

**Office of the Engineer-in-Chief(AW),
I&CAD Deptt., Errumanzil, Hyderabad.**

Circular Memo No.Rc/ENC/H3/2018

Dated:03.12.2018.

Sub:- Estt- I & CAD Department – Prolonged Absence from duty beyond 90 days – Certain instructions issued – information not received/submitted – Instructions issued -Regarding.

Ref:- ENC(AW), I&CAD Dept Hyderabad Circular No. Rc/ENC/H3/1581724/2015 dt 28.08.2015.

The attention of Unit/ Circle officers is invited to reference cited, wherein this office has clearly issued instructions to all the Unit/ Circle Offices to follow the above instructions in respect of employees, who have proceeded on prolonged/ unauthorized absence.

It is noticed that, some of the employees are initially applying leave for some days. After expiry of the above leave, they are neither joining duty nor submitting any leave extension proposals. Some of the officers have left the Department, without any intimation and their unit/ circle officers are also not informing/surrendering their services to this office immediately to initiate disciplinary action. After lapse of years, when the prolonged/ unauthorizedly absent employees expressing their interest to join duty or requesting for sanction of pension, the unit/circle officers are requesting this office for suitable instructions. Due to which this office is facing much difficulty in initiating disciplinary action against them.

Further, all the Unit/ Circle officers are informed that as per FR 67, leave is not a right to Government employee and leave means that the permission given by the authorized competent authority to the employee to absent himself from duty. This means, **the employee has to obtain prior permission/sanction from the authority before he/she proceeds on leave, if it is not done so, it will be treated as unauthorized absence. When the exigencies of public service, so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.**

In this regard, all the Unit/ Circle Officer are requested to **act immediately on leave proposals of employees**, when they submit prior to proceed on leave **keeping in view of work load** and also **not to entertain frequent leaves** on unconvincing reasons and direct all the employees under their control to **avail any kind of leave with prior sanction/ permission only, otherwise their absence period will be considered as unauthorized absence.**

Further, all the Unit/ Circle Officers are also **directed to follow instructions issued vide ENC(AW), I&CAD Dept Hyderabad Circular No. Rc/ ENC/H3/1581724/2015 dt 28.08.2015** in respect of prolonged/ unauthorized absence of employees scrupulously. Any violation of the above orders will be viewed seriously (Copy Enclosed.)

Sd/- B.Nagendra Rao, dt 03.12.2018
Engineer-in-Chief(AW)

To
All the Unit Officers/SEs
I&CAD Department
Hyderabad, TS

Pawan
14/12/18
For Engineer-in-Chief(AW)

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14/12/18

