

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

**SUBJECT: Civil Service Rules 1972 and 1976 Edition –
Amendment No. 8 – Leave and Leave passage
assistance.**

DATE: 6th July, 1977.

Civil Service Rules H3.i. and H31 of the Civil Service Rules 1972 and 1976 Editions are hereby amended, with effect from 1st January, 1977, inclusive, as follows:-

- H3.i. “tour” means the specified number of calendar years of service on full pay each category listed above and reckoned:
- (a) from 1st January next after the year in which the officer last proceeded on long vacation leave; or
 - (b) from 1st January next after the year in which the officer would have proceeded on long vacation leave, in those cases where the exigencies of the service did not permit an officer who had applied, to proceed on long vacation leave in the calendar year after completion of his tour of duty – see Rule H31; or
 - (c) from 1st January nearest the date on which the officer joined the Service: service from January to June qualifying for leave from 1st January of that year whilst a person who joins the Service after 30th June will commence to earn leave from 1st January of the following year;
 - (d) an Open Vote employee who is promoted to a post on the permanent pensionable establishment, shall commence a leave tour from the 1st January of the year in which he is promoted.
- H31 When the Permanent Secretary, Public Service Ministry is satisfied that the exigencies of the service do not permit a public servant, who has applied, to proceed on long vacation leave in the calendar year after completion of his tour of duty, he may permit the officer’s tour to be closed thus permitting him to begin a new tour of duty as if he had proceeded on leave.

The Secretary, Public Service Commission will continue to administer Rule H31 on behalf of the Permanent Secretary, Public Service Ministry.

2. When an officer completes a tour of duty under the amendment to Rule H31, the following will apply:
- (a) the officer will be granted his leave passage assistance;
 - (b) his leave entitlement will be calculated as if he were proceeding on vacation leave and then held to his credit until the exigencies of the service permit his release. (Annual leave taken during that year is deductible);
 - (c) his new tour will begin the following year, as it does for the officer who had proceeded on leave, thus permitting him to be eligible at the end of this new tour for another leave passage assistance in addition to his leave entitlement;

- (d) the leave held in store at (b) can be granted, subject to the exigencies of the service, either during the following tour or at the end of it;
- (e) at present it is not the practice to permit an officer to earn leave during leave but, to permit the application of (d), this practice is now varied.

Example:

A Category 'A' officer who completed a leave tour at the end of 1976, in 1977 applied for but was not granted his vacation leave due to the exigencies of the service. He will be granted his leave passage assistance. His leave entitlement of 124 days (112 days if he took his annual leave during 1977) will be held in store. His new tour will begin 1st January, 1978 and he will again complete a tour at the end of 1980 and be eligible for leave in respect of this tour as well as leave passage assistance.

Accordingly, if the officer is granted 124 days (or 112 days) leave, say, from 1st June, 1977 to 2nd October, 1977 (or to 20th September, 1977) in respect of the tour ended 31st December, 1976, he will still be eligible in 1980 for 124 days leave and leave passage assistance in respect of the service tour 1978 to 1980.

- 3. Please bring this Circular to the attention of all employees in your Ministry/Department.

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S. M. Z. Insanally,
for Permanent Secretary.