



दिल्ली विकास प्राधिकरण  
नीति एवं समन्वय (कार्मिक)  
C-1 ब्लॉक, कमरा सं-208, विकास सदन

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Date: 25/07/24

CIRCULAR No. 25/2024

**Sub: Surrendering of officials on unauthorised absence to Personnel Department – reg.**

It has been observed that the employee who remain absent after the end of leave or who remain absent without any authority are surrendered by his/her controlling authority to the Personnel Department. Such action on the part of controlling authorities results in administrative chaos in as much as Personnel Department is not able to decide on their further posting and present DDO may also not transfer pay records etc. despite the concerned employee going out of his pay control. Consequently, an anomalous situation arises as regards sanction of leave, if so decided, and pay & allowances etc.

2. The DoPT has stressed that a Govt. servant who remains absent without any authority should be proceeded against immediately as per rules and, therefore, it has to be ensured that in all cases of unauthorized absence by an employee, he should be informed of the consequences of such absence and be directed to rejoin duty immediately within a specified date, say within three days, failing which he would be liable for disciplinary action under DDA (Conduct, Disciplinary & Appeal) Regulations, 1999. If the employee does not join duty by the stipulated date, disciplinary action should be initiated against him and Charge-Sheets should be issued without delay and the disciplinary case should be conducted and concluded as quickly as possible. The instructions issued by DoPT from time to time to deal with such cases of unauthorized absence should scrupulously be followed by all concerned.

3. Hence, the appropriate action in such cases is to keep such employees on rolls by the controlling authority instead of making an attempt to get rid of such employees and to coordinate with the Personnel Department by reporting the fact of unauthorized


*Amh*  
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absence in time so that such employees may be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed in Rule 32(2)(a) of the CCS (Leave) Rules, 1972.

4. All the controlling authorities are therefore advised not to surrender such employees to Personnel Department and, instead, prompt action to report such cases to Personnel Department should be taken for initiating and concluding the departmental action against them in time by the concerned competent authority.

5. Any laxity in compliance of these instructions on the part of controlling authorities shall be viewed seriously.

This issues with the approval of Pr. Commissioner (Personnel).

  
(विनीत जैन) 25/7/24

आयुक्त (कार्मिक)

To,

1. All the HODs for bringing these instructions into the notice of their subordinate officers.
2. Directors (Pers.) – I & II
3. Director (Systems)
4. All the Dy. Directors of Personnel Department

Copy for information to:-

1. PS to VC, DDA
2. PS to FM, DDA
3. PS to EM, DDA
4. PS to CVO, DDA
5. PSs to all the Pr. Commissioners, DDA

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