

BY SPEED POST

F.No.Dir(Hqrs.)/Ch.(DT)/29/2013  
 Government of India  
 Ministry of Finance  
 Department of Revenue  
 { **Central Board of Direct Taxes** }

Room No.155, North Block, New Delhi,  
 Dated the 7<sup>th</sup> August, 2015

OFFICE MEMORANDUM

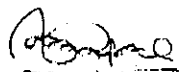
Subject: Instructions regarding requirement of taking prior permission by officers/staff for leaving stations/headquarters-reg.

It has been brought to the notice of the Board that some officers/staff of the income Tax Department are leaving their stations/headquarters early on Fridays, during weekend and holidays, and joining their duties late on next working day. It is further noticed that many a times no permission is being taken from the superior controlling authorities before leaving station/headquarters as required under the rules. It is stated that apart from disturbing decorum and office discipline, this practise of leaving stations/headquarters by the officers /staff without prior permission and not observing the office timings, is causing inconvenience to the taxpayers and members of public who visit income tax offices in connection with their tax matters either by prior appointment or otherwise. This has been viewed adversely by the Chairperson, CBDT.

In this connection it may be stated that existing instructions of the Government on the subject issued vide DoPT OM No.11013/7/94-East(A) dated 18.05.1994, and subsequent clarifications issued thereon from time to time, clearly stipulate that permission for leaving station/headquarters is essential before a Government servant leaves his station/headquarters. Failure to obtain permission of competent authority before leaving station/headquarters is to be viewed seriously and may entail disciplinary action. Moreover 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.'

The undersigned is therefore directed to request all cadre controlling Pr. Chief Commissioners of Income Tax /Pr. Directors General of Income Tax to instruct all the officers and staff working in offices under their cadre control to refrain from leaving their station /headquarters without prior permission and to strictly observe the prescribed office timings. Necessary instructions may be issued to all field formations in this regard for strict compliance under intimation to the Board immediately.

This issues with the approval of Chairperson CBDT.

  
 (Dr. B.K. Sinha)  
 CIT(C&S), CBDT

All cadre controlling Pr.CCs/Pr.DGsIT

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 2. DBC for displaying on irsofficeronline.gov.in