

No.1/24/95-PER/Part/3973
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat,
Daman – 396 220.

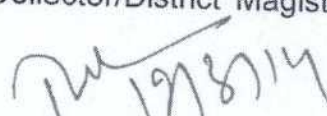
Dated:- 12 /03/2014.

Read:- Order No.1/24/95-PER/Part/2820 dated 19/11/2012.

ORDER

In continuation to the Order No.1/24/95-PER/PART/4416 dated 13/03/2013 and No.1/24/95-PER/Part/1896 dated 10/09/2013, henceforth all IAS/IPS/IFS /DANICS/DANIPS and Group "A" & "B" Officers shall route their leave/tour proposal through the concerned Reporting officer of their substantive charge. Further, they are also required to furnish the information in the enclosed ANNEX pertaining to last three months while submitting the proposal of leave/tour, failing which no tour/leave shall be considered.

All the IPS/DANICS/DANIPS and Group "A" & "B" Officers located at Diu District shall submit their leave/tour proposal through Collector/District Magistrate, Diu.


(R. K. Saxena)
Deputy Secretary (Per)

Copy to :

1. The Staff Officer to Administrator, Secretariat, Daman.
2. All Heads of Departments, Daman & Diu/DNH
3. All Heads of Offices, Daman & Diu
4. The Deputy Secretary(Per), Dadra & Nagar Haveli for circulation to all Head of Offices in Dadra & Nagar Haveli.
5. The Collector, Diu
- ✓ 6. The S.I.O., NIC Daman for uploading on the websites.
7. The Guard file.

ANNEX

Information of leave/tour to be furnish of last three months.

Name of Officer : _____

Sl. No.	Period of absence from Headquarter to be mentioned.		On leave/tour	Purpose in connection of tour
	from	to		
1.	2.		3.	4.

Signature-----

Designation-----