

**GOVERNMENT OF MEGHALAYA
FINANCE (PAY REVISION) DEPARTMENT**

.....

No.F(PR)-76/2017/28

Dated Shillong the 31st January, 2018

OFFICE MEMORANDUM

Subject: Leave, leave entitlements, etc.

The undersigned is directed to refer to this Department's O.M. No.F(PR)-76/2017/21 dated 8th December, 2017 on the subject mentioned above and to say that clarifications have been sought as to the date of effect of the orders contained in the aforesaid O.M., as well as on the mode of crediting half-pay leave to the leave account of the government employees who completed one year service on a date after 31st December, 2016. In this connection, the undersigned is please to clarify as follows :-

1. The orders contained in O.M. No.F(PR)-76/2017/21 dated 8th December, 2017 are deemed to have taken effect from 1st January, 2017.
2. In the case of an employee who completed one year service on a date after 31st December, 2016, such employee shall be allowed proportionate credit of 1.66 days half-pay leave for each completed full month of the calendar year 2016. Thereafter, the advance credit of 10 days half-pay leave shall be admissible to him on 1st January, 2017 and another 10 days on 1st July, 2017.
3. In the case of an employee who joined service on the 1st day of January, 2017 or 1st day of July, 2017, the advance credit of 10 days half-pay leave shall be allowed to him on the 1st January, 2017 or 1st July, 2017, as the case may be.
4. In the case of an employee who joined service on any date between 2nd January and 30th June, 2017 or between 2nd July and 31st December, 2017, such employee shall be allowed proportionate credit of 1.66 days half-pay leave for each completed full month of the first half of the year of his joining service and thereafter, the advance credit of 10 days half-pay leave shall be allowed to him on the 1st July, 2017 or 1st January, 2018, as a normal course.
5. In the case of an employee who joined service on any day of a month other than the first day of that month, the proportionate credit of half-pay leave for that month shall not be admissible to him. In other words, the proportionate credit of 1.66 days half-pay leave shall be admissible to the employees only for the full month of their service.

Sd/-

(P.K. Agrahari)

Secretary to the Govt. of Meghalaya,
Finance (Pay Revision) Department.

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GOVERNMENT OF MEGHALAYA
FINANCE (PAY REVISION) DEPARTMENT

No.F(PR)-76/2017/28-A,

Dated Shillong, the 31st January, 2018.

Copy to :-

1. Principal Accountant General (Audit), Meghalaya, Shillong for information (Attention: CASS Section).
2. Accountant General (A&E), Meghalaya, Shillong for information.
3. Finance (Estt) Department for information.
4. All Administrative Departments.
5. All Heads of Departments.
6. All Deputy Commissioners/Sub-Divisional Officers (Civil).
7. All Financial Advisers/Finance & Accounts Officers/Treasury Officers.
8. Secretary, Meghalaya Legislative Assembly.
9. Secretary, Meghalaya Public Service Commission.
10. Director of Printing and Stationery with a request that the Office Memorandum be published in the Gazette of Meghalaya Extraordinary and supply of 150 copies to this Department.
11. State Informatics Officer, NIC, Shillong with a request to upload the contents of the Office Memorandum on the website of Finance Department.

By order etc.,



Deputy Secretary to the Govt. of Meghalaya,
Finance (Pay Revision) Department.

Memo No. F(PR)-76/2017/28-A

Copy to:-

1. Principal Accountant General (Audit), Meghalaya, Shillong for information (Attention: CASS Section).
2. Accountant General (A&E), Meghalaya, Shillong for information and necessary action.
3. All Administrative Departments.
4. All Heads of Departments.
5. All Deputy Commissioners/Sub-Divisional Officers (Civil).
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Finance (Pay Revision) Department.