

**No.DOPT-1712555354374**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel and Training**  
**ESTT.(Estt. Leave)**  
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**Old JNU Campus, New Delhi**  
**Dated 08 April, 2025**

**OFFICE MEMORANDUM**

**Subject:- Leave**

Department of Personnel & Training has issued various OMs from time to time in exception to the CCS (Leave) Rules 1972 applicable to Central Government Employees. The essence of these OMs has been summarized in the following paras for guidance and better understanding.

**1. Grant of maximum 42 days Special Casual Leave to Organ Donors**

Keeping in view the noble activity to help another human being and to promote organ donation among the Central Government employees, the Government has decided to grant a maximum of 42 days Special Casual Leave to a Central Government servant for donating their organ(s) to another human being, as a special welfare measure in public interest, notwithstanding the provision under Appendix-III of the CCS (Leave) Rules 1972 regarding grant of Special Casual Leave not exceeding 30 days in any one calendar year under certain terms and conditions.

[OM No: A-24011/23/2022-Estt.\(Leave\) Dated: 25/4/2023](#)

**2. Grant of 60 days Special Maternity Leave in case of death of a child soon after birth / stillbirth**

Keeping in view the potential emotional trauma caused due to stillbirth or death of a child soon after birth, which has a far-reaching impact on the mother's life, the Government has decided to grant a Special Maternity Leave of 60 days to a female Central Government servant in case of death of a child soon after birth / stillbirth under certain terms and conditions.

[OM No: 13018/1/2021-Estt.\(L\) Dated: 2/9/2022](#)

**3. Leave encashment to officers appointed on contract in various posts under Government**

Consequent upon the decision taken by Government, officers who are appointed on contract in various posts under the Central Government are allowed to encash 10 days earned leave at their credit on the date of termination of contract, subject to the condition that for each completed year of service put in by him / her in the post in-such contract appointments. While calculating the encashment of leave in such a contract appointment, the number of days of leave for which encashment had been allowed in previous appointment, if any, under the Government shall not be taken into account.

[OM No: 14028/1/2019-Estt.\(L\) Dated: 20/6/2019](#)

**4. Grant of Special Casual Leave for the purpose of blood donation**

Consequent upon the decision taken by Government, grant of Special Casual leave for blood donation has been extended for blood donation for apheresis (blood component such as red cells, plasma, platelets etc) for four times in a year under certain conditions.

[OM No: No. 13020/1/2017-Estt\(L\) Dated: 28/12/2017](#)

Note: Updated CCS(Leave) Rules, 1972 may also be seen at

[OM No: CCS\(LEAVE\) RULES 1972 Dated: 24/9/2024](#)

**(Sign of Authority)**

**J S Kanth**

**Under Secretary to the Government of India**

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