

Circular MEMO. No. RC/ENC/H3/15081724/2015 DATED: 28.08.2015.

READ: 1. G.O.Ms.No.260, GA(Ser.C) Deptt., dt:04.09.2003.

SUB: Estt - I & CAD Deptt - Prolonged absence from duty beyond 90 days - Certain instructions issued - Regarding.

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The cases of prolonged absence of Asst.Engineers, Asst.Exe.Engineers and Dy.Exe.Engineers are on the increase in the recent past. As the experience goes, it is undoubtedly to say that certain officers are in the habit of absenting to duties on the flimsy grounds in the beginning and extending their absence unauthorizedly without prior sanction of any leave and submitting their leave applications at the fag end of their leave with unconvincing reasons. Even the Medical Certificates are produced at the end of leave or some times produced only when insisted. The cases of such long unauthorized absence is being continued even till date, though several years passed. This is against the spirit of Civil Services (Conduct) Rules of 1964 which imposes Discipline among the Government employees in their services.

This kind of situation has come to the notice of Government, as it reached alarming proportions at various levels. This has lead to the issue of GO first cited, wherein the Government has come up with heavy hand of imposing a penalty of removal from service, if there is a continuous absence of more than 1 year unauthorizedly.

- a) Some of the Superintending Engineers are reporting the cases of long absence, only when Engineer-in-Chief(AW) asked for such reports through a general circular instead of sending on routine basis and are reporting these cases, only after elapsing months and years together which gives scope for genuine doubts of shielding such candidates for obvious reasons.
- b) The detailed reports from Superintending Engineers are received after a long period (of months and years) and some times even not sent at all.
- c) There are also some cases, where the Superintending Engineers reported their inability to locate the officer's whereabouts (address) or even related records due to extraordinary delay in handling the cases.
- d) Surrendering the services of such long absent cases is done after prolonged time and in some cases even it is not done, reposting orders are issued by concerned Superintending Engineers without notice to this office.
- e) No timely actions are taken at some Division and Circle offices for their unauthorized absence by the employees.
- f) Some cases regularization of unauthorized leave proposals are being received at the time of promotion/at the fag end of retirement.

The above situation clearly indicates lack of accountability at various levels in identification and processing the cases of long unauthorized absence leading to an unpleasant situation and causing administrative inconvenience in the management of Human Resources. In these days of office automation, use of information Technology with online communication, this kind of situation demands for an immediate action for correcting these deficiencies.

Therefore, in view of the prevailing situation and also the Government orders cited the Superintending Engineers are requested to take action on the following scrupulously.

