

**GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL ::: PERSONNEL(B)
DISPUR :::: GUWAHATI**

No.ABP.806452/17

Dated Dispur, the....., 2026

EXECUTIVE ORDER

Sub: Guidelines pertaining to Headquarter Leave of Suspended Government Employees and the Role of Respective Controlling Authorities thereof.

Whereas, Personnel Department, vide No.ABP.5/83/1 dated 21/01/1983 and No.ABP.78/90/100 dated 06/06/1995, had issued guidelines mandating all Government employees to obtain prior approval of their respective Controlling Authority before leaving their headquarters;

Whereas, Personnel Department, vide No.ABP.78/90/100 dated 06/06/1995, had clearly specified that officials leaving headquarters without obtaining prior permission of the Controlling Officers will have to face disciplinary action under the Assam Services (Discipline & Appeal) Rules, 1964;

Whereas, an officer under suspension is regarded as subject to all other conditions of service applicable generally to Government servants and cannot leave the station without prior permission;

However, it is often noticed that suspended Government employees, many a times, leave their headquarters without any intimation to their Concerned Controlling Authority or by simply submitting an application without waiting for proper approval. Such instances are also observed wherein Government employees under suspension frequently leave their designated Headquarters without prior authorization and remain at place of their liking which undermines the effect of their suspension.

Therefore, the Government of Assam hereby lays down the following directions to all Disciplinary Authorities of the State for dealing with Government employees under suspension:

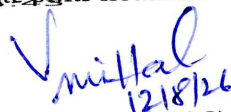
1. Suspended Government employees shall mandatorily obtain prior approval of their respective Controlling Authority before leaving their headquarters. Such Controlling Authority shall grant Headquarter Leave to employees under suspension only if the cited reason(s) involves genuine exigencies. Mere submission of application seeking permission to leave headquarters on trivial grounds shall not be entertained.

2. All the offices of such Controlling Authorities shall maintain a database of suspended employees under their administrative control and headquartered under their jurisdiction.
3. Further, to ensure proper record-keeping and compliance, a dedicated physical attendance/reporting register shall be maintained for this purpose, which shall be countersigned by the Controlling Officer.
4. Suspended employees shall report their presence in the headquarter to their respective Controlling Authority once in every alternate working day. This reporting by the suspended employees shall be recorded in the database.
5. Any Headquarter Leave granted to a suspended employee shall be recorded in the database along with the sanctioned leave period and grounds of such headquarter leave. On completion of the period of headquarter leave, the suspended employee shall report to his/her respective Controlling Authority in person and the same shall be recorded in the database.
6. Thereafter, the suspended employee shall continue the cycle of reporting his/her presence once in every alternate working day to the respective Controlling Authority, without fail.
7. In case of violation of the said procedure by any suspended employee or if any suspended employee is found to have unauthorizedly left his/her designated headquarter without obtaining prior approval of the Controlling Authority, such Controlling Authority shall immediately initiate disciplinary proceeding against such officer/official by issuing a show cause notice to him/her under the Assam Services (Discipline & Appeal) Rules, 1964, provided such Controlling Authority is the disciplinary authority of the officer/official.
8. In cases wherein the Controlling Authority is not the Disciplinary Authority of the suspended employee, he/she shall write to the concerned Administrative Department/Disciplinary Authority to immediately initiate disciplinary proceeding against such employee by issuing a show cause notice to him/her under the Assam Services (Discipline & Appeal) Rules, 1964.

All Administrative Departments are requested to scrupulously follow the above guidelines and bring these guidelines to the notice of all Disciplinary Authorities/Controlling Authorities under their administrative control for compliance.

This Executive Order shall come into force from the date of its issuance.

Digitally signed by
VIRENDRA MITTAL
DN: cn=VIRENDRA MITTAL, o=GOVERNMENT OF ASSAM, ou=PERSONNEL DEPARTMENT, email=virendra.mittal@assam.gov.in


12/18/26

(Shri. Virendra Mittal, IAS)

Commissioner & Secretary to the Government of Assam
Personnel Department

Memo.No. ABP.806452/17-A**Dated Dispur, the, 2026**

Copy forwarded to:

1. The Chief Secretary, Assam.
2. The Director General of Police, Assam.
3. All Special Chief Secretaries/Additional Chief Secretaries to the Government of Assam, Dispur.
4. The Additional Chief Secretary to the Hon'ble Chief Minister, Assam, Dispur.
5. All Principal Secretaries/Commissioner and Secretaries/Commissioner & Special Secretaries/Secretaries to the Government of Assam, Dispur.
6. All Administrative Departments.
7. All the Heads of Departments.
8. All District Commissioners/Co-District Commissioners.
9. Principal Secretaries, KAAC, Diphu/Bodoland Territorial Council, Kokrajhar/ DimaHasao Autonomous Council, Haflong.
10. P.S. to the Ministers/Minister of State, Assam, Dispur.
11. Content Manager, Personnel Department for uploading of the Executive Order in the website of Personnel Department, Assam.

By orders etc.

Digitally signed by

Rupkamal Rabha

Date: 13-08-2026

Deputy Secretary to the Government of Assam

Personnel Department
12:31:19