

भा.कृ.अनु.प.—भारतीय मक्का अनुसंधान संस्थान

ICAR-Indian Institute of Maize Research

पी.ए.यू. परिसर, लुधियाना

P.A.U. Campus, Ludhiana -141004

मि.सं.6-48/Office Order/IIMR/15/

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Dated 21/9/2020


**CIRCULAR**

It has been observed that despite various circulars and time to time instructions given in various official staff meetings of which proceedings have been circulated, some the officers/officials are applying for leave not following the instructions of the Competent Authority. Following points are again reiterated:

1. While applying for any kind of leave, the officers/official will apply in the ICAR ERP system and submit the hard copy of the application to their respective incharge/Controlling/Reporting Officer for sanction.
2. In case of Earned Leave, Child Care Leave, Paternity Leave or any other kind of planned leave (except in emergency), application should be submitted atleast 10 days in advance.
3. Proceeding on leave without obtaining prior approval/sanction of the leave sanctioning authority, shall be treated unauthorized absent which may result break in service as per the CCS Conduct Rules.
4. Joining report should be immediately submitted on resuming duty with required supporting documents, if any.
5. Under explainable emergency the officer/official may make electronic communication to his/her controlling officer before proceeding on leave.

All scientific, administrative, technical and skilled supporting staff are hereby requested to strictly adhere to the above instructions.

This issues with the approval of Director, ICAR-IIMR, Ludhiana.

  
(Ashwani Kumar)

Administrative Officer

**Distribution:**

1. All Scientific, Technical, Administrative, Skilled Supporting Staff of IIMR, Ludhiana and its regional station
2. In-Charge, RMR&SPC, Begusarai
3. In-Charge, WNCE Hyderabad
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5. AAO/AF&AO, IIMR, Ludhiana
6. PS to Director for information
7. Sh. Deep Mohan Mahala, Scientist for IIMR website please.