



मुख्यालय

HEADQUARTERS OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES STATE INSURANCE CORPORATION
(An ISO 9001:2000 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2

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No.A-27/17/Pf/Misc./2008-E-III

Dated: 29-05-2009

MEMORANDUM

Sub: Clarifications Regarding Encashment of Leave.

A number of references have been received in this branch, seeking clarifications on the subject of encashment of leave, consequent upon the implementation of the recommendations of the Sixth Pay Commission in ESI Corporation, and the clarifications are as under:-

1. In ESIC the encashment of earned leave is allowed to the extent of fifteen days every year alongwith the condition that at the time of availing encashment the individual should also avail E.L. to the extent of fifteen days.
2. The encashment can be availed with the Leave Travel Concession (LTC), but there is no condition that the encashment can be availed only with the LTC. In other words, availing of LTC is not a pre-requisite for availing leave encashment.
3. No separate encashment of additional earned leave at the time of LTC is allowed, and it should be within the overall limit of encashment of fifteen days.

Yours faithfully,

(RAKESH KUMAR)
SECTION OFFICER

All Regional Directors/ Addl. Commissioner (NTA)/ Dir.(M) Delhi/ Medical Superintendents ESI Hospitals, Basaidarapur/ Jhilmil/ Okhla, New Delhi/ Noida/ K.K. Nagar, Chennai/ Joka (Kolkata), All ESIC Model Hospital/ Jt. Director-E-V (Hqrs.)/ SSMC/SMC/Directors/Joint Directors (I/c).