

DIRECTOR'S SECRETARIAT

NOTICE NO- 52/2025

ENCASHMENT OF LEAVE : REGULAR STAFF

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.
 - (d) Notice No 66/2023 dt 03 Jul 2023.
 - (e) Article 162 of AWES Administrative and Financial Rules and Regulations for Army Colleges – Jul 2024
2. It is once again reiterated that 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. In this connection Article 162(a) of AWES Administrative Rules and Regulations for Army Colleges – Jul 2024 is reproduced below :-

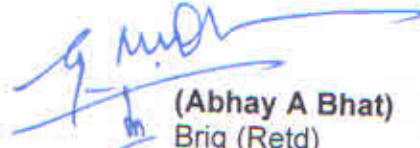
"162. Encashment of Leave will be computed as follows :-

 - (a) **Regular and Full-Time Term Based Non-Vacation Staff.** After successful completion of one year of service, will be entitled to encashment of leave not exceeding 15 days in a year subject to a total of 300 days at the time of retirement/ resignation provided the employee completes three years minimum service in the institution. Casual/ special casual leave cannot be encashed. The leave encashment will be entitled only at the time of retirement/ resignation or termination of contract of minimum three years continuous service.
 - (b) **Vacation Staff.** This will be calculated at the rate of one day of earned leave against three days of vacation leave curtailed/ surrendered in organizational interest subject to a maximum of ten (10) days against a total of 30 days of curtailment/ surrender of vacation leave every year upto a maximum of 300 days in the entire service. The leave encashment will be entitled only at the time of retirement/ resignation or termination of contract of minimum three years continuous service."
4. However maximum two times mid service encashment of EL will be permitted as per the AIT SOP.
5. The computation of EL for encashment will be carried out as per above policy.

File No : AIT/0075/Notice/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 11 Apr 2025


(Abhay A Bhat)
Brig (Retd)
Director

PTO....2/-

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