

No.F.20-10/2018-Estt.I
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ESTABLISHMENT SECTION (DO)

Dated the :

10 APR 2018

OFFICE MEMORANDUM

Subject: - Course of action in case of Institute employee remaining away from duty without authorization/grant of leave.

As per the CCS(Leave) Rules, 1972, staying away from duty without prior sanction of leave or overstaying the periods of sanctioned leave by an employees is unauthorized and warrants prompt action. The provision of CCS (Leave) Rules, 1972 stipulates that an official who is absent from duty without any approval of competent authority shall not be entitled to any pay and allowances during the period of such absence and willful absence from duty after the expiry of leave renders an Institute employee liable to disciplinary action.

It has been observed that such unauthorized absence or overstaying the periods of sanctioned leave of an employee has not been reported timely, which results in undue payment of pay and allowances in such cases. In view of this, it is desired by the competent authority that the Controlling authority should intimate about such absence within 03 days to the concerned administrative authority for taking appropriate action against the delinquent official. Further, it will be incumbent on controlling authority to intimate concerned establishment as soon as such official joins so that suitable instructions are sent to Finance Division to restore payment of salary from the date of joining. Salary for the period of such absence will only be released after such period has been regularized by the competent authority.

In view of the above, all the Chief of Centres/Head of the Departments/Sections/Units are therefore requested to kindly bring the contents of this OM to the notice of all working under their control for information and strict compliance.

B.S. Gill
 13/4/18
 (B.S. GILL)

ADMINISTRATIVE OFFICER (DO)

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Sh. Sanjeev Kumar for N/A Release