

A-50013/179/2023-ADMINISTRATION-MOWR

Government of India

Ministry of Jal Shakti

Department of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, the 22nd April, 2024

OFFICE MEMORANDUM

The undersigned is directed to convey that the competent authority for granting Ex-India leave to the officers/officials of this Department Secretariat shall be as follows with immediate effect, until further orders:-

S.NO.	Designation of the Officer/Official applying leave	Competent authority to grant ex-India leave
1	Section officers & Equivalent and below	DS (Admin), after approval of the leave sanctioning authority.
2.	Under Secretary & equivalent up to Director & equivalent	Joint Secretary (Admin), after approval of the leave sanctioning authority.
3.	Joint Secretary & equivalent and above	Secretary (WR, RD & GR), after approval of the leave sanctioning authority.

2. Further, it is informed that all the officers/officials of the Department Secretariat are required to apply ex-India leave on the e-hrms portal and subsequent to the approval of the leave sanctioning authority submit the application to the Administration Section.



(Raju)

Under Secretary (Administration)

Tel. No. 23738126

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To,

All Officers/Officials of the Department Secretariat through Intranet.