

“Breach of CTC Leave Policy i.e Absence Without Approval During Ordinary Days by Mr. Muhammad Tufail, UCPO –Surezai Bala”

Complaint

- According to the complaint received from the Programme, Mr. Muhammad Tufail (UCPO-Surezai Bala) was reported absent on Monday dated 06th March 2023 without prior approval from the concerned authorities which shows gross negligence and his non serious attitude.”

Methodology:

- The CTC Management issued an Explanation Letter to Mr. Muhammad Tufail (UCPO-Surezai Bala) for absenteeism without approval. ([Attached as Annex-A](#))
- Mr. Muhammad Tufail (UCPO- Surezai Bala) Response is ([Attached as Annex-B](#)), which was shared with the concerned DDPO for feedback. ([Attached as Annex-C](#))

Findings:

- Mr. Muhammad Tufail (UCPO- Surezai Bala) admitted that he was absent but he applied for the leave through proper channel dated 6th March, 2023. He further stated that he was on emergency leave on 06th March 2023. He also shared his location of DHQ Nowshera with the concerned supervisor.
- The response was termed as unsatisfactory by Dr. Saifullah Khan (DDPO-Peshawar). The concerned TDO Ms. Bibi Zenib was not communicated about the Leave on time by Mr. Muhammad Tufail (UCPO- Surezai Bala) as he was absent without prior approval.

Conclusion:

- Mr. Muhammad Tufail (UCPO- Surezai Bala) 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.
- As per Section 10.5 of Leave Policy “In case staff is absent from work without any prior intimation up to 3 days then a warning is issued with salary deduction after factoring accrued leaves. May resume duty ASAP.

- It also falls under the ambit of **Table - 1: Disciplinary/Accountability Framework (Disciplinary Issues - Yellow Line Areas), Clause 2** “Uninformed absenteeism from office / meeting / trainings / field visits. (less than 3 days) then Explanation followed by Warning Letter with salary deduction”

Recommendation:

- Mr. Muhammad Tufail (UCPO- Surezai Bala) shall be given a Warning Letter for breach of CTC Leave Policy.
- One Day Salary shall be deducted from Mr. Muhammad Tufail (UCPO-Surezai Bala) on account of absenteeism without prior approval.