

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
PUDUCHERRY**

No.01/DSE/E5/A/2020

dt.17.06.2020

CIRCULAR

Sub: Unauthorised absence from duty by employees of School Education Department – Timely and Prompt action-Report – Called for - Reg.

Ref: Circular No.01/DSE/E5/B/2019 dated 24.09.2019.

It is seen that cases of unauthorised absence of teachers/non teaching staff are being reported by Heads of Schools in a belated manner. In some cases the delay is few years. This is not proper.

Instances of unauthorised absence, if any, should be enquired and reported immediately. The Inspecting officers/Heads of Institutions shall ensure that there is timely reporting of cases of unauthorised absence.

All the Heads of Offices/Inspecting Officers of Department of School Education shall furnish a report with regard to unauthorised absence of employees under their control, in the below given Proforma, on or before 30.06.2020.



(P.T.RUDRA GOUD)

DIRECTOR OF SCHOOL EDUCATION $\frac{1}{1}$

To:

All the Inspecting Officers, Puducherry/Karaikal/Mahe/Yanam... to bring the circular to the knowledge of Head of Institutions in their respective jurisdiction and to collect, compile and furnish the information to the Directorate within the due date.

Copy to:

1 The EDP Section, Dte. of School Education, Puducherry .. to host in Directorate website.

PROFORMA

Sl. No	Name and Designation of the Employee with working place.	Nature and period of leave applied for	Leave Sanctioned	Date of reporting after sanctioned leave	Period of Unauthorised absence	Action taken, if any