

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL  
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST), KOLKATA-700 001

CIRCULAR

Circular No. Admn.III/6-7/PFC/16/04

Date:19.08.2020

**Sub: Clarification on regularization of absence during COVID-19 epidemic lockdown period – regarding.**

It is notified for information of all concerned that the Headquarters Office vide Letter No. 144 - स्टाफ हकदारी )नियम/(ए.आर./01-2019/Vol-II दिनांक 19.08.2020 has forwarded the Office Memorandum F. No. 14029/5/2019-Estt. (L)(Pt.2) dated 28.07.2020 issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India and received (Copy enclosed), wherein a detail clarification on regularization of absence during COVID-19 epidemic lockdown period has been provided.

Hence, all the employees in this office are requested to take cognizance of this matter and apply accordingly to regularize their leave, if any, during the COVID – 19 lockdown period.

*//Authority: Sr DAG (Admn)'s order dated 19.08.2020  
Kept in file no. Admn.III/6-7/PFC/16//*

  
Sr. Audit Officer/Admn-1  
(with additional charge of Admn-III section)

***For all circulation through e-mail***

**From:** "Vimala" <aaoaudit@ag.gov.in>  
**To:** "CAG-ALL-OFFICES" <CAG-ALL-OFFICES@lsmgr.nic.in>  
**Sent:** Wednesday, August 19, 2020 11:13:27 AM  
**Subject:** [Cag-all-offices] - Clarification on regularization of absence during COVID-19 epidemic lockdown period-regarding.

भारत के नियंत्रक - महालेखापरीक्षक का कार्यालय,  
पॉकेट 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली- 110 124

सँख्या:-144 -स्टाफ हकदारी(नियम)/ए.आर/ 01-2019/Vol-II  
दिनांक:- 19.08.2020

प्रति,

भारतीय लेखा एवं लेखापरीक्षा विभाग  
के सभी कार्यालय ।

**Sub: - Clarification on regularization of absence during COVID-19 epidemic lockdown period-regarding.**

महोदय/ महोदया,

Reference is invited to this office e-mail letter सँख्या:-140 -स्टाफ हकदारी(नियम)/ए.आर/ 01-2019/Vol-II dated 14.08.2020 on the above mentioned subject.

Para 1 of the above letter may be corrected and read as follows:

"Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi OM F.No. 14029/5/2019-Estt.(L)(Pt.2) dated 28/07/2020 on the subject cited above has been attached with this E-mail".

भवदीया

हस्ता/-

(ए.विमला)

वरि. प्रशासनिक अधिकारी/ नियम

**From:** "Vimala" <aaoaditr@cag.gov.in>

**To:** "CAG-ALL-OFFICES" <CAG-ALL-OFFICES@lsmgr.nic.in>

**Sent:** Friday, August 14, 2020 5:10:51 PM

**Subject:** [Cag-all-offices] Sub: - Clarification on regularization of absence during COVID-19 epidemic lockdown period-regarding.

भारत के नियंत्रक - महालेखापरीक्षक का कार्यालय,  
पॉकेट 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली- 110 124

सँख्या:-140 -स्टाफ हकदारी(नियम)/ए.आर/ 01-2019/Vol-II

दिनांक:- 14.08.2020

प्रति,

भारतीय लेखा एवं लेखापरीक्षा विभाग  
के सभी कार्यालय ।

**Sub: - Clarification on regularization of absence during COVID-19 epidemic lockdown period-regarding.**

महोदय/ महोदया,

Ministry of Personnel, Public Grievances and Pensions, Department of Pension & Pensioners' Welfare, New Delhi OM F. No. 28/30/2004-P&PW(B) dated 11/06/2020 on the subject cited above has been attached with this E-mail.

2. This is in supersession of this office Circular No.27 issued vide letter No.71/Staff [Entt.II/20-2018](#) dated 19<sup>th</sup> June, 2020.

3. The field offices may download this order attached with this E-mail for further necessary action. The order can also be downloaded from the web site of the Ministry.

भवदीया

हस्ता/-

(ए.विमला)

वरि. प्रशासनिक अधिकारी/ नियम

**F.No.14029/5/2019-Estt.(L)(Pt.2)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**  
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**Old JNU Campus, New Delhi 110 067**  
**Dated: 28.07.2020**

**OFFICE MEMORANDUM**

**Subject: Clarification on regularization of absence during COVID-19 epidemic lockdown period - regarding.**

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This Department has been receiving several references/queries from Central Government employees who proceeded on leave, with station leave permission, but could not report for duty due to non-availability of public transport / flights and restrictions on inter/intra state movement of persons as per Ministry of Home Affairs' Orders from time to time, to contain the spread of COVID-19 pandemic in the country. The matter has been considered and the following clarifications relating to regularization of period of absence during the period of lockdown are issued in the matter :-

<b>Sl. No.</b>	<b>Situation</b>	<b>Clarification</b>
1.	Government Servants who were on official tour and were unable to return to their Headquarters (HQs) due to non-availability of Public Transport.	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights, has been given by the Government servant to the office.
2.	Government servants who were on leave prior to issue of lockdown orders with effect from 25.03.2020 and the leave ended during lockdown period.	Deemed to have joined duty from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office. In case of leave on medical grounds, this is subject to production of medical/fitness certificate.
3.	Government servants who left HQ on the week-end prior to lockdown, i.e. 20.03.2020 (Friday), but could not return to HQ on 23.03.2020(Monday) due to non-availability of transport.	Deemed to have joined on 23.03.2020, if intimation, in any form indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office.

4.	Government servants who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave expired during the lock down period, but who wish to curtail the leave before expiry and join duty.	Curtailment of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency. From the date following the date of expiry of leave during the period of lockdown, the employee may be deemed to have joined duty.
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2. All the Ministries/Departments and their attached/subordinate offices are directed to regulate the period of absence strictly as per above clarifications and unnecessary references to DoPT on the subject may be avoided.

*Satyajit Mishra.*

**(Satyajit Mishra)**

**Joint Secretary to the Government of India**

**To:**

- 1. All the Ministries / Departments of Government of India.**
- 2. NIC Cell, DoPT, with a request for uploading on the website of this Department.**