

**RESTD**

General Headquarter  
IGT & E Branch  
FGEI (Cantts/Garrisons) Dte  
Sir Syed Road, Rawalpindi  
Telephone No. 5563198  
No. 0409/6/77-FGEI (NTS)  
10 Nov 2021

To: FGEI (C/G)  
All Regional Office, \_\_\_\_\_

Info: Chairman, Regional Boards

ID: All Wings

Subj: **Absent from Duty – Disposal**

1. It has been observed that Head of Institutions do not intimate the absence of staff well in time. Resultantly, indls remain absent from duty for a long time which create adm and procedural problems.
2. In order to take prompt action, fol procedure will be ensured for employees **BS-01 to 15:-**
  - a. Head of Institutions will initiate the case of those indls who remain absent from duty for more than **three (03) days** without any info, to concerned ROs with info to FGEI (C/G) Dte.
  - b. RO will issue **absence from duty notice** for resumption of duty through **UMS** at his/her **present and permanent home address** under intimation to this Dte. The letter must be initiated imed with info to Dte **within five (5) days** of absence pd.
  - c. In case, indl fails to join duty **within seven (07) days** of issuance of absence notice, his/her case will be fwd to this Dte for taking nec discp action against absentees and his/her **pay may be stopped** if the indl remains absent for **more than 25 days**.
  - d. Head of institutions will ensure that **Show Cause Notice** is issued to the absentee by the Dte once the pd exceeds **15 days**.
  - e. If the indl joins his/her duty during absence pd (before issuance of Show Cause Notice) his/her status may be info to this Dte imed through **Email/ FAX fol by mail**.
  - f. Absence from duty notice to **staff working on att** will be issued by **concerned RO** where the indl is presently att.
  - g. **ROs will ensure** that indl who has been **issued Show Cause Notice/ Final Show Cause Notice will not be allowed to join duty** without obtaining approval from this Dte.
3. All RDs to ensure implementation of time line for absentee cases. Strict disciplinary action will be initiated against indls who unnec delay/hide the cases on one pretext or the other.
4. Absent report of **BS-16** and above employees may be fwd to this Dte (all head of institutions will ensure time line of absentee cases, and in case of non-compliance strict disciplinary action will be initiated against them).
5. This will be **treated as policy ltr** and implemented in ltr and spirit.
6. **This supersedes the policy issued on the subj vide this Dte ltr no. 0409/6/77-FGEI (NTS), dated 09 May 2012, please.**

**Added** vide Dte ltr No. 0409/6/77-FGEI (NTS), dated 13 Jan 2022.

All RDs to ensure implementation of time line for absentee cases. Strict disciplinary action will be initiated against indls who unnec delay/hide the cases on one pretext or the other.

**sdxxxxx**  
Lt Col  
For DG  
(Ali Gohar)

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13 Jan 2022

To: FGEI (C/G)  
All Regional Office, \_\_\_\_\_

Info: Chairman, Regional Boards

ID: All Wings

Subj: **Absent from Duty – Disposal**

This Dte ltr No.0409/66/77-FGEI (NTS) dated 10 Nov 2021 (**copy enclosed**) refer.

In continuation to this Dte ltr referred above, all head of institutions will ensure time line of absentee cases, and in case of non-compliance strict disciplinary action will be initiated against them, please.

Capt  
For DG  
(Wardha Amin Khan)

**RESTD**