



F.No.2-10/2017- ITC (BAS-Corr.)

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare
कृषि सहकारिता एवं किसान कल्याण विभाग/Department of Agriculture, Cooperation & Farmers Welfare
वनस्पति, संरक्षण, संगरोध एवं संग्रह निदेशालय / Directorate of Plant Protection, Quarantine & Storage
एनएच-४, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)

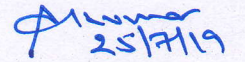
dated the 25th July, 2019.

CIRCULAR

Sub : Observance of attendance and timely submission of leave applications by officers/officials in Directorate / Sub offices – reg.

Instructions have been issued from time to time with regard to need to observe attendance and punctuality by Government servants. Responsibility for ensuring strict compliance rests with the respective Controlling Officers in Directorate/sub-offices.

2. In this connection, kind attention is drawn to the general leave provisions which provide that any application for leave or for extension of leave shall be made in Form 1 to the authority competent to grant leave. Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave. Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.
3. A Government servant's claim to leave is regulated by the rules in force at the time the leave is applied for and granted. When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant.
4. The competent authority has observed that submission of application well in advance or intimating respective office & respective officers through e-mail is always beneficial. However, the leave applications and joining reports etc. are required to be submitted in the prescribed format to the recommending authority. The same are required to be forwarded to Admn. by recommending officers, for sanction by respective competent authorities, in accordance with applicable rules/guidelines. The information is also required to be used for monitoring and updation of Biometric Attendance System (BAS) records.
5. All the officers are requested to ensure that leave applications/joining reports (in prescribed format) are timely submitted by all concerned.


25/7/19

(Ajay Kumar)

Chief Administrative Officer

PH : 0129-2476331

Distribution :-

- (1) All Divisional-in-charge(s) in Directorate.
- (2) Officer-in-charges, Sub-offices for strict compliance.
- (3) PS to PPA for information
- (4) Notice Board(s).
- (5) IT Cell with the request to place on official website of Directorate.