

National Institute of Animal Nutrition and Physiology,
Adugodi, Bangalore-560 030

F.No: NIANP/2-6(17)/Estt/2008-09

dated: 04-01-2014

CIRCULAR

Of late, it has been observed that some Officers/Officials are submitting the leave application in a casual way like without filling the necessary columns in leave application like not mentioning about the type of leave, number of days, the reason for leave and **writing as Medical Leave instead of Commuted Leave**. It has also been observed that some of the Officers/Officials are not submitting the joining report after availing the leave. This practise has been viewed seriously by the competent authority.

2. It is, therefore, reiterated that all the columns of application should be filled in and forwarded through their respective Heads/ Incharges in advance and after availing leave he/she should submit the joining report (**in prescribed format only**) without fail. **The Incharges are requested to kindly ensure above instructions while forwarding the leave application of the staff working under their control.**
3. Kind attention of Lady Officers/Officials who is eligible for Child Care Leave (CCL) is invited to DOPT OM No: 13018/2/2008-Estt (L) dated 2-12-2008, wherein it is stipulated that under no circumstances any employee can proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.
4. It is, therefore, informed that those Lady Officers/Officials who is eligible for child care leave should submit **leave application form 15 days prior to the leave and they can proceed on leave only after getting the leave sanction order.** Proceeding on CCL without sanction order may be treated as unauthorized absent and such cases of unauthorized absence from duty will render a government servant liable to disciplinary action.
5. All above instructions may kindly be followed scrupulously. All the acting Heads of Divisions/Section Incharges are requested to kindly bring the contents of this circular to the notice of all staff working under their control.
6. This is issued with the approval of the Director.

S. Athinob 04/01/14
Administrative Officer



राष्ट्रीय पशु पोषण एवं शरीर क्रिया विज्ञान संस्थान
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CIRCULAR

As per Rule 18 of CCS (Conduct) Rules 1964, Government servants holding any post in **Group 'A' and Group 'B' (Gazetted)** shall submit an annual return, in the prescribed form (enclosed), giving full particulars regarding the immovable property inherited / owned / acquired / held on lease or mortgage either in his/her own name or in any of the family members name / in any other person's name, as on 31st December of the previous year.

Kind attention is invited to DOPT O.M. No. 11012/11/2007-Estt A dated 27/09/2011 where in it is stipulated that the **Vigilance Clearance shall be denied to an Officer** if he / she fails to submit his Annual Immoveable Property Returns as on 31st December of the previous year.

All staff members are requested to submit the duly filled-in and signed Annual Immoveable Property Returns to this office by **31-01-2014**.

S. A. Chinnade
Administrative Officer