

CENTRAL IRCL. TRIV.

Head Draftsman

Government of Kerala.
Public (Miscellaneous) department
Circular Memorandum.

18084/ SA 645

No. 34021/M3/69/PD

8630 415 Dated, Trivandrum, 14-5-69.

Requests are sometimes received by Government for a holiday or the early closure of offices in connection with the death of some member of the staff. Government consider it necessary to follow some uniform policy with regard to such requests. It has been decided that in such cases the staff in the particular office where the deceased Government servant was working may be allowed to leave office 15 minutes before the scheduled time for the closing of the office on the day that the death occurs. Any other absence on such occasions will have to be applied for individually and treated as casual leave or earned leave as the case may be.

Sd/- Chief Secretary.

To

The Heads of Departments.

Endt. on L.Dis. (G1) 19466/69 dated 22-7--69.

Copy to all sub offices for information.

Copy to stock file.

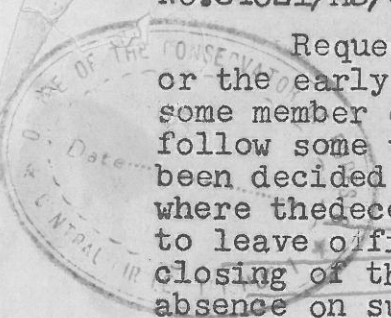
Sd/- for Chief Conservator of Forests.

Approved for issue,

Mankar
Superintendent. 19/7/69

Office of the Chief Conservator
of Forests, Trivandrum.

VS/16 (305)



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25/7/69
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