

No.A1/6913/TC/2007

Transport Commissionerate
Thiruvnanthapuram.
Dated: 19-12-2007.

CIRCULAR NO.13/2007

Sub : - Motor Vehicles Dept. - Estt. - Officers proceeding on Leave - Arrangement for transfer of charge - Instructions issued. -

Ref : - NIL

Instances of Officers proceeding on leave before the same is sanctioned and without making proper arrangement for transfer of charge is found to be on the increase. Most often the applications for sanction are received at Transport Commissionerate several days after the Officers had proceeded on leave. This will create a situation where the Head Office will be ignorant of the vacancy rendered by the leave and hence unable to make any alternative arrangements for the uninterrupted functioning of the office. Therefore it is ordered that except in cases where the need to proceed of leave is necessitated by circumstances unforeseen, all applications for leave exceeding a period of 3 days from Gazetted Officers should be submitted 2 weeks in advance of Commencement of the leave applied for. In any case they should see that alternative arrangements are made before they enter on leave. Receipt of the Circular will be acknowledged.

Sd/-
Transport Commissioner