

CIRCULAR No. 204

SUBJECT- Circular regarding not to avail of any kind of leave without prior sanction.

1. In the recent past, it has been observed that the number of applications for grant of earned leave from members of the staff especially from the Regional Offices is quite large. Absence of members of the staff at one time affects the smooth working of the office and results in avoidable accumulation of work. All the Regional Officers, are, therefore directed to see that as far as possible, not more than 10 per cent of the staff is on leave at one time. This point may be taken into consideration while recommending leave to the members of the staff.

2. In this connection instances have also come to the notice of the Charity Commissioner that many of the incumbents do not apply for leave in time even when it is possible to do so and submit their applications after joining for duty and after having enjoyed leave. Such practice of not applying for leave in time where possible and not obtaining prior sanction and proceeding on leave in anticipation of sanction is not viewed favorably. The Regional offices are therefore directed to discourage this practice and see that applications for earned leave are submitted well in time where possible. It should also be noted that no officiating promotions in leave vacancies are granted without prior approval of the Charity Commissioner and a serious notice will be taken of failure to follow the orders.

3. Attention of the Regional Offices is similarly drawn to the fact that no articles of stationery of dead stock and other items of a contingent nature are purchased without prior approval of the competent authority where such approval is necessary. It was observed in two instances that stationery articles and dead stock articles were purchased almost indiscriminately, in anticipation of the Charity Commissioner's approval and Government sanction and in contravention of the direction issued by the Stationery and Printing Department. Subsequently, however, great difficulty was experienced in justifying the expenditure incurred and obtaining ex-post-facto-sanction of the Government. Such action should be avoided.

V.G. NIRGUDE,

Charity Commissioner,

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