



Letter No.111/Finance (BPE)/2025, dated 28.07.2025

From
Thiru.T.Udhayachandran, I.A.S.,
Principal Secretary to Government

To
The Chief Executive Officers of all State Public Sector Undertakings/ Statutory
Boards (w.e)

Sir/Madam,

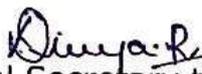
Sub : Restoration of the system of periodical surrender of Earned Leave
for encashment to the employees - orders - issued.

Ref : 1. Govt. Letter No.15211/Finance (BPE)/ 2020, dated:27.4.2020
2. Govt. Letter No.21996/Finance (BPE)/ 2021, dated:18.5.2021
3. Govt. Letter No.20148/Finance (BPE)/ 2022, dated:30.4.2022
4. Govt. Letter No.38307/Finance (BPE)/ 2022-1, dated:18.8.2022
5. G.O.Ms.No.35, HRM Department, dated:30.6.2025

In continuation of the Government Letters cited in references 1st and 4th above, I am directed to enclose a copy of Government Order referred to in reference 5th cited, wherein the following orders have been issued: (a) The system of surrender of Earned Leave for encashment shall be restored with effect from 1.10.2025; (b) Government employees and teachers shall be permitted encashment of 15 days of Earned leave per year, in accordance with their regular annual cycle and the due dates that were applicable prior to the suspension of this facility on 27.4.2020. The above orders may be adopted and implemented without any deviation in respect of employees whose service rules provide for the sanction of Earned Leave similar to that of Government employees. It is also clarified that encashment of Earned Leave should not be introduced as a new scheme in organizations where such provision does not already exist.

2) This letter may be placed before the Board of Directors at the ensuing Board meeting for information and necessary action.

Yours faithfully,


28.7.2025
for Principal Secretary to Government.

Copy to:

The Additional Chief Secretaries/ Principal Secretaries/ Secretaries to Government of all Administrative departments of Secretariat, Chennai- 09.

All Finance Directors



ABSTRACT

Fundamental Rules - Tamil Nadu Leave Rules, 1933 – Restoring the System of Periodical Surrender of Earned Leave for encashment to the Government Employees and Teachers - Orders - Issued.

HUMAN RESOURCES MANAGEMENT (FR-III) DEPARTMENT

G.O. (Ms.) No.35

Dated: 30.06.2025

விசுவாசு, ஆணி - 16

திருவள்ளூர் ஆண்டு - 2056

Read:

1. G.O.(Ms).No.48, Personnel and Administrative Reforms (FR-III) Department, dated 27.04.2020.
2. G.O.(Ms).No.48, Personnel and Administrative Reforms (FR-III) Department, dated 13.05.2021.
3. G.O.(Ms).No.36, Human Resources Management (FR-III) Department, dated 11.04.2022.

ORDER:

In the Government Order first read above, orders were issued for suspending the periodical surrender of Earned Leave for encashment for 15 days every year / 30 days every two years initially for a period of one year with effect from 27.04.2020. In the Government Order second read above, orders were issued extending the suspension of facility of surrender of Earned Leave for encashment for one more year till 31.03.2022. Subsequently, in the Government Order third read above, the suspension of facility of surrender of Earned Leave for encashment has been extended until further orders.

2. The Hon'ble Chief Minister has made the following announcement on the floor of Tamil Nadu Legislative Assembly under rule 110 of the Tamil Nadu Legislative Assembly Rules on 28.04.2025:-

கோவிட்-19 பெருந்தொற்றுக் காலத்திலே, அரசின் நிதிநிலையின் மீது ஏற்பட்ட பெரும் சமையின் காரணமாக நிறுத்தி வைக்கப்பட்டிருந்த அரசு அலுவலர்களுக்கான ஈட்டிய விடுப்பு சரண் செய்யும் நடைமுறையை, 01.04.2026 முதல், 15 நாட்கள் வரை சரண் செய்து பணப்பலன் பெறும் வகையில் மீண்டும் செயல்படுத்தி 2025-2026-ஆம் ஆண்டுக்கான நிதிநிலை அறிக்கையில் அறிவிப்பு வெளியிடப்பட்டது. இருந்தாலும், அரசு அலுவலர்கள் மற்றும் ஆசிரியர்கள் இந்த அறிவிப்பை, இந்த ஆண்டே செயல்படுத்தி கோரிக்கை வைத்திருக்கிறார்கள்.

அரசு அலுவலர்கள் மற்றும் ஆசிரியர்களுடைய கோரிக்கையைப் பரிசீலித்து, ஈட்டிய விடுப்பு நாட்களில், 15 நாட்கள் வரை 01.10.2025 முதல் சரண் செய்து பணப்பலன் பெறலாம்."

3. Based on the above announcement made by the Hon'ble Chief Minister, the Government issue the following orders:-

- (i) the Earned Leave surrender system be restored with effect from 01.10.2025;
- (ii) the encashment of Earned Leave for 15 days in a year be allowed to Government Employees and Teachers as per their regular annual cycle according to the due date prior to the suspension of the facility on 27.04.2020;

[P.T.O.]

- (iii) the Government Employees who have joined service between the period from 27.04.2020 to 30.09.2025, if otherwise eligible, are allowed to encash by surrendering the earned leave for 15 days from the first day of the quarter in which they have joined as per the schedule given below:-

Joining in Government service in between 27.04.2020 and 30.09.2025	Eligible from
October, November, December	01.10.2025
January, February, March	01.01.2026
April, May, June	01.04.2026
July, August, September	01.07.2026

4. It is clarified that if a Government Servant had surrendered the Earned Leave for encashment for 15 days on 01st April, 2020, he/she will be eligible to avail this facility on 01st April, 2026 and if he/she had surrendered it on 15th October, 2019, he/she will be eligible to avail this facility on 15th October 2025.

5. This order is also be applicable to all Constitutional/Statutory Bodies including all State Corporations/ Local Bodies/ Boards/ Universities/ Commissions/ Companies/ Institutions/Societies, etc.

6. Necessary amendment to Rule 7A of the Tamil Nadu Leave Rules, 1933 in this regard will be issued separately.

(BY ORDER OF THE GOVERNOR)

N. MURUGANANDAM
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Secretariat, Chennai – 600 009.

All Departments of Secretariat, Chennai – 600 009.

All Heads of Department.

All District Collectors / District Judges / District Magistrates.

The Secretary, Tamil Nadu Public Service Commission, Chennai – 600 003.

The Registrar General, High Court of Madras, Chennai – 600 104.

The Registrar, Madurai Bench of Madras High Court, Madurai.

All Constitutional/Statutory Bodies including all State Corporations/ Local Bodies/ Boards/ Universities/ Commissions/ Companies/ Institutions/ Societies etc.

The Accountant General, Chennai – 600 018.

The Commissioner of Treasuries and Accounts, Chennai – 600 035.

All Pay and Accounts Officers / Treasury Officers.

The Human Resources Management (AR) Department, Secretariat, Chennai – 600 009.

(to Publish in the Government website www.tn.gov.in / intranet)

The Human Resources Management (FR I) Department, Secretariat, Chennai–600 009
(with a request to issue an amendment in the Tamil Nadu Fundamental Rules)

Copy to:

The Secretary-II to Hon'ble Chief Minister, Secretariat, Chennai – 600 009.

The Special Personal Assistant to Hon'ble Minister (Finance and Environment Climate Change), Secretariat, Chennai – 600 009.

The Special Personal Assistant to Hon'ble Minister (Human Resources Management), Secretariat, Chennai – 600 009.

The Senior Principal Private Secretary to Chief Secretary to Government, Secretariat, Chennai- 600 009.

The Senior Principal Private Secretary to Principal Secretary to Government, Finance Department, Secretariat, Chennai – 600 009.

The Private Secretary to Secretary to Government,

Human Resources Management Department, Secretariat, Chennai – 600 009.

All Sections / All Officers in Human Resources Management Department, Secretariat, Chennai – 600 009.

Stock File / Spare Copy.

// FORWARDED BY ORDER //

30/6/2025
SECTION OFFICER
30/6/2025