

OFFICE MEMORANDUM

Bhubaneswar, the 15th July, 1994

Sub : Grant of half day's casual leave to
State Government Employees.

The State Government have had under consideration for sometime past the need for introduction of a provision for grant of half day's casual leave in view of the fact that on certain occasions a Government servant may have some urgent private work either in the forenoon or in the after-noon session of the office hours, which does not require a full day's casual leave.

2. After careful consideration, Government have been pleased to decide that half day's casual leave may be allowed to a Government servant, if applied for, to attend to any urgent private work under the same terms and conditions as envisaged in Rule 4 of Appendix-6 to the Orissa Service Code for grant of casual leave including special casual leave. For grant of half days's casual leave, the lunch-break is to be treated as the dividing line i.e. a Government servant who takes half day's casual leave for the fore-noon session is required to come to the office at 2.00 P.M. Similarly if a Government servant takes half day's casual leave for the after-noon session, he may be allowed to leave office at 1.30 P.M. Half day's casual leave may be granted in conjunction with full day's casual leave subject to the maximum limit prescribed under Rule 2(a) of Appendix-6 to the Orissa Service Code.

3. These orders will take effect from 1st August, 1994.

4. Necessary amendment to the relevant rules of the Orissa Service Code will be made separately.

P.K. MISHRA
PRINCIPAL SECRETARY TO GOVERNMENT

P.T.O.

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Memo No. 25169(205)³ /F., Dated 15/7/94

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ment, Secretary to Chief Minister/Private Secretary to Minister,
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Director of Training and Coordination, Bhubaneswar/ Prif
M.I.A.F., Bhubaneswar/Principal, S.T.I., Bhubaneswar for
information.

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DEPUTY SECRETARY TO GOV
Memo No. 25170(120) /F., Dated 15/7/94

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Soumanas
DEPUTY SECRETARY TO

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