

Government of Jammu and Kashmir,
Directorate of Urban Local Bodies, Jammu

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CIRCULAR

Whereas, it has been observed that officers/ officials of Municipal Councils/ Committees of Jammu Division are suffering badly unnecessarily regarding sanctioning of different type of leaves in their favour due to various exigencies and deficiencies pointed out in the leave cases.

Whereas, J&K CSR Leave Rules (1979) provides for authorities competent to grant / sanction leave in favour of their subordinate officers /officials as per class of officers.

Whereas, it is found that Chief Executive Officers/ Executive Officers are empowered to grant / sanction of leaves in favour of their immediate subordinate staff as per Rules.

Therefore, in order to streamline the process for sanctioning of leaves in favour of subordinate staff where leaves are due, concerned Chief Executive Officers/ Executive Officers may sanction the leaves as per Rules and only prolonged leave sanction cases may submit to this Directorate office for further sanctioning.

Further, it shall be the responsibility of P&AOs to check and verify the record of leaves sanctioned and properly entered in the Service Books of concerned before release of salary as per Rules and also maintain the leave accounts through dealing assistant.

Encls:- copy of authority competent to grant leaves.

No:-DULBJ/2022/5188-89
Dated:- 3-11-2022

Director
Urban Local Bodies
Jammu

Copy to the:-

1. Chief Executive Officers/ Executive Officers/ Pay & Accounts Officers, Municipal Councils/ Committees of Jammu Division for information and necessary action.
2. Office order file.