

“Breach of CTC Leave Policy i.e Absence Without Approval During Ordinary Days by Mr. Shah Faisal, UCPO – Musazai”

Complaint

- According to the complaint received from the Programme, “Mr. Shah Faisal (UCPO- Musazai) was reported absent on Wednesday dated 8th 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. Shah Faisal (UCPO- Musazai) for absenteeism without prior approval. (Attached as Annex-A)
- Mr. Shah Faisal (UCPO- Musazai) Response is (Attached as Annex-B), which was shared with the concerned DDPO for feedback. (Attached as Annex-C)

Findings:

- Mr. Shah Faisal (UCPO- Musazai) admitted that he was absent but he applied for the leave through proper channel on dated 8th March, 2023. He further stated that he was suffering from severe ankles sprain due to hypertension, headache, vomiting and vertigo. He discussed all matters with the concerned TDO. He initiated his Leave Request in Attendance Module Application but his leave was not endorsed from the side of the concerned AC.
- The response was termed as unsatisfactory by Dr. Saifullah Khan (DDPO-Peshawar). The concerned TDO Ms. Bibi Zenib was informed about the Leave on 9th March, 2023 while she was not informed about it on 8th March, 2023 on which Mr. Shah Faisal (UCPO- Musazai) was absent without prior approval.

Conclusion:

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