CHAPTER IX

LEAVE OF ABSENCE, CHANGES IN ESTABLISHMENT AND ANNUAL ESTABLISHMENT RETURNS

Leave of Absence

The Rules relating to leave are contained in Article 87 to 126 of the Rajasthan Service Rules.

(2) Leave of absence to all Gazetted Officers is granted by Government.

(3) The following authorities are empowered to grant leave other than study and disability leaves to the non-gazetted establishment of the Forest Department:

<table>
<thead>
<tr>
<th>Authority</th>
<th>To Whom</th>
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<tbody>
<tr>
<td>Chief Conservator of Forests</td>
<td>Rangers, Deputy Rangers, Ministerial and other staff of Conservator's Office: Head Clerks' and Upper Division Clerks of Divisional and Sub-Divisional Forest Offices.</td>
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<tr>
<td>Conservator of Forests</td>
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<tr>
<td>Divisional Forest Officers</td>
<td>Foresters, Nakeds, Head Guards and Forest Guards; Lower Division Cleaks Class IV Servants and Temporary Establishment.</td>
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</table>

(4) All applications for leave of absence should be submitted to the sanctioning authority in Article 13 of General Financial & Accounts Rules.

Casual Leave

The maximum period of Casual Leave admissible to a Government servant is 15 days in a year subject to the condition that not more than 10 days Casual Leave may be taken at any one time. Sundays and other holidays can be prefixed and/or
suffixed to Casual Leave provided the total absence on Casual Leave, together with Sundays or holidays does not exceed 10 days at a time.

(2) The authorities empowered to grant Casual Leave are:

To Conservators
To Divisional Forest Officers
To Sub-divisional Forest Officers
To Asstt. Conservator of Forests
To Ministerial and Class IV Establishment
Chief Conservator of Forests
Conservator of Forests
Divisional Forest Officer
Divisional Forest Officers or Conservator of Forests
Head of Office (Range Officers for the Range Staff).

The Leave Account of all Gazetted Officers is maintained by the Accountant General, Rajasthan and on receipt of the leave applications from such officers, the Chief Conservator's Office will get the title to the leave verified by the Accountant General.

(2) The leave accounts (in Form A. T. G. 2 A) of the Non-gazetted Establishment (including Class IV Services) serving in the divisions are maintained by the Forest Officers and those in the Chief Conservator and Conservator's Offices, by the respective offices. When forwarding applications for leave of Forest Subordinates and Clerks, the Divisional Forest Officers are required to submit along with the leave applications the Service Book and Leave Account of the official concerned in order that the sanctioning authority may satisfy himself that leave is due.

The Divisional Forest Officers are required to submit to the Conservators on the 1st working day of each month an Absentee Statement in Form T. A. 27 (i) showing the names of all Non-gazetted officials (excluding Class IV Servants) who were on leave other than Casual Leave during the month. In the case of those subordinates whom leave was granted by the Divisional Forest Officers themselves they are to furnish at the bottom of the Statement a Certificate that the leave in all such cases was admissible and has been granted with reference to the prescribed Leave Accounts.
Over-staying leave will be treated as mis-behaviour and may be dealt with as such. Absence without leave, moreover, amounts to interruption in service involving in the forfeiture of past services unless on satisfactory reasons being furnished, the absence is commuted into extra-ordinary leave by the sanctioning authority.

(2) A Government servant who does not join his post within the permissible joining time is entitled to no pay or leave salary after the end of the joining time. Willful absence from duty after the expiry of joining time may be treated as mis-behaviour.

Forest officials involved in criminal and civil cases in their private capacity when attending court, will be considered as absent on leave, viz. Casual Leave. leave on full pay or average salary or without pay as the case may be, due to them at the time, and will not be treated as "On Duty".

In civil cases it is seldom, if ever, necessary for the plaintiff or the defendant to appear personally at every hearing though, he must appear when called to give evidence in such cases. Divisional Forest Officers will, therefore, use their discretion in granting permission to an official to absent himself from duty in such case where an appearance can be made by a legal or other representative.

All changes in the cadre of permanent establishment require previous sanction of the Government. The Rules for the submission of proposals for such changes are to be found in Articles 55 to 58 of General Financial & Account Rules.

(2) All changes in the personnel of the Establishment must be intimated to the Accountant General.

A detailed statement of the permanent establishment existing on 1st April shall be prepared each year by the Head of Office and transmitted to the Accountant General direct, as soon as possible, not later than 15th May.

(2) The directions given by the Comptrol'er and Auditor General with regard to the form, preparation and submission of the
Returns are contained in Appendix VIII of the General Financial & Account Rules.

(3) The detailed statement should be prepared in two parts: one for permanent establishment including permanent and officiating incumbents of permanent posts in existence on the 1st of April.

Forest Orders. Changes and leave (other than Casual Leave) sanctioned by Conservators are communicated to Divisional Forest Officers by means of 'Forest Orders'. Changes in establishment should be intimated in separate orders from those for leave, and there should be a separate series of numbers for each. Divisional Forest Officers shall observe the same system for changes and leave coming under their powers of sanction. A record of all Forest Orders shall be maintained in a bound register, leave orders being kept in a separate part of the register.

(2) In order to prevent fraud and to ensure an effective check of the establishment pay bills, the Head of the clerical establishment in the office should invariably check the establishment pay bills with the Forest Orders mentioned in Sub-section (1) above, and the officer who passes the bill should also check a few entries at random.