No. AN/IV/1713/DISP/2020

Date: 18.02.2020

To

All Section (Main Office (Local))
All Sub Offices under PCDA (WC)

Subject: Action Against Habitual absentees

Of late it has come to the notice that some officials are habitually absent or irregular in attendance, due to which the day to day office work gets hampered and the discipline of the office is not maintained. It also affects the morale of other officials. It is also seen that no action is being taken against them by the concerned Officer in charge.

2. It is enjoined upon all that wilful absence from duty not covered by grant of leave will be treated as dies non for all purposes. All cases of unauthorised absence from duty or in continuation of leave will render a Government Servant liable to disciplinary action, treating it as misconduct.

3. It is, therefore, requested that the attendance in r/o all the officials under your section/office may be reviewed for the last 03 months (Nov.19 – Jan 20) and a list of irregular officials may be sent by 28.02.2020 positively to AN IV section through email at pcdawcan4.dad@hub.nic.in along with details of action taken by the officer in charge under CCS Conduct Rules. It has also been decided that all such defaulting officials posted at Main Office may be directed to mark their attendance twice (In Morning on arrival in office and In Evening while leaving office) in AN-I section in addition to attendance in respective sections. It is also advised that explanation may be called for from such officials for their misconduct and advisory/warning, as deemed fit, may be issued to them under intimation to AN IV section.

NIL report may also be rendered, if no such case is found.

(Sahil Goyal)
GO (AN)