




Government of Jammu & Kashmir
Directorate of Horticulture Planning & Marketing
Rajbagh Srinagar

CIRCULAR

It is impressed upon all the employees of this Department that henceforth :

1. No tour of employees shall be approved unless their advance tour is authenticated by their concerned controlling officers. Further all the Deputy Directors/AMO's/AGMO's shall also submit the detailed report regarding activities undertaken by the said Officer/ official while on tour.
2. Employee proceeding on Earned/Medical/any other leave shall furnish a copy of sanctioned leave to the IT cell of this Directorate for approval on AEBAS.
3. No casual leave exceeding 2 days at a stretch shall be approved on AEBAS.


(Syed Shahnawaz Ahmad Bukhari) KAS
DIRECTOR
Horticulture Planning & Marketing

No:DHPM/IT Cell/201/Sgr/2018 | 4086-97 Dated 22/09/2018

Copy to the:

1. Secretary to Government Horticulture Department J & K Civil Secretariat Srinagar for favour of information.
2. All concerned District/Zonal Level Officers.
3. _____.