



CASUAL LEAVE RULES

- Casual leave is not a recognized form of leave.
- The Government servant **on casual leave is not treated as absent from duty** and his pay is not intermitted.

Ref.: No. 25011/1/2008-Estt.(A) Dated 19/11/2008

- w.e.f. 1.1.1998, Central Government servants are entitled to **8 days casual leave in a calendar year.**
- 6-CPC had recommended that the **number of Casual Leave available for employees with disabilities should be 12 days.** The additional benefit of **4 days** leave shall be granted in the form of **Special Casual Leave.**

Ref.: No. 28016/3/98-Estt.(A) Dated 15/6/1998

- **Maximum 5 days** casual leave may be allowed **at any one time.** The Head of the Office may, however, waive this condition in individual cases if he considers that there are exceptional circumstances justifying relaxation in this regard.

- 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 casual leave** or only a proportion thereof.
- For operating and maintenance staff etc. **10 days casual leave** in a calendar year w.e.f. 1/1/1998
- Sundays or closed holidays which precede a period of casual leave or come at the end may be prefixed or suffixed to such leave.
- Similarly, public holidays and weekly offs falling within the period of casual leave should not be counted as part of casual leave.

Ref. OM No.20/37/60-Pub.I, Dated 7/10/1960

- Restricted holidays (RH) can also be prefixed or suffixed to casual leave.

Ref. OM No.46/8/67-Estt.(A), Dated 22/7/1967

- **Casual Leave can be combined with Special Casual leave**, but where it is permissible to grant regular leave in combination with special casual leave, **casual leave should not be granted in combination with both special casual leave and regular leave.**

Ref. OM No. 1(14) E.IV(B)/66 Dated 7/2/1967

- Casual leave can be taken while on tour.

Ref. OM No.60/17/64-Estt.(A) Dated 4/8/1965

- Grant of half a day's casual leave to a Government servant is permissible. The lunch interval will be the dividing line for the grant of half a day's casual leave.

Ref. OM No.60/45/65-Estt.(A) Dated 4/2/1966

- If a Government servant having only half a day's casual leave at his credit avails it in the afternoon of a day and is unable to resume duty on the next working day due to sickness or other compelling grounds, he may be permitted to combine half-a-day's casual leave with regular leave by way of exception.
- However, a Government servant having only half a day's casual leave at his credit who has applied for regular leave shall not be permitted to avail of the half a day's casual leave on the afternoon on the day preceding the commencement of his leave.

Ref. OM No.28034/3/82-Estt.(A) Dated 5/3/1982

- Half day's casual leave should be debited to the casual leave account of a Government servant for each late attendance but late attendance up to an hour, on not more than 2 occasions in 1 month may be condoned by the competent authority, if it is satisfied that the late attendance is due to unavoidable reasons.