Cases of overstayal of casual leave granted to JCOs/OR and NCs (E), Recruits and Boys due to their own sickness which are not covered under the preceding para and involved overstayal upto 60 days from the date of falling sick will be regularised as follows by the authorities specified:---
- | | | |
|-----|--|--|
| (a) | Period prior to the date of falling sick | by adjustment against future annual leave entitlement. |
| (b) | 30 days from the date of falling sick | as sick leave with full pay and allowances. |
| (c) | Next 30 days | by adjustment against future annual leave entitlement. |
- NOTE :- In cases where the period of overstayal is required to be adjusted against following year's annual leave entitlement, the annual leave of that year will be regarded as actually consumed for carrying out necessary adjustment to the extent required. The grant of leave on compassionate grounds in the following year, if necessary, will be dealt with under Rule 34.
- (iii) Cases in which treatment is taken in hospital by the Officer Commanding.
- (iv) Cases in which treatment is taken at home by the Officer Commanding upto a maximum of 30 days and by an officer having power of not less than a Brigade/Sub-Area or equivalent commander upto a maximum of 60 days provided he is satisfied about its genuineness after making necessary enquiries.

(v) Cases of overstayal of casual leave by JCOs, OR and NCs (E) for reasons other than on sickness and natural calamities in excess of the maximum amount of such leave admissible in a year and where annual leave of the year has been availed of earlier involving overstayal upto 60 days, will be regularised by Headquarters Commands as under:-

- | | | |
|-----|---|--|
| (a) | Period of casual leave granted plus overstayal period upto 30 days. | by adjustment against the following year's annual leave entitlement. |
| (b) | Balance upto 30 days | As extraordinary leave without pay and allowances |

(vi) Cases involving overstayals beyond the limits mentioned in clauses (ii) and (v) above will be submitted to Adjutant General for order.

NOTE :- In cases, where annual leave for the following year does not accrue to an individual due to his death, retirement, discharge or dismissal, the periods mentioned in clauses (ii)(a) and (c) and (v) (a) will be treated as extraordinary leave without pay and allowances by the authorities specified in each case.

(d) The overstayal of leave on account of natural calamities viz., floods, earthquakes and landslides will be regulated as under:-

(i) If an officer is compelled to overstay his leave due to natural calamities viz., floods, earthquakes and landslides, the overstayal in excess of the maximum leave admissible upto 30 days may be regularised by Army Headquarters at their discretion by adjustment against his future annual leave entitlement or furlough as may be considered appropriate.

(ii) If a JCO, OR or NC(E) overstays the leave granted to him due to natural calamities viz., floods, earthquakes and landslides, the period of overstayal of leave upto 30 days may be regularised by the Officer Commanding at his discretion (overstayal of accumulated annual leave will be regularised under the orders of an officer having powers of not less than an Area/Divisional or equivalent Commander). The first 15 days of this 30 days limit may be treated as special leave with full pay and allowances, and the remaining period upto 15 days, may be adjusted against the future leave entitlement of the individual. In the case of recruits and boys, special leave with full pay and allowances upto 15 days may be sanctioned at the discretion of the Officer Commanding.

(iii) Cases of overstayal of annual/accumulated annual leave due to natural calamities viz., floods, earthquakes and landslides, will be regularised by Headquarters Commands as under:-

- | | |
|--|--|
| (a) JCO, OR and NCs(E)
upto 60 days | After adjusting the period of overstayal against the balance of annual/accumulated annual leave of the year, if any, the balance upto 15 days will be treated as special leave with full pay and allowances; the remaining balance upto another 15 days by adjustment against next year's annual leave entitlement and the remaining period as extraordinary leave without pay and allowances. |
| (b) Recruits and Boys
upto 30 days | After adjusting the period of overstayal against the balance of annual/accumulated annual leave of the year, if any, the balance upto 15 days will be treated as special leave with full pay and allowances and the remaining balance as extraordinary leave without pay and allowances. |

NOTE 1 :- Cases of overstayal of leave beyond 60 days in respect of JCOs/OR and NCs(E) or 30 days in the case of Recruits or Boys will be submitted to the Government for orders. In such cases, the period of overstayal will be regularised at the discretion of Government by grant of leave without pay and allowances.

NOTE 2 :- In cases, where annual leave for the following year does not accrue to an individual due to his death, retirement, discharge or dismissal, the periods mentioned in clauses (ii) and (iii) (a) to be adjusted against that leave, will be treated as extraordinary leave without pay and allowances.

REGULARISATION OF EXCESS/IRREGULAR GRANT OF LEAVE AFTER DISCHARGE/RETIREMENT IN RESPECT OF JCOS, OR AND NCS(E)

6A. Office-in-Charge Records to regularise excess/irregular grant of leave upto 30 days availed by JCOs, OR and NCs(E) which comes to light after their discharge/retirement from the service by grant of extraordinary leave without pay and allowances provided no leave for adjustment is due to them.

EXTENSION OF LEAVE

7. Any extension of leave requires the sanction of the competent authority who sanctioned the original leave, except that in cases where individuals who, during their leave, or in its conclusion, revert from staff or extra regimental duty to their substantive appointments, it will be the authority who sanctions the grant of leave to individuals of the unit in which they hold substantive appointment.

When an individual, who has been ordered to join a staff or extra regimental appointment on the conclusion of his leave, applies for an extension, the competent authority will obtain the prior concurrence of the authority who would sanction leave from the staff or extra regimental appointment.

PERFORMANCE OF DUTY OR ATTENDANCE AT A COURSE OF INSTRUCTION WHILE ON LEAVE

8. An individual detailed for duty or a course of instruction when on leave will, on the termination of such duty or course of instruction, be eligible for leave equivalent to the balance of leave on the date of the commencement of duty or course of instruction. The order placing him on duty or on a course of instruction will state the period of duty or course of instruction and the balance of leave to be granted on the termination of duty or course of instruction. For this purpose, the travel time from and to the leave station, if any, will be viewed as having been spent on duty.

RECALL FROM LEAVE

9. (i) Individuals recalled from leave will return to duty immediately. Recall orders will be issued by the appropriate leave sanctioning authority.

The travel time from the leave station to the duty station will be viewed as having been spent on duty.

(ii) In cases where the balance of the unavailed portion of leave is granted to such individuals, they will be allowed additional leave to cover the travel period from their duty station to their leave station.

NOTE-1: When an individual proceeds on annual leave, a portion of which falls in the next calendar year, and is recalled to duty, the balance of leave granted on completion of the duty will not prejudice his annual leave entitlement for the latter year.

NOTE-2: Personnel summoned, while on leave, to attend courts of law whether criminal or civil or by properly constituted authority holding a departmental enquiry in India (i) to give evidence regarding facts which came to their knowledge in the discharge of their public duties and (ii) to produce official documents in a civil suit, when they are so authorised by their commanding officers will neither be given any extra leave for such attendance nor will their leave be considered to have been interrupted by such attendance.

CASUAL LEAVE

10. Casual leave counts as duty.

It cannot be utilised to supplement any other form of leave or absence, except as provided for in clause (A) of Rule 72 for personnel participating in sporting events and tournaments.

Casual leave due in a year can only be taken within that year. If, however, an individual is granted casual leave at the end of the year extending to the next year, the period falling in the latter year will be debited against the casual leave entitlement of that year.

ANNUAL LEAVE

11. (a) Annual leave, for the year may at the discretion of the sanctioning authority, be extended to the next calendar year without prejudice to the annual leave authorised for the year in which the extended leave expires;
- (b) Annual leave may be taken in instalments within the same year.
- (c) The annual leave year is the calendar year, viz., 1st January to 31st December.
- (Leave 11 substituted. Auth: MoD letter No. B/33922/AG/PS-(b)/642/D(AG) dated 4th April 2011).

SICK LEAVE

12. Sick leave is granted on the recommendation of the competent medical authorities.

SICK LEAVE – EXTENSION OF

13. Extension of sick leave may only be granted on the recommendation of the competent medical board, provided there is a reasonable prospect of the individual becoming fit for duty.

PERMISSION TO RETURN TO DUTY FROM ANNUAL LEAVE/SICK LEAVE

14. (i) An individual on annual leave cannot rejoin his duty during the currency of leave until he has received permission to do so from the authority competent to sanction such leave.
- (ii) No individual who has been granted sick leave will return to duty until he has been passed fit by the competent medical authority and received permission to do so from the authority competent to sanction such leave.

PATERNITY LEAVE ON BIRTH AS WELL AS ON ADOPTION OF CHILD

14A. **Paternity Leave on Birth of a Child.** Defence Forces Male service personnel may be sanctioned Paternity Leave of 15 days on birth of a child subject to the following conditions:-

- (a) Service personnel should have less than two surviving children.
- (b) Leave to be granted during the period of confinement of his wife i.e upto a period of 15 days before or upto six months from the date of delivery of the child.
- (c) Paternity Leave may be combined with Annual Leave.
- (d) Paternity Leave granted on birth of a child shall not be debited against the leave account.
- (Effective from 15 Jan 2016. Auth: Govt of India, MoD letter No. B/3922/AG/PS-2(b)/5/US(AG-II)/D(AG) dated 15 Jan 2016.

14B. **Paternity Leave on Adoption of a Child.** Defence Forces Male service personnel may be sanctioned Paternity Leave of 15 days on adoption of child subject to the following conditions:-

- (a) Service personnel should have less than two surviving children.
- (b) Child should be below the age of one year on date of valid adoption.
- (c) Leave to be granted for a period of 15 days within six months from the date of valid adoption of child.
- (d) Paternity Leave may be combined with Annual Leave.
- (e) Paternity Leave granted on valid adoption of child shall not be debited against the leave account.

(Effective from 15 Jan 2016. Auth : Govt of India, MoD letter No. B/33922/AG/PS-2(b)/5/US(AG-II)/D(AG) dated 15 Jan 2016.

ADMINISTRATIVE INSTRUCTIONS

15. Administrative directions issued to implement the basic rules contained in this part are laid down in the Regulations for the Army.

LEAVE SANCTIONING AUTHORITIES

16. Leave sanctioning authorities are given in the Appendix-I.

CHAPTER II**RULES APPLICABLE TO REGULAR I.C.Os
INCLUDING MEMBERS OF THE M.N.S****SECTION – I**

	<u>RULES</u>
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**SECTION 1-- AMOUNT OF LEAVE AND CONDITIONS
GOVERNING THE GRANT OF****CASUAL LEAVE**

17. The maximum amount of casual leave that is admissible during the calendar year is 20 days. Leave upto 20 days at a time may be granted at the discretion of the leave sanctioning authority.

(Rule 17 substituted. Auth : MoD letter No B/33922/AG/PS-2(b)/2628/D(AG) dated 25 Jun 2017)

ANNUAL LEAVE

18. Annual leave admissible in each calendar year is 60 days. This will be non-accumulative.

FURLOUGH

19. (a) The period of leave admissible as furlough is two months for every three calendar years, which will be non-accumulative. This is a lumpsum provision and can be availed of at any time after the commencement of the 3 years cycle.

The cycle of three calendar years for purposes of computing furlough commences from 1-1-50 in respect of officers who were effective on that date and for those granted commissions after 1-1-50, from the calendar year in which they are granted commissions.

(b) Furlough may also be availed of in instalments within each cycle of 3 years. For calculation of the broken periods, 30 days will reckon as a month.

(c) Furlough may be granted by itself or may be combined with annual leave, but when it is so combined, the annual leave portion must be taken first.

(d) Furlough earned during a cycle of three years will not be combined with furlough of the following cycle of 3 years. Furlough granted in one cycle of three years may, however, be extended to the next cycle of 3 years at the discretion of the sanctioning authority. Such furlough will be reckonable against the entitlement of the cycle of 3 years in which it commenced, without prejudice to the entitlement of furlough for the cycle of three years in which the leave terminates; but further furlough will NOT be admissible until the officer again performs duty.

SICK LEAVE

20. (a) There will be no difference between attributable and non-attributable diseases for purposes of the grant of sick leave.

(b) Sick leave on medical certificate will be admissible for a period upto 6 months in the first instance which will include the annual leave due.

(c) Provided there is a reasonable prospect of an officer becoming fit for duty, extension of leave by three months at a time on the recommendation of the competent medical board may be granted upto a total period of 12 months' absence from duty which may be extended upto 24 months at the discretion of the authority competent to sanction leave.

NOTE 1:- All patient officers undergoing treatment in Military Hospitals may be granted leave subject to a maximum of 10 days to attend to their domestic emergencies, provided the grant of such leave does not interfere with their treatment. This leave will be treated as a part of sick leave admissible under Leave Rules and will be granted at the discretion of OC Hospital. In a case where the Officer Commanding of the Military hospital finds that the treatment of an officer has been retarded due to patient's own imprudence during such leave, he may request Army Headquarters to convert such leave into extraordinary leave without pay and allowances.

NOTE 2:- In the case of an officer who rejoined duty after being cured of pulmonary tuberculosis, the concession of sick leave is not admissible in the event of a relapse of the disease at any time during the period of 5 years after rejoining duty. He will, however, be entitled to any other kind of leave under normal rules.

NOTE 3:- Officers employed on flying duties in the Army e.g., A.O.P. Pilots and Flying Instructors, who are injured or contract illness as a direct result of a flying accident, may be granted sick leave upto maximum of two and half years on the recommendation of the competent medical board, at the discretion of the authority competent to sanction such leave.

(d) Where there is no reasonable prospect of an officer becoming fit for duty and the CO of the Hospital initiates proceedings to invalid him out of service, extension of sick leave by 3 months beyond the initial period of 6 months may be granted by Adjutant General.

SICK LIST CONCESSION

21. An officer falling sick while on duty or on casual leave taken by itself would be retained on the sick list for a period of 30 days or less, which period would be treated as on duty if it stood by itself unconnected with any kind of sick leave provided the sickness is due to causes beyond the individual's control. This is called "SICK LIST CONCESSION". This concession will not be admissible if the period of sickness exceeds 30 days. In such cases, the entire period will be treated as sick leave.

NOTE: Where an officer falls sick whilst on casual leave, the sick leave will reckon from the date of falling sick and the casual leave availed of prior to that date will not be vitiated.

LEAVE ON INVALIDMENT

22. Leave on invalidment which is admissible only to officers, whose sickness is attributable to military service, will be regulated as follows:-

(a) Officers who are retained in military hospital on being placed in medical Category 'E' will be granted leave on account of the disability, upto a period of 8 months commencing from the first day of absence from duty.

(b) In the case of officers suffering from pulmonary tuberculosis in a military hospital, the period of 8 months at (a) above may be extended upto a date on which medical or surgical finality is reached subject to the over-riding limit in Rule 20 (c) preceding.

NOTE: In non-attributable cases, the above concessions are not admissible.

LEAVE PENDING RETIREMENT/RELEASE

23. Abolished wef 01 Feb 1987 vide Government of India, Ministry of Defence letter No 15(3)/82/01/DS(AG) dated 01 Jan 1986.

LEAVE EX-INDIA

24. Leave admissible under the rules may also be granted ex-India as under:-

- (a) on the recommendation of a medical board,
- (b) to officers for study or recreation,
- (c) to officers with vested interests overseas.

The leave will commence and terminate as in Rule 4 and will be subject to any restrictions which may be imposed from time to time by the Government of India.

24A. The grant of casual leave Ex-India will be subject to the following conditions :-

(a) An officer on casual leave Ex-India, when recalled to duty due to exigencies of service, will meet the return journey expenses himself.

(b) In the event of casual leave be converted into any other form of leave, the pay and allowances will not be remitted in foreign exchange.

(c) The Government will not be liable to meet any expenditure on his (officer's) medical treatment if he falls sick while on casual leave abroad.
(Auth : 94425/CL/AG/PS-2(b)/1262/D(AG) of 1982 & AI-25/82).

RETENTION ON THE STRENGTH OF UNIT/ESTABLISHMENT

25. (a) Officers will remain on the strength of the units/establishments for the period of 60 days annual leave or during that portion of sick leave which represents annual leave or balance thereof. No acting promotion in their place will be admissible during the period of annual leave taken by itself or included in the period of sick leave.

(b) Officers serving in operational areas will be struck off strength of their units from the date they are evacuated beyond the Regimental Aid Post viz. from the date they are posted to X(ii) List and acting promotion in their place will be made from that date.

(c) Officers who, on transfer from one unit to another take annual leave with the consent of their new unit before joining that unit shall be proforma taken on the strength of their new unit and regarded as having proceeded on leave from the new appointment.

26. -----

SECTION II – SPECIAL RULES APPLICABLE TO REGULAR COMMISSIONED OFFICERS (INCLUDING AMC, ADC, RVC AND MILITARY FARMS)

STUDY LEAVE

27. In addition to the leave admissible under Section I of this chapter, all regular commissioned officers of the Army (including AMC, ADC, RVC and Military Farms) are eligible for the grant of extra leave known as 'Study Leave' for pursuing special courses of study in India or ex-India under the conditions specified below.

CONDITIONS FOR THE GRANT OF STUDY LEAVE- REGULAR COMMISSIONED OFFICERS OF THE ARMY OTHER THAN AMC, ADC, RVC AND MILITARY FARMS

28. 1(a) Study leave will be admissible to officers of all Arms and Services.
- (b) Study leave may be granted to an officer to enable him to undergo, in or outside India, a special non-academic course of study certified by IHQ of MoD(Army) as enhancing his usefulness as an Armed Forces Officer.
- (c) Study leave ex-India will be ordinarily admissible for those non-academic courses only, which are not available at any University or Institution in India.
- (d) Study leave shall not ordinarily be granted to an officer who has rendered less than 5 years service or who is due to retire from service within 3 years of the date of return to duty from leave.
- (e) The maximum period of study leave will generally be upto 24 months. It may be extended by a period of two months annual leave (if not already availed) of the year in which study leave commences plus an additional two months furlough entitlement of the three years cycle spanning the study leave period, if so required by the specific study being undertaken. Furlough rates of pay will be admissible during furlough leave when granted. The maximum period of study leave including annual leave and furlough, will be 28 months during the entire service of the officer.
- (f) The study leave will be admissible not more than twice throughout the service subject to the overall 28 months limit, prescribed in (e) above.
- (g) Study leave vacancies will be filled up.
- (h) Prior to the grant of study leave, the officer will give an undertaking in writing that he will not normally seek permission to retire or resign the commission except on grounds of ill health and other compassionate grounds within a period of 3 years after return to duty.

- (i) (1) If an officer seeks retirement from Military service or submits an application to resign his commission during the period of study leave or within a period of three years after return to duty, or if an officer fails to complete his course of study, he shall be required to refund the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Govt of India, and the actual amount, if any, of the cost incurred by other agencies such as foreign Government foundations and trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government loans from the date of demand, before permission to retire is granted or his resignation is accepted. Provided that nothing in this sub-paragraph shall apply:-

(aa) to an officer who, after return to duty from study leave is permitted to resign or retire on grounds mentioned in (h) above, or

(ab) to an officer who, after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or autonomous body or institution in the public interest.

(2) Notwithstanding anything contained in this rule, the Government 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-para (i)(1) above by the officer concerned or class of officers.

2. Pay. During study leave, officers will draw full pay of the rank held and all allowances including City Compensatory Allowances.

3. Study Allowance. A study allowance at the rate prescribed for civil employees, from time to time, will be admissible to all officers granted study leave. This allowance will be paid at the end of every month provisionally subject to an undertaking that it will be refunded on failure to produce the required certificates of attendance. The existing rates of study allowance are as under:-

<u>Name of Country</u>	<u>Study Allowance per diem</u>
Australia	£1.00(sterling)
Continent of Europe	£1.65(sterling)
New Zealand	£1.20(sterling)
UK	£2.00(sterling)
USA	£2.75(sterling)

4. The rates of study allowance to be granted to an officer, who takes study leave in any country other than the one specified above shall be such as may be specially determined by the President in each case.

5. Study allowance shall be allowed for the entire period of vacation during the course of study. In respect of vacation falling at the end of the course of study, it shall be allowed for a maximum period of 14 days.

6. Sickness certified by a medical practitioner may at an officer's option be treated as actual study for purposes of admissibility of study allowance.

7. Where an officer has been permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Govt or non-Govt source, or any other remuneration in respect of any part time employment.

(a) No study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by the officer, from the value of scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible;

(b) In case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the authority competent to grant leave.

8. Study leave will commence from the date an officer is struck off the strength of his unit and the officer must report to the unit to which he is posted on the day following the date completion of his leave.

9. Journey Period. Time spent on the journey to the place of study and return to the station to which posted on completion of the studies will reckon as study leave, but the allowance specified in Para 3 & 4 above will not be admissible during the period of journey.

10. Travelling Allowance. Travelling allowance is ordinarily not admissible but the President may in exceptional circumstances sanction the payment of such allowance.

11. Recall from Study Leave. Officers may be recalled from Study leave with the approval of Deputy Chief of Army Staff (IS&T) based on the following circumstances:-

(a) In case of operational exigencies of service.

(b) In disciplinary cases:-

(i) When an officer is required to attend as a witness, he may be recalled for a maximum period of 40 days i.e. Court of Inquiry (10 days), Summary of Evidence (10 days) and Court Martial (20 days).

(ii) Period of recall for accused should be maximum of four months covering Court of Inquiry, Summary of Evidence and Court Martial.

(c) While calling the witnesses, the schedule of the course examinations should be kept in view. The affected officer would be required to furnish the examination schedule issued by the University/Institute for this purpose to his Stn HQ and MT-9 of this HQ.

12. The recall of officers as in Para 11(a), b(i) & (ii) above would be without liability to reimburse pay and allowances for the period of study leave availed. In case of Para 11(b)(ii) it will also be without liability but if the officer is found culpable his study leave can be terminated with financial burden on him.

13. Extension of study leave upto a maximum period of four months in respect of officers recalled for short periods for emergent requirements as specified above, may be granted with the approval of the Deputy Chief of Army Staff (IS&T). The study leave availed by such officers shall be converted into regular leave standing to their credit on the date on which the study leave commenced and balance period of study leave, if any, which cannot be so converted, treated as extraordinary leave.

14. When an officer is recalled from study leave for purposes given in Para 11 above the period spent between departure from leave station to duty station and back will count as temporary duty. The extension of study leave may be granted on the orders of DCOAS (IS&T). However, officers recalled will not be entitled to Annual Leave for that year on the basis of duty as performed.

15. Application for study leave will be submitted to GS/MT Dte, IHQ of MoD(Army) for necessary action.
(Auth : AI 42/82, AI 16/92 and AI 1/2003).

REGULAR COMMISSIONED OFFICERS OF AMC AND ADC

- 28A. (a) Study leave will be admissible for courses of post-graduate study at recognised institutions or for study ordinarily associated with post-graduate work as may be approved by the D.G.A.F.M.S. Courses of study intended for students preparing for their basic medical/dental qualification will not be approved.
- (b) The study leave will commence from the date an officer is struck off the strength of his unit and he must report to the unit to which he is posted on the day following the date of completion of his leave.
- (c) The period of study leave will not exceed 24 months in all during the entire service of an officer.
- (d) The minimum period for which study leave may be allowed will not be less than six months.
- (e) Study leave may be taken at any time, but it will not be permissible to combine it with any other form of leave.
- (f) Study leave will not count as service for any other leave. It will, however, not affect any period of qualifying service for the grant of furlough, rendered before the officer proceeded on study leave.
- (g) Prior to the grant of study leave, the officer will give an undertaking in writing that he will not seek permission to retire or resign his commission except on grounds of ill health within a period of 5 years from the date of return from study leave last availed of. If an officer chooses to resign his commission after completing five years' service from the date of return from study leave but before completing twelve years of total commissioned service (excluding the period of ante-date), he may be called upon to refund such amount of study allowance drawn by him as may be decided by Government on merits of each case.

REGULAR COMMISSIONED VETERINARY OFFICERS OF THE R.V.C.

29. (a) Study leave will be admissible only for definite courses of post-graduate study at recognised institutions or of study ordinarily associated with post-graduate work. Such courses must be approved as suitable by the DRVS. Courses of study intended for students preparing for their basic veterinary qualifications will not be approved.
- (b) The grant of study leave will be subject to the conditions applicable to Regular Commissioned Officers of AMC and ADC vide clauses (b) to (g) of Rule 28A above.

REGULAR COMMISSIONED OFFICERS OF MILITARY FARMS

30. (a) Study leave will be admissible only for definite courses of post-graduate study at recognised institutions of study ordinarily associated with post-graduate work. Such courses must be approved as suitable by Director of Military Farms. Courses of study intended for students preparing for their basic Agricultural and Dairying qualifications will not be approved.
- (b) The grant of study leave will be subject to the conditions applicable to Regular Commissioned Officers of A.M.C. and A.D. Corps vide clauses(b) to (g) of Rule 28A above.
31. -----

CHAPTER III**RULES APPLICABLE TO JUNIOR
COMMISSIONED OFFICERS, OTHER RANKS,
ETC., ON REGULAR ENGAGEMENT.****SECTION I**

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**SECTION I - RULES APPLICABLE TO JUNIOR COMMISSIONED
OFFICERS (INCLUDING THOSE HOLDING HONORARY COMMISSIONS),
OTHER RANKS AND NCs(E)****CASUAL LEAVE**

32. (a) The maximum amount of casual leave that will be admissible during a year is 30 days.
- (b) Normally, casual leave should not be granted for more than 10 days at a time. Leave upto 30 days at a time may be granted at the discretion of the leave sanctioning authority.
- (c) All patients JCOs, OR and NCs(E) undergoing treatment in Armed Forces Hospitals may be granted causal leave to the extent indicated below to attend to their domestic emergencies, provided the grant of such leave does not interfere with their treatment--
- (i) Maximum of 10 days casual leave to personnel whose homes are within a radius of 800 KM from the hospital.
- (ii) Casual leave upto 10 days or more so as to allow a minimum of 6 days stay at home to personnel whose homes are situated more than 800 KM away from the hospital.

This leave will be admissible only in a real emergency and will be granted at the discretion of the OC Hospital. In the case of TB patients, this leave will be admissible during the period of 1st 12 months of the treatment only provided they are ambulatory and non-infectious. In the case of other patients, this leave will count against the maximum of 30 days casual leave admissible under (a) above.

In a case where the Officer Commanding of the Military Hospital finds that the treatment of the individual has been retarded due to the patients' own imprudence during such leave he may convert such leave into extraordinary leave without pay and allowances.

NOTE:- On extreme compassionate grounds the Officer Commanding, Hospital may grant a second spell of casual leave subject to the conditions stated above.

ANNUAL LEAVE

33. (a) The annual leave admissible will be 60 days in a calendar year. A unit commander may at his discretion permit an individual to avail accumulated annual leave upto 90 days provided the individual had no leave other than casual leave in the preceding calendar year. This concession of accumulated annual leave upto 90 days' will be granted to those individual (including reservists recalled to colour) only who have put it at least 6 months service in the preceding calendar year.

(b) In the case of individuals proceeding to a leave station which necessarily involves a journey of more than two days each way, additional leave in excess of annual leave or accumulated annual leave may be granted to cover the journey period in excess of two days each way. This additional leave will be admissible once a year irrespective of the period of stay at the leave station.

The above provisions are also applicable to individuals whose homes are located in Andaman, Nicobar as well as in Laccadive, Minicoy and Amindivi Islands. Their leave will be so arranged that they are detained at ports awaiting embarkation for the minimum possible period.

(c) JCOs, OR and NCs(E) serving outside India in Embassies etc., who do not avail themselves of leave admissible under clauses (a) or (b) above, while abroad, will be allowed 120 days accumulated annual leave on return to India on completion of their normal tenure of service with the Embassy etc. Compassionate cases for grant of leave to be availed of in India before the completion of tenure period will be considered on the merits of each individual case.

The above accumulated annual leave may, if they so desire, be granted to the individuals direct from the port of disembarkation in India, in which case the leave will commence from the date of disembarkation in India and the personnel will be remain on the strength of their Units/Record Offices as the case may be.

NOTE:- JCOs, OR and NCs(E) serving in Embassies/Missions abroad, who undertake return journey by an unapproved route in terms of Government orders issued from time to time and are desirous of availing of accumulated annual leave under the above mentioned Rule will be permitted to do so. In their case, the leave will be deemed to have commenced from the date on which the journey, if undertaken by an approved route, would have been completed.

(d) The grant of annual leave in the first year of engagement will be subject to the condition that the individual has at least 6 months service including service as recruit.

NOTE 1:- Cases of OR and NCs(E) involving the grant of annual leave before completion of six months service in the first year of engagement will be regularised by Headquarters Commands by adjustment against the annual leave entitlement of the same calendar year if individual subsequently qualified for it. In cases where the individual completes six months' service in the next year, the leave granted will be adjusted against that year's annual leave entitlement.

NOTE 2:- In cases, where annual leave for the following year does not accrue to an individual due to his death, retirement, discharge or dismissal, the period to be adjusted against that leave will be treated as extraordinary leave without pay and allowances.

Exception: 1. Gorkha JCOs, OR and NCs(E) domiciled in Nepal and JCOs, OR and NCs(E) who are having homes in Sikkim or are nationals of Bhutan will be granted annual leave as follows:-

(a) 60 days leave in a calendar year, or

(b) 120 days accumulated annual leave in the second year reduced by the period of annual leave taken either for the purpose of adjustment of sick leave or on account of regularisation of overstayal/excess grant of leave in the preceding year provided it does not exceed 30 days. However, no benefit of accumulation will accrue if the annual leave taken during the preceding year is more than 30 days.

2. When granted annual or accumulated annual leave as above, personnel will be allowed once in a block of two calendar years, additional leave to cover extra journey period from the duty station to the leave station and back in excess of 4 days. For example, if an individual spends 30 days in journey from his duty station to the leave station and back, he will be allowed 26 days additional leave over and above the annual or accumulated annual leave as the case may be, provided that he has not availed of such additional leave in the same block of two years, block being 1965-66, 1967-68 and so on.

In the case of new entrants, the block of two years will start from the year in which they qualify for the grant of annual leave for the first time.

(e) If an individual overstays his annual/accumulated annual leave due to reason beyond his control other than his own sickness, and the competent authority (stated below) is so satisfied, the overstayal of leave to the extent given below may be regularised by adjustment against his future leave entitlement as under:-

Categories of Personnel	Period of Overstayal	Competent Authority
(1)	(2)	(3)
JCOs and OR (Other than Gorkhas)	Overstayal upto 30 days of annual leave	Officer Commanding
JCO and OR (Other Than Gorkhas)	Overstayal upto 30 days of accumulated annual leave	An Officer having powers of not less than an Area/ Divisional or equivalent Commander
Gorkhas - JCO and OR	Overstayal upto 30 days of annual or accumulated annual leave	Officer Commanding

Cases of overstayal of annual/accumulated annual leave beyond 30 days but upto 60 days due to reasons beyond one's control other than own sickness and natural calamities will be regularised by Headquarters Commands by adjusting the period of overstayal against the balance of annual/accumulated annual leave of the year, if any. The balance upto 30 days will be adjusted against next year's annual leave entitlement and the remaining balance, if any, as extraordinary leave without pay and allowances.

NOTE 1:- Cases of overstayal of leave beyond 60 days will be regularised under the orders of the Adjutant General.

NOTE 2:- In cases, where annual leave for the following year does not accrue to an individual due to his death, retirement, discharge or dismissal, the period to be adjusted against that leave will be treated as extraordinary leave without pay and allowances.

(f) An extension of annual leave upto 30 days may be granted to JCOs, OR NCs(E) by the Officer Commanding in exceptional and compassionate cases due to own sickness, natural calamity or any other extraordinary circumstances beyond the individual's control provided he is satisfied about the genuineness of the grounds of such extension. The extension of leave so granted will be dealt with in the same manner as overstayal of leave under the existing rules. Extensions of accumulated annual leave to the same extent, under similar circumstances, will be authorised under the order of Area/Divisional Commander except in respect of extension due to own sickness and extension in respect of Gorkhas which will be dealt with by the Officer Commanding.

(g) Cases of JCOs, OR and NCs(E) involving excess grant of annual/accumulated annual leave upto 60 days due to faulty documentation, mis-interpretation of the Leave Rules and non-accounting of sick leave taken earlier in the year will be regularised by Headquarter Commands by adjustment of the period involved against annual leave entitlement of the year in which irregularity is detected, if due. If the annual leave of the year has already been availed of, adjustment will be made against the following year's annual leave entitlement. Cases involving periods in excess of 60 days will be reported to the Adjutant General for orders.

(Auth : Govt of India, Min of Defence letter No 7(50)/2001/D(AG) dated 14 Aug 2001 as amended vide letter dated 24 Sep 2001)

34. In compassionate cases, where the current year's annual leave has already been availed of, leave may be granted upto a maximum of 30 days which will be debited to the next year's annual leave entitlement.

SICK LEAVE

35. (a) The entire period spent in a military or a recognised civil hospital will be treated as on duty.

NOTE: The provisions contained in clause(a) above are applicable to those individual only, who fall sick whilst on duty.

(b) After discharge from hospital, sick leave may be granted on the recommendation of the competent medical authority. There is no limit to such leave except that it should be restricted to a period in which there is a reasonable prospect for the individual becoming fit for duty.

The period of overstayal of sick leave granted under the first sub-para to an individual, who is again admitted into the military hospital during the currency of that leave on account of disease/illness for which he was originally admitted into the military hospital while on duty, will be dealt with in the manner in which cases of overstayal of annual/accumulated annual leave are regularised under clause (e) below, as amended from time to time.

(c) The period of absence after discharge from hospital/overstayal of leave on account of sickness will first be debited to the annual leave or accumulated annual leave account and the excess, if any, will be regarded as sick leave.

(d) If an individual is compelled to overstay his annual leave due to his own sickness and gets treatment at home, the period of such overstayal upto a maximum of 30 days (60 days in the case of Gorkhas) will be treated as sick leave with full pay and allowances by the Officer Commanding if he is so satisfied about the bonafides of the case after making necessary enquiries. The overstayal upto 60 days in the case of individuals other than Gorkhas may be regularised by an officer having powers of not less than Brigade/Sub Area or Equivalent Commander if he is satisfied about the genuineness thereof after making necessary enquiries, by treating the first 30 days as sick leave and the balance against the following year's annual leave entitlement. All cases of overstayal beyond 60 days will be referred to the Adjutant General for orders.

NOTE: In cases where the period of overstayal is required to be adjusted against the following years' annual leave entitlement, the annual leave of that year will be regarded as actually consumed for carrying out such adjustment to the extent required. The grant of leave on compassionate grounds in the following year if necessary, will be dealt with under Rule 34.

(e) (i) Overstayal of annual/accumulated annual leave by an individual who falls sick and is admitted into a military hospital during the currency of such leave granted to him will be treated as sick leave with full pay and allowances from the date of expiry of annual/accumulated annual leave granted initially upto the date of discharge from the military hospital. Such sick leave will only be admissible provided the Officer Commanding, Military Hospital certifies that the sickness or injury was not caused by the individual's own fault and that the individual is likely to be rendered fit for military duty after a reasonable period of treatment.

(ii) The period of hospitalisation of an individual who falls sick and is admitted into a military hospital during the currency of casual leave, will be regarded as sick leave with full pay and allowances subject to the conditions mentioned in (i) above.

The period of casual leave available upto the date preceding the date of admission into the hospital will be regarded as annual leave of the current year, if due, otherwise adjusted against next year's annual leave entitlement. In case no future annual leave is accrued to the individual, due to his retirement/discharge, the period of casual leave availed will be regarded as extraordinary leave without pay and allowances.

(iii) The period of sick leave recommended on discharge from hospital in the case of individuals mentioned in sub-paras (i) and (ii) above will be debited to the annual or accumulated annual leave account and the excess, if any, will be regarded as sick leave with full pay and allowances.

(iv) The period of hospitalisation from the date of expiry of sick leave in the case of individuals who are again admitted to a military hospital during the currency of sick leave granted under sub-para (iii) above and subsequent grant of sick leave, if any, will be debited to the annual or accumulated annual leave account and the excess, if any, regarded as sick leave with full pay and allowances subject to the conditions mentioned in sub-para (i) above.

(v) The period of hospitalisation from the date of expiry of sick leave for check up and passing fit for duty will be treated as sick leave with full pay and allowances.

(vi) The period intervening between the date of discharge from the hospital to the date of reporting for duty will be debited to the annual or accumulated annual leave account and the excess, if any, will be regarded as sick leave with full pay and allowances.

(f) The sick leave recommended on discharge from hospital will commence from the date following the date of discharge from the hospital.

(g) In the case of an individual other than a Gorkha, who falls sick while on leave and is admitted into hospital (Military/Civil) whose case is not covered by clause (e) (i) above and consequently overstays the leave sanctioned, the period of overstay upto 60 days may be regularised by the Officer Commanding at his discretion by treating the first 30 days as sick leave with full pay and allowances and the balance upto 30 days by adjustment against the following year's annual leave entitlement of the individual.

All cases of overstay beyond 60 days will be referred to the Adjutant General for orders.

NOTE: In cases where the period of overstayal is required to be adjusted against the following year's annual leave entitlement, the annual leave of that year will be regarded as actually consumed for carrying out such adjustment to the extent required. The grant of leave on compassionate grounds in the following year if necessary, will be dealt with under Rule 34.

(h) In case the sick leave granted to an individual extends from one calendar year to the next, the portion of such leave falling in the next year will first be debited to that year's annual leave entitlement of the individual.

(i) JCO/OR and NCs(E) who fall sick whilst on leave and are subsequently declared to be TB patients, the period intervening between the date of expiry of leave initially granted to them and the date preceding the date of diagnosis of the disease as TB attributable to or aggravated by Military Service and beyond, may be regularised as under:-

(a) Personnel admitted to hospital during the currency of the leave.

Period from date of expiry of leave while in hospital to the date preceding the date of diagnosis of TB.	As sick leave with full pay and allowances.
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(b) Personnel admitted to hospital after expiry of the leave but before joining duty.

(i) Period from the date of expiry of leave to the date preceding the date of admission to the hospital.	First 30 days (60 days in the case of Gorkhas) as sick leave (Provided absence is due to sickness) and the balance as extraordinary leave without pay and allowances.
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(ii) Period from the date of admission to the hospital to the date preceding the date of diagnosis of TB.	As sick leave with full pay and allowances.
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From the date of diagnosis as TB attributable to or aggravated by Military Service, the individual may be granted sick leave upto 12 months with full pay and allowances.

**LEAVE PENDING RETIREMENT/DISCHARGE/
TRANSFER OR RETRANSFER TO THE RESERVE**

- *36. (a) An individual proceeding on leave pending retirement/discharge will be eligible to avail of the balance of the annual and accumulated annual leave, if any, standing to his credit.
- (b) In addition, he may be granted another period of 60 days leave, subject to the condition that the total period does not exceed 120 days. This concession will be admissible only to those who go on retiring pension.
- (c) (i) Individuals transferred/retransferred to the reserve, will be eligible to avail of the balance of annual/accumulated annual leave, if any standing to their credit, pending their transfer/retransfer to the reserve. This leave is to be availed of within the period of colour service for which enrolled including subsequent extensions.
- (ii) Extension of colour service to cover the leave period, will however, be admissible only in cases where transfer/retransfer of the individuals to the reserve could not be foreseen sufficiently in advance to enable them to take their leave during their colour service or any extension thereof already granted. Such extension may be granted under the normal rules.
- (d) Army personnel, selected for training in Industrial Training Institutes, in the last year of their service, will be allowed to avail of all terminal and annual leave etc., due to them, before joining the training course if they so desire, so that the training (pre-cum-post release) is continuous and without break. The trainees will, however, be allowed by ITI, a period not exceeding 10 days, to proceed to their Record Office, on duty to complete the release formalities, before actual date of release/retirement.

NOTE 1: The leave under this rule is admissible in all cases of discharge, as distinct from dismissal, whatever may be grounds for discharge.

NOTE 2: In the case of an individual who is declared as medically unfit for further service and sent home direct from the hospital, the period between the date of discharge from hospital and the actual date of his discharge from service will, if he is not entitled to any leave pending discharge, be treated as special casual leave subject to a maximum limit of 30 days. Cases in which intervening period exceeds 30 days will be reported to Government for orders with a full explanation of the circumstances and reasons for delay.

- *37. Reservists recalled to colour will be granted leave pending discharge/retransfer to reserve as under:-

- (a) Due annual/accumulated annual leave to those who have rendered six months service in the preceding calendar year.

- (b) 60 days due annual leave to those who have completed three months of service.
- (c) 30 days due annual leave to those who served for less than three months.
- (d) Personnel with less than three months' service, who are discharged at their own request, will not be given leave pending discharge.
- (e) Recalled reservists on completion of total six months service will be granted annual/accumulated annual leave under the normal rules. In solitary cases where extreme compassionate grounds exist, the Officer Commanding may at this discretion, grant annual leave on the following scale to the recalled reservists before completion of six months service:-
 - (i) Upto 30 days annual leave to those whose total service is less than 3 months.
 - (ii) Upto 60 days annual leave to those who have completed total 3 months' service.

The annual leave granted under this sub-para will be adjusted against such leave that may be earned on return from leave or their entitlement of terminal leave under sub-paras (a) to (c) above.

The term 'service' referred to above includes period of training followed by colour service without break.

*38. (a) JCOs, OR and NCs(E) who are retired/discharged from the service at their own request will be eligible for annual leave and accumulated annual leave pending retirement/discharge as under:-

- (i) Cases where leave pending retirement/discharge commences on or before 31st March of the year:-
 - (1) 30 days annual leave for that year, or
 - (2) 60 days accumulated annual leave to those who had no leave other than casual leave in the preceding year and had put in at least six months service in the preceding year. In the case of Gorkhas domiciled in Nepal and Bhutan and those having homes in Sikkim such leave will be 90 days subject to any deduction under the exception below Rule 33 (d).
- (ii) Cases where leave pending retirement/discharge commences on or after 1st April of any year:-

Full annual leave will be admissible. Accumulated annual leave due under the rules will be admissible provided at least six months service had been performed in the preceding year.

(b) JCOs, OR and NCs(E) who are discharged due to invalidment (other than TB) without performing any duty during the year and who have had no leave other than casual leave in the preceding year will be granted leave pending invalidment as follows:-

(i) Cases in which leave pending invalidment commences on or before 31st March of the year - 30 days.

(ii) Cases in which leave pending invalidment commences on or after 1st April of the year - 60 days.

(c) In the case of those who have performed duty in the year of invalidment, full entitlement of annual or accumulated annual leave will be admissible under the normal rules.

(d) The additional leave of 60 days provided for in Rule 36(b) above will continue to be admissible in addition to the leave granted under sub-para (a) or (b) above provided the conditions therefore are satisfied.

*(Provisions of Leave Rules 36 to 38 so far as leave pending retirement/discharge/invalidment is concerned, are no longer applicable wef 01 Feb 1987 due to abolition of leave pending retirement/discharge vide GoI, MoD letter No 15(3)/82/OA-A/DS(AG) dated 01 Jan 1986)

RETENTION ON THE STRENGTH OF UNITS/ESTABLISHMENT

39. Individuals will remain on the strength of their units/establishments for the period of annual leave and no acting promotion will be admissible in their place.

Exception (1) In the case of personnel granted long leave under exception to Rule 33 Area/Divisional Commander may authorise a replacement if considered necessary. In cases where the competent authority authorises promotion in replacement, the individual proceeding on leave will relinquish his appointment from the first day of absence on leave.

(2) Officers having powers of not less than an Area/Divisional Commander may sanction the employment of substitutes in place of NCs(E) during authorised absence on leave when the duties pertaining to the absentee cannot be carried out by other non-combatants of the unit concerned or by the non-combatants loaned from other units in the same station. Such employment of substitutes in lieu of NCs(E) is also permissible during the periods spent by them in hospital which are treated as duty.

When the number NCs(E) of a particular type in a station is less than three, it will usually be necessary, when one of these is sick or on leave, to engage a substitute, but when the number of NCs(E) of the same type is three or more there will be seldom circumstances justifying the engagement of a substitute during the absence of one.

No substitute will be engaged in place of artificers EME who proceed on leave. Substitutes employed under the above provisions will be engaged on a temporary basis and will be classified as temporary personnel.

(3) An Area/Divisional Commander may sanction employment of substitutes in place of combatant Tailors, Carpenters, Saddlers and Equipment and Boot repairers in the same circumstances and under the same conditions as laid down in exception 2 above.

NOTE: The above provision will continue to apply to such of the NCs (E) as have been combatised wef 1-1-72.

EX-INDIA LEAVE

40A. (1) Annual/accumulated annual leave and sick leave admissible to JCOs, OR and NCs(E) under the rules in Chapter IV of the Leave Rules for the Army may also be granted ex-India as under:-

- (a) On the recommendation of competent medical authority,
- (b) to personnel for recreation,
- (c) to personnel with vested interests overseas,

(2) Leave ex-India will commence and terminate in accordance with Rule 4 of the Leave Rules for the Army and will be subject to any restrictions which may be imposed from time to time by the Govt of India.

(3) Leave ex-India will be sanctioned by an officer having power of not less than a Brigade/Sub Area or equivalent Commander in the case of those serving in lower formation and Directors in the case of personnel service at Army Headquarters.

(Auth : Case No 94425/775/D(AG)/1981 M of F(D) U.O. No 3395/PD of 1981)

SECTION II-RULES APPLICABLE TO RECRUITS AND BOYS**CASUAL LEAVE**

41. Casual leave will be admissible as for other ranks-See Section I, Rule 32.

ANNUAL LEAVE

42. (a) The annual leave admissible will be 30 days in a calendar year. This may be accumulated upto 45 days at the discretion of the Officer Commanding unit.

(b) In the case of individuals proceeding to a leave station which necessarily involves a journey of more than two days each way, additional leave in excess of annual leave or accumulated annual leave period may be granted to cover the journey period in excess of two days each way. This additional leave will be admissible once a year irrespective of the period of stay at the leave station.

The above provisions are also applicable to individuals whose homes are located in Andaman, Nicobar as well as in Laccadive, Minicoy and Amindivi Islands. Their leave will be so arranged that they are detained at ports awaiting embarkation for the minimum possible period.

(c) The grant of annual leave in respect of recruits will be subject to the condition that the individual has at least 6 months service. This limit of 6 months may be relaxed at the discretion of the Officer Commanding unit to suit training arrangements.

(d) If a recruit or a boy, overstays annual/accumulated annual leave due to reasons beyond his control other than his own sickness, the period of such overstayal upto a maximum of 15 days may be regularised by adjustment against his future leave entitlement by the Officer Commanding provided he is satisfied about the bonafides of the case after making necessary enquiries.

Cases of overstayal of annual/accumulated annual leave beyond 15 days but upto 30 days due to reasons beyond one's control other than own sickness and natural calamities will be regularised by Headquarters Commands by adjusting the period of overstayal against the balance of annual/accumulated annual leave of the year, if any. The balance upto 15 days will be adjusted against the following year's annual leave entitlement and the remaining balance, if any, will be treated as extraordinary leave without pay and allowances.

NOTE 1:- Cases of overstayal of leave beyond 30 days will be regularised under the orders of the Government.

NOTE 2:- In cases where annual leave of the following year does not accrue to an individual due to his death, retirement, discharge or dismissal, the period to be adjusted against that leave will be treated as extraordinary leave without pay and allowances.

(e) Extensions of annual/accumulated annual leave upto 15 days may be granted to recruits/boys by the Officer Commanding in exceptional and compassionate cases due to natural calamity or any other extraordinary circumstances beyond the individual's control provided he is satisfied about the genuineness of the grounds of such extension. In the case of their own sickness, however, extension upto 30 days may be granted. The extensions of leave so granted will be dealt with in the same manner as overstayal of leave under the existing rules.

(f) Cases of recruits involving excess grant of annual/accumulated annual leave upto 30 days due to faulty documentation, misinterpretation of the Leave Rules and non-accounting of sick leave taken earlier in the year will regularised by Headquarters Commands by adjustment of the period involved against annual leave entitlement of the year in which irregularly is detected, if due. If the annual leave of that year has already been availed of adjustment will be made against the following year's annual leave entitlement. Cases involving periods in excess of 30 days will be reported to Government for orders.

SICK LEAVE

43. Sick leave will be admissible as to other ranks-See Rule 35.

LEAVE ADMISSIBLE ON CLASSIFICATION OF RECRUITS/BOYS AS OTHER RANKS/RECEIPTS

44. Recruits after being classified as other ranks, will be entitled to 60 days annual leave as admissible to serving OR. The period of leave (other than casual leave) already availed of by them in the same calendar year under Rules 42 and 43 will be deducted from the 60 days annual leave and they will only be entitled to the balance of the annual leave. Recruits who have successfully completed their recruit training and been classified as trained soldiers, but are still awaiting their attestation, will also be sanctioned sixty days' annual leave at the discretion of Bde/Sub Area or Equivalent Commander.

Boys after being classified as recruits will continue to be entitled to 30 days annual leave only as admissible to serving recruits. The period of leave (other than casual leave) already availed of by them as boys in the same calendar year, will be deducted from the 30 days annual leave and they will be entitled only to the balance of annual leave.

CHAPTER IV**RULES APPLICABLE TO NON-REGULAR PERSONNEL.****SECTION I**

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**SECTION I -- OFFICERS HOLDING EMERGENCY, TEMPORARY OR
SHORT SERVICE COMMISSIONS**

CASUAL LEAVE

45. Casual leave will be admissible on the scale and under the conditions applicable to permanent commissioned officers.

ANNUAL LEAVE

46. Annual leave will be admissible on the scale and under the conditions applicable to permanent commissioned officers.

FURLOUGH

47. Furlough will be admissible on the scale and under the conditions applicable to permanent commissioned officers provided they serve for a period of not less than three years.

SICK LEAVE

48. Sick leave (including the "sick list concession" and "leave on invalidment") will be admissible on the scale and under the conditions applicable to permanent commissioned officers subject to the proviso that extension upto a period of 24 months/two and half years (vide Rule 20), will be granted only in cases where there is a reasonable prospect of the officer continuing in service beyond his current engagement if that engagement is to terminate during the period of leave granted.

In the case of officers suffering from pulmonary tuberculosis found to be attributable to/aggravated by service and retained in a military hospital, the period of 8 months mentioned in Rule 22(a) may be extended upto a date on which medical or surgical finality is reached subject to the overriding limit of 24 months and provided the extended leave falls within the officer's current engagement.

49. -----

STUDY LEVAE

50. Non-Regular Officers of all Arms and Services including the Army Medical Corps(AMC), Army Dental Corps(ADC) and Veterinary Officers of the Remount and Veterinary Corps(RVC) are NOT entitled to "Study Leave" under Rules 27-29.

TERMINAL LEAVE

51. Officers granted Short Service Commission for an initial period of three years or more will, on the termination of their engagement, be entitled to 28 days leave on full pay in addition to the annual leave or the balance thereof to which they may be entitled in the year in which their engagements terminate.

52.

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54.

55. Officers holding Short Service Commissions and those holding Temporary Commissions, who are permitted to resign their commissions before the completion of their initial contract (i.e. 1, 3, 5 and 7 years as the case may be), will not be eligible for the terminal leave referred to in Rule 51 above.

MATERNITY LEAVE TO WOMEN OFFICERS OF THE ARMY

56. Maternity Leave to Women Officers of the Army will be granted as under:-

(a) 180 days on full pay for each confinement subject to maximum of two confinements/two surviving children.

(b) In exceptional cases a further extension of one month may be granted by the competent leave sanctioning authority without pay, in addition to annual leave and furlough entitlements.

(c) 30 days leave on full pay in case of miscarriage, abortion (including medical termination of pregnancy under the (MTP Act), subject to the following restrictions:-

(i) Leave shall not be permissible more than twice in the course of service of an officer.

(ii) An interval of not less than 24 months between two successive spells of above leave should exist.

(d) This will take effect from 01 Sep 2008.

(Authority : GoI, MoD letter No B/33922/AG/PS-2(b)/943/D(AG) dated 16 Mar 2009 and case No B/33922/AG/PS-2(b)/D(AG) dated 30 Jun 2015)

CHILD CARE LEAVE (CCL)- WOMEN OFFICERS OF THE ARMY

56A. Grant of CCL to Women Officers in the Defence Forces will be subject to the following:-

(a) PC Women Officers to be granted 360 days CCL and SSC Women Officers to be granted 180 days CCL during entire service period for taking care of two eldest surviving children below 18 years of age whether for rearing or to look after any of their needs like examination, sickness etc. However, in case child has minimum disability of 40%, the age limit of the child for grant of CCL will be below 22 years instead of 18 years.

(b) CCL will be applicable for up to two eldest surviving children (whether from one child birth or more). CCL will also be applicable to adoptee mothers.

(c) CCL shall not be granted in more than two spells in a calendar year.

(d) CCL shall not be granted for a period of less than 15 days in each spell and not more than 30 days in each spell upto a maximum of 60 days in a calendar year. In cases where the CCL spills over to the next year, it may be treated as one spell against the year in which the leave commences.

(e) SSCOs who are later granted Permanent Commission during their service career be entitled to the difference of CCL authorized to a PC officer and the CCL availed during her tenure as SSCO subject to the ceiling of 360 days.

(f) CCL is to be treated like annual leave and sanctioned as such. Consequently, Saturdays, Sundays, Gazetted holidays, etc. falling during the period of leave would also count for CCL, as in the case of annual leave. Similarly, prefixing/suffixing of holidays to CCL will also be permitted as in case of annual leave.

(g) CCL will not be debited against any other leave account.

(h) CCL cannot be demanded as a matter of right. Its grant will always be subject to the exigencies of the service.

(j) CCL may be combined with leave of any other kind except casual leave.

(k) In case of Women Officers of Defence Forces who have been unable to avail CCL in the absence of Govt orders during the intervening period i.e. 01 Sep 08 and date of issue of this Govt letter, the following guidelines are stipulated:-

(i) Woman officers who have availed annual leave during this period specifically for looking after the needs of the children will be entitled to commute the same to CCL subject to fulfillment of other conditions laid down in this letter.

(ii) A certificate countersigned by the Commanding Officer be taken from the concerned Women Officers stating that the leave during the intervening period had been availed only for looking after the needs of the children.

(iii) As a one time special dispensation these officers on commutation of annual leave to CCL may be permitted either to accumulate the annual leave availed during the intervening period for encashment subject to the present overall limit of a maximum of 30 days in a calendar year upto a limit of 300 days or avail the same by 31 Dec 2015.

(l) CCL will not be granted to Women Officers during the period of probation/training (including pre-commissioning training and post-commissioning course of instructions).

(m) LTC cannot be availed during Child Care Leave.

(n) The above stipulation (paras (k) (i) to (k) (iii)) will be a one time special dispensation and cannot be quoted in future.

(Auth : Govt of India, MoD letter No B/33922/AG/PS-2(b)/687/D(AG) dated 04 Mar 2014)

CHILD ADOPTION LEAVE - WOMEN OFFICERS OF THE ARMY

56B. Woman Service Officers with fewer than two surviving children, on valid adoption of a child below the age of one year, may be sanctioned Child Adoption Leave for a period of 180 days immediately after the date of valid adoption, on the lines of maternity leave admissible to natural mothers. This facility will be uniformly applicable to PC as well as SSC women officers. The conditions for grant of leave will be as under:-

(a) Facility is not admissible to a Woman Officer already having two surviving children at the time of adoption.

(b) This may be combined with annual leave and furlough on a sliding scale depending upon the age of the child on the date of adoption without taking into account Child Adoption Leave as in the following illustrations:-

(i) If the age of the child is less than nine months, the maximum period of four months (two months annual leave and two months furlough as authorized in extant Leave Rules) may be allowed.

(ii) If the age of child is nine months and above but less than twelve months, leave upto three months (annual leave and furlough as authorized in extant Leave Rules) may be allowed.

(c) Child Adoption Leave shall not be debited against the leave account. The leave shall be granted in a single spell.

(d) Leave salary will be equal to pay drawn immediately before proceeding on leave.

(Auth : Govt of India, MoD letter No B/33922/AG/PS-2(b)/5/US/(AG-II)/D(AG) dated 15 Jan 2016)

57.

TEMPORARY NURSING OFFICERS

58. Temporary officers of the Military Nursing Service will be governed by such rules and conditions as may from time to time be applicable to regular officers of the Military Nursing Service.

NOTE: Furlough will be admissible on the scale and under the conditions applicable to regular officers of the Military Nursing Service provided they serve for a period of not less than three years.

59. No leave, other than casual leave, will however be admissible to a Temporary Nursing Officer during the probationary period of 3 months.

60. Temporary Nursing Officers who are released from service, on completion of the initial contractual period of 3 years on marriage or other grounds except misconduct, and those who are invalided out of service irrespective of the period of service, will be entitled to 28 days terminal leave on full pay in addition to the annual leave or the balance thereof to which they are entitled in the year in which their engagement terminates.

MILITARY NURSING OFFICERS (LOCAL)

61. Military Nursing Officers (Local) granted temporary Commissions under the terms and conditions laid down in AI 3/58, will be entitled to leave, as follows:-

- (a) Casual Leave . 10 days during the calendar year.
- (b) Annual Leave . One month during each calendar year subject to the condition that such leave will not be granted until completion of the first year of service. Leave can be accumulated upto 60 days. It will, however, be availed of in one lot.
- (c) Sick Leave . One month for every year of service, only whole years beginning from the date of initial engagement being counted for this purpose and the rest of the period being ignored. It may be taken at any time during the service. Sick list concession will not be admissible.

LEAVE EX-INDIA

62. Leave ex-India may be granted to non-regular officers under the same conditions as applicable to permanent commissioned officers.

**SECTION II -- OFFICERS GRANTED SHORT SERVICE COMMISSIONS
FOR EMPLOYMENT WITH NCC UNITS**

63. Officers granted Short Service Commissions in the Army for employment with NCC units will be eligible for leave as under:-

(a) Casual, annual and sick leave will be admissible under Section I of this Chapter subject to the following modifications:-

(i) Annual leave will be 30 days in a calendar year.

(ii) Sick leave will be admissible at the rate of one month for every year of the period of employment for which an officer is engaged initially or on extension, only whole years beginning from the date of initial engagements being counted for this purpose and the rest of period being ignored. This leave may be taken at any time during the period of employment. This will not include annual leave due. Sick list concession will not be admissible.

NOTE:- There will be no difference between attributable and non-attributable cases for purpose of grant of sick leave.

(iii) No furlough will be admissible.

(b) On termination of engagement, except on disciplinary grounds or when permitted to resign his commission before the end of 4 years, 28 days leave on full pay will be admissible in addition to annual leave, which will be proportionate to the period of service during the year in which the engagement terminates.

**SECTION III -- RETIRED REGULAR OFFICERS RE-EMPLOYED
AND RELEASED NON-REGULAR OFFICERS GRANTED
SHORT SERVICE COMMISSIONS**

64. Retired Regular Army Officers re-employed in the Army and Released Non-Regular Officers granted SSC under the provisions of AIs 6/S/57 and 8/S/57 respectively, will be eligible for leave as under:-

(a) Casual, annual and sick leave will be admissible under Section I of this Chapter subject to the following modification:-

(i) Annual leave will be 30 days in a calendar year. However, for Regular Army Officers re-employed in the Army, Annual leave will be 60 days in a calendar year.

(ii) Sick leave will be admissible at the rate of one month for every year of the period of re-employment for which the officer is engaged initially or on extension, only whole years beginning from the date of initial engagement being counted for this purpose. It may be taken at any time during the period of re-employment.

It will not include annual leave due. There will be no difference between attributable and non-attributable cases for the purpose of grant of sick leave. Sick list concession will not be admissible.

Exception- Re-employed officers will be entitled to proportionate sick leave for the last year of their engagement in the following cases:-

(1) Where the officer is released at his own request before the completion of his tenure of re-employment.

(2) Where the officers is released on disciplinary grounds.

(iii) No furlough or terminal leave will be admissible.

SECTION IV -- NON-REGULAR OTHER RANKS AND NCs(E)

65. The grant of leave to non-regular other ranks and NCs(E) will be governed by the same rules as applicable to corresponding personnel on regular engagement.

NOTE- The terminal leave pending discharge admissible under Rule 36(a) may be granted to the above personnel even after the expiry of the original term of engagement, or a portion of such leave may also extend beyond the date of expiry of the original engagement. (No longer applicable due to abolition of LPR/LPD wef 01 Feb 1987). Deleted

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67.

68.

CHAPTER –V**MISCELLANEOUS****RULES**

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LEAVE GRANTED TO OFFICERS ON PASSING OUT OF PRE COMMISSION TRAINING ACADEMY

69. An officer may be granted, on being commissioned but prior to assuming duty, 30 days annual leave. This leave will be counted against his annual leave entitlement for the year in which he performs duty on expiry of that leave.

PERSONNEL SERVING IN INDIAN EMBASSIES OR MISSIONS ABORAD

70. Indian Army personnel (Officers and men) serving in Indian Embassies or Missions abroad will continue to be governed by Indian Army Leave Rules. They will be granted locally casual, annual leave and sick leave as is admissible to corresponding personnel serving in India.

In exceptional cases, on compassionate or other grounds, where the annual leave to the credit of an officer is not adequate, furlough may be granted in addition, with the sanction of Government of India. The grant of furlough will, however, be restricted to only one occasion during an officer's service in a particular foreign country and shall be availed of during the period of his tenure in that country.

PERSONNEL SENT ABROAD ON DEPUTATION OR ON COURSES OF INSTRUCTIONS

71. Army personnel sent abroad on deputation or on course of instructions may be granted leave to the extent as laid down in Rules 17, 18, 32 and 33 under the following conditions:-

1. Casual Leave – Casual leave may be given in special circumstances at the discretion of Heads of Missions subject to the condition that its grant should not have the effect of extending the period of deputation.
2. Annual Leave – Annual leave may be given to coincide with recognised breaks in courses of instructions.

3. The leave will be sanctioned under the authority of the Head of the Missions. In countries where there are Service Attaches or Advisers, the Head of Mission may at his discretion authorise the Service Attache/Adviser to sanction the leave on his behalf. The grant of leave will be subject to such administrative instructions as may be issued by the Army Headquarters from time to time.

4. (a) Officers who take leave in continuation of the deputation/course of instruction abroad for personal reasons will not have their transit time for the return journey treated as duty except in the following cases:-

(i) When leave not exceeding 50% of the actual period of duty performed/to be performed outside India (excluding the transit time from India to the country of deputation and back, and enforced halts, if any) or 14 days, whichever is less, is granted for personal reasons before, during or at the end of the deputation/training abroad. However, in case of official visit/tour abroad (including training and excluding study leave) where the period of deputation is less than eight days, the Govt official may be granted ex-India leave for a maximum period of four days.

(ii) When leave is taken on medical grounds or for spending profitably a period of enforced halt due to unavoidable waiting for a passage, before, during or at the end of the deputation/training abroad.

(b) Leave under clause (a) above upto 14 days will be sanctioned under the authority of the Head of the Mission. In countries where there are Service Attaches/Advisers, the Head of Mission may, at his discretion, authorise, the Service Attache/Adviser to sanction such leave on his behalf. Government sanction will be required for grant of leave in excess of 14 days.

(c) During ex-India leave, the closed holidays (Saturday/Sunday etc) may be allowed to be prefixed/suffixed as the case may be subject to the condition that no extra financial implications like payment of hotel charges/per diem allowances etc are involved.

71-A. Officers employed with Embassies/Missions abroad who return to India on completion of the normal tenure abroad and those returning after attending a course of 10 weeks duration or more, may be granted leave due (casual, annual, combined or furlough) from the port of disembarkation/deplanement in India provided they are desirous of availing the same and are held against the appointment to which posted.

The leave will commence from the date of disembarkation/deplanement in India, or from the date of expiry of unavailed portion of preparatory period, as the case may be. It will terminate on the day preceding that of rejoining the new appointment if the Officer rejoins in the forenoon or on the date of rejoining if he rejoins in the afternoon.

NOTE :- The leave will be granted by the Directorate/Branch at IHQ of MoD(Army) which controls the posting of the Officers.

PERSONNEL PARTICIPATING IN SPORTING EVENTS AND TOURNAMENTS

72. The periods of absence from duty of Service personnel (including officers but excluding cadets/boys/recruits) participating in sporting events and tournaments or whose services are utilised in connection with the coaching or administration of the teams participating in the events or tournaments will be treated as special casual leave to the extent and subject to the conditions given below:-

(a) Special casual leave may be allowed for a period not exceeding 30 days in any one calendar year. The period of absence in excess of 30 days should be regulated under the normal rules. For this purpose, the personnel may, as a special case, be permitted to combine special casual leave either with casual leave or regular leave as the person concerned may desire; however combination of special casual leave with both casual leave and regular leave at one time is not permissible.

(b) The special casual leave may be allowed only:-

(1) for participation in sporting events of national or international importance; and

(2) when the service personnel are selected for participation.

(i) in international sporting events as a member of team of any National Sports Federation/Association recognised by the All India Council of Sports and approved by the Ministry of Education provided the team is accepted as representative on behalf of INDIA

NOTE : A certificate stating that these conditions are fulfilled will be incorporated in the Part II order notifying the grant of special casual leave under this sub-clause.

(ii) In respect of events of national importance when the sporting event in which participation takes place is on inter-zonal, inter-state or inter-circle basis, and the personnel concerned take part in the event in a team as a duty nominated representative on behalf of the State or Zone or Circle as the case may be.

(c) The concession is not allowed for participating in a national sporting event in which participation of the personnel takes place in their personal capacity and not in a representative capacity.

(d) The grant of special casual leave be subject to the general principles laid down in these Regulations except for the modification indicated in clause (a) above. The power of granting special casual leave under these provisions will be exercised by the Chief of the Army Staff or such other officers (not below the rank of a Director) as may be authorised by him.

NOTE : The participation in preliminary and final rounds of the services championship organised by the Services Sports Control Board will be regarded as duty. Unit/Brigade/Formation and equivalent sports championship will be treated as "preliminary rounds" of the services championships for this purpose.

PERSONNEL UNDERGOING STERILIZATION OPERATION

73. Army personnel who undergo sterilization operation (vasectomy or salpingectomy) under the "Family Planning Scheme" will be granted special casual leave not exceeding six working days to undergo such operations and to have some rest which is necessary immediately after the operation.

**OFFICERS PARTICIPATING IN THE ACTIVITIES OF THE INDIAN
INSTITUTE OF PUBLIC ADMINISTRATION**

74. Officers serving outside Delhi who are members of the Indian Institute of Public Administration and are required to attend authorised meetings of the institute may be granted special casual leave not exceeding six working days in each calendar year plus the minimum period required for the journey to enable them to attend such meetings and return.

The leave will be sanctioned as under:-

- (a) Officer Commanding unit and the 2nd in Command - by Area/Divisional Commander
- (b) Other officers serving in units - by Brig/Sub-Area Commander

NOTE: No TA/DA will be admissible for such moves.

**GRANT OF SPECIAL CASUAL LEAVE TO ARMY PERSONNEL
FOR ATTENDING MEETING OF SCIENTIFIC ASSOCIATIONS**

75. Army personnel, who are invitees, members, official delegates of Scientific Associations like the Indian Science Congress Association, the National Institute of Science of India, Institution of Engineers and similar scientific bodies or are required to read papers at a conference, may, subject to the exigencies of service be granted special casual leave to facilitate them to attend the meetings arranged by these organisations. This leave will be allowed only to the extent required for attendance at the meeting and for journeys to and from the place of meeting.

The above leave will be sanctioned by the authorities prescribed for the grant of normal casual leave but not below the status of Brig/Sub-Area Commander.

APPENDIX I - LEAVE SANCTIONING AUTHORITIES
(Referred to Rule 16)

SECTION I - ICOs INCLUDING NURSING OFFICERS

<u>Ser No</u>	<u>Category of Applicant</u>	<u>Sanctioning Authority</u>
	<u>1</u>	<u>2</u>
(a)	<u>CASUAL LEAVE</u>	
	(i) Officers in Staff employment	Next higher authority but not below the status of 1st Grade Staff Officer.
	(ii) Formation Commanders and Commandants School/Colleges of Instruction.	Next higher authority.
	(iii) Officers Commanding, Units and Station Commanders.	Station Commander in the case of Officer Commanding Unit, and in the case of Station Commander, the Officer Commanding the next higher formation.
	(iv) All others	Officer Commanding.
(b)	<u>ANNUAL LEAVE AND SICK LEAVE IN INDIA</u>	
	(i) General Officers Commanding-in-Chief Commands.	The Chief of the Army Staff.
	(ii) (1) Major Generals and above	General Officers Commanding-in-Chief Command.
	(2) Brigadiers	Corps Commander.
	(iii) Full Colonels and Officers Commanding Units:-	
	(1) Full Colonels	Corps/Divisional or Equivalent Commander.
	(2) Officers Commanding Units of the rank of Lt Colonel.	Divisional/Area/Independent Sub-Area /Independent Brigade Commander.
	(3) Officer Commanding Units of the rank of Major and below.	Brigade/ Sub-Area Commander
	(iv) Officers at Army Headquarters	Next higher authority but not below the status of Sub-Area or equivalent Commander.
	NOTE: In the case of Officers employed with Army Headquarters Publication Teams, the annual leave will be sanctioned by the Commandant of their respective school.	
	(v) Officers at Command Headquarters.	Next higher authority but not below the status of Sub-Area or equivalent Commander.
	(vi) Officers at Formation Headquarters..	Formation Commander
	(vii) Commandants and Instructors at:-	
	(1) Schools and Colleges under the direct control of Army Headquarters.	The Chief of the Army Staff in the case of Commandants and Commandants in other cases.
	(2) Schools and Colleges not under the direct control of Army Headquarters.	General Officer Commanding-in-Chief Command concerned in the case of Commandants and Commandants in other cases.

<u>APPENDIX I - LEAVE SANCTIONING AUTHORITIES</u> <u>(Referred to Rule 16)</u>		
<u>Ser No</u>	<u>Category of Applicant</u>	<u>Sanctioning Authority</u>
	<u>1</u>	<u>2</u>
	(viii) Officers serving in units (including training Centres):-	
	(1) 2 nd -in-Command	Sub Area or equivalent Commander.
	(2) Other Officers	Officer Commanding unit.
	(ix) Officers other than those at Army Headquarters serving in Departments.	Head of the Department.
	(x) Officers in Ordnance Armaments and Clothing Factories.	Head of the Department.
	(xi) Students at the Staff College	Commandants, Staff College, in consultation with Military Secretary, Army Headquarters.
	(xii) Officers undergoing various courses at schools/establishments when annual leave is granted to them during breaks, or during the course.	Commandants, Schools/ Establishments.
	(xiii) Officers posted from one appointment to another appointment	Appropriate leave sanctioning authority either in the last unit (with the consent of the receiving unit) or at the receiving unit.
	Casual leave, Annual leave and sick leave Ex-India :-	
	(i) GOC-in-C and PSO/Head of the Branch	#COAS
	(ii) Maj Gen and above	#GOC-in-C and PSO/Head of the Branch
	(iii) Col and Brig	*GOC-in-C in respect of officers serving in Comd HQ and its units and those serving in lower formations where there is no Corps Commander or Area Commander; Corps Commander in respect of officers serving in Corps HQ and its unit; Area Commander in respect of officers serving in Area HQ and its units; and PSO/Head of Branch in case of those serving at IHQ of MoD(Army)
	(iv) Lieutenant Colonel and below	#Officer having the powers of a Division/Area Commander
#AI 25/82 for casual leave ex-India and AI 10/82 for annual leave and sick leave ex-India *Auth: GoI, Min of Def letter No B/33926/AG/PS-2(b)/2658/2014/D(AG) dated 13 Nov 2014)		

<u>APPENDIX I - LEAVE SANCTIONING AUTHORITIES</u> <u>(Referred to Rule 16)</u>		
<u>Ser No</u>	<u>Category of Applicant</u>	<u>Sanctioning Authority</u>
	<u>1</u>	<u>2</u>
(c)	<u>FURLOUGH</u>	
	(i) In India	Same as in (b) above
	(ii) Ex-India	Same as in (b) above
(d)	<u>LEAVE PENDING RETIREMENT / RESIGNATION</u> <u>(abolished wef 01 Feb 1987)</u>	
	All Officers	The Chief of the Army Staff. (Application of Officers other than those of Army Medical Corps and Military Nursing Service will be submitted to Military Secretary, Army Headquarters. Applications of Officers of Army Medical Corps and Military Nursing Services will be submitted to Director of Medical Services, Army Headquarters).

<u>APPENDIX I - LEAVE SANCTIONING AUTHORITIES</u> <u>(Referred to Rule 16)</u>		
<u>Ser No</u>	<u>Category of Applicant</u>	<u>Sanctioning Authority</u>
	<u>1</u>	<u>2</u>
(e)	<u>ANNUAL LEAVE ON GRANT OF COMMISSION AFTER PASSING OUT OF NATIONAL DEFENCE ACADEMY</u>	
	All Officers	Commandant, National Defence Academy
<u>SECTION II-JCOs, OR AND NCs(E)</u>		
	<u>Nature of Leave</u>	<u>Sanctioning Authority</u>
	(a) Casual Leave, Annual Leave and Sick Leave	Officer Commanding Units.
	(b) Leave pending retirement/discharge <u>(abolished wef 01 Feb 1987)</u>	Officer Commanding Unit, in-consultation with Officer-in-Charge, Record Office.
<u>SECTION III-RECRUITS AND BOYS</u>		
	<u>Nature of Leave</u>	<u>Sanctioning Authority</u>
	Casual Leave, Annual Leave and Sick Leave	Commandant Training Centre/Officer Commanding Boys Company

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