



HEADQUARTERS OFFICE
EMPLOYEES STATE INSURANCE CORPORATION
(An ISO 9001-2000 certified organisation)
PANCHDEEP BHAWAN C.I.G. MARG NEW DELHI-2
Website: esic.nic.in/ Ph- 011-23234092

No.A-27/17/6th CPC/16/2008-E-III

Dated: 19-05-2008

To,

All Regional Directors, /Director/Joint Directors(I/C) of
Sub-Regions,
Jt. Dir. (V) Hqrs.,
All Medical Superintendents, ESI Hospitals/Model Hospitals
Director (M) Delhi/Noida.

Subject: - Clarifications on Encashment of Leave.

Reference:-Hqrs. O.M. No. A-27/17/6th CPC/4/2008-E.III dated 24-12-2008.

Sir,

References are being received in this branch from various regions seeking clarification on this branch O.M under reference on the issue of Encashment of Leave. The position is clarified as under:-

"The Employees of the ESIC are allowed as per the O.M of 24.12.2008 to accumulate upto 300 days of EL in their leave account during their service period and at the time of retirement if an employee does not have a credit of 300 days of earned leave for encashment, then only his half pay leave is to be considered to make up for the shortfall of the earned leave. However no commutation of the HPL is allowed. Besides encashment of HPL is not allowed during the service period".

This issues in consultation with Finance & Accounts.

Yours faithfully,

(RAKESH KUMAR)
SECTION OFFICER

Copy to:-

1. Director (System) with request to upload this letter to ESIC Website.

SECTION OFFICER