

**GOVERNMENT OF JAMMU AND KASHMIR**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**  
**MUTHI CAMP ROAD JAMMU J&K-181205**

**Sub:- Submission/Disposal of Cash -in-Lieu cases.**

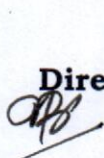
**Circular**

Attention of Chief Education Officers/Drawing and Disbursing Officers is invited towards the Provisions of J&K, Civil Services (Leave Rules, 1972 (as amended from time to time) wherein Rule 26 and 27 categorically mentions the earned leave for person in non-vocation and vacation departments respectively.

Additionally the Rule 37 of J&K Leave Rule allows that a Government servant may be paid cash equivalent of leave salary in respect of period of earned leave at his credit **at the time of retirement on superannuation.**

Despite clear cut instructions from time to time in this matter and clarification made under Circular No. 34 dated 09/12/2020, it has been observed that the process for disposal of Cash-in-lieu of Leave Salary of retirees are too slow resulting in lot of pendency which has been taken seriously by the Administrative Department/Finance Department. Besides these delayed tactics put the retirees in discomfort position.

It is therefore, impressed upon all the Chief Education Officers/ Drawing and Disbursing Officers to ensure the timely and uniform disposal of all the cases and also furnish the Cash-in-lieu cases of all Gazetted Officers to this Directorate for sanction prior one month of retirement by ensuring that the cases have been examined/verified strictly as per Article 27 of J&K Civil Services Leave Rules/ DSEJ Circular No.34 dated 09/12/2020 and also certify that distance considered on account of transfer from one station to another for earned leave is beyond 20 KM .

  
**Director School Education**  
**Jammu**

**Dated: 02 /07/2024**

**No: DSEJ/Acctts/ 3404 -15**

Copy for information to the: -

1. FA/Chief Accounts Officer, DSEJ for information and necessary action.
2. All Chief Education Officers/ Drawing and Disbursing Officers for strict compliance.
3. I/c website to upload on the official website of Directorate.
4. Office file.