

ICAR - Central Research Institute for Dryland Agriculture
Santoshangar, Hyderabad - 500 059

F.No.1-5(3)/2015.16-Estt.I

Dated: 16.03.2016

Circular

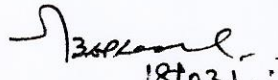
It has been observed that several employees are proceeding on leave or extending leave without prior sanction of the competent authority. Further, the Heads of Division/Section and Officers-in-Charge are sanctioning leave to their subordinates without ascertaining the admissibility of leave or balance at credit, which is violation of Rule 16(1) of CCS (Leave) Rules, 1972.

It is requested that the following guidelines may kindly be followed scrupulously by the employees with regard to leave:-

1. Applications for leave, applied other than on medical grounds, should be submitted by the employee at least 15 days in advance, barring exceptional cases.
2. Applications for leave, applied on medical grounds, shall be accompanied by a Medical Certificate in the prescribed format.
3. The leave application may be forwarded to the administration for recording a certificate regarding admissibility of leave.
4. The Heads of Division/Section and Officers-in-Charge may consider sanction of leave on the basis of the above certificate.
5. No employee shall proceed on leave before sanction of leave is conveyed to him/her.

Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave will not be entitled to leave salary for the period of such absence and that period shall be debited against his/her leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action under CCS (Conduct) Rules, 1964.


18/03/16
(B.D. Phansal)

Chief Administrative Officer

1. Project Coordinators (AICRPDA/AICRPAM)
2. Heads of Divisions/Section (DCS/DRM/TOT/D&A)
3. OIC - PME/HRF/GRF/KVK/Works/IGH/Landscaping/
Library/Vehicles/AKMU/Official Language
4. Senior Finance & Accounts Officer
5. Drawing & Disbursing Officer
6. Stores & Purchase Officer
7. AAO (E-I/E-II) / AF&AO
8. Notice Boards
9. PS to CAO
10. PA to Director

-- with the request to kindly bring the contents of this circular to the notice of the staff working under their control.