

Government of Nagaland
Personnel & Administrative Reforms Department
(Administrative Reforms Branch)

No. AR-13/12/78 (Pt)

Dated, Kohima, the 24th Jan., 2020

OFFICE MEMORANDUM

It is observed that despite the maximum amount of casual leave admissible to a Government Employee which is 12 (Twelve) days in a year, many Government Servants have a tendency to avail casual leave beyond the maximum limit and respective establishment do not maintain proper records of Casual leave availed by their employee. It is therefore impressed upon all the controlling authority of respective Departments to ensure strict maintenance of casual leave and restricted holidays admissible to Government Employees in a calendar year as follows:

1. All the Branch/Establishment officers to maintain record / register of the casual leave accounts of all the employee under its Branch/Establishment.
2. to ensure that Casual Leave availed by an employee does not exceed the admissible number of days as provided under the Central Civil Service Rules 1972.
3. To compile Casual leave and Restricted Holidays of the employees under its branch/Establishment as shown in annexure-I
4. All AHODs/HODs in the headquarters and Deputy Commissioners in the Districts may kindly ensure compliance of this O.M.

Sd/- DINESH KUMAR

Commissioner & Secretary to the Govt. of Nagaland

ANNEXURE - 1

Casual Leave/Restricted Holiday account for the year _____

Department/Establishment _____ Section/Branch _____

Sl.No.	Name of the employee	Designation	Casual leave taken	Restricted Holiday	Remarks
			1,2,3,4,5,6,7,8,9,10,11,12	1,2.	