

पं. सुं. श. केन्द्रीय व्यावसायिक शिक्षा संस्थान, श्यामला हिल्स भोपाल-462 002  
PSS Central Institute of Vocational Education, Shyamla Hills, Bhopal - 462 002

फा. क्र. 7-141 /पैसिव/2022/1228

दिनांक: 11.03.2025

कार्यालय आदेश

Sub :- Regarding not to avail any kind of leave without prior approval.

It has been observed that some of the employees do not apply for leave in time and submit their application after joining duty or apply leave at the very same time when they are assigned some key responsibilities. Such absence of the staff affects the smooth working of the Institute. Therefore, all employees are directed to refrain themselves from such practices.


Keeping in view of the closing of financial year 2025 and schedule of Parliament session starts from 10.03.2025 to 04.04.2025, all the regular employees/PAB/PAC staff are directed to seek prior approval of the concerned officer before applying/proceeding on leave through e-office or in writing till 04.04.2025. Further, it should be ensured that no work will suffer due to absence of the concerned staff. During this period, the leave may be availed only in case of unavoidable circumstances subject to the concurrence of the concerned officer.

All the employees are, therefore directed to strictly adhere to the office timings i.e. 9.00 AM to 5.30 PM without fail and ensure their availability on respective seats.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

प्रतिलिपि:-

1. संस्थान के समस्त अधिकारी एवं कर्मचारी को सूचनार्थ
2. निजी सचिव, संयुक्त निदेशक, पैसिव, भोपाल
3. I/c आई.सी.टी.: संस्थान की वेबसाइट पर अपलोड करने हेतु

  
अवर सचिव  
11/3/25