

Preparation of Leave Account

Q. 1 Prepare Leave account of a Haryana Govt. employee from the following particulars:

Hem Sharma Classes: 9991500264

- i. Date of appointment 01-04-2001
- ii. Retired on 31-01-2024

Ans: Leave at Credit: - E/L: 441 Days, HPL: 440 Days

Q. 2 Prepare Leave account of a Haryana Govt. employee from the following particulars:

- i. Date of appointment - 01-04-2001
- ii. VRS on 20 Jan 2024
- iii. Earned Leave of 20 days from 10-08-2004 with prefix on 8 & 9 Aug 2004

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- iv. HPL from 25.12.09 to 03.01.10
- v. EOL on MC 30 days from 15.03.13
- vi. Availed CCL from 12.01.16 To 30.07.16
- vii. EOL 11 days from 20 Aug 23

Ans: Leave at Credit: - E/L: 406 Days, HPL: 370 Days

Q. 3 Prepare Leave Account of a Haryana Govt. employee from the following particulars:

- i. Date of appointment - 01-04-2001
- ii. VRS on 20 Jan 2024
- iii. Suspension of 180 days from 10-08-2004 converted as Leave of kind due.

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- iv. Maternity Leave 30 days from 15.03.09
- v. Suspension from 12.01.16 To 30.07.16 not decided yet
- vi. CCL of 365 days from 20.07.19
- vii. Suspension from 12.01.22 To 30.07.22 treated as duty period

Ans: Leave at Credit: - E/L: 349 Days, HPL: 380 Days

Q. 4 A class III employee joined Haryana Govt. Service on 01.04.2012. Work out the Earned Leave

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and Half Pay Leave at his credit up to 30.06.26 if he has already availed of earned leave for 15 days only from 01.06.26 to 15.06.26. He did not avail of any other kind of leave and there is no break in his service.

Ans: Leave at Credit: - E/L: 222 Days, HPL: 280 Days

Q.5 Prepare the Leave Account of a Clerk of Haryana Govt. on 01-01-2024 having the following particulars-

- i. Joined on 01-04-1990
- ii. Availed Earned Leave for 30 days w.e.f. 01-04-1995
- iii. Availed Half Pay Leave for 30 days w.e.f. 01-04-1998

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- iv. Availed Extra-ordinary Leave for 30 days w.e.f. 01-06-2000
- v. Availed commuted Leave for 30 days w.e.f. 01-09-2002
- vi. Paternity leave 19-07-2016 to 30-07-2016 = 12 days
- vii. Earned leave 01-09-2022 to 31-12-2023 = 487 days

Ans: Leave at Credit: - E/L: 210 Days, HPL: 570 Days

Q. 6 A class III employee applied for 60 days leave with effect from 01-07-05. Report on the admissibility of leave due to him from the details given below and also prepare his leave account as on 30-04-2013.

- i. Joined service on 01-04-93
- ii. Earned leave for 15 days from 01-04-94 to 15-04-94 followed by EOL 16-04-94 to 30-05-94

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- iii. Earned leave for 30 days from 02-12-98
- iv. Remained under suspension from 01-01-01 to 31-12-2001
- v. Reinstated from 01-01-02 and the period of suspension was treated as leave of the kind due
- vi. Commuted leave on medical certificate for 20 days from 01-01-2004

Q. 7 Prepare leave account of employee of vacation wing Haryana Govt. from the following particulars

- i. Date of appointment 01-04-2001
- ii. Retired on 31-01-2024

Q. 8 Maintain the Leave Account in respect of a Teacher as on 31-01-2014 from the following particulars:

- i. Joined service as a teacher on 01-04-1985
- ii. He availed commuted leave on medical grounds from 01-04-2000 to 20-04-2000
- iii. He remained under suspension from 01-04-2008 to 31-03-2009 and this period was not treated as on duty- **HSAS-I-2014(Evening)**

Q. 9 Calculate Earned leave and Half Pay Leave admissible to a teacher of Education Department from the following particulars-

Hem Sharma Classes: 9991500264

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| 1. Date of Joining in a school as a teacher | 01-04-1995 |
| 2. Transfer to DIET in Non-Vacation Deptt. | 01-07-2003 |
| 3. Rejoined as school teacher in Vacation Deptt. | 01-01-2010 |
| 4. Retired on | 31-03-2012 |

Q. 10 Calculate the Leave/ prepare Leave Account Government employee of vacation wing as on 8 Jun 2023

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| 1. D.O.J. in service: | 09.04.1985 (AN) |
| 2. Availed EL for 20 days: | From 15.01.1999 |
| 3. Commuted Leave: | 24.11.04 to 30.11.04 |
| 4. EOL for 50 days from: | 12.12.2005 |
| 5. Suspension period from: | 10.12.14 to 06.05.15 & same has not been decided yet/ not treated as on duty/ treated as non-duty. |
| 6. Retired on Superannuation on: | 31.03.2018 |