

DIRECTOR'S SECRETARIAT
NOTICE NO- 66/2023

ENCASHMENT OF LEAVE

1. Ref :-

- (a) HQ AWES letter No B/45901/Ruling /AWES dt 09 Oct 2014.
- (b) SOP on Encashment of Leave - AIT/0057/Lve Rul/ Adm dt 10 Dec 2014.
- (c) HQ AWES letter No B/45710/AWES dated 28 Nov 2022.

2. Accumulation/ encashment of leave is permissible at the rate of 15 days per year on completion of one year of continuous service to a maximum limit of 300 days in entire service period.

3. As a special case, if a regular employee requests to encash the accumulated leave in mid of service, if approved, he/ she may be paid at the rate of the last pay drawn at the time of request.

4. As per Para 4 (c) of SOP as well as AWES Rules, it is decided that frequent encashments will not be permitted. In accordance to this ruling, it has been decided that Henceforth, regular staff may avail leave encashment only two times during his/ her period of service with a minimum gap of 5 years in between two withdrawals. Total applicability is 300 days leave in entire service period.

File No : AIT/0075/Notice/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

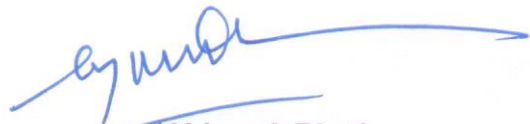
Date: 03 Jun 2023

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(Abhay A Bhat)
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