



HALF PAY LEAVE (HPL)

CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972

Rule 29: Half Pay Leave

Rule 19: Grant of Leave on Medical Certificate

Rule 30: Commutation of Leave

Grounds for HPL

Rule 29 Sub Rule (4)

The leave under this rule may be granted on **medical certificate** or on **private affairs**.

For HPL on Private affairs

- A simple application is sufficient.
- HPL will not be commuted.
- 1 HPL for 1 day leave will be debited in Leave Account.
- Half of Basic + DA will be recovered for each HPL.

For HPL on Medical Certificate

- Medical Certificate is required with Application of Leave.
- HPL will be commuted.
- 2 HPL for 1 day leave will be debited in Leave Account.
- No recovery will be made for HPL.

Medical Certificate for HPL

Rule 19: Grant of leave on medical certificate to **Gazetted** and **non-Gazetted** Government servants

Sub Rule (1):

- (i) **Gazetted** Government servant submit an application for leave with **Medical Certificate** in **Form 3**
- (ii) **Non-Gazetted** Government servant submit an application for leave with **Medical Certificate** in **Form 4**

NOTE: **Fitness Certificate** in **Form 5** (same for **Gazetted** and **non Gazetted Govt. Servants**)

Medical Certificate given by

- A CGHS / DGEHS Doctor if such a Government servant is a CGHS / DGEHS beneficiary.
- By a Government Hospital if he is not a CGHS / DGEHS beneficiary.
- By an Authorized Doctor of the private hospital on panel.
- In case of indoor treatment for any particular disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized.
- Provided that if Government servant, at the time of illness, is away from the Headquarters will produce Medical Certificate by an Authorized Medical Attendant.
- **Defining as clearly as possible the nature and probable duration of illness.**
- **NOTE-** In the case of non-Gazetted Government servant, a certificate given by a registered Ayurvedic, Unani or Homoeopathic medical practitioner or by a registered Dentist in the case of dental ailments may also be accepted.

Sub Rule (2): A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties and in such case, the opinion that the Government servant is permanently unfit for Government service shall be recorded in the medical certificate.

Sub Rule (3): The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon, to have the applicant medically examined on the earliest possible date.

Sub Rule (4): It shall be the duty of the Government Medical Officer referred to in sub-rule (3) to express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended.

Sub Rule (5): The grant of medical certificate under this rule does not in itself confer upon the **Government servant concerned any right to leave**; the medical certificate shall be forwarded to the authority competent to grant leave.

Sub Rule (6): The authority competent to grant leave may, in its discretion, **waive the production of a medical certificate** in case of an application for leave **for a period not exceeding 3 days** at a time.

Such leave shall not be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

Rule 30: Commuted Leave

Sub Rule (1): Commuted leave **not exceeding half the amount of HPL** due may be granted **on medical certificate** to a Government servant (other than a military officer), subject to the following conditions:

(a) the authority competent to grant leave is satisfied that there is **reasonable prospect of the Government servant returning to duty on its expiry.**

(b) and (c) [Deleted.]

(d) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave.

Sub Rule (1-A): HPL up to a maximum of 180 days may be allowed to be commuted during the entire service (**without production of medical certificate**) where such leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority.

Sub Rule (2): Where a Government servant **resigns** from service or **retire voluntarily** without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

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

NOTE: Commuted leave may be granted at the request of the Govt. servant even when earned leave is due to him.