

Circular

Sub: Estt – Gazetted officers – MPDO's – Zilla Praja Parishad, East Godavari, Kakinada -
Availment of Casual Leaves and permission to leave the Head Quarters – Certain
instructions – Issued.

Ref:- 1.Ref.A5/3011 /2010 dt.13-7-10 of the Collector & District Magistrate, E.G.,
Kakinada communicated vide this office Endt L.Dis No.D1/ZPP/327/2010
dt. .7.2010.
2. G.O.Ms.No. 488 PR&RD(Estt-VII)Dept dated 03.12.1996.

The attention of all the MPDO's in the District is invited to the reference cited , where in necessary
instructions have already been issued regarding availment of causal leaves & permissions to leave Head
Quarters by the Mandal Parishad Development Officers vide reference 1st cited.

In spite of the instructions so issued, it is noticed by the undersigned that certain MPDO's are
proceeding on Casual Leaves without obtaining prior permission by simply putting a message and in certain
cases they are informing after availing the Causal Leave, which is causing much inconvenience to the District
Administration and which also comes under violation of A.P Leave Rules 1933 & APCS (Conduct) Rules
1964.

In view of the above, the following instructions are here by reiterated.

- ❖ The Causal Leave is not provided for in the Fundamental Rules and is a concession to enable
Government Servants in special circumstances to be absent from duty for short period without
such absence being treated as leave under the leave rules applicable to the Government
Servant concerned.
- ❖ Under F.R. 67, leave cannot be claimed as a matter of right, when the exigencies of the public
service so required, discretion to refuse or revoke leave of any description is reserved with the
sanctioning authority.
- ❖ Willful and prolonged absence from duty without proper leave is liable for disciplinary action as
per rules in force.
- ❖ In view of the above the MPDO's while applying for causal leave / while leaving Head Quarters
should take the prior, approval of the Chief Executive Officer, Zilla Praja Parishad, duly intimating
to their respective special officers/ Presidents, MPP as the case may be.
- ❖ The application for Casual Leave /Permission should be submitted in the proforma
communicated already duly mentioning the name of the person who was kept in-charge during
the absence of the MPDO.
- ❖ The leave application should contain the information regarding number of Causal leaves already
availed.

The MPDOs in the district hereby directed that they should strictly adhere to the instructions issued
above and any deviation in this regard will be viewed seriously and action will be initiated against them
according to rules in force.


Chief Executive Officer
Zilla Praja Parishad, Kakinada.

TO

All the Mandal Parishad Development Officers in the District.

Copy submitted to The District Collector & Special Officer, Zilla Praja Parishad, Kakinada.

Copy to CC to Chief Executive Officer/Dy. C.E.O., Zilla Praja Parishad, E.G.Dt., Kakinada.

Copy to the Account Officer's table, ZPP, Kakinada.

Copy to D6 Assistant, ZPP (through the Superintendent D-Section) with a direction to maintain
C.L./Permission Register of the MPDOs.

Copy to stock file.(D1)