

## Commutted Leave(Primary & High School Teacher)



👉👉👉 আজ আলোচনা করবো Commuted Leave নিয়ে। Commuted কথার অর্থ হলো পরিবর্ত। আমার আগের পোস্টে Half Pay Leave নিয়ে আলোচনা করেছি, যাতে আমাদের Commuted Leave বুঝতে সুবিধা হয়। Commuted Leave এর মূল কথা হলো 2 টি Leave on Half Average Pay এর পরিবর্তে 1 টি Commuted Leave পাওয়া যায়, তাই এই ছুটিকে পরিবর্তিত ছুটিও বলা হয়।

👉👉👉 প্রকৃতপক্ষে Commuted Leave হিসাবে কোনো Leave হয় না। 2 টি Half Pay Leave এর বদলে একটি Full Pay Leave কে Commuted Leave বলা হয়। এই ছুটি Private Affairs বা Medical Ground দুই উপায়ে নেওয়া যায়।

👉👉👉 Primary Teacher দের ক্ষেত্রে এই ছুটি এক বছরের চাকুরি জীবনে 15 টি করে জমা হয়। তবে যতো বছরই চাকুরি করুন না কেন Maximum 180 days ই জমা হয়(Private affairs ও Medical Ground নিয়ে)। এই Leave দেওয়া হয় সাধারণত ছুটি শেষ হওয়ার পর চাকুরিতে যোগদান করবেন এই শর্তে। এই Leave নেওয়ার পর কোনো শিক্ষক/শিক্ষিকা যদি মারা যান, তাহলে ওনার ছুটি Medical Ground এ Sanction হবে, যদি না ওনার Medical Leave নাও অবশিষ্ট থাকে। Medical Leave এর সাথে এই Leave এর কোনো সম্পর্কই নেই। Medical Leave আলাদা।

●●● Primary Teacher দের ক্ষেত্রে এই ছুটি Sanction করেন DPSC এর Chairman। এই ছুটি আগে থেকে Sanction করতে হয়, এর জন্য এই ছুটির আবেদনপত্রের 4 টি Copy করতে হয়, একটি Candidate Copy ওনাকে এটা Receive করাতে হবে S.I/S এর Office এ, একটি গ্রে Circle Office এ থাকবে, একটি Copy School এ থাকবে, আর একটা Copy DPSC তে Send করতে হবে Permission এর জন্য।

●●● Copy Sanction হয়ে আসার পর Service Book এ Entry করতে হবে। আবার ছুটির শেষে School এ Join করার সময়ও ছুটির আবেদনের মতো একইরকম ভাবে Joining Report তৈরি করতে হবে।

●●● এই ছুটির সাথে কোনো Sunday, Government Holiday, Vacation Affix বা Prefix হয় না অর্থাৎ ছুটির আগে বা পরের Sunday, Government Holiday, Vacation add হয় না শুধু ছুটির মধ্যে থাকা দিনসংখ্যা হিসেব হয়।

👉👉👉 High School Teacher দের ক্ষেত্রে এই ছুটি চাকুরি জীবনে 30 দিন পাওয়া যায়। এইখানে একটি কথা বলে রাখি, একটি কথা প্রায় সকলে ভুল করে High School Teacher দের ক্ষেত্রে, উনারা সারা চাকুরী জীবনে 30 টি Commuted Leave পাবেন 60 টি Half Pay Leave এর পরিবর্তে। এরপর আর commuted Leave পাবেন না, কিন্তু 60 টি HPL শেষ হওয়ার পর আবার পাবেন। ওনাদের ক্ষেত্রে এই ছুটি Sanction করেন Managing Committee, আবেদন করতে হবে Through the Headmaster আর বাদবাকি সব নিয়ম একইরকম।

●●● এই ছুটির কিছু বৈশিষ্ট্য নিয়ে আলোচনা করা যাক। Medical Leave কোনো অবশিষ্ট না থাকলে উপযুক্ত কারণ অর্থাৎ Medical Certificate দিয়ে এই ছুটি নেওয়া যায় Medical Ground এ। Medical Leave থাকলেও উপযুক্ত কারণ দেখিয়ে Private Affairs এ এই Leave নিতে পারেন। ধরুন কেউ বিবাহ করবেন, এই ছুটিটা Medical Leave হিসেবে দেখাতে কিরকম লাগে, তাই এক্ষেত্রে উপযুক্ত কারণ দেখিয়ে Private Affairs এ কয়েকদিনের জন্য Commuted Leave নিতে পারেন, এক্ষেত্রে উনাকে মেডিকেল সার্টিফিকেট দেওয়ার প্রয়োজন নেই। তবে এ ক্ষেত্রে Commuted Leave এর দ্বিগুণ পরিমাণ Half Pay Leave ওনার Leave account এ জমা থাকা চাই। এছাড়া অন্য কোন কারণে উনি কয়েক দিনের জন্য ছুটি নেবেন ও ওনার ক্যাজুয়াল লিভ নেই তাহলে এক্ষেত্রে উনি Private Affairs এ এই ছুটি নিতে পারেন মেডিকেল সার্টিফিকেট ছাড়াই, এতে ওনার মেডিকেল সার্টিফিকেট দেওয়ার ঝামেলা আর থাকলো না।

●●● Commuted Leave on Medical Ground নিলে Registered practitioner এর Medical Certificate দিতে হয় আর Commuted Leave on Private Affairs এ নিলে উপযুক্ত কারণ দেখিয়ে only application করবেন, এক্ষেত্রে Medical Certificate দেওয়ার দরকার নেই। Application এর sample দিলাম নীচে।

●●● Commuted Leave নেওয়ার আগে দেখতে হবে ওটার দ্বিগুণ পরিমাণ Leave on Half Average Pay এ শিক্ষক/শিক্ষিকার Leave credit এ জমা আছে কিনা।

●●● Commuted Leave এর ক্ষেত্রে Full Pay অর্থাৎ পুরো বেতনই পাবেন কোনো শিক্ষক/শিক্ষিকা, কারন বলাই আছে দুটি Half Pay Leave এর বদলে একটি Full Pay Leave

N.B. 🔞 🔞 🔞 একটি কথা খুব ভালো করে মনে রাখুন Commuted Leave তখনই পাওয়া যায় যখন আপনার Commuted Leave এর দ্বিগুণ পরিমাণ Half\_Pay\_Leave আপনার Leave account এ credit বা জমা হবে, নাহলে নয়।

#শুভ\_তোজো\_মান্না

**COMMUTED  
LEAVE**

# West Bengal Primary Teachers Leave Rules, 1999

December 8, 2011

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Government of West Bengal  
School Education Department

No. 453-SE(Pry), dated 04.05.1999

## NOTIFICATION

In exercise of the power conferred by Sub-section (1) of section 106 of the [West Bengal Primary Education Act, 1973](#), (West Bengal Act XLIII of 1973) Governor is pleased hereby to make the following rules:-

## *RULES*

### 1. Short Title

These rules may be called the [West Bengal Primary Education \(Leave of Teacher of Primary Schools\) Rules, 1999](#) and shall come into force with effect from the date of notification.

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(e) Commuted Leave – Commuted leave, not exceeding half the amount of half pay leave due, may be granted on medical ground on production of appropriate medical certificate or on the ground of private affairs subject to the conditions that –

- (i) the commuted leave during the entire period of service shall be limited to the maximum of 180 days on full pay;
- (ii) that twice the amount of commuted leave granted shall be debited against the half pay leave due; and
- (iii) that the total duration of the commuted leave taken in conjunction with the compensatory leave in lieu of duty during vacation in terms of Clause (d) subject further to the conditions that

- (A) no commuted leave under this Clause may be granted, unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry, and
- (B) a teacher on commuted leave is entitled to leave salary equal to twice the amount admissible to him under Clause (d) above.

**Education Department (Secondary Branch)**  
**NOTIFICATION**

No. 79-Edn (S), Dated, Calcutta, the 28th Jan, 1994.

In exercise of the power conferred by sub-section (1) and, in particular, by Clause (d) of sub-section, (2) of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal, Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendments in the Management of Recognised Non-Government Institution (Aided and Un-aided) Rules, 1969 (hereinafter referred to as the said Rules);

Provided that the total period of leave on half-pay which may accumulate to the credit of the teacher or non-teaching employee shall not exceed 60 days at a time.

(2) Commuted leave, not exceeding half the amount of half-pay leave, may be granted on private affair or on medical certificate to a teacher or a non-teaching employee, subject to the following conditions:

(a) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;

(b) commuted leave on medical certificate may be granted only when medical leave is due to the credit of a teacher or non-teaching employee;

(c) half-pay leave upto maximum of 60 days may be allowed to be commuted during the entire period of service in school or schools";

**WEST BENGAL BOARD OF SECONDARY EDUCATION**  
**77/2, Park Street, Kolkata - 700 016**

**Circular No. S/221,**

**Dated: 30-08-2010**

**From: The Secretary, West Bengal Board of Secondary Education.**  
**To: The Heads of all Recognised Secondary Schools in West Bengal.**

**Sub: Clarification in respect of Medical Leave, Commuted Leave and Half-Average Pay Leave of Teaching & Non-teaching staff of Non-Govt. Aided / Unaided / Sponsored Institutions.**

It is notified for information of all concerned that the matter regarding clarification of Medical Leave, Commuted Leave and Half-Average Pay Leave of teaching & non-teaching staff of Non-Govt. aided/unaided/sponsored Recognised Secondary Institutions in West Bengal has been considered by the Executive Committee of the Board in its meeting held on 23/06/2010 on some queries made by several institutions with reference to G. D. No. 79-Edn(S) dated 28/01/1997 of the School Department Govt. of West Bengal and Board's Memo Nos. 2308/G dated 15/03/1982 & 15300/G dated 13/10/1972.

**Clarifications are as follows:**

- (i) When the day immediately preceding the day on which a teaching or non-teaching employee's Medical Leave/Commuted Leave/Half Average Pay Leave (other than leave on Medical Certificate) begins or immediately following the day on which his/ her such leave expires is a holiday or series of holidays, the teaching or non-teaching employee shall be deemed to have been permitted to leave his/ her station at the close of the day before or return to it on the day following such holiday or series of holidays.
- (ii) When a teaching or non-teaching employee is certified medically unwell to attend institution holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to Medical Leave/ Commuted Leave/ Half Average Pay Leave (leave on Medical Certificate) and the holiday(s), if any, immediately following the day he is so certified shall be treated as part of the leave.
- (iii) When a teaching or non-teaching employee is certified medically fit for joining duty holiday (s), if any, immediately succeeding the day he is so certified shall be allowed automatically to be suffixed to Medical Leave/ Commuted Leave/ Half Average Pay Leave (leave on Medical Certificate) and the holiday(s), if any, immediately preceding the day he is so certified shall be treated as part of the leave.
- (iv) Commuted leave on medical ground may only when no medical leave is due to the credit of a teacher or non-teaching employee.

**The following examples are being cited in connection with the sanction of Medical Leave/ Commuted Leave/ Half Average Pay Leave:**

1. For example if the vacation period begins from Sunday, the 16th of May and ends on Sunday the 13th of June, if any staff avails Half-Average Pay Leave or Commuted Leave (other than leave on Medical Certificate) from Tuesday the 11th of May and does not join duty on the last day of holding of school, i.e. on Saturday, the 15th of May but join the school on the first day after reopening of school, i.e. on Monday, the 14th of June must apply for leave for the period from 11th May to 15th of May suffixing 16th of May to 13th of June being holidays. But if the staff fails to join 14th of June, i.e. on the first day after the school reopens then the whole vacation period shall be treated as part of the leave.
2. For example if any staff availed Half-Average Pay Leave or Commuted Leave (other than leave on Medical Certificate) on and from Monday, the 12th of April, after attending school on Saturday, the 10th of April, and then resume duty on Monday, the 19th of April the leave period of the staff must not include the Sunday the 11th of April, and Sunday the 18th of April but will include the holidays if any, on the 14th & 15th of April, 2010 in this case he/ she will apply for leave for the period from 12th of April to 17th of April prefixing 11th of April and suffixing

18th of April both being holidays.

3. In another example, if any staff avails Commuted Leave on and from Monday, 21st of December after attending school on Saturday, the 19th of December and then resumes his/ her duty on Saturday, the 2nd of January the next year then he/ she will apply for leave for the period from 21st of December to 24th of December i.e. for 4(four) day's Commuted Leave in lieu of 8 (eight) day's Half-Average Pay Leave prefixing 20th of December and suffixing 25th of December to 1st of January being holidays.
4. Let the vacation period begins from Sunday the 16th of May, and ends on Sunday, the 13th of June. If any staff is certified medically unwell to attend institution on 25th of May and resumes duty on 16th of June, on being certified medically fit, he / she is to apply for Medical or Half Average Pay Leave or Commuted Leave (on Medical Certificate) from the 25th of May to 15th of June.
5. Let the vacation period begins from Sunday the 16th of May, and ends on Sunday, the 13th of June. If any staff is certified medically unwell to attend institution on 13th of May and is certified medically fit for joining duty on 10th of June, he / she is to apply for Medical or Half Average Pay Leave or Commuted Leave (on Medical Certificate) from the 13th of May to 9th of June.

N.B.: Prefixing and suffixing period will not be counted for any kind of leave.

Sd/- Partha Roy  
Secretary

To

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Through the Proper Channel

Sub: Prayer for Commuted Leave

Sir/Madam,

Most humbly, it is requested that I, \_\_\_\_\_

\_\_\_\_\_, HM/TIC/AHM/AT of \_\_\_\_\_

\_\_\_\_\_, School under the jurisdiction of \_\_\_\_\_ District Inspector of Schools (SE) in the district of \_\_\_\_\_, W.B, would like to draw your kind attention that I want to take Commuted Leave from \_\_\_\_\_ to \_\_\_\_\_ due to \_\_\_\_\_. All the relevant papers are attached herewith this prayer.

For your kind information that I have the proportional half pay leave in the credit of my leave account as on date. I shall be highly obliged if you kindly allow me the above mentioned leave for those days only as per leave rules.

Looking forward to your prompt intervention.

With thanks,

Date:

Faithfully Yours,

To

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Through the Proper Channel

Sub: Prayer for Commuted Leave

Sir/Madam,

Most humbly, it is requested that I, \_\_\_\_\_, HT/TIC/AT of \_\_\_\_\_ School under \_\_\_\_\_ circle in the jurisdiction of \_\_\_\_\_ District Primary school council, W.B, would like to draw your kind attention that I want to take Commuted Leave from \_\_\_\_\_ to \_\_\_\_\_ due to \_\_\_\_\_. All the relevant papers are attached herewith this prayer.

For your kind information that I have the proportional half pay leave in the credit of my leave account as on date. I shall be highly obliged if you kindly allow me the above mentioned leave for those days only as per leave rules.

Looking forward to your prompt intervention.

With thanks,

Date:

Faithfully Yours,

To

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Through the Proper Channel

Sub: Joining report after availing Commuted Leave

Sir/Madam,

With due honour, I, \_\_\_\_\_, HM/TIC/AHM/AT of \_\_\_\_\_

School under the jurisdiction of \_\_\_\_\_ District Inspector of Schools (SE) in the district of \_\_\_\_\_, W.B, want to inform you that I am really thankful to you for granting me Commuted Leave. Now, I hereby inform you kindly for joining in the school today on \_\_\_\_\_ after availing \_\_\_\_\_ days Commuted Leave w.e.f \_\_\_\_\_ to \_\_\_\_\_

All the relevant papers are attached herewith this prayer. Hope your kind honour will accept my joining report and will do the needful.

Looking forward to your prompt intervention.

With thanks,

Date:

Faithfully Yours,

To

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Through the Proper Channel

Sub: Joining report after availing Commuted Leave

Sir/Madam,

With due honour, I, \_\_\_\_\_, HT/TIC/AT of \_\_\_\_\_

under \_\_\_\_\_ circle of \_\_\_\_\_ School

District Primary School Council, want to inform you that I am really thankful to you for granting me Commuted Leave. Now, I hereby inform you kindly for joining in the school today on \_\_\_\_\_ after availing \_\_\_\_\_ days Commuted Leave w.e.f \_\_\_\_\_ to \_\_\_\_\_

All the relevant papers are attached herewith this prayer. Hope your kind honour will accept my joining report and will do the needful.

Looking forward to your prompt intervention.

With thanks,

Date:

Faithfully Yours,