

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT.

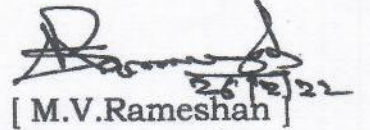
Port Blair, dated the 26th February, 2022

C I R C U L A R

Procedure for submission of leave/duty-cum-tour proposals has already been issued by the Administration vide Order No. 2388 dated 02.11.2021 wherein it has been specifically pointed out that such proposals should reach to the competent Authority well in advance to take a decision.

Of late, it has come to the notice that few Departments have submitted leave/duty-cum-tour proposal to the Personnel Department in the last moment thereby making it difficult to process the same for onward submission to the Competent Authority. The Competent Authority has viewed the matter seriously and such delay shall not be entertained in future.

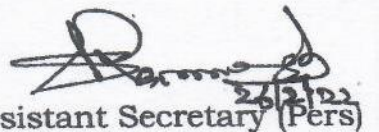
In view of the above, it is once again requested that all HoD's should submit the proposal of pre planned leave/duty-cum-tour to Personnel Department well in advance i.e., 15 days prior to the commencement of leave. All HoDs are directed to adhere to all SOPs stipulated in Admn's Order No.2388 dated 02.11.2021, so that appropriate decision on the matter could be taken by the Competent Authority.


[M.V.Rameshan]

Assistant Secretary (Pers)
(F.No.9-10/2021-PW)

Copy to:-

1. Sr.PS to Lt. Governor, Raj Niwas, Port Blair.
2. Sr.PS to Chief Secretary, A&N Administration, Secretariat.
3. The Director General of Police, A&N Islands for information and necessary action.
4. The PCCF, ANI, for information and necessary action
5. All Pr. Secretaries/Commr-cum-Secretaries/JS, A & N Administration.
6. All HODs of A& N Administration for information and necessary action.
7. The Assistant Manager (IT), EDP Cell, Secretariat, to upload this Circular in the Administration website.


Assistant Secretary (Pers)