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NO.F.20016/102/2020 - GAD/Pt
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

No.F.20016/102/2020 - GAD/Pt : Dated Aizawl the, 11th December, 2020

C I R C U L A R

It has been observed that some Government employees under the Government of Mizoram submit their leave application either just before proceeding on leave or in some of the cases after the leave has been availed.

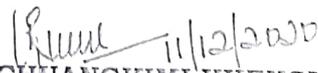
The said practice on the part of the employees is viewed seriously by the Government and accordingly it is hereby directed that all applications for grant of leave should be submitted well in advance, about 10 days before the date on which the leave is required (except in case of Casual Leave, Medical and unforeseen cases) and the Govt. servant should proceed on leave only with prior approval.

In case of failure to comply with the above direction, leave application will not be entertained and the staff, in question, may be treated as absent without permission and, disciplinary action as per rules may also be initiated against him/her in case the late submission is not justified.

Sd/- J.C. RAMTHANGA
Additonal Chief Secretary to the Govt. of Mizoram
General Administration Department

Memo No.F.20016/102/2020 - GAD/Pt : Dated Aizawl, the 11th December, 2020
Copy to :-

1. PPS to Chief Secretary, Mizoram
2. All Administrative Department, Government of Mizoram
3. All Heads of Department , Government of Mizoram
4. All Deputy Commissioners, Government of Mizoram
5. Guard File


(ROCHUANGKIMI KHENGLAWT)
Under Secretary to the Government of Mizoram
General Administration Department