



Chaibasa Office
18/06/2013

CIRCULAR

To,
ALL HODs

Some incidences of delayed submission of leave application by employees after already availing of the leave have been observed.

As per the rule, an employee must get his leave sanctioned by the competent authority before proceeding on leave. Mere submission of leave application shall not be sufficient to deem that the leave has been sanctioned.

All HODs are requested to advise all employees in their respective departments to adhere strictly to the above.

A handwritten signature in black ink, appearing to be 'S. Rungta'.

GENERAL MANAGER HR