

PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL
EDUCATION: ANDHRA PRADESH: HYDERABAD-4

Present:- Smt. Poonam Malakondaiah, I.A.S.,

Rc.No.5968/D1-3/2009

Dated:12-03-2010

Sub- S.E. Dept. Teacher Services – Sanction of long leave / permission
to allow in duty on return from absence / leave – certain
instructions – Reg.

Read:-1. G.O.Ms.No.70/Sec.Edn.(Ser.V) dt. dt. 6-7-2009
2. This office Procs. Rc.No.5968/D1-3/2009 dt. 27-11-2009.

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It has been brought to my notice, that the District Educational Officers in the State are simply forwarding the proposals related to joining permissions / sanction of leaves of individual teachers including the period of unauthorized absence etc., without any scrutiny and justification. Although, the rules are clear and specifying that if a member of service who remains absent without any leave gives a joining report – it should be ensured by competent authority that he shall be permitted to join duty immediately pending initiation of disciplinary action against him for the unauthorized absence. In case such action has already not been initiated against him/her, in all such cases (including the cases of teachers who continued on prolonged absence to duties) action has to be taken in accordance with note-I under F.R. (18) and Rule 5 (A) against the employees concerned.

In this regard, they are informed that Govt. have issued detailed guidelines in the reference 1st read above to be followed in the case of sanction of leaves and joining permission of teachers. But, it appears that they are not following these guidelines scrupulously on this subject matter and therefore, it has been felt necessary to issue a appended check list to all the District Educational Officers in the State for filling it before sending the proposals here onwards for issuing necessary orders by this office.

In view of the above, all the District Educational Officers in the State are hereby directed to adhere to the above instructions scrupulously and furnish the proposals with due care. Any deviation in this regard will be viewed seriously and the DEOs will be held personally responsible and necessary disciplinary action will be initiated against the defaulting District Educational Officers, under C.C.A. Rules for their lapse in this aspect of work.

Encl: check list.

POONAM MALAKONDAIAH,
Commissioner & Director of School Education

To
All the District Educational Officers in the State.
Copy to D2, C3 sections.

//T.C.F.B.Q//

M. Venkatalakshmi
SUPERINTENDENT

Check List:

- 1 Name of the teacher with designation :
- 2 Whether he/she has applied leave :
 - a) in advance/prior to proceedings on leave :
 - b) in the middle of leave period :
 - c) applied after availing leave and at the time of joining duty :
- 3 a) whether leave was sanctioned, if applied in advance. If so :
furnish copy of sanction orders.
b) If any extension of leave is given whether it is :
sanctioned or not
- 4 a) whether he/she has applied leave on medical grounds :
alongwith joining report beyond 3 months
b) If Yes, state whether the case has been referred to Medical :
Board
c) indicate the action taken on the basis of Report of Medical :
Board .
- 5 In case, the teacher returned and requested for joining duty :
from unauthorized absence. Whether he has taken any
action in terms of Govt. Circular Memo.C-9101-4/8/91 dt. :
25-12-91 and G.O.Ms.No.8/Fin. Dt. 8-1-2004
- 6 If so, indicate under which rule / G.O. action was taken for :
the unauthorized absence and also specify the outcome in
such case
- 7 If, no action was initiated, state the personnel responsible for :
the lapse and what action was initiated against them
- 8 Date on which the employee given application expressing his :
intention to join in duty after his unauthorized absence
- 9 Date on which permission was given for joining in new post :
- 10 Specify the date of joining in new post :
- 11 Whether any change of posting is given on his/her return :
from leave / absence. If so.
 - a) whether it is within the category of IV location :
 - b) If not, indicate the nature of violation to counseling :
method of transfer of teachers committed in giving postings
on return from leave/absence in terms of additional guidelines
of 8 of G.O.Ms.No.70/Edn. Dt.6-7-2009

Signature of the D.E.O.