



प्रधान महालेखाकार (ले व ह) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(A&E), KERALA, THIRUVANANTHAPURAM



सं/No/प्रशासन/AdmnIV/COVID 19/2020-21

दिनांक/Dated: 21.08.2020

परिपत्र/CIRCULAR


विषय/Subject: Regularisation of absence during COVID 19 epidemic lockdown period.

In view of the clarifications issued by DoPT vide OM No. 14029/5/2019-Estt dated 28.07.2020 (as endorsed by Headquarters office vide letter No. 140-Staff-Entt (Disc.)/A.R/01-2019/Vol-II dated 14.08.2020), the absence of employees who proceeded on leave, with station leave permission, but could not report for duty due to non-availability of public transport/ flights and restrictions on inter/intra state movement of persons during the COVID 19 epidemic lockdown period, is to be regularized as follows:

Sl. No.	Scenario/Situation	Action to be taken on the basis of DoPT clarification
1.	Government Servants who were on official tour and were unable to return to their Headquarters (HQs) due to non-availability of Public Transport.	They are deemed to have joined duty on the date of expiry of official tour, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights, has been given by the Government servant to the office.
2.	Government servants who were on leave prior to issue of lockdown orders with effect from 25.03.2020 and the leave ended during lockdown period	They are deemed to have joined duty from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office. In case of leave on medical grounds, this is subject to production of medical/fitness certificate. Absence, if any, from 20.04.2020 onwards (date of reopening of office after the closure ordered on 23.03.2020) may be regularized by applying for leave due and admissible, on such days when his/her name was included in the duty roster for attending office, but was unable to attend the office.
3.	Government servants who left Headquarters on the week-end prior to lockdown, i.e., on 20.03.2020 (Friday), but could not return to Headquarters on 23.03.2020 (Monday) due to non-availability of transport	They are deemed to have joined on 23.03.2020, if intimation, in any form indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office. Absence, if any, from 20.04.2020 onwards

		(date of reopening of office after the closure ordered on 23.03.2020) may be regularized by applying for leave due and admissible, on such days when his/her name was included in the duty roster for attending office, but was unable to attend the office.
4.	Government servants who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave expired during the lock down period, but wish to curtail the leave before expiry and join duty.	<p>Curtailment of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency. From the date following the date of expiry of leave during the period of lockdown, the employee may be deemed to have joined duty.</p> <p>Absence, if any, from 20.04.2020 onwards (date of reopening of office after the closure ordered on 23.03.2020) may be regularized by applying for leave due and admissible, on such days when his/her name was included in the duty roster for attending office, but was unable to attend the office.</p>

(प्रधान महालेखाकार के दिनांक 21.08.2020 के आदेशानुसार)
(Vide orders dated 21.08.2020 of Principal Accountant General)


वरिष्ठ लेखा अधिकारी (प्रशासन)
Senior Accounts Officer (Admn)

प्रतिलिपि/Copy to:-

1. प्रधान/ शाखा कार्यालयों के सभी ग्रुप अधिकारी/ शाखा अधिकारी
All Group Officers /Branch Officers of Main Office/Branch Offices
2. प्रधान महालेखाकार के सचिव
Secretary to PAG
3. प्रधान/शाखा कार्यालयों के सभी अनुभाग
All sections of Main Office/Branch Offices
4. सूचना पट्ट/ कार्यालय इंटरनेट
Notice Board/Office Intranet