

## CHAPTER –XIX

### CASUAL LEAVE

*Circular No PER  
(AR)177/82.,dtd.  
23<sup>rd</sup> June,1982*

1.1. The Secretaries' Committee in its recent meeting discussed the matter in which casual leave is availed or by the employees and granted by the authorities. It has been observed that the concession of casual leave has been abused and almost converted into an unauthorised system or privileged leave. Further, the present system or keeping watch over the applications for casual leave has left much to be desired. The main reason is the absence of clear-cut instructions or the matter of keeping record of casual leave applications and of the authority competent to sanction the casual leave. Instructions ere, in the past, issued on the maintenance of the Casual Leave Register. However, it appears that the system has not been rigidly adhered to.

1.2. Government have had under consideration the manner in which the present system could be improved upon. Government have decided that the old system may be replaced by the new system. The present practice where the applications for casual leave are made on ordinary cum-account form as prescribed and annexed with the following method for suing the form :-

1.2.1. Each employee should have one form where his applications of casual leave have to be entered in. In brief form, at column 3. Generally, it has been observed that reasons for casual leave are always made on ground of indisposition, bereavement or personal affairs.

1.2.2. Whenever an employee requires casual leave he shall fill in the columns 1, 2 and 3 and sent it to his office.

1.2.3. The next superior officer will put his remarks in column 4 with signature and the leave sanctioning authority will take a decision at column 5 with his signature.

1.2.4. A similar form in respect of each employee will be maintained by the Office and similar entries made in the office copy of the casual leave application cum Account Form. The form belonging to the employee is to be returned to him/her on resuming duty after availing of the casual leave.

1.2.5. An employee who has to further extend the leave on account of unavoidable reasons and whose casual leave application Form-cum-Account is already in the custody of the office can ask for extension of casual leave by a separate application in an ordinary paper. On receipt of such an application, entries are to be made in both the forms and whatever decision taken recorded. The employees will authenticate his form on resuming duties in column 3.

	<p>1.3. Whenever any employee is about to exhaust the casual leave within the near future and much before the end of the calendar year, a letter of caution must be issued to that employee stating, inter alia, that applications for further casual leave may be refused and the absence from duty may be treated as extra-ordinary leave without pay. Whenever there are employees who have exhausted their casual leave and are resorting to earned leave applications even for a matter of a day or two they should be given warning that the earned leave application for an unconscionably small period might result in the same being treated as extra-ordinary leave without pay.</p> <p>1.4. The system will take effect immediately. All Casual leave availed of by the employees should be entered in the Casual Leave Application-cum-Account Form in the manner indicated above. The casual leave of Government servants will be sanctioned as below :-</p>
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(a) Spl. Secretary / Commissioner / Secretary	Chief Secretary / Minister would be informed
(b) Addl. Secretary / Joint Secretary / Dy. Secretary / Under Secretary / Heads of Department	Special Secretary / Secretary of a Department
(c) Superintendent / Asstt. Superintendent / Asstts / Typist / etc	Branch Officer :- Special Secretary / Secretary will be informed.
(a) Personal Staff attached to Minister / Officer	Minister / Officer :- Under Secretary, Secretariat Admn . Department will be informed.
(e) Peon	Superintendent / Officer concerned or Nazir, as the case may be.
(f) Addl. Director / Jt. Director / Deputy Director / Asstt. Director / Registrar / Superintendent	Head of Department :- Special Secretary / Secretary will be informed.
(a) Head Assistant / Assistant / Typist / Peon of other Offices:	Additional Director / Joint Director / Deputy Director as the case may be, Head of the Department will be informed.
(b) Head Assistant / Assistant / Typist / Peon of other Offices	Head of Office or Officer authorised by him.

	<p>Further, Government would like to reiterate the instructions already contained in the Secretariat Manual and in the Hand Book of General Circulars : that –</p> <p>(i) If any Government servant avails himself of Casual leave when it is not admissible, he will do so at his own risk and will ordinarily be treated as absent on leave without pay.</p>
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|  | <ul style="list-style-type: none"><li>(ii) Prior permission for Casual leave on account of anticipated causes shall be taken.</li><li>(iii) Absence in anticipation of sanction will be condoned only if the necessity for the leave could not have been foreseen. This will be reflected in column 3 of the Casual Leave Application-cum - Account Form.</li><li>(iv) A member of the establishment applying for casual leave on account of temporary indisposition may, if considered necessary by the leave sanctioning authority, be required to produce a medical certificate or hospital card.</li><li>(v) Application for casual leave when the employee proposes to leave the head-quarters during the leave period should also contain the leave address.</li><li>(vi) Casual leave is not recognised by regulations, and an Officer absent on casual Leave is not treated as absent from duty. The Officer granting the leave and the Officer taking it will be held responsible if the public service suffer in any way from the absence of the Officer on casual leave.</li><li>(vii) Casual leave cannot be combined with any other kind of leave and may not extend for more than six consecutive days.</li><li>(viii) Permission may be given to prefix or suffix Sunday/Holidays to a Casual Leave but if holidays/Sunday come in between the period of Casual leave, this will be counted as part of the casual leave.</li><li>(ix) An Officer who takes casual leave when on tour is not entitled to draw Daily Allowance during such leave.</li><li>(x) In all cases in which the Officer, asking for casual leave or for leave of absence during holidays, desires to be absent himself from the jurisdiction of the Officer empowered to grant the request, this should be clearly stated in the form.</li><li>(xi) No Officer deputed for training should be allowed casual leave on return journey after completion of the training before joining the post from which he was placed on deputation.</li><li>(xii) Casual leave may be allowed for enabling the members of the Establishment to sit in any examination, but the leave shall be confined only to the days which will be actually required to sit in the examination.</li></ul> |
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## CASUAL LEAVE APPLICATION –CUM-ACCOUNT FORM

Department/Office \_\_\_\_\_

Name	Post Held	Residential Address

Sl No	Date of availing casual leave	State reasons(indisposition/Bereavement /personal affairs) with signature	Remarks of next superior officer with signature	Decision of leave sanctioning authority with signature
1	2	3	4	5

<p><i>O.M.No. PER (AR)177/82/16 8 dtd. 29<sup>th</sup> Oct, 1988</i></p>	<p>2.1. The Casual Leave Application-cum-Account Form vide Para 1.2.above was discussed in the Secretaries’ Committee meeting held on 19<sup>th</sup> July, 1988. On the recommendation of the Secretaries’ Committee, Government have decided to partially modify the above Circular by going back to the earlier system of entertaining casual leave applications received on plain paper and maintenance of Casual Leave Register in the Office/Department.</p> <p>2.2. Government has further decided that the last sentence at Para 5.3. above (page 223) pertaining to granting of Extraordinary Leave without pay in the event of Casual Leave having been exhausted is hereby deleted.</p> <p>2.3. The clause (viii) below Para 1.5 (pp 223) pertaining to counting of Sundays/Holidays coming in between the period of casual leave, as part of casual leave is also hereby withdrawn but permission to prefix/suffix Sundays or holidays to casual leave will continue to be valid.</p>
<p><i>I/O.No.CSM /ATT/77,dtd 25<sup>th</sup>Oct 1977</i></p>	<p style="text-align: center;"><b>Punctuality in Attendance</b></p> <p>1. For some time past there has been slackening in punctuality in attendance in the Secretariat and Directorates. Reference is invited to the circulars issued from time to time and the D.O. letters as incorporated at pages 6,14,26 and 54 of the Booklet “GENERAL ADMINISTRATION-SOME GUIDANCES”. The following instructions are hereby issued :-</p> <p>(1) The Under Secretaries/Superintendents/Registrars should get all the Attendance Registers of the Departments/Sections under them on their table 15 minutes after the commencement of office hours.(Para 16.6.1) relating to treating of 3(three) consecutive late attendance as 1(one) day’s casual leave, etc. should be strictly followed.</p> <p>(2) The Secretaries and Heads of Departments should periodically</p>

	<p>check the attendance and ensure compliance with the instructions in this regard.</p> <p>(3) The following Officers will also do occasional and surprise checking in respect of the Office buildings shown against them:-</p> <p>(i) <b>Main Secretariat Building</b> :- Special Secretary, Personnel, etc</p> <p>(ii) <b>Addl.Secretariat Building</b> - Commissioner of Division and Special Secretary, M.A.D.</p>
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