



Department of Personnel
Government of Goa
Secretariat-Porvorim-Goa, 403 521.

File No.10/1/77-PER(Part) | 3282

Dated:- 20/06/2022

Read :- 1. O.M. No. 10/1/77-PER(Part) dated 21/08/2013
2. O.M. No. 10/1/77-PER dated 24/06/2015

OFFICE MEMORANDUM

1. In partial modification to the instructions issued vide O.M.'s read in the preamble above, the Government has now decided to grant following various types of leave to staff appointed on contract basis fulfilling all the conditions as stipulated in the OMs referred in the preamble:-

- (a) Casual Leave :- 01 day on completion of every 15 days.
- (b) Sick Leave :- 15 days.
- (c) Leave on Maternity Ground :- A female contractual employee engaged for a tenure of 02 years and above may be granted 90 days leave on maternity grounds. The leave sanctioning authority may decide to what extent the female contractual employee is entitled for such leave. For example : Note :- 1) If a female contractual employee has applied for leave in the month of November (i.e. say 2nd November onwards) and her contract appointment is expiring on 31st December then in such case, the female employee shall be sanctioned leave only upto the last day of her contract. 2) In case, contract of the female employee is extended for another one year then she may be sanctioned leave on maternity grounds for a total period of 90 days.
- (d) The contractual employees shall not be entitled for LTC or leave salary encashment.
- (e) The staff appointed against the leave vacancy shall be entitled for one day casual leave on completion of every 15 days in the office as stipulated in the O.M. No. 2/38/75-PER(Vo.IV)/2928 dated 26/09/2017.

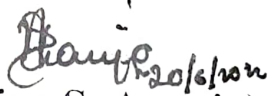
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2. The appointing authority shall invariably include the above mentioned leave while executing the contract agreement. The grant of leave shall be restricted only as per agreement and no leave which is not mentioned in the agreement shall be granted.
3. The other contents/instructions laid down in O.M. No. 10/1/77-PER(Part) dated 21/08/2013 & O.M. No. 10/1/77-PER dated 24/06/2015 shall be adhered to.
4. These instructions are issued with the concurrence of Finance (R&C) Department vide U.O. No. 1400082890 dated 21/05/2022 and approval of the Council of Ministers in its Vth Cabinet meeting held on 09/06/2022.
5. The above instructions shall come into force with immediate effect.


(Nathine S. Araujo)
Under Secretary (Personnel-II)

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1. All the Secretaries to the Government.
2. All P. S. to Ministers.
3. All the Head of Departments/Offices.
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