

From
The Transport Commissioner
To
All Regional Transport Officers
Sir,

Sub:- MVD – Estt – Unauthorised leaving of officials from the headquarters -
regarding

It has come to the notice of the undersigned that the officials of this department especially the Regional Transport Officers, who are holding the position as District Level Controlling Officers, are leaving from the headquarters unauthorisedly during office hours or out of office hours or in public holidays though specific provisions are incorporated under the statutory rules to ensure the presence of officials within the headquarters limit even if in public holidays. According to the provisions as incorporated under Part II in Appendix III of Part I, K.S.Rs:

1. No officer (other than a Police Officer acting within his legal powers) is entitled to pay or allowances for any time **he may spend beyond the limits of his charge without proper authority.**
2. Heads of Departments and **Heads of Offices** may authorise any officer or subordinate under their control to proceed on duty beyond the limits of his charge **but within their own jurisdiction.**
3. The sanction of Government is required for any officer proceeding beyond the limits of the State.

Further, Rule 14 of Part I, K.S.Rs stipulate that “Unless in any case it be otherwise distinctly provided, **the whole time of an officer is at the disposal of the Government** which pays him and he may be employed in any manner required by proper authority, without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from the General Revenues of India or of the States or the Revenues of a Local Fund or from the funds of a Body, incorporated or not, which is wholly or substantially owned or controlled by the Government”.

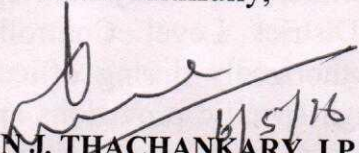
The above statutory provisions clearly depict that **prior permission is invariably required to an official for leaving from the headquarters even if in out of office hours or public holidays.** As the officials of and above the rank of District Level Officers of this department i.e. Regional Transport Officers and above are directly under the official surveillance of the Head of the Department, prior permission from this office is invariably required for leaving of such officials from

the headquarters irrespective of the fact that they are leaving in out of office hours or in public holidays.

Under the circumstances as mentioned above all Regional Transport Officers are directed to ensure that the above mentioned codal provisions are distinctly complied with by them prior to their leaving from the headquarters even if such proceeding is necessitated in out of office hours or in public holidays. **They should take prior permission from the undersigned before leaving the headquarters.**

Any laxity on the part of any officials to comply with these instructions if and when noticed will be liable for attracting appropriate disciplinary proceedings and penal actions as applicable under the relevant rules.

Yours faithfully,


TOMIN J. THACHANKARY, I.P.S.
TRANSPORT COMMISSIONER

Copy to: All Deputy Transport Commissioners