

No. A-19015/Unauth. Absence/2017/MF.CGA/Gr. 'B'/766

Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts

Mahalekha Niyantarak Bhawan
E Block, GPO Complex,
INA, New Delhi-110023

Dated: 16th November 2017

OFFICE MEMORANDUM

Subject: Unauthorised/Wilful absence from duties

Attention is invited to DoP&T O.M. No. 13026/3/2010-Estt. (Leave) dated 22.06.2010 which stipulates that a Government servant who remains absent without any authority should be proceeded against immediately and to ensure that in all cases of unauthorised 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 time, say within three days, 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.

It has come to notice that some officials, after being relieved from an office, do not report at the place of posting and join duties within the stipulated period. Pr. CCAs/CCAs/CAs in whose office the official has been posted must ensure that in the event of unauthorised absence the officials are informed of the consequences of such absence and be directed to rejoin duty within three days, failing which he would be liable for disciplinary action under CCS (CCA) Rules, 1965. In all such cases, Pr. CCAs/CCAs/CAs must also initiate required action immediately after expiry of this period.

This issues with the approval of Competent Authority.


(Eddie L. Khawlhing)

Deputy Controller General of Accounts

1. The Pr. CCAs/CCAs/CAs (with independent charge).
2. Director (INGAF)/CC (Pension), CPAO
3. Jt. CGA (Admn.), O/o CGA, Ministry of Finance
4. Jt. CGA (PFMS), O/o CGA, Ministry of Finance
5. ITD Section: for uploading the OM on official website of CGA.