No. HRM-I/A-11(1)2018/1017

Date: 12 APR 2019

To

All Addl. Central P.F. Commissioners(Zones)/PDNASS/ZTIs
All Addl. Central P.F. Commissioners, Head Office
All Regional P.F. Commissioners, Incharge of the Regions

Subject: General Guidelines and instructions to be followed in the matter of attending Training Programme at PDNASS—regarding.

Madam/Sir,

Attention is invited to Head Office Circular Letter No. HRM-I/A-11(1)2013/Leave/6302 dated 15.06.2017 (placed at S.No. 127 on the official website) wherein instructions in the matter of grant of leave, tour programme approval and station leave permission etc. have been communicated to all concerned for strict compliance.

2. Recently it has come to notice that officers have left their Headquarters in breach of these instructions. These instructions on the subject are hereby reiterated.

3. While reiterating the instructions, it is hereby conveyed that for attending training programmes outside the station or the Zone and at PDNASS etc., Headquarters leaving permission should be obtained well before leaving the Headquarters and tour programme to this effect may be approved by the Controlling Authority of the officer concerned as given below:

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<th>S.No.</th>
<th>Cadre</th>
<th>Controlling Authority</th>
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<td>1.</td>
<td>Addl. Central P.F. Commissioner(HQ)</td>
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<td>3.</td>
<td>Addl. Central P.F. Commissioner, ZTIs</td>
<td>Director, PDNASS</td>
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<td>4.</td>
<td>Regional P.F. Commissioner-I of Regional Offices/Zonal Offices</td>
<td>Addl. Central P.F. Commissioner, Incharge of the respective Zone</td>
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3. The above instructions are issued with the approval of the Competent Authority.

Yours faithfully,

(Udita Chowdhary)
Addl. Central P.F. Commissioner (HR)
Copy to:

1. Director (PDUNASS)
2. All RPFCs Incharge of ROs/ZTIs/Sub-ZTIs/
3. Chief Engineer/RPFC(PFD)
4. All Officers in Head Office
5. Dy. Director (Vigilance), Head Office/All Zonal Dy. Director (Vigilance)
6. RPFC (NDC) for uploading the order in the website.
7. PPS to CPFC
8. PPS to (FA & CAO)
9. PS to Chief Vigilance Officer
10. All ZAPs.
11. Hindi Section for Hindi version.

(Sanjay Bisht)
Regional P. F. Commissioner-I (HRM)

[Signature]