

जी. के. श्रीवास्तव, भा.प्र.से.

अपर आयुक्त (प्रशासन एवं सतर्कता)

G. K. Srivastava, I.A.S.

Addl. Commissioner (Admn. & Vig.)



केन्द्रीय विद्यालय संगठन

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F.No.11044/Tour/2013-KVS(Estt.I) / 4246

Dated: 16.07.2014

OFFICE ORDER

Subject: Tour Programme and leaves of DC, KVS, ROs & Director, ZIETs.

This is in continuation of KVS HQrs Office order No.F.1-5/ADC (ADMN) /KVS(HQs)2013 dated 26<sup>th</sup> May, 2014 on the aforesaid subject. The following standard operating procedure is hereby conveyed to all Deputy Commissioner/Directors and others concerned.

- 2057/DC(Admn)  
22/7/14
1. All Deputy Commissioner/Directors will send their tour programmes and casual leave applications for approval of the ADC(Admn) through e-mail ([addl.com.admn@gmail.com](mailto:addl.com.admn@gmail.com)) in advance.
  2. The tour programme and CL applications will be put up by the PS to the ADC(Admn) for approval on this downloaded request and the same will be e-mail/conveyed to officer concerned by PS after approval. The concerned officer after receipt of this approval may proceed on tour or casual leave as the case may be. In case, no approval is received back in time then the officer concerned may proceed on tour/casual leave on presumption of its sanction/approval.
  3. Only in exceptional & emergent circumstances, official tours/casual leaves will be allowed to be undertaken without prior application and approval. However, even in such cases, efforts must be made to email the application at the earliest but not later than 3 days of completion of tour/CL as the case may be.
  4. After conveying the approval in the above manner, the PS to ADC(Admn) will send the hard copy of the tour programme/CL application with approval remarks on it to the Estt.I Section for record. Estt.I Section will not issue another sanction/approval unless some officer specifically asks for such a sanction in hard copy.
  5. Leave applications of all other types of leave must be sent in hard copy through dak as per past practice on which Estt.I Section will convey decision. Such leave applications also must be sent adequately in advance before commencement of the leave so that approval or otherwise of the proposed leave may be conveyed back to the concerned officer well in time.

These orders take effect from date of issue. Non-compliance will be viewed seriously.

(G.K. Srivastava)

Addl. Commissioner(Admn.)

Distribution

1. All Deputy Commissioners/ Directors, KVS, Regional Offices/ ZIETs.
2. DC(EDP) to KVS (Hqrs) to upload this order to KVS website.
3. AC(Estt.)/AC(Admn.)(Estt.), KVS (Hqrs).
4. Finance Officer (Cash), KVS (Hqrs).
5. All Officers of KVS (Hqrs).
6. PS to Commissioner for information.

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Anil