

F.No.A.60015/33/2016-Admn.
Government of India
Ministry of Water Resources, RD & GR
(Administration Section)


Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 26th February 2018.

OFFICE ORDER No. 130 /2018

Subject: Authority to recommend and sanction of leave and tour programme-reg.

In supersession to all guidelines / instructions regarding sanction of leave it has been decided with the approval of the Competent Authority that all the leave hereafter will be approved at two levels (i.e. recommending and sanctioning authorities) for the officers up to the rank of Under Secretary or equivalent. The leave should be recommended by the reporting officer and sanctioned by the next higher authority to the reporting officer. It is also mandatory that the officers move on leave after getting the sanction from designated authority failing which they will be considered as absent from duty.

2. It has also been decided that the official tour programme of any officer (upto the level of Under Secretary or equivalent) should be recommended by the reporting officer and be approved by the next higher authority to the reporting officer.


26/2/18

(A.K.Kaushik)

Under Secretary to the Government of India

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Copy to:-

1. Office of Hon'ble Minister (WR, RD & GR).
2. Office of Hon'ble Ministers of State (WR, RD & GR).
3. PS to Secretary (WR, RD & GR).
4. PPS to JS (A&GW), PPS to JS (PP), PPS to JS & FA, MoWR, RD & GR.
5. All Wing Heads in the Ministry of Water Resources, RD & GR.
6. All Organizations under Ministry of Water Resources, RD & GR.
7. All Officers in the Ministry of Water Resources, RD & GR.
8. NIC Cell for uploading the aforementioned order on the Ministry intra website.