

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

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No. 40507 /F,  
FIN-CS2-ESTT-0033-2019

Date **03.12.2019**

To

**All Departments of Government/**  
**All Heads of Departments/**  
**All Collectors.**

Sub: **Unauthorised absence beyond the admissible period of leave.**

Ref: i) Finance Department Memo No.41388/F dt.11.08.1977.  
ii) Finance Department Memo No.50727/F dt.29.12.1984.

In inviting a reference to the Finance Department Memo Nos. cited above, the undersigned is directed to say that Instructions were issued regarding timely action in cases of unauthorized absence of Government employees beyond the admissible period of leave following the provisions contained in Rule-72(2) of Odisha Service Code and Rule-13(4) of Odisha Leave Rules, 1966.

Instances however have come to the notice of Finance Department that, the above provisions are not being followed scrupulously in many such cases and competent authority simply sits over the matter without taking any initiative as per rules which give scope to the employee or their legal heir to approach the Court of Law and comes with a favourable order to avail pension / family pension as the case may be. Such proposals are being sent to this Department which amounts to condonation of the unauthorized absence without taking recourse to the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962.

With a view to prevent the recurrence of such incidents, it is requested that timely step should be taken by the competent authority in cases of unauthorized absence exceeding the limit prescribed under the Rule-72(2) of Odisha Service Code and Rule-13(4) of Odisha Leave Rules, 1966. Non-observance of the aforesaid provisions will be seriously viewed by Government and action will be taken against the erring Officials.

Yours faithfully,

Sd/-

**Special Secretary to Government**