

F15-6

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

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Port Blair, dated the 13<sup>th</sup> April, 2022

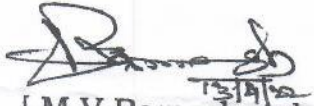
**C I R C U L A R**

Kind attention is invited to Administrations Circulars dated 26.02.2022 & 24.03.2022 wherein all HoD's were requested to submit the proposal of pre-planned leave/duty-cum-tour to Personnel Department (cases where CS/HLG is competent) well in advance i.e., atleast 20 (twenty) days prior to the commencement of leave/station leave.

Despite the above, still few Officers/Departments have not adhered to the above mentioned instructions while submitting the proposal of leave, resulting in non-consideration.

Therefore, it is once again requested & reiterated that the timeline stipulated in the said circulars be strictly adhered in order to avoid rejection of the leave proposal.

This has the approval of the competent authority.

  
[ M.V.Rameshan ]  
Assistant Secretary (Pers)  
(F.No.9-10/2021-PW)  
12/4

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)  
12/4