



**MAHATMA GANDHI UNIVERSITY, KERALA**

No. 26895/AD A1/3/2019/AD A 1

Dated: 05.07.2021

Priyadarsini Hills

**CIRCULAR**

Sub:- Administration - Surrendering of Terminal Earned Leave and recasting of Earned Leave -Reg.

Ref :- 1. Note No. Regi/01/88/2021 dated 17.06.2021 from the Registrar, with approval of the Vice Chancellor  
2. G.O.(P) No. 617/79, dated 17.07.1979  
3. G.O.(P) No. 75/2007/Fin., dated 27.02.2007

1. As per the G.O. cited (2) above, the retiring employee need not submit application for Terminal surrender of Earned Leave. It is the responsibility of the institution to close the leave account of the the retiring employee and to proceed with ELS after intimating the balance leave at credit to the employee concerned. But it is noticed that, irrespective of the above rule, applications are insisted from retired employees for terminal surrender of Earned Leave. The Branch Officer concerned should take necessary action to issue orders for the terminal surrender of Earned Leave in respect of the retired employees, adhering to the GO cited (2) above.

2. As per the G.O. cited (3) above, an officer not in permanent employ who has completed 3 years of continuous service shall be eligible for Commuted Leave, Earned Leave and Leave without Allowance as would be admissible to him if he had held his post substantively. The Assistant Registrar concerned should take necessary action to ensure that Earned Leave at the rate of 1/11 for the first year of service is credited to the leave account of the officer. The concerned officer need not submit application for this purpose.

The officers concerned are directed to strictly follow the above directions regarding submitting the application for surrendering of Terminal Earned Leave and recasting of Earned Leave.

Sd/-

**RAMESH R**  
ASSISTANT REGISTRAR I (ADMIN)

To

1. All Sections/ Departments
2. PS to Vice Chancellor / Por-Vice Chancellor
3. PA to Registrar / Finance Officer / Controller of Examinations
4. Content Management Section / PRO Section / FCC / IQAC
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