



OFFICE OF THE SUPERINTENDENT OF POLICE (HQ)
PUDUCHERRY

No.07/SP(HQ)/OW/2019- 298

Date:22/11/2019

CIRCULAR

Sub: Police Department, Puducherry – Timely processing and sanction of leave requests received from Police Officers and Personnel – Instructions – Issued.

As desired in the Senior Officers Meeting, dated 9.10.2019, it is hereby instructed that the leave applications of any kind due and admissible received from Police Officers & Personnel should be processed immediately without any inordinate delay and the same should be submitted to the leave sanctioning authority within three days from the date of receipt of such application from the concerned police personnel.

2. In any case, if the Recommending Officer happens to be on leave or out of station, on duty, the Link Officer or In-charge Officer shall take the responsibility of recommending such leave applications and ensure that the same are disposed of without any undue delay. The leniency in the recommendation / sanction of leave shall be subjected to restriction during exigency nature of duties. On availing the leave, necessary joining report from the individual should be obtained by the concerned Unit / Police Stations then and there and forwarded to the concerned Section for making necessary entries in the Service Book.

3. However, it should be ensured that the recommendation / sanction of such leave does not hamper the routine functioning of the concerned Units. The above instructions should be followed scrupulously without any deviation.

Insp. wt / see for n/a

(P. SEKAR)
OFFICER ON SEPCIAL DUTY
POLICE DEPARTMENT
PUDUCHERRY

Dr. S. BASCARANE
SP (Wireless)
CGO to Lt. Genl. Web Officer
Puducherry Police

- To
1. All SPs / Unit In-charge Offices / C.Is / SHOs, Puducherry, Karaikal, Mahe & Yanam Regions.
 2. The Superintendent of Police (HQ), Puducherry
 3. The Senior Accounts Officer / Junior Accounts Officer, Police Department, Puducherry.
 4. All Office Superintendents, Police Department, Puducherry.

Copy submitted for kind information to:

1. The Secretary to DGP, Puducherry
2. The Senior Supdts. of Police (HQ/L&O/C&I)/TRAFFIC & KARAIKAL),

>>>For kind information.