



CIRCULAR

No. GEN/CON/SCL(DOC)/9/2024-Gen Sec: | ^{***}8485 It has come to the notice, that some doctors and staff of RIMS, Imphal, have applied for leave for participating in conferences/workshops/short term trainings/as external examiners etc., which is not in accordance with the relevant DoPT Guidelines as well as other Guidelines/norms, issued by the Institute from time to time.

2. Accordingly, it is informed that the following guidelines may be noted for compliance, while submitting such leave applications:-

- i) The concerned HOD must ensure that 50% of the faculty members/staff must remain in the Department during the absence of the leave applicant. In case this criteria is not fulfilled, no leave application must be forwarded/recommended by the HOD.
- ii) As per existing guidelines, only the actual number of days of transit and the shortest distance is permitted, in addition to the actual days of the event being participated by the applicant.
- iii) Journey Tickets must be purchased from authorized agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/S Ashok Travels & Tours (ATT), and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- iv) Leaves should be applied well in advance, in any case before 2-3 weeks prior to the commencement of the event, in case of visits within India; and 4-6 weeks prior to the commencement of the event, in case of visits abroad.

3. Accordingly, all Principals/concerned Heads of the respective Colleges and Departments of RIMS, Imphal, may please note the above guidelines while recommending such leaves in the future. A copy each of the relevant guidelines/circulars, issued in this regard, is enclosed for information.

4. This issues with the approval of Director, RIMS, Imphal.

Sd/-
(R.K. Mecolt Singh)
Deputy Director(Admin.)

Enclosures:

1. Office order no. M/1/2023-RIMS(51) dated 18th May, 2024.
2. DoPT guidelines for special casual leave of Central Govt. employees

Memo No. GEN/CON/SCL(DOC)/9/2024-Gen Sec :

Copy to:

1. The P.S. to Director. - for his kind information.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.
4. The Principal, Dental College, RIMS, Imphal.
5. The Principal, College of Nursing, RIMS, Imphal.
6. All Heads of Departments/Sections/Units, RIMS, Imphal.
7. The P.S. to Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A., RIMS, Imphal.
9. The Chief Nursing Officer i/c, RIMS, Imphal.
10. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
11. All Section Officers, RIMS & RIMS Hospital, Imphal.
12. The Photographer, RIMS, Imphal.
13. The Media Advisor, RIMS, Imphal.
14. The System Administrator, RIMS, Imphal - for uploading the above Circular on the RIMS Website.
15. All Notice Boards.
16. Concerned file.

Signed by

Mecolt Rajkumar Singh

Date: 17-01-2025 13:13:06

(R.K. Mecolt Singh)
Deputy Director(Admin.)



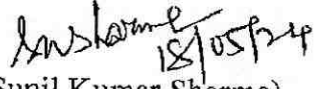
OFFICE ORDER

Imphal, the 18th May, 2024

No. M/1/2023-RIMS (51): 1812. In pursuance of the approval of the Executive Council, Society of RIMS, Imphal in its 51st meeting held on 08.03.2024 under Agenda no. 6, the Chairman, Executive Council, Society of RIMS, Imphal is pleased to adopt the same Guidelines which is being followed in AIIMS, New Delhi regarding Administrative arrangement, Financial support for conference organization, attending National Conferences and travelling abroad for attending conferences.

2. The said Guidelines are deemed to be adopted w.e.f. the date of issue of this order.

By orders & in the name of Chairman, EC


(Prof. G. Sunil Kumar Sharma)
Director

Copy to:

1. The P.S. to Secretary, Health & FW, Government of India - for kind information of Chairman, EC, Society of RIMS, Imphal
2. Joint Secretary(NE), Ministry of Health & FW, Government of India
3. Under Secretary (NE), Ministry of Health & FW, Government of India
4. The Medical Superintendent, RIMS Hospital, Imphal
5. Dean, Academics, RIMS, Imphal
6. Principal, Dental College, RIMS, Imphal
7. All HoDs, concerned Departments, RIMS, Imphal
8. Principal, College of Nursing RIMS, Imphal
9. Deputy Director (Admn.), RIMS, Imphal
10. The Chief-Accounts-Officer cum FA, RIMS, Imphal
11. Asst. Engineer (Civil)/ Asst. Engineer (Civil), RIMS, Imphal
12. The System Administrator, RIMS, Imphal
13. File concerned.

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ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI - 110 029.

No.F.14-3/69(1999)-Estt.I (F.Cell)

Dated the 17th Oct., 2015

Subject:- Guidelines for grant of permission to the faculty members of the Institute to attend various scientific conferences and other assignments in India and abroad.

In supersession of all previous orders on the subject cited above, guidelines for grant of permission to the faculty members of the Institute to attend various scientific conferences and other assignment in India and abroad, as under, as approved by the Academic Committee and Governing Body of the Institute, is hereby circulated to all concerned for their information and guidance:-

Guideline No.1

PARTICIPATION IN SCIENTIFIC MEETING/CONFERENCE/SYMPOSIUM/ SEMINARS/ WORKSHOP/C.M.Es./SHORT TERM TRAINING OR COURSE OR PROGRAMME (NOT MORE THAN TWO WEEKS) IN INDIA & ABROAD

A. IN INDIA AND SAARC COUNTRIES

The Director, at his discretion, may permit a member of faculty to participate Scientific Meeting/Conference/ Symposium/ Seminars/ Workshop/CMEs/Short-term training or course or programme (*not more than 14 days*) within India or SAARC countries with or without travelling allowance (TA), Daily Allowance (DA) and Registration Fee in each financial year, provided that:-

- (i) Only 4 such events are permissible in each *financial year* for TA, DA and Registration Fee from the Institute and in case of visit to SAARC countries VISA fee will be paid. However, faculty can split the TA/DA or registration fee to attend more such activities if permissible.
- (ii) He/she should have completed six months of service as a faculty member continuously, before commencement of the event.
- (iii) His/her scientific paper should have accepted for presentation or invitation for lecture/talk/live workshop and/or chairing/co-chairing of session or he/she may have invitation to participate as a delegate by the organizers.

(contd. Page-2)

- (iv) For participation of such events without financial support from the Institute, a clear statement with regard to the source of funding to meet the expenditure for such visits along-with documentary evidence to that effect should be submitted. In case of self funding, he/she should give a clear statement to the effect in their application. Funding agency should be a government organization, autonomous body, society, scientific association, charitable trust/society or non-profit organization. Acceptance of funding from any private companies or organization to meet the expenditure for such visits shall not be allowed.
- (v) He/she will be required to submit participation certificate and a report on the event within a period of 15 days on return.
- (vi) In case of training program or courses, the invitation letter should be addressed to the Director, AIIMS or the application to attend such training/courses should be routed through proper channel.

B. IN ABROAD

The Director, at his discretion, may permit a member of faculty to participate Scientific Meeting/Conference/ Symposium/ Seminars/ Workshop/CMEs/Short-term training or course or programme (not more than 2 weeks) on duty terms abroad (except SAARC Countries) with or without any financial commitment by the Institute. However, Registration Fee, Air-fare, Visa Fee, hotel accommodation charges, Per-diem as per rules and Actual Medical Insurance Premium subject to ceiling of Rs.3000/- will be provided to present scientific papers or to chair/co-chair the scientific session or to deliver lecture as an Invited Speaker/Faculty in workshop and for availing of training in a specified course or program offered by universities. Applications from the faculty members for such purpose will be considered provided that:-

- (i) In case of financial support from the Institute, he/she should have completed the probation period as a faculty member and should have left at-least one year service before commencement of the event.
- (ii) The entitlement for financial support shall be - Assistant Professors and Associate Professors once in two financial years and Additional Professors and Professors once in a financial year.
- (iii) Where scientific papers are to be presented, his/her scientific paper must be an outcome of the research conducted at the Institute or collaborative research and should have been accepted for presentation. For chairing/co-chairing the scientific session or to deliver lecture as an Invited Speaker or Faculty for workshop he/she should have been invited for the same.
- (iv) He/she will be required to submit participation certificate and a report within a period of 15 days on return.

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- v) For participation of such events without financial support from the Institute, the faculty member should have been invited by the Conference organizer. He/she should furnish a clear statement with regard to the source of funding to meet the expenditure for such visits and to submit the documentary evidence to that effect. Funding from any private companies for such visits will not be allowed.
- (vi) In case of training program/courses, the invitation letter should be addressed to the Director, AIIMS or the application to attend such training/courses should be routed through proper channel.

Guideline No. 2

PARTICIPATION IN THE MEETINGS OF THE DECISION - MAKING BODIES LIKE EXECUTIVE BOARDS, ORGANIZING COMMITTEES, SCIENTIFIC PROGRAMME COMMITTEES, REVIEW COMMITTEES, MEETINGS OF JOURNAL EDITORIAL BOARD ETC.

The Director, at his discretion, may permit a member of the faculty to participate in the meetings of the decision making bodies like Executive Boards, Organizing Committees, Scientific Programme Committees, Review Committees, Meetings of Journal Editorial Board *and/or administrative activity/policy* within India or abroad (excluding fellowship & foreign assignment) subject to the condition that no financial commitment would devolve on the part of the Institute.

Guideline No. 03

ATTENDANCE AT THE MEETINGS ON EXPERT ADVISORY GROUPS, ADVISORY PANELS, STEERING COMMITTEES AND TASK FORCES ETC. OF THE WORLD HEALTH ORGANIZATION AND OTHER UN AGENCIES.

The Director, at his discretion, may permit a member of Faculty to attend meetings such as Advisory Panels, Steering Committees, Task Forces etc. of the WHO and other UN Agencies. Attendance in such meetings will not be considered for the purpose of grant of permission for participation under Guideline No. 1. The period of absence for attending such assignment; where honorarium remuneration is paid to a member of the faculty, the period of absence will be treated as leave of the kind due and provisions of SR-12 will apply unless Extra Ordinary Leave Without Pay is availed of.

Guideline No. 04

FOREIGN VISITS FOR AVAILING OF ASSIGNMENTS (JOB) OR TRAINING FOR MORE THAN TWO WEEKS OR FELLOWSHIPS OR SCHOLARSHIPS

- (i) Faculty member should route their application through the Director for availing of assignments (job) or training for more than two weeks or fellowship or scholarships. The Director, at his discretion may with-held any such application in public interest. In case of online submission of application for such purpose, the faculty member should intimate to the Director, immediately after online submission of their application for such purpose.

(contd. Page-4)

- (ii) Regular/permanent faculty members are only eligible.
- (iii) Probation period or at-least 2 years continuous service should have been completed by the faculty member before availing of assignments(job) /training for more than two weeks/fellowships/scholarships.
- (iv) Entitlement shall accrue @ one year per every completed five years and entitled for a total period of not exceeding 5 years during the entire period of service as faculty member but not more than two years at a stretch.
- (v) Foreign assignment (job)/ training for more than two weeks/fellowships/scholarships for a maximum period of six months and less will be termed as "short term foreign visits" and beyond six months as "long term foreign visits".
- (vi) *At-least 50% of faculty should be available on duty in the concerned Department.*
- (vii) No substitute will be asked by the Chief of the Centre/Head of the Department and also to ensure the smooth functioning of the concerned Centre/Department.
- (viii) Request for resignation/voluntary retirement will not be entertained from the faculty member while on aforesaid assignments.
- (ix) Period of absence from the Institute for availing of any foreign assignment (job) will be treated as EXTRA ORDINARY LEAVE WITHOUT PAY and the provision of SR-12 will not apply on them.
- (x) The Fellowship/training/scholarships sponsored or awarded by the Government controlled Department/Agency such Fellowship/scholarship like WHO, Commonwealth, INSA, DST, ICMR, etc., the period of absence will be treated as on duty. Period of absence for availing of rest of all Fellowships/scholarships/trainings will be treated either as leave of the kind due with the provision of SR-12 where any fee/honorarium/ salary/ remuneration is received from such fellowship/ scholarship/training or on extra ordinary leave without pay. Other Fellowship/scholarship/training up-to the duration of 42 days in a financial year, shall be considered as on duty within the permissible limit of 42 days leave on duty in a financial year, provided that the individual faculty should make a specific request for the same and no fee/honorarium/salary/ remuneration is received from such fellowship/ scholarship/training.
- (xi) For the period of Extra Ordinary Leave Without Pay availed for such purpose, the faculty member concerned will be required to deposit contributions towards GSLI/EHS in advance and the pension contribution on return from abroad. However, if the faculty member is a member of New Pension Scheme (NPS), he/she should deposit the requisite contribution every month.

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- (xii) There will be no bond for availing of Fellowship/training/ assignment for a maximum period of 42 days. However, for the assignment (job)/fellowship/ scholarship/training exceeding 42 days but up-to six months duration, the faculty member is required to execute a bond for a sum of Rs. 5 lakhs on non-judicial stamp paper of Rs.50/- binding him/her to serve the Institute for a minimum period of one year from the date of re-joining at the Institute. For availing of the assignment (job)/fellowship/ scholarship/ training exceeding six months duration, he/she is required to execute a bond for a sum of Rs. 10 lakhs in a non-judicial stamp paper of Rs. 50/- binding him/her to serve the Institute for a minimum period of three years from the date of re-joining at the Institute.
- (xiii) There will be a cooling period of one year between two short-term foreign visits. Similarly, the cooling period between two long term foreign visits shall be three years.
- (xiv) The period of leave (*Extraordinary leave without pay*) availed by the faculty member for taking up foreign assignment (job)/fellowship/scholarship/ training, would be excluded from the minimum required period of service for eligibility for consideration of next promotion under the Assessment Promotion Scheme (APS). Period of assignments (job)/ fellowship/scholarship/training with national/ international/multinational agencies dealing in health sector (services) which is treated as on duty, would however, be counted for eligibility under APS provided that the assigned position in the overseas assignments is in teaching institution/hospitals/ universities.
- (xv) There will be no Bond in case of deputation with the organization in pursuance of the obligation under agreement entered into by the Govt. of India or by the AIIMS, New Delhi and the period of deputation will also not be counted towards the entitlement as provided in clause (iv) of the guideline No. 4 above.

Guideline No.05

PERMISSION TO ACCEPT THE EXAMINERSHIP IN INDIA AND ABROAD

A member of the Faculty may be permitted at the discretion of the Director to accept the offer being appointed as examiner in India or abroad and the period of absence from headquarter for such purpose including the transit period, will be treated as on duty. No TA/DA or any financial commitment would devolve on the part of the institute for such purpose.

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Guideline No.06

PERMISSION TO ACCEPT INVITATION TO ASSIST THE VARIOUS SELECTION COMMITTEES IN INDIA AND ABROAD

The Director may, at his discretion, grant permission to the members of the faculty to accept invitations from various organizations both from India or abroad to assist them in making selections. The period of absence from headquarters including the transit time may be treated as on duty. No TA/DA financial commitment would devolve on the part of the Institute.

Guideline No.07

PERMISSION TO ACCEPT INVITATIONS FROM INDIAN/FOREIGN UNIVERSITIES AND INSTITUTIONS FOR DELIVERING LECTURES/ CONDUCTING WORKSHOPS

The Director may at his discretion allow a member of faculty to accept invitation from the Indian/foreign universities and institutions for lecture/conducting workshops. The period of absence for such purpose including the period spent on travel will be treated as ON DUTY. TA/DA will be provided by the Institute if permissible as per clause II(1)(i) of guideline No.1. However, the same will be adjusted against his/her entitlement of TA/DA/Reg.Fee for that financial year. In case, a particular faculty member is paid an honorarium/fee/remuneration in addition to TA/DA by the sponsoring authority, then he/she has to avail of leave of the kind due subject to the provision of SR-12.

Guideline No.08

PERMISSION TO ACCEPT MEMBERSHIP OF THE SCIENTIFIC ADVISORY BOARDS, EXPERT COMMITTEES, TASK FORCES OR ANY OTHER EXPERT ADVISORY GROUP OF NATIONAL/INTERNATIONAL SCIENTIFIC BODIES

The Director may permit at his discretion, a member of the faculty to accept the invitations to serve on the Scientific advisory Board, the Expert Committee, Task Forces or any other expert advisory Group of national/ International scientific bodies and depute them to attend the meetings of these committees as on duty, but no TA/DA will be payable by the Institute.

Guideline No.9

PERMISSION TO ACCEPT MEMBERSHIP AND TO ATTEND THE MEETINGS OF UNIVERSITY GRANTS COMMISSION/INDIAN UNIVERSITIES/ MEDICAL COLLEGES/ AUTONOMOUS BODIES

The Director may permit, at his discretion, a member of the faculty to accept membership and to attend the meeting of the Advisory Board of the Indian University/Medical College or any teaching and research Institution Organization. The period of absence will be treated as on duty. No TA/DA will be paid by the Institute.

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No permission will be granted to a faculty member to be associated either as member or consultant of a private Medical Institution/ Hospital/Centre in India or abroad which is running on commercial basis. However, if an academic activity is organized by private Institute/Medical College/recognized Hospitals, then the Faculty members may be permitted for such purposes & TA/DA/Reg. Fee is payable by the Institute if permissible as per clause no.I(1)(i) of guideline No.1.

Guideline No.10

PERMISSION TO CONDUCT INSPECTION AND TO EXAMINE THE FACILITIES FOR STARTING UNDERGRADUATE/ POSTGRADUATE COURSES ETC. AT VARIOUS MEDICAL COLLEGES/UNIVERSITIES.

The Director may permit, at his discretion, a member of the faculty to conduct inspections and to examine the facilities available for starting undergraduate/ Postgraduate medical courses etc. at various medical colleges/Indian Universities on behalf of the Medical Council of India or State Government of a University & National Board of Examination etc. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the AIIMS.

Guideline No.11

PERMISSION TO PARTICIPATE IN THE PLANNING, ORGANIZATION AND TO CONDUCT COMMUNITY HEALTH CARE WORK

The Director may permit, at his discretion, a faculty member to participate at the instance of Central, State and other Government agencies in the planning, organization and conduct of community health care work including participation in experiments to develop alternate models of health care delivery for the benefit for general public in any place in the country. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the Institute.

In case, the Government/Institute depute the faculty members for such purpose, the TA/DA will also be paid to them and this will not be counted for their entitlement under the guideline No.1.

Guideline No.12

The Director may also permit the member of the faculty to take up any other assignments in India or abroad which are connected with the activities of the Institute and considered to be in the interest of the Institute/country. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the Institute.

(contd. Page-8)

Guideline No.13

For meeting related to the Research Project in India and abroad which may be funded by private research institutions/ foundations/ companies in which the concerned faculty member is either Co-Investigator or Investigator, the faculty member may be allowed to attend such meetings provided that the project *ideally should have been cleared by the Ethics Committee and registered with the Institute. In addition, permission may be granted to attend investigator's meeting for protocol development provided in principle approval has been given by the research section.* TA/DA for such visits can also be claimed from the registered Research Projects provided that the visit is related to the concerned research project and there will be adequate funds available in such research projects on the head of TA/DA for attending such meetings.

GENERAL CONDITIONS:-

- (i) Participation of all the aforesaid activities with leave on duty is restricted to 42 days leave on duty in a financial year. However, participation of such events during the period of vacation will be treated as vacation. No further requests for participation of any activities beyond the permissible leave on duty will be entertained. *He or she may apply for leave of kind due if permissible for this purpose, provided that no TA/DA/Reg. Fee will be provided for such visits.*
- (ii) The period of leave on duty would be restricted into the actual period of the event and the actual transit period.
- (iii) The maximum ex-India leave in conjunction with official duty shall be 3 weeks while adhering to the limit of 50% (excluding transit time and enforced halt) of the period of official duty abroad. However, in the case of official visits of duration less than 8 days, the limit of 50% ex-India leave *can be availed up to 4 days.*
- (iv) The concerned Chief of Centre/Head of the Department will ensure the availability of 50% faculty members on duty during the entire period.
- (v) Faculty members who accepts any foreign hospitality *are advised to obtain clearance from Foreign Contributory Regulation Authority (FCRA). Foreign Hospitality means :-* any offer, not being a purely casual one, made in cash or kind by a foreign source for providing a person with the costs of travel to any foreign country or territory or with free board, lodging, transport or medical treatment.
- (vi) The Member of the Faculty shall not be permitted to avail/attend any academic events including fellowship/training/assignment with funding from a private organization.

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- (vii) In case, any fee/honorarium/salary/remuneration is received by the faculty members, the provision of SR-12 will be applicable as per rules.
- (viii) Faculty member who seeks permission to conduct examination in private institutions, he/she should be appointed by the University under which the Institution concerned is affiliated.
- (ix) The faculty member is required to make their plan well-in-advance for participating the events and their application for such purpose is required to submit to the FACULTY CELL 2-3 weeks prior in case of visits within India and 4-6 weeks prior in case of visits abroad, from the date of commencement of the events, so that the outcome of the applications could be communicated well before proceeding for the events.

All faculty members of the Institute are requested to adhere the aforesaid guidelines and general conditions while submitting their applications for the above purpose.

(Authority :- Item No. AC - 113/20 of the Standing Academic Committee meeting held on 26.03.2015 and item No. GB-152/07 of the Governing Body meeting held on 13.04.2015).


(M.C. MISRA)
DIRECTOR

Distribution:-

1. All faculty members (Through their concerned Chief of Centre/Head of Department)
2. The Dean (Academic)
3. The Dean (Research)
4. The Medical Superintendent (Main Hospital)
5. The Medical Superintendent (Dr. R.P.C.)
6. Professor-in-Charge, Examinations
7. The Dy. Director (Admn.)
8. The Sr. Financial Advisor
9. All Establishment Sections of the Institute
10. The Accounts Section II & III
11. The Computer Facility - with the request to host in the Institute website.

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ALL INDIA INSTITUTE OF MEDICAL SCIENCES
FACULTY CELL

No.F.14-3/69(99)-Estt.I(F.Cell)

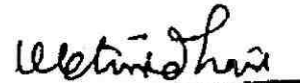
Dated:

11 OCT 2015

Sub:- Guidelines for grant of permission to the faculty members of the Institute to attend various scientific conferences and other assignments in India and abroad.

In continuation of this office memorandum of even number dated the 17th October, 2015, it is further clarified that the minimum continuous service of six months as a faculty at the Institute will be required for participation in Scientific meetings /Conferences/Symposium/ Seminars/ Workshops/CMEs/Short-term training or course or program in abroad without financial support from the Institute.

This issues with the approval of the Director.



(K.K. Giridhari)
Sr. Administrative Officer

Distribution:-

1. All faculty members (Thr their concerned Chief of Centres/HODs)
2. The Dean (Academic)
3. The Dean (Research)
4. The Medical Superintendent (Main Hospital)
5. The Medical Superintendent (Dr. R.P.C.)
6. Professor-in-Charge, Examinations
7. The Dy. Director (Admn.)
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SPECIAL CASUAL LEAVE

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

Link of the brochure is given in the description.

IN THIS VIDEO:

- 1: SCL – General Principals
- 2: SCL for Family welfare schemes
- 3: SCL for Sporting events
- 4: SCL for attending meeting of Scientific Associations and Co-Operative Societies
- 5: SCL for Union/Association Activities
- 6: SCL for appearing in Departmental Examinations
- 7: SCL for regularising Absence on account of Bandh etc.
- 8: Miscellaneous

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

S.No.	Nature of Operation	Maximum duration
(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 nd time	10 Working Days
(III)	Salpingectomy after Medical termination of pregnancy (MTP)	10 Working Days
	NOTE: 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.	
(IV)	IUCD insertion / reinsertion	Day of insertion / reinsertion

Post Sterilization Complications

S.No.	For Non-Hospitalization	Maximum duration
(I)	Post-Vasectomy Complications	No SCL , 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 Coaching or Administration 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.	30 days
3	As Commentator in national and international sporting events, Provided that services are utilized for giving running commentaries over All India Radio/ Doordarshan in national/ international meets by the Sports Federation of India or Association recognized by the All India Council of Sports.	30 days
<i>(DP&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 Coaching or Training camps 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.	30 days
5	To participate in Trekking or Mountaineering Expeditions which have the approval of the Indian Mountaineering Foundation.	30 days
<p>(OM No. 27/4/68-Estt(B), dated 06/09/1969) (OM No. 28016/2/84-Estt(A), dated 11/04/1985)</p>		

S.N.	Nature of Events	Max. SCL in a calendar year
6	To participate in inter-ministerial and inter-departmental tournaments and sporting events, Provided that the sporting event is duly recognized by Government.	10 days
7	To participate in cultural activities 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.	30 days
<p>(MHA OM No. 27/3/68-Estt(B), dated 28/06/1969)</p>		

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)

