Circular No.27/Staff Wing/2020
No.71/Staff Entt.II/20-2018

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124

सत्यमेव जयते

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

To

All Heads of Department
Director (P)

दिनांक / DATE 19 JUN 2020

Subject: Clarification on regarding of Absence during COVID-19 Lockdown period.

19 JUN 2020

Sir/Madam,

Regularization of absence during COVID-19 lockdown period imposed by the Government to contain the spread of Corona virus has been examined and the following clarifications are issued:

Sl. No.	Scenario/ Situation	Clarification
1.	Employees on approved official tour upto and including 25th March & unable to return to their Headquarters, inspite of best efforts.	The period of absence should be treated as duty subject to working from place of stay.
2.	Employees 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 employees who were in duty station or were travelling outside the duty station during the leave period.	Deemed to have joined duty from the date of expiry of leave, subject to certification by the Controlling officer that the employee worked from home as required for employees 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.
3.	Employees who were on leave prior to issue of lockdown orders (25.03.2020) and their leave ended on 20.03.2020, but did not join duty on 23.03.2020 (Monday) or 24.03.2020 (Tuesday).	Employees who did not join duty on 23.03.2020 and 24.03.2020, could strictly speaking, attract provision of FR. 17. However, considering the circumstances, such employees may be allowed to apply for leave for the entire period till they returned to their duty station and rejoined duty.
4.	Employees who left duty station for the week-end 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).	
5.	Employees who were on sanctioned leave prior to issue of orders on lockdown (25.03.2020) and their leave expiring during the lock down period, but wish to curtail the leave before expiry and join duty.	Curtailment of sanctioned leave requires approval based on official exigency, which is not normally envisaged during lock-down period. Hence, curtailment of leave may not be agreed to. From the date following the date of expiry of leave, the employee 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 curtailment).

Yours faithfully

(V.S. Venkatanathan)
Asstt. Comptroller and Auditor General (N)