



An Institution of National Importance
An autonomous body
under Ministry of Culture
Government of India

F.No. 17/2/2019

Dated:10.4.2020

OFFICE MEMORANDUM

Subject: Requirement of taking prior permission by Kalakshetra Foundation employees for leaving headquarters regarding.

It has been observed that faculty and other officers of the Foundation have been leaving the headquarters i.e. Chennai to outstations without obtaining prior permission from the leave sanctioning authority.

2. Attention of all the officers of the Foundation is invited to the provisions of Rule-11 of Fundamental Rules which provides that 'unless in any case it be otherwise distinctly provided the whole time of a Government servant is at the disposal of the Government which pays him' Article 56 of the Civil Service Regulations also provides that 'no officer is entitled to pay and allowance for any time he may spend beyond the limits of his charge without authority.'

3. Based on the above Rules, Department of Personnel & Training have stipulated that a Government servant is required to take permission for leaving station/headquarters. As the Fundamental Rules and Supplementary Rules as applicable to Government servants have been adopted by the Foundation with the approval of Governing Board, the aforesaid rules provision mutatis-mutandis apply to Kalakshetra Foundation officers also. It is therefore mandatory for every officer of the Foundation to take permission of the leave sanctioning authority prior to leaving the headquarters either on leave or on holidays.

4. However, separate permission is not necessary where an officer has indicated his intention of leaving headquarters/station along with leave address while applying for leave. Failure to obtain permission of competent authority before leaving station/headquarters will be viewed seriously and may entail disciplinary action.

5. Government have announced complete lockdown from 22.3.2020 to prevent spread of COVID19. Only essential staff would be attending office and other staff members should be available all the time and they would work from home. The purpose of lockdown is only to ensure social distancing and it is not a holiday or vacation. However, a few officers have travelled outside the headquarters even without informing or approval of the leave sanctioning authority. All officers are advised to scrupulously follow Govt. instructions in the containment of COVID19 and in case of unavoidable travel they should take approval of the leave sanctioning authority.



(Revathi Ramachandran)
Director

To

1. All Unit heads – for wider circulation among employees
2. Consultants: Archives/ Outreach / Museum/ R&D Library
3. EDP Programmer – for uploading in the website
4. Notice boards of all the Units