



GOVERNMENT OF ASSAM
TRANSFORMATION AND DEVELOPMENT DEPARTMENT
DISPUR ::: GUWAHATI-6

No. E-325142/368760

Date : /10/2023

OFFICE ORDER

Instances have come to the attention of the leave approving authority in the Transformation and Development Department that non-gazetted employees and gazetted officers of the Department tend to disregard the rule regarding the timely submission of leave applications for sanction. They often submit these applications at the nick of time, just before the commencement of their leave. This practice constitutes a violation of Government rules and procedures.

As per Office Memorandum no. FEG. 5/99/10 dated 02/02/1999, in normal cases, applications for leave should be submitted at least 15 days prior to the date from which leave is proposed to be availed.

In view of the above, it is hereby directed that all concerned employees or officers of T & D Dept. who intend to avail Earned Leave must submit their applications **to the Leave Approving Authority of the T& D Dept. at least 15 days prior to the date from which leave is proposed to be availed, before forwarding their application to the concerned authority if required.** This will ensure that leave can be granted before the actual commencement of leave by the employee/officer. It is also worth noting that applications for CCL should similarly be submitted well in advance to facilitate the granting of leave prior to the commencement of the leave period.

Yours faithfully,

Signed by

Dipima Buzarbaruah Malakar

Date: 27-10-2023 16:51:22
Secretary to the Govt. of Assam

Transformation and Development Department

Memo No. E – 325142/368760 - A

Date : /10/2023.

Copy for information to :

1. NEC/ PC/ DCP/ PP / E&M Division, T&D Department
2. P.S to the Additional Chief Secretary to the Govt. of Assam, Transformation and Development Department
3. P.S to Principal Secretary to the Govt. of Assam, Transformation and Development Department
4. P.A to Secretary (DBM/ RM/ JG) to the Govt. of Assam, Transformation and Development Department
5. All Officers and Staff of General Branch, Transformation and Development Department

By order etc.,

e-Signed

Secretary to the Government of Assam,
Transformation & Development Department