

E-mail: dir.dme@kerala.gov.in,
dmeKERALA@gmail.com



Phone : Office:0471-2528575
Director(Personal):0471-2444011
Medical College.P.O.
Thiruvananthapuram-695011

Fax:0471-2443080

GOVERNMENT OF KERALA
DIRECTORATE OF MEDICAL EDUCATION

No:E1/3480/2024/DME

Dated:25-05-2024

CIRCULAR

Sub:- DME- Establishment - Unauthorized Absence- Instructions- reg.

Recently this directorate receive several applications regarding the regularization of unauthorized absence of various employees for long period. It is understood that this situation basically made as the Head of the institution concerned do not follow the prescribed procedure for dealing with such unauthorized absence. Hence all head of the institutions/ departments are directed that unless the authority competent to grant leave, extends the leave, a Government servant who remains absent after the end of the leave is entitled to no leave salary for the period of such absence. The DDOs concerned shall ensure that no salary is disbursed to the employees on unauthorized absence. Wilful absence from duty on the part of a Government servant shall be viewed seriously and disciplinary action should be proceeded against them under KCS(CC&A) rule 1960. The Heads of the institutions under this directorate are requested to ensure that in all cases of unauthorized absence by a Government employee, he should be informed of the consequence of such absence and be directed to rejoin duty within three days failing which he would be liable for disciplinary action under the above rule.

All the head of the institutions are also directed to furnish the details of employees those are presently on unauthorized absence in the following format to this office before 5 pm ,on 27-05-2024

Sl No	Name and Designation of the employee	Period of unauthorized absence	References of communication (If any)	Present Status

THOMAS MATHEW
DIRECTOR

To

All head of the institutions under DME