

0305

(1)

0305

34

FINANCE (RULES) DEPARTMENT ✓  
CIRCULAR

NO.36/94/Fin.

Dated, Thiruvananthapuram, 14th June 1994.

Sub:- Leave without Allowances under Rule 88.  
part I of Kerala Service Rules - Sanctioning  
of - Instructions - Regarding.

It has come to the notice of Government that Leave without Allowances under Rule 88 Part I, Kerala Service Rules is often being utilised to circumvent the restrictive provisions imposed in respect of Leave without Allowances to take up Employment abroad or within the country, to join spouse and leave without Allowances otherwise than on Medical Certificate, In many cases, there have been undue delays in submitting leave applications and in forwarding them to the Heads of Departments and to Government, resulting in the deprivation of the chance to seek a second Medical opinion by the leave sanctioning authority. Government wish to emphasis that the leave sanctioning authority should scrupulously follow the following instructions while granting Leave without Allowances.

(i) The leave sanctioning authority shall insist on submission of leave applications in time by the officers concerned. The applications should bear the dated signature of the applications <sup>as</sup> well as the controlling officer.

(ii) (a) Application for leave without Allowances for long periods otherwise than on Medical Certificate on vague grounds like domestic/private/personal affairs etc. should not be entertained.

51

9

(b) The leave sanctioning authorities shall satisfy themselves about the genuineness of the grounds before sanctioning the leave.

(c) If the genuineness of the grounds on which the leave is applied for is doubtful, the same may be declined.

(iii) Leave without Allowances on Medical Certificate for long periods, including piecemeal applications, shall be processed immediately and forwarded to the Heads of Departments/ Government so that the chance to seek a second Medical opinion by the leave sanctioning authority in terms of Rules 118

(a) Part I, Kerala Service Rules will not be lost.

(iv) Unauthorised absence of officers shall be viewed seriously and disciplinary action shall be taken without delay. In cases where unauthorised absence is for long periods and the incumbent is facing disciplinary action for removal from service, the officer shall not be allowed to re-join duty without finalising disciplinary action against him or obtaining the prior concurrence of Government.

sdl-

M. MOHAN KUMAR,

(Commissioner and Secretary (Finance))

(True Copy)

A. J. P. W.  
SS