

# **GOVERNMENT OF MEGHALAYA**

## **OFFICE OF THE DIRECTOR GENERAL OF POLICE**

### **MEGHALAYA ::::: SHILLONG**

#### **Circular No. 6/2024**

**Dated Shillong the, 12<sup>th</sup> August, 2024.**

Entitlement and procedures granting various leaves to Non-Gazetted Government servants are governed by various Circulars/OM issued by the Personnel and Administrative Reforms (B) Department, Assam Police Manual-III and the Meghalaya Fundamental Rules and Subsidiary Rules-1984.

#### **1. TYPE OF LEAVE**

Though there are various types of leave entitled, the ones which are earned and granted initially are the following. The other leaves are regularized or granted on expiry of these leaves only.

1. Casual Leave
2. Earned Leave
3. Maternity/Paternity Leave

##### **1.1. Casual Leave**

Circular No PER (AR)177/82 Dated 23<sup>rd</sup> June, 1982 issued by the Personnel and Administration Reform (B) Department, Government of Meghalaya (copy enclosed) and Assam Police Manual-III Rule 83, 84 and 86 clearly lays out the procedure for granting these leave.

##### **1.2. Leaves**

All types of Leaves which has been defined in FR- 84 (2) (i) and the Leave Account Form 1 as per SR-71 has to be maintained for each personnel.

##### **1.3. Maternity Leave**

As per OM issued vide M/No. F(PR)-73/2009/1-A dated 23.12.2009 and M/No. F(PR)-73/2009/12-A dated 24.05.2011 (copy enclosed).

##### **1.4. Paternity Leave**

As per OM issued vide M/No. F(PR)-73/2009/12-A dated 24.05.2011 (copy enclosed).

#### **2. AUTHORITY COMPETENT TO SANCTION AS PER EXISTING RULES**

##### **2.1. Casual Leave**

As per Assam Police Manual Part-III Rule 86 (Casual Leave). Superintendent of Police are empowered to grant Casual leave to SM, Insp, ASI, I/C and Constables serving under them.

##### **2.2. Earned Leave**

As per SR-68 (Authorities empowered to grant leave) any leave other than special

disability leave and leave out of India, admissible under the Fundamental Rules, may be granted to gazette government servant drawing pay in the establishment pay bill for/non-gazetted government servant by the authority whose duty it would be to fill up his post if it were vacant or by other competent authority (Appendix 5) and FR-86 (Application for leave) where the authority competent to grant the leave is the Government, the application for leave shall be forwarded through the ordinary channel to the Commission of Divisions or the **Head of the Department.**

It has come to notice that some officers are not following the procedures prescribed while considering for granting of the aforesaid leaves. Further, the present system of keeping watch over the procedure for granting leaves has left much to be desired. The main reason is the absence of clear instruction on the matter of granting leave by the authority competent to sanction such leave.

With a view to streamline the same, taking into account all available Rules, the following instructions are hereby laid out for strict adherence.

Sl. No	Type of Leaves	Rank	Competent Authority to grant	Remarks
1.	CL	From Follower to Insp.	SP's/ CO's	<ul style="list-style-type: none"> <li>i. In respect of personnel of PHQ/SB/CID/L&amp;O/TAP/CBPS/Election Cell/SCRB/CCTNS etc., the Controlling officer shall grant the leave with intimation to the Appointing Authority.</li> <li>ii. In respect of personnel who are attached as Gunman/orderlies/PSO whose C.L. Register are not maintained, the same shall be granted by the Appointing Authority based on the recommendation of the officer in the CL application. On CL being granted, the personnel shall be issued BO/DO/SO and thereafter proceed on leave only after issuing of Command Certificate by RI/RO.</li> </ul>
2	Leave (As define in FR- 84 (2) (i))	Insp.	IGP/ DIGP	<ul style="list-style-type: none"> <li>i. In respect of officers from Battalion/PTS/ <b>MPA by IGP's/DIGP's concerned.</b></li> <li>ii. In respect of officers from Dist/SB/CID/CBPS/F&amp;ES/Infil/ <b>MPRO by IGP's/DIGP's concerned.</b></li> <li>iii. In respect of attached officers, their application should be forwarded to the Appointing Authority for granting subject to availability of leave and thereafter the same should be communicated to the office where attached. The departure/joining report should be sent to the authority granting the leave for record and deduction in the leave account.</li> </ul>
	Leave define in FR- 84 (2) (i))	Follower to SI	Sr.SP/ Sr.CO/ SP/CO	<ul style="list-style-type: none"> <li>i. In respect of officers from Battalion/PTS/ <b>MPA by CO's/Principal concerned.</b></li> <li>ii. In respect of officers from Dist/SB/CID/CBPS/F&amp;ES/Infil/ <b>MPRO by SP's concerned.</b></li> <li>i. In respect of attached officers, their application should be forwarded to the Appointing Authority for granting</li> </ul>

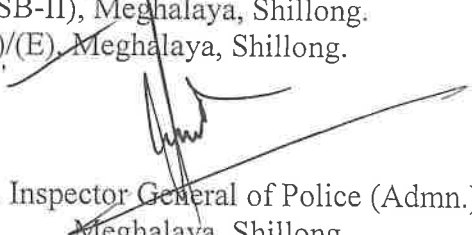
				subject to availability of leave. On being granted, entry in BO/DO/SO Book shall be made and a copy of the same should be given to the personnel who shall thereafter obtain permission for availing the same from the officer to where they are attached or from the In-charge of the Branch performing duty. On being allowed, he/she shall report to the RI/RO and for availing on obtaining the Earned Leave availing form.
3	Maternity Leave	WPI/ WPSI/ WPC/ Follower	Sr.SP/ Sr.CO/ SP/CO	<p>i. In respect of officers from Battalion/PTS/ MPA by CO's/Principal concerned.</p> <p>ii. In respect of officers from Dist/SB/CID/CBPS/F&amp;ES/Infil/ MPRO by SP's concerned.</p> <p>iii. In respect of attached officers, their application should be forwarded to the Appointing Authority for granting subject to availability of leave. On being granted, entry in BO/DO/SO Book shall be made and a copy of the same should be given to the personnel who shall thereafter obtain permission for availing the same from the officer to where they are attached or from the In-charge of the Branch performing duty. On being allowed, he/she shall report to the RI/RO and for availing on obtaining the Maternity Leave availing form.</p>
4	Paternity Leave	Insp/SI/Co nst./ Follower	Sr.SP/ Sr.CO/ SP/CO	<p>i. In respect of officers from Battalion/PTS/ MPA by CO's/Principal concerned.</p> <p>ii. In respect of officers from Dist/SB/CID/CBPS/F&amp;ES/Infil/ MPRO by SP's concerned.</p> <p>iii. In respect of attached officers, their application should be forwarded to the Appointing Authority for granting subject to availability of leave. On being granted, entry in BO/DO/SO Book shall be made and a copy of the same should be given to the personnel who shall thereafter obtain permission for availing the same from the officer to where they are attached or from the In-charge of the Branch performing duty. On being allowed, he/she shall report to the RI/RO and for availing on obtaining the Paternity Leave availing form.</p>

This order comes into force with immediate effect and supersedes all Order/Circulars issued earlier by this office.

Sd/-  
(Smti. I. Nongrang, IPS)  
Director General of Police,  
Meghalaya, Shillong.

Copy to:-

1. The Director General of Police, Meghalaya, Shillong for favour of kind information.
2. The Inspectors General of Police (PW/Comm.)/ (R/PR/F&ES)/ (SB/Border), Meghalaya, Shillong.
3. The Dy. Inspectors General of Police (CID)/ (ER)/ (WR)/ (TAP), Meghalaya, Shillong / Tura for favour of information.
4. The Sr. Superintendent of Police, Anti-Infiltration Dte., Meghalaya, Shillong.
5. The Superintendents of Police, Anti-Narcotics Task Force (ANTF), Shillong/East Khasi Hills, Shillong/West Jaintia Hills, Jowai/East Jaintia Hills, Khliehriat/West Khasi Hills, Nongstoin/South West Khasi Hills, Mawkyrwat/Eastern West Khasi Hills, Mairang/Ri-Bhoi, Nongpoh/West Garo Hills, Tura/South West Garo Hills, Ampati/East Garo Hills, Williamnagar/North Garo Hills, Resubelpara/South Garo Hills, Baghmara.
6. The Commandants, 1<sup>st</sup> MLP Bn., Mawiong, Shillong/2<sup>nd</sup> MLP Bn., Goeragre, Tura/3<sup>rd</sup> MLP Bn., Sahbsein, Jowai/4<sup>th</sup> MLP Bn., Sohpien, Nongstoin/5<sup>th</sup> MLP Bn., Samanda, Williamnagar/6<sup>th</sup> MLP Bn., Umran, Ri-Bhoi/Special Force-10, Meghalaya, Shillong.
7. The Superintendents of Police (C) MPRO/(F&ES), Shillong/(F&ES)Tura/ (Border)/(City), Shillong/(SCRB)/(AID), Tura/(Security)/(VIS)/(EOW)/ (R/PR)/(Traffic), Shillong/(Traffic), Tura/(Eastern Range) / (Cyber) / (ER) .
8. The Principal, Police Training School, Meghalaya, Umran.
9. The Spl. Superintendents of Police (CID)/(SB-I)/(SB-II), Meghalaya, Shillong.
10. The Asstt. Inspectors General of Police (L&O)/(R)/(E), Meghalaya, Shillong.

  
Asstt. Inspector General of Police (Admn.)  
Meghalaya, Shillong.