

**Institute of Human Resources Development  
Prajoe Towers, Vazhuthacaud,  
Thiruvananthapuram-14.**

*Cir. No.20/2010/EA1/IHRD*

*Dated, 25<sup>th</sup> October 2010*

**CIRCULAR**

*Sub: - IHRD – Special Casual Leave for voluntary blood donation – Sanctioned  
– Reg:*

*Ref:- 1) G.O (P) No.234/89/Fin dtd 04.05.1989  
2) Orders in file No.EA1/11921/2003/IHRD dtd 22.10.2010*

In the Government Order read above, Government have ordered that Special Casual Leave will be granted to an employee who donates blood voluntarily provided a Certificate of voluntary blood donation is produced from the Medical Officer of the institution where the blood is donated. The maximum number of such Special Casual leave that can be availed of by an employee will be two in a calendar year. Special Casual Leave for many purposes has not been extended to IHRD service. Certain employees under IHRD service had requested to grant them Special Casual Leave for voluntary blood donation. The above position has been examined and the following order is issued.

- 2) The sanctioning Special Casual Leave for voluntary blood donation is extended to IHRD employees on the same terms and conditions of the Government Order with immediate effect.

A copy of the Government Order read above is attached for kind reference.

*(By Order of the DIRECTOR)*

*Sd/-*

*K. Viswanath*

*Administrative Officer*

**To**

- 1) *All Heads of Institutions under IHRD (The receipt shall be acknowledged through e-mail)*
- 2) *Additional Directors*
- 3) *Administrative Officer*
- 4) *Finance Officer*
- 5) *CA-I, CA-II & CA-III*
- 6) *All Section Heads (to be circulated among all staff)*
- 7) *EA1 Section*      8) *S.F*      9) *O.C*

*Approved for Issue*

*Sd/-*

*Junior Superintendent*

*R...27.07.2010*



GOVERNMENT OF KERALA

Abstract

SPECIAL CASUAL LEAVE FOR VOLUNTARY BLOOD DONATION — ORDERS—ISSUED

FINANCE (RULES) DEPARTMENT

G. O. (P) No. 234/89/Fin.

Dated, Trivandrum, 4th May, 1989.

ORDER

It has been brought to the notice of the Government that a Government servant who wishes to donate blood voluntarily has to appear before the Medical Officer after taking a day's leave unless on holidays irrespective of the fact that he is rendering a charitable service to save a life. Requests have also been received to grant special casual leave to those Government employees who donate blood voluntarily.

Government have examined the question and are pleased to order that special casual leave will be granted to an employee who donates blood voluntarily provided a Certificate of voluntary blood donation is produced from the Medical Officer of the Institution where the blood is donated. The maximum number of such special casual leave that can be availed of by an employee will be two in a calendar year.

By order of the Governor,  
P. S. DHARMARAJAN,  
*Additional Secretary to Government.*

To

The Accountant General (A & E), Kerala, Trivandrum.  
The Accountant General (Audit), Kerala, Trivandrum.  
All Heads of Departments and Offices.  
All Departments (All Sections) of the Secretariat.  
The Secretary, Kerala Public Service Commission (with C. L.)  
The Registrar, University of Kerala/Cochin/Calicut  
(with C. L.)

GPT. 4/2148/89/B.

- The Registrar, Gandhiji University, Kottayam.  
The Registrar, Kerala Agricultural University, Trichur (with C.L.)  
The General Manager, Kerala State Road Transport Corporation,  
Trivandrum (with C.L.)  
The Secretary, Kerala State Electricity Board, Trivandrum  
(with C. L.)  
The Registrar of High Court, Ernakulam (with C.L.)  
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy  
Secretaries and Under Secretaries to Government.  
The Secretary to Governor.  
The Private Secretaries to the Chief Minister and other Ministers.  
The Private Secretaries to the Leader of Opposition and Government  
Chief Whip.  
The Under Secretary to the Chief Secretary.  
The Director of Public Relations, Trivandrum.