Sr. DAG (Admn.)

[Cag-a offices] Modified clarification regarding absence during COVID-19 Lockdown period.

From : rohini <aoent@cag.gov.in> Tue, Jul 06, 2021 05:02 PM

Subject : [Cag-all-offices] Modified clarification regarding absence during COVID-19 Lockdown period. 1 attachmen

To : cagfield <cag-all-offices@lsmgr.nic.in>

Respected Sir/Madam

Please find enclosed copy of circular No. 22-Staff Entt.-II/2021 on subject "Modified clarification regarding absence during COVID-19 Lockdown period".

Regards
Sr. AO/Entt-II

प्रधान महालेखाकार (लेखापरीक्षा–I)
सचिवालय
पत्र/पत्र संख्या 524 दि. 6.7.21

Sr Dmln 2nd 7/7/21

CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in
To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

Circular No. 22.PDF
370 KB (5 pages - attached)

सभी सीटों पर सभी दौरे मुआयना जी 7/7/21

Sr Dmln(A) Sr/Adm II GA-4-8 9/7/21

तीनों कार्यालयों के समस्त अनुभागों को प्रसारित करने के लिए प्रति सी.सी. एवं अनुभाग को आवश्यक कार्यवाही हेतु प्रेषित है

16.07.21

AAO/CCS

AAO/Admn-II

Admn II/TR-I/482) dt. 16.7.21

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

सत्यमेव जयते

Circular No. 22 -Staff Entt.II/2021
No. 84 -Staff Entt.II/20-2018

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

दिनांक / DATE 06 JUL 20

To,

All Heads of Offices in IA&AD
Director (P)

Sub: Modified clarification regarding absence during COVID-19 lockdown period.

Sir/Madam,

In continuation of Headquarters circular No. 18-Staff Entt.II/2021 issued under letter No. 74-Staff Entt.II/20-2018, dated 13.05.2021. In view of DoPT O.M. dated 07.06.2021, the point 1(i), (ii), 2(i), (ii) and 5 of the clarifications regarding absence during COVID-19 lockdown have been revised and the remaining points are same. The modified clarifications are as under:

Sl No	Queries	Clarification
1	(i) When the Government Servant comes into direct contact with a COVID-positive person and remains in Home Quarantine.	He shall be treated as on duty/Work from Home for a period of seven days. For any period beyond that, his attendance shall be regulated as per the instructions given by the concerned field office, where he is working.
	(ii) When a dependent family member of Government servant is COVID-positive or parents, whether dependent or not, living with him are COVID positive	(i) Shall be granted SCL of 15 days on production of COVID-positive report of dependent family member/parents. (ii) In case of active hospitalization of any of the family member/parents even after 15 days of the expiry of SCL, the Government Servant may be granted leave of any kind due and admissible beyond 15 days of SCL till their discharge from hospital.

		After discharge from the hospital of dependent family member/ parents. if the Government servant wishes to avail further leave, he shall be considered for the leave due and admissible as per the CCS (Leave) Rules, 1972, subject to functional requirements and sanction of leave by the Competent Authority. The Competent Authority is advised to take a liberal view in such cases and its decision in the matter shall be final.
	(iii) How to treat the period of quarantine spent by an employee (as per direction of Central/State/Local administration or office) arising as a consequence of official travelling.	The period of such quarantine shall be treated as on duty/Work From Home.
	(iv) How to treat the period of quarantine spent by an employee (as per direction of Central/State/Local administration or office) arising as a consequence of station leave. (v) How to treat the period spent by an employee, who is on self quarantine as a precautionary measure due to return of his/her family members from abroad or from other areas of the country during lockdown period as per the State/Medical Protocol.	The period of such quarantine shall have to be covered by the official's leave.
2	(i) When the Government servant himself is COVID Positive and is in home isolation/ quarantine	(i) Shall be granted Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his COVID positive report. (ii) If Commuted Leave is not available, he shall be granted Special Casual Leave (SCL) for 15 days, followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and, in case of EL/HPL is also not available, he shall be given Extra Ordinary Leave (EOL) without insisting on production of

		Medical Certificate, and the period shall also be counted for qualifying service.
	(ii) When the Government servant himself is COVID positive, and is in home isolation and has also been hospitalized.	(i) Shall be granted Commuted Leave/SCL/EL for a period up to 20 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls within 20 days, as per Sl.No. 2(i) above. (ii) In case of hospitalization beyond the 20th day from his testing COVID positive, he shall be granted Commuted leave, on production of documentary proof of hospitalization. (iii) If, however, after discharge from the hospital, the Government servant is required to remain at home for post-COVID recovery, he may be granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority, as per the CCS (Leave) Rules, 1972. It is only when the Commuted Leave is not available to the credit of the Government servant that SCL of 15 days or EL or EOL shall be considered.
3	(i) How to treat the period spent by an employee, who is repatriated from deputation or on transfer and undergoing home or institutional quarantine as per guidelines of Central/State/Local administration before joining the office.	The period of such quarantine shall be treated as on duty/Work From Home.
	(ii) Whether the joining time will be reckoned from the date of joining duty physically after the completion of quarantine period or from the date he/she has come to the concerned city, where his/her office is located.	The provisions of CCS (Joining Time) Rules, 1979 may be followed. The joining time may be admissible as per CCS (Joining Time) Rules, 1979 in addition to quarantine period. Joining can be effected through mail/work from home provided the official is physically in the station of reporting.
	(iii) The practice to be followed regarding credit of un-availed joining time in the present situation under the extraordinary circumstances caused by the COVID-19 pandemic.	

	(iv) Whether joining duty (who are repatriated from deputation or on transfer or new joining) via electronic media viz. email is permissible or only physical or in person joining and taking over charge shall be acceptable.	The officers/officials can join office through electronic media viz email, etc on reaching the headquarters of the office physically to report.
4.	The field office has requested to clarify regarding all such cases where an official was not able to join office on 1st July because of quarantine/ getting suitable transportation/any other COVID-19 related/affected issue, whether they will get increment on 1st July or the later date when they actually resumed the office.	If an employee is on duty including those periods classified to be as "duty" in these clarifications, then the annual increment on 1st July or 1st January may be granted as per existing provisions. If an employee is on leave, then the provisions contained in CCS (Revised Pay) Rules 2016 may be followed.
5.	The employees were not allowed to leave the premises due to building/residential society being sealed/isolated due to declaration of red zone/containment area by the District/local authorities.	Such employees who could not attend office due to isolation/sealing of their Building/Residential Society on being declared as containment zone may be treated as duty (Work From Home) till de-notification subject to production of Notice/Order from concerned District Authorities/Local Authorities/Letter from RWA to the above effect.
6.	Residential society/village did not allow the employees to leave the premises to attend duties	Such employees who could not attend office due to isolation/sealing of their Building/Residential Society may be treated as duty (Work From Home) subject to production of Notice/Order from concerned District Authorities/Local Authorities/Letter from RWA to the above effect. In absence of any documentary evidence, employees shall apply for leave due as admissible for regulating such absence.
7.	(i) Employees proceeded to his/her hometown or other places without taking headquarter leaving permission during lockdown and could not return to headquarter.	In such cases, employee may apply for leave due and admissible as per CCS (Leave) Rules for entire period of absence.

	(ii) Employees proceeded to hometown or other places due to LTC and LTC ended during the lockdown, but could not return the headquarters due to dislocation of transport.	Deemed to have joined duty if intimation in any form indicating difficulty in joining duty due to non-availability of public transport has been given by the employee to the office.
	(iii) Employees who have applied for leave prior to lockdown and left headquarter with permission and remained outside the headquarter during lockdown and could not come to headquarter due to dislocation of transport.	Deemed to have joined duty on expiry of leave if intimation in any form indicating difficulty in joining duty due to non-availability of public transport has been given by the employee to the office. If no intimation was received then employee shall apply for leave due and admissible.
	(iv) Employees who have gone on tour prior to lockdown period and got held up outside headquarter due to dislocation of transport.	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form indicating difficulty in joining duty due to non-availability of public transport has been given by the employee to the office. If no intimation was received then employee shall apply for leave due and admissible.
8.	Treatment of lockdown period as qualifying service for terminal benefits.	The period of lockdown is governed by the orders issued by MHA and DoPT from time to time. As such, if an employee was designated to Work From Home then he/she should be treated as on duty for all purposes and his service treated accordingly.
9.	How to regulate the absence of those employees who have been absent during the COVID-19 epidemic lockdown period and wish to join duties by regulating their absence by applying for leave.	The period of absence may be regularized by grant of leave due as admissible to the employee by the leave sanctioning authority, as per extant CCS (Leave) Rules.

(The Hindi version will follow)

Yours faithfully,

Sd/-
(Supriya Singh)
Assistant Comptroller & Auditor General (N)