



## GOVERNMENT OF KERALA

### Finance (Rules-A) Department

#### CIRCULAR

**Cir.No.44/2022/Fin**

**Dated, Thiruvananthapuram, 09/06/2022**

**Sub:-** Regularisation of waiting for posting period – request for rejoining duty – prior intimation – instructions – reg.

- Ref:-**
- 1.Circular No. 15/90/Fin dated 20<sup>th</sup> March, 1990.
  2. Circular No. 15/02/Fin dated 13<sup>th</sup> March, 2002.
  - 3.Circular No. 14/2009/Fin dated 24<sup>th</sup> February, 2009.
  4. Circular No. 56/2010/Fin dated 19<sup>th</sup> June, 2010.
  5. Circular No. 41/2012/Fin dated 29<sup>th</sup> June, 2012.

As per the Circulars referred 1 & 2 above, employees on Leave Without Allowance who wish to rejoin duty after cancelling the unavailed portion of leave should apply for the same to the authority competent to issue posting orders at least three months in advance. Later, as per the Circular referred 3<sup>rd</sup> paper above all the Heads of Departments and appointing authorities were directed to include a condition in the orders granting leave for long periods, deputation, training etc to the effect that the incumbents returning to duty from leave, training, deputation (to higher studies, foreign service or other services under Government) should intimate the proposed date of their rejoining sufficiently early (that is 3 months in advance) and posting orders should be issued well in advance.

A partial modification was issued vide Circular referred 4<sup>th</sup> paper above to the effect that the incumbents should intimate the proposed date of their rejoining sufficiently early i.e., 2 months at least (instead of 3 months as stipulated in Circular 3<sup>rd</sup> cited) in advance and posting orders should be issued well in advance. Further vide Circular referred 5<sup>th</sup> paper above, all the appointing authorities were directed to take prompt action to issue posting orders to the officers waiting for posting by reverting the junior most persons if no open vacancy is available, and such authorities who failed to carry out the direction are cautioned that the avoidable expenditure, if any, resulting from delay in issuing posting order in time and consequential regularization of the period of waiting for posting as duty, will be recouped from them, invoking Note 4 below Rule 12 (7) Part I, KSRs.

In spite of all the above repeated instructions, it is noticed that the employees returning from long leave including leave for study purpose, training, deputation (to higher studies, foreign service or other services under Government) are seen reporting to rejoin duty only after expiry of the sanctioned leave period or just days before the end of the leave period without any prior intimation. This causes delay in issuing posting orders and consequential regularisation of the period between the date of reporting and the actual date of rejoining duty.

In these circumstances, employees on all kinds of Leave Without Allowance and other leave for long periods (including study purpose), training, deputation (to higher studies, foreign service or other services under Government) who wish to rejoin duty on completion of the same or after cancelling the unavailed portion of the leave shall apply to rejoin duty to the authority competent to issue posting orders, at least two months in advance. In the case of employees who fail to do so, the time lag between the day on which the officer reports to the Government after the leave period and the day on which the posting orders are issued shall not be treated as duty and it shall be treated as eligible leave or LWA only, as the case may be.

The above instructions shall *mutatis mutandis* be applicable to the All India Service officers also.

All leave sanctioning authorities/appointing authorities/authority competent to issue posting orders shall ensure that the above instructions are also strictly followed, in addition to the standing instructions in this regard.

**RAJESH KUMAR SINGH IAS**  
**ADDITIONAL CHIEF SECRETARY (FINANCE)**

Forwarded/By order

  
Section Officer

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.  
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
The Additional Chief Secretaries/Principal Secretaries/Secretaries.  
The Special Secretaries/Additional Secretaries/  
Joint Secretaries/Deputy Secretaries/Under Secretaries.  
All Heads of Departments and Offices.

All District Collectors.

The Secretary to Governor, Kerala Raj Bhavan (with C/L).

The Registrar of High Court, Kerala (with C.L.).

The Secretary, Kerala Public Service Commission (with C/L).

The Registrars, All Universities in Kerala (with C/L).

The Secretary, Office of the Advocate General, Kerala (with C/L).

The Accountant General, Audit/A&E, Kerala.

All departments including Law and Finance.

Information & Public Relations Department (Web & New Media).

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Copy to : Private Secretary to Chief Minister.

Private Secretaries to all Ministers.