


No. 21011/1/2006-Estt.(A)
Govt. of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

New Delhi, 16th January, 2006

OFFICE MEMORANDUM

Subject: Treating of the period of Earned Leave taken during the period of report for the purpose of computing 3 months of service under a Reporting/Reviewing Officer.

The undersigned is directed to state that in accordance with the existing instructions of this Department, the Reporting and Reviewing Officers are required to have at least 3 months experience of supervising the work and conduct of the Govt. servant reported upon to record their assessment in the Annual Confidential Report(ACR). The question of treating the period of Earned leave availed at a time for more than 15 days by the officer to be reported upon, during the period of report has been considered in this Department. It has now been decided that where an officer has taken Earned Leave for a period of more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for purposes of computing the period of 3 months which is relevant for writing of entries in the ACR. Leave taken for short term duration need not be treated as relevant for the purpose.


(C.A. Subramanian)

DY. SECRETARY TO THE GOVT. OF INDIA

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