



PLANNING AND ECONOMIC AFFAIRS (BPE) DEPARTMENT

No. 12713/BPE-2/96/Plg., Thiruvananthapuram, dated
28th October 1996

CIRCULAR

Sub.- Chief Executives of Public Sector Undertakings-Authority to sanction leave journey- Specifying the authority who should sanction the leave and journey- Specifying of.

At present there are no general guidelines specifying the authority who should sanction the leave and tour programmes of the Chief Executives of Public Sector Undertakings. This has led to different procedures being followed in different undertakings. Government are desirous of introducing a uniform procedure in this regard and issue the following guidelines.

1. Leave

(a) *Casual leave*- In the case of Managing Directors, Administrative Department in Government shall be the authority. The casual leave should be got approved as far as possible before taking the leave and the details thereof noted in the Casual Leave Register to be maintained in the office of the Chairman and Managing Director/Managing Director.

(b) *Leave other than Casual Leave*- The Board of Directors shall be authority to grant such leave provided no substitute arrangement is required. (orders of the Board of Director can be taken by resolution through Circulation). Where substitute to the Chief Executive is to be posted during the leave,, the prior approval of Government should be obtained.

2. Tour Programme

Tour programme of the Chief Executives should be approved by the Board of Directors. When tours are to be undertaken at short notice, the details of the tour should be placed before the Board at its next meeting and ex post facto approval for the journeys obtained.

3. Journeys outside the State

(a) As per economy orders issued in para 2 (ix) G.O. (P) No. 614/91/Fin., dated 18th November 1991 journeys outside the State shall be undertaken only with the prior permission of the Government. This orders should be adhered to by all undertakings whose business activities do not require frequent journeys for its personnel to places outside the State.

(b) In undertakings whose nature of business is such that it would require journeys outside

the State at short notice, may seek exemption from the abovementioned prior approval. In such companies, the Chief Executives and other personnel who proceed to places outside the State shall inform the fact to the secretary of the Administrative Departments by a D.O letter and seek permission ex post facto at the earliest. This is in addition to the approval of Board of Directors referred to in para ' 2 – Tour Programme'.

4. During any halt at Delhi no Chairman/ Chief Executive of a Public Sector Undertaking shall stay in a hotel when accommodation is available in Kerala House. No relaxation of this stipulation will be allowed.

5. The Government Directors are expected to ensue the compliance of thee above directions by the officers of Public Sector Undertakings.

C.P.Nair
Chief Secretary