



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION &
VOCATIONAL TRAINING AUTHORITY
96-GULBERG ROAD, LAHORE.



No. TEVTA/Estb/1-11/Pt-V

Dated 24-09- 2013.

To,

1. All General Managers, TEVTA Secretariat, Lahore.
2. The Chairman, Punjab Board of Technical Education, Lahore.
3. All Deputy General Managers, TEVTA Secretariat, Lahore.
4. All Zonal Managers, TEVTA, Punjab.
5. All District Managers, TEVTA in the Punjab with the request to circulate same to their low formation.
- ~~6.~~ All Managers / Directors, TEVTA Secretariat, Lahore.
7. The Manager, Trade Testing Board / Development Cell, Lahore.

Subject:- **DISCIPLINARY PROCEEDINGS AGAINST CIVIL SERVANTS ON ACCOUNT OF UNAUTHORIZED ABSENCE FROM DUTY – TREATMENT OF ABSENCE PERIOD.**

I am directed to enclose herewith a copy of letter No. SORI(S&GAD)-1-25/2001 dated 09.09.2013 of S&GAD, Government of the Punjab on the subject cited above with the request to ensure compliance of the directions in letter & spirit.

DA/ As above.

C.C.


MANAGER (ESTB)
TEVTA

1. SA to Chairperson, TEVTA.
2. PS to Chief Operating Officer, TEVTA, Lahore..

Notification (for web)
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- v) The competent authorities shall ensure that disciplinary proceedings in such cases are completed at the earliest possible time so that such persons do not remain under suspension for long periods, thus becoming a burden on the public exchequer.
- vi) The Competent Authorities under the relevant disciplinary law / rules, shall confine themselves to taking disciplinary action in accordance with the rules. They must not make recommendations as to how the period of unauthorized absence shall be treated, as the leave sanctioning authority under the Leave Rules and the competent authority under E&D Rules / Punjab Removal from Service (Special Powers) Ordinance, 2000 / PEEDA Act, 2006, are usually not the same.
- vii) After the decision of the authorities under E&D Rules / Punjab Removal from Service (Special Powers) Ordinance, 2000 / PEEDA Act, 2006 etc., absence period may be dealt with separately, in accordance with the provisions of Revised Leave Rules, 1981.
- viii) Relaxation of Revised Leave Rules, 1981 may only be granted in extremely genuine hardship cases of absence beyond the control of the employee.
- ix) The period of absence from duty, if not regularized, constitutes break in service, as provided under Rule 2.11 of Pension Rules, 1967. This need not and should not be specified in any orders, as such orders lead to unnecessary litigation. This implication is automatic under Rule 2.11 of the Pension Rules.
- x) It has been observed that authorities generally tend to treat cases of absence from duty lightly and give minor punishments / penalties in cases where a person has remained absent from duty for long periods of time. It is clarified that absence from duty is a serious misconduct on the part of a person. The competent authorities must, therefore, ensure that penalties in such case are commensurate with the gravity of the charge, proved against the accused person. As per Section 7(f)(ii) of the PEEDA Act, 2006, where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory retirement or removal or dismissal from service shall be imposed upon the accused.
- xi) The relevant authority must ensure that where a person remains on leave including absence for more than 5 years, the name of such person is removed from the seniority list and placed on separate static list as provided under proviso to Rule 8(3) of Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, instructions bearing No.SORII(S&GAD)15-7/84 dated 14-07-1988 and para 18 of the Promotion Policy 2010.
- xii) All applications for long leave shall be decided within thirty days and any delay in sanction or refusal and communication to the applicant will be the responsibility of the leave sanctioning authority.

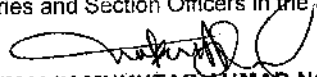
2. I am further directed to request that the above guidelines / instructions may be followed strictly in letter and spirit.

SHAHNAZ NAWAZ
Secretary (Regulations)
S&GAD

No. & Date Even

A copy with enclosures is forwarded for information and necessary action to:-

1. PS to Chief Secretary / Addl. Chief Secretary / Secretary (Services / I&C / Regulations / Archives), S&GAD.
2. All Addl. Secretaries, Deputy Secretaries and Section Officers in the S&GAD.


(MALIK MUKHTAR AHMAD NOUL)
Additional Secretary (Regulations)
S&GAD