



**SRINAGAR DEVELOPMENT AUTHORITY**  
Bemina, Bye Pass Near SKI MS Medical College, Srinagar, Kashmir-190018  
TEL: 0194-2493191, FAX: 0194-2493180, EMAIL: srinagardevelopmentauthority@gmail.com

**C I R C U L A R**

It is impressed upon all the officers/officials to adhere to following instructions before proceeding on Earned leave or Medical Leave:-

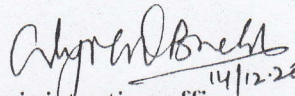
1. A leave application for Earned leave or Medical Leave should be submitted to Vice Chairman/Secretary in advance indicating the date and no. of days of Earned leave or Medical Leave to be sanctioned.
2. After sanction of Earned leave or Medical Leave by the Vice Chairman, the officer/official shall submit departure report before proceeding on sanctioned leave.
3. After availing leave, the officer/official should submit a joining report to the Vice Chairman on the date he/she joins back.
4. Submission of an application for sanction of Earned leave or Medical Leave shall not be construed as leave to be sanctioned by Competent Authority and no officer/official shall proceed on leave unless sanctioned by Vice Chairman.

Any non-compliance to these instructions shall be dealt very seriously. >

NO:SDA/VC/3220-20  
DT:14/12/2020.

Copy for information to:

1. Director, Land Management, SDA
2. Senior Town Planner, SDA
3. Financial Advisor/CAO SDA
4. Deputy Director Enforcement SDA.
5. Executive Engineer, SDA
6. Dy. Director(Tech.)SDA
7. Pvt. Secy. to Vice Chairman.
8. Computer Programmer, SDA.
9. Notice Board.

  
14/12/20  
Administrative officer  
Srinagar Dev. Authority.