

Breach of CTC Leave Policy i.e Absence Without Approval
By
Mr. Tehsin Ullah (UCPO-Daradar Mamozai)

Complaint

- According to the complaint received from the Programme, “Mr. Tehsin Ullah (UCPO-Daradar Mamozai) was reported absent from the field for 03 days dated 23rd, 24th and 25th January 2023 without showing any sufficient cause or taking prior approval from the concerned authorities which shows a gross negligence and his non serious attitude.”

Methodology:

- The CTC Management issued a Show Cause Letter to Mr. Tehsin Ullah (UCPO-Daradar Mamozai) for absenteeism without approval. ([Attached as Annex-A](#))
- His reply was shared with the concerned DSO for feedback. ([Attached as Annex-B](#))

Findings:

- Mr. Tehsin Ullah (UCPO-Daradar Mamozai) admitted that he was absent without prior approval because he was working in an area where there was no network coverage and he was unable to attend the meeting.
- He apologized and also requested the opportunity to catch up on the issues discussed in the meeting.
- Dr. Fawad Ali (DSO Orakzai) termed the response of M. Tehsin Ullah (UCPO-Daradar Mamozai) as not satisfactory since he was not aware of the leave request. He also termed him sluggish to the calls, emails and messages.

Conclusion:

- Mr. Tehsin Ullah (UCPO-Daradar Mamozai) 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 (Gross Misconduct - Red Line Area), clause 13** “Absenteeism in ordinary days (3 days and above), then a show cause followed by written final warning and 1-day salary deduction in lieu of 1 day absent, if habitual then followed by termination letter without experience certificate”.

Recommendations:

- Mr. Tehsin Ullah (UCPO-Daradar Mamozai) has been recommended for Termination as he is a habitual offender of CTC Policies and Procedures.
- Mr. Tehsin Ullah (UCPO-Daradar Mamozai) professional record indicates that a Warning Letter was issued to him on account of non-serious and casual attitude on 20-Oct-2021 and a Final Warning was issued to him on account of non-serious and casual attitude on 13-May-2022.
- Three Days Salary deduction has been recommended from Mr. Tehsin Ullah (UCPO-Daradar Mamozai) on account of absenteeism without prior approval.