

20. Special Casual Leave

Seventh Pay Commission Recommendations.—

Seventh Pay Commission recommends to consider the following in granting Special Casual Leave as under.—

1. Review the purposes for which SCL is presently granted.
2. Limit the number of purposes for which an employee can be granted SCL in a year.

3. Limit the total number of days that an employee can be granted SCL in a year.
— Para. 9.2.33 of VII CPC Report.

1. In Sports Events.— (a) Admissible up to a maximum of 30 days in a calendar year for attending—

- (1) coaching or training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or training schemes;
 - (2) coaching or training camps at the National Institute of Sports, Patiala;
 - (3) coaching camps in sports organized by National Sports Federation/ Sports Boards recognized by Government (Department of Youth Affairs and Sports);
 - (4) Participating in programme of adventure sports/similar activities conducted by Central Civil Services Cultural and Sports Board (CCSCSB).
- Appendix-III.

Technical officials concerned with the administration of events (1) to (3) above and also mountaineering/trekking expeditions, will be given the facility of Special Casual Leave.

(b) Admissible up to a maximum of 10 days in any one year for participating in inter-Ministerial and inter-Departmental tournaments and sporting events held in and outside Delhi.

Period in excess of 30/10 days in a year will be treated as a regular leave.

Players injured during sporting events.— Special Casual Leave may also be granted to a sportsperson getting seriously injured or being hospitalized during the Telecom Sporting events subject to the overall ceiling of 30 days in a calendar year admissible for sporting events.

2. In Cultural Activities.— (a) Admissible to employees taking part in cultural activities like dance, drama, music, poetic symposium, etc., of an All India, or Inter-State character organized by or on behalf of the Central Secretariat Sports Control Board or on its behalf subject to the overall limit of 30 days in one calendar year.

(b) Admissible to employees participating in dancing and singing competitions at Regional, National or International level, organized by Government of India/Government-sponsored Bodies, i.e., Institutions and Organizations which are substantially controlled by Government and receive substantial assistance from the Government in the form of grant-in-aid, subject to a maximum of 15 days in a calendar year.

3. Mountaineering/Trekking Expeditions.— Admissible for participating in mountaineering/trekking expeditions approved by the Indian Mountaineering Foundation or organized by Youth Hostels Association of India, up to a maximum of 30 days in one calendar year and subject

to the overall limit of 30 days for one calendar year for participation in sporting events. — Appendix-III.

4. For Family Planning :

(a) Male employee :

- (i) Maximum of 5 working days admissible for vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another five working days will be admissible on the production of medical certificate.
- (ii) Maximum of 21 days for undergoing recanalization operation.
- (iii) Maximum of 3 working days if his wife undergoes tubectomy or sterilization operation by laparoscopic method. The leave should follow the date of operation.
- (iv) Maximum of 3 working days if wife undergoes Tubectomy / Salpingectomy after Medical Termination of Pregnancy.

(b) Female employee :

- (i) Maximum of 10 working days admissible for tubectomy/ laparoscopy. If she undergoes the operation for a second time due to failure of the first, maximum of 10 working days will be admissible for the second time.
- (ii) Maximum of 10 working days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP). Not admissible if maternity leave is availed.
- (iii) Admissible for one day on the day of IUCD/IUD insertion/ reinsertion.
- (iv) Maximum of 21 days admissible for undergoing recanalization operation.
- (v) Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

Extension/Additional Special Casual Leave is admissible for the period of hospitalization if the concerned employee is hospitalized on account of post-operational complications. — Appendix-III.

Not admissible to Temporary Status Casual labourers.— Special Casual Leave for sterilization operation is not admissible to casual labourers with temporary status since the benefit is admissible to regular employees only.

— G.I., Dept. of Posts, Lr. No. 45-56/92-SPB-I, dated 15-3-1995 in Appendix III, Special Casual Leave 'B' — Order No. 10.

5. To Re-employed Ex-Servicemen.— Heads of Departments may grant Special Casual Leave up to 15 days in a year to re-employed Ex-Servicemen for—

- (i) appearing before Medical Re-survey Boards for assessment of disability pension; and
- (ii) attending Artificial Limb Centres for replacement of artificial limb(s) or for treatment of injuries sustained during operation.

The maximum of 15 days includes transit time both ways on the basis of medical discharge certificates.

6. Union/Association Activities.— The maximum number of days of Special Casual Leave admissible is 20 days in a calendar year (i.e., the annual period followed by the Association/Union/Federation). Subject to the above maximum number of days—

- (i) 20 days to the office-bearers of recognized Service Associations/Unions for participation in the activities of Associations/Unions;
- (ii) 10 days to outstation delegates/members of Executive Committees for attending its meetings.
- (iii) 5 days to local delegates and local members of Executive Committees for attending its meetings.

Leader of the Staff Side of JCM and a Secretary from the Staff Side at above Departmental Joint Council level, may be granted Special Casual Leave up to a maximum of 10 days in a year for preparing Staff Side cases.

Staff Sides members of the Departmental/Regional/Local Council may be granted a day's Special Casual Leave to attend JCM meetings.

7. Union/Association activities in P & T Department.— Special Casual Leave up to a maximum of 20 days in a year is admissible to—

- (i) delegates to All India Conferences/Circle Conferences, members of Executive Councils, members of Circle and Divisional Executive Committees to attend such conferences/meetings;
- (ii) members from outstations to attend monthly meetings with Heads of Circles; and
- (iii) members from outstations to wait on deputation on the Minister/Minister of State/Deputy Minister and Director-General.

Special Casual Leave up to a maximum of 12 days in a year allowed to not more than 2 members of the Unions coming from outstations to attend monthly meetings with Departmental Officers at Divisional level. Special Casual Leave is allowed for the day/days of the meeting and the actual time taken in the journey.

This will not be in addition to the 20 days referred to above. Local members will be given suitable off for the duration of the meeting.

8. Natural Calamities, Bandhs, etc.— Heads of Departments may grant Special Casual Leave to employees residing at places 3 miles away from their office, when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs, etc. If the absence was due to picketing or disturbances or curfew, Special Casual Leave may be granted irrespective of the distance from residence to office.

If, however, the official had applied, or applies, for leave for genuine reasons, e.g., medical grounds, etc., for the day/days of the bandh, he may be granted the leave admissible including Casual Leave, and not Special Casual Leave.

— Appendix-III.

9. Meetings connected with Co-operative Societies.— Members, Delegate Members, Managing Committee Members and Office Bearers of Co-operative Societies formed exclusively with the Central Government employees and posted outside Headquarters of the societies are eligible for the grant of Special Casual Leave up to a maximum period of ten days in a calendar year *plus* the minimum period required for the journeys to attend such meetings. For those posted at the same station, the Special Casual Leave will be restricted to cover the actual period of such meetings, i.e., either full day or F.N. or A.N., as the case may be. Can be combined with C.L. only and not with other kind of leave. Sundays/Holidays intervening will form part of Special C.L.

10. Activities in connection with Kendriya Sachivalaya Hindi Parishad.— Special Casual Leave may be granted for participating in certain activities of the Parishad subject to a maximum of twenty days in a year, including the period of journeys involved.

11. During Elections.— During General Elections/by-elections to Lok Sabha/State Assembly, employees enrolled as voters in a constituency but having offices in another constituency, are entitled to a day's Special Casual Leave on the day of Election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.

12. Differently-abled Central Government employees.— Special Casual Leave not more than 10 days in a calendar year may be granted to attend Conferences/ Seminars/Training/Workshop related to Disability and Development-related programmes organized at National and State level agencies. Absence in excess of 10 days may be treated as regular leave due and admissible and it can also be combined with regular leave.

— Appendix-III.

Additional casual leave of 4 days to be treated as Special Casual Leave *vide* Chapter "Casual Leave".

— AUTHORS

13. Other purposes.— Special Casual Leave may also be granted for—

1. Training and duty as members of officially sponsored Auxiliary Police Organizations, such as Home Guards, National Volunteer Corps, etc.
2. Training as a member of St. John Ambulance Brigade (to the extent not covered by ordinary Casual Leave due).
3. Periods spent in camp to join the Urban Units of Territorial Army, not exceeding 14 days.
4. Interview/Medical examination at the time of actual recruitment/commissioning in the Urban Unit of the Territorial Army (to the extent not covered by ordinary Casual leave due).
5. Training with P & T Units of Territorial Army.
6. Participants in Republic Day Parades and rehearsals thereof as members of St. John Ambulance Brigade.
7. Donating blood to recognized Blood Banks on working days—for that day only.

A maximum of 4 times in a year 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) on submission of valid proof of donation.

— GIO (14), Appendix III.

8. Members of Lok-Sahayak Sena who have won certificates of merit when required to participate in the Republic Day Parade — period of stay not exceeding 14 days *plus* journey time to Delhi and back to headquarters.

9. Attending Courts of Law as jurors and assessors with the permission of Heads of Departments.

10. Members of the Indian Institute of Public Administration residing outside Delhi when required to attend meeting of the Institute — period not exceeding 6 working days in a calendar year *plus* journey time.

— Notes on Office Procedure, Chapter II.

11. While performing duties as members of St. John Ambulance Association to provide first-aid cover on occasions like festivals, natural calamities, major accidents, sports meet, etc. — not exceeding seven days per year.

12. Maximum 42 days for donating their organ(s) to another human being as a special welfare measure in public interest, subject to conditions.

— OM, dated 25-4-2023.

14. Combination of Casual/regular leave with Special Casual Leave.

Combination of Casual Leave or regular leave (e.g., EL, HPL, etc.) with Special Casual Leave is permissible, but combination of both Casual Leave and regular leave with Special Casual Leave is not permissible.

15. LTC during Special Casual Leave.— LTC can be availed of during Special Casual Leave.
— Rule 7 (2), LTC Rules.