

No. 1/24/95-PER/Part/441b  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat,  
Daman : 396 220.

Dated: 13/03/2013.

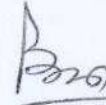
**ORDER**

It has been observed that Senior Officers sometimes proceed on leave/tours without being approved by the Competent Authority. This has been viewed very seriously by the Administrator and it has been decided to issue the following revised instructions for strict compliance :

- 1) All IAS/IPS/IFS/DANICS/DANIPS Officers and Secretaries posted in U.Ts. of Daman & Diu and Dadra & Nagar Haveli shall not proceed on leave/tours outside their respective jurisdiction namely, Daman, Diu or Dadra & Nagar Haveli, including on holidays, without formal approval of the Hon'ble Administrator.
- 2) The leave/tour of all the Group 'A' and 'B' officers posted in Daman or Dadra & Nagar Haveli other than mentioned in para (1) shall be approved by respective Administrative Secretaries.
- 3) The leave/tours of all Group 'A' and 'B' officers posted in District of Diu, except mentioned in para(1), shall be approved by Collector, Diu.

This order is issued in supersession of all orders issued in this regard.

This issues with the approval of the Competent Authority.



(B.S. Thakur)

Deputy Secretary (Pers.)

Copy to :

1. All Heads of Department/Secretaries, Daman & Diu and Dadra & Nagar Haveli.
2. All Heads of Offices, Daman & Diu and Dadra & Nagar Haveli.
3. The Collector, Diu for circulation to all offices located in Diu District.
4. The P.A. to Administrator, DNH, Silvassa for circulation in Dadra & Nagar Haveli.
5. Guard File.