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| **LEAVE ON HALF PAY** |
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| **18. (a). The half pay leave admissible to a Government Servant in permanent employ in last grade service in respect of each completed year of service is 20 days. (G.O.Ms.No. 165 Finance, dated: 17-08-1967)** |
| **(b). The half pay leave due may be granted to a permanent Government servant in last grade service on medical certificate or on private affairs.** |
| **Note:  The leave already taken as leave on medical certificate shall be debited against the leave due or admissible under this rule.** |
| **1.       The maximum limit for availment of committed leave in conjunction with earned leave is removed vides G.O.Ms.No 384 Fin., Dated. 05-11-1977.  The limit needs to be removed if it is availed of in conjunction with other kinds of leave also.  If the leave already taken exceeds the limit prescribed under this rule, no further leave, till the excess debit is wiped off by accrual of half pay leave at the said rate shall be granted, but the leave salary already granted shall not be affected.** |
| **(G.O.Ms.No. 300 Fin., Dated. 18-11-1965 and G.O.Ms.No. 143 Fin., Dated. 01-06-1968)** |
| **18-B: Omitted-Vide G.O.Ms.No. 300 Fin., dated 18-11-1965** |
| **RULING** |
| **A permanent Government servant in last grade service may be granted leave on medical certificate for the treatment of tuberculosis or leprosy.** |
| **Provided that a medicate certificate from the Government servant?s authorized medical attendant or the Medical Officer in-charge of a recognized sanatorium, in the case of those undergoing treatment in a recognized sanatorium, is produced.  The prospect of returning to duty on the expiry of the leave should be assessed on the basis of the certificate given by the appropriate medical authority.** |
| **(G.O.Ms.No. 300 Fin., dated. 18-11-1965)** |
| **COMMUTTED LEAVE** |
| **18-B:  Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a permanent Government servant in last grade service subject to the following conditions: -** |
| **(i).Commuted leave during the entire service shall be limited to a maximum of 2 (one hundred and eighty days).** |
| **(ii).When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.** |
| **(iii).The total duration of earned leave and commuted leave taken in conjunction shall not exceed two hundred and forty days.** |
| **Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reasons to believe that Government servant will return to duty on its expiry.** |
| **Note:  When commuted leave is granted to a Government Servant under this rule and when the Government servant intends to retire or resign subsequently, the commuted leave should be converted to half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered from him. An under taking to this effect should, therefore, be taken from the Government servant whenever commuted leave is sanctioned to him.  In all cases of resignation and voluntary retirement refund of excess leave salary should be enforced, while in cases where the retirement is compulsorily thrust upon him by reasons of ill-health in capacitating him for further service 1(or in public interest) 2(or when he dies before resuming his duty) on refund should be enforced.** |
| **(G.O.Ms.No. 300 Fin. Dated. 18-11-1965)** |
| **LEAVE NOT DUE** |
| **18-C:  Save in the case of leave preparatory to retirement leave not due may be granted to a permanent Government servant in last grade service only on medical certificate for a period not exceeding 180 days during the entire service. Such leave will be debited against the half pay leave the Government servant may earn subsequently.** |
| **Note (1):  Leave not due should be granted only if the authority empowered to sanction   leave is satisfied that there is a reasonable prospect of the Government servant returning to duty on the expiry of the leave and it should be limited to the half pay leave he is likely to earn thereafter.** |
| **Note (2): Where a Government servant who has been granted leave not due under this clause applies for permission to retire voluntarily, the leave not due shall, if the permission is granted, be cancelled.** |
| **Note (3): With reference to Note (2), the retirement in such cases shall have effect from the date on which such leave commenced.  An undertaking to this effect should, therefore, be taken from Government servants who avail of leave not due.  The question whether a Government servant should be called upon to refund the amount of leave salary should be decided on the merits of each case. E.g. if the retirement is voluntary, refund should be enforced.  If it is unavoidable by reasons of ill health incapacitating him for further service, no refund need be insisted upon.** |
| **It has further been decided that when leave not due is granted to Government servant under the above rule and he applies for permission to retire voluntarily or resigns of his won volition at any time after returning to duty, the question of refund of leave salary in respect of leave not due already availed of before return to duty shall, to the extent it has not been subsequently wiped off, be treated in the same way as laid down in the preceding paragraph.** |
| **(G.O.Ms.No. 453 Fin Department Dated: 07-12-1971)** |
| **Note (4): In cases where a Government servant who was granted -Leave not due- has to retire under ?The Premature Retirement Rules 1975? he need not be called upon to refund the leave salary for the period of- Leave not due- to the extent it could not be earned.** |
| **This will not cover cases of voluntary retirement under the premature Retirement Rules 1975.** |
| **(G.O.Ms.No 290 Fin. Dated: 19-11-1981)** |
| **Note (5): In cases where a Government servant is compulsorily retired from service as a measure of penalty under The Andhra Pradesh Civil Service (Control, Classification and Appeal) Rules 1963, the recovery need not be insisted upon.** |
| **(G.O.Ms.No 290 Fin. Dated: 19-11-1981** |
| **EXTRA ORDINARY LEAVE** |
| **19. Extra  Ordinary leave may be granted to a permanent Government servant in last grade service on the same terms as for a permanent Government servant in superior service.** |
| **C. NON-PERMANENT GOVERNMENT SERVANTS IN SUPERIOR OR LAST GRADE SERVICE.** |
| **EARNED LEAVE** |
| **20. A non-permanent Government Servant -** |
| **(a).  At the rate of one-eleventh of the period spent on duty, if he is a probationer,** |
| **(b). At the rate of one-eleventh of the period spent on duty, if he is employed in the x-ray or Radium Departments of Government Medical Institution or employed as a Medical Officer in a Government Tuberculosis Institution, or Sanatorium or in the Tuberculosis Department of a Government Hospital; and** |
| **(c). At the rate of one-twenty second of the period spent on duty, in other cases.** |
| **Provided that a person coming under sub-clause (a) school cease to earn leave when he has to his credit such leave amounting to 120 or 150 days, as the case may be, upto 31st May, 1964 and to 180 days from 1st June, 1964 and a person coming under sub-clause (b) or (c) above, shall cease to earn leave when he has to his credit such leave amounting to 30 days.** |
| **(G.O.Ms.No. 11710/184/F.R1/68-1 dated. 03-09-1968)** |
| **Note:  Government servants referred to in rule 20 (i) who are probationers and fall under rule 20(i)(a) shall be entitled to avail compulsory leave for one month at the expiry of the period of every 11th month of duty as a probationer in the Departments and Institutions mentioned in the said rule.  Their earned leave shall, for each period of compulsory leave of one month granted to them every year, be reduced by 15 days.** |
| **(G.O.Ms.No. 249 Fin., Dated. 13-12-1967)** |
| **(i). If he is in the last grade service, earns leave at the rate of one-twenty second of the period spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 50 days, or 30 days, as the case may be, according as he is an approved probationer or not.** |
| **(G.O.Ms.No. 344 Fin. Dated: 28-05-1955)** |
| **Note 1: If a non-permanent Government servant is superior service is in a vacation department his earned leave shall be reduced by fifteen days for each year of duty in which he as availed himself of the vacation.  If a part only of the vacation has been taken in any year, the period by which the earned leave shall be reduced shall be a fraction of fifteen days equal to the proportion which the part of the vacation taken bears to the full period of the vacation.  Earned leave is not, however, admissible a last grade Government servant in vacation department, who is not in permanent employ.** |
| **Note 2: A member of the operation subordinate service or construction subordinate service, when appointed to a post in the state cadre on probation or under emergency provisions shall earn leave at the rate of one-eleventh of the period spent on duty.** |
| **(G.O.Ms.No. 1907 Fin date 31-07-1960** |
| **RULING:** |
| **When a Government servant is appointed temporarily in the first instance and placed on probation at a subsequent date with retrospective effect, his leave account shall be recast with effect from the date of retrospective regularization of his service, but the leave already availed of between that date and the date of issue of orders regarding placing him on probation with retrospective effect (or the date of return from leave, if he was on leave on the latter date) shall not be altered in any manner and any additional leave that becomes due as result of recasting of the leave account shall be availed of only after the latter date.** |
| **(G.O.Ms.No. 250 Fin. dated. 13-12-1967.)** |
| **21.  The amount of leave due is the amount of earned leave diminished by** |
| **(a). The amount of earned leave which has been taken; and** |
| **(b). One-half of the amount of special disability leave taken on full pay under    Fundamental rule 83 (7)(b).** |
| **22. The maximum amount of earned leave that may be granted at a time to a temporary Government servant shall be: -** |
| **(a). 120 days if he is a probationer is superior service:** |
| **(b). 50 days if he is a probationer in last grade service: and** |
| **(c). 30 days in other cases.** |
| **22-A. Vacation may be availed of in combination with or in continuation of any kind of leave admissible under these rules:** |
| **Provided that the total duration of vacation and earned leave taken in conjunction, whether such earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the limit prescribed in rule 22(a) or (b) or (c) as the case may be** |
| **Provided further that the total duration of vacation, earned leave and half pay leave commuted on medical certificate and/or half pay leave shall not exceed 180 days.** |
| **(G.O.Ms.No.143, Fin., Dated 1.6.1968, Govt., Memo. No. 17182/467/F.RI/66-B, Dated 12.8.1968)** |
| **HALF PAY LEAVE** |
| **23.(a) (i)  A temporary Government servant in superior service/last grade service is entitled to half pay leave at the rate of 20 days for each completed year of service.** |
| **He may avail this leave only on medial certificate and after 20 years of service/One year of service.** |
| **He may commute half the amount of half pay leave due, on medical certificate, when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.** |
| **The total duration of earned leave and commuted leave taken in conjuction shall not exceed 180 days.** |
| **Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the Government servant will return to duty on its expiry.** |
| **Note:  When commuted leave is granted and when he intends to retire of resign subsequently, the commuted leave should be converted to half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered from him.  An undertaking should, therefore, be taken from the Government servant whenever commuted leave is sanctioned to him.  In call cases of resignation and voluntary retirement refund of excess leave salary should be enforced, while in cases where retirements is compulsorily thrust upon him by reasons of ill-health incapacitating him from further service, no refund should be enforced.** |
| **(G.O.Ms.No. 143 Finance, dated: 01-06-1968)** |
| **EXTRA ORDINARY LEAVE (EOL)** |
| **23(a) (ii), In the case of non-permanent Government servants, the duration of extra-ordinary leave on any one occasion, shall not exceed the following limits:** |
| **(a). 3 months;** |
| **(b). 6 months, in cases where the Government servant has completed 3 years continuous service on the date of expiry of leave of the kind due and admissible under the rules (including 3 months extra-ordinary leave under (a) above), and his request for such leave is supported by a medical certificate as required under the rules;** |
| **(c). 18 months where the officer is undergoing treatment for;** |
| **(i). Pulmonary tuberculosis or pleurisy of tubercular origin, in a recognized sanatorium; or** |
| **(G.O.Ms.No. 32 Fin., Dated. 22-01-1972)** |
| **(ii). Tuberculosis of nay other part of the body by a qualified tuberculosis specialist or a civil surgeon; or** |
| **(iii). Leprosy in a recognized leprosy institution or by a Civil Surgeon or a Specialist in Leprosy recognized as such by the state Administrative Medial Officer concerned.** |
| **Note (1). The concession of extra-ordinary leave up to eighteen months will be admissible also to a Government servant suffering from pulmonary tuberculosis or pleurisy of tubercular origin who receives treatment at his residence under a Tuberculosis Specialist recognized as such by the State Administrative Medical Officer concerned and produces a certified signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.** |
| **Note (2). The concession of extra-ordinary leave up to eighteen months under this sub-rule will be admissible only to those Government servants who have been in continuous Government service for a period exceeding one year.** |
| **Note (3). Government employees belonging to scheduled castes and scheduled tribes may be granted extra-ordinary leave by the Heads of Departments only once, in relaxation of the above limits to join pre-examination training courses at the centers notified by the Government of India or by the State Government from time to time.** |
| **(G.O.Ms.No. 63 Fin. Dated. 03-03-1980)** |
| **(d). Twelve months: - where the Government servant is undergoing treatment for cancer or for mental illness, in an institution recognized for the treatment of such disease or by a Civil Surgeon or Specialist in such disease.** |
| **(e). Twenty Four months: - where the leave is required for the purpose of prosecuting studies certified to be in the public interest.** |
| **Provided that the Government servant has completed 3 years of continuous service on the date of expiry of leave of the kind due and admissible under the rules (including 3 months extra-ordinary leave under item (a) above)** |
| **Note: This concession will be admissible only to those Government servants who have been in continuous Government service for a period exceeding one year.** |
| **(G.O.Ms.No. 24 Fin Dated. 16-01-1971 and G.O.Ms.No. 32 Fin, Dated. 22-01-1972)** |
| **23(b) Unless the Government in view of the exceptional circumstance of the case otherwise determines, no Government servant, who is not a permanent employee, shall be granted extra-ordinary leave in excess of the limits prescribed in sub-rule (a) of rule 23.** |
| **(G.O.Ms.No. 532 Fin. Dated. 01-12-1972)** |
| **(c). The authority empowered to grant leave may retrospectively commute the periods of absence without leave into extra-ordinary leave.** |
| **(G.O.Ms.No. 24 Fin. Dated. 16-01-1971)** |
| **EXECUTIVE INSTRUCTIONS REGARDING CLs AND Sp.CLs** |
| **ANNEXURE  VII TO FUNDAMENTAL RULES** |
| **(See Ruling (4) under Rule 85)** |
| **ORDINARY CASUAL LEAVE** |
| **1.                  Casual leave is not provided for in the Fundamental Rules and is a concession to enable Government servants in special circumstances to be absent from duty for short period without such absence being treated as leave under the leave rules applicable to the Government servant concerned.** |
| **2.                  No Government servant may in any case be absent on casual leave for more than 12 days in the course of one calendar year.  Casual leave may be combined with optional holidays or Sundays or other authorized holidays provided that the resulting period of absence from duty does not exceed 10 days.  The fact that a maximum has been fixed for the amount of casual leave, which may be taken within a year, does not mean that an officer is entitled to take the full amount of casual leave as a matter of course.** |
| **(G.O.Ms.No. 2465, Fin., Dated. 23-12-1959 and G.O.Ms.No. 2094, Fin. Dated. 22-04-1960)** |
| **Note 1. Agency Officers are permitted to add to the amount of casual leave taken by them from time to time, the length of time that is required to enable them to reach nearest plains station and to return there from to their headquarter.  The Agency commissioner, waltair will fix the time to be allowed in the case of each agency station taking into consideration the most rapid means of travel that an officer can be expected to employ.** |
| **Note 2. In the case of grant of casual leave to a purely temporary and emergency Government servant the sanctioning authority shall use its discretion having regard to the length of service put in by such Government servant.** |
| **(G.O.Ms.No. 999 Fin. Dated 30-05-1959)** |
| **Note 3. A Government servant may be granted casual leave for half a day either from 10:30 am to 1:30 pm or 2:00 pm to 5:00 pm.** |
| **(G.O.Ms.No. 112 Fin Dated. 03-06-1966)** |
| **3.                  Heads of Departments should intimate their intention of taking casual leave to Government in the Department concerned.** |
| **4.                  A register of casual leave taken should be maintained in every office.** |
| **5.                  Members f works establishment may be granted casual leave on full pay or on reduced wages.** |
| **6.                  Omitted. G.O.Ms.No 97 Fin Dated. 24-04-1981.** |
| **SPECIAL CASUAL LEAVE** |
| **7(a) Special casual leave not counting against ordinary casual leave may be granted to a Government servant in the following circumstances: -** |
| **(i) And (ii) and Notes from 1 to 5 under (ii) are cancelled vide G.O.Ms.No. 10 Finance and Planning (F.W.FR-1) Department, Dated. 24-01-1992.** |
| **(iii) When he is summoned to serve as a juror or assessor or to give evidence before a court in the Indian Union or Foreign Territory as a witness in civil and criminal cases in which his private interests are not in issue, the leave to cover the total period of absence necessary.** |
| **(iv).  When with the permission of the Director of Medical Services Director of Public Health, and Medical Office/Assistant Director of Public health, Health Officer of public Health Department is absent from his Head quarter, on business connected with Universities, the leave to cover the total period of absence in necessary.** |
| **Note (1). In the case of Medical Officers/Assistants Directors of Public Health, Health Officers of the Public Health Department serving on their own accord as examiners in the universities of other states, the period of their absence from duty should be treated as regular leave and not as special casuals leave.  This does not apply to Medical Officer, Assistant Director of Public Health, Health Officers of the Public Health Department who at the special request of the Government of India or State Governments, are deputed by the Government to undertake work on behalf of Universities outside the state.** |
| **(G.O.Ms.No. 233, Fin Department Dated. 17-11-1966)** |
| **Note (2). The period during which Medical Officers/Assistant Directors of Public Health, Health officers of the Public health department are absent, with the permission of the Director of Medical and Health Services, from their Headquarters in order to attend the meeting of the Andhra Pradesh Medical Council should be treated as Special Casual Leave.** |
| **(G.O.Ms.No. 212, Fin, dated. 22-07-1969)** |
| **(v) Male Government employees, who undergo vasectomy operation under the family welfare programme, will be eligible for special casual leave not exceeding 6 working days.  If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, he will be eligible for a further special casual leave not exceeding 6 days on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.** |
| **(G.O.Ms.No. 257, Fin & Plg  Dated. 05-01-1981)** |
| **Note: The grant of special casual leave shall be made applicable to construction subordinate service, operation subordinate service, work charged establishment in the Nagarjuna Sagar Project Organization and all other work charged establishments of others projects.** |
| **(G.O.Ms.No. 272, Fin & Plg Dated. 11-10-1974)** |
| **(vi)     (a). Female Government employees, who undergo Tubectomy operation, whether puerperal or non-puerperal, will be eligible for special casual leave not exceeding fourteen days.** |
| **(b). Female Government employees, who undergo tubectomy operation for the second time on account of failure of the first operation shall be eligible for special casual leave not exceeding fourteen days again on production of a medical certificate from the medical officer concerned to the effect that the second operation was performed due to the failure of first operation.** |
| **(G.O.Ms.No. 124, Fin. & Plg., dated. 13th April 1982).** |
| **(vii). Female Government Employees who undergo salpingectomy operation after Medical termination of pregnancy (MTP) will be eligible for special casual leave not exceeding 14 days.** |
| **(G.O.Ms.No. 257, Fin, dated. 05-01-1981)** |
| **(ix). Male Government employees, whose wives undergo either puerperal or non puerperal tubectomy operation for the first time or for the second time due to failure of the first operation (under the family welfare programme) will be eligible for special casual leave for 7 days, subject to the production of a Medical Certificate stating that their wives have undergone tubectomy operation for the second time due to failure of the first operation.  It shall not be necessary to state in the certificate that the presence of the Government employee is required to look after the wife during her convalescence.** |
| **(x). Male Government employees whose wives undergo tubectomy salpingectomy operation after Medial Termination of Pregnancy (M.T.P) will be eligible for special casual leave upto 7 days subject to the production or Medical certificate stating that their wives have undergone tubectomy/salpingectomy operation after medical termination of pregnancy.  It shall not be necessary to state in the certificate that the presence of the Government employee is required to look after the wife during her convalescence.** |
| **(xi). Government employees who require special casual leave beyond the limits laid down for undergoing sterilization operation owing to the development of post operative complications will be eligible for special casual leave to cover the period for which he/she is hospitalized on account of post operational complications, subject to the production of certificate from the concerned hospital authorities/ an authorize medical attendant.  In addition, the benefit of additional special casual leave may also be extended to the extent of 7 days in the case of vasectomy operation and 14 days in the case of tubectomy operation to such Government servants who after sterilization do not remain hospitalized, but at the same time are not found fit to go to work, subject to the production of a medical certificate from the appropriate authority in the concerned hospital/an authorized medical attendant.** |
| **(xii). Government employees who undergo operation for recanalisation will be eligible for special casual leave upto a period of 21 days or the actual period of hospitalization as certified by the authorized medical attendant whichever is less.  In addition, special casual leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation.  The grant of special casual leave for recanalisation operation without any commitment to the reimbursement of medical expenses is subject to the following condition: -** |
| **1.      The operation should have been performed in hospital/medical college/institute where facilities for recanalisation are available.  If the operation is performed in a private hospital it should be one nominated by the State Government for performing recanalisation operation.** |
| **2.      The request for grant of special casual leave is supported by a medical certificate from the doctor who performed the operation, to the effect that hospitalization of the Government servant for the period stipulated therein were essential for operation and post operation recovery.** |
| **3.      The concession indicated above is admissible to Government employee who: -** |
| **(a). Are unmarried or** |
| **(b). Have less the two children, or** |
| **(c). Desire recanalisation for substantial reasons, e.g. a person has lost all lost all male children or all female children after vasectomy/Tubectomy operation performed earlier.** |
| **(xiii). Special casual leave connected with sterilization, recanalisation under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave.  However, special casual leave should not be allowed to be prefixed both to regular leave and casual leave.  Special casual leave should either be prefixed to regular leave or to casual leave and not both.  Similarly, special casual leave may be suffixed wither to regular leave or casual leave and not both.  The intervening holidays and/or Sundays may be prefixed or suffixed to regular leave, as the case may be.** |
| **(b). In the cases coming under clauses (iii) and (iv) above, when the absence from duty exceeds the period which may reasonably be treated as casual leave under the discretion vested in the head of the office, the Government servant may be granted for the entire period of absence such regular leave with leave salary as may be due to him and thereafter extra-ordinary leave.** |
| **8. (1). Special casual leave will be allowed to a Government servant participating in sporting events for a period not exceeding 30 days in a calendar year.  The period of absence in excess of 30 days shall be treated as regular leave of the kind admissible under the relevant rules applicable to the persons concerned.  For this purpose, Government servant may, as special case, be permitted to combine special casual leave with regular leave but not with regular casual leave.** |
| **The purpose for which and the conditions under which special casual leave may be granted are indicated below.** |
| **The special casual leave will be allowed only: -** |
| **(a). For participating in sporting events of National or International importance; and** |
| **(b). When the Government servant concerned is selected for such participation** |
| **(c) In respect of International sporting events by any one of the following organizations as a member of a team which is accepted as representative on behalf of Indi** |

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