



GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
GANGTOK-737101

No.92/GEN/DOP

Dated; 31/01/2020

NOTIFICATION

With a view to streamline the channel of disposal of files relating to leave of the Government employees, the State Government is pleased to prescribe the following levels and procedure for disposal of various category of cases:-

Sl No.	Subject	Approving Authority	Remarks
1.	Leave		
	(1) All Leave matters of Group C & D Employees	Secretary of the Department/ Head of Office	
	(2) All leave matters of Officers upto Additional Secretary & equivalent	Secretary, DOP	On the recommendation of the concerned HOD
	(3) Leave matters of officers of the rank of Special Secretary and above and all AIS officers.	Chief Secretary	
	(4) Study Leave/EOL cases	Chief Secretary	
	(5) CL of HODs/Secretaries	Chief Secretary	
2.	Leave to visit abroad on private visit		
	(1) Officers of the rank of Special Secretary and above and all AIS officers.	Chief Secretary	
	(2) Others	Secretary, DOP	

By Order.

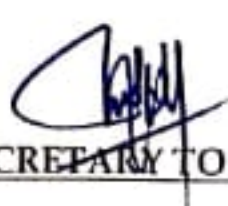
Sd/-
(Tashi Cho-Cho)
SPECIAL SECRETARY
DEPARTMENT OF PERSONNEL
File No. F(93)/GEN/DOP

Memo No.; 367-370/GEN/DOP

Dated; 31/01/2020

Copy for information to:-

1. All Head of Departments/Secretaries,
2. Secretary to HCM,
3. Joint Secretary, Home Department..... for publication in the Gazette,
4. Joint Secretary-cum-Staff Officer to Chief Secretary,
5. File and
6. Guard File.


UNDER SECRETARY TO THE GOVERNMENT