

No.J.11011/4/2015-Admn.
Government of India
Ministry of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 14th January, 2016

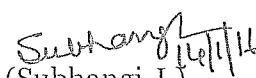
CIRCULAR

Subject: Implementation of e-Leave Management System in the Ministry of Water Resources, RD & GR w.e.f 01.01.2016 – reg.

Attention is invited to Admn. Section's Circular dated 22nd December, 2015 regarding the above mentioned subject. It has been noticed that hard copies of leave applications are still being received in the Section. Hence, it is reiterated that all kinds of leave (EL/CL/CCL/RH etc.) shall be applied online and forwarded to Administration Section after being recommended by the concerned Reporting Officer.

2. NIC has already imparted Training on the e-leave Management System and in case of any difficulty, NIC may be contacted.

3. **Leave applied through other modes shall not be entertained and accepted under any circumstances in the Admin. Division.**


(Subhangi J.)
Seciton Officer (Admn.)
Tel. No. 23710333

To

1. Office of the Hon'ble Minister of Water Resource, RD & GR.
2. Office of the Hon'ble Minister of State for Water Resources, RD & GR.
3. PPS to the Secretary, Ministry of Water Resource, RD & GR.
4. PPS to the Spl. Secretary, Ministry of Water Resource, RD & GR.
5. Sr. PPS to AS & MD (NWM)
6. PPS to Joint Secretary (Admn.)/ PS to JS & FA/ PS to Joint Secy(PP)/PS to Adviser (Eco.)/ PS to Adv. (C&M)/ PS to JS (Pen. River & Parl.)/PS to Dir. (NWM)/ PS to Dir. (NMCG) / PS to Dy. Secy. (NMCG).
7. All officers to the Ministry of Water Resources, RD & GR.
8. All Officials to the Ministry of Water Resources, RD & GR.
9. Director (Tech.). NIC, Ministry of Water Resources, RD & GR for uploading on the Intranet.