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DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ASSTT.COMMISSIONER (W)
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NEW DELHI-110005.
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F.No. DJB/AC(W)/2013/ 122933

Dated : 29.10.2013

Subject:- **Casual Leave.**

Please find enclosed herewith Office Memorandum No. 28016/3/98-Estt.(A) dated 15.06.1998 issued by the Under Secretary to the Govt. of India, Ministry of Personnel, PG and Pensions, department of Personnel & Training on the above cited subject for information and necessary action.

Encl: **as above.**

Y.K. Sharma
(Y.K. SHARMA) 25/10/2013
ASSTT.COMMISSIONER(W)

All DDOs.

Copy for information to:-

1. Chief Executive Officer.
2. All Members/Secretary, DJB/CVO/Addl. CEO.
3. All Directors/All Chief Engineers/All Superintending Engineers/All Jt. Directors (Revenue)/Finance/Vigilance.
4. All ACs/EE(EDP)/Dy. Director (F&A)/Consultant (PR)/AOs/ LO/ LWO/ CSO/ ZEs/ZRO.

Y.K. Sharma
ASSTT.COMMISSIONER(W) 25/10/2013

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No. 28016/3/98-Estt.(A)
Ministry of Personnel, PG and Pensions
Department of Personnel & Training

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New Delhi, dated the 15th June, 1998

OFFICE MEMORANDUM

SUBJECT:- Casual Leave.

EX-100 (100)
3724
7/17/13
DATE

The undersigned is directed to refer to this Department's OM No. 12/9/94-JCA dated 14.1.1998 and to say that w.e.f. 1.1.1998, Central Government servants are entitled to 8 days casual leave in a calendar year.

2. It is clarified that the entitlement of 8 days casual leave in a calendar year is subject to the condition that not more than 5 days casual leave may be allowed at any one time. The Head of the Office may, however, waive this condition in individual cases if he considers that there are exceptional circumstances justifying relaxation in this regard.

3. In regard to persons who join government service in the middle of a calendar year, the authority competent to grant such leave will have the discretion to grant either the full period of 8 days casual leave or only a proportion thereof, after taking into account all the circumstances of the case.

4. It is further clarified that the operating and maintenance staff etc., who were entitled to 15 days C.L. till 31.12.1997, would be allowed 10 days casual leave in a calendar year w.e.f. 1.1.98 (i.e. reduced by 1/3rd of the total).

5. Sundays or closed holidays which precede a period of casual leave or come at the end may be prefixed or suffixed to such leave. Similarly, public holidays and weekly offs falling within the period of casual leave should not be counted as part of casual leave.

6. The instructions contained in the Ministry of Home Affairs OM No. 6/3/59-Estt(A) dated 23.12.1959 & 20.8.1960 and DPAR OM No. 27/6/73-Estt(B) dated 8.7.74 and 28016/1/77-Estt(A) dated 17.9.77, are hereby rescinded.

7. Hindi version will follow.

Sd/-

(S.C. Sharma)
UNDER SECRETARY TO THE GOVT. OF INDIA
TEL. No. 301 4254

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