



F.No.2-10/2017- ITC (BAS-Corr.)

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि सहकारिता एवं किसान कल्याण विभाग/Department of Agriculture, Cooperation & Farmers Welfare

वनस्पति, संरक्षण, संगरोध एवं संग्रह निदेशालय / Directorate of Plant Protection, Quarantine & Storage

एनएच-४, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)

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dated the 28<sup>th</sup> Feb., 2020.

**CIRCULAR**

**Sub : Observance of attendance during Parliament Session(s) – reg.**

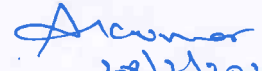
The competent authority in the Directorate of Plant Protection, Quarantine & Storage has desired all the officers/officials to ensure their availability in office and maintain punctuality during ensuing Parliament Session(s) and all coming Sessions. It is also expected from them to supervise movement of their subordinate officer(s)/official(s) and the following arrangements are advised:-

(i) No leave (even of short duration), tour and visit(s) etc. during parliament session(s) shall be recommended/sanctioned without prior notice of competent authorities. All the cases of unauthorized absence/emergent conditions(Medical grounds)/Casual leave etc. shall be brought to the notice of respective competent authorities with specific recommendations of the controlling officer(s), at the earliest opportunity;

(ii) Where the tour(s)/visit(s) during ongoing parliament Session have already been approved/recommended, a revised permission shall be obtained before leaving station(s), in all cases.

(iii) In extreme emergency cases, the alternate arrangement(s) along with recommendations of the supervisory officer(s), shall be submitted to the respective competent authority.

2. Responsibility for ensuring compliance rests with the respective Controlling Officers in Directorate/sub-offices. Therefore, all the respective Divisional incharges are requested to sensitise their subordinates and ensure that these arrangements are brought to the notice of all concerned, immediately.

  
28/2/2020

( Ajay Kumar )

Chief Administrative Officer

PH : 0129-2476331

**Distribution :-**

- (1) All Divisional-in-charge(s) in Directorate.
- (2) Officer-in-charges, Sub-offices for strict compliance.
- (3) PS to PPA for information
- (4) Notice Board(s).
- (5) IT Cell with the request to place on official website of Directorate.