

F. No. 8-32/2008-Estt.
Government of India
National Commission for Minorities

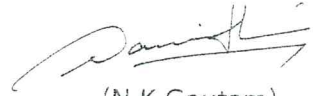
5th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-3
Dated: 26.12.2013

OFFICE ORDER

It has been decided with the approval of Competent Authority that all kinds of leave e.g., Earned Leave, Medical leave, Study leave, Maternity leave, Paternity leave etc. to Non-Gazetted staff of NCM (including co-terminus, contractual & outsourcing) shall be sanctioned by their respective Sectional Head i.e. Joint Secretary/Deputy Secretary.

2. Even for Casual Leave (CL)/Restricted Holiday (RH), the same system will follow for Non-Gazetted staff.

3. In the case of co-terminus staff (Non-Gazetted), the JS/DS shall sanction leave on recommendation of the Member with whom they are working.



(N.K.Gautam)

Administrative Officer

Copy to:

- (i) PS to Chairman, NCM
- (ii) PS to All Members, NCM
- (iii) PPS to Secretary, NCM
- (iv) PS/PA to Joint Secretary, NCM
- (v) PS/PA to Deputy Secretary, NCM
- (vi) PA to Under Secretary (Admn.) & Under Secretary (G&R)
- (vii) SRO/LO/AO, NCM
- (viii) All Staff of NCM (including co-terminus, contractual & outsourcing)
- (ix) Guard File.