


**IMPORTANT CIRCULAR**

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AN/II/5511LC/2022

Date: 26.05.2022.

To

1. All GOs
2. All SAOs/AOs/AOs in MO
3. All Sections in M.O

**Sub:- Unauthorized absence without permission- reg.**

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Of late, It has come to the notice of this section that some officials are absent without any intimation/prior sanction of leave and requesting for regularisation of their absence period as EOL/EOL on MC in a casual approach after reporting for duty. The same has been viewed very seriously by the competent authority. Being a Government servant staying away from duty without prior sanction of leave is a misconduct on the part of employee for which necessary suitable action in accordance to the extent orders shall be initiated, unless their absence in a manner satisfactory to the Leave Sanctioning Authority.

In this context it is pertinent to mention that:

As per Provision FR 17(1) stipulates that an official who is absent from duty without any authority shall not be entitled to any Pay and allowances during the period of such absence.

As per Provision FR 17-A stipulates that where an individual employee remains absent unauthorisedly or deserts that post, the period of such absence shall be deemed to cause an interruption or break in service or the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession and eligible for appearing in departmental for which minimum period of service is required.

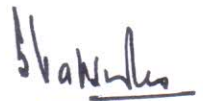
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As per Rule 32(6) of CCS (Leave) Rules, 1972: This provision allows the authority competent to grant leave to commute retrospectively periods of absence without leave into extraordinary leave. The period of absence so regularised by grant of extra ordinary leave shall normally not count for the purpose of increments and for the said purpose it shall be regulated by provisions of FR 26(b)(ii).

Further, it is also observed that section in-charges are not marking the leave particulars of officials concerned in their attendance registers resulting difficulty while preparing Absentee Report. It is therefore, directed by Competent Authority to follow the Rules and Regulations and all supervisory level are requested to ensuring that the staff serving under them scrupulously adhere to.

Content of this circular may be brought to the notice of all and dated signatures may please be taken and forwarded to this section.

This is issued with the approval of CDA.

  
ACDA (AN)