



सत्यमेव जयते

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Government of Jammu and Kashmir
Directorate of Food, Civil Supplies and Consumer Affairs
Near Nehru Market, Ware House, Jammu-180001 (J&K)

Subject: - Applying for Leaves- Submission Of Cases in time - thereof.

Circular No: - 21 -DFCS&CAJ-of 2023

Dated: - 11 / 01/2023

It has been observed that officers / officials generally apply for grant of earned leave only in the nick of time, with the assumption that applied for leave will be sanctioned in their favour. Invariably, they also start availing the leave, without waiting for getting the same sanctioned from the Competent Authority, leading to administrative efficiencies and difficulty in the disposal of official business. This tendency needs to be arrested to bring discipline and normalcy in the conduct of official duties.

As such, it is enjoined up all that an application for earned leave be moved at least fifteen days prior to the date from which the leave is intended to be availed by the concerned officer/ official, so that it is duly considered and an informed decision is taken, to avoid disruption in the functioning of offices. Further, no officer/ official shall proceed for leave without his/her applied for leave, having been sanctioned by the Competent Authority. Besides, all such applications should always be duly recommended by the Head of Concerned Section and an application not moved, well in time, shall not be considered except in the exceptional of circumstances. Chief Accounts Officer shall process the bills for salaries of officials, only after obtaining a satisfaction report of attendance from the concerned Head of Section.

Sd/-
Director
FCS&CA, Jammu

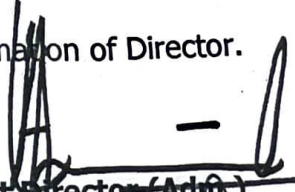
No: - 204/G/2733-2740

Dated: - 11 / 01/2023

Copy to the:-

1. Commissioner / Secretary to Government, FCS&CA, Department, J&K, Civil Secretariat, Srinagar/ Jammu, for favour of kind information.
2. Deputy Director (F/R)/ Supplies, FCS&CA Department, Jammu, for information.

3. Chief Accounts Officer, FCS&CA Department, Jammu, for information.
4. Deputy Director, P&S, FCS&CA Department, Jammu, for information.
5. All Assistant Director, FCS&CA Department, Jammu Division for information.
6. ALR, FCS&CA Department, Jammu for information.
7. I/c Website, FCS&CA Department, Jammu for upload the same on website.
8. P.A. to Director, FCS&CA Department, Jammu for information of Director.


Joint Director (Admin.)
FCS&CA, Jammu

11.01.2023