

CIRCULAR NO.28/2013/TC

Sub:- TC – Estt – Enforcement of Office Discipline – Sanctioning of leave to the officials -Instructions Issued

Read:- 1. Government Circular No.36/94/Fin dated 14/06/1994
2. Government Circular No.29/2003/Fin dated 29/03/2003
3. Government Circular No.51/2005/Fin dated 25/08/2005

As per the Circulars read above specific instructions have been issued for dealing with the cases of unauthorized absence of the officials, entertaining of leave applications and its further process etc. Despite of the specific instructions and codal provisions available under the Rule 65 of Part I, K.S.Rs for entertaining the leave applications and entering on leave by the officials instances have been brought to the notice of this office that officials are entering on leave merely with or without formally applying for it. As leave of any officials cannot be claimed as a matter of right the leave sanctioning authorities has every discretionary right or powers to refuse or revoke leave of any description as prescribed under the Rule 65 of Part I, K.S.Rs.

In the circumstances the following instructions are issued for strict compliance and guidance of the leave sanctioning authorities of this department:

1. Leave sanctioning authorities shall insist on submission of leave applications in time by the officials concerned. The applications should bear the dated signature of the applicant as well as the Controlling Officer.
2. Applications for leave without allowances for long periods otherwise than on medical certificate on vague grounds like domestic/private/personal affairs etc should not be entertained.
3. The leave sanctioning authorities should satisfy themselves about the genuineness of the grounds before sanctioning the leave.
4. If the genuineness of the grounds on which the leave is applied for is doubtful, the same may be declined.
5. Leave Without Allowances on medical certificate for long periods including piecemeal applications shall be processed immediately and forwarded to this office so that the chance to seek a second medical opinion by the leave sanctioning authority in terms of Rules 118 (a) of Part I, K.S.Rs will not be lost.
6. Unauthorised absence of officials shall be viewed very seriously and disciplinary action shall be taken without delay. In cases where unauthorized absence is for long periods and the incumbent is facing disciplinary action, the official shall not be allowed to rejoin duty without finalizing the disciplinary proceedings so initiated against him or obtaining prior concurrence from this office.
7. No leave of any kind of long duration viz. absence of the officials from office excluding Casual Leave shall be processed. The Head of the Offices/Controlling Officer should obtain prior permission in this regard formally or informally under

exigencies from this office. The Senior Administrative Officer of this office will convey the decision of this office in the matter to the Heads of Offices/Controlling Officers concerned, who will pursue appropriate steps on the leave applications of the officials submitted to them. The Heads of Offices concerned will be held personally responsible for any lapse subsequently noticed in the matter.

Sd/-

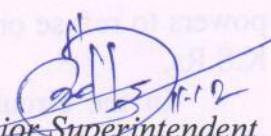
RISHI RAJ SINGH, I.P.S.
TRANSPORT COMMISSIONER

To

1. All Deputy Transport Commissioners concerned
2. All Regional Transport Officers concerned
3. The Joint Regional Transport Officers of all Sub Regional Transport Offices concerned
4. All Supervisory Officers of the Transport Commissionerate
5. Stock File and Office Copy

Copy to: The C.A. to the Transport Commissioner

Forwarded/By Order


Senior Superintendent


11/12/13