

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

Office of the Spl Commissioner
Department of Technical Education
Andhra Pradesh:: Vijayawada

Circ Memo No:CTE-13037/17/2017-C SEC-CTE

28/11/2017

Sub: Estt – Technical Education - Prolonged absence from duty
beyond 90 Days –Certain instructions issued – Regarding.

Read : G.O.Ms.No.260, GA(Ser.C) Dept., dt: 04-09-2003.

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The cases of prolonged absence of Teaching and Nonteaching staff are on the increase in the recent past. As the experience goes, it is undoubtedly to say that certain officers / staff 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 sometimes 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 the 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 Principals are reporting the cases of long absence, only when the Commissioner of Technical Education 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) Till date, this office has not received the detailed reports from the Principals of Government Polytechnics and some of them not even informing about long absentees.

c) There are also some cases, where the Principals 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 times and in some cases even it is not done, and the Principals are simply accepting the joining reports from the incumbents instead of insisting for reposting orders which is causing lot of inconvenience to the office of the Commissioner of Technical Education to correspond with the Government.

e) No timely actions are taken at unit level for their unauthorized absence by the employees.

f) Some cases regularization or 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 Principals are requested to take action on the following scrupulously.

a) The Principals are authorized to sanction any kind of leave to the teaching and non-teaching staff for a continuous period up to 30 days and admit those candidates on return from such leave.

b) If the leave of an employee exceeds 30 days and below 180 days, admit those candidates on return from such leave duly calling explanation from the concerned in the form of show cause Notice. After receiving the explanation if satisfy submit their leave proposals to Commissioner of Technical Education for sanction with all related documents or else submit the draft Article of Charges to this office to initiate further disciplinary action.

c) The Principals shall surrender the services of all those Teaching and Non-Teaching, whose absence period with or without leave application exceeds 180 days (Continuous) and "shall not admit such candidates back in their Polytechnics".

d) The Principals are accountable for sending the monthly returns so as to reach this office by 10th of every month (Assistant Director (F) in respect of CTE Office).

e) Timely submission of detailed report on these cases within a period of 15 days is requested from the date of receipt of communication from Commissioner of Technical Education.

f) The Regional Joint Directors (AU and SVU Region) are instructed to obtain the above information from the Principals of their region and submit the compliance report by 20th Oct'2017.

As regards the Polytechnics establishment, the cases of long unauthorized absence shall be reviewed by respective Regional Joint Directors / Principals and shall take disciplinary action against erring employees in terms of G.O. cited at their level. When the absentees were admitted to duty after a long absence, the Disciplinary Authority i.e. Commissioner of Technical Education / Regional Joint Director / Principal (Respective appointing authority for the post) shall initiate disciplinary action i.e. framing of charges, appointment of enquiry officer and finally

imposing punishment etc. has to be initiated against the absentees after admitting to duty.

Hence the Regional Joint Directors and Principals of Government Polytechnics are hereby informed that the initiation of disciplinary action against the Government Employees i.e. unauthorised absence to duty is in force even the absentee admitted into duty till conclusion of disciplinary action by the competent authority.

The Principals and Regional Joint Directors are therefore requested to follow the above instructions scrupulously. They are requested to surrender the services of all those staff members, whose absence period with or without leave applications exceed 180 days (continuous) and also send monthly reports through Regional Joint Directors concerned and to the Head office regularly.

Any deviation in the above instructions, the matter will be viewed very seriously and will attract the Disciplinary action on the erring officers.

**Sd/- G.S.PANDA DAS
COMMISSIONER**

To
The Regional Joint Director of Technical Education, Kakinada.
The Regional Joint Director of Technical Education, Triupathi.
The Principals of all the Govt. Polytechnics in the State.
Copy to F-section in the Commissionerate.
Sf/Sc

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SUPERINTENDENT
