

No:D/AO/CED/EDMC/2021 / 933Date :- 11/08/2021

**Sub: List of long absentees (unauthorised absentee for more than 1 month) employees of EDMC.**

It has been desired by the higher authorities that a list of long absentee (unauthorised absentee for more than 1 month) employees and habitual unauthorised absentee employees be prepared.

2. Accordingly, in respect of employees of Centralised Cadre posts (i.e. AO, SO, ASO, SSA, JSA, Driver, Peon, Chowkidar) all HoDs and in respect of other Cadres posts their Cadre Controlling Authorities are requested to provide the consolidated list of long absentees (unauthorised absentee for more than 1 month)/habitual unauthorised absentee employees working in the department along with their leave/absentee record for previous 5 years in the following format: -

S. No.	Name of employee and Father Name	Post	BMID No.	Period of unauthorised absence	Cadre Controlling Authority	Details of leave/unauthorised absence in previous 5 years.

3. It is therefore, requested to provide the requisite data/information in the above format to the Administrative Officer (CED) **latest by 19.08.2021.**

(Sanjay Sharma)  
Administrative Officer (CED)  
Phone No. 011-66667325

**Distribution:-**

1. All HoD's /DDO's of EDMC /HQ.
2. All Zonal DCs.
3. ✓ AO(IT) for uploading on EDMC website.
4. Guard File/Office copy.

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1. Addl. Commissioner-I, II, III
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