

**Government of Jammu and Kashmir  
Finance Department (Codes Division)  
Civil Secretariat, Srinagar/Jammu**

**NOTIFICATION**

Jammu, the 1<sup>st</sup> September, 2021

**S.O. 304** .-In exercise of the powers conferred by the proviso to Article 309 of Constitution of India, the Lieutenant Governor of Union territory of Jammu and Kashmir is pleased to direct that the following amendments shall be made in the Jammu and Kashmir Civil Services (Leave) Rules, 1979; namely:-

In rule 44;

(i) in sub-rule(2), for the words "and cerebrospinal meningitis", the sign and words, "cerebrospinal meningitis and COVID-19" shall be substituted.

(ii) the following shall be added as 'Note' below sub rule-(5):-

Note:-In case of COVID-19, the following criteria shall be followed;

Sl.No	Situation	Treatment of period of absence
(1)	When the Government servant himself/herself is COVID Positive and is in home isolation/ quarantine.	(i) Shall be granted Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his COVID positive report. (ii) If Commuted Leave of 20 days is not available, he shall be granted Special Casual Leave (SCL) for 15 days, followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and, in case of EL/HPL is also not available, he shall be given Extra Ordinary Leave (EOL) without insisting on production of

		Medical Certificate, and the period shall also be counted for qualifying service.
(2)	When the Government servant himself/herself is COVID Positive and is in home isolation and has also been hospitalized.	<p>(i) Shall be granted Commuted Leave/SCL/EL for a period up to 20 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls within 20 days, as per Sl.No.1 above.</p> <p>(ii) In case of hospitalization beyond the 20<sup>th</sup> day from his testing COVID positive, he shall be granted Commuted leave, on production of documentary proof of hospitalization.</p> <p>(iii) If, however, after discharge from the hospital, the Government servant is required to remain at home for post-COVID recovery, he may be granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority, as per the Jammu and Kashmir Civil Services (Leave) Rules, 1979. It is only when the Commuted Leave is not available to the credit of the Government servant that SCL of 15 days or El or EOL shall be considered.</p>
(3)	When a dependent family member of Government servant is COVID-positive or parents, whether dependent or not, living with him are COVID positive.	Shall be granted quarantine leave as admissible under rule 44 of Jammu and Kashmir Civil Services (Leave) Rules, 1979 on production of COVID positive report of dependent family members/parents.
(4)	When the Government Servant comes into direct contact with a COVID-	He shall be treated as on duty/Work from Home for a period of seven days. For any period beyond that, he may be

	<i>positive person and remains in Home Quarantine.</i>	<i>granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority.</i>
(5)	<i>The period of Quarantine spent by Government servant, as a precautionary measure, residing in the Containment Zone.</i>	<i>He shall be treated as on duty/Work from Home till the Containment Zone is de-notified.</i>

**These provision<sup>s</sup>/guidelines shall be applicable with effect from 25.03.2020.**

**By order of the Lieutenant Governor.**

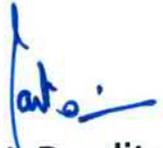
**Sd/-  
(Atal Dulloo), IAS,  
Financial Commissioner  
(Additional Chief Secretary),  
Finance Department.  
Dated 01-09-2021**

No.FD-Code-166-03-2021 - *Part-(3)-890*

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5. All Principal Secretaries to Government.
6. Jt. Secretary (J&K), Ministry of Home Affairs, Government of India.
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28. Joint Director, J&K Funds organization Srinagar/Jammu
29. General Manager, Government Press, Srinagar/Jammu for publication in Government Gazette.
30. Private Secretaries to Hon'ble Advisors (F)/(B)/( BK)for information .
31. Private Secretary to Chief Secretary.
32. Private Secretary to Financial Commissioner (Additional Chief Secretary), Finance Department.
33. All Treasury Officers.
34. I/C website, FD ([www.jakfinance.nic.in](http://www.jakfinance.nic.in))
35. I/C website, GAD ([www.jkgad.nic.in](http://www.jkgad.nic.in)).
36. Government Order File(W2scs)



**(S.L. Pandita)**

Director General (Codes),  
Finance Department.