

CHAPTER-IX

LEAVE

9.1 Casual Leave:

With effect from 1st January, 1998 the maximum amount of casual leave admissible to the staff serving in civil offices of the Government of India shall be 8 days in a calendar year subject to the condition that not more than 5 days casual leave may be allowed at any time.

In regard to persons who join Government service in the middle of a calendar year, the authority competent to grant such leave will have the discretion to grant either the full period of 8 days or only proportion thereof, after taking into account all the circumstance of the case.

(Authority: GOI, Ministry of Personnel, P.G. & Pensions Department of Personnel, and Trg.O.M. No. 28016/3/98-Estt(A), dated 15.6.1998.)

9.2 Casual leave is not a recognized form of leave and is not subject to any rules made by the Government of India. An official on casual leave is not treated as absent from duty and his pay is not intermittently.

1. Casual leave can be combined with Special Casual Leave but not with any other kind of leave.
2. It cannot be combined with joining time.
3. Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave.
4. Sundays/Public holidays /restricted holidays/weekly offs can be prefixed/suffixed to casual leave.
5. Casual leave can be taken while on tour, but no daily allowance will be admissible for the period.
6. Casual leave can be taken for half-day also.
7. LTC can be availed during casual leave.

9.3 Officer competent to sanction Casual Leave:

1. A.A.O./S.O. may grant casual leave to Sr. Auditors/ Auditors/Clerks and Group 'D' working under them upto a maximum period of 5 days at a time.

2. Audit Officers/Sr. Audit Officer may grant Casual leave upto 5 days to A.A.O./S.O. and Supervisors working under them. They may also grant Casual Leave upto 5 days at a time to the staff working under the Section Officer/ Asstt. Audit Officer. and Supervisors when the period exceeds Section Officer/ Asstt. Audit Officer. and Supervisors power to sanction.
 3. For sanction of casual leave in excess of 5 working days at a time order of the Group Officer should be obtained.

(Authority: CAG's letter No.-F-4-O SD(p)/73, dated 6.3.1973 and No. F-4 OSD-(p)/73 dated 27.6.1973 and CAG's order dated 13.7.1961 in file No-OE-I- 38-48/I)

(Authority: CAG's letter No.-F-4-O SD(p)/73, dated 6.3.1973 and No. F-4 OSD-(p)/73 dated 27.6.1973 and CAG's order dated 13.7.1961 in file No-OE-I- 38-48/I)

9.4 Sanction of Casual Leave of Branch Officers.

The Group Officers are empowered to sanction casual leave to the Branch officers working under them. The Casual Leave Account of Branch Officers will also be maintained in the Group Officers secretariat.

(CAG Circular in O.O. No. OE-I-CL-94 17.5.1974.)

9.5 Revised form for maintaining casual leave account-Casual Leave register should be maintained in the following prescribed form as per G.I.,M.H.A., O.M. No. 46/3/61-Ests.(A), dated 17.7.1961 read with O.M. No. 12.9.1994-JCA, dated 14.1.1998.

Annexure

Casual Leave and restricted holidays account for the year.....

Department..... **Section/Branch.....**

9.6 Maintenance of Casual Leave Register for the Gazetted Officer: Gazetted Officer will submit written applications for the grant of casual leave and extension thereof to the concerned Group Officer who will make arrangements for the distribution of the charge of the officer on casual leave. The application will then be sent to the Group Officers Secctt., who will keep a record of all casual leave granted to the gazetted officers in a separate register maintained for the purpose. Each such entry in the casual leave Register will be attested by Group Officer.

2. In the case of the Sr. DAG/DAG, however, the applications for the grant of casual leave and the extension therof will be submitted directly to Accountant General, who will pass necessary orders in regard to the distribution of the officer's charge.

9.7 Sanction to casual leave must be obtained before the leave is taken. In exceptional cases, however, such as sudden illness of the Government servant and sudden and serious illness of the members of his family the sanctioning authority may relax the rule if he is satisfied as to grounds of absence, but the absentee must in any case at once submit a report himself or through some relative of the cause and probable duration of his absence in order that arrangements may be made for carrying on his work. If his absence is likely to exceed three days a medical certificate of an authorized medical attendant attending on him should also be furnished. In recommending all cases of casual leave beyond his power of sanction, SO/AAOs must be careful to note on his application that it is either with or without previous permission and sanctioning authority may grant on full pay, half pay or no pay according to his discretion.

9.8 Special Casual Leave:-Special Casual Leave is admissible for the following purposes:-

- 1. For Participation in Sports and Cultural Activities**
- 2. For Family Planning**
- 3. For Ex-Servicemen**
- 4. For Association Activities**
- 5. For Miscellaneous Purposes**

For details please refer to APPENDIX-III of FRSR Part III Leave Rules.

9.9 Compensatory Off :-It has been decided that the accumulation of compensatory leave in lieu of duty on Sundays, etc., will not be subject to any limit, but such leave should be allowed within a month of its becoming due.

(Authority: G.I., M.F., O.M. NO. 9 (17)-E.II(B)/65, dated 27.11.1965.)

Exception: It has been represented that it is difficult to grant the compensatory leave within one month as envisaged where due to sudden spurt of work, a full section or a wing of an office consisting of a sizeable number of employees has to be put on work during holidays. In such cases the grant of compensatory leave to all the staff within a month is not possible without detriment to current work. It has, therefore, been decided that while as a rule the compensatory leave should be granted within one month of its becoming due, this condition may be relaxed in exceptional circumstances where Head of the Department is satisfied that the grant of compensatory leave to all the staff within a month would cause serious dislocation of current work provided that not more than two days' compensatory leave is allowed to be availed of at a time.

Authority: G.I., M.F., O.M. NO. 9 (17)-E.II(B)/65, dated 20.3.1965.)

9.10 Power to grant leave:

(i) Leave to Group ‘C’ and ‘D’ officers:

Sr. Audit Officer/Audit Officer:- Power to grant leave of all kinds except study leave and special leave for a period not exceeding 15 days if no substitute arrangement is required. Leave in excess of 15 days and up to 45 days can be sanctioned by the respective Group Officer provided that no substitute arrangement is required. In case substitute arrangement is necessary, the leave application may be sent to the Sr. DAG(Admn)/DAG(Admn) for sanction.

(ii) Leave to Group ‘B’ officers:

All other Group Officer: Power to grant leave of all kinds except study leave and special Disability leave for the period not exceeding 30 days provided that no substitute arrangement is required to be made. In case substitute arrangement is considered necessary leave application may be sent to Sr. DAG(Admn)/DAG(Admn) for sanction.

(iii) **Sr. DAG(Admn)/DAG(Admn):** Full powers except Study Leave and Special Disability leave.

(Authority: O.O. Conf. Cell-Au-II-Delegation-282, dated 29.5.2001 of O/o the Accountant General (Au)-II Bihar & Jharkhand, Ranchi.)

Maximum amount of continuous leave: unless the President, in view of the exceptional circumstances of the case otherwise determines, no Government servant shall be granted leave of any kind for a continuous period exceeding five years. **Rule 12 of CCS leave Rules.**

9.11 Kinds of leave due and admissible:

(i) Earned Leave: The leave account of every Government servant shall be credited with E.L. in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.

(ii) Half Pay Leave: The half pay leave account of every Government servant shall be credited with HPL in advance, in two instalments of 10 days each on the first day of January and July of every calendar year. The leave under this rule may be granted on medical certificate or on private affairs.

(iii) Commuted Leave: Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a Government servant, subject to the following conditions: (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry; (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(iv) Leave not due: Leave not due may be granted to a Government servant in permanent employ limited to maximum of 360 days during the entire service on medical certificate subject to the following conditions:

- (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry;
- (b) Leave not due shall be limited to the half pay leave he likely to earn thereafter;
- (c) Leave not due shall be debited against the half pay leave the government servant may earn subsequently.

(v) Extraordinary leave: Extraordinary leave may be granted to a Government servant in special circumstances:

- (a) When no other leave is admissible;
- (b) When other leave is admissible, but the Government servant applies in writing for the grant of extraordinary leave.

(Vi) Leave preparatory to retirement:

For details please refer to Kinds of leave due and admissible (Chapter IV) of FRSR Part III Leave Rules.

9.12 Special kind of leave :

- (i) Maternity leave**
- (ii) Paternity leave**
- (iii) Special disability leave for injury intentionally inflicted.**
- (iv) Special disability leave for accidental injury**
- (v) Hospital leave**
- (vi) Seamen's sick leave**
- (vii) Departmental leave**
- (viii) Study leave**

For details please refer to Chapter V & Chapter VI of FRSR Part III Leave Rules.

9.13 Grant of leave to officers on expiry of their tenure of deputation: The question of grant of leave to officers on completion of their tenure on deputation has been examined and it has been decided that on reversion from deputation post, the officer concerned might be allowed leave not exceeding organization. The officer concerned should apply for further leave to his cadre controlling Authority.

(Authority: G.I.M.P. & T . O.M. No. 2/33/87-Estt(Pay-II) dated 17.12.87 and CAG's endt. No. 75-Audit I /99-85/III-87 (16) dated 28.1.1988)