



GOVERNMENT OF GOA
GENERAL ADMINISTRATION DEPARTMENT,
SECRETARIAT, PORVORIM, GOA- 403 521,

TEL- 0832 2419784

FAX- 0832 2419753

No. 37/1/2012-GAD-III(part-III)

1154

Dated:23/12/2020

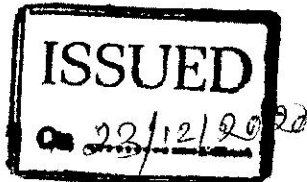
2 Pausa Saka 1942

C I R C U L A R

Instances have occurred wherein the departments are recommending leave to the staff posted in their departments, subject to providing of substitutes by the General Administration Department.

It is, therefore, enjoined upon all controlling /leave recommending officers to recommend leave only after analyzing the staff requirements of his/her departments bearing in mind that office work will have to be adjusted with the staff available in the respective department. Any leave recommended by the controlling officer with the condition of providing a substitute, shall be considered as "Not recommended".

This issues with the approval of the Secretary (GA).



Shmulekar
(Shripad Arlekar)
Under Secretary (GA-I)

Copy to:-

- 1) All the Department/Offices in the Secretariat.
- 2) Office copy.