



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार  
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MHRD, Govt. of India  
Kokrajhar, BTAD, Assam 783370

[www.cit.ac.in](http://www.cit.ac.in)

No.CITK/Admin/1271/2016/ 163

Date 04/8/2020.

**ORDER**

In pursuance of the Office Memorandum F.No.14029/5/2019-Estt. (L)(Pt.2), Dated:28/07/2020, it is to inform you that all HoDs/Section Heads of this Institute should submit the status of leave availed by the faculty and non-faculty of their respective departments during the COVID-19 Pandemic period.

This status should reach the office of the undersigned at the earliest.

The OM is attached herewith for your ready reference.

This is issued with the approval of the competent authority.

(Ms. Chaitali Brahma)  
Registrar, CIT, Kokrajhar  
E-mail: [registrar@cit.ac.in](mailto:registrar@cit.ac.in)

**Copy for information to:-**

1. All Deans, CIT Kokrajhar.
2. The HoDs/Section Heads, CIT Kokrajhar for necessary action.
3. CIT Website for circulation.



**F.No.14029/5/2019-Estt.(L)(Pt.2)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**  
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Old JNU Campus, New Delhi 110 067  
Dated: 28.07.2020

**OFFICE MEMORANDUM**

**Subject: Clarification on regularization of absence during COVID-19 epidemic lockdown period - regarding.**

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This Department has been receiving several references/queries from Central Government employees who proceeded on leave, with station leave permission, but could not report for duty due to non-availability of public transport / flights and restrictions on inter/intra state movement of persons as per Ministry of Home Affairs' Orders from time to time, to contain the spread of COVID-19 pandemic in the country. The matter has been considered and the following clarifications relating to regularization of period of absence during the period of lockdown are issued in the matter :-

<b>Sl. No.</b>	<b>Situation</b>	<b>Clarification</b>
1.	Government Servants who were on official tour and were unable to return to their Headquarters (HQs) due to non-availability of Public Transport.	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights, has been given by the Government servant to the office.
2.	Government servants who were on leave prior to issue of lockdown orders with effect from 25.03.2020 and the leave ended during lockdown period.	Deemed to have joined duty from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office. In case of leave on medical grounds, this is subject to production of medical/fitness certificate.
3.	Government servants who left HQ on the week-end prior to lockdown, i.e. 20.03.2020 (Friday), but could not return to HQ on 23.03.2020(Monday) due to non-availability of transport.	Deemed to have joined on 23.03.2020, if intimation, in any form indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office.



4.	Government servants who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave expired during the lock down period, but who wish to curtail the leave before expiry and join duty.	Curtailement of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency. From the date following the date of expiry of leave during the period of lockdown, the employee may be deemed to have joined duty.
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2. All the Ministries/Departments and their attached/subordinate offices are directed to regulate the period of absence strictly as per above clarifications and unnecessary references to DoPT on the subject may be avoided.

*Satyajit Mishra*

(Satyajit Mishra)

Joint Secretary to the Government of India

To:

1. All the Ministries / Departments of Government of India.
2. NIC Cell, DoPT, with a request for uploading on the website of this Department.