



ICAR-CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
Santoshnagar :: Saidabad Post :: Hyderabad – 500 059



F.No. 1-1(177)/2022-2023/Estt.I
Date: 23.08.2024

CIRCULAR

All Heads/SICs/OICs of Divisions/Sections/Units/Farms are hereby informed that powers to sanction any special kind of leave have not been delegated to them. Henceforth, only Casual Leave/RH, Earned Leave and Commuted Leave on Medical Grounds may be sanctioned by Heads of Divisions/Sections/Farms, under normal circumstances. All other cases of leave, including Maternity/Paternity/ Child Care/ Ex-India/Study leave etc. shall be considered for sanction by Director. It is also requested to kindly direct all the employees working under their control to obtain prior approval & sanction of the competent authority before proceeding on leave followed by submission of joining report on the date of joining itself.

This is issued with the approval of Director.

(V. Sanu)
Administrative Officer

23/08/24

Distribution:

1. Project Coordinator, AICRPAM
2. Project Coordinator, AICRPDA
3. Head, Division of Crop Sciences
4. Head, Division of Resource Management
5. SIC, Section of Design & Analysis
6. SIC, Section of ToT
7. SIC, Library
8. SIC, PME Cell
9. PI, NICRA
10. Academic Coordinator (PG)
11. Academic Coordinator (UG)
12. SIC, HRF
13. SIC, GRF
14. OIC/Head, KVK
15. SIC, Landscaping Section
16. Chief Finance & Accounts Officer
17. OIC, IGH
18. OIC, Vehicles
19. Assistant Administrative Officer (S&P, Coordination and Pension & DDO)
20. PA to Chief Administrative Officer
21. PPS to Director
22. SIC, AKMU – for kind upload of the circular on the institute website