



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह, विलिंग्डन आईलैंड, कोचिन
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Website: www.cochincustoms.gov.in

Control Room: 0484-2666422

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कार्यालय आदेश / OFFICE ORDER. 02/2025

Attention of all the officers and staff is invited to the CCS (Leave) Rules, 1972, the Office Order No. 01/2023 dated 12.07.2023 regarding sanction of leave issued by this Commissionerate [copy enclosed] and to the DoPT OM dated 28.03.2013 regarding instructions on action warranted against Govt. Servants remaining away from duty without authorization/grant of leave [copy enclosed].

Vide Office Order No. 01/2023 dated 12.07.2023 referred above, it had been directed that the application for leave shall be submitted **at least five working days** in advance to the date of commencement of the leave to the Administration section. However, it has come to the notice that leave applications are being submitted at very short notice, in violation of this directive.

It is to be noted that mere submission of a leave request is not to be construed as sanction of leave and absence from office without a valid sanction of leave applied for constitutes unauthorized absence and may invite consequential disciplinary actions as per the rules in force. Therefore, it is reiterated that all the officers and staff must submit their leave applications to administration section as per the timeline stipulated in the Office Order No. 01/2023 dated 12.07.2023 and proceed on leave only after the same is sanctioned by the competent authority. Any absence without prior approval, except in demonstrable extenuating circumstances, may result in disciplinary proceedings.

Further, the following checks may also be noted -

Certification by Controlling Officer:

The controlling officer of the applicant must certify that the link officer will be available to attend the duties of the applicant during the period of leave as it is essential for ensuring continuity of work.

Joining Report upon Return:

Upon returning from leave, employees are required to submit a joining report and if on medical leave submit a duly filled fitness certificate in the prescribed format along with their joining report. This joining report must be countersigned by the concerned controlling officer to confirm resumption of duty and must be forwarded to the Administration Section.

This issues with the approval of the competent authority.

संयुक्त आयुक्त / Joint Commissioner (ADMIN)

Copy To:

AC/DC/All Section Head/All Reporting Officers/Notice Boards/EDI(for uploading in the website).

Signed by
Kommisetty Muralidhar
Date: 02-05-2025 22:36:58

I/1290272/2023



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OFFICE ORDER NO. 01/2023

In exercise of powers conferred upon me under Rule 3(c) read with Clause VI of schedule 1 of the CCS (Leave) Rules, 1972, I, the Commissioner of Customs, Custom House Cochin, hereby delegate the powers with regards to sanction of various leave, as follows:

Sl. No.	Classification of Officers	Kinds of Leave	Authority empowered to grant leave
1	Group 'A' ADC/JC/DC/AC/CAO	Earned/ Half Pay/Committed/Maternity/CCL Paternity	Commissioner
2	All Group 'B' Gazetted Officers/ Non Gazetted	Earned/ Half Pay/Committed up to 02 consecutive days	AC/DC in Charge of Admin
3	All Group 'B' Gazetted Officers/ Non Gazetted	Earned/ Half Pay/Committed up to 05 consecutive days	Respective ADC/JC
4	All Group 'C' Officers/Staffs	Earned/ Half Pay/Committed up to 05 consecutive days	AC/DC in Charge of Admin
5	All Group 'C' Officers/Staffs	Earned/ Half pay/Committed up to 12 consecutive days	Respective ADC/JC

I/1290272/2023

1. Except in the case of leave on medical grounds, the application for leave shall be submitted at least five working days in advance to the Administration section.
2. The officers/staffs shall submit their leave applications to the Administration section with the recommendation/remarks of their Controlling officers along with the details of the link officer.
3. On joining after availing of the leave, a Joining Report should be submitted to the administration section by the officer/staff with the concurrence of the controlling officer.
4. Casual Leave/RH permission (subject to the instructions of DoPT) shall be sanctioned by the respective Controlling Officers.
5. All CCL/Maternity/Paternity applications should be put up to Commissioner for approval.

Signed by

Rajendra Kumar

Date: 12-07-2023 15:42:29

(राजेंद्र कुमार **RAJENDRA KUMAR**)

आयुक्त COMMISSIONER

Copy to:

**Commissioner's file/ADC/JC/All DC/ACs/CE/CAO/All Sections/
Notice Board/EDI section for uploading in departmental website**

No. 13026/3/2012-Estt (Leave)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

New Delhi, the 28th March, 2013.

OFFICE MEMORANDUM

Subject:- Consolidated instructions relating to action warranted against Government servants remaining away from duty without authorisation/grant of leave – Rule position

The undersigned is directed to say that various references are being received from Ministries/Departments seeking advice/post facto regularisation of unauthorised absence. It has been observed that due seriousness is not being accorded by the administrative authorities to the various rule provisions, inter alia under the CCS(Leave) Rules, 1972, for taking immediate and appropriate action against Government servants staying away from duty without prior sanction of leave or overstaying the periods of sanctioned leave. It is reiterated that such absence is unauthorised and warrants prompt and stringent action as per rules. It has been observed that concerned administrative authorities do not follow the prescribed procedure for dealing with such unauthorised absence.

2. In view of this, attention of all Ministries/Departments is invited to the various provisions of the relevant rules, as indicated in the following paragraphs for strict adherence in situations of unauthorised absence of Government servants. It is also suggested that these provisions may be brought to the notice of all the employees so as to highlight the consequences which may visit if a Government servant is on unauthorised absence. The present OM intends to provide ready reference points in respect of the relevant provisions, hence it is advised that the relevant rules, as are being cited below, are referred to by the competent authorities for appropriate and judicious application. The relevant provisions which may be kept in mind while considering such cases are indicated as follows:

(a) **Proviso to FR 17(1)**

The said provision stipulates that an officer who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence.

(b) **FR 17-A**

The said provision inter alia provides that where an individual employee remains absent unauthorisedly or deserts the post, the period of such absence shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession and eligibility for appearing in departmental examinations, for which a minimum period of service is required.

(c) **Rule 25 of the CCS (Leave) Rules, 1972**

The said provision addresses the situation where an employee overstays beyond the sanctioned leave of the kind due and admissible, and the competent authority has not approved such extension. The consequences that flow from such refusal of extension of leave include that:

- i the Government servant shall not be entitled to any leave salary for such absence;
- ii the 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
- iii wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

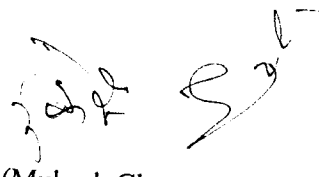
With respect to (iii) above, it may be stated that all Ministries/ Departments are requested to ensure that in all cases of unauthorised absence by a Government servant, he should be informed of the consequences of such absence and be directed to rejoin duty immediately/ within a specified period, say within three days, failing which he would be liable for disciplinary action under CCS (CCA) Rules, 1965. It may be stressed that a Government servant who remains absent without any authority should be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed under the various provisions of CCS (Leave) Rules, 1972 and the disciplinary case should be conducted and concluded as quickly as possible.

(d) **Rule 32(6) of the CCS (Leave) Rules, 1972**

This provision allows the authority competent to grant leave, to commute retrospectively periods of absence without leave into extraordinary leave under Rule 32(6) of CCS (Leave) Rules, 1972. A similar provision also exists under rule 27(2) of the CCS (Pension) Rules, 1972. It may please be ensured that discretion allowed under these provisions is exercised judiciously, keeping in view the circumstances and merits of each individual case. The period of absence so regularised by grant of extra ordinary leave shall normally not count for the purpose of increments and for the said purpose it shall be regulated by provisions of FR 26(b) (ii).

3. All Ministries/ Departments should initiate appropriate action against delinquent Government servants as per rules.

4. Hindi version will follow.


(Mukesh Chaturvedi)

Deputy Secretary to the Govt. of India

To : All Ministries/ Departments of the Government of India etc. (As per standard mailing list)

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3. All State Governments and UTs.
4. Governor of all States/ Lt. Governors of Union Territories.
5. Secretary, National Council (Staff Side), 13-C Ferozshah Road, New Delhi.
6. All Members of Staff Side of the National Council of JCM/ Depttl. Council
7. All Officers/ Sections of DOPT/ DPARPG/DP&PW.
8. Ministry of Finance, Department of Expenditure, E-II (B) Branch.
9. Official Language Wing (Legislative Deptt.), Bhagwan Das Road, ND
10. Railway Board, New Delhi
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12. 200 spare copies.



(Mukesh Chaturvedi)

Deputy Secretary to the Govt. of India