

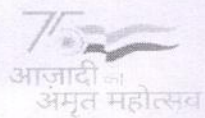


आईएसओ 9001-2015 पत्तन  
AN ISO 9001-2015 PORT



वसुधैव कुटुम्बकम्  
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मुरगांव पत्तन प्राधिकरण  
MORMUGAO PORT AUTHORITY  
(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)  
(MINISTRY OF PORTS, SHIPPING AND WATERWAYS, GOVT. OF INDIA)



वित्त विभाग  
FINANCE DEPARTMENT  
प्रशासनिक कार्यालय, हेडलेण्ड-सडा, मुरगांव, गोवा - ४०३८०४  
ADMINISTRATIVE OFFICE, HEADLAND-SADA, MORMUGAO, GOA- 403 804  
Phone : (0832)2521130 E-Mail : facao@mptgoa.gov.in

Ref. No.: FA/Estb. 1(11)/2023/00300

Date: 19/06/2023

## C I R C U L A R

Sub : Encashment of Earned Leave.

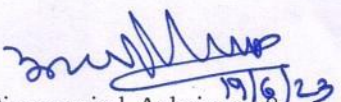
Further to Circular/letter issued vide ref. no.FA/18/2017/237 dated 02.6.2017 & FA/Est.1(21)/2022/370 dated 24.11.2022, the Competent Authority has approved payment of Earned Leave encashment as follows :

- Those Officers/Employees whose Earned leave balance exceeds the limit of 300 days in a calendar Year are allowed to encash Earned Leave up to a maximum of 60 days.
- Officers/Employees who are due to retire within the period of next thirteen months would be entitled/allowed to encash 50 % of their Earned Leave twice, but once in a calendar year.
- Encashment of Earned Leave of 50 % is also allowed for the purpose of Health, Education, Marriage, Purchase of House/flat, Construction of House, Payment of Stamp duty/Registration fee of Sale Deed and towards full repayment of Housing Loan.

Officers/Employees desiring to encash their 50% Earned leave for the purpose of Health, Education, Marriage, Purchase of House/flat & Construction of House have to submit justification/proof alongwith the earned Leave application.

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In respect of Payment of Stamp duty/Registration fee of Sale Deed & full repayment of Housing Loan, proof is to be submitted within 15 days from the date of encashment. If in case evidence/proof is not submitted within the prescribed time then the entire amount would have to be refunded. If the amount is not refunded, then the employee would not be eligible for any advances/withdrawals such as festival advance, GPF withdrawal, etc. along with recovery from salary.

  
19/6/23  
Financial Advisor &  
Chief Accounts Officer

To,  
All HODs.  
c.c. to Chairperson's table.  
c.c. to Dy. Chairperson's table.  
c.c. to Asst. Director (EDP) ..... for uploading of circular.