

**BHARAT SANCHAR NIGAM LTD.**

**BHARAT SANCHAR NIGAM LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
SR Cell, Corporate Office  
8th Floor, Bharat Sanchar Bhawan,  
Harish Chander Mathur Lane,  
Janpath, New Delhi-110 001

No. BSNL/20-14/SR/2018

Dated: 04.02.2020

To,

1. All CGMs, BSNL
2. PGM (Admn)/PGM (Pers)/ Sr GM (Estt), BSNL CO

Sub: **FAQs** on Special Casual Leave (SCL)

Sir,

Employees in BSNL who are office bearers and delegates of the employees unions/associations are granted Special Casual Leave to attend the activities like meetings /conferences of Unions/Associations subject to the admissibility under the applicable Rules having with different annual ceilings in different cases on different occasions. It has been brought to this office that:


- a. In many offices the record of Sp. C.L. is not maintained. It is mainly because unlike other kind of leave like earned leave, casual leave which is sanctioned through ERP, no provisions exist in ERP system for applying for "Special Casual Leave" and maintaining its account and the existing practice of maintaining Register for accounting Leave has been done away with.
- b. Secondly, the guidelines on special casual leave issued at different times are not available at one place. This results in processing of the cases of the beneficiaries from the Unions/Association.

Keeping in view of the change of responsibilities in post VRS scenario and to have better understanding and clarity FAQs on Sp. C.L. has been prepared and is enclosed.

I am also directed to say further that due to non-availability of provisions for SCL in ERP, the existing practice of maintaining Register for accounting of Sp. C.L. shall be continued indicating annual ceiling in respect of the individual and balance of leave.

Encl: As Above

Yours faithfully,

  
04.02.2020

(Pradeep Kumar)

Asstt. General Manager

Copy for information to:

1. PPS to CMD ,BSNL.
2. PPS to All Directors BSNL Board.
3. All PGMs/Sr GMs/GMs BSNL CO.

## FAQ on Special Casual Leave

**(Issued by SR Cell BSNL Corporate Office - dated 04.02.2020)**

FAQ on Special Casual Leave has been prepared separately for Unions and Associations in Part (A) and (B)

### **(A) For Unions :**

#### **Q - U1. What are the relevant Rules i.e. Rules governing the applicability of the SCL for Unions?**

A1. Relevant Rules in BSNL are contained in "BSNL Recognition of Non-Executives' Unions and Representation in the Councils Rules (BSNLRNU Rules), 2012" which have following provisions about SCL -


a.	Recognised Representative Unions	Rule VIII (A) of part-I -  Facility of Special Casual Leave as per existing Procedures *.
b.	Unions securing 50% or more votes in a circle	Rule VIII (C) of part-I-  Facility of Special Casual Leave subject to maximum of 5 per year
c.	Applicant Unions (facilities during membership verification period only)  All unions participating in the membership verification will be known as the Applicant Unions	Rule VIII (D) -4 of part-I -  In order to keep all the applicant unions on level playing during membership verification period - Special Casual leave as per the existing procedure on proportionate time basis.  Note -Provisions for applicant Associations are different than Unions.

\* Existing Procedures has been explained in following questions.

#### **Q - U2. What is the maximum no of days of special casual leave (SCL) which can be granted in a year?**

A2. The no of days of SCL in a year as per BSNLRNU Rules, 2012 is as follows:

- (i) For Recognised Representative Unions : 20 (Twenty) days in a year.
- (ii) For Unions securing 50% or more votes in a circle : 5 days in a year.
- (iii) For all the applicant unions during the process of membership verification only, Special Casual leave is granted as per the existing procedure on proportionate time basis.

  
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**Q U3. Who are entitled to SCL?**

A2. Following are entitled to SCL:

- a) Delegates and members of the Executive/Working Committee for attending All India Conferences, Circle Conferences; and Divisional Conferences ;
- b) Members of the Executive/Working Committee for attending Executive/Working Committee meetings;
- c) When members from out-stations are required to attend" monthly meetings with Heads of Circles;
- d) It will also be governed by the provisions of the Constitution of concerned Unions (Annexure-A)

**Q U4. What are the purposes for which SCL can be taken?**

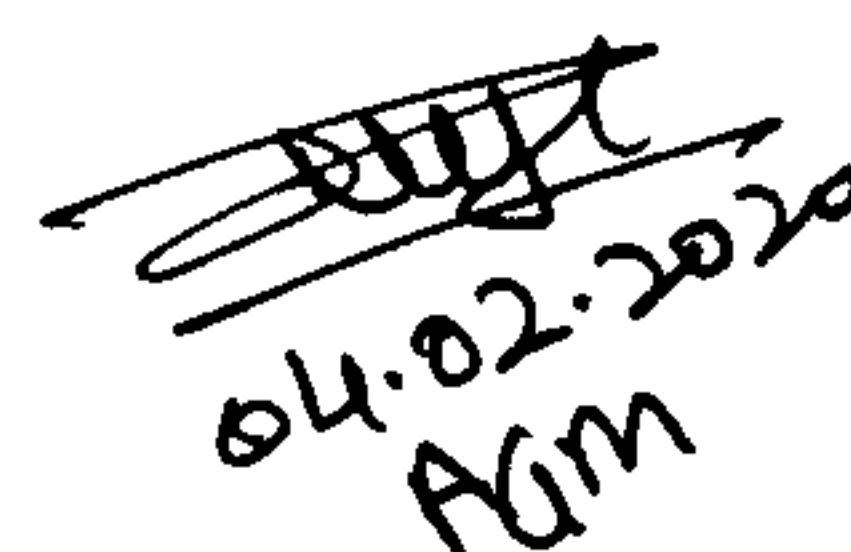
A4. It may be granted for the following purposes

- a) All India Conferences, Circle Conferences; and Divisional (SSA) Conferences :- for the delegates and members of the Executive/Working Committee
- b) Executive/Working Committee meetings:- for the members of the Executive/Working Committee for attending;
- c) Monthly meetings with Heads of Circles :-when members from out-stations are required to attend";
- d) For Divisional (SSA) Conferences:- see Q-U5.

**Q U5. What is the admissibility of SCL for Divisional (SSA) Conference ?**

A5. For Divisional (SSA) Conference it is admissible' subject to the following conditions:

- (i) Not more than 50% of the staff in any office is affected subject to a minimum of one; and
- (ii) The unions should, as far as possible, hold divisional conferences on Sundays or holidays i.e. on days on which the traffic is low;
- (iii) As far as possible, the divisional executive committee meetings will be held on holidays or outside office hours.

  
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**Q U6. What would be the conditions for SCL for monthly meetings with departmental officers at Divisional level (SSA) ?**

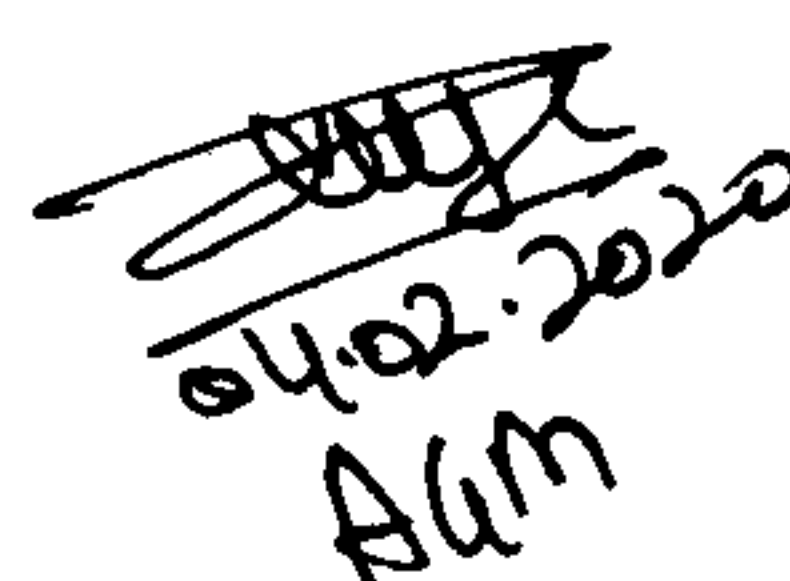
A6. It may be allowed to members of the Unions coming from out-stations to attend their monthly meetings with departmental officers at Divisional (SSA) level on the following conditions:

- (a) Not more than two members of the Divisional Union are allowed this concession during a year;
- (b) It is allowed only for the day (days of the meeting and the actual time taken in the journey);
- (c) The maximum limit of special casual leave allowed should not exceed 12 days in a year ;
- (d) The concession under this item will not bring an additional benefit to the staff who under Q-U3 above are allowed the concession of the SCL to the extent of 20 days in a year. If any official is required to meet the Divisional head, the SCL granted to him for the purpose will be counted against total 20 days Special Casual leave only in a year;
- (e) The local members may be given suitable off for the duration of the meeting.

**Q U7. How Holidays, Weekly offs and Second Saturdays to be regulated along with SCL ?**

A7. Holidays, Weekly offs and Second Saturdays along with SCL will be regulated in the following manner:

- (i) Public Holidays, weekly offs and Second Saturdays to the extent admissible to the category of officials to which the Union office bearers belong falling within the period of special casual leave granted to them or immediately preceding or following, should not be counted as part of special casual leave.
- (ii) Special casual leave is not a recognized form of leave and a Government servant on special casual leave is not treated as absent from duty.
- (iii) SCL is not allowed to be combined with regular leave like earned leave, half pay leave, etc.
- (iv) As regards number of members/delegates attending the executive committee meetings/conference, it has to be only in accordance with the constitution. Where there is reason to believe that more members are asking for SCL than is justified, the constitution and record of the Union may be checked up to find out whether facilities have been asked for more members than is admissible under the rules.
- (v) Office bearers of recognised Unions/ Associations may be granted SCL for attending trade Union seminars subject to the condition that the maximum amount of special casual leave does not exceed 20 (twenty) days in a year.

  
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**Q U8. On what basis Head of Circle would grant SCL. ?**

A8. Head of Circle would grant SCL on the following basis :

The Circle Secretary concerned should furnish an attested copy of the notice to the Heads of Circles etc. requesting them to issue instructions to the concerned authorities for granting special casual leave to the eligible officials subject to the conditions prescribed.

The competent authorities ( CO: Dir (HR), Circles: CGMs and SSA: SSA Heads) will sanction special casual leave provisionally on receipt of individual applications.

On completion of Conference/meeting, the officials will produce a certificate from the General Secretary that they actually attended the Conference/meeting for its full duration. Thereafter special casual leave provisionally granted will be regularized.

**Q U9. What is the purpose of maintaining the register for SCL?**

A10. Due to non availability of provisions for SCL in ERP. Purpose is that SCL should not be allowed to be availed without monitoring of the ceiling as per the Rules. Register shall be shown to Inspection team whenever it visits and asks for the same. Controlling officer not maintain the register shall be held responsible.

**Q U10. How record of SCL is to be maintained ?**

A9. A Register for SCL to be maintained at all levels indicating

- a. The annual or part of the year ceiling (in red ink at the top of page) which differs for different type of beneficiaries and on different occasions.
- b. Balance of leave after every leave availed.
- c. When an office-bearer comes into union office during the course of the year, ceiling of the leave shall be according worked out.
- d. After the leave is availed by the employee, he will submit a certificate from the Union.

**(B) Associations**

**Q A1. Which Rules govern the applicability of the SCL for Associations ?**

A1. BSNL (Recognition of Executives' Association) Rules, 2014. (BSNLREA Rules in short) govern the applicability of SCL to Associations in BSNL

**Q A2. Who are entitled to SCL. ?**

A2. Following are entitled to **SCL** as per BSNLREA Rules as mentioned in Q3 :

- (i) **Majority Representative Association:** office bearers at Corporate office, Circle and SSA level.
- (ii) **Support Association :** office bearers at CHQ level.
- (iii) **Applicant Association-** all the office bearers of the associations of All Associations participating in the membership verification and during the period of Membership Verification only.

**Q A3. For how many days SCL. can be granted in a year ?**

A3. The no of days of SCL in a year is as follows:

- (i) **Majority Representative Association :** Special CL shall be granted to office bearers as per the extant guidelines of the organization on the subject and subject to overall ceiling of **20 (Twenty)** Special CL in a year to an eligible individual. Rule 10 (8) of (BSNLREA Rules in short)
- (ii) **Support Association : 10 days** to office bearers of Corporate office level only on case to case basis as per order no. BSNL/31-2/SR/2016 dated 18.07.2019 (Annexure-1).
- (iii) **Applicant Association-** All Associations participating in the membership verification will be known as the Applicant Associations. Provision of 5 Special Casual leaves for all the office bearers of the associations at all levels is limited to a maximum 5 Spl CL in number.

The utilization of these special leaves would be during and for the purpose of verification process related activities only. Rule 9 (4) of (BSNLREA Rules)

**Q A4. How and why record of SCL is to be maintained?**

A4. As per Q U9 and U10 of Part A above.

~~Signature~~  
04.02.2020  
AUM