

IMPORTANT CIRCULAR

	<p>रक्षा लेखा नियंत्रक कार्यालय, चन्नई Controller of Defence Accounts, Chennai ६१८, अन्ना सालै, तेनामपेट, चेन्नई - ६०० ०१८ 618, Anna Salai, Teynampet, Chennai - 600 018 प्रशासन - IV अनुभाग Admn. - IV Ph.: 044-24349980 Ext.: 121 Fax : 044-24348142</p>	
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No.: AN/IV/3015/GC

Dated: 09th November, 2018

Subject: Unauthorized absence from duty - regarding

A case has come to the notice of the Competent Authority wherein an Official proceeded to his home town without informing the Office and was later kept in judicial custody due to a criminal case filed against him. The official did not inform the Office regarding his judicial confinement and later on joined the Office without disclosing the facts. The fact that the official was in judicial custody was known only when the official submitted a request for regularization of his absence. Attention of all in this regard is drawn to Rule 10 (2) CCS (CCA) Rules, 1965 wherein a Government servant shall be deemed to have been placed under suspension by an order of appointing authority when he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours and it is the duty of the Government servant to inform the Office about the same.

2. In case of wilful unauthorized absence or in case of overstay of leave, the following points may be kept in view by the leave sanctioning authority:

- a) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action. It is stressed that a Government servant who remains absent without any authority should be proceeded against immediately. All are requested to ensure that in all cases of unauthorized absence by a Government servant, he should be informed of the consequences of such absence and be directed to rejoin the duty immediately/within a specified date, say within three days, failing which he would be liable for disciplinary action under CCS (CCA) Rules, 1965. If the Government servant does not join duty by the stipulated date, the Disciplinary Authority should initiate disciplinary action against him and the disciplinary case should be conducted and concluded as quickly as possible.
- b) In a few instances, it is also seen that officials overstay their leaves and produce medical certificates from Registered Medical Practitioners. Attention of leave sanctioning authority is invited to GoI decision No.(2) under Rule 20 of CCS (Leave) Rules, 1972, wherein it has been stated that, in case of doubt, the leave sanctioning authority may write, under intimation to the official concerned, for second medical opinion to Government Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon to have the applicant medically examined. The Medical Officer will direct the official concerned either to appear before him or before a Medical Officer, nominated by him, at a particular date, time and place.
- c) It may be ensured that all Officials record their local address and the address they would be visiting during their leave in the leave register.

3. The contents of this Circular may be noted by all concerned for information and guidance.

This issues with the approval of CDA.

S. S. Deban

(S S DEBAN)
Asst. Controller

To,

All Sections in Main Office
All Sub Offices (as per standard list)
EDP Section for uploading the Circular in the Official Website