

25 Mar 2008

INTER OFFICE NOTE
MAIN OFFICE

NON -SUBMISSION OF LEAVE APPLICATIONS

1. It is observed with concern that some staff do not submit leave application in time to regularize leave already availed without prior sanction. In few cases, the staff had to be requisitioned to submit leave application to regularize the leave already availed. In many such cases application is received as late as one month or more for regularization.
2. In view of the above, all are advised to get their leave regularized within 72 hrs of rejoining after having availed leave without prior sanction.
3. If the leave is not regularized within 72 hrs of rejoining, the leave availed will be treated as 'Leave Without Pay' and regularized accordingly.


(KS Rajagopalan)
Colonel
Joint Director

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