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Al.13334 TC/96

Office of the Transport Commissioner,
Thiruvananthapuram, Date: 26.11.1996.

CIRCULAR NO.15/96

S: M.Vs..Dept.. stt.. Submission of leave applications
sufficiently early - instructions - issued -

Off: il.

It has come to notice that certain officers of this Department are having the practice of submitting applications for leave just before or even on the date of proceeding on leave. As a result, the leave sanctioning authorities find it difficult to make necessary change arrangements and this leads to hardships to the public and has been adversely affecting the routine work. It is therefore, directed that all officers should submit their leave applications before the authorities sufficiently early (at least 15 days before the date of commencement of leave) and the same should be forwarded to the sanctioning authority without any delay with recommendation or whatsoever of the controlling officer.

All officers should adhere to the instructions strictly hereafter. Receipt of this circular be acknowledged.

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Additional Transport Commissioner,
Thiruvananthapuram.
27.11.96 (RAJBAHADOR.195)

To

All DTCs, RTOs, Jt.RTOs., MVIs. in the Check Posts.

Copy to: CA to Addl.TC, Sr.DTC (Tax), Secretary, STA. and
all officers in the Transport Commissioner's Office.

27.11.