

**SOP ON MID SERVICE ENCASHMENT OF EARNED LEAVE**  
**BY REGULAR EMPLOYEE**

**INTRODUCTION**

1. Regular employees, other than those who are authorised vacation pay, are authorised Earned Leave. On completion of three years continuous service, a regular employee is permitted to accumulate earned leave at the rate of 15 days per year, up to a maximum of 300 days during the entire service. So far, encashment of accumulated earned leave was permitted only once, at the time of retirement/release/relinquishment from an appointment by the employee.
2. HQ AWES, vide their letter No 13/45901/Ruling/AWES dated 09 October 2014, has intimated that as a special case, an employee may be permitted mid-service encashment of earned leave.

**AIM**

3. To lay down the methodology for consideration of application by a regular employee for payment of encashment of earned leave, during his/her service.

**METHODOLOGY**

4. **Criteria.**

(a) Mid-service encashment during the service will be permitted as a special case, by the management at its discretion. Decisions as to whether to approve the encashment and / or how many days of encashment to be approved will rest with the management. Such encashment cannot be claimed as a right by the employee. The approving authority may permit encashment of all or portion of the earned leave accumulated till the date of application by the employee.

(b) Mid service encashment of earned leave will be permitted only up to the total earned leave accumulated to the employee till that date. Encashment will not be permitted in anticipation of accumulation of leave in the future.

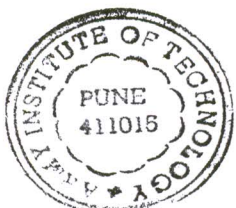
(c) Frequent encashment will not be permitted.

(d) The payment of encashment of leave will be at the current rate of pay which is being drawn by the employee on the date of application. Arrears on the same will not be paid at a later stage.

(e) Total accumulation of leave by the individual will be limited to a maximum of 300 days, including the days for which encashment has been already claimed. Amplification of this clause by way of illustration is given below:

**Example:** Regular employee A accumulates 100 days of earned leave and requests for mid service encashment. If considered, after encashment of 100 days of accumulated leave, he is entitled to a further accumulation of only 200 days of earned leave till his/ her retirement/ release/relinquishment.

(f) In case an employee applies for and is approved mid service encashment a second time, he/she will be paid only for the number of days which have been accumulated so far less the number of days for which he/she has been already granted encashment. Amplification of this clause by way of illustration is given below:



**Example:** Regular employee A accumulates 100 days of earned leave and requests for mid service encashment. Encashment of 90 days of accumulated leave is approved and paid. After seven years, the employee accumulates another 105 days of earned leave and wishes to apply for another encashment. He/she is entitled to encashment of only up to 115 days.  $[100-90=10. 105+10=115]$ . As he/she has already accumulated a total of 205 days of earned leave, he/she is permitted to further accumulate only 95 days of earned leave till his/ her retirement/release/relinquishment.

5. **Methodology.**

(a) The regular employee will apply for mid service encashment of leave on the attached format. The application will be processed by the Registrar.

(b) He/ she will sign the undertaking contained in the format. In case he does not understand English, he/she will have the undertaking read out to him/ her in the language he/ she understands and then sign the undertaking. The individual who reads out the undertaking to the employee in the vernacular will sign the undertaking as a witness.

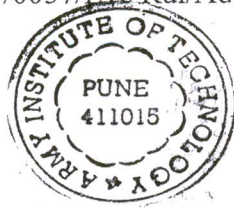
(c) The individual will indicate the amount being claimed and sign the claim. For amounts of claim more than Rs 5000/-, a revenue stamp of Re1/- will be affixed to the application.

6. Teaching staff who are entitled vacation pay are permitted for encashment of earned leave granted to them for retention on duty during the vacation period. The procedure for mid service encashment to such employees will be similar to those given above.

Case File No : AIT/0057/Leve Rul/Adm

Place: Pune

Date : 10 Dec 14



*SK Lahiri*

(SK Lahiri)  
Brig (Retd)  
Director

**Distribution:-**

Jt Director } - For info please  
Principal }

HOD- Mech	Central Stores
HOD- Comp	Rector
HOD- IT	Warden, OBH
HOD - E & TC	Warden, NBH
HOD- ASGE	Warden, GH
Registrar	Maint Section
Wksp Supdt	MT Section
Office Supdt	Library
Placement Cell	Accounts Section
Project Office	Exchange

**Appendix**

(Refers to Paragraph 5 (a) of SOP on Mid-service Encashment of Earned Leave)

**APPLICATION FOR MIDSERVICE ENCASHMENT OF EARNED LEAVE**

1. I, Name \_\_\_\_\_, Employee Number \_\_\_\_\_ is working in AIT as \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy). Presently I am working in \_\_\_\_\_ Department.

2. I have accumulated \_\_\_\_\_ days of earned leave for encashment till \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy), in my leave account. I have already encashed \_\_\_\_\_ days of earned leave till date. I may please be permitted encashment of \_\_\_\_\_ days of earned leave.

3. **Undertaking.** Prior to this application, I have/have not applied for mid-service encashment once / twice / thrice. I was permitted encashment of \_\_\_\_\_ days of earned leave. I was paid Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as pay for encashment. I understand that I am being permitted for mid-service encashment of earned leave subject to the following conditions:

- (a) I am being permitted for encashment of earned leave, mid-service, as a special case.
- (b) The payment of encashment of leave will be at the current rate of pay which is being drawn by me on the date of application. I will have no claim on arrears on the said pay at a later stage.
- (c) Total accumulation of leave by me will be limited to a maximum of 300 days, including the days for which encashment has been already claimed/paid.
- (d) The above information provided by me are correct to the best of my knowledge and I understand that I am liable for disciplinary action, in case I provide any false data / information.

Place: Pune

Date:

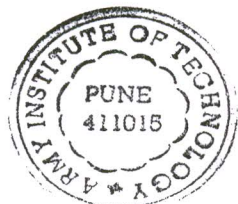
(Signature of Applicant)

Revenue Stamp of Re1/- affixed

I believe that Mr/Ms. \_\_\_\_\_ does not understand English. On his/her request, I have read over to the individual the undertaking at Paragraph 3 in the language that he/she understands.

Place : Pune

Date :



(Signature of Witness)

**RECOMMENDATION BY REGISTRAR**

1. The details of pay of Dr./Mr./Mrs/Miss \_\_\_\_\_ (Name)  
employee No \_\_\_\_\_ are as under:-

2. The individual has claimed encashment of earned leave for \_\_\_\_\_ days. Amount  
due to the individual on encashment of \_\_\_\_\_ days is Rs \_\_\_\_\_.

Place: Pune

Date:

(Registrar)

**VERIFICATION BY ACCOUNTS BRANCH**

Verified that Dr./Mr./Mrs/Miss \_\_\_\_\_  
(name), employee No. \_\_\_\_\_ has been paid mid-service encashment of earned leave  
NIL/ one / two/ three times so far during his/her service with AIT. He/she has been paid  
Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_) only as  
encashment of mid-service earned leave, till date.

Place : Pune

Date:

(Accountant)

**VERIFICATION BY HOLDER OF LEAVE RECORDS**

Verified that Dr./Mr./Mrs/Miss \_\_\_\_\_  
(name), employee No. \_\_\_\_\_ has accumulated \_\_\_\_\_ days of earned  
leave during his/her service at AIT. He/she has been permitted mid-service encashment of  
earned leave NIL/ one/two/three times, so far during his/her service with AIT. He/she has been  
permitted encashment of \_\_\_\_\_ days of earned leave so far. He / she has  
\_\_\_\_\_ days of earned leave accumulated to his / her credit as on date. He /she has now  
applied for encashment of \_\_\_\_\_ days of accumulated earned leave, which is in order.

Place : Pune

Date:



(Office Supdt)

**RECOMMENDATION BY HEAD OF THE DEPARTMENT FOR  
MIDSERVICE ENCASHMENT OF EARNED LEAVE IN RESPECT OF**

**DR/MR/MS**

**EMPLOYEE NO                      OF                      DEPT**

Place: Pune

Date:

(Signature)

**RECOMMENDATION BY PRINCIPAL**

Place: Pune

Date:

(Signature)

**RECOMMENDATION OF JOINT DIRECTOR**

Place: Pune

Date:

(Signature)

**APPROVAL BY DIRECTOR**

Place: Pune

Date:

(Signature)

