

Sub A Grant of extra-ordinary leave without pay on private affairs.

It has been noticed that there have been cases in which employees have first proceeded on leave and then remained absent from duties without permission and proper sanction of the leave for a considerable period. On their resuming duties the Unit Heads have submitted such cases to the Competent Authority for obtaining sanction of leave beyond 30 days under Regulation 97 of the S.T. Employees Services Regulations without taking proper action against the incumbent. Such cases are on the increase and it is observed that instructions contained in this office Circular No.ST/EST/304-LX/SB/7711 dated 10th December 1964 on the above subject are not followed by the authorities, who are competent to grant extra-ordinary leave without pay on private affairs upto 30 days.

The Divisional Heads are therefore, requested to ensure that instructions contained in the above Circular are followed scrupulously and employees are not allowed extra-ordinary leave without wages on private affairs beyond 30 days in anticipation of post facto sanction.

sd/- V.D.Shirke  
Divisional Controller (Adm.)

No.ST/EST/304-LX/EST/2338  
dated 2nd March, '67  
S.T.Central Office, Bombay.

C I R C U L A R

The cases have come to the notice of the Administration in which employees have first proceeded on leave and then remained absent from duties without permission and proper sanction of the leave for a considerable period. On their resuming duties the Unit Heads have submitted such cases to the Competent Authority for obtaining sanction of leave beyond 30 days under Regulation 97 of the S.T.Employees' Service Regulations without taking proper action against the incumbent. "Absence without permission" constitutes an act of misconduct under Discipline and Appeal Procedure and hence Competent Authority should immediately start departmental action against such persons who remain absent unauthorisedly and take disciplinary action as deemed fit, in order to curb such growing tendencies amongst the employees. The Divisional Heads are requested to ensure that these instructions are followed scrupulously.

sd/- V.D.Shirke  
Divisional Controller (Adm.)

No.ST/EST/304-LX/SB/7711  
State Transport Central Office,  
"Maharashtra Vahatuk Bhavan",  
Bellasis Rd., Bombay 8.  
Dated 10th December, 1964.