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Government of India
Ministry of Water Resources, River Development and
Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 31st December, 2015

Circular

Instructions have been issued time and again directing all PS/PA/Stenographers/MTS to report to the Administration Section whenever their Controlling Officers proceed on leave/tour/training for more than two days. However, concerned are rarely adhering to these instructions.

2. Due to non-adherence of these instructions by the concerned employees, Administration Section is finding it very difficult to send substitutes, although many staff may be free at that time.

3. In view of the above, all officers are hereby requested to advise their supporting staff to report to the Administration Section before they proceed on leave or tour. All PSs/PAs/Stenographers/MTS are also hereby advised to invariably report to the Administration Section whenever their Controlling Officers proceed on leave/tour/training for 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.
2. All PSs/PAs/Stenographers/MTS in the Ministry(Sectt)
3. NIC Cell for uploading on the circular page of the intranet.
4. Notice Board.
5. Circular folder.