



सत्यमेव जयते

Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu

Rail Head Complex, Jammu-180004

Phone: 0191-2470075 Fax: 0191-2470754 Email ID: directorshdjammu@gmail.com



Subject: Proceeding on Leave without Approval of Competent Authority - Instructions thereof.

CIRCULAR

In terms of Rule 8 (i) of Jammu & Kashmir Civil Services (Leave) Rules, 1979, Leave cannot be claimed as a matter of right and as per Rule 17, No leave shall be granted to a Government servant until a report regarding its admissibility has been obtained from the authority maintaining the leave account.

This Directorate vide circular dated 27.09.2022 and dated 25.11.2022 has instructed all the employees to apply for leave well in advance and not to leave station before accord of sanction.

However, it has generally been observed that some employees working in this Directorate apply for leave without the knowledge of their Section Heads and immediately proceed on leave without waiting for the sanction/approval of the same from the Competent Authority, which is against the spirit of leave rules and has been viewed seriously.

As such, it is enjoined upon all the employees working in this Directorate to submit their leave through concerned Section Heads in advance and not to proceed on leave, of any kind, without taking prior permission/sanction of the competent authority. Section Heads shall forward leave cases in advance along with their recommendations so that the same is decided within stipulated time frame.

Any laxity in this regard will be viewed seriously and defaulters, if any, shall be dealt with under various clauses of service rules in vogue.

Sd/-
(Dr. Naseem Javaid Chowdhary) JKAS,
Director.

Dated: 18.11.2023

No. DSHJ-ESTTONG/15/2022/12377-79

Copy to the: -

1. All Section Head for information and necessary action.
2. All employees of Directorate of Sheep Husbandry Jammu for information.
3. Incharge Website, Directorate of Sheep Husbandry Jammu for information and necessary action.

(Dr. Surinder Gupta),
Deputy Director (Central).

18.11.23

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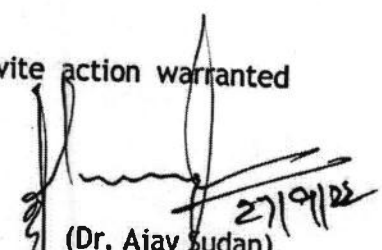
This Directorate has time and again instructed all the employees to apply for leave well in advance and not to leave station before accord of sanction.

However, it has been observed with deep concern that some officers/officials proceed on leave immediately after applying for it without waiting for the sanction/approval of the same from the Competent Authority, which is against the spirit of leave rules. It has also been observed that some employees after marking their attendance, leave their chair/section and are untraceable when their services are required, which has been viewed seriously by the Authorities.

Further, it has been observed that Section Heads simply mark the leave by adding "Sanction, if due", which is against the decorum as it looks they are passing directions/command to the higher authorities.

As such, it is impressed upon all the functionaries of this office not to proceed on leave, of any kind, without taking prior permission/sanction of the authority. Section Heads are enjoined upon to submit leave cases in advance along with their recommendations maintaining protocol and honour to higher chair, so that the same are decided within stipulated time frame.

Any violation of these circular instructions shall invite action warranted under law.


(Dr. Ajay Sudan),
Deputy Director (Central),
Sheep Husbandry Department,
Jammu.

Dated: 27.09.22
27.09.22

No. DSHJ-ESTTONG/15/2022/ 7635-68

Copy to the: -

1. DDO _____ (All) for kind information and similar necessary action.
2. All Section Head for information and necessary action.
3. All employees of Directorate of Sheep Husbandry Jammu for information.
4. Incharge Website, Directorate of Sheep Husbandry Jammu for information and necessary action.

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Directorate of Sheep Husbandry Jammu

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Phone 0191-2470075 Fax 0191-2470754 Email ID: directorshdjammu@gmail.com

Subject: Proceeding on Casual Leave - reg.

CIRCULAR


In terms of Rule 45 of Jammu & Kashmir Civil Services (Leave) Rules 1956, Casual Leave may be granted to all Government servants who are on the permanent establishment or not, by the immediate Head of the office concerned for a short period not exceeding 15 days in a year in aggregate.

However, it has been noticed that some officers/officials have exhausted their Casual Leave and are still proceeding on Casual Leave, which is against the spirit of leave rules.

As such, it is enjoined upon all the employees of this Directorate not to proceed on Casual Leave, other than those prescribed under rules.

Casual Leave account of all employees of this Directorate attached as Annexure-A for ready reference.

Any violation of these circular instructions shall invite action warranted under law.


(Krishan Lal) JKAS,
Director,

Sheep Husbandry Department,
Jammu.

Dated: 25/11/22 25.11.2022

No. DSHJ-ESTTONG/15/2022/10555-96

Copy to the: -

1. DDO _____ (All) for kind information and similar necessary action.
2. All Section Head for information and necessary action.
3. All employees of Directorate of Sheep Husbandry Jammu for information.
4. Incharge Website, Directorate of Sheep Husbandry Jammu for information and necessary action.