

No.A1/1970/2015/TC

Telephone No.0471-2333314

//PERSONAL ATTENTION//

TRANSPORT COMMISSIONERATE
TRANS TOWER, VAZHUTHACAUD
THYCAUD P.O., THIRUVANANTHAPURAM-695014
DATED: 08/12/2015

From

The Transport Commissioner

To

All Deputy Transport Commissioner
All Regional Transport Officers
The Joint Regional Transport Officers of all Sub Regional Transport Offices

Sir,

Sub:- MVD – Estt – Availing/entering on leave – Prior approval of the Leave
Sanctioning Authority - regarding

Despite of specific orders and instructions are available under the statute, it has come to my notice that Heads of Offices of the various offices of this department are entering on leave improperly and/or without formal sanction from the Controlling Officers/Leave Sanctioning Authorities concerned. According to Rule 65 of Part I, K.S.Rs, leave cannot be claimed as a matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. As this department is primarily engaged with service to the public and the presence of Heads of Offices of various offices are absolutely necessary to extend service to the public, it is quite essential to ensure the presence/attendance of the Heads of Offices in the offices concerned without any interruption.

In the circumstances all Heads of Offices i.e. Zonal Deputy Transport Commissioners, Regional Transport Officers and Joint Regional Transport Officers are instructed that **prior permission from the undersigned should invariably be obtained by them for entering on leave of any kind including Casual Leave.** Even though immediate superior officer of the Heads of Offices are the Leave Sanctioning Authority for sanctioning Casual Leave as prescribed for under the Rule 3 in Appendix VII of Part I, K.S.Rs., the intention of the Heads of Offices concerned for entering on Casual Leave should be intimated to the undersigned well in advance either via telephonic message or 'SMS' to mobile.

Any laxity in the matter will be viewed very seriously and stringent action will be taken against the delinquents.

Yours faithfully,


TOMIN J. THACHANKARY, I.P.S.
TRANSPORT COMMISSIONER