

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

Port Blair dated 10th May, 2021.

ORDER No.1239

In supersession of this Administration's Order No. 731 dated 17.03.2021 the Competent Authority is pleased to order that sanction of leave/duty-cum-tour as also leave of all types to Mainland and Inter-Islands will be governed in respect of Officers/Officials under A & N Administration with immediate effect, as per following instructions:

I. FOR LEAVE

Sl No	Group	Event	Competent Authority
1.	Chief Secretary/DGP/ PCCFs/Principal Secretaries/ Commissioner- cum- Secretaries/Secretaries/ Spl. Secretaries/HODs/ Directors and equivalent/ all IAS (Senior Time Scale and above) , IPS (SP and above) , IFS (DCF/DFO and above), DANICS (Selection Grade and above), DANIPS (Selection Grade and above.) Officers posted under the UT Administration	All kinds of leave including Casual leave, as admissible irrespective of number of days /station leave permission, under AIS(leave Rules)/ CCS(Leave) Rules as applicable	Hon'ble LG
2.	Group 'A' Officers and DANICS/DANIPS Officers (Entry Grade) other than at Sl. No. 1 above	All kinds of leave including casual leave as admissible irrespective of number of days, station leave permission under AIS (Leave) Rules /CCS(Leave) Rules	Chief Secretary
3.	Group 'B' Gazetted Officers (other than at Sl.No. 1 and 2 above, if any)	All kinds of leave including casual leave as admissible irrespective of number of days, station leave permission under CCS(Leave) Rules	Administrative Secretary concerned

4.	Group 'B' Non Gazetted Officers	<p>i) Casual Leave with/without station leaving permission.</p> <p>ii) All kinds of leave except S.No. (i) above upto 05 days.</p> <p>iii) All kinds of leave except S.No. (i) above more than 05 days/any extension of leave under S.No. (ii).</p>	<p>i) Head of Office/ Head of Institution.</p> <p>ii) Head of Office.</p> <p>iii) Head of Department.</p>
5.	Group 'C' Officials	All kinds of leave including casual leave as admissible irrespective of number of days, station leave permission under CCS(Leave) Rules	HoD/HoO concerned, as the case may be, as per existing delegation.

II FOR DUTY-CUM-TOUR (MAINLAND & INTER-ISLANDS):

Sl No	Group	Competent Authority	Relaxation allowed
1.	Chief Secretary/DGP/ PCCFs/ Principal Secretaries/ Commr. cum Secretaries/Secretaries/ Spl. Secretaries/HODs/ Directors and equivalent/ all IAS (Senior Time Scale and above), IPS (SP and above), IFS (DCF/DFO and above), DANICS (Selection Grade and above), DANIPS (Selection Grade and above) Officers posted under the UT Administration	Hon'ble LG.	The officers are exempted to leave on duty-cum-tour to other Islands from the respective Headquarters without prior approval of Hon'ble LG for dealing with exigency situations like Natural Disaster, Epidemic, Election, Law and Order situation etc., whenever such circumstances arise and immediate deployment and supervision of field level arrangements is required, subject to the condition that officers leaving to other islands from headquarter in the said circumstances must give prior information to their Administrative Secretary/DGP/CS/HLG as the case may be and submit a tour report within one week of returning to headquarter to the office of Hon'ble LG.
2.	Group 'A' Officers and DANICS/DANIPS Officers (Entry Grade) other than at Sl. No. 1 above	Chief Secretary	-
3.	All Group 'B' Gazetted (other than at Sl.No. 1 and 2 above, if any)	Administrative Secretary concerned.	-
4.	Group 'B' Non Gazetted Officers	HoD concerned	-
5.	Group 'C' Officials	HoD Concerned	-

III SoP for processing of Leave/Duty-cum-tour proposals

1. The SOP/directives of Hon'ble LG, A&N Islands dated 01.10.2018 and 27.02.2021 governing sanction of leave/duty-cum-tours shall be complied in true letter and spirit by all concerned.
- 2 (a) All requests for tours/visits must invariably be accompanied by written meeting notice from the concerned Ministry/ Department of Govt. of India. A Tour Note shall be submitted by the touring/visiting Officer to his/her Reporting Officer within 07 working days of completion of tour/visit.
- (b) The power delegated in this order and leave approved thereupon shall remain in conformity with all other parameters as contained in the Administration Order No. 731 dated 17.03.2021 and Circular No. 9-10/2008-PW dated 16.04.2021 in respect of leave and duty-cum-tour.
3. Out travel from Port Blair is to take place only on the day preceding the meeting/tour and the Officer reports back to duty station the day following the tour/meeting.
4. Evidences in Courts and enquiries where travel to mainland is involved shall be notified at least 15 days in advance to the Chief Secretary and all such cases be brought to the notice of HLG.
5. In all Departments where Principal Secretary/Commr-cum-Secretary and Secretary are deployed, at least one of them shall be in Headquarter. This also applies to DGP/next senior most IGP and PCCF/next senior most in command. Presence of first or second link Officer at the Headquarters/Station should be ensured before proposing Duty-cum-tour/leave applications for consideration of HLG and this must be brought on note side while seeking approval of the Competent Authority.
6. Overstay over and above the approved tour/leave programme shall not be permitted. In case absolutely necessary, prior written approval from the HLG, must be invariably taken through Chief Secretary. In case of duty cum tour, the request must be accompanied by meeting notice (for extended duration) from the concerned Ministry/Department of Govt. of India.
7. Any unauthorised absence or overstay without prior approval of HLG including on medical grounds, shall invariably be brought to the notice of MHA/Cadre Controlling Authority concerned for appropriate action, including disciplinary. HLG will take a serious view of such lapses, if any.
8. In case of overstay following an approved tour or leave, the period in question shall not be regularized without specific approval of the HLG and for the subsequent three months period, all tour proposals for the concerned officer shall be put up to HLG even if the Competent Authority as per the above have been delegated to Chief Secretary/Administrative Secretaries/HoDs concerned, as the case may be.
9. All tour/leave proposals are to be put on a Running File of the Department and not forwarded piece meal on loose noting sheets, separately on each occasion.
10. No tour proposals are to be combined with any kind of leave including Casual Leave, Station Leave permission etc.
11. If a prospective leave requirement of an Officer requesting to leave Headquarters on duty is deemed so critical, then another representative of the Administration is to be deployed to attend the proposed official duty. The Officer desirous of requesting for leave is to apply separately, for type/number of days of leave.

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12. A minimum of 01 week notice is to be catered for in seeking such approval of HLG through CS those meeting the above stipulation in totality. Invariably, such proposals are to be accompanied by a tabular format (copy enclosed at Annexure-A) reflecting separately the tours and leave of all types including Casual Leave and station leave permission availed by the Officers in chronological order since 01.01.2020. In accordance with the directives of HLG dated 27.02.2021, for all tours/leave proposals, total absence from duty station, duly verified at CS office will be required when sending proposals to HLG.
 13. The Lt. Governor's Secretariat has been directed to return such files/proposals for leave/tours which are not in total compliance with the above SOPs/stipulations without even placing such matter before the Hon'ble Lt. Governor.
 14. In respect of DANICS/DANIPS Officers below Selection Grade and Officers below the level of HoDs/Director rank/equivalent etc. for which HLG is not the Competent Authority, the Competent Authorities as mentioned at Sl.No. 2 to 5 above shall ensure compliance in letter and spirit with the above mentioned stipulations.
 15. The SOP hereinabove shall be applicable for duty-cum-tour/leave approvals granted by all Competent Authorities as specified above, both for out travel to mainland and inter-island travel on duty or on leave.
 16. In the matters of LTC travel or for Emergency Passage Concession, the sanctioning Authority for leave will be as per delegation ordered at Sl. No. 1 above. However for settlement of LTC claim, the controlling authority may be as defined under Supplementary Rule 191(FRSR Part-II). The leave should be duly approved by the Competent Authority as per the above delegation before proceeding on LTC or Emergency Passage Concession.
 17. The foregoing shall apply equally to mainland/inter-island tour/duty/leave proposals where HLG has delegated the Competent Authority functions to other Officers.
 18. **For leave covered under Point No. 4 (i) & (ii), the authorities specified shall also ensure compliance of aforesaid parameters and endorse the copy of all such sanction orders to HoD concerned who shall be responsible for overall compliance and maintenance of Leave Records.**
 19. The Chief Secretary shall ensure total compliance, in letter & spirit with stipulations/SOPs as mentioned above.
 20. This issues with the approval of Competent Authority.

Purnima Govind

(Purnima Govind)

Assistant Secretary (Perl)

[F.No.9-10/2021-PW]

OFFICE ORDER BOOK

Copy to:-

1. Sr. PS to LG Raj Niwas, Port Blair.
2. Sr. PS to Chief Secretary, A&N Administration, Secretariat.
3. All Principal Secretaries/ Commr-cum- Secretaries/ Secretaries, A&N Administration.
4. The Director General of Police, A&N Islands, Port Blair.
5. The Principal Chief Conservator of Forests, A&N Islands.
6. All Heads of Departments/ Offices, A&N Administration.
7. All Section, Secretariat.
8. The Assistant Manager (IT), EDP Cell, Secretariat.

Purnima Govind

Assistant Secretary (Perl.)