

No. 22012/1/2016-A-I
Government of India
Department of Commerce (Supply Division)
Directorate General of Supplies & Disposals

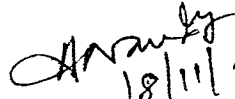
Jeevan Tara Building, 5, Parliament Street,
New Delhi-110001,

Dated: 18th November 2016

CIRCULAR

Of late it has been observed that Casual Leave/ R.H. applications are submitted by the officers/ officials of DGS&D in a very casual manner. Sometimes, official notes are being sent to Admin. Dte. from officers requesting for grant of C/L etc.

2. In order to streamline the procedure, a general application form for C/L/ R/H has been devised and annexed with this circular. All officers/ officials of DGS&D are requested to apply for C/L or R/H using this form only. Otherwise, request for C/L or R/H will not be entertained.


18/11/2016
(Alope Kumar Nandy)
Dy. Director (Admn.)

Copy to:

All officers/ officials of DGS&D
PPS to DG(S&D)
All Section Officers of Administration Dte.
DGS&D website under Circular window



Jeevan Tara Building,
Sansad Marg,
New Delhi – 110001.

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APPLICATION FOR CASUAL LEAVE/ RESTRICTED HOLIDAY

EMPLOYEE CODE NO. :
NAME OF THE APPLICANT :
POST HELD :
DIRECTORATE/ SECTION :
NATURE OF LEAVE :
NO. OF DAYS C.L./ R.H. :
PERIOD :
PURPOSE :
WHETHER STATION LEAVE :
PERMISSION IS REQUIRED :
ADDRESS DURING THE LEAVE :

(SIGNATURE)

DATED:

Signature of the Controlling Officer

Remarks, if any: