



**भा. कृ. अनु. प. – केंद्रीय भेड़ और ऊन अनुसंधान संस्थान**  
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By E-mail



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Dated: 31.03.2023

**Circular**

**Sub:- Seeking of prior permission for Special Casual Leave (SCL) from Director while attending interview at ASRB-reg.**

It has been brought into cognizance of the Director that while employees of the institute are moving to ASRB, New Delhi for attending an interview are not seeking the prior permission of the competent authority in proper way.

Accordingly, it is informed to all the employees of the institute to ensure seeking prior permission of the Director before proceeding to appear in an interview at ASRB, to this effect an employee will submit an application for the purpose of seeking the SCL in advance to the Director and after due approval and issuance of office order in this regard, the concerned employee will apply for SCL over ERP module. Employees attending interview at ASRB will not be entitled for any official tour and TA/DA.

This is circulated for kind information and compliance please.

It is issued with the approval of the Director.

(D.L.Verma)

Assistant Administrative Officer

Distribution to:

- (1) Head(s)/Incharge(s) of Divisions/Section at CSWRI HQ with request to bring the circular into kind notice of the staff working under them.
- (2) Head(s)/Officer incharge of sub-stations/centres: NTRS-Garsa, ARC-Bikaner, SRRC-Mannavanur with request to bring the circular into kind notice of the staff working under them.
- (3) PS to Director
- (4) I/c AKMU with request to upload on Institute's website

**(Please download a copy of this office order as per requirement as it is not being distributed separately)**