

No. 20/14/2012-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 17th June, 2015

Circular

Instructions were issued vide circulars of even number dated 7.3.2013 and 27.1.2014 directing all PS/PA/Stenographers/MTS to report to the Administration Section whenever their Controlling Officers proceed on leave/tour for a period of more than two days. However, instances of non-adherence to these instructions have come to the notice of Administration Section.

2. All concerned are, therefore, hereby advised to invariably report to the Administration Section whenever their Controlling Officers proceed on leave/tour for a period of more than two days failing which necessary action will be initiated accordingly.



(Narendra Singh)
Under Secretary to the Government of India
TEL.NO. 23738126

Copy to:

1. All Officers/Sections in the Ministry (Sectt).
2. All PSs/Pas/Stenographers/MTS in the Ministry(Sectt).
3. Notice Board of the Ministry.
4. ~~NIC Cell~~ – for uploading on the circular page of the intranet
5. Circular Folder.