

J&K PROJECTS CONSTRUCTION CORPORATION LTD

(A J&K State Government Undertaking)

Head officeHaft Chinar(Near Sher Gari Police Station)
Srinagar Kashmir- 190009
Visit us at: www.jkpcc.com**Jammu Office**Panama Chowk Rail-head
Jammu(Tawi)180012
(E-mail: info@jkpcc.com)**Sub: Prior permission of Managing Director to leave the station - Prior sanctioning of leave thereof.**

Ref:- This Office Order No:- 161 of 2016 dated:- 18-02-2018.

CIRCULAR

It has been observed that various Officers/Officials are leaving their stations without prior sanctioning of leave, and also it has been observed that Head Office is frequently receiving the leave applications directly from officers/officials for seeking post-facto sanctions and are submitting without any supportive documents/Leave Accounts/Medical Certificates (if any) or any recommendations from their respective DDOs i.e. Accounts Officer Jammu/ Kashmir, which is not a proper procedure and the sanction of leave gets delayed.

Now therefore it is impressed upon all the Officers/Officials that henceforth, no sub-ordinate Officers/Officials shall remain on leave or leave the Station/Jurisdiction without prior sanction from Head Office duly approved by Managing Director, however all leave cases (except Casual Leave) of Officers/ Officials shall be forwarded to Head Office through the concerned DDOs i.e. Accounts Officer Kashmir/Jammu/DGM Leh who will further submit the leave cases to Head Office for sanction supported with Leave Accounts and other relevant documents/Medical Certificates etc.

No post-facto sanction of leave shall be granted henceforth by Head Office, accordingly no Officer/Official shall be allowed to remain on leave or leave the station without prior sanction of leave (except Casual Leave) duly approved by Managing Director.

All the DDOs/Officers/Officials shall strictly comply the circular instructions, any deviation in this regard shall be viewed seriously and action under rules shall be taken against the defaulting Officers/ Officials.

Sd/-
(M.Raju) IAS,
Managing Director,
J&K PCC Ltd Jammu

No:- *PS/MD/8119-46*
Dated: *20-12-2018*

Copy to the:-

1. Commissioner/Secretary to Government Public Works (R&B) Department for information.
2. Executive Director, JKPCC Ltd Jammu for information.
3. Financial Controller JKPCC Ltd Jammu for information.
4. Company Secretary JKPCC Ltd Jammu for information.
5. All Deputy General Managers JKPCC Ltd Unit _____ for information & strict necessary action.
6. Technical Officer to M.D JKPCC Ltd Jammu for information.
7. Private Secretary to M.D, JKPCC Ltd Jammu for kind information of Managing Director.
8. Accounts Officer JKPCC Ltd Srinagar/Jammu for information & strict necessary action.
9. I/c Website JKPCC Ltd.

Mr. Tahis.
20-12-18

(Shanawaz Khan)
Dy. General Manager (Adm)
JKPCC Ltd Jammu
20/12