

No.A-44011/1/2019-Admn.I
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
[Establishment (Hqrs.) Section]

Krishi Bhawan, New Delhi-110001
21/11 November, 2019


CIRCULAR

Subject: Submission of leave application in e-Office - Reg.

It has been observed that many officers/officials in the Department are applying their leave requests in physical mode. This Section has been receiving frequent physical leave applications on daily basis resulting unnecessary delay in attending to other urgent/important nature of work. It is also hindrance to achieving 100% e-Office implementation.

2. All officers/officials are, therefore, requested to submit their all leave applications in e-Office mode only and proceed on leave with the prior approval of their controlling officers. In case of ex-post-facto approval, the same should also be submitted in e-Office after joining duties. This would also be helpful in avoiding in wastage of papers. Further, it is requested to get the controlling officers' name corrected in e-Office module, if any changes are there, through NIC.

3. This issues with the approval of the Competent Authority.


(Rohit Tewari)

Under Secretary to the Government of India
Tel. # 23382779

To,

- (i) All officers and officials of D/o AH&D.
- (ii) ✓ NIC, DAHD with a request to assist all officers/officials for aligning their controlling officers in e-Office as per existing orders.

Copy for information to Sr. PPS to Secretary (AHD).