

“Breach of CTC Leave Policy i.e Absence Without Approval During Ordinary Days by Mr. Muhammad Moazzam, UCPO –Bhana Mari”

Complaint:

- It was observed that Mr. Muhammad Moazzam (UCPO-Bhana Mari) was absent on 26th and 27th April 2023 without prior approval from the concerned authorities which shows gross negligence and his non serious attitude.” (Attached as Annex-A)

Methodology:

- The CTC Management issued an Explanation Letter to Mr. Muhammad Moazzam (UCPO-Bhana Mari) for absenteeism without approval. (Attached as Annex-B)
- Mr. Muhammad Moazzam (UCPO-Bhana Mari) Response is (Attached as Annex-C), which was shared with the concerned AC for feedback. (Attached as Annex-D)

Findings:

- Mr. Muhammad Moazzam (UCPO-Bhana Mari) admitted that he was absent and asked for Leave from Dr. Muhammad Naveed Khurshid (AC-Peshawar) but it was not confirmed from his side due to misunderstanding.
- The response was termed as unsatisfactory by Dr. Muhammad Naveed Khurshid (AC-Peshawar) and stated that the Leaves were not applied via email nor on the online attendance module by Mr. Muhammad Moazzam (UCPO-Bhana Mari).

Conclusion:

- Mr. Muhammad Moazzam (UCPO-Bhana Mari) 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 Moazzam (UCPO-Bhana Mari) shall be given a Warning Letter for breach of CTC Leave Policy.
- Two Days Salary shall be deducted from Mr. Muhammad Moazzam (UCPO-Bhana Mari) on account of absenteeism without prior approval.