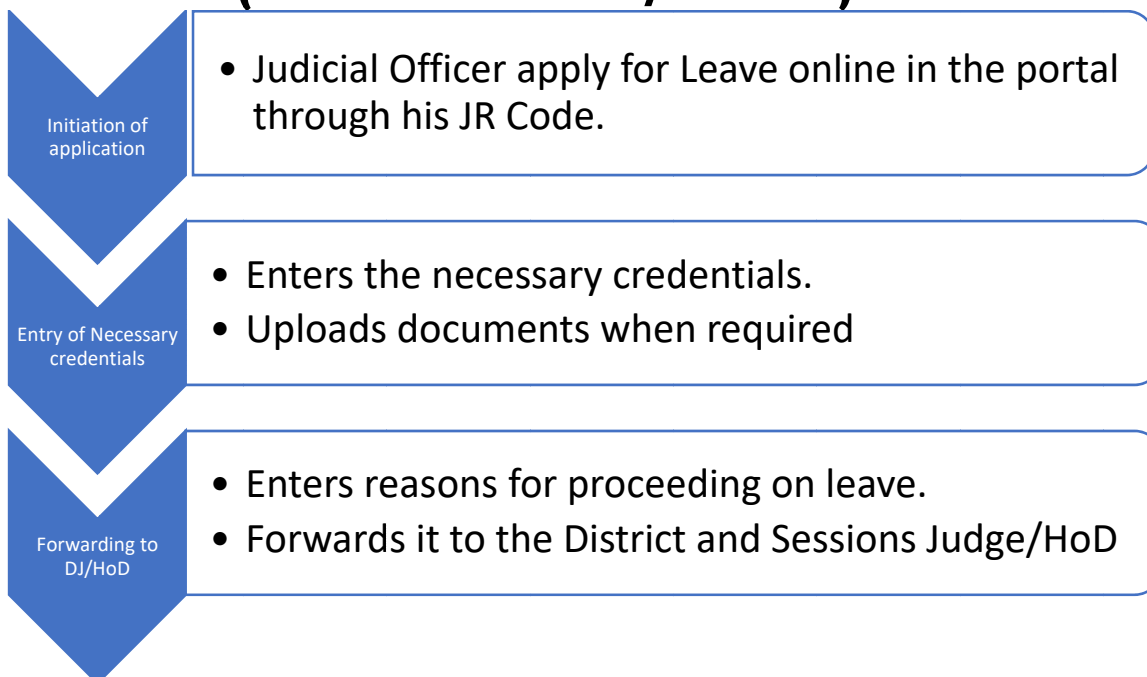


SOP FOR LEAVE APPLICATION

1st Level(District Court/Office)

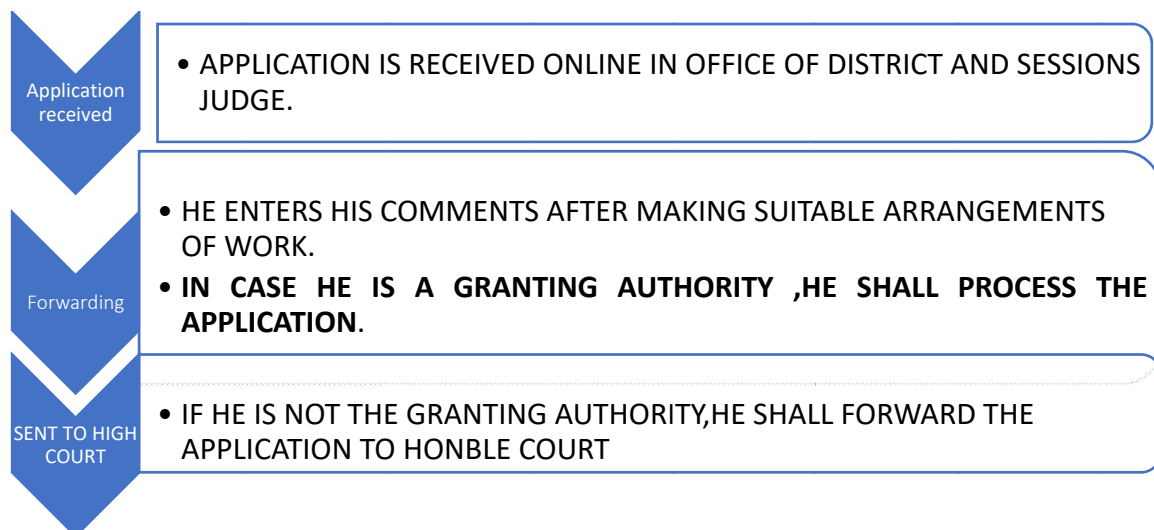


1. Earned Leave must be availed only with prior sanction before proceeding for Earned Leave except in exceptional cases of extreme emergency like death or sudden illness or unforeseen circumstances (Letter No. 88290-88326/Admn(Apptt.) dated 10.12.2018).
2. Earned Leave where the period of leave requested for is more than 3 days, must be accompanied by supporting documents ((Letter No.6823-6859/Admn.(Appt) dated 23.01.2019)
3. Application relating to Earned leave must be made at least one month in advance preceding the date of proceeding onleave (Letter No.9568-9604/Admn.(Appt) dated 11.02.2020)
4. Application relating to Child care leave must be made at least one month in advance preceding the date of proceeding of leave.CCL will not be sanctioned for less than 15 days.It will not be sanctioned more than thrice in a calendar Year. CCL can be combined with any other leave but any other leave applied for in continuation of it may be sanctioned only on request supported by a Medical certificate issued by Government Medical Practitioner (Rule 220A of Bihar Service Code)*Circumstances in which child care leave is required must be supported by Documents. (Letter No. 8447-8486/Admn.(Appt) dated 10.02.2022).*CCL if not applied for within timeline, the officer needs to submit reasons for delay and prayer for condoning delay.(Letter No.4957-4996/Admn.(Appt) dated 21.01.2023)
5. Earned Leave/CCL requires charge report to be filled up.(Letter dated 26.06.2015 of Department of Finance and Rule 58 Bihar Service Code)
6. The time duration for taking Maternity leave can be extended either up to four and a half months after the cause accrues or up to six

months after the delivery date, depending on which occurs first. Leave Application should enclose medical certificate (Notification dated 12.04.2007 of Finance Department, State of Bihar)

7. The Paternity leave duration begins from 15 days prior to childbirth during pregnancy and extends until six months after the delivery.(Notification dated 12.04.2007 of Finance Department, State of Bihar)
8. As per Appendices XIII, Rule 2 Bihar Service Code, casual leave may not be combined with vacation or any other leave. Total period of absence should not be more than 12 days.
9. Commuted Leave/Medical Leave is granted only on medical certificate/Fitness certificate. (Rule 234 of Bihar Service Code)

2nd Level:-OFFICE OF DISTRICT AND SESSIONS JUDGE/HEAD OF THE DEPARTMENT



10. District and Sessions Judge shall mention the name of officer who shall be incharge during the leave period applied in cases of all types of leave by any Judicial Officer.(Letter No.4957-4996/Admn.(Appt) dated 21.01.2023)

3rd Level:-HIGH COURT/SANCTIONING AUTHORITY

