



सीमा शुल्क प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
सीमा शुल्क सदन :: पत्तन क्षेत्र :: विशाखापट्टनम- 530035
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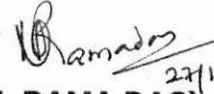
फा .सं / .F.No.S5/100/2018-Accts(Misc.).

दिनांक/ Dated:27.12.2018.

CIRCULAR

It has been observed several times that officers and staff are proceeding on Earned Leave without verifying whether the leave applied for is sanctioned or not by the sanctioning authority / Head of Office. Hence forth, all the officers and staff should obtain relieving note from D.D.O. before proceeding on Earned Leave without fail. Period of leave without proper sanction by the competent authority shall be treated as un-authorized absence and action as deemed fit shall be initiated against the erring officers as per the Central Civil Services (Leave) Rules.

This issues with the approval of competent authority.


27/12/18

(N.V. RAMA DAS)

ASST. COMMISSIONER OF CUSTOMS (ACCTS.)

Format of Relieving Note to be obtained from D.D.O. before proceeding on EL

RELIEVING NOTE

Sri _____ /Smt./Miss _____
Designation _____ is granted Earned Leave for ____ days i.e. from
_____ to _____ prefixing _____ and suffixing
_____. It is also informed that no extension is allowed after expiry of the
above leave period.

D.D.O.

Copy to EDI. To upload in website.