

Breach of CTC Leave Policy i.e Absence Without Approval

By

Mr. Noor Salam (UCPO-Speen Qabar)

Complaint

- According to the complaint received from the Programme, “Mr. Noor Salam (UCPO-Speen Qabar) was reported absent from the field on Friday dated 30th December 2022 without prior permission during Area Supervisor Trainings which shows a gross negligence and his non serious attitude.”

Methodology:

- The CTC Management issued an Explanation Letter to Mr. Noor Salam (UCPO-Speen Qabar) for absenteeism without approval. (Attached as Annex-A)
- His reply was shared with the concerned IO for feedback. (Attached as Annex-B)

Findings:

- Mr. Noor Salam (UCPO-Speen Qabar) admitted that he was absent without prior approval because he had to appear for written test for Tehsildar / Naib Tehsildar / Excise and Taxation Post in KPK Public Services Commission which was held on 30th December 2022. He also stated that his negligence against absenteeism would not be repeated again.

Conclusion:

- Mr. Noor Salam (UCPO-Speen Qabar) committed breach of CTC Leave Policy. As per Section 10.1 of Leave Policy sub clause II. “As a matter of policy, staff may depart for leave only after the approving authority approves leaves. In an event a staff goes on leave without notification of approval, it will be deemed that the staff has been willful absent from work without permission and disciplinary action will be taken against him/her”
- As per Section 10.1 of Leave Policy sub clause XVI. “Any unapproved leave {i.e absence from duty} will lead to [A] Disciplinary action, [B] Salary Deduction.

Recomendation:

- Mr. Noor Salam (UCPO-Speen Qabar shall be given a Warning Letter for breach of CTC Leave Policy.
- One Day Salary deduction be made from Mr. Noor Salam (UCPO-Speen Qabar) on account of absenteeism without prior approval.
- A refresher SOP’s Session shall be arranged for all the UCPO’s of District Khyber.