



GOVERNMENT OF ANDHRA PRADESH
FINANCE (FR.I) DEPARTMENT

Cir.Memo.No.4152-C/761/FR.I/2005

Dated: 28-09-2005

Sub: Unauthorized absence – Willful and prolonged absence from duty without proper leave – Further instructions – Issued.

- Ref: 1. Cir. Memo. No.4481/A/128/FR.I/88, Fin & Plg. (FW.FR.I) Dept., dt.7-7-1988.
2. Cir. Memo. No.C-9101-4/8/FR.I/91, Fin. & Plg. (FW.FR.I) Dept., dt.25-12-1991.
3. G.O.Ms.No.260, G.A.(Ser.C) Dept., dt.4-9-2003.
4. G.O.Ms.No.8, Fin.(FR.I) Dept., dt.8-1-2004.
5. G.O.Ms.No.11, Fin.(FR.I) Dept., dt.13-1-2004.

A P U S

In Circular Memo., 1st cited, Government have issued instructions ordering concerned departmental authorities to initiate disciplinary action against those employees who remained absent from duty without proper leave and pass appropriate orders on the basis of the disciplinary proceedings by following the procedure laid down in A.P.C.S. (C.C.A) Rules, 1963

2. In the Cir. Memo., 2nd cited, Government have issued comprehensive instructions on the above said subject.

3. In the G.O., 3rd cited, G.A.(Ser.C) Department have issued orders to the effect that “in all cases of unauthorized absence to duty for a continuous period exceeding ‘one year,’ the penalty of removal from service shall be imposed on the Government employee, after duly following the procedure laid down in the A.P.C.S.(CCA) Rules, 1991.”

4. In the G.O., 4th cited, this Department have issued amendment to Rule 18 of F.Rs., duly incorporating the orders of G.O., 3rd cited.

5. In the G.O., 5th cited, this Department have issued amendment to Rule 5-A of A.P. Leave Rules, 1933 duly incorporating the orders of G.O., 3rd cited.

6. In spite of the above orders / instructions, Govt., have noticed that employees are continuing with unauthorized absence for years together and no action is being initiated by the disciplinary authorities. Many of these employees even retired while continuing with unauthorized absence. With the result, the Government has to pay all the terminal benefits, at that stage to the employees. Moreover, when such employees, report for duty after long years of absence, the Government is constrained to issue posting orders to them.

7. Therefore, in view of the above, the Departments of Secretariat and all the Heads of Departments are requested to review the cases of unauthorized absence in their offices and in their subordinate offices, every quarter regularly, so that disciplinary action is initiated promptly, based on the instructions mentioned above. As per the references 3rd to 5th cited, action should be taken to impose the penalty for their unauthorized absence at the right time. The Officers concerned who are responsible to initiate and complete disciplinary action against such employees should be made personally responsible to ensure that these instructions are followed scrupulously.

8. These instructions are available in the internet and can be accessed at the address <http://aponline.gov.in>.

RANJEEV R ACHARYA
SECRETARY TO GOVERNMENT (FP)

