

**Office of the Principal Controller of Defence Accounts**

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No. AN/PAY/1/ABSENCE

Date: 24/7/2017

**CIRCULAR**

To

All section and Sub -offices under PCDA Bangalore.

Sub: Intimation of absence to ANPAY-I

It has been noticed that, when staff members are absent, for long, no intimation is being sent to ANPAY-I Section which is preparing Pay and Allowances of all staff under PCDA Bangalore centrally which results in continuous disbursement of Pay and Allowances contrary to orders on the subject. In one of the suboffice one staff member remained absent since 17/1/17 but the intimation of absence to ANPAY-I was reported on 1/6/17 only and his Pay and Allowance from January'2017 to May'2017 was disbursed. This has been viewed seriously by the Competent Authority and as such all Incharge of Section/ Sub offices are directed to strictly intimate ANPAY-I through Fax/Phone/E-mail regarding the absence of individuals. It would be the responsibility of the Officer in Charge of Section/Suboffices to get the Pay dropped in such cases.

In this connection the following rule positions are brought to the information and compliance of all.

As per Rule 25 of CCS (Leave) Rule 1972, a Government Servant who remains absent after the end of leave is not entitled to leave salary for the period of such absence unless competent authority extends such leave. Therefore, the Government Servant should be paid for such absences only when his absence is regularised. This is applicable to all absences without authority.

As per Rule 19(5) of CCS (Leave) Rules 1972 states that the grant of Medical Certificate does not in itself confer upon the Government Servant concerned any right to leave and he has to wait the orders of Competent Authority to grant leave on Medical Certificate. This implies that Pay and Allowances for absences on medical ground can be disbursed on regularisation of such absence by the Competent Authority.

It is however stated that reporting of absence of that period (which can be regularised locally by Officer in charge before disbursement date) need not be reported to ANPAY-I Section. However details of individual who are absent without authority for more than 15 days as on 20<sup>th</sup> of the month may intimate ANPAY-I section to drop their Pay for that month. Their pay for that month will be paid through Supplimentary Pay Bill only on regularisation of their absence.

GO ANPAY has seen.

Please acknowledge the receipt.

  
Sr. Accounts Officer (ANPAY-I)