

**GOVERNMENT OF TRIPURA**  
**GENERAL ADMINISTRATION (AR) DEPARTMENT**

Ho.F.3(9)-GA(AR)/2005

Dated, Agartala, the 2<sup>nd</sup> March, 2007

**Memorandum**

**Sub :- Unauthorized absence from duty — clarification on some points.**

Clarification has been sought from the GA(AR) Department on the following two points:-

- (i) Whether an employee may be allowed to join his duty after his long unauthorized absence; and
- (ii) Whether after joining, his salary may be paid.

The above points have been carefully examined in the light of the relevant Service Rules and in consultation with the Law Department. The clarifications are as follows :-

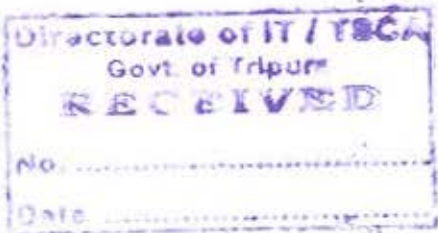
- (i) Whether an employee may be allowed to join duty after long unauthorized absence from duty.

There is no bar to the joining of duty by an employee who wants to resume duty after his unauthorized absence. However, as per Leave Rules the competent authority is at liberty to take the following courses of action :-

- (a) to initiate disciplinary proceeding against the employee who remained absent from duty unauthorisedly; or
- (b) to declare under FR.17 the period of unauthorized absence of the employee as "dies-non" without break in service or to declare under FR-17A the period of unauthorized absence of the employee as "Dies-non" with break in service;

Provided that action under FR 17 A has to be taken giving the employee concerned an opportunity of being heard.

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(c) Finance Department in their Memo No. 1(1)FIN(G)/78 dated the 4<sup>th</sup> September, 1993 [copy may be seen at page-61 of the Tripura State Civil Services (Leave) Rules, 1986] issued instruction that the "joining reports of Government employees who are unauthorizedly absent from duty for long periods ( more than one week ) should not be accepted by the Heads of Offices themselves, but should be sent with complete details of the case to the concerned Heads of Departments for appropriate decision."


Having regard to the above observation, all the Heads of Departments, while accepting the joining report of the concerned employee, should take a serious view of the unauthorized absence and ensure imposition of suitable penalty after following due procedure.

(ii) **Whether after joining, his salary may be paid :**

A Government servant is paid salary for the period during which he performs his duties. So, the question of making payment of salary to a government employee for the period of his unauthorized absence does not arise at all. However, salary for the period of absence may be paid only if the period of unauthorized absence is regularised by sanction of leave.

The attention of all Departments/Heads of Departments is also invited to Memo No. 11(2)-GA(AR)/2000 dated the 17.2.2005 laying down guidelines as to how unauthorized absence of officials from duty has to be dealt with.

This for information and necessary action of all concerned.

  
( L. H. Darlong )  
Addl Secretary to the  
Government of Tripura.

All Departments / Heads of Departments to circulate copy of this memo to Heads of offices under their administrative control.

GOVERNMENT OF TRIPURA  
GENERAL ADMINISTRATION (AR) DEPARTMENT

No. F. 3(5)-GA(AR)/2005/V1

Dated, Agartala, the 27<sup>th</sup> Sept., 2005

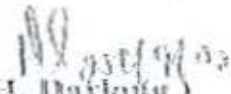
NOTIFICATION

In exercise of the powers conferred by Section 24(4) of the Right to Information Act, 2005, it is hereby notified that the Right to Information Act, 2005 shall not apply to the Home (Police) Department of the Government of Tripura including its Forensic Science Laboratory ;

Provided that the said Act, 2005 shall apply to the Home (Police) Department in respect of any information pertaining to any allegation of corruption and human rights violation.

Provided further that if the information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

2 This takes immediate effect.

  
(L. H. Darlong)  
Addl. Secretary to the  
Government of Tripura.

Copy to :-

- 1) The Special Secretary to the Governor, Tripura, Raj Bhavan, Kunjaban, Agartala.
- 2) PS to all Ministers.

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