

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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No.A.49011/13/2024/DPAR/CCD(2)

Puducherry, dated 07.10.2024

**CIRCULAR**

Sub: Public Services – Unauthorized absence of  
Government servants – Particulars called for -Reg.

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It has been observed that due seriousness is not being accorded by the administrative authorities to the various rule provisions, inter alia under the CCS(Leave) Rules, 1972, for taking immediate and appropriate action against Government servants staying away from duty without prior sanction of leave or overstaying the periods of sanctioned leave. It is reiterated that such absence is unauthorized and warrants prompt and stringent action as per rules. It has also been observed that concerned administrative authorities do not follow the prescribed procedure for dealing with such unauthorized absence.

*2. As per Rule 25 of the CCS (Leave) Rules 1972,*

*(1) Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.*

*(2) Willful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action. Government of India decisions also exist that a Government Servant who remains absent without any authority should be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed in Rule 32(2) (a) of the CCS (Leave) Rules, 1972.*

*3. The consequences and procedure to be followed in respect of an officer who is absent from duty without any authority has been brought out under FR 17(1) and 17-A. As per FR 17-A(iii) without prejudice to the provisions of Rule 27 of the Central Civil Services (Pension) Rules, 1972, remaining absent without any authority or deserting the post, shall be deemed to cause an interruption or break in the service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession, and eligibility for appearing in department examinations, for which a minimum period of continuous service is required.*

*4. Further Comptroller and Auditor General have issued orders that the period of absence not covered by grant of leave shall have to be treated as "dies non" for all purposes; viz., increment, leave and pension. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service for the purpose of pension and unless the pension sanctioning authority exercises its powers Rule 27 of the CCS (Pension) Rules, 1972 to treat the period as leave without allowance, the entire past service will stand forfeited.*

5. Hence all the Heads of Departments/Offices are directed to review the cases of unauthorized absence immediately and the Govt. servant who remains absent without any authority should be proceeded against immediately. It is 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 duty immediately within a specified date, say within a week, 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.

6. All the Heads of Departments are further directed to furnish a consolidated report on the cases of unauthorized absence in their Departments in the format given below on or before **25.10.2024** for review by the Chief Secretary.

Name of the Department:

Sl. No.	Name and Designation of the official	Date from which on unauthorized absence	Details of action taken	If no action taken, reason for the same	Remarks, if any
1.	2.	3.	4.	5.	6.

7. If no such cases of unauthorized absence exist in a Department, a 'Nil' report shall be sent. The Heads of Departments/Offices shall also furnish a Certificate to the effect that **"The particulars provided in respect of the unauthorized absentees in their Department/Office are correct and no official on unauthorized absence has been left out in the particulars provided."**

8. The Heads of Departments shall collect the said particulars from the Sub-ordinate Offices under their control and furnish a consolidated reply pertaining to their Department. Attached/Sub-ordinate Offices should not send any piecemeal information to this Department directly.

9. A soft copy of the aforesaid particulars in 'MS-EXCEL' format only may also be sent to the official e-mail "**dpar-ccd@py.gov.in**".

10. The time limit shall be strictly adhered to.

//By Order of the Chief Secretary//



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

1. All Heads of Departments/Offices
2. The Collector, Puducherry/Karaikal
3. The Regional Administrator, Mahe/Yanam
4. The Heads of all Societies /PSUs/ Autonomous Bodies of Govt. of Puducherry

Copy to:

1. The Development Commissioner/ Commissioners-cum-Secretaries/ Secretaries/ Special Secretaries to Government, Puducherry
2. The P.S. to Chief Secretary, Puducherry