

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Unauthorised absence - Willful and prolonged absence from duty without proper leave
- Imposition of Major Penalty - Orders - Issued.

GENERAL ADMINISTRATION (SER.C) DEPARTMENT

G.O.Ms.No.260

Dated:04-09-2003.

ORDER:

According to sub-rule (1) of rule 3 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964, every Government employee shall be devoted to duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.

2. Instances have come to notice that some of the employees are absenting to duty without prior sanction of any leave not only for days, but for years together. After a long gap of absence, such employees are reporting to duty and submitting the application for sanction of leave putting forth unconvincing reasons.

3. According to F.R.18 and rule 5-A of the Andhra Pradesh Leave Rules, 1933, no Government servant should be granted leave of any kind for a period exceeding five years and that, willful absence from duty not covered by grant of any leave shall be treated as 'dies-non' for all purposes viz., increment, leave and pension as per the notes-1 there-under. No inference can be drawn from these rules that disciplinary action against a member of service cannot be taken unless he is continuously absent for more than five years without any sanctioned leave. Thus it is not necessary for the competent authority to wait for a period of five years for initiating disciplinary action against the member of service who remained absent without any leave and in such cases disciplinary action may be initiated by following the procedure laid down in rule 20 of the Andhra Pradesh Civil Services (CC&A) Rules 1991.

4. The Government hereby direct 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 Andhra Pradesh Civil Services (CCA) Rules, 1991.

5. All Departments of Secretariat, Heads of Departments and the District Collectors shall follow the above orders scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Sd/-
Dr.MOHAN KANDA,
CHIEF SECRETARY TO GOVERNMENT.

To
All Departments of Secretariat.
All Heads of Departments.
All District Collectors.

// FORWARDED :: BY ORDER //

SECTION OFFICER