



NAVODAYA VIDYALAYA SAMITI
REGIONAL OFFICE,
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(Ministry of Human Resource and Development, Deptt. of Education, Govt. of India)
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F.No. 2-27/2014/NVS (SHR)/Pers/ 1215

Dated : 21 July, 2014

To

The Principal
All JNVs
Under Shillong Region.

Sub: Sanction of Casual Leave in conjunction with Vacation – reg

Sir/Madam,

It has come to the notice of the undersigned that many JNVs are forwarding the leave application of the employees seeking sanction of Casual leave in conjunction with vacation. It is deeply regretted to state that, leave applications are forwarded with casual attitude, without taking into consideration on rules of the samiti which is leading to unnecessary correspondence, waste of time and stationeries of the Regional Office. NVS Hqr vide circular No: 3-49/89-NVS(Estt.) dated 23.10.1989 clearly states that vacation cannot be availed in conjunction with casual leave.

Before forwarding any application to Regional Office, the JNV is expected to go through the rule position, instructions inadvertently and comments of Principals is a must. Letters received in the casual way of attitude will be viewed seriously.

Principals are also advised to keep themselves updated with rules and instructions of Samiti issued from time to time.

JAWAHAR VIDYALAYA
P.O. Khasi

Letter received

Date of receipt

File No

178

4/8/14

1-13

Yours faithfully,

(Signature)

[Dr. N.S.Reddi]

Deputy Commissioner I/c

(Signature)
Principal

Principal

To All for information

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