

**BHARAT SANCHAR NIGAM LIMITED**

(A Government of India Enterprise)

Office of the Chief General Manager, MP Telecom Circle, Bhopal 462015

To,

1. All Business Area Heads of M P Telecom Circle.
2. All SSA Heads of M P Telecom Circle.

No. ST-03/23/Gen. Corr./1/94

Dated at Bhopal 04.07.2015

Sub:- Regarding rulings of Casual Leave.

Enclosed herewith the rulings regarding Casual Leave is being circulated for kind information and necessary action please.

Encl :-

As above



(P. Dhade)

Asstt. General Manager (Admn)

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LEAVE RULES

encashment had been allowed in previous appointments, if any, under the Government, an Autonomous Body or Bodies / Public Sector Undertaking(s) does not exceed 300 days.

Encashment of Earned Leave is allowed to retired officers appointed on contract basis, on termination of contract, even if within the first two years, subject to the condition that the total number of days for which encashment is allowed on termination of contract together with the number of days of Earned Leave or Full Pay Leave for which encashment had already been allowed does not exceed 300 days. — Appendix - II and OM, dated 31-1-2011.

**19. Casual Leave**

Casual Leave is not a recognized form of leave and is not subject to any rules made by the Government of India. An official on Casual Leave is not treated as absent from duty and pay is not intermitted.

1. Casual Leave can be combined with Special Casual Leave / Vacation but not with any other kind of leave.
2. It cannot be combined with joining time.
3. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave.
4. Sundays / public holidays / restricted holidays / weekly offs can be prefixed / suffixed to Casual Leave.
5. Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.
6. Casual Leave can be taken for half-day also.
7. Essentially intended for short periods. It should not normally be granted for more than 5 days at any one time, except under special circumstances.
8. LTC can be availed during Casual Leave.
9. Entitlement (per calendar year)—

**For those entitled to 17 holidays.— 8 days:—**For employees with disabilities, additional 4 days as Special Casual Leave for specific requirements relating to the disability of the official.

— OM, dated 19-11-2008.

**For those not entitled to 17 holidays.— 10 days.**

10. Individuals appointed and joining duty during the middle of a year may avail of Casual Leave proportionately or to the full extent at the discretion of the Competent Authority.

Pl circulate to all concerned

JTG  
(HR/M)

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AD (HR)

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