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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

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परिपत्र / CIRCULAR

Sub: Emphasis on Prior Permission for Leave – Compliance with CCS (Leave) Rules, 1972

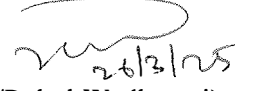
It is reiterated that as per the CCS (Leave) Rules, 1972, leave must be applied for and duly sanctioned by the competent authority before it is availed. This is a fundamental requirement to ensure administrative efficiency and adherence to service rules. Importance of prior permission for leave is detailed as under:-

1. Prior permission allows administrative authorities to plan for staff absences, ensuring that essential services and functions remain uninterrupted.
2. Proper leave application and approval create a transparent record of employee absences, fostering accountability and discipline.
3. Following the process of obtaining prior leave approval is a fundamental aspect of discipline and compliance with established rules.
4. Absence without prior sanction may be treated as unauthorized and may lead to disciplinary action.

Looking to the above facts, it is to be noted that unauthorized absence from duty is a serious violation of service rules. The Department of Personnel & Training (DoPT) has issued consolidated instructions regarding action against Government servants who remain away from duty without authorization or grant of leave. Such absence is considered unauthorized and may warrant prompt and stringent action as per the rules.

While exceptions may be considered for genuine emergencies, the general rule remains that prior permission is mandatory for availing leave.

All staff/officers are requested to take note of the above and ensure compliance with the relevant rules.


(राहुल वाधवानी/Rahul Wadhvani)
प्रशासनिक अधिकारी/Admn. Officer

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