

1. Leave Sanction Order for Earned Leave

No. _____ Dated:-dd/mm/yyyy

ORDER

Sanction is hereby accorded to Smt./Shri _____ (name), _____ (designation) for grant of Earned 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 dd/mm/yyyy (dates) being Sunday/Public Holiday (if any).

Smt./Shri _____ (name) is also hereby granted permission to leave the headquarters with effect from dd/mm/yyyy (date) to dd/mm/yyyy (date) to visit _____ (name of the place).

Certified that Smt./Shri _____ (name) would have continued to officiate in the same post but for her/him proceeding 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 maintaining APAR.
2. Personal file.
3. Guard file.
4. O/c.

2. Leave Sanction Order for Commuted Leave

No. _____

Dated:-dd/mm/yyyy

ORDER

Sanction is hereby accorded to Smt./Shri _____ (name), _____ (designation) for grant of Commuted 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 dd/mm/yyyy (dates) being Sunday/Public Holiday (if any).

Certified that Smt./Shri _____ (name) would have continued to officiate in the same post but for her/him proceeding on leave upon joining her/his duties.

Smt./Shri _____ (name) has _____ days balance of Half Pay Leave at her/his credit as on _____ after availing the above leave.

(Name)

Designation

To,

The Official Concerned.

Copy to:-

1. The Dealing Hand maintaining APAR.
2. Personal file.
3. Guard file.
4. O/c.

3. Leave Sanction Order for Maternity Leave

No. _____ Dated:-dd/mm/yyyy

ORDER

Sanction is hereby accorded to Smt. _____ (name), _____ (designation), for grant of Maternity Leave for 180 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 present child is the first/second child of Smt. _____ (name).

Certified that Smt. _____ (name) would have continued to officiate in the same post but for her proceeding on leave upon joining her 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.

4. Leave Sanction Order for Paternity Leave

No. _____ Dated:-dd/mm/yyyy

ORDER

Sanction is hereby accorded to Shri _____ (name), _____ (designation) for grant of Paternity Leave for 15 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 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 proceeding on leave upon joining 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.

5. Leave Sanction Order for Child Care Leave

No. _____

Dated:-dd/mm/yyyy

ORDER

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.

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. O/c

6. Leave Sanction Order for Study Leave

No. _____ Dated:-dd/mm/yyyy

ORDER

Sanction is hereby accorded to Smt./Shri _____(name), _____ (designation), for grant of study leave for _____ days with effect from _____ to _____ with permission to prefix and suffix _____ being Sunday/Public Holiday (if any) to complete _____ (course of study) through _____ (name of the university) in terms of Rule 50(5) of CCS (Leave) Rules, 1972.

Smt./Shri _____ (name) shall execute a Bond in Form 7 under Rule 53(4)(a) of CCS (Leave) Rules, 1972.

Certified that Smt./Shri _____ (name) would have continued to officiate in the same post but for her/him proceeding on leave upon joining her/his duties.

Smt./Shri _____ (name), _____ (designation) shall look after the work of Smt. _____ (name), _____ (designation) in addition to her/his duties during her/his above leave period.

(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.

7. Leave Sanction Order for extension of Study Leave

No. _____ Dated:-dd/mm/yyyy

ORDER

Sanction is hereby accorded to Smt./Shri _____ (name), _____ (designation) for grant of extension of study leave for _____ days with effect from _____ to _____ with permission to prefix and suffix _____ being Sunday/Public Holiday (if any) to complete _____ (course of study) through _____ (name of the university) in terms of Rule 50(5) of CCS (Leave) Rules, 1972.

Smt./Shri _____ (name) shall execute a Bond in Form 8 under Rule 53(4)(a) of CCS (Leave) Rules, 1972.

Certified that Smt./Shri _____ (name) would have continued to officiate in the same post but for her/him proceeding on leave upon joining her/his duties.

Smt./Shri _____ (name), _____ (designation) shall look after the work of Smt. _____ (name), _____ (designation) in addition to her/his duties during her/his above leave period.

(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.

8. Leave Sanction Order for Extra Ordinary Leave

No. _____

Dated:-dd/mm/yyyy

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 Leave

No. _____

Dated:-dd/mm/yyyy

ORDER

Sanction is hereby accorded to Smt./Shri _____ (name), _____ (designation) for grant of extension 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 curtailment of leave period shall be subject to the approval of the Government and availability of vacant posts to accommodate her/him.
4. No other kind of leave will be sanctioned in combination with or in continuation of this period of Extra Ordinary Leave.

(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

10. Leave Sanction Order for Extra Ordinary Leave on Medical Grounds

No. _____ Dated:-dd/mm/yyyy

ORDER

Sanction is hereby accorded to Smt./Shri _____ (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 Holiday (if any).

Certified that Smt./Shri _____ (name) would have continued to officiate in the same post but for her/him proceeding on leave 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.