



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

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No. 37/3/2012-GAD-III / 691

Dated:01/10/2020
9 Asvina Saka 1942

Read: Circular 1) No.37/1/2009-GAD-III(Part-I) dated 28/09/2016
2) No.37/3/2012-GAD-III/Part dated 06/01/2017

CIRCULAR

It has been observed that inspite of the instructions issued vide Circulars read in preamble, the leave application of employees are not received by the sanctioning authority within stipulated time, either due to lapse on part of the employee or the controlling department, which results in delay in sanction.


It is also observed that employees proceed on leave, without leave being sanctioned or even recommended by the controlling officer and also while on leave submit extension of leave without any recommendation.

This behavior hampers the functioning of the departments. It is therefore, enjoined upon all the employees to submit their leave applications at least 15 days in advance. The Controlling Officers should ensure that leave applications reach this Department at least 12 days in advance duly recommended so as to enable this Department to process the applications.

Applications without recommendation of controlling authority will not be entertained. In the event the officials proceed on leave by giving the application on short notice and without the leave being duly sanctioned, it will be treated as unauthorized absence.

These instructions are issued for strict compliance, failing which the concerned employees/Officers will be held liable for action for not complying with the aforesaid instructions.

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


(Isha M. Sawant)
Under Secretary (GA-I)

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