

GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

OFFICE MEMORANDUM

Imphal, the 18th March, 2025

No.19/7/2015-Misc/DP: It has been observed that many IAS /IPS /IFS /MCS /MPS /MFS /MSS / MFiS / MFoS / Jr. MCS Officers and Heads of Department have been proceeding on leave and on tour without prior sanction of the competent authority. In some cases, the officers have been submitting leave application without the recommendation of the Controlling Authority, which is not permissible under Leave Rules.

2. In view of the above, the following instructions are reiterated for strict compliance by all officers whose service matters are within the purview of Department of Personnel:

- a. No officer shall proceed on leave before it is duly sanctioned.
- b. Leave application, except in case of leave on medical ground, must be submitted in the prescribed leave form at least 15(fifteen) days before the commencement of the leave. Recommendation of the Controlling Authority is mandatory while forwarding leave application to Department of Personnel. Further, Controlling Authority shall indicate arrangement as to who will look after the charge during the leave period of the officer while forwarding the leave application to Department of Personnel.
- c. Officers proceeding on leave before obtaining the sanction of the competent authority shall be liable to disciplinary proceedings.
- d. Proposals for ex-post facto sanction of leave or tours shall not be entertained by Department of Personnel.



(P.K. Singh)

Chief Secretary,
Government of Manipur

Copy to:

1. Secretary to Governor, Manipur, Raj Bhavan, Imphal.
2. Staff Officer to Chief Secretary, Government of Manipur.
3. All Administrative Secretaries, Government of Manipur.
4. Principal Accountant General, Manipur.
5. All Heads of Departments, Manipur.
- ✓ 6. Director, Information Technology Department, Manipur for uploading in the Government Website.
7. Guard file.
8. Notice Board.
