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Part I O.O. No.15

Dated: - 18/07/2016

SUB: - Delegation of Powers regarding sanction of Leave.

In exercise of powers vested with the under signed, it has been decided that officers of different grade tabled below will now exercise these powers to sanction different nature of leave as mentioned against their grade.

Sl. No.	Grade	Nature of leave	Number of Days	Remarks
1	AAO	Grant of CL at a time to GP 'C' employees	04	subject to making substitute arrangement
2.	AAO	Grant of EL at a time to GP 'C' employees	12	-----do-----
3.	AO/SAO	Grant of CL at a time upto AAO	03	-----do-----
4.	AO/SAO	Grant of EL at a time upto AAO	15	-----do-----
5.	GO (AN)	Grant of CL /RH at a time to AO/SAO	03	-----do-----
6.	GO (AN)	Grant of EL at a time to AO/SAO	05	-----do-----

No. AN/1A/1388/IDAS

Dated:- 18/07/2016

Sdxxx/-

(ALOK CHATURVEDI)
PCDA (CC)

Copy to:

- (1) All IDAS Officers
- (2) PS to PCDA (CC)
- (3) All PA's in Main Office
- (4) All sections in the Main Office.

P. Dutta
(PRITAM DUTTA)
DCDA (AN)