

Telephone : 26151564

Army Welfare Education Society(AWES)
Building No 202, Shankar Vihar
Delhi Cantt-10

B/45901/Ruling/AWES

09 Oct 2014

List A, B, E and F

125

ENCASHMENT OF LEAVE

1. Accumulation/encashment of leave is permissible at the rate of 15 days per year on completion of 3 years continuous service to a maximum limit of 300 days in entire service period. The accumulated leave is payable at the time of retirement/release/ relinquishment of appointment at the rate of last pay drawn.

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

3. Subsequent accumulation of leave by the individual is not to exceed the limit of 300 days (included leave encashed for which payment has been made on employees request) and be paid at the rate of last pay drawn on retirement/release/ relinquishment.

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

4. Frequent encashment of leave to be avoided.

(JS Yadav)
(JS Yadav)
Col (Retd)
Director S, L & F
For Managing Director

1. Policy.
2. To be incl in 'Blue Book' at relevant page. Give me a copy for my pers file.

(Signature)
21/1/14

O.S.