



# Central Pollution Control Board

(Ministry of Environment & Forests, Govt. of India)

Parivesh Bhawan, East Arjun Nagar,

Delhi – 110032.

No.C-22017/04/98-Admn.(P)/

the 19<sup>th</sup> June, 2015

## CIRCULAR

It has come to the notice that the senior officers of CPCB are proceeding on tour/leave without proper plan or submitting their itinerary at the fag end prior to departure. This causes dislocation/hamper of the office work. In addition to this recommending/sanctioning of leave to 2 - 3 Officers at a time in their Division is also continued despite repeated O.M's issued in this regard.

CCB has viewed it seriously and directed that all senior officers especially at the level of Scientist 'E' & above should plan their tour/leave programme well in advance to enable Competent Authority to accord necessary approval and direction on time before the date of departure on tour/leave as the case may be.

This is being issued with the approval of the Member Secretary, CPCB after observations of CCB.

**(R.D. Pandey)**

**Administrative Officer (P)**

Distribution :-

1. All the Divisional Heads at : With a request to circulate it also  
Head Office among the employees working under them.
2. All the Zonal Incharges : With a request to circulate it also  
among the employees working under them.
2. Incharge, IT Division : With a request to up-load it on  
CPCB, Delhi. CPCB website and Intra-portal.
3. All Notice Boards