

GOVERNMENT OF PUDUCHERRY
COLLECTORATE, KARAIKAL

No. 501/CK/A1/2019

Dt. 10.06.2019

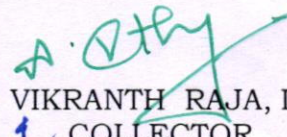
C I R C U L A R

Sub: Submission of permission / Out-station
permission files by Head of Offices – Reg.

It is observed that some of the Head of Offices are sending their leave / station leave permission file on on-duty / public holidays in piecemeal manner, sending separate Note file for each leave / Out-station permission, without any continuity and some time after availing the leave / absence. As per Rule 7(1) of CCS (Leave Rules), Leave cannot be claimed as a matter of right. No Head of Office shall leave the headquarters without proper prior permission of the undersigned.

Hence forth, all the Head of Offices shall send their leave file / out-station permission file as a single Note file, in which, continuity should be followed and should be sent in advance, before the commencement of journey / availing of leave.

It shall also be noted that leave file is for seeking permission and not for information. Hence, the file shall be put up accordingly and no one shall proceed on leave without prior permission. These instructions should be followed scrupulously. Any deviation will be viewed seriously.


(A. VIKRANTH RAJA, I.A.S)
COLLECTOR

To
All Head of Offices,
Karaikal.