



# SPECIAL CASUAL LEAVE

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DoPT has issued a brochure on grant of Casual Leave & Special Casual Leave.

Link of the brochure is given in the description.

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# 1: SCL – General Principles

1. Special casual leave is **not a recognized form of leave** and a Government servant on special casual leave is **not treated as absent** from duty.

*(MHA OM No. 46/1/58-Estt.(A), dated 17/12/1958)*

2. Special casual leave **must not be granted so as to extend the term of leave** beyond the time admissible under the rules or to cause evasion of rules regarding date of reckoning pay and allowances, change of office, commencement and end of leave, or return from duty.

*(MHA OM No. 46/7/50-Estt.(A), dated 05/04/1954)*

3. Special casual leave can be combined with regular leave or casual leave, but not with both.

*(DP&AR OM No. 28016/4/77-Estt.(A), dated 05/04/1954)*

4. Where the maximum permissible limit of special casual leave is in terms of days is distinct from working days. Sundays and closed holidays intervening in a period of special casual leave are not to be ignored for determining the maximum entitlement of special casual leave for a specific purpose.

*(DP&AR OM No. 28016/4/77-Estt.(A),46/7/50-Estt.(A), dated 18/05/1978 and OM No. 28016/1/80-Estt.(A), 30/04/1981)*

5. Leave travel concession can be availed of during special casual leave.

*(DP&AR OM No. 35011/3/76-Estt.(A), dated end May, 1977)*

## 2: SCL for Family Welfare Schemes

1. Special casual leave admissible to the Government servants under the Family Welfare Programme for various operations is as follows:

### **For Male Government Servants**

<b>S.No.</b>	<b>Nature of Operation</b>	<b>Maximum duration</b>
(I)	Vasectomy	5 Working Days
(II)	Vasectomy for second time due to failure of the first operation	5 Working Days

## For Female Government Servants

S.No.	Nature of Operation	Maximum duration
(I)	Puerperal Tubectomy / Non-Puerperal Tubectomy (including Laparoscopic method)	10 Working Days
(II)	Puerperal Tubectomy / Non-Puerperal Tubectomy for 2 <sup>nd</sup> time	10 Working Days
(III)	Salpingectomy after Medical termination of pregnancy (MTP)	10 Working Days
<p><b>NOTE:</b>            Not admissible when, after Salpingectomy operation along with Medical termination of pregnancy, facility of maternity leave for six weeks under Rule 43 of CCS (Leave) rules, 1972 is availed.</p>		
(IV)	IUCD insertion / reinsertion	Day of insertion / reinsertion

## Post Sterilization Complications

S.No.	For Non-Hospitalization	Maximum duration
(I)	Post-Vasectomy Complications	<b>No SCL</b> , Commuted Leave to be granted, if necessary
(II)	Post-Tubectomy Complications	

*(DoPT OM No. 28016/02/2007-Estt.(A), dated 04/01/2008)*

2. The grant of additional special casual leave covering the period of hospitalization is subject to the production of a medical certificate from the hospital authorities concerned/ authorized Medical Attendant.

S.No.	For Hospitalization	Maximum duration
(I)	Post-Vasectomy Complications	7 Working Days
(II)	Post-Tubectomy Complications	14 Working Days

*(DP&AR OM No. 28016/3/75-Estt(A), dated 06/08/1979 and OM No. 28016/1/80-Estt(A), dated 30/04/1981)*

3. Special casual leave upto a maximum period of **3 days** can be given to a male Government servant, whose wife undergoes Puerperal/Non-Puerperal Tubectomy including sterilization performed through Laparoscopy for the first time or second time.

The grant of special casual leave in both the cases will be subject to production of a medical certificate certifying that his wife has undergone the particular sterilization operation.

*(DoPT OM No. 28016/02/2007-Estt.(A), dated 04/01/2008)*

4. Government servants who undergo operation of recanalisation may be granted 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.**

Besides, special casual leave may also be granted for the actual period of journey performed (to and fro) for undergoing the operation.

5. The concession of special casual leave for recanalization operation is admissible to Government servants who:
  - (a) are unmarried, or
  - (b) have been less than two children; or
  - (c) desire recanalization for substantial reasons, e.g. a person has lost all male children or all female children after sterilization operation performed earlier.

### 3: SCL for Sporting Events

1. The period of participation of in sporting events of national/international importance and also the time spent in traveling to and from for such tournaments/meets **may be treated as duty** instead of special casual leave.

The period of pre-participation coaching camp in connection with such events **may also be treated as duty**.

*(DoPT OM No. 6/1/85/-Estt.(Pay-I), dated 16/07/1985)*

S.N.	Nature of Events	Max. SCL in a calendar year
2	For <b>Coaching or Administration</b> of the teams participating in national and international sporting events,  Provided that services are utilized by the Sports Federation of India or Association recognized by the All India Council of Sports.	<b>30 days</b>
3	As <b>Commentator</b> in national and international sporting events,  Provided that services are utilized for giving running commentaries over <b>All India Radio/ Doordarshan</b> in national/ international meets by the Sports Federation of India or Association recognized by the All India Council of Sports.	<b>30 days</b>
<i>(DP&amp;AR OM No. 28016/2/79-Estt(A), dated 28/11/1979)</i>		

S.N.	Nature of Events	Max. SCL in a calendar year
4	To attend <b>Coaching or Training camps</b> in the following institutions: (i) Rajkumari Amrit Kaur Coaching Scheme or similar All India Coaching Schemes (ii) National Institute of Sports, Patiala (iii) Coaching camp organized by the National Federation of sports boards recognized by the All India Council of Sports.	<b>30 days</b>
5	To participate in <b>Trekking or Mountaineering Expeditions</b> which have the approval of the Indian Mountaineering Foundation.	<b>30 days</b>
<i>(OM No. 27/4/68-Estt(B), dated 06/09/1969) (OM No. 28016/2/84-Estt(A), dated 11/04/1985)</i>		

S.N.	Nature of Events	Max. SCL in a calendar year
6	To participate in <b>inter-ministerial and inter-departmental</b> tournaments and sporting events, Provided that the sporting event is duly recognized by Government.	<b>10 days</b>
7	To participate in <b>cultural activities</b> like dance, dramas, music, poetic symposium etc. of an All India or Inter-state character organized by the Central Secretariat Sports Control Board or on its behalf.	<b>30 days</b>
<i>(MHA OM No. 27/3/68-Estt(B), dated 28/06/1969)</i>		



2. There will be no change in the **overall limit of 30 days** of special casual leave for an individual Government servant for one calendar year for participating in sporting events mentioned above taken together.

*(DoPT OM No. 28016/2/84-Estt(A), dated 11/04/1985)*

*(DoPT OM No. 6/1/85-Estt(Pay-I), dated 16/05/1985)*

## **4: SCL for attending meeting of Scientific Associations and Co-Operative Societies**

1. Government servants may be granted special casual leave to the extent required to attend meetings organized by Scientific Associations, and for journeys to and from the place of meetings.

SCL for this purpose may be combined with casual leave.

*(MHA OM No. 74/4/50-Estt(A), dated 26/07/1951)*

2. Government servants who are members, management committee members and office bearers of cooperative societies (formed exclusively with Government employees) and posted outside the headquarters of the societies may be granted special casual leave upto a maximum of **10 days** in a calendar year to attend meetings of cooperative society.

*(MHA OM No. 46/22/63-Estt(A), dated 14/01/1964)*

## 5: SCL for Union/Association Activities

1. Government servants who are union office bearers and delegates of the Government employees unions/associations may be granted special casual leave to attend the activities of Unions/Associations.
  - (a) An **office bearer** of a recognized association/union may be granted special casual leave up to a maximum of **20 days** in a calendar year.
  - (b) **Outstation members** of executive Committee may be granted special casual leave up to **10 days** in a calendar year.
  - (c) **Local members** of executive committees may be granted special casual leave up to **5 days** in a calendar year for attending meetings.

*(MHA OM No. 27/3/69-Estt(B), dated 08/04/1969)*

*(DoPT OM No. 8/13/72-JCA, dated 04/09/1972)*

## **6: SCL for appearing in Departmental Examinations**

1. Government servants may be granted special casual leave for appearing in Departmental Promotion Examination for the actual duration of the examination and the journey period. This facility will not be admissible for appearing at the open competitive examinations for direct recruitment.

*(MHA OM No. 46/26/63-Estt(A), dated 02/12/1963)*

## **7: SCL for regularising Absence on account of Bandh etc.**

1. During any bandh, a Government servant may be granted special casual leave, if the absence was due to failure of transport facilities and Government servants had to come from a distance or more 5 km. to their places of duty.
2. If the absence was due to picketing or disturbances or curfew, the special casual leave may be granted without insisting on the condition that the distance between the place of duty and residence of the Government servant should be more than 5 Km.

3. Special casual leave in these cases may be granted by the Head of the Department.

*(DoPT OM No. 27/6/71-Estt(B), dated 01/11/1971)*

*(DoPT OM No. 28016/1/79-Estt(A), dated 28/05/1979)*

*(DoPT OM No. 3011/(S)/87-Estt(B), dated 16/02/1987)*

## **8: MISCELLANEOUS**

1. Special Casual leave may be granted for blood donation or for apheresis (blood components such as red cells, plasma, Platelets, etc.) donation at licensed Blood Banks on a working day (for that day only) up to a maximum of 4 times in a year on submission of valid proof of donation.

*(DoPT OM No. 13020/1/2017-Estt(L), dated 28/12/2017)*

2. Government servants, who have enrolled themselves as members of St. John Ambulance Brigade while performing such duties on working days may be granted special casual leave not exceeding 3 days per annum.

*(MHA OM No. 27/5/70-Estt(B), dated 12/01/1971)*

3. Government servants who participate in the Republic Day Parade and the rehearsal connected therewith in their capacity as members of the St. John Ambulance Parade may be granted special casual leave to cover the actual period of absence from duty.

*(MHA OM No. 46/9/55-Estt(A), dated 27/10/1955)*

4. Ex-servicemen, who had sustained injuries and are re-employed as civilians, may be granted special casual leave to enable them to go to Artificial Limb Centers for replacement of the artificial limb or for treatment up to a maximum of 15 days in a year, including transit time both ways on the basis of Medical Discharge Certificate.

*(DP&AR OM No. 28016/12/75- Estt(B), dated 04/05/1976)*

