

DIRECTORATE OF ADMINISTRATION & HR
KHADI AND VILLAGE INDUSTRIES COMMISSION
IRLA ROAD, VILE PARLE (W), MUMBAI-56.

No. Adm-II/Rev.Del.Pow./2018-19/(302)/Vol-II.

Date: 23.07.2018.

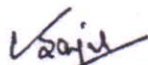
CIRCULAR

Instances have come to the notice that the officials of KVIC up-to the level of Dy.Directors and equivalents are availing leave without prior intimation to Directorate of Administration and subsequently forward the leave applications to the Directorate of Administration & H.R. for sanction of leave. The authorities have viewed such acts of the officials seriously.

As all are aware that as per the decision of the Commission taken in its 646th meeting held on 29.06.2017, the Directorate of Administration is the Controlling Authority of all the KVIC Officials of all cadres. Therefore, leave applications with due recommendation of their immediate controlling officers are to be forwarded to Director (Adm) well in advance.

Further, in spite of clear cut instructions through Circular No.Adm-II/DK/2017-18/(484) dated 05.02.2018, leave applications are received in a physical form instead of through e-office (leave management). All are therefore advised to ensure that leave applications should invariably be applied through e-office (leave management) in terms of Circular No. No.Adm-II/DK/2017-18/(484) dated 05.02.2018 duly recommended by their respective Controlling Officer.

This is issued with the approval of Competent Authority.


(Dr.Sanjib S. Roy)
Director (Adm. & HR)

To

All Heads of Offices of KVIC in and outside Mumbai.

Copy to:-

1. Chairman's Secretariat, New Delhi & Mumbai.
2. OSD to C.E.O., KVIC, Mumbai & New Delhi.
3. OSD to F.A.
4. Dy. Director I/C, CVO Cell.
5. P.A. to Jt. CEO, KVIC, Mumbai.
6. P.A. to all Dy. CEO's in Central Office, Mumbai and in the Zones.
7. Director (Publicity) for publication in the ensuing issue of Jagriti and for Media, PR cell and Library for record.
8. The Asstt. Director-I/C(OL) for issuance of Hindi version of this Circular.
9. Grievances Officer, KVIC, Mumbai.
10. Public Relation Officer, KVIC, Mumbai.
11. DIT for website.
12. Information Cell (Adm.-II).
13. General Secretary, KCKU, Mumbai.

(Through Digital KVIC and KVIC Website)