

No. CEO-CHB/2020/PA/146

Dated: 20th August 2020

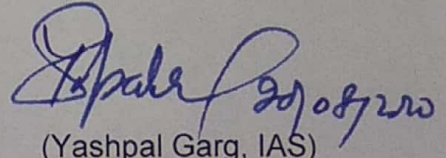
NOTE

It has been observed that some officers/officials proceed on Casual Leave/Other Leave just by leaving an application. Many times the higher authorities are not aware about such leave applications and the sudden absences of officers/officials cause all sort of issues/problems and also lead to indiscipline in the organization. Yesterday when the undersigned was about to fix-up a meeting for Today, the concerned officer informed that he would be on CL for next two days while his Leave Sanctioning Authority, sitting next to him, expressed ignorance about the CL.

2. Any kind of leave should always be applied for and sanctioned before it is taken except in the cases of emergency and for satisfactory reasons. Leave cannot be claimed as a matter of right and, when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave. If any officer/official remain absent, then the absence could be considered as 'unauthorized absence' and hence treated as leave without pay and may also follow other consequences including disciplinary proceedings.

3. Accordingly, all the officers/officials to ensure getting their leave sanctioned prior to availing the same. Just after applying, a presumption of its sanction is not allowed. In fact, it is other way round, until the leave is approved by the Leave Sanctioning Authority, the presumption is that it has not been sanctioned. In exceptional circumstances, if the absence is without prior sanction of leave then the officer/official will be required to explain the emergency and the reasons which prevented him/her from prior sanction of the leave.

4. All the Leave Sanctioning Authorities in CHB are also advised to ensure that whenever any officer/official, working under their control, remain absent without proper sanction of leave, then the absence period should be regularized only after their satisfaction about the nature of emergency and the reasons which prevented him/her from prior sanction of the leave. If the Leave Sanctioning Authority is not satisfied, then the absence period should be considered as 'unauthorized absence' and hence treated as leave without pay.



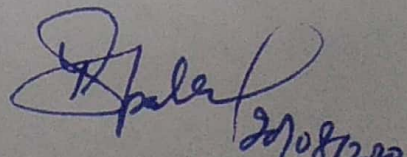
(Yashpal Garg, IAS)
Chief Executive Officer

To,

1. Secretary, CHB
2. Chief Engineer, CHB
3. Chief Account Officer, CHB
4. Administrative Officer, CHB
5. Senior Law Officer, CHB

Copy to:

1. Chairperson, CHB for kind information
2. Notice Board.
3. Website of the CHB



CEO