

F. No. A-60011/22/2015-Admn.(P&T)
Government of India
Office of the Development Commissioner
Micro, Small & Medium Enterprises
(Admn. Section)

'A' Wing 7th Floor
Nirman Shawan, New Delhi

Dated the 6th February, 2018

To

All AIAs/ All Directors, Deputy Directors (I/C),
MSME-DIs/Br. MSME-DIs/TCs/TSs

Subject: Approval of tour programmes and EL in respect of officers of DC (MSME).

Sir,

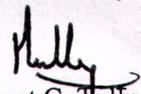
I am to refer to this office's circulars of even number dated 11.12.2015 and 06.06.2016 on the above subject. Of late, it has been observed that tour programmes and earned leave applications in respect of officers in the field offices are being received in this office either very late or for post-facto approval of the Controlling Officer. This is in violation of the TA Rules as well as leave rules and the Controlling Officer has taken exception to this way of functioning.

As per Travelling Allowance Rules, a tour could be undertaken by an officer only after the tour programme is approved by the Controlling Officer. Similarly, an officer could proceed on earned leave only after his leave has been approved by the Competent Authority.

In view of the above, heads of all field offices are requested to furnish their earned leave applications at least a week before the actual date of commencement of leave, so that adequate time is available with the administration to seek the approval of the controlling officer. Similarly, tour programmes should also be sent at least a week in advance before the date of commencement of tour, if the tour is not undertaken on some urgent/ immediate programme/ requirement or not on summons/ instructions from Hqrs.

The above instructions may be noted for strict compliance and any deviation from these instructions may have an adverse impact on the leave/tour.

Yours faithfully,


Robert C. Tully
Director(Admn.)

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Director (SENET) with a request to upload this letter on the website.