

RAJYA SABHA SECRETARIAT
[ESTABLISHMENT (G) SECTION]

221, PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No. RS/4/4/18-Estt.(G)

Dated the 6th December, 2018

C I R C U L A R
(No. 36/2018)

It has been observed that applications submitted to Estt. (G) Section for grant of leave and advances of various kinds, application for re-imburement of tuition fee, grant of NOC to apply for Passport etc., are generally incomplete in various respects and/or submitted without essential enclosures. This leads to undue delay in disposal of such applications and puts unnecessary burden on the Section.

2. To avoid frequently observed irregularities, Officers and Staff are advised to scrupulously adhere to the following:-

- (i) Save any unforeseen emergency, submission of leave applications just before or after the date from which leave has been requested should be avoided. Leave applications should be submitted at least 7 clear working days before the day from which the official proposes to proceed on leave, to enable the processing of the leave application before the date from which the proposed leave is to commence;
- (ii) All columns of the leave applications should be filled in properly & no column left blank;
- (iii) In case of applications for Commuted Leave, a Medical Certificate from appropriate Medical Authority in the prescribed format should be enclosed;
- (iv) On return from leave, the Joining Report and Fitness Certificate, wherever applicable should be submitted immediately on joining the duty;
- (v) Applications for LTC should be submitted alongwith the details of the family members if any, in the prescribed format;
- (vi) Only one place (which is generally the farthest place from the place of duty) should be shown as the destination in LTC applications. Writing of the entire route of travel or intermediate stations should be avoided;
- (vii) Applications for LTC should be submitted at least 3 weeks before the proposed date of journey in case advance is proposed to be claimed and in other cases, before 7 working days. Before proceeding on LTC, the officer/staff concerned may ensure from Estt. (G) Section that their LTC claim has been sanctioned;

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- (viii) Applications for issuance of NOC for applying for Passport should be submitted in the prescribed format at least 7 working days before the date on which NOC is desired. It may also be ensured that appointment for interview in Passport Sevad Kendra are taken only after receipt of IC/NOC from this Secretariat;
 - (ix) Preferred number of installments for recovery of an advance should be indicated; and
 - (x) Applications for the posts outside the Secretariat, which are to be forwarded through proper channel, should be submitted at least 14 working days before the last date for submission of application.
3. Officers and Staff are further advised to kindly ensure that applications submitted by them are complete in all respects and all necessary enclosures are attached with them. It shall be the responsibility of the concerned Officer to ensure that his/her application is complete in all respects and necessary enclosures have been enclosed. Incomplete/Not properly filled in applications or applications submitted without proper enclosures will not be processed and returned to the Officer/Employee concerned, at his risk.
4. The aforesaid instructions are circulated to all concerned for guidance and meticulous compliance.

Sd/-
(T. KENNEDY JESUDOSSAN)
UNDER SECRETARY

To,
All Officers/Sections/P.Ss./P.As. and
Pay & Accounts Office, Rajya Sabha.