



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002

Office of the Principal Controller of Defence Accounts (Central Command) Cariappa Road, Cantt., Lucknow, Pin Code – 226002

कार्यालय दूरभाष सं0-0522-2451547

कार्यालय फ़ैक्स सं0-0522-2451993

सं-प्रशा/III/337/कोविड-19

दिनांक-15/06/2021

17

सेवा में,

र.ले.प्र.नि.(म.क.) के अधीन सभी उप-कार्यालय,

**विषय:** Treatment/regularization of hospitalization/quarantine period during COVID-19 pandemic regarding .

**संदर्भ:** मुख्यालय कार्यालय नई दिल्ली का पत्र सं-प्रशा/वेतन तकनीकी/19015/सरकारी आदेश दिनांक 09/06/2021 तथा संलग्न DOPT का पत्र F.No.13020/1/2019-Estt.(L) दिनांक 0706/2021.

मुख्यालय कार्यालय नई दिल्ली के उपरोक्त संदर्भित पत्र तथा संलग्न DOPT के पत्र का संदर्भ लेते हुए मुख्य कार्यालय के अधीन सभी कार्यालयों को सक्षम अधिकारी द्वारा यह निर्देशित किया जाता है, कि विषय गत प्रकरण में संदर्भित पत्र का संज्ञान लेते हुए अपने कर्मचारियों की अनुपस्थिति को उनके CML/HPL/SCL/EL स्वीकृत करने के प्रत्यायोजन(Delegation) के आधार पर स्वीकृत/संस्तुत (जो भी लागू हो) करा कर मुख्य कार्यालय को अग्रिम कार्यवाही हेतु प्रेषित करें।

संयुक्त नियंत्रक द्वारा अवलोकित।

— ह —  
लेखा अधिकारी  
(प्रशा-III)

**प्रतिलिपि:-**

प्रभारी अधिकारी : र.ले.प्र.नि.(म.क.) की website पर अपलोड करने हेतु।

स्वचलन कक्ष

(स्थानीय)

— ह —  
लेखा अधिकारी  
(प्रशा-III)



कार्यालय, रक्षा लेखा महानियंत्रक  
उलन बटार रोड, पालम, दिल्ली छावनी - 110010  
Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt- 110010



सं-प्रशा/वेतन तकनीकी/19015/सरकारी आदेश  
No. AN/PayTech/19015/Govt. Orders

दिनांक: 09/06/2021

सेवा में,

सभी रक्षा लेखा प्रधान नियंत्रक/रक्षा लेखा नियंत्रक/प्र.ले.नि.(फै.)  
All PCsDA/CsDA/PCA (Fys)  
(Through CGDA Website)

**Subject: Treatment/regularization of hospitalization/quarantine period during COVID-19 Pandemic regarding.**

उपरोक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत, एवं पेंशन मंत्रालय (कार्मिक तथा प्रशिक्षण विभाग) द्वारा जारी दिनांक 07.06.2021 के का. ज्ञा. सं. 13020/1/2019-Estt.(L) की प्रति सूचना, मार्गदर्शन एवं अनुपालन हेतु अग्रेषित की जाती है।

A copy of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No. 13020/1/2019-Estt.(L) dated 07.06.2021 is forwarded herewith for information, guidance and compliance please.

Encl: as above.

25/6/21

(राजीव रंजन कुमार)

रक्षा लेखा उप महानियंत्रक (प्रशा)

प्रतिलिपि:-

1. प्रशासन - वेतन (स्थानीय)
2. लेखा परीक्षा (समन्वय) स्थानीय
3. लेखा अनुभाग (स्थानीय)।
4. आई. टी. & एस. विंग (स्थानीय) :- रक्षा लेखा महानियंत्रक वेबसाइट पर अपलोड करने हेतु
5. पुस्तकालय अनुभाग (स्थानीय)
6. मास्टर नोटबुक (प्रशासन-वेतन तकनीकी)

31-

(प्रदीप कुमार)  
लेखा अधिकारी(प्रशा)

No.13020/1/2019-Estt.(L)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
(Leave & Allowance Division)

Old JNU Campus, New Delhi  
Dated the 7<sup>th</sup> June 2021

**OFFICE MEMORANDUM**

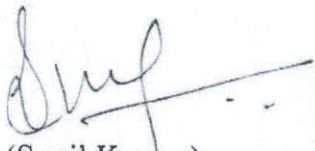
**Subject- Treatment/regularization of hospitalization/quarantine period during COVID-19 Pandemic - regarding.**

This Department has been receiving several references/queries requesting for clarification relating to treatment of the hospitalization/quarantine period during the COVID-19 pandemic. The matter has been considered, and keeping in view the hardships faced by the Government servants, it has been decided to treat the period of absence, in relaxation of CCS (Leave) Rules, 1972, as under:-

Sl. No.	Situation	Treatment of period of absence
(1)	When the Government servant himself is COVID Positive and is in home isolation/quarantine .	(i) Shall be granted Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his COVID positive report.  (ii) If Commuted Leave is not available, he shall be granted Special Casual Leave (SCL) for 15 days, followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and, in case of EL/HPL is also not available, he shall be given Extra Ordinary Leave (EOL) without insisting on production of Medical Certificate, and the period shall also be counted for qualifying service.
(2)	When the Government servant himself is COVID positive, and is in home isolation and has also been hospitalized.	(i) Shall be granted Commuted Leave/SCL/EL for a period up to 20 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls within 20 days, as per Sl.No.1 above.  (ii) In case of hospitalization beyond the 20 <sup>th</sup> day from his testing COVID positive, he shall be granted Commuted leave, on production of documentary proof of hospitalization.  (iii) If, however, after discharge from the hospital, the Government servant is required to remain at home for post-COVID recovery, he may be granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority, as per the CCS (Leave) Rules, 1972. It is only when the Commuted Leave is not available to the credit of the Government servant that SCL of 15 days or EL or EOL shall be considered.
(3)	When a dependent family member of Government servant is COVID-positive or parents,	(i) Shall be granted SCL of 15 days on production of COVID-positive report of dependent family member/parents.  (ii) In case of active hospitalization of any of the family member/parents even after 15 days of the expiry of SCL, the

	whether dependent or not, living with him are COVID positive.	Government Servant may be granted leave of any kind due and admissible beyond 15 days of SCL till their discharge from hospital. After discharge from the hospital of dependent family member/parents, if the Government servant wishes to avail further leave, he shall be considered for the leave due and admissible as per the CCS (Leave) Rules, 1972, subject to functional requirements and sanction of leave by the Competent Authority. The Competent Authority is advised to take a liberal view in such cases and its decision in the matter shall be final.
(4)	When the Government Servant comes into direct contact with a COVID-positive person and remains in Home Quarantine.	He shall be treated as on duty/Work from Home for a period of seven days. For any period beyond that, his attendance shall be regulated as per the instructions given by the Ministry/Department/Office concerned, where he is working.
(5)	The period of Quarantine spent by Government servant, as a precautionary measure, residing in the Containment Zone.	He shall be treated as on duty/Work from Home till the Containment Zone is de-notified.

2. These orders shall be applicable w.e.f. 25.03.2020 and shall continue until further orders. The past cases, wherever settled, shall be re-opened if the same is beneficial to the Government servant, and where he makes a request in writing for review.



(Sunil Kumar)

Under Secretary to the Government of India

To

1. All the Ministries/Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director, NIC, DoPT – with a request for uploading on the website of this Department.