



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT

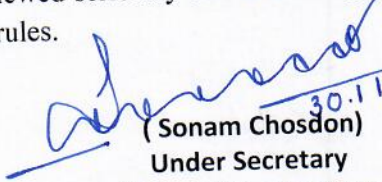
Subject:- Availing of leave/Station leave permission by Govt. employees.

Circular No:- 01- GAD of 2019

Dated:- 30 - 11 - 2019

1. It has been observed that Govt. employees especially during winter months avail/ submit leave requests on non-justiciable grounds and most proceed on leave without prior sanction by competent authority, while their leave cases are under consideration in the head offices.
2. In this regard it is pertinent to mention that leave cannot be claimed as a matter of right and the leave sanctioning authorities decision should be based on the merit of the case and due justification has to be mentioned while sanctioning leave as under rules.
3. It is therefore enjoined upon all the head of departments to sanction / consider leave cases during the impending winter months on case to case basis, based on merits/ due justification and necessarily assign the charge of the officer/ official availing the leave to another incumbent by issuance of a speaking order.
4. Further it is also impressed upon the HODs/Gazetted officers/Incharge supervisory officers availing leave / station leave permission to invariably seek prior sanction and before leaving their Headquarter and intimate in advance to the competent authority. Further HODs / District level officers will submit a tour note of each visit / meeting attended outside the UT for perusal of competent authority.
5. Any violation of aforementioned instruction shall be viewed seriously and defaulting employees be liable for disciplinary action under relevant conduct rules.

This issues with the approval of the competent authority.


(Sonam Chosdon)
Under Secretary
General Administration Department

No:- LA/ GAD(Circular)UTL/2019(01) 25-33

Date:-30/11/2019

Copy to the:-

1. Divisional Commissioner, Ladakh.
2. Deputy Commissioner, Leh/Kargil, with the direction to bring it to the notice of all the Head of the Department/head of the Offices functioning under their administrative control for strict compliance.
3. Senior Superintendent of Police, Leh/ Kargil
4. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
5. OSD to Advisor for information of Advisor of Hon'ble Lieutenant. Governor
6. OSD to Secretary/ Divisional Commissioner, Ladakh for information of Divisional Commissioner.
7. Private Secretary to Hon'ble Chief Executive Councilor, LAHDC, Leh/Kargil for information of Hon'ble CEC.
8. Private Secretary to Hon'ble Member of Parliament, Ladakh for information of Hon'ble MP.
9. Incharge, website NIC, Leh for uploading copy of circular for general information of all concerned
10. Circular File.