

COPY OF :-

**GOVERNMENT OF TAMIL NADU**

**ABSTRACT**

Service Associations – Special Casual Leave – Eligibility to Office bearers of Recognised Service Association – Guidelines – Fixed.

---

**PERSONNEL AND ADMINISTRATIVE REFORMS(PER.K)  
DEPARTMENT**

**G.O.Ms.No.1294**

**Dated: 27.10.77.**

**ORDER:**

The Government have been sanctioning from time to time Special casual leave to Office-bearers of recognised Service Associations to enable them to attend to organizational affairs of the Associations. More and more Associations have been approaching the Government for sanction of Special Casual Leave to their Office bearers, for more number of Office-bearers and also for larger number of days. At present, there are no norms for regulating the grant of Special Casual Leave to Office-bearers of recognized Service Associations. The Government, therefore, examined the matter in detail after ascertaining the position in respect of norms prescribed, the number of days of special casual leave granted for such purpose for them, and the number of Office-bearers given such privilege, obtaining in other States in the Southern Region and also in the Government of India. The Government have now decided to formulate a procedure for the grant of special casual leave to office-bearers of the recognised Service Associations specifying the number of days of special casual leave and the number of office-bearers eligible for such leave. They accordingly prescribe the following guidelines for fixing the eligibility of office-bearers of recognised Service Associations for grant of special casual leave to enable them to attend to the organizational affairs of the Association.

1. (i) Recognised Service Associations with an effective membership of 10,000 and above, with an annual turn over of the order of Rs.10,000/- and above, having branches throughout the State and whose Office-bearers had undertaken tour of not less than 15 days in the preceding year in connection with the affairs of the associations, will be treated as major associations. The Office bearers of such associations will be eligible for grant of 15 days special casual leave in a calendar year. (The annual turnover of Rs.10,000/- and above has been taken as criterion for submission of statements of accounts of Service Associations duly audited by Registered Auditors).
2. (ii) Associations with an effective membership of 3,000 and above, having a minimum number of six branches in the districts and whose Office-bearers had undertaken tour of not less than seven days in the preceding year in connection with the affairs of the associations, will be treated as smaller

associations, irrespective of their annual turn over. The Office bearers of such days' special casual leave in a calendar year.

3. (iii) Office bearers of all other associations, irrespective of the number Of members and their annual turn over, will not be eligible for any Special casual leave.
4. (iv) The quantum of special casual leave mentioned in items No.(i) and (ii) above may be granted to a maximum of five office bearers of each eligible association, as may be chosen by it.

2. The Government direct that the guidelines prescribed in the preceding para be applicable not only for fixing eligibility of special casual leave to the Office bearers of recognised Service Associations in future but also to regulate the eligibility of special casual leave to office-bearers of recognised Service Associations in whose case the quantum of special casual leave has already been fixed.

3. The norms should be adhered to strictly while sanctioning special casual leave to office bearers of recognized Service Association in future.

(BY ORDER OF THE GOVERNOR)

**C.V.R. PANIKAR,  
SECOND SECRETARY TO GOVERNMENT.**

To

Xxx      xxxxx      xxxx

/True copy/ Forwarded/By order/

**SECTION OFFICER.**