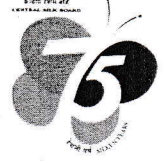




केन्द्रीय रेशम प्रौद्योगिक अनुसंधान संस्थान
केन्द्रीय रेशम बोर्ड
(वस्त्र मंत्रालय - भारत सरकार)
बी.टी.एम. लेआउट, माडिवाला, बेंगलुरु - ५६० ०६८
CENTRAL SILK TECHNOLOGICAL RESEARCH INSTITUTE
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No.CSB/CSTRI/01/Circular/2023/ES /144

Date: 19.07.2024

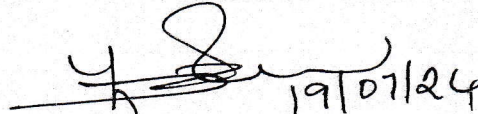
C I R C U L A R

It has been observed by the undersigned that some of the Officers/Staff of CSTRI, Bengaluru and its sub-units are habitually proceeding on leave especially Earned Leave without prior sanction in violation of the provisions of CCS (Leave Rules) 1972. The undersigned has viewed it seriously and such absence is unauthorised and warrants prompt and stringent action as per rules.

In view of the above, all the Officers/ Staff of CSTRI, Bengaluru and its sub-units are hereby advised to adhere to the following instructions without fail:-

- 1] To submit the leave application well in advance, 15 days before availing Earned leave.
- 2] To obtain prior approval of the sanctioning authority before proceeding on Earned leave without fail. However, during any unforeseen emergency situations, the employee should inform to the controlling Officers / sanctioning authority immediately and soon after coming back from the leave should seek post facto approval of the sanctioning authority.
- 3] Before proceeding on leave / tour / training, the In-charge officer of the concerned Division / Section of CSB-CSTRI Bengaluru and its nested Units shall intimate who will look after their work / office during their absence / tour. The same has to be mentioned in their leave application/tour programme.

This is for Strict Compliance.


(Dr. S. Periyasamy)
Director

To

All the Scientists, Officers, Officials
CSB-CSTRI, Bengaluru.
CSB-RSTRS – Guwahati, Malda, Dharmavaram, Varanasi, Kanchipuram.
CSB-STSC- Sidlaghatta, Ramanagaram, Rayapura, Bilaspur, Cuttack, Jammu,
Bhagalpur, Dehradun.

NOTICE BOARD