

## GOVERNMENT OF MEGHALAYA

### PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARTMENT

No. PĒR (AR) 177/82,

Dated Shillong, the 23rd June, 1982

### C I R C U L A R

The Secretaries' Committee in one of its recent meetings had an occasion to discuss the matter in which casual leave is availed of by the employees and granted by the authorities. It has been observed that the concession of casual leave has been abused and almost converted into an unauthorised system of privileged leave. Further, the present system of keeping watch over the applications for casual leave has left much to be desired. The main reason is the absence of clear-cut instructions on the matter of keeping record on casual leave applications and of the authority competent to sanction the casual leave. Instructions were, in the past, issued on the maintenance of the casual leave register. However, it appears that the system has not been rigidly adhered to.

Government have had under consideration the manner in which the present system could be improved upon. After careful consideration, Government have decided that the old system may be replaced by the new system as contained in the instructions below, in supersession of the earlier instructions.

The present practice where applications for casual leave are made on ordinary paper is to be replaced by the Casual Leave Application-cum-Account Form as prescribed and annexed to this Circular, with the following method for using the said form :

- (1) Each employee should have one form where his applications of casual leave have to be entered in, in brief form, at column 3. Generally, it has been observed that reasons for casual leave are always made on grounds of indisposition, bereavement or personal affairs.
- (2) Whenever an employee requires casual leave he shall fill in the column 1, 2 and 3 and send it to his Office.
- (3) The next superior Officer will put his remarks in column 4 with signature and the leave sanctioning authority will take a decision at column 5 with his signature.
- (4) A similar form in respect of each employee will be maintained by the office and similar entries made in the office copy of the Casual Leave Application-cum-Account Form. The form belonging to the employee is to be returned to him/her on resuming duty after availing of the casual leave.

- (5) An employee who has to further extend the leave on account of unavoidable reasons and whose casual leave application form is already in the custody of the Office, can ask for extension of casual leave by a separate application in an ordinary paper. On receipt of such an application, entries are to be made in both the forms and whatever decision taken recorded. The employee will authenticate his form on resuming duties in column 3.

Whenever any employee is about to exhaust the casual leave within the near future and much before the end of the calendar year, a letter of caution must be issued to that employee stating, *inter alia*, that applications for further casual leave may be refused and the absence from duty may be treated as extraordinary leave without pay. Whenever there are employees who have exhausted their casual leave and are resorting to earned leave applications even for a matter of a day or two they should also be given a warning that the earned leave application for an unconscionably small period might result in the same being treated as extraordinary leave without pay.

The new system will take effect immediately. All casual leaves availed of, so far, by the employees should be entered in the Casual Leave Application-cum-Account Form in the manner indicated above. The casual leave of Government servants will be sanctioned as follows :

Special Secretary/Commissioner/ Secretary.	Chief Secretary ; Minister would be informed.
Additional Secretary/Joint Secretary/ Deputy Secretary/Under Secretary/ Head of Department.	Special Secretary/Secretary of a Department.
Superintendent/Assistant Superin- tendent/Assistant/Typist, etc.	Branch Officer ; Special Secretary/ Secretary will be informed.
Personal staff attached to Minister/ Officer.	Minister/Officer ; Under Secretary, Secretariat Administration Department will be informed.
Peon ... ..	Superintendent, Officer concerned or Nazir as the case may be.
Additional Director/Joint Director/ Deputy Director/Assistant Director/ Registrar/Superintendent.	Head of Department. Special Secretary/Secretary will be informed.
Head Assistant/Assistant/Typist/Peon of other Offices.	Additional Director/Joint Director/ Deputy Director as the case may be. Head of Department will be informed.
Head Assistant/Assistant/Typist/Peon of other Offices.	Head of Office or Officer authorised by him.

Further, Government would like to reiterate the instructions already contained in the Secretariat Manual and in the Hand Book of General Circulars : that—

- (a) If any Government servant avails himself of casual leave when it is not admissible, he will do so at his own risk and will ordinarily be treated as absent on leave without pay.
- (b) Prior permission for casual leave on account of anticipated causes shall be taken.
- (c) Absence in anticipation of sanction will be condoned only if the necessity for the leave could not have been foreseen. This will be reflected in column 3 of the Casual Leave Application-cum-Account Form.
- (d) A member of the establishment applying for casual leave on account of temporary indisposition may, if considered necessary by the leave sanctioning authority, be required to produce a medical certificate or hospital card.
- (e) Application for casual leave where the employee proposes to leave the headquarter during the leave period should also contain the leave address.
- (f) Casual leave is not recognised by regulations, and an Officer absent on casual leave is not treated as absent from duty. The Officer granting the leave and the officer taking it will be held responsible if the public service suffers in any way from the absence of the Officer on casual leave.
- (g) Casual leave cannot be combined with any other kind of leave and may not extend for more than six consecutive days.
- (h) Permission may be given to prefix or suffix Sundays/Holidays to a casual leave, but if Holidays/Sundays come in between the period of casual leave, this will be counted as part of the casual leave.
- (i) An Officer who takes casual leave when on tour is not entitled to draw daily allowance during such leave.
- (j) In all cases in which the Officer, asking for casual leave or for leave of absence during holidays, desires to absent himself from the jurisdiction of the officer empowered to grant the request, this fact should be clearly stated in the form.
- (k) No Officer deputed for training should be allowed casual leave on return journey after completion of the training before joining the post from which he was placed on deputation.

- (l) Casual leave may be allowed for enabling the members of the establishment to sit in any examinations, but the leave shall be confined only to the days which will be actually required to sit in the examinations.

By order and in the name of the Governor.

H. A. D. Sawian

( H. A. D. SAWIAN )  
Special Secretary to the Government of Meghalaya,  
Personnel and A. R. (B) Department.

Memo No. PER(AR)177/82/6

Dated Shillong, the 23rd June, 1982.

Copy, for necessary action, to :—

1. All Administrative Departments.
2. All Heads of Departments.
3. Commissioners of Divisions.
4. Deputy Commissioners/Sub-Divisional Officers (Civil)/Extra Assistant Commissioners I/C. Administrative Units.

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