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No. SS/EB/2012

Dated 25.07.2012

## C I R C U L A R

Sub: Estt - P W D - Submission of leave sanctioning orders and R T C - reg.

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It is very much regretted to note that the officers when posted to the places which are inconvenient to them enter on leave sanctioned by their next higher authorities, do not intimate the details of leave to this office in time. The leave details are known to this office on personal enquiry or from the request of other officers only. This results a very pity state of this office for giving information about the relief or joining or leave particulars of the officers working under the control of this office. In order to avoid this practice, the officers concerned and the controlling officers are directed to inform this office about the leave particulars through E mail or fax immediately on relief or joining. All officers are also requested to ensure that the RTC should be reached this office within three days positively

  
K. SUNDARAN,

Chief Engineer.

To,

All Controlling Officers of this Department.

✓ Copy IT cell to publish in the website.

