

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH :: HYDERABAD
PRESENT. V. USHA RANI, I.A.S.,

004695

Rc.No.229/Estt.IY/2014

Dated:14/07/2014.

Sub: School Education - Teacher services - Issue of Joining Permission/absconded from duties - Certain instructions issued - Reg.

The District Educational officers in the State are informed, that it has been brought to the notice of CSE that some of the teachers are not attending the duties in schools regularly and also absented to duties unauthorisedly for longer periods without applying any leave. As a matter of fact, an employee cannot stay away from duty as of right without sanction of leave from competent authority and absence without leave is misconduct on the part of employee, for which action can be taken against him. Frequent absence from duty connotes lack of devotion to duty which causes lot of dislocation in imparting instruction to students in the schools.

In all such cases, it is the responsibility of the concerned Headmaster and the Mandal Educational Officer in case of Primary Schools and Upper Primary Schools, and the Headmaster and the Deputy Educational Officer in case of High Schools, to report the same to the District Educational Officer within a week from the date of absence. The District Educational Officer shall there upon immediately send a notice to the said teacher to report back.

In case of teachers who applied leave under proper procedure and fail to join duty after expiry of leave, the District Educational Officer shall serve a notice to said teacher for unauthorised absence and initiate suitable disciplinary action.

In case of teachers who applied leave under proper procedure and report back to duty after expiry of leave posting orders shall be issued immediately, under any circumstances no compulsory wait will be entertained.

It is the responsibility of the District Educational Officer to continuously monitor applications received for sanction of leave.

Further, Govt. in G.O.RL.No.128 Fin. (FR.I) Dept., Dated: 01-06-2007 and G.O.Ms.No.260, General Administration (SER.C) Department, Dated:04.09.2003 issued orders to Rule 18 of A.P. Fundamental Rules as follows:

In the said rules, after Rule 18, the following shall be added, namely:-

Rule 18-A:- A Government servant shall be deemed to have resigned from the service

if he

- (a) is absent without authorization for a period exceeding 'one year,' or
- (b) remains absent from duty for a continuous period exceeding five years with or without leave; or
- (c) continues on foreign service beyond the period approved by the State Government;

Provided that a reasonable opportunity to explain the reason for such absence or continuation on foreign service shall be given to the Govt. servant before the provisions of this sub-rule are invoked."

Therefore, all the District Educational Officers and Regional Joint Director of School Educations in the State are instructed that:

1. The HMs/MEOs/Dy.EOs concerned shall maintain the record of the teachers who are absent and the period of absence.
2. The concerned Headmaster and the Mandal Educational Officer (in case of Primary Schools and Upper Primary Schools, and the Headmaster and the Deputy Educational Officer in case of High Schools, to immediately report the same to the District Educational Officer within a maximum of one week from the date of absence.
3. The District Educational Officer shall there upon immediately send a notice to the said teacher to report back.

4. In case of teachers who applied leave under proper procedure and fail to join duty after expiry of leave, the District Educational Officer shall serve a notice to said teacher for unauthorized absence and initiate suitable disciplinary action.
5. If the teacher fails to report back to school after expiry of leave, the concerned should report the same to the District Educational Officer concerned.
6. Issue notices to all the teachers who are unauthorizedly absents with instructions to report back to duty duly stipulating time and if they fail to report necessary action should be taken as per Rule 20 of APES (CCA) Rules 1991 for his/her unauthorized absence duly following the procedure.
7. Even after initiating action as per CCA rules if they fail to join duty issue final show cause notice and publish the same official gazette and take further necessary action.
8. Under any circumstances whatsoever, no requests for compulsory wait will be entertained from teachers not joining duty on expiry of leave as originally sanctioned.
9. It is the responsibility of every DEO and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of posting by teachers returning from leave; and promptly process and give postings to such teachers, immediately on reporting from leave at the earliest.
10. All applications of the teachers for posting on return from leave shall be made through Registered Post with Acknowledgement Due only. The District Educational Officer concerned and other officers of the DEO Office are responsible for processing of posting to teachers and shall be liable for any delay in giving of such postings; and any payment of wages for the gap periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered from all such officers of the District Educational Officer's office concerned, responsible for the delay.
11. They shall follow the procedure prescribed in G.O.Ms.No.70, Education, Dt:06.07.2009
12. The District Educational Officer shall mark a copy to this office of all such correspondence, the District Educational Officer make to the teacher.

All the District Educational Officers and Regional Joint Directors of School Education in the State are instructed to follow the above guidelines scrupulously. Any deviation in the record will be viewed seriously.

V. USHA/RANI
COMMISSIONER OF SCHOOL EDUCATION

To
All the DEOs in the State.
All the Regional Joint Directors of School Education in the State.
Copy submitted to the Secretary to Government, School Education Dept.
Govt. of A.P., Secretariat, Hyderabad for information.
Copy to 'Estt. I', 'Estt. II' and 'Estt. III' Sections of this office.
SC-10

// TRUE COPY ATTESTED //

ASSISTANT DIR. FOR (SER) (S-1)