



**PROCEEDINGS OF THE DIRECTOR OF PUBLIC INSTRUCTION,
ANDHRA PRADESH, HYDERABAD**

Rc.No.1115-G2/66

Dated:2-03-1966

Sub:- Education – Teaching and Non-Teaching staff in the vacation dept. Grant
Of Special Casual Leave – Certain Clarifications - Issued.

Read:- From the D.E.O. Srikakulam, Letter R.C.No.48-D/66 dated 3.6.1966.

APUS

1.Are all the teachers including temporary, acting, re-employed eligible to the Special Casual Leave of seven days irrespective of the length of service they have put in that calendar year?

All permanent teachers are eligible to the Special Casual Leave of seven days irrespective of the length of service temporary, acting and re-employed teachers are eligible at the rate of one day Special Casual Leave for two months.

2.Are the conductresses who are whole time paid, menial servants paid from contingencies eligible for Special Casual Leave?

No, they are not eligible for Special Casual Leave as they are paid from contingencies.

3.The purpose for which Special Casual Leave can be granted?

In the case of Dire necessity or under some pressing family circumstances which may be decided by the head of the school according to his discretion.

4.Can the Special Casual Leave be granted when the incumbent has Ordinary Casual Leave to his credit.

The Special Casual Leave can be granted even though incumbent has Ordinary C.L. to his credit.

5.Can the Special Casual Leave be granted in combination with Ordinary C.L. provided the total period of absence does not exceed ten days?

The Special Casual Leave can be granted in combination with Ordinary C.L. provided the total period of absence does not exceed 10 days.

6. Can an incumbent enjoy the Special Casual Leave in piecemeal i.e., for ½ day or 1 day or 2 days like Ordinary C.L. upto a maximum of seven days, any no. of times or whether it should be granted at a stretch for only one time and whether in cases when once a portion of it has been availed?

The incumbent can enjoy the Special Casual Leave in piecemeal up to a maximum of seven days.

7. Is it necessary to maintain a Special Casual Leave account by the granting authority?

Yes.

8. Does the H.M. of an Ele. School be treated as the Head of Office for granted of Special Casual Leave to the Assts. And conductress? If not who is to grant it?

Yes.

9. Who is the Competent Authority to be granted of Special Casual Leave to Head masters and Single teachers.
The authority Competent to grant him C.L.

P.ADINARAYANA

For Director of Public Instruction.