

No.A1-23407/TC/2009

Transport Commissionerate,
Kerala, Thiruvananthapuram,
Dated:08.01.2010

From

The Transport Commissioner,
Thiruvananthapuram.

To

All Deputy Transport Commissioners
All Regional Transport Officers
All Joint Regional Transport Officers

Sir,

Sub: MVs Dept- Estt- Availing of Leave by Heads of Offices – Instructions
for strict compliance-reg:-

Ref: Nil

Inspite of repeated instructions from this end, it is noticed with regret that some Heads of Office proceed on leave without prior sanction and submitting leave application in advance .This is not acceptable and not expected from senior Gazetted Officers. In some situation leave are receiving after the period of leave applied for. As a result, the charge arrangements of the Heads of Office cannot be ensured in time, which affects the smooth functioning of the concerned Offices. In view of the above, all the Officers are hereby directed to forward leave applications in duplicate along with the recommendation of controlling Officers well in advance .This is for strict compliance and any lapse in this regard will be viewed seriously.

Yours faithfully



11-01-2010
12/1/10
Senior Administrative Officer
For Transport Commissioner