

Half Pay Leave(Primary ও High School)👇👇👇👇👇👇👇👇  
👇👇👇👇👇👇

👉👉👉 আজ আলোচনা করবো Leave on Half Average Pay নিয়ে, যেটাকে সহজ কথায় বলে থাকি Half-pay Leave। Half-pay Leave টা আপাতদৃষ্টিতে মনে হয় খুব জটিল একটি ব্যাপার। আমরা এই নিয়মগুলো একটু সহজ করে শিখবো।

👉👉👉 আমি আমার Casual Leave এর পোস্টে বলেছি Education Department(Primary & Secondary) এর নির্দিষ্ট Notification অনুযায়ী কোনো শিক্ষক/শিক্ষিকা বিভিন্ন ধরনের Leave নিতে পারেন। ঐ Notification গুলো অনুযায়ী Primary ও High School এর শিক্ষক/শিক্ষিকাগণ Leave on Half Average Pay ও পেয়ে থাকেন।

👉👉👉 Leave on Half Average Pay এর ক্ষেত্রে Primary ও High School Teacher দেব নিয়মের একটু Difference আছে Department অনুযায়ী।

👉👉👉 প্রথমে Primary Teacher দেব Leave on Half Average Pay নিয়ে বলবো।👇👇👇👇

▲▲▲ Primary Teacher দেব জন্য এই Leave 1 বছর চাকুরি জীবনে 30 দিন করে জমা হয়, অর্থাৎ এখানে চাকুরি জীবন বলতে বোঝানো হয়েছে কোনো শিক্ষক/শিক্ষিকা যদি 27.07.2011 তারিখে

Join করেন তাহলে ওনার 1 বছর চাকুরিকাল সম্পূর্ণ হচ্ছে 26.07.2012 তে। এইভাবে প্রতি বছর 30 টি করে জমা হয়। তবে Maximum কতগুলো জমা হয় তার উল্লেখ Order এ করা হয়নি। তবে যতগুলো জমা হোক না কেন Maximum 180 দিনের বেশি এককালীন পাবেন না।

● ● ● Primary Teacher দেব এই ছুটি অনুমোদন দেবেন Concerned DPSC এর Chairman, Sanction হলেই এই ছুটি Service Book এ Sanction Copy সহ Entry করতে হবে। Apply করতে হবে Through the Sub-inspector Of Schools এর মাধ্যমে। বিশেষ অনুমতিসাপেক্ষে এই ছুটি নেওয়া যায়।

● ● ● এই ছুটি অনুমোদন হলে G.O No. 275-F dt. 10.01.1986 & 713-Edn. dt. 23.11.87 অনুযায়ী নীচের নিয়মে ঐ শিক্ষক/শিক্ষিকার Pay Fixed হয়👇👇👇👇👇👇👇

▲ ▲ ▲ ঐ শিক্ষক/শিক্ষিকার Last Basic Pay এর Half অর্থাৎ অর্ধেক ও ঐ অর্ধেক Basic Pay এর উপর DA এর % হিসেব হবে, HRA ও Medical Allowance পূর্বে যা পেতেন ওটাই পাবেন।

👉👉👉 এবার আসি High School Teacher দেব Leave on Half Average Pay নিয়ে। S/22 dt. 30.08.2010 & 79-Edn.(S) dt. 28.01.1994 অনুযায়ী কোনো High School এর শিক্ষক/শিক্ষিকার এই ছুটি 1 বছরের চাকুরি জীবনে 15 দিন জমা হয়। ওনার যতগুলো ছুটি জমা হোক না কেন এককালীন Maximum 60 দিনের বেশি পাবেন না।

কারণ এই ছুটি 60 দিনের বেশি এককালীন জমা হয় না। যখনই এই ছুটি জমা হয় তখনই এই ছুটি কমলে আবার তা জমবে। ধরুন একজনের জমা Half Pay Leave ছিল 60 দিন, তার পরের বছর 25 দিন নিলেন, তাহলে ওনার জমা থাকা HPL কমে হলো 35 দিন, ওই বছর 15 দিন HPL জমা হওয়াতে দাঁড়ালো 50 দিন, তাহলে পরের বছর জমা হওয়ার কথা 15 দিন, কিন্তু জমা হবে 10 দিন, ফলে জমা HPL হবে আবার 60 দিন, যা ওই ছুটির উর্ধসীমা, অর্থাৎ এই ছুটি যখনই 60 দিনের কম হবে তখনই জমা হবে।

●●● High School Teacher দেৱ ক্ষেত্রে এই ছুটি Sanction করে Managing Committee। তবে Apply করতে হবে Through the Headmaster, এনাদের ক্ষেত্রেও এই ছুটি অনুমোদন হলে Service Book এ Entry করতে হবে। High School Teacher দেৱ ক্ষেত্রেও এই ছুটির Pay Fixed উপরের নিয়ম অনুযায়ী হয় অর্থাৎ Primary Teacher দেৱ মতোই হয়।

👉👉👉 তাহলে Primary ও High School এর Teacher দেৱ Leave on Half Average Pay নিয়ে বললাম। এবার এই ছুটির কিছু Basic Rules নিয়ে আলোচনা করবো, যা Primary ও High School Teacher দেৱ ক্ষেত্রে একইরকম।

●●● এই Leave Casual Leave এর মতো নষ্ট হয়ে যায় না।

●●● এই ছুটি Medical Ground এ (Medical Ground এ নিলে Medical Certificate আর Application দিতে হবে) ও Private Reasons (উপযুক্ত কারণ দেখাতে হবে) এ নেওয়া যায়।

●●● এই ছুটি Casual Leave ব্যতীত অন্য কোনো ছুটির সাথে Combined করা যায়।

●●● Medical Leave না অবশিষ্ট থাকলে এই ছুটি Medical Ground এ নেওয়া যায়।

●●● N.B ▲▲▲ Half Pay Leave মেডিকেল গ্রাউন্ডে তখনই নেওয়া যায় যখন লিভ অ্যাকাউন্টে একটাও মেডিকেল লিভ জমা থাকবে না।

তা সত্ত্বেও যদি এই লিভ নেওয়া হয় তবে ব্যক্তিগত প্রয়োজন (মেডিকেল কারণ ছাড়া) লিখে আবেদন করতে হবে।

●●● একটানা কয়েকদিন অনুপস্থিত থাকার জন্য ঐ দিনগুলো হাফ পে লিভ নিতে চাইলে সেই দিনগুলো আসলে কমিউটেড লিভে পরিবর্তিত হবে।

এইরকম একটানা হাফ পে লিভ এর দিনগুলোর মধ্যবর্তী কোন দিন যদি রবিবার বা অন্য ছুটি পড়ে তবে সে দিনের বেতনও অর্ধেক হবে।

অর্থাৎ ১৫ দিন অনুপস্থিত থাকার জন্য সেই ১৫দিন ১৫টি কমিউটেড লিভ হবে = ৩০ টি হাফ পে লিভ কাটা যাবে।

▲ ▲ ▲ আমি জানি Commuted Leave এর সাথে এই ছুটি অঙ্গাঙ্গীভাবে জড়িত, তবুও ওটা নিয়ে ইচ্ছে করে আলোচনা করিনি, পরের Post এ করবো, যাতে এই ছুটি নিয়ে সবার একটি স্পষ্ট ধারণা তৈরি হয়ে যায়, যার ফলে Commuted Leave নিয়ে আলোচনা বুঝতে সুবিধা হবে।

● ● ● নিচে হাফ পে লিভ নেওয়ার application দিলাম ও হাফ পে লিভ নেওয়ার পর জয়েনিং এর জন্য কিভাবে আবেদন করতে হয় তারও sample দিলাম।

#শুভ\_তোজো\_মান্না

**Leave On  
Half Average  
Pay**

Government of West Bengal  
School Education Department

No. 453-SE(Pry), dated 04.05.1999

NOTIFICATION

(d) Half Pay Leave – A teacher may be granted half pay leave on appropriate medical certificate on the ground of his/her illness or private affairs not exceeding 30 days for each completed year of service:

*Provided that no half pay leave shall granted for more than 180 days at a time.*

GOVERNMENT OF WEST BENGAL  
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);

### "3. Leave on half average pay:

(1) A teacher or a non-teaching employee of an institution may be granted 15 days leave on half-pay for each completed year of service:

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.

- Half Pay Leave can be availed on Private affairs and Medical Ground.
- Half Pay Leave can combine with other leave except Casual Leave.
- During half pay leave salary will be calculated as follows: Example: If Basic Pay of an employee before HPL is ₹ 10000 he/she will get salary during half pay leave is:-
  - Half of the Basic Pay: ₹ 5000
  - DA as per the rate of half basic pay (i.e. 125%): ₹6250
  - HRA 15% (as per rate) of full basic pay i.e 10000: ₹1500
  - Medical Allowance as per admissible: ₹300

**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 beings 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

13. Statement of leave granted to applicant previous to this application:

Nature of leave	In current year	During post Year.	Total	
Casual				
Privilege				
On average pay (including Earned Leave Under revised Leave Rules 1933)				
On average pay on M.C				
On half average pay on M.C				
On half average pay on private affairs				
On quarter average pay				
On quarter average pay on M.C				
Extraordinary leave				

**Total**

14. Certified that leave on \_\_\_\_\_ average pay for Earned Leave  
Months and Days from \_\_\_\_\_ to \_\_\_\_\_  
is admissible under articles/ rule \_\_\_\_\_ of \_\_\_\_\_

Date:

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

15. Orders of the sanctioning authority:

Date:

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

### **APPLICATION FOR LEAVE**

1. Name of the applicant.....
2. Leave Rules applicable.....
3. Post held.....
4. Department of office .....
5. Pay.....
6. House allowance, Conveyance  
Allowance or other Compensatory  
Allowance drawn in the present post.....
7. Nature and period of leave applied  
for and date from which required.....
8. Grounds on period leave is applied  
for and date from which required .....
9. Date of return from last leave and  
Period of that leave.....
10. I under take to refund the difference between average pay and half average pay for the period of leave on average pay, which would not have been admissible had the provision to rule 184(b) (ii) of WBSR- I not been applied in the event of my retirement from service at the end or during the currency of the leave.

Date:

Signature of the applicant

11. Remarks and /or recommendation of the Controlling Officer:

Date: -

Signature \_\_\_\_\_

Designation\_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Through the Proper Channel

Sub: Prayer for Leave on Half Average Pay

Sir/Madam,

With due honour, I, \_\_\_\_\_  
\_\_\_\_\_, HM/AHM/TIC/AT of \_\_\_\_\_  
\_\_\_\_\_ School under the jurisdiction  
of \_\_\_\_\_ District Inspector  
of Schools (SE) in the district of \_\_\_\_\_  
\_\_\_\_\_, W.B, want to draw your kind attention that I need  
your kind consideration for taking the half average pay leave from \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_ on account of  
\_\_\_\_\_. All the relevant papers  
are attached herewith this prayer. For your kind information that as per  
leave rules, a substantial amount of my half average pay leave has already  
been credited to my leave account as on date.

Looking forward to your kind perusal sir/madam.

With thanks,

Date:

Faithfully Yours,

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Through the Proper Channel

Sub: Joining Report after availing half average pay 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 draw your kind  
attention that I am really thankful to you for granting me Half Average Pay  
Leave. Now, I hereby inform you kindly for joining in the school today on  
\_\_\_\_\_ after availing \_\_\_\_\_ days of 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 sir/madam.

With thanks,

Date:

Yours Truly,

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Through the Proper Channel

Sub: Joining Report after availing half average pay leave

Sir/Madam,

With due honour, I, \_\_\_\_\_  
\_\_\_\_\_, HT/TIC/AT of \_\_\_\_\_  
\_\_\_\_\_ School  
under \_\_\_\_\_ circle of \_\_\_\_\_  
\_\_\_\_\_ District Primary School Council, W.B, want  
to draw your kind attention that I am really thankful to you for granting me  
Half Average Pay Leave. Now, I hereby inform you kindly for joining in the  
school today on \_\_\_\_\_ after availing \_\_\_\_\_ days  
of 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 sir/madam.

With thanks,

Date:

Yours Truly,

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Through the Proper Channel

Sub: Prayer for Leave on Half Average Pay

Sir/Madam,

With due honour, I, \_\_\_\_\_

\_\_\_\_\_, HT/TIC/AT of \_\_\_\_\_

\_\_\_\_\_ School under \_\_\_\_\_

Circle of \_\_\_\_\_

District Primary School Council, W.B, want to draw your kind attention that I need your kind consideration for taking the half average pay leave from

\_\_\_\_\_ to \_\_\_\_\_ on account of

\_\_\_\_\_. All the

relevant papers are attached herewith this prayer.

For your kind information that as per leave rules, a substantial amount of my half average pay leave has already been credited to my leave account as on date.

Looking forward to your kind perusal sir/madam.

With thanks,

Date:

Faithfully Yours,