

अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय SECRETARIAT

Sri Vijaya Puram, dated the 23rd December, 2025.

CIRCULAR

Casual Leave are informally approved through WhatsApps by the sanctioning authority in exigent circumstances. Casual Leave, on such approval, must be put up for *post-facto* approval after availing the leave at the earliest. It has however, been observed that in some cases, written requests have not been submitted for formal sanction of Casual Leave.

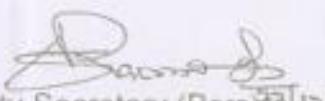
The competent authority has directed that all officers/officials who have failed to submit a written request for Casual Leave must do so without fail, for formal approval by the Sanctioning Authority.

This issues with the approval of the Competent Authority.


[M. V. Rameshwar] BTRW
Deputy Secretary (Pers)
(E.No.9-10/2008-PW)

Copy to:-

1. Sr.PS to Lt. Governor, Lok Niwas, Sri Vijaya Puram.
2. Sr.PS to Chief Secretary, A&N Administration, Secretariat.
3. The Director General of Police, A&NI, SVP.
4. The PCCF, ANI, SVP.
5. All Comm-cum-Secretaries/Commr-cum-Secretaries/JS, A & N Administration.
6. All HODs of A& N Administration.
7. The Assistant Manager (IT), EDP Cell, Secretariat, to upload this Circular in the Administration website.


Deputy Secretary (Pers) BTRW
D. 2025