

F.No. A-24012/64/2023-Ad.VI(A)  
Government of India  
Ministry of Finance  
Department of Revenue  
(Central Board of Direct Taxes)

New Delhi, 19th December, 2023

To

All Pr. CCIT(CCA)/(Intl. Taxation)/NaFAC/NFAC/Exemption  
All Pr. DGIT(s)/DGIT(s)  
(as per standard list)

Subject: Advisory regarding handling the cases of Unauthorized absence of IRS officers -  
regarding.

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that instances of unauthorized absence of officers/officials from their station of posting has been received in the Board. It is seen that prompt action in such cases was not taken by the concerned competent authority. In some cases no action has been taken by the competent authority.

2. Wilful unauthorized absence of a Government servant is a misconduct in terms of the CCS(CCA) Rules, 1965 and is therefore not acceptable. Such cases should be monitored closely for taking appropriate and timely action.

3. In view of the above, you are requested to sensitize the field offices to be vigilant and take timely action in cases of wilful unauthorized absence of officers/officials. The controlling officers, in exercise their supervisory responsibility, should keep appropriate tab/monitor the attendance of the officers/officials. Appropriate action should be taken by the respective controlling authorities and where required, cases of unauthorized absence must be promptly intimated to Board in time for further necessary action.

Yours faithfully



(Nitin Mane)

Under Secretary to the Govt. of India  
Tel: 2309-5565

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