

ANNEXURE — VI

(See Ruling under Rule 59)

Model leave terms for officers engaged on contract

[Not Printed]

ANNEXURE — VII

Executive Instructions regarding Casual Leave

[See Ruling (4) under Rule 85]

I. 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 [fifteen] days in the course of one calendar year. Casual leave may be combined with optional holidays or Sundays or other authorised holidays provided that the resulting period of absence from duty does not exceed ten 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., Dt. 23-12-1959 & G.O.Ms.No. 2094, Finance, Dt. 22-4-1960]

[Note (1) :—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., Dt. 30-5-1959]

[Note (2) :—A Government servant may be granted casual leave for half a day either from 10-30 a.m. to 1-30 p.m. or from 2-00 p.m. to 5-00 p.m].

[G.O.Ms.No. 112, Finance, Dt. 3-6-1966]

3. Heads of Departments should intimate their intention of taking casual leave to Government in the department concerned.