

No.5-ITPO(3)/E-I/78-Vol.II
India Trade Promotion Organisation
(Administration Division – E.I. Section)

Pragati Bhawan, New Delhi
22nd April, 2014

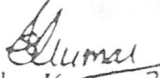
Office Order No. Admn./426/2014

Subject: Encashment of Earned Leave and Half Pay Leave to employees at the time of retirement

In supersession of earlier Office Order No. Admn./820/2010 dated 25th June, 2010 and with the approval of competent authority. Earned Leave and Half Pay Leave of an employee can be encashed at the time of his retirement subject to an overall limit of 300 days. but Half Pay Leave cannot be commuted. The cash equivalent payable for Half Pay Leave will be equal to leave salary as admissible for half pay plus DA.

This order takes effect retrospectively from 25th June, 2010. In respect of the employees who have retired after 25th June, 2010 and availed leave encashment, the leave encashment will be re-calculated and the retired employees will be asked to refund the excess payment. If the amount is not refunded, the same will be recovered from the PRP/Festival Advance given to those employees on the occasion of 'Deepawali,' which has been withheld from their retirement dues, pending regularization. However, in the event of the PRP/Festival Advance not being regularized, appropriate action will be taken to recover the same with the approval of competent authority.

ITPO's Leave Rules will stand modified to the above extent.


(Surinder Kumar) 22/4/14
Manager (Admn.)

To

All Officers and Staff

Copy to:

1. PS to CMD
2. PA to ED
3. All HODs
4. Regional Offices
5. E-II/E-III/Vigilance/Salary/Bill Checking
6. Computer (E-I), for updating ITPO Leave Rules
7. Office Order Register
8. Notice Board