1. <u>Leave Sanction Order for Earned Leave</u>

No.	Dated:-dd/mm/yyyy
	<u>ORDER</u>
Sanction is hereby accorded to	Smt./Shri (name),
(designation) for grant of Earne	ed Leave for 05 days with effect from
dd/mm/yyyy (date) to dd/mm/	yyyy (date) with permission to prefix
dd/mm/yyyy (dates) and suffix d	d/mm/yyyy (dates) being Sunday/Public
Holiday (if any).	
Smt./Shri (name) is al	so hereby granted permission to leave the
headquarters with effect from dd/	mm/yyyy (date) to dd/mm/yyyy (date) to
visit (name of the plac	ce).
Certified that Smt./Shri(na	me) would have continued to officiate in the
same post but for her/him proceed	ing on leave upon joining her/his duties.
Smt./Shri (name) has	days balance of Earned Leave at her/his
credit as on after availing	the above leave.
	(Name)
	Designation
To,	
The Official Concerned.	
Copy to:-	
1. The Dealing Hand maintainin	g APAR.
2. Personal file.	
3. Guard file.	
4. 0/c.	

2. Leave Sanction Order for Commuted Leave

No.		Dated:-dd/mm/yyyy
	<u>ORDER</u>	
Sanction is hereby acco	orded to Smt./Shri	(name),
(designation) for grant of	of Commuted Leave for	05 days with effect from
dd/mm/yyyy (date) to	dd/mm/yyyy (date) v	vith permission to prefix
dd/mm/yyyy (dates) and	d suffix dd/mm/yyyy (d	lates) being Sunday/Public
Holiday (if any).		
Certified that Smt./Shri	(name) would have	e continued to officiate in the
same post but for her/him	proceeding on leave upo	on joining her/his duties.
Smt./Shri (name)	has days balance	of Half Pay Leave at her/his
credit as on afte	r availing the above leave	e.
		(Name)
	De	esignation
To,		
The Official Concerned.		
Copy to:-		
1. The Dealing Hand m	aintaining APAR.	
2. Personal file.		
3. Guard file.		
4. 0/c.		

3. <u>Leave Sanction Order for Maternity Leave</u>

No.	Da	ted:-dd/mm/yyyy
<u>OR</u>	<u>DER</u>	
Sanction is hereby accorded to Smt	(name),	(designation),
for grant of Maternity Leave for 180 da	ys with effect from d	d/mm/yyyy (date)
to dd/mm/yyyy (date) with permissi suffix dd/mm/yyyy (dates) being Sund	_	
Certified that the present child is th (name).	e first/second child	of Smt
Certified that Smt (name) we same post but for her proceeding on lea		
	(Name)	
	Designation	n
To,		
The Official Concerned.		
Copy to:-		
1. The Dealing Hand maintaining Al	PAR.	
2. The Accounts Section of the Colle	ege.	
3. Personal file.		
4. Guard file.		
5. O/c.		

4. Leave Sanction Order for Paternity Leave

No.	Dated:-dd/mm/yyyy
	ORDER
	<u>URDER</u>
Sanction is hereb	y accorded to Shri (name), (designation)
for grant of Pater	nity Leave for 15 days with effect from dd/mm/yyyy (date) to
dd/mm/yyyy (da	te) with permission to prefix dd/mm/yyyy (dates) and suffix
dd/mm/yyyy (da	tes) being Sunday/Public Holiday (if any).
Certified that th	e present child is the first/second child to Shri
(name)	•
Certified that Shri	(name) would have continued to officiate in the same
post but for him p	proceeding on leave upon joining his duties.
	(Name)
	Designation
To,	
The Official Conce	erned.
Copy to:-	
1. The Dealing	g Hand maintaining APAR.
2. The Accoun	its Section of the College.
3. Personal fil	e.
4. Guard file.	
5. O/c.	

5. Leave Sanction Order for Child Care Leave

No. Dateu:-uu/IIIII/yyyy
<u>ORDER</u>
Sanction is hereby accorded to Smt (name), (designation)
for grant of Child Care Leave for days with effect from dd/mm/yyyy
(date) to dd/mm/yyyy (date) with permission to prefix dd/mm/yyyy (dates)
and suffix dd/mm/yyyy (dates) being Sunday/Public Holiday (if any).
Certified that the Child Care Leave applied by Smt (name) is to look
after her minor daughter/son, who is years old.
Smt (name) shall be paid (100/80) per cent of leave salary equal to
pay drawn immediately before proceeding on leave as part of the (first/next)
365 days.
Smt (name) has days balance of Child Care Leave at her credit
after adjusting the aforesaid leave.
Certified that Smt (name) would have continued to officiate in the
same post but for her proceeding on leave upon joining her duties.
Smt./Shri (name), (designation) shall look after the work of
Smt (name), (designation) in addition to her/his duties during
her above leave period.
(Name)
Designation
To,
The Official Concerned.
The Official Concerned.
Copy to:-
1. The Dealing Hand maintaining APAR.
2. The Accounts Section of the College.

3. GIA Section, Directorate of Higher Education, Porvorim, Goa

4. Personal file.5. Guard file.

6. 0/c

6. Leave Sanction Order for Study Leave

No.	Dated:-dd/mm/yyyy
	<u>ORDER</u>
Sanction is hereby accorded	d to Smt./Shri(name),
(designation), for grant of study	leave for days with effect from
to with permission to pre	fix and suffix being Sunday/Public
	(course of study) through (name le 50(5) of CCS (Leave) Rules, 1972.
Smt./Shri (name) Rule 53(4)(a) of CCS (Leave) Ru	shall execute a Bond in Form 7 under les, 1972.
,	(name) would have continued to officiate in the eeding on leave upon joining her/his duties.
Smt./Shri (name),	(designation) shall look after the work of
Smt (name), (de	esignation) in addition to her/his duties during
her/his above leave period.	
	(Name)
	Designation
To,	
The Official Concerned.	
Copy to:-	
1. The Dealing Hand maintai	ning APAR.
2. The Accounts Section of the	ne College.
3. Personal file.	
4. Guard file.	
5. 0/c.	

7.	Leave	<u>Sancti</u>	<u>on Or</u>	<u>der for</u>	<u>' extensior</u>	<u>ı of Stud</u>	<u>v Leave</u>

No.				Date	d:-dd/mn	n/yy	<u>/уу</u>
		<u>OI</u>	RDER				
Sanction is hereby	y accorded	to S	Smt./Shri		(name),		
(designation) for gra	ant of extens	sion of	study leave	for	days v	with	effect
from to	_ with peri	missio	n to prefix a	nd suffi	X		being
Sunday/Public Holic	day (if any)	to com	iplete	_ (cours	e of study	y) th	rough
(name of the second secon	ne universit	y) in te	erms of Rule	50(5) of	f CCS (Lea	ave)	Rules,
Smt./Shri	_ (name)	shall	execute a	Bond i	n Form	8	under
Rule 53(4)(a) of CCS	G (Leave) Ru	les, 19	72.				
Certified that Smt./S	5hri	(name	e) would have	continu	ed to offic	ciate	in the
same post but for he	er/him proce	eeding	on leave upo	on joinin	g her/his	dut	ies.
Smt./Shri	(name),	(designation)	shall loo	ok after tl	ne w	ork of
Smt(name)),(d	esigna	tion) in addit	ion to he	er/his dut	ties	during
her/his above leave	period.						
				a	I 3		
				_	Name)		
To,				Desig	gnation		
10,							
The Official Concern	ed.						
Copy to:-							
1. The Dealing H	and maintai	ning A	APAR.				
2. The Accounts	Section of th	ne Coll	ege.				
3. Personal file.							
4. Guard file.							
5. O/c.							

8. Leave Sanction Order for Extra Ordinary Leave

No.	Dated:-dd/mm/yyy	V
	, , , , , , , , , , , , , , , , , , , ,	

ORDER

Sanction is hereby accorded to Smt./Shri _____ (name), ____ (designation) for grant of Extra Ordinary Leave (Leave without pay and allowances) for a period of 02 years in terms of Goa State Civil Service (Grant of Leave to seek employment in India or aboard) Rules, 2022 subject to the terms and conditions contained in Notification No. 2/5/95-PER dated 02/01/2003 and as amended from time to time.

- 1. Smt./Shri ______ (name) shall lose all service benefits such as the earning of leave, including Half Pay Leave, Pension, Gratuity, Increment, etc. and promotion chances as may arise with reference to her/his seniority as _____ (designation) and shall also lose seniority in the higher grade during this leave period.
- 2. Smt./Shri ______ (name) fails to resume duty on _____, an action deemed fit shall be initiated against her/him as per prevailing rules in force.
- 3. No other kind of leave will be sanctioned in combination with or in continuation of this period of Extra Ordinary Leave.
- 4. Request for extension of extraordinary leave, if any, subject to a maximum period of another 02 years should reach the College at least 03 months prior in order to enable it to make necessary decisions and communicate to her/his before the expiry of extraordinary leave already granted.
- 5. Grant of any extension will be subject to the Government's decision.

(Name) Designation

To,

The Official Concerned.

Copy to:-

- 1. The Dealing Hand maintaining APAR.
- 2. The Accounts Section of the College.
- 3. Personal file.
- 4. Guard file.
- 5. O/c.

9.	Leave Sanction Order for extension of Extra Ordinary	<u>v Leave</u>

No.	Dat	ed:-dd/mm/yyyy
<u>(</u>	<u>ORDER</u>	
Sanction is hereby accorded to	Smt./Shri	(name),
(designation) for grant of extension of	of Extra Ordinary Leave	e (Leave without pay
and allowances) for a period of 02	years in terms of Goa	a State Civil Service
(Grant of Leave to seek employment	in India or aboard) Ru	ıles, 2022 subject to
the terms and conditions containe	d in Notification No.	2/5/95-PER dated
02/01/2003 and as amended from the		
4 C + (Cl +	1 11 11 1	C: 1 .1
1. Smt./Shri (name) s		
earning of leave, including Hal	-	-
etc. and promotion chances	-	•
seniority as (design	nation) and shall also l	lose seniority in the
higher grade during this leave	period.	
2. Smt./Shri (name) f	ails to resume duty	on, an action
deemed fit shall be initiated a	gainst her/him as per	prevailing rules in
force.		
3. No curtailment of leave perio	d shall be subject to	the approval of the
Government and availability of	f vacant posts to accon	nmodate her/him.
4. No other kind of leave will b	oe sanctioned in com	bination with or in
continuation of this period of I	Extra Ordinary Leave.	
	(Name)
	Designat	ion
To,	J	
The Official Concerned		

The Official Concerned.

Copy to:-

- 1. The Dealing Hand maintaining APAR.
- 2. The Accounts Section of the College.
- 3. Personal file.
- 4. Guard file.
- 5. O/c

10. Leave Sanction Order for Extra Ordina	ary Leave on Medical Grounds
No.	Dated:-dd/mm/yyyy
<u>ORDER</u>	
Sanction is hereby accorded to Smt./S	hri (name),
(designation) for grant of Extra Ordinary	Leave on medical grounds for
days with effect from to _	with permission to prefix and
suffix being Sunday/Public Holic	day (if any).
Certified that Smt./Shri (name) wou	ld have continued to officiate in the
same post but for her/him proceeding on lea	ave upon joining her/his duties.
	(Name)
	Designation
To,	
The Official Concerned.	
Copy to:-	
1. The Dealing Hand maintaining APAR.	
2. The Accounts Section of the College.	
3. Personal file.	
4. Guard file.	

5. O/c.