

GOVERNMENT OF MEGHALAYA
GENERAL ADMINISTRATION (A) DEPARTMENT

No.GAA.4/93/PU/125

Dated Shillong, the 11th April, 2025

OFFICE MEMORANDUM

Subject:- Grant of Special Casual Leave to State Government Employees.

In supersession of this Department's Letter No. GA.4/74/68 dated 10th March, 1975, the Governor of Meghalaya is pleased to make the following amendments for grant of Special Casual Leave to Government employees in the State -

1. In the case of State Government employees who are selected for participating in sporting events of National/International importance, the period of the actual days on which they participate in the events and also the time spent in travelling to and from such tournaments/events will be treated as on duty. Further, if any pre-participation Coaching Camp is held in connection with the above-mentioned events and the Government employee is required to attend the same, this period will also be treated as on duty.
2. Special Casual Leave will also be granted to State Government employees for a period not exceeding 10 (ten) days in a calendar year for participating in inter-ministerial and inter-departmental tournaments and sporting events held within the State.
3. Special Casual Leave will be granted to State Government employees for a period not exceeding 30 (thirty) days in a calendar year for
 - a) attending pre-selection trials/camps connected with sporting events of National/International importance.
 - b) attending the coaching camps in sports organized by National sports Federation/Sports Boards recognized by Government (Department of Sports & Youth Affairs).
 - c) Participation in trekking/mountaineering expeditions organised by recognized Bodies/Federations.
4. Managers/Coaches who are State Government employee(s) whose services are utilised in connection with managing, coaching the teams participating in the Championships/Events of National/International importance, will also be treated as members of the team and these officials will also be allowed the same facilities as are available to sportspersons for such participation for the purpose of grant of Special Casual Leave as per provision in Para 1.
5. Technical Officials who are State Government employee(s) concerned with the administration of the tournaments at State/Regional/Zonal/National and International level tournaments/competitions, will not be treated as part of the team but will be given the facilities of availing of Special Casual Leave for a period not exceeding 30 (thirty) days in a calendar year.
6. The Commissioner of Division and Heads of Departments may grant Special Casual Leave to individual employees subject to the above ceiling not being exceeded as per Para 2, 3 and 5 and in accordance with other instruction in the matter.
7. The period of leave mentioned above shall be exclusive of Public Holidays that may intervene. The period of absence in excess of the days mentioned above in each case shall be treated as ordinary leave admissible under relevant leave rules applicable to the Government employees concerned.
8. For the purpose of availing the facilities mentioned in the O.M referred to above, National Championships/Tournaments being conducted by the recognized National Sports Federations in individual disciplines and National Games conducted by Indian Olympic Associations are treated as events of National Importance.
9. For the purpose of availing the facilities mentioned in the O.M referred to above, the events recognized by the International Sports Bodies in the concerned disciplines and in which participation has been with prior approval of the Government (Department of Sports and Youth Affairs) will be treated as sporting event of International importance.

Contd/-



10. The Authority to grant Special Casual Leave to any group of employees for purposes like attending seminars, meetings, festivals, examinations, etc., will be the Government in the General Administration Department only.

Sd/-

(Shri. C.V. D. Diengdoh, IAS)

Commissioner & Secretary to the Govt. of Meghalaya
General Administration (A) Department


Memo. No GAA.4/93/P/125-A

Dated Shillong, the 11th April, 2025

Copy forwarded to:-

1. The Secretary to the Governor of Meghalaya, Raj Bhavan, Meghalaya, Shillong.
2. The P.S to the Chief Minister, Government of Meghalaya, Shillong.
3. The P.S to the Deputy Chief Minister, Government of Meghalaya, Shillong.
4. The P.S to the Ministers, Government of Meghalaya, Shillong.
5. The P.S to the Chief Secretary to the Government of Meghalaya, Shillong.
6. The P.S to the Additional Chief Secretary to the Government of Meghalaya, Shillong.
7. The P.A to the Principal Secretaries/ Commissioner & Secretaries/ Secretaries / Additional Secretaries/ Joint Secretaries to the Government of Meghalaya, Shillong.
8. All Deputy Commissioners/Additional Deputy Commissioners.
9. All Sub-Divisional Officers.
10. The Principal/Accountant General (A&E)/Audit, Meghalaya, Shillong.
11. The Director of School Education & Literacy, Meghalaya, Shillong.
- ✓ 12. All Administrative Departments (Civil/PWD).
13. All Heads of Departments.
14. The Under Secretary to the Govt. of Meghalaya, Sports & Youth Affairs Department vide their I/D No.SYA 02/2024 dated 25.09.2024.
15. The Under Secretary to the Govt. of Meghalaya, Cabinet Affairs Department vide their I/D No 48 Dated 10.03.2025.

By Order etc.,



Under Secretary to the Govt. of Meghalaya
General Administration (A) Department