

Copy of letter No. 8644 GSII 765/35042, dated 22nd October, 1965 from the Chief Secretary to Government, Haryana to all Heads of Departments etc., etc.

Subject :—Penalty for late attendance procedure regarding.

Sir,

I am directed to invite a reference to the instructions contained in the Punjab Government circular letter No. 3206-G-II-56/54252, dated the 18th July, 1958, according to which one day's casual leave is to be forfeited for every three days late attendance provided the official is not late for more than 2 hours on each occasion. In the last week of December, the Heads of Branches are also required to prepare a consolidated statement showing the total casual leave forfeited on account of late attendance and then examine whether the casual leave at the credit of an official has been exceeded or not. Further, an such excess amount of leave is carried over as a debit entry to the next year's credit account. Instances have come to the notice of Government where certain officials were late on several occasions even as many as 70 occasions in a year and it would take years together to account for such excess amount of leave, leaving no casual for such officials during subsequent years, as normally the official is entitled to only 10 days casual leave in a year. The matter has therefore, been reconsidered by the Government and it has been decided that the system of carrying over leave to the next year should be done away with altogether as it creates unnecessary complications. The amount of casual leave forfeited by a Government employee on account of late attendance should be adjusted in his casual leave account of the same year and in case no casual leave is due to him, it should be debited to his earned leave account or treated as leave on half-pay or extraordinary leave (i.e. leave without pay), as the case may be. Further, in order to avoid any complications at the close of the year, the short leave on account of late attendance should be deducted from the casual leave and the entry made in this respect in the casual leave account on the very day when the leave is granted or late attendance is marked, as the case may be, or on the following day, instead of accounting for the whole leave availed of in this manner at the close of the year.

2. These instructions may kindly be brought to the notice of all concerned for information and guidance

Yours faithfully,

Sd/-

Superintendent General Services II,
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and guidance to :—

All the Financial Commissioners, Punjab, All the Administrative Secretaries to Govt. Punjab, Secretaries/Private Secretaries to Chief Minister/Ministers/Ministers of State /Deputy Ministers/Chief Parliamentary Secretary.