



To

All IA&AS Officers

दिनांक / DATE 30.06.2020

Madam/Sir,

**Subject: Clarification regarding of periods of absence during COVID-19 lockdown period.**

Regularization of absence during COVID-19 lockdown period, imposed by the Government to contain the spread of Corona virus, has been under the consideration of this office. It has been decided to regularize periods of absence as below:

SNo.	Scenario/Situation	Clarification
01.	Officers on approved official tour upto and including 25 <sup>th</sup> March who were unable to return to their Headquarters, inspite of best efforts.	The period of absence shall be treated as duty, subject to working from place of stay.  Proof of "best effort" may be called for by the Sanctioning Authority.
02.	Officers who were on sanctioned leave for period including 25.03.2020, and leave was sanctioned prior to issue of lockdown orders (25.03.2020) and the leave ended during lockdown period. This includes officers who were in duty station or were travelling outside the duty station during the leave period.	Deemed to have joined duty from the date following the date of expiry of leave, subject to certification by the Controlling Officer that the officer worked from home as required for officers in duty station upto 14.04.2020 and beyond, only subject to being available for duty in office, if called on 15.04.2020 or thereafter.  In case of leave on medical grounds, subject to production of fitness certificate.
03.	Officers who were on leave prior to issue of lockdown order (25.03.2020) and whose leave ended on 20.03.2020, but did not join duty on 23.03.2020 (Monday) or 24.03.2020 (Tuesday).	Officers who did not join duty on 23.03.2020 and 24.03.2020, could strictly speaking, attract provisions of FR 17. However, considering the circumstances, such officers may be allowed to apply for leave for the entire period till they returned to their duty station and rejoined duty.
04.	Officers who left duty station for the weekend with due permission i.e. on 20.03.2020, but did not return to duty station on 23.03.2020 (Monday) or 24.03.2020 (Tuesday).	
05.	Officers who were on sanctioned leave prior to issue of orders on lockdown (25.03.2020) and whose leave expired during the lockdown period, but wished to curtail the leave before expiry and join duty.	Curtailement of sanctioned leave requires approval based on official exigency, which is not normally envisaged during lockdown period. Hence, curtailement of leave may not be agreed to. From the date following the date of expiry of leave, the officer may be deemed to have joined duty, subject to fulfillment of other requirements based on the type of leave availed and subject to having worked from home after expiry of sanctioned leave (without curtailement).

Yours sincerely,

(Vikram D. Murugaraj)  
 30.06.2020

Principal Director (Personnel)