



GOVERNMENT OF KERALA

General Education (J) Department

CIRCULAR

No. 13953(1)/J3/2009/G.Edn. Dated, Thiruvananthapuram, 27th October, 2009.

Sub:— General Education—Aided School Employees—Application for Leave Without Allowances—Revised guidelines issued.

Ref:— Circular No. 5/J3/05/G.Edn. dated 4-4-2005.

Government have issued certain guidelines for processing and sanctioning of L.W.A. to Aided School Employees in the General Education Department vide Circular cited. But it is seen that the guidelines therein are not being observed as envisaged which results in inordinate delay in processing of applications for L.W.A. Owing to this many applications reach Government belatedly which results in rejection of the leave applied for or necessitate rule relaxation for sanctioning L.W.A. Therefore the following instructions are issued for strict compliance :

1. Formal receipt should be issued to every application for Leave Without Allowances received by the Managers/Educational Officers, on the same day itself. Absence of officers or other programmes of the Department shall not be a reason for the delay in taking action on applications for L.W.A. Any lapse on the part of Manager/Educational Officers will be viewed seriously. If the Manager cannot recommend an application for L.W.A. due to administrative reasons the rejection letter/receipt should be issued within a week itself.

2. Forwarding letter to Government should invariably contain the date of receipt of application in the Educational Office and the date of forwarding the application. The application should contain the specific recommendation/remarks of the Educational Officer with his dated signature. It will be the personal responsibility of the concerned Educational Officer to make necessary arrangements in forwarding the application to Government within two weeks.

3. If any of the officers are not available due to leave, promotion, retirement etc. the Officer in charge of the Office should ensure that the application is forwarded to Government in time.

GCPT. 3/89/2010/DTP.

4. In the case of emergency situations (like treatment of spouse or dependants such as parents, children or adopted children, treatment of serious diseases like heart disease, serious accident cases etc.) the applications should be forwarded within a period of 5 days. The Manager should invariably forward the application with relevant medical records received from the applicant to the Educational Officer on the date of receipt itself. The Educational Officer or the Officer in charge, should personally ensure that the application is processed and despatched from his office without delay and also that the application is received in Government in time. Any delay on the part of Manager/Educational Officer in forwarding the leave application should be viewed seriously.

5. For availing L.W.A. under emergency situation, the employee has to submit a declaration to the effect that he is liable to be punished as per the provisions in K.E.Rs and K.C.S and C.C.A. Rules, if the information furnished by him is found to be false. The employees alone are responsible for such a declaration. The Managers and Educational Officers need not verify the veracity of such declarations while forwarding the leave applications.

Applications for L.W.A. pending for disposal before Educational Officers/ Government should be disposed of immediately.

JAMES VARGHESE,

Secretary to Government.

To

The Director of Public Instruction, Thiruvananthapuram.

The Director of Information and Public Relations Department,
Thiruvananthapuram.

All Deputy Directors of Education.

All District Educational Officers/Assistant Educational Officers.

All Officers/Sections in General Education Department.

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