

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

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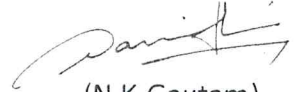
5<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Dated: 26.12.2013

**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 Gazetted officers working in NCM shall be sanctioned by Secretary, NCM. Accordingly, all Gazetted officers working in NCM are advised to submit application for sanction of leave to Secretary.

2. Even for Casual Leave (CL)/Restricted Holiday (RH), the same mode of submission of application and its approval will follow for Gazetted Officers.

3. In the case of co-terminus staff (Gazetted), leave shall be sanctioned on the 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) Guard File.