

of Circular letter No. 4295-4GS (II)-65/27841, dated the 9th August, 1965, from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments etc., etc.

— Procedure for accounting for short leave.

I am directed to address you on the subject noted above and to say that in the absence of any specific instructions accounting for short leave which may range from half an hour to more than 2 or 3 hours, different procedures are adopted in the Government offices in the State. In order to maintain uniformity in all the departments of Government I have decided that in future the following procedure should be adopted in all the departments of Punjab Government :—

- 1) Short leave for two hours or less should be treated as one third day's casual leave.
- 2) Short leave for more than two hours should be considered as half day's casual leave, up to three and a half hours and as full day's casual leave if it exceeds three and a half hours.
- 3) The account of short leave should be adjusted in the casual leave account maintained in the Branch/Office.

These instructions may be brought to the notice of all concerned for information and guidance and the receipt of this letter may please be acknowledged.

Copy of letter No. 684-GII 58/13153, dated the 14th February, 1958, from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

— Grant of special casual leave to sportsmen.

I am directed to enclose a copy of Office Memo No. 46/7/50-Estt., dated 5th March, 1964, on the subject noted above and to say that it has been decided by Government to extend the concession contained therein *Mutatis Mutandi* to sportsmen, who are in the service of State Government and are deputed by Government to participate in National or International events in India or abroad.

Copy of letter No. 10711-GII-59/24455, dated the 30th November, 1959, from the Chief Secretary to Government, Punjab, Chandigarh, to all Heads of Departments etc., etc.

— Grant of special casual leave to sportsmen.

I am directed to address you on the subject noted above and to say that according to the instructions contained in Government circular letter No. 684-GII-58/13153, dated the 14th/20th February 1958, special casual leave not exceeding 30 days in one calendar year can be granted to Government Servants who are sportsmen and take part in sporting events, tournaments and matches of national or international importance held either in India or abroad. The question of extending this concession to employees who participate in inter-district matches and in preliminary tests for selection to Punjab teams for inter-State, i.e., All India Sports events has been engaging the attention of Government for some time past. After careful consideration, it has been decided that in principle there should be no objection to giving special casual leave to such employees, but each case should be dealt with on its merits by the authorities competent to grant leave, keeping in view the type of tournament etc.