



कयर् बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कयर् हाउस, एम.जी.रोड., कोची - 682016
Coir House, M.G. Road, Kochi - 682016
तार/ Gram : COIR BOARD
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788
फैक्स / Fax : 0484-2370034, 2354397
ई-मेल/ E-mail : coir@md2.vsnl.net.in
वेब/ Web : www.coirboard.nic.in, www.coirboard.gov.in

A-49/1/2017-ADM(ESTABLISHMENT)

22.01.2018

CIRCULAR

Sub: Availing of LTC without prior permission from the Competent Authority-reg:-

Of late, it has come to the notice that some of the employees are submitting LTC applications with short notice and availing the same without getting the prior sanction from the Competent Authority. This practice is not at all encourageable. Especially, long journeys without authorisation of the Competent Authority are not in order.

In view of the above, it has been decided that no LTC applications submitted at least prior to two weeks (ie. 10 working days) of the date of proposed journey will be considered for sanction in future. Any unauthorised journeys on LTC will be viewed scrupulously and shall attract suitable disciplinary action as per relevant rules. No claims on account of such LTC journeys will be considered for settlement also.

Therefore, all the Officers in charge of Sub Offices and Senior Officers/Branch Heads in Head Office may ensure that the LTC applications without the above time stipulation are not recommended by them for sanction for the employees working under them nor submitted by them for themselves.

This issues with the approval of Competent Authority.

ADMINISTRATIVE OFFICER

To

1. All Sections/ Branch Officers in Head Office
2. All Sub Offices and Showrooms & Sales Depots

- Copy to :
1. Director (Mktg)
 2. Director , RDTE, CCRI, Kalavoor
 3. Joint Director (Plg.)
 4. Senior Accounts Officer
 5. E-Office Notice Board