

No. 1(1)-E III(1)/75
Government of India/Minist Sarfar
Ministry of Finance/Vitta Mantralaya
Department of Expenditure/Vyaya Vibhag

New Delhi-1, the 21st May, 1975.

OFFICE MEMORANDUM

Subject:- Payment of leave salary to Government servants on foreign service in India.

The undersigned is directed to invite reference to this Ministry's O.M.No. F.1(34)-Estt.IV/57 dated 24.10.1957 (reproduced as Government of India decision No.9 in Appendix II of P&T's compilation of FR & SR Vol. II Appendices and Forms - Third Edition) laying down the procedure regarding payment of Leave Salary to Government servants on foreign service in India. Under the existing system of payment of Leave Salary, the Audit Officer is required to certify the admissibility of leave, determine the leave salary payable to the Government servants and to authorise the payment of leave salary in the case of Gazetted Officers and intimate the amount of leave salary to the head of the office of his parent department in the case of non-gazetted Government servants for drawal and disbursement. This procedure involves the issue of a last pay certificate by the foreign employer when the Government servant proceeds on leave to enable him to draw leave salary from the Treasury and again issue of a last pay certificate by the Treasury/Head of the office after disbursement of the leave salary to enable the Government servant to draw his salary on re-joining duty. Any delay at any stage results in delay in payment of leave salary to Government servants on foreign service.

To simplify this procedure the President is pleased to decide that the Foreign employer, henceforth, will maintain a leave account of the/servant concerned. An extract of the leave account can be supplied to him by the Audit Officer in the case of Gazetted Officers and by the Head of the Office in the case of non-gazetted officers. The Foreign employer will determine the leave admissible to the Government servant concerned and sanction it under intimation to the Audit Officer in the case of Gazetted Government servant and the Head of the Office in the case of non-gazetted servant as the case may be. The Foreign employer will then make payment of the leave salary to the officer concerned. Thereafter, he may claim half yearly re-imbursment of leave salary so paid, from the Audit Officer/Head of the office as the case may be. For this purpose he may send his claims duly supported with details of the officials on foreign service, nature and period of leave sanctioned, rate of leave salary and amount of leave salary paid, to the Audit Officer in the case of Gazetted officers and to the Head of the parent department in the case of non-gazetted officers. The half yearly re-imbursment suggested may be in respect of the period from 1st April to 30th September and 1st October to 31st March. The Audit Officer or the head of the department should verify the claims preferred by the foreign employer and arrange to re-imburse the amount through Bank Draft within a month of the receipt of the claim.

/Govt.

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These orders will take effect from 1st of April, 1975 and are issued in consultation with Comptroller & Auditor General.

The Administrative Ministries/Departments/Offices are advised that the provisions of this O.M. may be brought to the notice of foreign employers where their employees are already on deputation.

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(P.S. Venkateswararaj)

Deputy Secretary to the Government of India.

To

All Ministries and its attached and subordinate offices.

Copy to:-

Budget Division (Department of Economic Affairs).

1. Comptroller & Auditor General and all offices under his control.
2. All State Governments and Union Territories.
3. Lok Sabha Sectt. and Rajya Sabha Sectt.
4. U.P.S.C., New Delhi.
5. Election Commission.
6. Supreme Court/Planning Commission.
7. President's Sectt./Vice President Sectt./Prime Minister's Sectt./Cabinet Sectt.
8. Office of the Military Secretary to the President.