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16/3/16

From:-

The Director Secondary Education, Haryana,  
Shish Sedan, Sector-5, Panchkula.

To

1. Director, SCERT Haryana, Gurgaon.
2. All District Education Officers in the State of Haryana.
3. All Principals/Head Masters/DIETs/GETTIs/BIETs/in the State of Haryana.

Memo No. 4/26-2016 HRL-II (5)  
Dated Panchkula, the 16/3/2016

**Subject: General guidelines for joining in case of unauthorized absence by the employee. &**

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Refer to the subject cited above.

It has generally <sup>been</sup> seen that if an employee/teacher reports back for duty after a long absence from official duty then, instead of allowing him/her to join the duty, the head of school invariably seeks permission of higher authorities whether to allow the absentee employee join the duty or not. It would also be appreciated that due to high workload and other more important pressing matters such permission gets delayed in ordinary course.

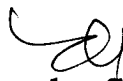
Consequently, many **service days** of such an employee get lost which creates two situations. **One, students get deprived of the opportunity of availability of a teacher. Second, such teachers for whom the permission is granted after a delayed decision** also seek condonation of delay as duty period on the ground that they presented themselves for the official duty at an early date. The delay in granting permission being not attributable to them. To avoid such unwarranted situations the following guidelines are hereby given:-

- i) As long as, an employee is on the roll of the Government and he is not suspended or removed or dismissed from the service his request for joining duties cannot be turned down.
- ii) If an employee absents himself/herself unauthorizedly from the office then immediately thereafter his case should be referred to the Head Quarter for disciplinary action.
- iii) If any head of office deliberately denies joining duties contrary to the mandate of the service rules then it would be treated as misconduct on the part of such Head of School and he would be liable for disciplinary action. Such Head of School may be required to bear the costs which the department might be ordered to pay to the employee by courts on account of denial/delaying of resumption of duties.
- iv) For the period when the employee absents himself/herself unauthorizedly and if later, he/she was discovered to have indulged in any illegal activity then head of school would, in no way, be held

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responsible for any such conduct of the absentee employee. Therefore the head of school should not be afraid of the individual disciplinary conduct of the absentee employee. Any illegality is always personal to an individual.

These guidelines be adhered to in letter and spirit and in case of failure stern disciplinary action will be initiated against the erring official/officer.

  
**(Virender Sehrawat)**  
**Additional Director Admn.**  
**for Director Secondary Education,**  
**Haryana, Panchkula** 