No.A1/14866/TC/2009

Transport Commissionerate, Kerala, Trans Towers, Thiruvananthapuram Dated: 25.09.2009

From

The Transport Commissioner, Thiruvananthapuram.

To

The Regional Transport Officer Palakkad

Sir,

Sub: Motor Vehicles Department- Estt- alternate arrangements before sanctioning leave- strict implementation-reg:-

Ref: Letter No:A1/7026/2009/P dated 10.08.2009 of RTO Palakkad.

I am to invite attention to the reference cited and to inform that you should have made alternate arrangements before sanctioning 10 days casual leave at a stretch to Sri.P.M.Mohammed Najeeb, Joint RTO, Alathur and then requested the Headquarters to post substitutes. This is not satisfactory and should not be repeated.

In this context, it is hereby requested that all Heads of Offices, before sanctioning leave to their subordinate Officers shall make necessary alternate arrangements. This is for strict compliance.

Yours faithfully

N. Saguhan

Senior Administrative Officer For Transport Commissioner

Copy to: All DTCs, RTOs and Joint RTOs for compliance.