

No. A. 24012/1/80-P&AR (CSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
CIVIL SERVICE WING

Aizawl, the 12th of July, 2022

OFFICE MEMORANDUM

Subject: Instructions on leave application- regarding

The undersigned is directed to refer to Circular No. A. 24012/1/80-P&AR(CSW) dated 18.11.2020 wherein, *inter-alia*, it is instructed that, officers under the control of DP&AR(CSW) should apply their leave well in advance, preferably 10 days prior to the date on which the leave is required.

In spite of this; it is observed that some officers fail to comply with the instructions contained in the above said Circular, leading to the need to issue ex-post facto approval for the applied leave. It is hereby reiterated that all AIS officers, CCS officers (on deputation in Mizoram), MCS officers and Heads of Departments are once again informed to submit their leave application, through proper channel, at least 10 days before the date on which the leave is required (except in case of Casual Leave, medical ground and unforeseen cases) so that an officer can proceed on leave only with prior approval.

In case of failure to comply with the above direction, leave application will not be entertained and the officer in question, may be treated as absent without permission and disciplinary action as per rules may also be initiated against him/her in case the late submission is not justified.

All concerned officers are enjoined to adhere to the above instructions.

This issues with the approval of the Hon'ble Chief Minister on 09.07.2022.

Sd/- R. LALRAMNGHAKA
Secretary to the Govt. of Mizoram
Aizawl, the 12th of July, 2022

Memo No A. 24012/1/80-P&AR (CSW)

:

Copy to:

1. Secretary to Governor, Mizoram
2. Secretary to the Chief Minister, Mizoram
3. Sr. PPS to Chief Secretary, Govt. of Mizoram
4. DGP, Govt. of Mizoram
5. PCCF, Govt. of Mizoram
6. All Administrative Heads/Heads of Department, Govt. of Mizoram
7. All Deputy Commissioners, Mizoram
8. All AIS/CCS/MCS/HoDs officers, Govt. of Mizoram
9. Guard File No. 15


(PAUL L KHUMA)

Deputy Secretary to the Govt. of Mizoram