

**GOVERNMENT OF KERALA**

No. 89226/Spl.A287/GAD  
General Admn (Spl A) Dept.,  
Trivandrum, Dated 20.8.1987.

**CIRCULAR**

Sub:- AIS Officers – Availing – leave – instructions – issued.

The Following types of deficiency have been noted in many recent cases of AIS officers going on leave or returns from leave:-

- (1) Not giving the contact address during the period of leave:
- (2) Officers who were on leave reporting for duty all on a sudden, before the expiry of the period of leave applied for or sanctioned.
- (3) Officers applying for extension of leave, long after the expiry of the sanctioned
- (4) Officers applying for leave without adequate notice.

All these cause considerable dislocation in work and difficulty in issuing posting orders in time.

2. The following instructions are issued for strict compliance:-

- (1) Whenever an officer enters on leave, clear intimation be given to General Administration (Special) Department of his contact address:
- (2) Officers returning from leave, (As also foreign Assignment, Study leave, foreign training) should give at least 15 days' prior of waiting, if any, will be counted only after the period of 15 days from the date of receipt of intimation is over. The officer will have to take eligible leave for the intervening days.

V. Ramachandran  
Chief Secretary

To

All IAS Officers (By name)  
All IPS Officers (through the D.G.P.)  
All IFS Officers (Through the Principal Chief Conservator of Forests)

Forwarded/ By Order

Section Officer.