

Ministry of Law and Justice
Department of Legal Affairs

On 11.06.2020, a meeting was held in the chamber of the Law Secretary, wherein all the Group Heads i.e. Shri S.R. Mishra (AS), Shri Rajveer Singh Verma (AS), Shri Rajiv Mani (JS&LA) and Dr. Anju Rathi Rana (JS&LA) were present. During meeting the issue of low attendance of the officers and officials of the Department of Legal Affairs was discussed.

2. It may be recalled that Suneel Sachdeva and Anil Kumar Joshi both Deputy Secretaries, Ajay Sharma (Supdt. Legal), Gaurav Saini (Assistant Legal), Kiran Bhalla (PS), Rahul and Prakash (since expired) both MTS were detected as COVID-19 positive. Due to the said circumstances most of the officers/officials are not attending office since, Monday i.e. 8th June, 2020 onwards. Resultantly, working of the Department affected adversely demotivating the feelings of the devoted officers/officials.

3. It may also be recalled that there are Guidelines issued by DoPT, MHA and MoH&FW regarding attendance in the office. These instructions are in the public domain and we have our deep concern for Health and well-being of the officers/officials who are working in this Department. However, it is observed that some of officers/officials are not attending office deliberately and without any proper information. In these circumstances, the following steps are needed to be taken:-

(I) Every officer/official/staff is directed to make a proper intimation to the concerned Group Head and the Group Head has to examine the same on merits. No application should be forwarded without application of mind.

(II) The Group Heads may ensure to frame afresh Rosters and also make a chain of link officer's. Simultaneously, it is the duty of the officer/officials who are not attending office due to the recorded reasons, to ensure to make an arrangement to assign the work to Link officer so that official exigencies are met.

(III) Each Application/intimation for not attending office need to be examined, keeping in view the Guidelines of the Government of India and COVID-19, If the Group Heads/Competent Officer reaches a conclusion that the grounds taken by the officers/officials are not in an order then such deliberate attempt to avoid attending office will be viewed seriously and disciplinary action shall be taken as per rules.

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(IV) Existing system of Group wise allocation of CSSS officials may be done away and they may be allocated officers wise as a stop gap arrangement in view of poor attendance of officers and to meet out official exigencies.

(V) Separate file for each officers/officials of the department may be maintained regarding leave application, attendance/non-attendance in the office and proposed action on unauthorized absence.

(VI) Show cause notice may be issued to defaulting officers who failed to attend office without seeking requisite permission and contrary to order and guidelines for abstaining from duty and action be initiated as per rules.

4. In the meantime, the services of Dr. RJR Kasibhatla (DLA) assisted by Arpit Anant Mishra (ALA) may be availed to enable Incharge, Administration to meet out the official exigencies with regard to Admin-I matters. Separately, the services of Shri RK Srivastava (Additional Legal Adviser) assisted by Hemant Kumar (ALA) may also be availed for the smooth working of Administration II, & IV and to enable Incharge, Administration in this regard to deal with urgent official works till re-joining of concerned officials. Services of Dr. RJR Kasibhatla (DLA) assisted by Arpit Anant Mishra (ALA) may also be utilized to deal with urgent official work of Admin-III till re-joining of concerned officials.

5. Each Group Head is requested to submit a Report on day to day basis regarding presence/absence/application of leave and decision taken thereto. It is also the duty of the each Group Head to ensure that no urgent work suffers.

The above, decisions are circulated to all the Group Heads for compliance and to the office of Law Secretary for information.

Rajveer Singh Verma
11/06/2020

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Additional Secretary

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NIC is directed to upload the above decision on the web-site of Department of Legal Affairs for information to all Officers/officials and employees of Department of Legal Affairs