



सत्यमेव जयते

Government of India

NATIONAL ATLAS & THEMATIC MAPPING ORGANISATION

Department of Science & Technology
C.G.O. Complex (7th Floor), DF Block,
Salt Lake City, Kolkata – 700 064

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F. No.40-3/2022-Estt./4881

Dated: February 18, 2022

OFFICE ORDER

Directives for Leave of Officials

It is being observed that some officials are in the habit of availing leaves without following proper procedure and thereby hampering the progress of targeted assigned work. It has been viewed seriously and henceforth all the officials are directed to follow the procedure of availing leave as detailed below:-

For Technical Division:

- Leave applications of all Group 'A' officers of Technical Division will be recommended by Dr. Mousumi Roy Chowdhury, Deputy Director. It will then come to DDO for cross verification of leave entitlement. DDO will send it back to the Deputy Director after cross verification. Deputy Director then will send the application to Director for approval.
- Leave applications of all Group 'B' & all Group 'C' officials of Technical Division will be recommended by their respective Technical Heads. It will then come to DDO for cross verification of leave entitlement. DDO will send it to the Deputy Director. The Leave application will then be sent to Dr. Mousumi Roy Chowdhury, Deputy Director for approval. An intimation to the individual Concerned and concerned divisional shall be sent.


For Admin Division:

- Leave applications have to be recommended by concerned sectional Office Superintendents. It will then be cross checked for leave entitlement and approved by DDO.

- ❖ The Leave applications of Deputy Director, Head of Office and Drawing and Disbursing Officers will be put up to DDO for cross verification of Leave Entitlement and then will be sent to Director for approval.
- ❖ The Leave Applications of Stenographer Grade I (Officiating as P.S. to Director, NATMO) will be recommended and approved by the Director.
- ❖ Child Care Leave will be approved by Director only.

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- ❖ After the expiry of leave Joining report has to reach DDO for entry into the service book of the incumbent.
- ❖ Leave should be applied well in advance, so that it can be processed for required approvals before the incumbents proceed on leave.
- ❖ **All CCL, EL, HPL, Commuted Leave on Medical Grounds shall be applied on Form No. SR-1.**
- ❖ **During the leave period of the Director, Dr. Mousumi Roy Chowdhury, Deputy Director will perform the duties of the Director on current duty.**


(Brig S Sridhara Rao)
Director, NATMO

Copy to:

The Secretary, DST(Kind attn Smt Anita Dhadra, US)- for information please

Distribution:- For Compliance

1. Head of Office
2. P.S. to Director
3. Store in charge
4. DDO(For Circulation in Accounts And Admin Section)
5. Dr. Mousumi Roy Chowdhury, DD (For Circulation in all technical divisions)
6. Rajbhasha Section
7. Persons Concerned
8. F.No. 47-12021-Estt
- ✓ 9. Shri Suman Ghosh, Accountant (for circulation through email)
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