

**GOVERNMENT OF JAMMU & KASHMIR,
OFFICE OF THE ADVOCATE GENERAL**

[High Court Complex, Janipur Jammu, 180007 [Nov-April] /High Court Complex, Srinagar, 190009 [May-Oct]
Phone No. [Srinagar] 0194-247314/2455121, Fax-2455120 [Jammu] -0191-2533317, Fax -2536065
www.jklaw.nic.in E-mail address -jkadvocategeneral@gmail.com

Subject: Grant of casual leave in f/o employees at Sringar/Jammu wings -Excess CL thereof.

ORDER NO. 30 -AG of 2023

DATED: 27 -02-2023

Whereas, it has been observed that various employees have availed more than 15-days casual leave as shown against each during calendar year 2022, as admissible under rule-45 of J&K Civil Services (Leave) Rules, 1979.

Whereas, on examination of the case on the subject together with availability of earned leave the position of these employees emerged as under :-

S. No	Name of the Official	Desig.	Casual Leave			Earned leave due ending 31.12.2022
			Due	Availed	Excess	
01	Mr. Vasu Nischal	Sr. Stenographer	15	18	3	300
02	Mr. Sanjay Kumar	Sr. Stenographer	15	18 ½	3 ½	300
03	Ms. Nighat Hafeez	Sr. Stenographer	15	18	3	on deployment
04	Mr. Irfan Nabi Sofi	Legal Assistant	15	18	3	60
05	Ms. Tamkeen Bhat	Legal Assistant	15	21 ½	6 ½	87
06	Mr. Tyub Mohd Burhan	Jr. Legal Assistant	15	20 ½	5 ½	76
07	Mr. Umer Javed Magray	Jr. Legal Assistant	15	18	03	72

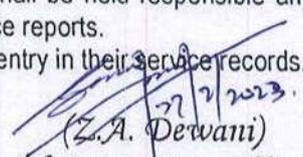
Whereas, the excess casual leave as shown against each is evident to have availed in different spells by these employees.

Whereas, the matter was considered by the competent authority and approved to treat the excess casual leave beyond 15-days in each case as Earned Leave by debit from their respective earned leave accounts with certain conditions.

In view of the above, the excess casual leave as availed by the above named employees, is hereby treated as Earned Leave to be debited from their earned leave account, with following instructions for future reference :-

1. Every official shall keep at their level a note of casual leave availed during a calendar year, as well starting from 2023.
2. A uniform format as appended in Statement-A would be desired one to avail the casual leave for now onwards.
3. The Section Officer and the Record Keeper concerned shall be held responsible for non-maintenance of leave accounts.
4. If any official is observed to have availed excess casual leave, concerned Section Officer and the Record Keeper shall be held responsible and such laxity shall be recorded in their performance reports.
5. The DDO shall ensure making necessary entry in their service records.

By Order.



(Z.A. Dewani)
Administrative Officer,
with Advocate General, J&K

No: AGJK/Adm/Cors-45/2022/05/ 115-79 Dated: 27 -02-2023

Copy for necessary action to the:

1. Director Finance, Law, Justice & PA Deptt, J&K, Jammu, in respect of Ms. Nighat Hafeez, Sr. Stenographer.
2. Accounts Officer/ Private Secretary.

3. Section Officer [A&C], with instructions to ensure publicity of the instructions through notice board/WhatsApp group, for future reference.
4. I/c Section Officer, Srinagar / Jammu, to note the instructions for maintenance of the leave registers at wing level.
5. Concerned employee.
6. Order file.
7. Concerned file.

[Statement-A to Order No. _____-AG of 2023 dated : 27.02.2023]
Format for Casual Leave:

The Administrative Officer
 Advocate General Office,
 J&K, Srinagar / Jammu

Subject: Grant of Casual leave in f/o _____
 [name and design.]

Sir,
 Kindly sanction _____ days casual leave in my favour w.e.f. _____ to _____ on the grounds of health / domestic / _____
 I have so far availed _____ casual leave during the calendar year 20____.

Yours faithfully,

Date: _____

Place: _____

[_____]

Desig: _____

Handwritten:
 27/2/2024