

1/68806/2022

E.C.F.NO. 223610/80
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL :: A)
ASSAM SECRETARIAT (CIVIL), DISPUR
GUWAHATI-781006

Dated Dispur, the 9th November, 2022

To : 1) All Senior Most Secretaries,
Assam Secretariat (Civil), Dispur,
Guwahati-6,

2) The Deputy Commissioner,

3) The Chief Executive Officer,

Zila Parishad, _____

Sub : Regarding Head Quarter leave permission.

Sir/Madam,

With reference to the above, I am directed to inform you that no separate Head Quarter leave permission is needed when officers are called by Govt. to attend meetings at Guwahati. However, concerned Department convening a meeting will take Chief Secretary into confidence in such matters. In other cases, for any leave or tour programme, officers must submit tentative tour programme for consideration and also indicate leave address.

This has the approval of Chief Secretary, Assam.

Yours faithfully,

Signed by Palash Ranjan
Gharphalia

Addl. Secy to Govt. of Assam
Personnel (A) Department
Dispur, Guwahati-6

Dated Dispur, the 9th November, 2022

Memo E.C.F.NO.223610/80 -A

Copy to :-

1. S.O. Chief Secretary, Assam for kind information.
- ✓ 2. Personnel.assam.gov.in, Personnel (A) Department, Assam Secretariat (Civil), Dispur, Guwahati-6 for information.

By order etc.,

Sd/-

Addl. Secretary to the Govt. of Assam
Personnel (A) Department
Dispur, Guwahati-6