

GOVERNMENT OF KERALA
Fiance (Rules) Department

CIRCULAR

No. 59/97/FIN.

Dated , Thiruvananthapuram , 25th July 1997.

Sub:- Maintenance of leave register- Instructions-Issued.

Several instances have comes to the notice that Government employees on the expiry of leave not rejoin duty, Heads of the Department/ Heads of Officers and other controlling Officers are reluctant to take timely action against such persons and their absence is sometime overlooked . Such cases generally will come to the notice of Government only after superannuation of the Government employees.

In order to over come these difficulties all Head of Department/Head of Office and other controlling Officers are directed that a register showing the list of person who are on long leave will be maintained in each office so that action can be initiated against the unauthorized absentees within a reasonable time. All Heads of Departments/ Heads of Offices and other Controlling Officers should ensure that the above instructions are adhered to strictly.

Dr. ALOK SHEEL
Special Secretary (Expenditure)

The Accountant General, (A&E) Kerala Thiruvananthapuram
The Principal Accountant General (Audit) , Kerala Thiruvananthapuram
All Heads of Departments and Offices.
All Departments (All Section) of Secretariat.
The Secretary, Kerala Public Service Commission (With C L)
The Registrar, University of Kerala/ Cochin / Calicut (With C L)
The Registrar, Mahatma Gandhi University, Kottayam (With C L)
The Registrar, Kerala Agricultural University , Thrissur (With C L)
The Advocate General, Ernakulam, (With C L)
The Secretary , Kerala State Electricity Board (With C L)
The General Manager, , Kerala State Road Transport Corporation (With C L)
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries, and
Under Secretaries.
The Secretary to Governor
The Private Secretaries to Chief Minister and other Ministers
The Private Secretaries to the Leader of Opposition and Government Chief Whip.
The Deputy Secretary to the Chief Secretary
The Private Secretary to Speaker
The Private Secretary to Deputy Speaker
The Director of Public Relations, Thiruvananthapuram