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Government of Tripura
Office of the Principal Chief Conservator of Forests,
Tripura, Agartala

Office Order

On scrutiny of the attendance register it is observed that, some employee including Group-D remain absent from Government duty on pretext of submission of application for availing of Earned leave, Casual leave and Restricted Holiday without taking permission of the Section In-charge/ Officers to whom they are attached. This has been causing great inconvenience to run office works smoothly.

2. It is therefore, ordered that all concerned officials prior to availing of the leave should take permission of the concerned Section In-charge/ Officers to whom they are attached.

3. Unless recommendation of the Section In-charge/ Officers is there on the body of leave application, prayer for granting of leave will not be entertained.

4. All the Section In-charges are also hereby directed to submit the absentee statement within 15th of every month for preparing pay bill positively.



(A. Das)


Divisional Forest Officer,
Direction Division

No.F. 2(335)/ For/Estt-12/P-II/16975.— 992

Dated, 30/08/2017.

Copy to:-

1. The PS to the PCCF, Tripura for kind information to the PCCF, Tripura.
2. The In-charge, Confidential/ Vigilance/ Establishment/ P & D/ Accounts (Hq)/ Xerox/ Store/ General/ Wildlife/ Accounts (DD)/ Timber/ Land/ Cash/ Budget/ Audit Section of this office for information & necessary action.
3. The Estate Officer of this office for information & necessary action.
4. The In-charge, Departmental Garage of this office for information & necessary action.



29/8/17
Divisional Forest Officer,
Direction Division