



CBSE/Pers.A/ 2017 / 384-99

09/1/2017

OFFICE ORDER

The approval of the Competent Authority regarding 'Standard Process Sheet' to be used by all concerned for applying for leave or extension of leave has been conveyed along with enclosures of Standard Format of leave applications vide Office Circular no. Pers. A/ MISC./Leave/2016/4431-35 dt. 27.04.2017. It has, however, been observed that old leave format is still being used by various units/ employees till date. The Competent Authority has taken a serious note of this.

All the employees / units / Regional Offices / CoEs' are hereby informed once again to follow the directions of the Competent Authority in totality and to apply leave strictly in the enclosed proforma.

This issue with the approval of the Competent Authority.

J. Chaturvedi
12/01/2017
(JAIPRAKASH CHATURVEDI)
DEPUTY SECRETARY (A & L)

Copy for information to:

1. PS to Chairperson, CBSE, Delhi.
2. Sr. PS to Secretary, CBSE and Directors of the Board.
3. All the Regional Officers of the Board.
4. All Officers/ Officials of the Board.
5. The Deputy Secretary (IT), CBSE IT Project Unit with a request to upload this office order on Board's website.
6. The Section Officer (Pension Cell)- with a request to inform all the pensioners / retired employees of the Board.
7. The President, SBSWA, CBSE Preet Vihar, Delhi.
8. Notice Board.
9. Scrap Register.

