GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD).

M.C. No. 10.
RPR No. 104/91.

No E(G)90 LE1-5. (Master Circular). New Delhi, dated: 22.5.1991.

The General Managers,
All Indian Railways,
Production Units & others.

Sub:- Special Casual Leave.

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The instructions issued by the Railway Board from time to time on the subject of grant of special casual leave are contained in several letters. It has now been decided by the Railway Board to issue a Consolidated Master Circular, as below, incorporating all the instructions issued so far on the subject for the information and guidance of all concerned.

2. Special casual leave is granted to Railway employees to cover their absence from duty, on the following occasions/ for the following work:

(i) For attending to work connected with running/administration of Railwaymen's Cooperative Societies;

(ii) For promoting small family norms under the Family Welfare Programme;

(iii) For participation in sports events;

(iv) Attendance as officials at meetings of Trade Union/Federation;

(v) Participation in cultural activities like Drama, music competitions;

(vi) Scout work;

(vii) Occasions like Voluntary Donation of Blood; attendance at meetings of Technical/Scientific

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institutes; attendance at courts a jurors/ assessors; participation in Republic Day parade; unavoidable absence due to civil disturbances; etc; etc.

2.1. Special casual leave is admissible to both the permanent and temporary employees. Like casual leave, it is not a recognised leave or is it subject to any rule under the leave rules applicable to the Railway employees. Full pay is admissible during the period when the employee is on special casual leave. Special casual leave can be sanctioned with retrospective effect also.

2.2. Special casual leave cannot be combined with ordinary casual leave and regular leave, except in certain cases, where the combination is allowed.

3. The details of the quantum of special casual leave admissible and the items of work connected with the running/administration of Railwaymen's Cooperative Societies for which special casual leave can be granted have been shown in Annexure 'A'.

4. The details regarding the special casual leave admissible to the Railway employees under the Family Welfare Scheme have been shown in Annexure 'B'.

5. For participation in Sports events/Tournaments, the details of special casual leave admissible are contained in Annexure 'C'.

6. The details of admissibility of special casual leave to Railway employees for attendance at meetings of Trade Union/Federation have been shown in Annexure 'D'.

7. Special casual leave not exceeding 30 days in a calendar year, excluding Sundays/Holidays, may be granted to employees who participate in cultural activities like Dramma, Music and take part in Inter-Railway, Inter-Divisional competitions.

(Ref: Board's letter No.E(W)75 WE6/13 dated 12.5.80).

Scouting Duties:

(i) Special casual leave upto a maximum of 30days

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in a calendar year may be granted to Railway employees and also apprentices and trainees who are boy scouts or Rover scouts for attending camps or rallies or when engaged on scouting duties on instructions from Scouting authorities. If a Railway servant, while on special casual leave on scouting duties, is injured and is required to be hospitalised the period of his absence due to hospitalisation should be regulated as special casual leave but the limit of 30 days of special casual leave in a calendar year on scouting duties including the period of absence on account of injuries/ hospitalisation should not be exceeded.

(Ref: Board's letter No.E(W)83 Spl.-4 dated 12.8.83).

(ii) Special casual leave, when sanctioned for scouting work, may be combined with casual leave or regular recorded leave. When regular leave is granted in combination with special casual leave, casual leave cannot also be granted in combination.

(Ref: Board's letter No.E(W)80 WE6/2 dated 5.1.83).

(iii) The term scouting duties covers activities of Committee Members and other office bearers in attending meetings of the Hqrs. or District Association, services rendered by Scouts/Guides for organisation of Scouting Conferences etc., duly authorised by the Scouting officers concerned.

(Ref: Note (i) below sub-para (i) of para 1104 - Estt. Manual).

7.2. Participation in the Republic day Parade and celebratios:

(i) Members of the St. John's Ambulance Brigade: Period of absence of Railway employees who participate in the Reupublic Day parades held annually and the rehearsals connected therewith in their capacity as members of St. Hohn's Ambulance Brigade should be treated as special casual leave.

(ii) Railway servants other than the members of the John's Ambulance Brigade:- The period of absence of a railway employee who participates in Republic Day parades and celebrationscan be treated as pecial casual leave only

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when the Railway employee participates in such events under the orders of the Central Government. In cases where the Railway employees are deputed on a request by a State Govt., special casual leave will be sanctioned where the Railway Administration specially permits the Railway servant concerned and also considers that such participation or assistance is essential for the success of the programme and is in the public interest.

(Ref: Para 1104 (ii) of Establishment Manual).

7.3. Railway servants attending meetings or conferences or congresses held in India may draw travelling allowance on tour when they are officially deputed to attend them but not when they attend at their own request. In the latter case, provided any Government interest is served thereby, they may only be granted special passes for the journeys to and from the place of meeting.

(1) Attendance of Government servants at the meetings listed below has been recognised as being in the interest of the Government-

Annual General Meetings of the Institution of Engineers (India), Calcutta and its Regional Centres, and of the Institute of Railway Accountants and Auditors (Calcutta).

Meetings of the local Associations of the Institution of Engineers.

The Annual General branch meetings of the Indian, Western and Eastern centres of the Institution of Mecha Engineers (Railway Division) and of the Indian Medical Association or the Assocation of the Surgeons of India the Association of Physicians of India or the meetings and conferences arranged by the Institute of Costs and Works Accountants.

The annual conferences of the Indian Statistical Institute.

The annual Session of the Indian Science Congres

Regional Centres of the Permanent Way Institute

Meetings of the Sectional Committee set up by t Indian Standards Insitution.

Meetings of the Advisory Committee of the India

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Council of Medical Research.

Meetings of the Institution of Tele-Communication Engineers.

Meetings of the Institute of Permanent Way Engineers.

The All India Malaria Conferences, The Annual Conferences of the All India Tuberculosis Association, the Annual Conferences of Indian Public Health Association, The Annual Conference of Assodation of Family Planning, The Annual Conference of the Indian Association of Occupational Health, Two meetings of the Bombay Railway Signal and Tele Communications Society in a Calendar Year. Annual Convention of the Institute of Indian Foundrymen, Calcutta. Annual meeting of the Institute of Rail Transport.

Any one meeting of the Institute of Rail Transport in a year when attended by the Members of the Institute.

Annual General Meetings of Institution of Chemists (India).

Joint Chemical Convention (Annual) of the Chemical Research Committee of the Council of Scientific and Industrial Research (Ministry of Education, Government of India), the Institution of Chemists (India), the Indian Chemical Society and the Society of Biological Chemists (India).

Cases not covered by the above should be referred to the Railway Board for orders.

The time spent by the Railway servants in attending such meetings, when they are permitted to attend the meetings at their own request, will be treated as special casual leave.

(2) Railway Doctors who are either Members of the following Assocations or who read papers may be permitted to attend such meetings at their own request, the period of absence being treated as special casual leave. Special Railway passes may also be given for the the journey to and from the place of meetings but no road mileage or daily allowance for halts at the place of meeting would be allowed.

The Annual Conference of Association of Radiologists, Annual Conference of Association of Opthalmologists, Annual Conference of Association of Oto-Rhino-Laryngalogists,

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Annual Conference of India Society of Anaesthetists, Annual Conference of Assocation of Gynecologists and Obstricians, Annual Conference of Assocation of Nurses, Meetings of the Dental Council of India, Annual Conference of All India Dental Association.

Annual Conference of Indian Academy of Pediatrics.

Annual Conference of Cardiological Society of India.

Annual Conference of Association of Neurologists of India.

Indian Association of Pathologists.

The Annual Conference of the Indian Association for Chest disease.

The Indian Society of Gastroenterology.

National Congress on Occupational Health.

Dermatological Society of India.

Annual Conference of Indian Psychiatrists Society.

Annual Convention of the Indian Hospital Association.

Indian Association of Preventive and Social Medicine.

Thoracic Surgical Conference.

Annual General Meetings of Railway.

Signalling and Tele-Communication Engineers.

Annual Seminars of the Institute of Town Planners, India.

Andian Orthopaedic Association.

(Ref: Rule 1689-R.II/1987 edition).

7.4. Voluntary donation of blood by Railway employees:

Railway servants volunteering to donate blood to Railway Centres may be granted special casual leave to cover the outward and inward journeys and one day's stay at the Centre, in cases in which it is necessary to undertake a journey for going to the Centres. In other cases, a day's special casual leave may be granted if the blood is donated on a working day.

(Ref: Para 1104(x) of the Establishment Manual Board's letter No.62/H/199 dated 29.4.63).

7.5. Railway Protection Force Annual Meet:

The absence of the Railway employees who take part in

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Annual Meet shall be treated as special casual leave without payment of any travelling allowance.

(Ref: Para 1104(xi) of Establishment Manual and Board's letter No.E(G)63 LE2/25 dated 4.3.64).

7.6. Attendance at Courts as Juroro or Assessors.

Time spent by Railway employees attending Courts as Jurors or Assessors with the permission of their respective Heads of Deptt. should be treated as special casual leave.

(Ref:Para 1104(iv) of Establishment Manual and Board's letter No.E(G)55/LE2/127/3 dated 18.12.57).

7.7 Attendance at Hindi Examination(s) and participation in activities connected with Kendriya Sachivalaya Hindi Parishad.

(i) The absence of Railway employees for the days on which they take the Hindi examinations may be treated as special casual leave subject to the condition that in the case of employees taking a third chance no such privilege will be allowed.

(Ref: Board's letter No.Hindi/57/6(HE)dated 5.10.57).

(ii) The concession of special casual leave on the days of examination allowed to employees appearing at Hindi examinations conducted by the Ministry of Railways should be extended to employees appearing at Prarambik, Pravesh and Parichay Hindi examinations conducted by the Rashtra Basha Prachar Samiti, Wardha. Railway employees who appear at these exainations privately will not be entitled to special casual leave.

(Ref: Board's letter No.H/60/5 dated 3.7.60).

(iii) Facility of special casual leave allowed to Railway employees for appearing at Hindi examinations is applicable to Group 'D' employees also.

(Ref:H/61/5/1 dated 20.5.61).

(iv) A Railway employee, who is an office bearer of the Kendriya Sachivalaya Hindi Prishad may be granted

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special casual leave in connection with general body meetings of the Parishad and on the occasion of its prize distribution ceremony. The special casual leave is subject to a limit of five days in a year including the time taken on journeys, subject to the condition that the leave will be confined to the days on which the meetings/ ceremonies are held and the time actually taken on travel;

(v) A Railway employee, who is an office bearer of the Parishad may be granted special casual leave upto a limit of five days for participation in the meetings of the Central Committee at Delhi, depending on the distance of his place from Delhi;

(vi) Railway employees who are office bearers working in the Ministry of Railways and proceeding to different places for attending to activities of the Parishad other than those mentioned in sub-paras (iv) and (v) above may be granted special casual leave upto a limit of twenty days in a year for the outward and return journeys, subject to the condition that (a) the special casual leave will be restricted to the time actually spent on the journeys; and (b) for reckoning the limit of twenty days in a year, the special leave that may have been availed in terms of sub-paras (iv) and (v) will be counted.

(vii) The special casual leave granted to an individual for any of the pruposes mentioned in (v) and vi) above or for all the purposes mentioned in (iv), (v) and (vi) above together should not exceed twenty days in a year. The special casual leave granted in terms of the above may be combined with casual leave only and not with any other kind of leave.

(Ref: Board's letter No.E(G)76 LE1/24 dated 17.12.76).

7.8. Territorial Army - Annual Training Camps/ Post-Commission training:

(i) Territorial Army personnel, when released for Annual Training Camps may be allowed only a total of leave for six days before and after the training in addition to special casual leave to cover the to and fro travel time prior to and after the Annual training camp. The unavailed portion of special casual leave granted on this account cannot be credited to the leave account of TA Personnel.

(Ref: Board's letter No.E(ML)83(10)/20 dated 28.2.84 & (E(ML)68(10)J1 dated 5.2.88).

(ii) In terms of Rule 20-B of the Territorial Army

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Act - Rules, 1948, every officer commissioned in the Territorial Army and appointed to the Railway Engineer Groups shall be embodied for undergoing post-commission training for a continuous period not exceeding 30 days excluding the period of journey. For the purpose of Post-commission training, a Railway employee, when released for such training may be allowed special casual leave for six days plus special casual leave for the travel time to cover the to and fro journeys prior to and after the post-commission training.

(Ref: Board's letter No.E(ML)87(10)/3 dt.4.5.87).

(iii) In both the situations mentioned in sub-paras (i) & (ii) above, the ceiling of 30 days of speical casual leave may be allowed to be exceeded.

7.9. Absence due to Bandh, Curfew & Other Disturbances

Unless any specific instructions are issued by the Board for any particular bandh, disturbances etc., HODs are competent to grant Special Casual Leave to their staff, subject to their being satisfied that the absence is due to reasons beyond their control, in the following cases and the position should be reported to the Board after sanction:-

i) failure of transport facilities, if the distance to be travelled is more than 3 miles/5 kms to the place of duty;

ii) in case of picketing or disturbances or curfew, the above condition of distance may not be insisted upon; and

iii) disorganisation of train services either on account of train accident or floods, when no other mode of transport could have been availed of to reach the placed of duty.

(Ref: E(LU)71/ST2/9 dated 29.11.72
E(LR)II/71/ST2/2 dated 24.8.79
E(LR)II/81/ST2/1 dated 3.11.81
E(LR)II/81/ST2/1 dated 28.4.82).

iv) In case of employees who proceed on leave but are unable to return to place of duty owing to dislocation of train services on account of floods, subject to their producing a certificate from the SM or supervisory staff in charge at the station neareast to the breach indicating that the employee.

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had reported to him on a particular date and had to hold on at that station upto the time of restoration of communication. Special casual leave in such cases can be combined with any other kind of leave. (For those who proceeded on duty, such forced halts may be treated as duty).

(Ref:E(G)66 LE2-38 dated 20.8.66).

7.10.(A) Railway employees assisting other Railway employee(s facing inquiry under the R.S.(D&A) Rules:

(i) A Railway employee, who is assisting another Railway employee at inquiry conducted by the Inquiring Authority under the Railway Servants (D&A) Rules 1968, is eligible to grant of reasonable special casual leave.

(Ref: Board's letter No.E.51 RG6/20 dated 8.4.53 - Provision reproduced in para 1.2 of the main annexure to the Brochure on Railway Servants (D&A) Rules, 1968).

(ii) A Railway employee, assisting another Railway employee for inspection of official documents in connection with inquiry under the R.S.(D&A) Rules, 1968 ordered against him, may be given at the discretion of the competent authori special casual leave upto a maximum of three days in one disciplinary case.

(Ref: Board's letter No.E(D&A) 64 RG6-22 dated 23.7.66 and 2.2.67).

(iii) Special casual leave granted under items (i) and (ii) above may be allowed to be combined with either casual leave or regular leave as may be due and admissible to the individual employee provided that the leave in continuation of special casual leave so sanctioned is taken for easons beyond one's control, i.e. sickness etc.

(Authority: Board's letter No.E(G)68 LE1-17 dated 28.11.1968)

7.11. Period of absence of the serving stenographers in attending the examination held by Railway Recruitment Board for the prupose of grant of advance increments plusbare journey period to and fro be treated as SCL. No such facility for employees availing Third Chance.

(Authority : Board's letter No.E(G)62 LE1/1 dated 15.2.1962).

7.12. Teachers attending Educational/Science Seminar.

Period of absence of Railway School Teachers

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when nominated by the State Government to attend the Educational/Science Seminars etc. may be treated as special casual leave. No TA/DA will be payable to them but may be allowed to retain the remuneration, if any, received by them from the State Govt. concerned.

(Authority : Board's letter No.E(G)72 LE1/12 dated 11.6.74).

7.13. Railway servants enrolled as members of Home Guards Organisation.

There is no ceiling limit to the grant of special casual leave in order to regularise the absence of the Railway servants called up for training and duty in the Home Guards Organisation.

(Authority : Board's letter No.E(ML)66 ML8/17 dated 23.1.67).

7.14. Auxiliary Units.

Railway servants embodied in the Auxiliary Units may be permitted to combine the special casual leave granted for the annual training with regular leave (not ordinary casual leave).

(Authority : Board's letter No.E(G)63 LE2-27 dated 25.7.63).

7.15. Attending the Governing Body of Rail Surakshak Kalyan Nidhi.

Members of the Governing Body should be given special casual leave for attending the meeting of the Governing Body the special casual leave should be limited to a maximum of 15 days in a year.

(Authority : Board's letter No.76Sec./Spl.6/5/Pt.II, dated 24.4.74).

7.16. Elections to Lok Sabha and to State Assembly.

In order to provide facilities to the Central Govt. employees who reside at a place where the date of polling is different from that at the place where their office is situated and where the day of poll at the place of residence is not a public or closed holiday. They should be given a day's special casual leave to to enable them to excercise their franchise.

(Ref: Board's letter No.E(G)82 LE1/1 dated 18.5.82).

8. (1) While referring tot his matter circular

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the original letters mentioned herein should be read for a proper appreciation. The master circular is only a consolidation of the existing instructions and should not be treated as a substitution to the original circulars. In case of doubt, the original circulars should be relied upon as authority;

(ii) The instructions contained in the original circulars referred to, have only prospective effect from the date of their issue, unless indicated otherwise;

(iii) If any circular on the subject which has not been superseded has been lost sight of, in the preparation of the master circular, the said circular which has beenmissed through oversight, should not be ignored, but should be treated as valid and operative.

9. The letters and other references on the basis of which the consolidated master circular has been prepared are indicated in the enclosre.

(JAGDISH CHAND)
DESK OFFICER, ESTABLISHMENT (G).

References on the basis of which the consolidated master circular has been prepared.

	Letter No.	Date
1.	E(G)64 LE1/ 2	23.03.64
2.	E(G)64 LE1/2Pt.	11.12.64
3.	E(G)64 LE1/10	22.11.65
4.	E(G)64 LE1/10	31.01.66
5.	-do-	17.6.66
6.	-do-	18.02.67
7.	-do-	20.3.68
8.	E(G)70 LE1-2	16.11.70
9.	E(G)70 LE1/2	21.01.71
10.	E(G)70 LE1/2	03.09.71
11.	E(G)86 LE1/3	03.08.86
*12.	E.51 RG6/20	08.04.53
*13.	E(D&A)64 RG6/22	23.07.66
*14.	-do-	2.2.67.

(Provisions of letters mentioned against S.Nos.12 to 14 reproduced in para 1.2 of the main Annexure to the Brochure on R.S.(D&A) Rules, 1968) (1976 Edition)

*15.	Hindi/57/6/HE	5.10.57
*16.	H/60/5	3.7.60
*17.	H/61/5/1	20.5.61
*18.	E(LR)71/ST2/9	29.11.72
*19.	E(G)76 LE1/24	17.12.76
*20.	E(LR)II 79 ST2/2	24.8.79.
*21.	E(W)75 WE6/13	12.5.80.
*22.	E(LR)II 81/ST2/1	28.4.82.
*23.	E(W)80 WE6/23	5.1.83.
*24.	E(W)83 SP1/4	12.8.83.
25.	E(ML)83(10)20	28.2.84.
26.	E(ML)87(10)3	4.5.87
*27.	Paras 1104(i) to 1104(ii), 1104(iv), 1104(vi), 1104(vii), 1104(x) and 1104(xi) of Establishment Manual.	
28.	66/H(FW)6/74	15.3.72.
29.	76/H(FP)9/6	29/30.5.76.
30.	77/H(FW)9/27	8.1.78.
31.	77/H(FW)9/5	2.2.78.

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32.	78/H(FW)9/1Pt.	1.7.78.
33.	78/H(FW)9/5	15.2.79.
34.	-do-	17.1.81.
*35.	-do-	11.6.81.
36.	84/H/FW/9/1	14.3.84.
37.	-do-	30.4.84.
38.	-do-	6.6.84.
39.	E(W)56 SP1/ 13.	29.7.59.
40.	E(W)67 Sp1/15	4.4.68.
41.	-do-	25.6.68.
42.	-do-	5.10.68.
43.	-do-	24.10.68.
44.	-do-	24.7.69.
45.	E(W)72 Sp1/4	6.12.72.
46.	E(W)74 Sp1/4	24.1.75.
47.	E(W)76 Sp1/1	23.9.77.
48.	E(W)72 Sp1/4	24.1.81.
49.	E(W)81 Sp1-3	19.9.81.
50.	E(W)72 Sp1./4	25.8.81.
51.	-do-	2.8.84.
52.	E(W)85 SP1/1	15.4.85.
52A	E(W)85 Sp1/3	11.6.85.
53.	E(W)85 Sp1/4	16.7.85.
54.	E(W)89 Sp1/4	2.2.90.
55.	E(LR) II 81 ST2/1	3.11.81.
*56	E(G)65 LE1/6	15.2.67.
*57	E(L)66 NM1/21	25.1.67.
58.	E(LU)71 UT3/3	9.3.71.
59.	-do-	14.1.72.
60.	E(LU)72 UT3/9Pt.I	6.2.73.
61.	E(L)60 UT1/141	24.3.62.
*62.	E(LR)I 79 NM1/57.	14.2.80.
*63.	E(LR)I 84 NM1/5	10.10.84.
64.	84/H(FW)9/1	28.7.88.

* Letters available in the reference books compiled by South Central Railway & Northern Railway and others. Copies not attached.

E(P&A)1-2017/CPC/LE-3 dt. 28-1-2017

E(G) 2012 LE 1-20 dt 19-12-2016

E(G)2015 LE 1-15 dt. 15-6-2015

E(G)2008 LE 1/4 dt. 26-12-2008

ANNEXURE 'A'

Grant of Special Casual Leave to Railway servants concerned with the maning/ administration of Railwaymen's Cooperative Societies.

Special casual leave up to a maximum of 15 days in a calendar year plus the minimum period required for journeys from the place of duty to the Headquarters of the Cooperative Societies is admissible to Members, Delegates of members. Managing Committee members and/or office bearers of Railwaymen's Credit/Consumer/Housing Cooperative Societies to attend meetings of Managing Committee of such societies including the meetings of Board of Directors and Subcommittees of the Societies.

2. If the bye-laws of the Societies provide for the members to attend the annual general meetings, special general meetings, through delegates of members, members will not be eligible to the grant of special casual leave. The elected delegates of members will be eligible to the grant of special casual leave. However, if the members are required to participate in meetings held outside the Headquarters of the Society, to elect delegates they may be granted special casual leave.

[Ref. : Board's letter No. E(G)64/LE-1-2, dated 23.03.1964; E(G)64 LE-1/10, dated 22.11.1965]

3. Special casual leave is also admissible to Railway servants, who are members of the Managing Committee office bearers of the Railwaymen's Cooperative Societies up to the ceiling limit mentioned in para 1 above, if they have to remain absent on the under mentioned occasions:

(a) To attend Court(s) in connection with Cooperative Society matters;

(b) To contact and settle matters with Registrar or other State officials at the instance of Railway Administration;

(c) To attend any special meeting which may be convened by the Railway Administration;

(d) To contact Civil authorities for lifting weekly quota for fair price shops etc.;

[Ref.: Board's letters No. E (G)64LE-1/10, dated 22.11.1965,.03.01.1966 and 17.06.1966]

4. The facility of grant of special casual leave is admissible to the Managing Committee members and office bearers of Railwaymen's Consumer Cooperative Societies under liquidation, who are summoned by the concerned Registrars for investigations etc.

[Ref: Board's letter No. E(G)64 LE-1/10, dated 18.02.1967]

5. Running staff, who are Managing Committee member and office bearers of Railwaymen's Consumer Cooperative Societies even if posted in Headquarters of Societies may be allowed the facility of special casual leave subject to exigencies of work.

[Ref: Board's letter No. E(G)64LE-1/10. dated 18.02.1967]

6. The benefit of special casual leave up to the ceiling limit prescribed will also be admissible to members, delegates of members. Managing Committee members, office bearers of Railwaymen's Cooperative Societies, who are stationed at the Hqrs of the Societies, for (i) attending regular monthly meetings of the Cooperative Societies held at the Hqrs of the Societies and (ii) on occasions mentioned in para 3 above.

[Ref: Board's letter No. E(G)64 LE-1110, dated 20.03.1968]

7. Railway employees, who are not members of Managing Committee but are elected as members to the Subcommittees and also not more than two employees nominated by the Managing Committee to the subcommittee are eligible to the grant of special casual leave to attend meetings of the subcommittee provided the names of those nominated by the Managing Committee are advised to the Railway Administration as a result of resolution passed by the Managing Committee and remain current for one year.

[Ref: Board's letter No. E(G)70 LE1/2, dated 16.11.70]

8. In the case of Railwaymen's Cooperative Credit Societies/Banks where the holding of meetings more than once a month becomes necessary in terms of the bye-laws, special casual leave will be admissible to the Railway employees who are members, delegates of members. Managing Committee members and office bearers, up to a maximum of 30 days in a calendar year for attending meetings of the Managing Committee and Board of Directors. The increased limit of special casual leave will not be applicable to attend meetings of subcommittees.

[Ref: Board's letters No. E(G)70 LE1/2, dated 21.01.1971 and 03.09.1971]

9.The power to grant special casual leave may be exercised by the HODs/ DRMs/ADRMs/ Dy.CMEs in charge of shops.

[Ref: Board's letters No. E(G)64 LE112Pt., dated 11.12.1964 and E(G) LEH3. dated 03.08.1986, (RBE 146/86)]

10. . Special casual leave, when sanctioned for the purposes mentioned in the above paras, can be combined with ordinary casual leave only and not with regular leave. Sundays/ Holidays intervening the period of special casual leave will not be ignored, but will form pan of the special casual leave.

[Ref : Board's letter No. E(G) 64 LE112, dated 23.03.1964]

ANNEXURE – 'B'

Description	Nature	No. of days of special casual leave admissible
Male Railway Employee	(i). Vasectomy operation-Ist time	Not exceeding six working days. Sundays and closed Holidays intervening should be ignored.
	(ii) Vasectomy operation-2nd time due to failure of the first time operation.	Six days on production of certificate from the medical authority concerned that the second operation was done, due to failure of the first.
	(iii). Post-vasectomy complications.	(a). Additional Special Casual Leave, as may be required to cover the period for which the employee is hospitalised, subject to production of certificate from the concerned hospital authority/medical attendant. (b). Maximum of seven days, where due to post operational complications the employee is not fit to resume duties but not hospitalised subject to production of medical certificate.
	(iv). Tubectomy operation, either puerperal or non-puerperal for the first time (Puerperal Tubectomy is the operation done with in 2-5 days of child birth) or second time, undergone by his wife.	Seven days to attend on his wife. Where the operation has been performed for the second time due to the failure of the first the production of a medical certificate to that effect from the medical authority to that effect from the medical certificate to that effect from the medical authority concerned is necessary for the grant of special casual leave. Seven days, subject to production of medical certificate stating that the employee's wife has undergone. Tubectomy/Salpigectomy after medical termination of pregnancy. [Ref: Board's letter No. 78/H(FW)/9/5, dated 17.01.1981, E.78/H (FW) 9/5 dated 11.06.1981]
	(v).Tubectomy/ Salpigectomy operation undergone by his wife after medical termination of pregnancy. (vi). Sterilisation of wife through operation under the Laproscopic method.	Seven days [Ref: Board's letter No. 84/H(FW) 9/1, dated 14.03.1984]
Married Female Rly employee	(i) Tubectomy operation-Ist time-puerperal or non-puerperal.	Not exceeding fourteen days.
	(ii). Tubectomy operation-2nd time due to failure of first.	Not exceeding fourteen days subject to production of a certificate from the concerned hospital authority/medical attendant that first operation was a failure and a second operation was performed.

	(iii). Post-Tubectomy complications.	Additional special casual leaves, as may be needed to cover the period of hospitalisation subject to production of certificate from the concerned hospital authority/medical attendant. Maximum of fourteen days, where due to post-operational complications, the employee is not fit to resume duties but not hospitalise, subject to production of medical certificate from the appropriate authority. [Ref: Board's letter No. 78/H(FW)/9/5, dated 15.02.1979,17.01.1981, E.78/H (FW) 9/5 dated 11.06.1981 and 77/HF(W)9/5, dated 02.02.1978]
	Inspection of I.U.D. (Intra Uterine Contraceptive Device)	One day on the day of insertion. Also admissible for one day, the day of re-insertion. [Ref: Board's letter No. 76/HF(FP)/9/6, dated 29/30.05.1976 and 78/H(FW)9/5 dated 11.06.1981].
	Sterilisation through operation under the Laparascopic method	Fourteen days. [Ref: Board's letter No. 84/H(FW) 9/1 dated 14.03.1984.]
	Vasectomy operation on husband	One day-the day on which the husband undergoes the operation. [Ref: Board's letter No. 84/H(FW)9/1, dated 28.07.1988]

S.N	Description	Nature	No. of days of special casual leave admissible
3.	(i) Unmarried Railway employee; (ii) Railway employee having less than two children; (iii) Railway employee desirous of recanalisation for the substantive reasons, i.e.' the employee having lost all male children after sterilisation operation performed earlier.	Recanalisation Operation should be performed in a hospital/medical college/institute having the requisite facilities for recanalisation. It can also be done at private hospital nominated by the State Govt./Union Territory Admn. for the purpose.	Twenty-one days or actual period of hospitalisation as certified by the medical attendant, whichever is less. The request for grant of special casual leave should be supported by the Doctor who performed the operation, indicating that hospitalisation for the period stipulated was necessary for the operation and recovery thereafter. In addition, special casual leave can be granted to cover the to and fro journey performed for undergoing the operation. [Ref: Board's letter No.78/H(FW)9/1 Pt., dated 01.07.1978 and 78/H(FW)9/5 , dated 17.01.1981]
4.	Railway employees – both Male & Female	Sterilisation operations undergone in Private hospitals/clinics.	Special casual leave to the extent admissible as indicated in items 1 & 2 above, subject to the production of medical certificate from the private hospital/clinic concerned, duly countersigned by a Railway Doctor. [Ref: Board's letter No.84/H(FW)9/1, dated 30.04.1984]
5.	Canteen Employees (Departmental/ Co-operative)	Sterilisation operations	Special casual leave may be granted, as per the scale allowed to Railway employees. [Ref: Board's letter No.84/H(FW)9/1, dated 06.06.1984]

S.N	Description	Nature	No. of days of special casual leave admissible
6.	Daily rated Casual Labour (Both male and female labourers)	(i) Vasectomy operation - Male	Not exceeding six working days.
		(ii) Tubectomy operation - Female	Not exceeding fourteen days.
		(iii) Insertion of I.U.D. - Female Benefit will be admissible only to those daily rates casual labour who have been in continuous employment for at least three months before undergoing sterilisation operation/I.U.D. insertion and who are likely to continue thereafter for at least three months.	One day. (Full wages will be claimed for these days and debited to contingencies under the grant provided by the Min. of Health & Family Planning, Govt. of India.). [Ref: Board's letter No.E/78/H(FW)9/5, dated 11.06.1981]

Note: Special casual leave connected with sterilisation operations, recanalisation under the Family Welfare Programme may be prefixed as well as suffixed to regular leave or casual leave. Special casual leave should be prefixed either to casual leave or regular leave and not both. The intervening holidays and or Sundays may prefixed/suffixed to regular leave, as the case may be.

[Ref: Board's letter No.E/78/H (FW) 9/5 dated 11.06.1981]

ANNEXURE 'C'

Subject: **Grant of Special Casual Leave to Railway servants for participation in Sports events.**

S. No	Description	No. of days of special casual leave admissible
1.	2.	3.
1.	Participation in National champion-ships including time taken in journey to and from the place of events.	Period of participation in the events treated as duty, including the period of journey; to and from the place of the events. [Ref: Board's letter No. E(W)72SP1/4 dated 24.01.1981.
2.	Attending pre-participation training camps for National Championships.	Treated as duty for a period not exceeding thirty days, in addition to the period of participation in the events. [Ref: Board's letter No. E(W)85SP1/1 dated 12.04.1985]
3.	Participation as Members of Railways' teams sponsored by RSCB not termed as 'Nationals' but are of national importance, such tournaments being specified by RSCB.	Treated as duty. List of tournaments approved by RSCB where participation is treated as on duty attached. [Ref: Board's letter No. E(W)85 SP1/1 dated 12.04.1985]
4.	Participation in coaching camps prior to actual participation in events specified in (3) above.	Treated as duty. [Ref: Board's letter No. E(W)85SP1/1 dated 12.04.1985]
5.	Participation in the following events of National and International importance:- (i) All India Inter-Railway tournaments in different games. (ii) Coaching camps organised by RSCB [other than those in (4) above]. (iii) Coaching camps organised by the National Sports Federation to which participants are sponsored by RSCB [other than those included in (2) above]. (iv) Major tournaments in which combined Railway teams are sponsored by RSCB [other than those included in (3) above.] (v) Participation in International events in India or abroad as representative of the country;	Special casual leave (SCL) up to Ninety days excluding Sundays and holidays. However, General Managers have powers to sanction special casual leave for such periods as considered necessary without any upper limit to the Railway employees sponsored by RSCB for participation in sporting events of National and International importance. [Ref: Board's letters No. E(W)74Spl-4 dated 24.01.1975, E(W)81 SP1-3 dated 19.02.1981 , E(W)72Sp1-3 dated 06.12.1972 and E(W)72SPL-4 dated 03.07.1979]
6.	National tournaments in which Railwaymen participate as Members of State teams.	Constitutes participation in neither National nor Ordinary events. Participants are entitled to special casual leave up to 45 days in a year excluding Sundays and holidays. [Ref: Board's letter No. E(W)85SPl-3

		dated 11.06.1985]
7.	Participation in the following events, classified as Ordinary Sporting events. (i) Tournament between Railway Institutes, Areas and Divisions. (ii)Inter-Divisional Tournaments organised by different Railways. (i) Open Tournaments organised by the State Sports Bodies and outside bodies where the Railwaymen represent the respective Railways. (ii) Coaching camps organised by the respective Railways. (iii) Coaching camps organised by the State Sports Councils when sponsored by the Railways concerned. (iv) Inter-Railway Technical School Sports Competition.	Special Casual leave up to thirty days in a Calender year excluding Sundays and holidays. [Ref: Board's letter No. E(W)72 Spl-4 dated 06.12.1972 and E(W)Spl-4 dated 05.02.1973]
	Apprentices and Trainees are eligible for special casual leave subject to the training not being interfered with or training being extended suitably, if necessary. However, apprentices undergoing training in the Railway Training School under Apprentices Act, 1961 should not be granted special casual leave on Sports Accounts. [Ref: Board's letter No. E(W)56Spl/3 of 21.03.1957 and E(W)69 Spl/7 dated 03.09.1971]	
	(vii) Mounting Expeditions which haye the approval of the Indian Mountaineering Foundation.	Period of absence in excess of 30 days should be treated as regular leave of the nature admissible. For this purpose, Railway employees may be permitted as a special case to combine special casual leave with regular leave. [Ref: Board's letter No. E(W)85 Spl/4 dated 16.07.1985 and E(W)89 Spl/4 dated 02.02.1990]
	(viii) Trekking expeditions organised by the Youth Hostels Association of Indian or which have the approval of the Indian Mountaineering Foundation.	
8.	Deputation of Railway employees who are NIS (Patiala) Coaches, from the Railway to another, under authority from RSCB.	Treated as duty for a period of 15 days at a stretch. The total period for which a NIS Coach may be so deputed shall not exceed 30 days in a Calender year. [Ref: Board's letter No. E(W)72 Spl-4 dated 24.01.1981]
9.	Period of absence of Railway employees who are nominated as Coaches/Managers/ Asstt. Managers of the Railways, teams participating in the National Championships in various sports disciplines.	Treated as duty as under: (a) Coaches-Fifteen days prior to commencement of the National Championships for imparting training to Railway Sportsmen/Women in a coaching camp. When organised and participation of the team including the period of journey to and from the place of events (wherever necessary) in both cases. (b) Managers or Asstt. Managers: Three days prior to commencement of or during

		the coaching camp for one of the officials and actual period of participation of the team including period of journey to and from the place of events (wherever necessary)in both the cases. [Ref: Board's letter No. E(W)Spl/4 dated 25.08.1981 and 02.08.1984
10.	Deputation of Railway employees by the RSCB to undergo training as Coaches in the NIS in different sports disciplines lasting ten months.	Treated as duty.
11.	Participation in Inter Railway or National Bridge Tournaments or other Bridge Tournaments where the GM would like the Railway employees to participate on behalf of Railways.	Thirty days in a Calender year. [Ref: Board's letter No. E(W)76 Spl-1 dated 23.09.1977]
12.	Railway Officers, other than Welfare & Personnel Officers, specially deputed to attend meetings of All India Sports Bodies or to organise sports in their official capacity.	Period of absence should be treated as duty. [Ref: Board's letter No. E(W)61 Spl/24 dated 06.09.1962]
13.	Computation of special casual leave sanctioned for participation in sporting events.	Sundays and holidays, falling within the period of special casual leave, should be excluded in computing the period of special casual leave required to be sanctioned/sanctioned to Railway servants for participation in sporting events. [Ref: Board's letter No. E(W)67 Spl-15 dated 04.04.1968 and 05.10.1968]
14.	Participation in practice sessions for a short duration in a day.	Railway servants participating in practice sessions of sports for a part of the day/short duration in a day should be allowed to remain absent from duty with prior permission, for the purpose. [Ref: Board's letter No. E(W)67 Spl-15 dated 04.04.1968, 25.06.1968, 05.10.1968, 24.10.1968 and 24.07.1969]
15.	Attendance at National Physical Efficiency Drive Tests	Railwaymen participating in the National Physical Efficiency Drive Test may be granted special casual leave for one day, i.e., the day on which they take the tests at the Testing Centres set up by the State Government, Union Territories, Ministry of Education and the Railway Administration those who are deputed to conduct the NPEDT may be treated as on duty. [Ref: Board's letter No. E(W) 64 Spl-13 dated 04.06.1964]

List of Championships/Tournaments approved by RSCB where participation treated as duty.

Aquatics	1. National Aquatic Championships	Combined Railway's Team
	2. NSA Invitational Swimming	Open Events
	3. Dalmiya Invitational Championships, New Delhi.	
Athletics	1. All India Open Athletic Meet	Open Events
	2. National Cross Country Meet	Combined Railway Team
	3. Pune International Marathon	Open event
Badminton	1. National Badminton Championships	Combined Railway Team
	2. Zonal Badminton Championships	
	3. Inter-Institutional Championships	
	4. Zonal Open Championships	Open event
Ball Badminton	1. National Ball Badminton Championships	Combined Railway Team
	2. Zonal Ball Badminton Championships	
	3. Madras Ball Badminton Tournament	Zonal Railway Team
Basketball	1. National Basketball Championships	Combined Railway Team
	2. Pre-Asian Championships	
	3.Federation Cup Tournament	Zonal Railway Team
	4. Ramu Memorial Tournament, Bombay	
	5. Advani Memorial Tournament, Jaipur	
Billiards	1. National Billiards & Snooker Championships	Combined Railways
Boxing	1. National Boxing Championships	Combined Railway Team
	2. YMCA Boxing Championships	
	3. GM's Trophy Boxing Championships, South Central Railway, Secunderabad	Open event
Cricket	1. Ranji Trophy Tournament	Combined Railways Team
	2. Sheesh Mahal Tournament, Lucknow	
	3. All India Indira Gandhi Memorial Cricket Tournament, Birsinghpur (M.P.)	
	4. Buchi Babu Tournament, Madras	
	5. Moin-ud-dowla Tournament, Hyderabad	
	6. Scindia Gold Cup Tournament, Gwalior	
	7. All India Shahid Smriti Tournament, Agra	
Cycling	1. National Cycling Championships	Combined Railways
	2. Promise Cycling Championships	Open Events
Football	1. Santosh Trophy Tournament(Nationals)	Combined Railways Team
	2. Durand Cup Football Tournament, Delhi.	Zonal Rlys. Team
	3. Rovers Cup Football Tournament, Bombay	
	4. D.C.M. Football Tournament, Delhi	

Golf	1. Inter Zonal Championships (National) along with All India Amateur and Zonal Championlships	Combined Railways Team
	2. Wills Masters' & Wills Trophy Tournament, Calcutta	Open events
	3. DCM Open Tournament, Delhi.	
	4. North Eastern Railway Golf Championships	
Gymnastics	1. National Gymnastic Championships	Combined Rlys Team
Hockey (Men)	1. National Hockey Championships	Combined Railways Team
	2. K.D. Singh 'Babu' Tournament, Lucknow	
	3. Aga Khan Tournament, Bombay	
	4. Indira Gandhi Memorial Tournament, Srinagar	
	5. Beighton Cup Tournament, Calcutta	Zonal Railways
	6. Jawaharlal Nehru Hockey, Delhi	
	7. Bombay Gold Cup Tournament, Bombay	
Hockey (Women)	1. National Hockey Championships for women	Combined Railways Team
Kabaddi	1. National Kabaddi Championships	Combined Railways Team
	2. Federation Cup Championships	
	3. Central Zone Championships	
	4. Bombay Gold Cup Tournament	
Table Tennis	1. National Championships	Combined Open Event
	2. Inter-Institutional championships	
	3. Times of India Tournament, Delhi	
Tennis	1. National Lawn Tennis Championships & All India Veterans' Championships	Combined Railways
	2. Open Championships in States	Open Events
Volleyball	1. National Volleyball Championships	Combined Railways Team
	2. Federation Cup Tournament	
	3. Nagarcoil Volleyball Championships	
	4. Mohan Singh Memorial Tournament, Delhi	Zonal Rly. Team
Weightlifting	1. National Senior Weightlifting Championships	Combined Railways Team
	2. National Junior Weightlifting Championships	
Wrestling	1. National Wrestling Championships	Open Events
	2. National Wrestling Championships (Indian Style)	
	3. Rustam-e-Hind Wrestling, Haryana	
	4. Mahan Bharat Kesari Wrestling, Rajasthan	
	5. Russtam-e-Bharat Wrestling, Maharashtra	
	6. Sanjay Gandhi Gurj/Moti Lal Nehru Trophy (Indian Style)	

ANNEXURE -D

Grant of Special Casual Leave to Railway servants for attendance at Meetings etc. of the Trade Unions/Federations.

Special Casual Leave is granted to cover the period of absence of Railway servants attending

(i) PNM meetings at the Zonal level, Divisional level;

- meetings are held quarterly at the zonal level and once in two months at the Divisional level;

- PNM meetings at the Railway Board's level - Attendance treated as duty vide Board's letter No.E(LR)I 84/NM1/5 dated 10.10.84. However for discussion at Board's level on issues arising out of PNM meetings, special casual leave will be granted to the representatives.

- Representatives attending the PNM meetings at the Zonal/Divisional level should be given special casual leave to enable them to be available at the place of PNM meeting one day in advance of the date of meeting for consultation amongst themselves and for the days of the meeting (Ref: Board's letter No.E(LR)I79 NM1/57 dated 14.2.80.

(ii) Organisational meetings at the Zonal level;

(iii) Organisational meetings of affiliated Federations;

(iv) Staff side consultations connected with Joint Council meeting at the National level under the JCM scheme.

- Special casual leave of not more than 5 days in a year to a Railway servant, who is a Member of the Joint Council. To be granted at the request of the Leader of the staff side. In addition, Leader of the Staff side and one Secretary from the Staff side, designated as such by the Leader, may be granted special casual leave of not more than 10 days in a year, for preparing Staff side cases.

(Ref: . for items No.4 - Board's letters No.E(L)66 NM-1/21 dated 25.1.67).

.....2/-

No.	Occasion	Admissibility of Special Casual leave.
1.	Meetings of Zonal Union	1. Special casual leave is admissible to all members of the Working Committee for meetings of the Working Committee; (Ref: Board's letter No.E(LU)71 UT3/3 dated 14.1.72).
	/General/Central Ccuncil and meetings of	2. Special casual leave is admissible to the members of the General/Central Council for attending the meetings of the General Body at the rate of one member for every 1250 members. Special casual leave is also admissible to delegates availing of their own passes and PTOs for attending the meetings, provided that the delegates to whom the special casual leave is granted does not exceed the number at the rate of one for every 1000 members. These facilities will be granted for not more than 5 meetings in a year of all the bodies together. (Ref: Board's letter No.E(LU)71 UT3/3 dated 9.3.71). In addition to the limit of 5 meetings mentioned in the letter of 9.3.1971, the additional facility of speical casual leave may be extended to the recognised Railway Unions for a maximum of two more Working Committee meetings as and when the request for the same is received from them. (No.E(LR)III/8C/UTF/3 dated 4.7.80).
2.	Meetings of Divisional Union.	1. Special casual leave admissible to all the members of the Divisional Executive Committee for two meetings in a year. For two more meetings in the year, which would be held in conjunction with meetings under the PNM, an extra day's special casual leave, either for the day before or after the PNM meeting is admissible. This facility is admissible to all the members including those who may not attend the PNM meeting. (Ref: Board's letter No.E(LU)71 UT3/3 dated 9.3.71 andE(LU)72 UT3/9 PTI dated 6.2.73).

.....3/-

No.	Occasion	Admissibility of Special casual leave
		Where there is no Devisional Executive Committee, the facility of special casual leave is admissible to all members of the Divisional Council Comprising of Divisional office bearers, Branch Secretary of each branch of the union in the Divison and representatives elected by each Branch. (Ref: Board's letter No. E(LU)71 UT3/3 dated 14.1.72).
3.	Meetings of Branch Council	1. Five members in addition to the office bearers will be eligible for special casual leave for one day for 6 meetings in a year. (Ref: Board's letter No.E(LU)71 UT3/3 dated 9.3.71). Office bearers of the Unions attending meetings of the Union/Federation may be allowed to combine special casual leave, when granted for union/Federation purposes, will regular leave just before commencement or immediately after the expiry of regular leave, each case being decided on merits. (Ref: Board's letter No.E(L)60 UT1/141 dated 24.3.62)