3616

Government of Goa
REGISTRATION DEPARTMENT
Office of the State Registrar-cum-Head of Notary Services
7th Floor, Shramashakti Bhawan, Patto, Panaji – Goa 403001
Phone Nos.:+91 9405864408 Email:srhns-rd.goa@nic.in

Dated:- 01/09/2025.

g/Adm/2025/ 3338

OFFICE MEMORANDUM

Forwarding herewith a copy of Circular No. 22/6/2025-PER/2659 dated 08/09/2025 received from Under Secretary (Personnel-II), Department of Personnel, Secretariat, Porvorim regarding Proceeding on Leave/Tour without prior approval of the Competent Authority which is self explanatory.

In this regards, District Registrar North & South & all the Civil Registrar cum Sub Registrar are hereby directed to strictly adhere to the above Circular.

(Amir Y. Parab)
State Registrar
-cum-
Head of Notary Services

Encl: as above.

To:-
1. The District Registrar, North & South.
2. The Civil Registrar Cum Sub Registrar, Bardez, Tiswadi, Pernem, Bicholim, Sattari, Salcete, Ponda, Dharbandora, Quepem, Sanguem, Canacona, Mormugao.
3. Administrative Section, O/o State Registrar cum Head of Notary Services, panaji

ext

3604

Office of the State Registrar-
Head of Notary Services
Inward No.: 9157
Dated: 04/09/25

Department of Personnel
Government of Goa
Secretariat, Porvorim, Goa-403521.

File No. 22/6/2025-PER /3659 Dated: 02/09/2025

C I R C U L A R

Sub:- Proceeding on Leave/Tour without prior approval of the Competent Authority

It has been observed that some Head of Department/Senior Officers under the administrative control of Department of Personnel are proceeding on leave/official tour without prior sanction of the Competent Authority in violation of the CCS(Leave) Rules, 1972 and relevant instructions therein. The Competent Authority has viewed it seriously as it affects smooth functioning of the Department.

In view of the above, Senior Officers, Head of Departments/Officers of GCS/GPS are hereby required to submit leave/tour (official) Progamme well in advance before the date of commencement of tour/leave so that adequate time is available to seek the approval of the Competent Authority.

All the Officers including Head of Departments are therefore advised that they must not proceed on leave/official tour without prior approval of the Competent Authority failing which action may be taken for violation of CCS(CCA) Rules/Service Rules.

This issues with the approval of Competent Authority.

(**Durga Kinlekar**)
Under Secretary (Personnel-II)

To,
1. All Secretaries, Secretariat, Porvorim-Goa.
2. All Head of Departments.
3. Guard file.
4. Office copy.