

Note

Dept. Section	E3-6138/2010/SPB -
Subject:	SPB - ES1 - ssi. Ashraf E.M, Peon, District planning office, Kozhikode - LWA forwarding reg.
Reference:	Letter No E1-1023/2009/DPO/KKD dated 21/08/2010 for and 6/9/2010 from District planning officer Kozhikode.
	1. Kindly see the reference cited above. ssi. Ashraf E.M Peon, District planning office, Kozhikode submitted an application for LWA for 5 years from 5/10/2010 for working abroad.
	2) The leave application along with proforma, declaration in respect of ssi. Ashraf E.M, Peon, DPO, Kozhikode may be forwarded to Govt for sanction.
	3/ Draft letter put up placed below may be approved.
14/9/2010	5/ The application put up may be counter signed.
	6/ The Service Book of incumbent may also be forwarded.
14/9	A.A/Secy.A.O. 18/9

7/ Govt order No (R) No 348/10/Plg.

dated 25/09/2010 placed below

may please be seen. LWA Sanctioned ✓

8/ The service Book and C-o in

of Sri Ashraf E-M Peon may

be forwarded to DPO, Kozhikode ✓

9/ Draft c/c put up for approval ✓

10/10/2010.

27/6/10

A. H. / S. H. A. O.  
5/6/10 5/6/10

10/ The letter dt 11/11/2010 from

the DPO, Kozhikode regarding

1 P 39 CF

the LWA of Sri. E.M. Ashraf

Peon placed may please be seen ✓

11/ vide letter the DPO informed

that as per C.O. No. 348/Plg

1 P 35 CF

dt 25/9/2010, Govt have sanctioned

LWA for a period of 3 years

to Sri. E.M. Ashraf, Peon

with the date of avail of

leave ✓

12/ The DPO requested to

grant permission to relieve

Dept. Section	
Subject:	Sri E.M. Ashraf of the east <sup>12</sup>
Reference:	13 In the circumstances sanction may be given to DPO Kozhikode to relieve Sri E.M. Ashraf ✓
	14 Draft letter put up may be approved ✓
	<div style="display: flex; justify-content: space-between;"> <div> <p>3/11/10</p> <p>3/11</p> </div> <div> <p>A.A/ for A.O.</p> <p>CTA</p> </div> </div>
	14) The submission dated: 9/6/2015 the leave Application for LWA duly filled up proforma may please be seen
	15) Sri. R.M. Ashraf, office Attendant, DPO Kozhikode has been on leave without Allowance for 5 years since 11/1/2015 for taking up employment abroad. Now he has requested for an extension of LWA for further 5 years from 11/1/2015

16) He submitted duly filled proforma and declaration. In the circumstances his leave is approved.

17) Draft proceedings and application proforma put up for approval.

18/6/15 J/S

19/6/15

AA 19/6

Draft proceedings  
may be approved  
SWAOP  
20/6/15

lll

21/6/15  
MS

Dr. Alor Shree IAS  
Member Secretary  
Kerala State Planning Board

18) ശ്രീ. എം. അഷ്വത് ന്നു അനുമതി നൽകുന്നതിനായി തയ്യാറാക്കിയ ഫോർമയിൽ താഴെ പറയുന്ന വിവരങ്ങൾ നൽകിയിട്ടുണ്ട്. അതിന്റെ അടിസ്ഥാനത്തിൽ അനുമതി നൽകുന്നതിനായി തീരുമാനമെടുക്കുന്നു.

22/6/15

19) ~~ശ്രീ. അഷ്വത് ന്നു അനുമതി നൽകുന്നതിനായി തയ്യാറാക്കിയ ഫോർമയിൽ താഴെ പറയുന്ന വിവരങ്ങൾ നൽകിയിട്ടുണ്ട്. അതിന്റെ അടിസ്ഥാനത്തിൽ അനുമതി നൽകുന്നതിനായി തീരുമാനമെടുക്കുന്നു.~~

22/6/15 J/S

22/6/15

AA 22/6/15

22/6/15  
J.A.S.

Dept.  
Section :

Subject :

Reference :

സൂചന:- (എ. അമീൻ. ഇ. 240, അമീൻ (അമീൻ)  
അമീൻ. 06.05.2020 ന് അമീൻ

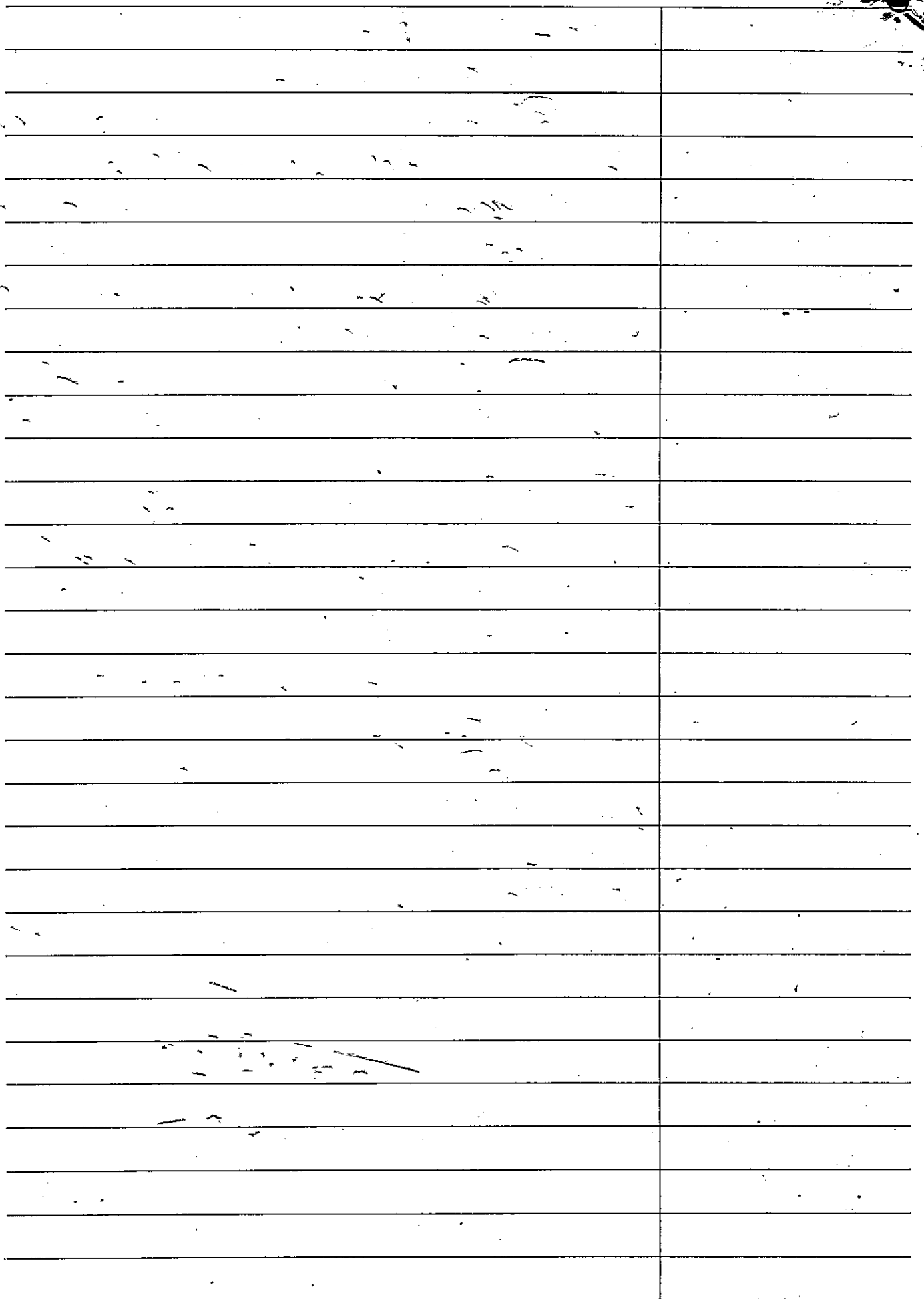
(എ) സൂചനയുടെ അനുസരിച്ച്  
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REGISTERED/A.D

No. E1-1023/2009/DPO/KKD

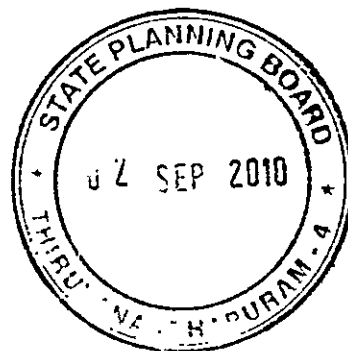
District Planning Office  
Kozhikode.  
21/08/2010.

From

6/38/2010  
The District Planning Officer  
Kozhikode.

To

The Member Secretary  
State Planning Board  
Thiruvananthapuram.



Sir,

Sub : Estt. DPO, Kozhikode – Sri.E.M.Ashraf, Peon – Application for LWA  
for FIVE years – forwarding of - reg.

Ref : Application received from Sri.E.M.Ashraf, Peon – dtd.18/08/2010

3/29  
I am forwarding herewith the application for L.W.A. for five years  
received from Sri.E.M.Ashraf, Peon of this office for kind necessary action. His  
Service Book is also enclosed herewith for transmitting to the Government to  
sanction the Leave.

Yours faithfully,

63/29  
District Planning Officer

Encl: 1)LWA Applicationm(2copies)  
2)Service Book.

No.E1-1023/09/DPO/KKD

-3-  
District Planning Office  
Kozhikode  
Dated: 06/09/2010.

From

The District Planning Officer  
Kozhikode.

To

The Member Secretary  
State Planning Board,  
Thiruvananthapuram.

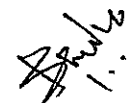
Sir,

Sub: Estt.DPO, Kozhikode.Sri. E.M.Ashraf,Peon L.W.A for 5 Years-  
Proforma-forwarding of -reg,

Ref: 1) This Office letter of even No.dated 21/08/2010.

In Continuation of the letter Cited. I may forward the Performa for kind necessary  
action in connection with the L.W.A. Application of Sri.E.M. Ashraf.Peon of this Office.

Your's faithfully,

  
District Planning Officer.



3/15/9

E3

13/9



5  
From

Ashraf E.M  
Eettanchery Mannil House  
Poonoor, Unnikulam (PO)  
PIN: 673 574

To

The Member Secretary  
State Planning Board  
Pattom, Thiruvananthapuram

(Through Proper Channel)

Sir,

Sub: Application for Leave Without Allowance for 5 Years

I am herewith submitting the followings for your kind consideration and favourable actions :

I am financially backward and I have a liability of more than two lakhs rupees. I have a job offer from abroad. In order to settle the libalities, I wish to join there.

Therefore, I humbly request you to kindly be favourable to grant 5 years Leave Without Allowance to meet the above requirements.

Yours faithfully,

  
Ashraf E.M. 18/8/10

Kozhikode  
Date: 19-08-10

FORM No. 13  
APPLICATION FOR LEAVE

(See Rule 113, Part I)

Note.—Item 1 to 14 must be filled in by all applicants whether gazetted or non-gazetted.

1. Name of the applicant
2. Date of birth
3. Post held
4. Department, Office and Section
5. Pay and scale of pay
6. Date of entry in service
7. Date of commencement of continuous service
8. Address during leave
9. House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post
10. Nature and period of leave applied for and the date from which the same is required
11. Holidays if any, proposed to be prefixed/suffixed to the said leave
12. Purpose for which the leave is applied for
13. Date of return from last leave and the nature and period of that leave

14. I undertake to refund the leave salary drawn during 'leave not due' which would not have been admissible had rule 85, Part I Kerala Service Rules not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Place: Kozhikode

Signature of applicant  
(with date)

[P.T.O.]

ASHRAF. E.M.

28.05.1981

Peon

District Planning Office

4510-6230

01.07.2009

01.07.2009

Eettanchery Mannil (14) Pooners.  
Unnikulam. 120.673574

Leave without Allowance  
5 years from 05.10.2010

To work abroad

15. Remarks or recommendation of the Controlling Officer.

*L.W.A for five years may be sanctioned*

*[Signature]*  
Signature (with date)

**DISTRICT PLANNING OFFICER  
KOZHIKODE**

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

[By Accountant General (A & E) in the case of Gazetted Officers]

16. "Certified that.....*Leave without Allowance*.....(Nature of leave) for.....*5 year*.....from.....*5.10.2016*.....to.....  
is admissible under rule.....of Kerala Service Rules".

*[Signature]*  
Signature (with date)

Designation  
**Senior Administrative Officer,  
State Planning Board,  
Thiruvananthapuram.**

17. \*Orders of the sanctioning authority :

Signature (with date)

Designation

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\*If the applicant is drawing any compensatory allowance the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.

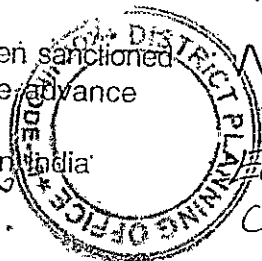
9

FORMA TO BE APPENDED WHEN THE PROPOSAL FOR SANCTIONING LEAVE  
WITHOUT ALLOWANCE IS FORWARDED TO GOVERNMENT

1. Name and Designation of the applicant : *ASHRAF. E. M*
2. Institution in which the applicant is working : *District Planning Office, Kothikode*
3. Date from which leave is required : *05.10.2016*
4. Duration of leave : *5 years*
5. Purpose of the leave applied for : *For working abroad*
6. Whether the appointment of the applicant in the dept. is regular : *Regular*
7. Total period of regular service put in by the applicant in the dept. on the date of applications and the date from which his continuance service beginning in the Depart. : *01 year & 3 months  
Continuance Service started on 01.07.2009*
8. Whether there is any disciplinary action pending : *No*
9. Whether there is any bonded obligation/ Contracted obligation : *No*
10. Whether the applicant has been sanctioned leave for the same purpose earlier and if so the details : *No*
11. Whether there is any liability outstanding : *No*
12. Whether any relaxation of rules is necessary to sanction the leave :
13. Whether the applicant has been sanctioned L.W.A earlier for any purpose : *No*
14. Whether you are convinced that suitable substitutes are easily available and whether a live list of candidate for appointment is available with the PSC : *Yes*
15. Whether the leave is recommended or not : *Yes*
16. Whether the applicant has been sanctioned any HBA or motor conveyance advance : *No*

17. Leave address of applicant in India

Counter signed



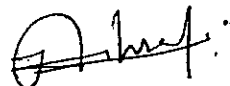
*Ettanchery Mannil (1) Poonoor.  
Onnikulam. P.O. 673574 - Calicut Dist.*

- 11 -

## DECLARATION

I have read G.O. (P) 780/83/Fin dtd.16.12.1983. G.O. (P)953/86/Fin, dtd.27.12.86 and G.O. (P) 579/87/Fin, dtd.1.7.1987 and also appendix XII of the Kerala Service Rules regarding sanction of leave without allowance to Government Employees seeking employment abroad or within the country and fully understood its implications. I am fully agreeable to abide by the terms and conditions of the Government orders and rules mentioned above.

Place : Kozhikode  
Date : 03/09/2010

Signature :   
Designation : Peon  
General No. :  
Unit/Dist. : Kozhikode



Countersigned :  
  
DISTRICT PLANNING OFFICER  
KOZHICODE

- 13 -

## DECLARATION

There is no vigilance or disciplinary action is pending against me.  
There is no liabilities outstanding against me to Government.  
I have no bonded obligation with the Government.

Place : *Kozhikode*  
Date : *03/09/2010*

*Ashraf*  
Signature of the Applicant



*Counter signed*

*[Signature]*  
DISTRICT PLANNING OFFICER  
KOZHICODE

DECLARATION

I, Ashraf E.M.  
hereby agree to abide by the conditions laid down in Appendix XII of  
K.S.R.

Signature with date :

Ashraf E.M.  
03/09/2016

Name :

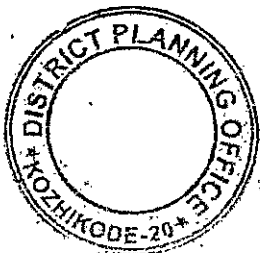
Ashraf E.M.

Designation :

Peon

Name of Institution :

District Planning Office  
Kozhikode



Counter signed

[Signature]

DISTRICT PLANNING OFFICER  
KOZHICODE

17

## DECLARATION

(Appendixes - XII-A, XII-B & XII-C of Kerala Service Rules)

An application for leave without allowances (L.W.A) for a period of .....5..... years with effect from...05.10.2010..... is being submitted by me.

In this connection I, Ashraf E.M hereby declare as follows:

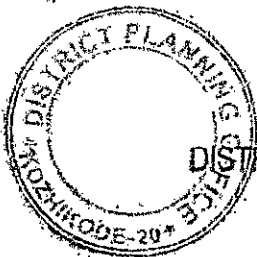
- ✓(1) I hereby express my consent to lose all service benefits such as earning of leave including Half Pay Leave, Pension, Gratuity, Increment and also seniority in the Higher Grade/Grade with reference to my juniors who might got promoted to such grade/grades before I rejoin duty.
- (2) ~~I have not completed the probation in my entry cadre.~~
- I am prepared to start in the said cadre and complete my probation on rejoining duty and I am prepared to forfeit the service benefits that had accrued to me before proceeding on leave and on rejoining duty, I may be deemed as a new entrant in government service.
- ✓(3) I have completed the probation in my cadre.
- ✓(4) I am not under bonded obligation to serve the Government.
- ✓(5) There is no outstanding liability to Government such as House Building Advance, conveyance advance etc. against me.
- ✓(6) No disciplinary action or vigilance enquiry is pending against me.

Place : Kozhikode

Date : 03/09/2010

Signature : Ashraf

Name : Ashraf E.M



Countersigned

DISTRICT PLANNING OFFICER  
KOZHIKODE

### DECLARATION

I, Ashraf E.M hereby declare that I am willing to abide by the conditions stipulated in Appendix XII-A, XII-B, XII-C of Kerala Service Rules.

Place : Kozhikode

Date : 03/09/2010

Signature : Ashraf

Name : Ashraf E.M

Designation : Peon

Office : District Planning Office

Kozhikode



Draft

- 19

E3-6138/2010/spB

spB

Follow  
TVP M

19/2010

From,

The Member secretary

To,

The Secretary to Govt.

Planning & Economic Affairs (B) Dept

Govt Secretariat

Thiruvananthapuram, ✓

Sir,

Sub: spB- Est - ssi Ashraf E-M peon,

DPO, Kozhikode - LWA for 5 years -

Application forwarding - reg ✓

Read: Leave application dated 18/8/2010

from ssi: Ashraf E-M peon,

DPO, Kozhikode ✓

I am to forward h/w the leave application dated 18/8/2010 received from ssi. Ashraf E-M peon, District planning office, Kozhikode requesting LWA for 5 years from the date of avail. for taking up employment abroad.

along with the proforma duly filled  
in for necessary action. The state  
Planning Board has no objection  
in sanctioning LWA to Sri  
Ashraf E. M. from DPO, Kozhikode.

The Service Book of the incumbent  
is enclosed herewith. ✓/H

Yours faithfully

For Member <sup>1st</sup> Secretary

~~14/9~~

Encl.

Service Book  
Application & proforma

FCD

16/9/2010

+

14/9/2010

SM

14/9



**STATE PLANNING BOARD**

No: E3-6138/2010/SPB

Pattom Palace. P.O.  
Thiruvananthapuram  
Dated: 15.09.2010

From

The Member Secretary

To

The Secretary to Government,  
Planning & Economic Affairs (B) Department  
Government Secretariat,  
Thiruvananthapuram.

Sir,

Sub: - State Planning Board - Establishment - Shri.Ashraf.E.M, Peon,  
District Planning Office, Kozhikode Leave Without Allowance for 5years  
-Application forwarding - reg.

Ref: - Leave application dated 18-08-2010 from Sri. Ashraf. E.M, Peon, District  
Planning Office, Kozhikode.

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I am to forward herewith the leave application dated 18-08-2010 received from Sri. Ashraf. E.M, Peon, District Planning Office, Kozhikode requesting Leave Without Allowance for five years from the date of avail for taking up employment abroad along with the proforma duly filled in for necessary action. The State Planning Board has no objection in sanctioning Leave Without Allowance to Shri. Ashraf.E.M, Peon, District Planning Office, Kozhikode.

The Service Book of the incumbent is enclosed herewith.

Yours faithfully

For Member Secretary

Encl: Service Book  
Application & Proforma



646A  
2010

No.E1-1023/09/DPO/KKD

-23-

District Planning Office  
Kozhikode  
Dated: 06/09/2010.

From  
The District Planning Officer  
Kozhikode.

To  
The Member Secretary  
State Planning Board,  
Thiruvananthapuram.



Sir,

Sub: Estt.DPO, Kozhikode.Sri. E.M.Ashraf,Peon L.W.A for 5 Years-  
Proforma-forwarding of -reg,

Ref: 1) This Office letter of even No.dated 21/08/2010.

In Continuation of the letter Cited, I may forward the Performa for kind necessary  
action in connection with the L.W.A. Application of Sri.E.M. Ashraf,Peon of this Office.

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Your's faithfully,

A handwritten signature in black ink, appearing to be "S. Ashraf", written over a circular stamp.

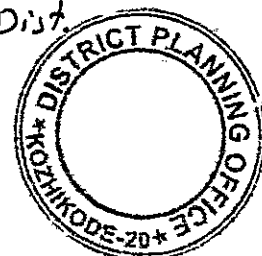
District Planning Officer.

**PROFORMA TO BE APPENDED WHEN THE PROPOSAL FOR SANCTIONING LEAVE  
WITHOUT ALLOWANCE IS FORWARDED TO GOVERNMENT**

1. Name and Designation of the applicant : *ASHRAF.E.M Peon. 25*
2. Institution in which the applicant is working : *District Planning Office, Kozhikode*
3. Date from which leave is required : *05.10.2010*
4. Duration of leave : *5 years*
5. Purpose of the leave applied for : *For working abroad*
6. Whether the appointment of the applicant in the dept. is regular : *Yes*
7. Total period of regular service put in by the applicant in the dept. on the date of applications and the date from which his continuance service beginning in the Depart. : *1 year and 2 months  
01.07.2009*
8. Whether there is any disciplinary action pending : *No*
9. Whether there is any bonded obligation/ Contracted obligation : *No*
10. Whether the applicant has been sanctioned leave for the same purpose earlier and if so the details : *No*
11. Whether there is any liability outstanding : *No*
12. Whether any relaxation of rules is necessary to sanction the leave : *No*
13. Whether the applicant has been sanctioned L.W.A earlier for any purpose : *No*
14. Whether you are convinced that suitable substitutes are easily available and whether a live list of candidate for appointment is available with the PSC : *Yes*
15. Whether the leave is recommended or not : *Yes*
16. Whether the applicant has been sanctioned any HBA or motor conveyance advance : *No*
17. Leave address of applicant in India : *Eettanchery Mannil (H) Ponnore.  
Omni Kalam. P.O. 673574. pin.  
Kozhikode. Dist.*

*Counter signed*

*[Signature]*  
PLANNING OFFICER  
KOD



DECLARATION

I have read G.O. (P) 780/83/Fin dtd.16.12.1983. G.O. (P)953/86/Fin, dtd.27.12.86 and G.O. (P) 579/87/Fin, dtd.1.7.1987 and also appendix XII of the Kerala Service Rules regarding sanction of leave without allowance to Government Employees seeking employment abroad or within the country and fully understood its implications. I am fully agreeable to abide by the terms and conditions of the Government orders and rules mentioned above.

Signature : *[Handwritten Signature]*

Designation : *Peon*

General No. :

Unit/Dist. : *Kozhikode*

Place : *Kozhikode*

Date : *14.09.2010*



*Countersigned*

*[Handwritten Signature]*  
DISTRICT PLANNING OFFICER  
KOZHICODE

## DECLARATION

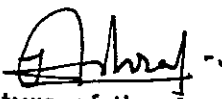
There is no vigilance or disciplinary action is pending against me.

There is no liabilities outstanding against me to Governemnment.

I have no bonded obligation with the Government.

Place : Kozhikode

Date : 14.09.2010

  
Signature of the Applicant



Countersigned

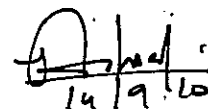
  
DISTRICT PLANNING OFFICER  
KOZHIKODE



DECLARATIONI, Ashraf E.M.

hereby agree to abide by the conditions laid down in Appendix XII of  
K.S.R.

Signature with date :



Name :

Ashraf E.M.

Designation :

Peon.

Name of Institution :

District Planning Office  
Kozhikode

Counter signed



DISTRICT PLANNING OFFICER  
KOZHIKODE

33

## DECLARATION

(Appendixes - XII-A, XII-B & XII-C of Kerala Service Rules)

An application for leave without allowances (L.W.A) for a period of .....5..... years with effect from.....05.10.2010..... is being submitted by me:

In this connection I, Ashraf E.M. hereby declare as follows :-

- (1) I hereby express my consent to lose all service benefits such as earning of leave including Half Pay Leave, Pension, Gratuity, Increment and also seniority in the Higher Grade/Grade with reference to my juniors who might got promoted to such grade/grades before I rejoin duty.
- (2) ~~I have not completed the probation in my entry cadre.~~
- I am prepared to start in the said cadre and complete my probation on rejoining duty and I am prepared to forfeit the service benefits that had accrued to me before proceeding on leave and on rejoining duty, I may be deemed as a new entrant in government service.
- (3) I have completed the probation in my cadre.
- (4) I am not under bonded obligation to serve the Government.
- (5) There is no outstanding liability to Government such as House Building Advance, conveyance advance etc. against me.
- (6) No disciplinary action or vigilance enquiry is pending against me.

Place : Kozhikode

Date : 14.09.2010

Signature :

Name :

Ashraf E.M.



*Counter signed*

DISTRICT PLANNING OFFICER  
KOZHIKODE  
DECLARATION

I, Ashraf E.M.

hereby declare that I am willing to abide by the conditions stipulated in Appendix XII-A, XII-B, XII-C of Kerala Service Rules.

Signature :

Name :

Designation :

Office :



Ashraf E.M.  
Peon

District Planning Office  
Kozhikode

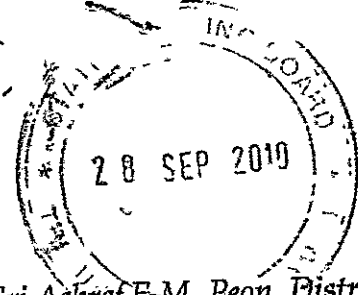
Place : Kozhikode

Date : 14.09.2010

*Counter signed*  
DISTRICT PLANNING OFFICER  
KOZHIKODE



**Government of Kerala**  
**Abstract**



6723  
2010

Planning & Economic Affairs Department - Establishment - Sri.Ashraf.E.M., Peon, District Planning Office, Kozhikode - Leave Without Allowances for taking up employment abroad - Sanctioned - Orders issued.

PLANNING AND ECONOMIC AFFAIRS (B) DEPARTMENT  
G.O.(Ri)No.348/10/Plg. Dated, Thiruvananthapuram, 25-09-2010.

Read :- 1. Leave application dated 18-08-2010 from Sri.Ashraf.E.M, Peon, District Planning Office, Kozhikode.  
2. Letter No.E3/6138/10/SPB dated 15-09-2010 from the Member Secretary, State Planning Board, Thiruvananthapuram.

**ORDER**

2/2015

In the circumstances reported by the Member Secretary, State Planning Board in his letter read above, Sri.Ashraf.E.M, Peon, District Planning Office, Kozhikode, is granted Leave Without Allowances for a period of five years from the date of avail after the date of issuance of this order, but within 6 months from thereof for taking up employment abroad as per the terms and conditions laid down in Appendix XII A, Part I, KSRs and also on the usual terms and conditions prescribed by the Government from time to time.

2] The leave thus granted will lapse automatically on expiry of a period of six months, unless it is availed by the incumbent within that period.

By order of the Governor,

**(R.KRISHNAKUMAR)**

Additional Secretary to Government.

- 1/2015
1. The Member Secretary, State Planning Board, Thiruvananthapuram (with Service Book).
  2. The incumbent (Through the Member Secretary, State Planning Board).
  3. The Principal Accountant General (Audit) Kerala, Thiruvananthapuram.
  4. The Accountant General (A&E) Kerala, Thiruvananthapuram.
  5. Stock File/Office Copy.

Forwarded/ By Order

GE

Section Officer.

-37-  
Dreff



**STATE PLANNING BOARD**

**No: E3-6138/2010/SPB**

Pattom. Palace. P.O.  
Thiruvananthapuram  
Dated: 10.2010

From

The Member Secretary

To

The District Planning Officer  
District Planning Office  
Kozhikode ✓

Sir,

Sub: - State Planning Board - Establishment - Service Book and LWA -  
Sanctioned Order - returning- reg. ✓

Ref: - <sup>7/07</sup> 1. Letter No. 1023/2009/DPO/KKD dated 21/08/2010 , 06/09/2010 ✓  
2. G.O.(Rt)No.348/10/plg dated 25/09/2010 ✓

The service Book of Sri Ashraf E.M, Peon of your office and G.O cited are  
enclosed for further necessary action. ✓

The receipt of the same may please be acknowledged ✓

**Yours faithfully**

<sup>3/6/10</sup>  
**For Member Secretary**

+  
5/10/2010  
21  
6/10

FC  
08/10/10

2/6/10

39-  
7711  
FAX MESSAGE

No: E1.1023/09/DPO/KKD

ATTN: ESTT. SECTION

District Planning office  
Kozhikode  
Date 01.11.10

The District Planning Officer  
Kozhikode

The Member Secretary  
State Planning Board  
Thiruvananthapuram

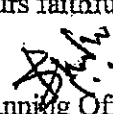
Sir

E3  
Sub: Esst. DPO Kozhikode. E M Ashraf, Peon LWA sanctioned. Request for  
relieving reg:-  
Ref: GO (Rt) No. 348/10/Plg Dated 25.09.2010

21  
Inviting your attention to the Govt. order cited. Sri. Ashraf E M, Peon of this  
office has been granted Leave Without Allowance for 5 years. He has requested to relieve  
from his duties.

In this circumstances' permission may be granted to District Planning Officer  
Kozhikode to relieve Sri Ashraf E M, Peon as early as possible.

Yours faithfully

  
District Planning Officer

E2- 628/2010/SPB

From

The MS

To

The DPO,  
Kozhikode ✓

Sir,

Sub: SPB - Estn - Sri. E.M. Ashraf  
Peon - LWA - Relieving - req ✓

Ref: 1. Cr. O.R. no. 348/10/Plg dt 20/11/10 ✓  
2. Your letter no. E1-1023/09/  
DPO/KKO dt 1/11/2010 ✓

With reference to above,  
you are permitted to relieve  
Sri. E.M. Ashraf, Peon, DPO Kozhikode  
at the earliest. The date of  
relief of the incumbent may  
be intimated ✓

Yours faithfully ✓

1/11

For MS

1/11

2/11



**STATE PLANNING BOARD**

**No. E3-6138/2010/SPB.**

Pattom Palace P.O.,  
Thiruvananthapuram,  
Dated: 06.11.2010.

From  
The Member Secretary

To  
The District Planning Officer,  
District Planning Office,  
Kozhikode.

Sir,

Sub: - State Planning Board - Establishment - Shri. E.M. Asharaf, Peon -  
LWA-relieving - orders issued - reg.

Ref:- (1) G.O(Rt)-No.348/10/Plg.dated 25/9/10.  
(2) Your letter No. E1-1023/09/DPO/KKD dt:1/11/2010.

With references to the above, you are permitted to relieve Shri. E.M. Asharaf,  
Peon, District Planning Office , Kozhikode at the earliest. The date of relief of the  
incumbent may be intimated.

Yours faithfully,

For Member Secretary

8048

FAX MESSAGE

ATTN: ESTT SECTION

E1-1023/2009/DPO/KKD

District Planning Office,  
Kozhikode  
Dated: 09-11-2010

From

The District Planning Officer  
Kozhikode

To

The Member Secretary  
State Planning Board  
Thiruvananthapuram



Sir,

Sub: Establishment-District Planning Office, Kohikode –  
Shri.E.M.Ashraf,Peon-LWA for fiveyears-Intimating of,reg.

Ref: 1)GO(Rt) No.348/10/Plg. Dtd, Tvpm., 25.09.2010.  
2)Ltr No.E3-6138/2010/SPB. Dtd.06.11.2010 of the Member  
Secretary, SPB,Tvpm  
3) Order No.E1-1023/2009/DPO/KKD dated 09/11/2010

I am forwarding herewith the Office Proceedings of even number dated 09-11-10 in connection with the LWA of Shri.E.M.Ashraf,Peon of this office, for favour of kind information and necessary action.



Yours faithfully,

District Planning Officer





12



11

**PROCEEDINGS OF THE DISTRICT PLANNING OFFICER, KOZHIKODE**  
**(Present: Sri.P.Devadasan)**

Sub : Estt. DPO, Kozhikode – Sri.Ashraf.E.M., Peon – Sanctioned LWA for taking up employment abroad for a period of five years - Relieved – orders issued.

Read: 1)GO(Rt) No.348/10/Plg. Dtd, Tvpm., 25.09.2010.  
 2)Ltr No.E3-6138/2010/SPB. Dtd.06.11.2010 of the Member Secretary, SPB,Tvpm.

**ORDER NO.E1-1023/2009/DPO/KKD DATED 09/11/2010.**

As per the Order read as 1<sup>st</sup> above, Sri.E.M. Ashraf, Peon of this office had been granted Leave Without Allowance for a period of five years for taking up employment abroad.

As per the reference read as 2<sup>nd</sup> above, the Member Secretary, State Planning Board, Thiruvananthapuram has permitted to relieve him.

In the circumstances, Sri. E.M. Ashraf, Peon is relieved of his duties in this office on the AN of 09/11/2010 for taking up employment aboard as per the terms and conditions laid down in Appendix XII A, Part I KSR and also on the usual terms and conditions prescribed by the Government from time to time.

  
 District Planning Officer

To

1) Sri.E.M. Ashraf, Peon

Copy to: 1) The Member Secretary, SPB (with C/L)  
 2) The Accountant General, Kerala, Thiruvananthapuram (with C/L)  
 3) The Dist. Treasury Officer, Kozhikode.  
 4) The File/Stock File



FORM No. 13  
APPLICATION FOR LEAVE  
(See Rule 113, Part I)

Note—Item 1 to 14 must be filled in by all applicants whether  
gazetted or non-gazetted.

1. Name of the applicant : Ashraf E.M
2. Date of Birth : 28-05-1981
3. Post held : O.A.
4. Department, Office and Section : State Planning Bureau,  
Dist Planning Office Kozhikode
5. Pay and scale of pay : 4510 - 6230 (PR)
6. Date of entry in service : 1-07-2009
7. Date of commencement of continuous service : 01-07-2009
8. Address during leave : Zethancherry, Mannil  
Dooduvu, Mannikulam
9. House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post
10. Nature and period of leave applied for and the date from which the same is required : C.L. Extend for 5 months,  
from 05-10-2015
11. Holidays, if any, proposed to be prefixed/suffixed to the said leave
12. Purpose for which the leave is applied for : To write proposal
13. Date of return from last leave and the nature and period of that leave
14. I undertake to refund the leave salary drawn during 'leave not due' which would not have been admissible had rule 85, Part I Kerala Service Rules not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Place: Kozhikode

25/10/2010/2 Lakhs GPK

Signature of applicant  
(with date) 25/10/10 P.T.O.

Ashraf E.M

15. Remarks or recommendation of the Controlling Officer.

LWA, may be extended

Signature (with date)  
DISTRICT PLANNING OFFICER (I/C)  
Designation  
ROZIKODE 09/6/15

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE  
[By Accountant General (A&E) in the case of Gazetted Officers]

16. "Certified that.....(Nature of  
leave) for.....from.....to.....  
is admissible under rule.....of Kerala Service Rules".

Signature (with date)  
Designation

17. \*Orders of the sanctioning authority

Signature (with date)  
Designation

If the applicant is drawing any compensatory allowance the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.

308  
E3

19959

Registered /AD



No. E1-1023/2009/DPO/KKD

District Planning Office  
Civil Station, Kozhikode.  
Ph: 0495-2371907  
Email: [dpokozhikode@gmail.com](mailto:dpokozhikode@gmail.com)  
Date : 10.04.2015.

From

District Planning Officer

To

The Member Secretary  
State Planning Board  
Pattom, Thiruvananthapuram.

Sir,  
Sub : Estt. DPO, Kozhikode – Sri. E.M. Ashraf, Office Attendant (former) –  
Application for extension of LWA for five years – forwarding of - Reg.  
Ref : Application received from Sri. E.M. Ashraf, Office Attendant dtd. 04.04.2015.

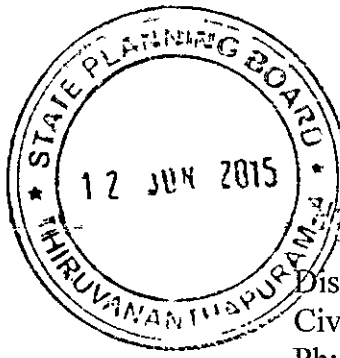
I am forwarding herewith the application for extension of LWA for five years, received from Sri.E.M. Ashraf, former Office Attendant of this office, for kind necessary action. His Service Book is also enclosed herewith for transmitting to the Government to sanction the leave.

Encl: 1) LWA Application  
2) Service Book.



Yours faithfully,

District Planning Officer



No. E1-1023/2009/DPO/KKD

District Planning Office  
Civil Station, Kozhikode.  
Ph: 0495-2371907  
Email: [dpokozhikode@gmail.com](mailto:dpokozhikode@gmail.com)  
Date : 9.06.2015.

From

The District Planning Officer  
Kozhikode.

To

The Member Secretary  
State Planning Board  
Pattom, Thiruvananthapuram.

Sir,

Sub : Estt. DPO, Kozhikode – Sri. E.M. Ashraf, Office Attendant (former) –  
Application for extension of LWA for five years – Form No.13- forwarding  
of - Reg.  
Ref : This office Ltr. even No. dtd. 10.04.2015.

In continuation of the ref. letter above, I am forwarding herewith the form No.13 to  
extend the LWA for five years of Sri.E.M. Ashraf, former Office Attendant of this office for  
kind necessary action.

Yours faithfully,

  
District Planning Officer (DPO)

Encl: 1) Form No.13



**PROCEEDINGS OF THE MEMBER SECRETARY**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment - Sri.E.M.Ashraf, Office Attendant(On leave), District Planning Office, Kozhikode -Extension of LWA-Sanctioned - Orders issued.

Read:- 1.G.O[Rt] No.348/10/plg dated.25.09.2010  
2. Order No.E1-1023/2009/DPO/KKD Daed: 09.11.2010  
3. G.O(P)No.656/12/Fin dated:01.12.2012  
4. Application dtd 09.06.2015 from Sri.E.M.Ashraf, Office Attendant.

**ORDER No: E3-6138/2010/SPB DATED: .06 .2015**

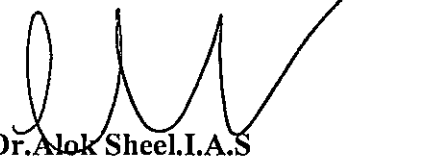
As per G.O 1<sup>st</sup> read above, Leave Without Allowance for 5 years was sanctioned to Sri.E.M.Ashraf, Office Attendant, District planning office,Kozhikode w.e.f 10.11.2010.

As per the leave Application read above Sri.E.M.Ashraf, Office Attendant has requested to extend his period of LWA for a further period of five years w.e.f 10.11.2015.

Vide G.O.3<sup>rd</sup> read above, the Government have Permitted the Heads of Departments to grant Leave Without Allowance under Appendix XII A and XII C,Kerala Service Rules to employees working under them.

In the circumstances, Sri.E.M.Ashraf, Office Attendant, District Planning Office, Kozhikode is granted extension of Leave Without Allowance for a further period of five years w.e.f 10.11.2015 for taking up employment abroad, in continuation of Leave Without Allowance already granted as per G.Os read as 1<sup>st</sup> paper above subject to the terms and conditions laid down in Appendix XII A,of Part I.KSRs.

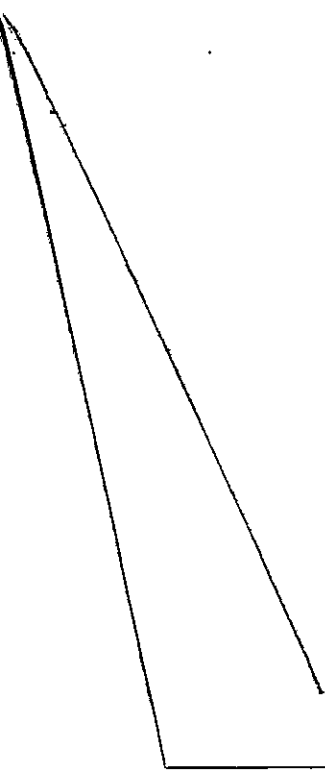
Fcd  
27/5/15

  
**Dr.Alok Sheel.I.A.S**  
**Member Secretary**

5/2

To

1. Sri.E.M.Ashraf Office Attendant, DPO, Kozhikode.
2. The District Planning Officer, Kozhikode
3. The Accounts Section
4. Office Copy & Stock file



11

1





**PROCEEDINGS OF THE MEMBER SECRETARY**  
**STATE PLANNING BOARD, THIRUVANANTHAPURAM**

Sub: - State Planning Board - Establishment – Sri.E.M.Ashraf, Office Attendant (On leave), District Planning Office, Kozhikode –Extension of LWA-Sanctioned - Orders issued.

Read:- 1.G.O[Rt] No.348/10/plg. dated.25.09.2010  
2. Order No.E1-1023/2009/DPO/KKD Daed: 09.11.2010  
3. G.O(P)No.656/12/Fin dated:01.12.2012  
4. Application dtd 09.06.2015 from Sri.E.M.Ashraf, Office Attendant.

**ORDER No: E3-6138/2010/SPB DATED: 22 .06 .2015**

As per G.O 1<sup>st</sup> read above, Leave Without Allowance for 5 years was sanctioned to Sri.E.M.Ashraf, Office Attendant, District planning office, Kozhikode w.e.f 10.11.2010.

As per the leave Application read above Sri.E.M.Ashraf, Office Attendant has requested to extend his period of LWA for a further period of five years w.e.f 10.11.2015.

Vide G.O.3<sup>rd</sup> read above, the Government have Permitted the Heads of Departments to grant Leave Without Allowance under Appendix XII A and XII C, Kerala Service Rules to employees working under them.

In the circumstances, Sri.E.M.Ashraf, Office Attendant, District Planning Office, Kozhikode is granted extension of Leave Without Allowance for a further period of five years w.e.f 10.11.2015 for taking up employment abroad, in continuation of Leave Without Allowance already granted as per G.Os read as 1<sup>st</sup> paper above subject to the terms and conditions laid down in Appendix XII A, of Part I.KSRs.

Sd/-  
Dr.Alok Sheel.I.A.S  
Member Secretary

To

1. Sri.E.M.Ashraf Office Attendant, DPO, Kozhikode.
2. The District Planning Officer, Kozhikode
3. The Accounts Section
4. Office Copy & Stock file

Forwarded By Order

  
Administrative Assistant

**PROFORMA TO BE APPENDED WHEN PROPOSALS FOR SANCTION OF  
THE LEAVE WITHOUT ALLOWANCE IS FORWARDED TO  
GOVERNMENT**

1. Name and designation of the applicant
2. Institution in which the applicant is working
3. Date from which leave is required
4. Duration of leave
5. Purpose of leave applied for
6. Whether the appointment of the applicant is regular
7. Total period of regular service put in by the applicant in the Dept. on the date of application and the date from which his continuous service begins in the Dept.
8. Whether there is any disciplinary action pending
9. Whether there is any bonded obligation or contract obligation
10. Whether there is any liability outstanding
11. Whether the applicant has been sanctioned Leave for the same purpose earlier, and if so, to furnish the details thereof
12. Whether applicant has been sanctioned LWA earlier for any other purpose
13. Whether any relaxation of rule is necessary to sanction the leave
14. Whether you are convinced that suitable substitutes are easily available and if so whether a live list of candidates for appointment is available with P.S.C.
15. Whether leave is recommended or not
16. The leave address of the applicant in India
17. Any other relevant point to be brought to the notice of Government

: Ashraf. E.M. Office attendant  
: State Planning Board

: 5 years  
: ~~To work~~ To work abroad

: No

: No

: No

: Already on LWA since Nov 2010

: Yes

:

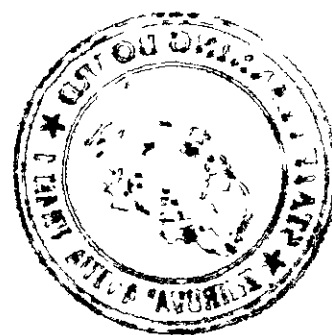
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: Kizhamanni (H) Pooncar.  
Chirukulam. P.O 673574



  
Head of the Department  
MEMBER SECRETARY  
State Planning Board,  
Thiruvananthapuram



## DECLARATION

I ..... Ashraf E.M. .....

do hereby declare that I shall abide by the conditions stipulated in GO. (P) No. 274/70/Fin dated 29-04-1970 in case the leave applied for is sanctioned.

Place: Kozhikode  
Date:

Name: Ashraf E.M.  
Designation: Office Attendant

Countersigned

**MEMBER SECRETARY**  
State Planning Board,  
Thiruvananthapuram

## CERTIFICATE

I certify that no disciplinary action/Vigilance case is pending against.....

..... and

he/She has not any bonded obligation in serving the Government

Place:  
Date:

Signature: [Signature]  
Designation of the  
Head of Institution: **MEMBER SECRETARY**  
State Planning Board,  
Thiruvananthapuram

(Seal)



## DECLARATION

(Appendices – XII A, XII B & XII C of Kerala Service Rules)

An application for Leave Without Allowances (L.W.A) for a period of 5 years with effect from ..... is being submitted by me.

In this connection I, ..... hereby declares as follows:

- (1) I hereby express my consent to lose all service benefits such as earning of leave including Half Pay Leave, Pension, Gratuity, Increment and also lose seniority in the Higher Grade / Grade with reference to my juniors who might get promoted to such grade / grades before I rejoin duty.
- (2) I have not completed the probation in my entry cadre.  
I am prepared to start a fresh in the said cadre and complete my probation on rejoining duty and I am prepared to forfeit the service benefits that had accrued to me before proceeding on leave and on rejoining duty, I may be deemed as a new entrant in Government service.
- (3) I have completed the probation in my entry cadre.
- (4) I am not under bonded obligation to serve the Government
- (5) There is no outstanding liability to Government such as House Building Advance, conveyance advance etc. against me.
- (6) No disciplinary action or vigilance enquiry is pending against me.

Place:

Date:

Signature:

Name: Ashraf E.M.

## DECLARATION

I Ashraf E.M. .....

hereby declare that I am willing to abide by the conditions stipulated in Appendix XII A, XII B, XII C of Kerala Service Rules

Place :

Kozhikode

Date:

Signature :

Name :

Designation :

Office :

Ashraf E.M.  
Office Attendant  
District Planning  
office, Kozhikode



[Signature]  
MEMBER SECRETARY  
State Planning Board,  
Thiruvananthapuram





**STATE PLANNING BOARD**

No: E3-6138/2010/SPB

Pattom Palace. P.O.  
Thiruvananthapuram  
Dated: .06.2015

From

The Member Secretary

To

District Planning Officer  
District Planning Office  
Kozhikode.

Sir,

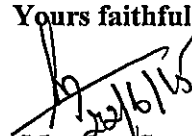
Sub: - State Planning Board - Establishment – Sri.E.M.Ashraf, Office Attendant, ~~Copy of the~~ Order of Leave Without Allowance, and Service Book forwarding of - reg.

Ref: - 1.Letter No. E1-1023/2009/DPO/KKD dated 10.04.2015 from the DPO, Kozhikode.

2.This office order of even No.dated:22.06.2015

As per the reference cited, I am forwarding herewith the copy of the Order of Leave without Allowance to Sri.E.M.Ashraf, Office Attendant, for a period of 5 Years from 10.11.2015 and his Service Book. Please acknowledge the receipt of the same.

Yours faithfully

  
For Member Secretary

  
5/11/15

82120

Date: 6<sup>th</sup> May 2020

From:

Ashraf. E.M.  
Office Attendant  
District Planning Office, Kozhikode.  
Address: Kizhamannil (H) Perumal  
Onnikulam. P.O. 673574.  
Ph: 73 56 00 32 11



To, The Member Secretary  
State Planning Board, Kerala.

Sub. Request to rejoin in State Planning Board.

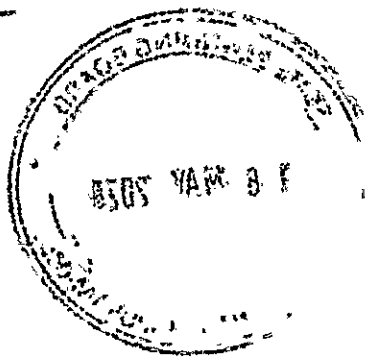
Respected sir,

I am on leave without allowance since 10<sup>th</sup> Nov 2010 as per order number E3-6138 / 2010 / SPB Dated 22.06.2015. Since I lost my job in Dubai due to Corona Virus issue I returned home on 21<sup>st</sup> March 2020 and completed quarantine period. I would like to rejoin in SPB as soon as possible. So I humbly request you to kindly cancel my remaining leave and allow me to rejoin in SPB.

18/5/2020

Yours faithfully,  
  
Ashraf. E.M.





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**സംസ്ഥാന ആസൂത്രണ ബോർഡ് സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസറുടെ നടപടിക്രമം**

(ഹാജർ : സി.വി.സുനിൽ കുമാർ )

സംസ്ഥാന ആസൂത്രണ ബോർഡ് - ജീവനക്കാർ - ശ്രീ. അഷ്റഫ്. ഇ. എം. ഓഫീസ് അറ്റൻഡന്റ് (അവധിയിൽ) - ശേഷിക്കുന്ന ശൂന്യവേതനാവധി റദ്ദ് ചെയ്തും ജോലിയിൽ പ്രവേശിക്കാൻ അനുമതിയും നൽകിയും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- പരാമർശം:-
1. ഇ3-6138/2010/എസ്.പി.ബി നമ്പരിലുള്ള 22.06.2015ലെ ഉത്തരവ്
  2. ശ്രീ. അഷ്റഫ്. ഇ. എം. ഓഫീസ് അറ്റൻഡന്റ് (അവധിയിൽ) സമർപ്പിച്ച 06.05.2020 ലെ അപേക്ഷ.

**ഉത്തരവ് നം.ഇ3-6138/2010/എസ്.പി.ബി തീയതി : .05.2020**

പരാമർശം (1) പ്രകാരം ശൂന്യ വേതന അവധിയിൽ പ്രവേശിച്ചിരുന്ന ശ്രീ. അഷ്റഫ്. ഇ. എം. ന്റെ അവധി റദ്ദ് ചെയ്ത് ജോലിയിൽ പ്രവേശിക്കാൻ അനുമതി നൽകണമെന്ന് പരാമർശം (2) പ്രകാരം അപേക്ഷിച്ചിരുന്നു.

ഈ സാഹചര്യത്തിൽ, കെ.എസ്.ആർ ഭാഗം 1 അനുബന്ധം 12 എ യിലെ വ്യവസ്ഥകൾ പ്രകാരം 10.11.2015 മുതൽ 5 വർഷത്തേക്ക് അനുവദിച്ചിട്ടുള്ള ശൂന്യ വേതന അവധി 01.06.2020 മുതൽ റദ്ദ് ചെയ്തും 01.06.2020 മുതൽ പാലക്കാട് ജില്ലാ പ്ലാനിംഗ് ഓഫീസിൽ ഒഴിവ് വരുന്ന ഓഫീസ് അറ്റൻഡന്റ് തസ്തികയിൽ ജോലിയിൽ പ്രവേശിക്കാൻ അനുമതിയും നൽകിയും ശ്രീ. അഷ്റഫ്. ഇ. എം. ന്റെ സേവന പുസ്തകം കോഴിക്കോട് ജില്ലാ പ്ലാനിംഗ് - ഓഫീസിൽ നിന്നും സ്വീകരിച്ച് ആവശ്യമായ രേഖപ്പെടുത്തലുകൾ വരുത്താൻ ജില്ലാ പ്ലാനിംഗ് ഓഫീസർക്ക് നിർദ്ദേശം നൽകിയും ഇതിനാൽ ഉത്തരവാകുന്നു.

ശ്രീ. അഷ്റഫ്. ഇ. എം. ഓഫീസ് അറ്റൻഡന്റ് (അവധിയിൽ)

പകർപ്പ്:-

1. മെമ്പർ സെക്രട്ടറിയുടെ സി.എ.
2. സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസറുടെ സി.എ.
3. ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്, പാലക്കാട്/കോഴിക്കോട്
4. ഓഫീസ് കോപ്പി/ കരുതൽ ഫയൽ.

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ശ്രീ. വി. ജനീഷ് കുമാർ  
സെ. ഓഫീസ്: ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്



**സംസ്ഥാന ആസൂത്രണ ബോർഡ് സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസറുടെ നടപടിക്രമം**

(ഹാജർ : സി.വി.സുനിൽ കുമാർ )

സംസ്ഥാന ആസൂത്രണ ബോർഡ് -- ജീവനക്കാര്യം - ശ്രീ.അഷ്റഫ്.ഇ.എം.ഓഫീസ് അറ്റൻഡന്റ്(അവധിയിൽ) - ശേഷിക്കുന്ന ശൂന്യവേതനാവധി റദ്ദ് ചെയ്യും ജോലിയിൽ പ്രവേശിക്കാൻ അനുമതി നൽകിയും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- പരാമർശം:- 1. ഇ3-6138/2010/എസ്.പി.ബി നമ്പരിലുള്ള 22.06.2015ലെ ഉത്തരവ്  
: 2. ശ്രീ. അഷ്റഫ്.ഇ.എം.ഓഫീസ് അറ്റൻഡന്റ്(അവധിയിൽ) സമർപ്പിച്ച 06.05.2020 ലെ അപേക്ഷ.

**ഉത്തരവ് നം.ഇ3-6138/2010/എസ്.പി.ബി തീയതി : 29.05.2020**

പരാമർശം (1) പ്രകാരം ശൂന്യ വേതന അവധിയിൽ പ്രവേശിച്ചിരുന്ന ശ്രീ.അഷ്റഫ്.ഇ.എം.ന്റെ അവധി റദ്ദ് ചെയ്ത് ജോലിയിൽ പ്രവേശിക്കാൻ അനുമതി നൽകണമെന്ന് പരാമർശം (2) പ്രകാരം അപേക്ഷിച്ചിരുന്നു.

ഈ സാഹചര്യത്തിൽ, കെ.എസ്.ആർ ഭാഗം 1 അനുബന്ധം 12 എ യിലെ വ്യവസ്ഥകൾ പ്രകാരം 10.11.2015 മുതൽ 5 വർഷത്തേക്ക് അനുവദിച്ചിട്ടുള്ള ശൂന്യ വേതന അവധി 01.06.2020 മുതൽ റദ്ദ് ചെയ്തും 01.06.2020 മുതൽ പാലക്കാട് ജില്ലാ പ്ലാനിംഗ് ഓഫീസിൽ ഒഴിവ് വരുന്ന ഓഫീസ് അറ്റൻഡന്റ് തസ്തികയിൽ ജോലിയിൽ പ്രവേശിക്കാൻ അനുമതിയും നൽകിയും ശ്രീ.അഷ്റഫ്.ഇ.എം.ന്റെ സേവന പുസ്തകം കോഴിക്കോട് ജില്ലാ പ്ലാനിംഗ് ഓഫീസിൽ നിന്നും സ്വീകരിച്ച് ആവശ്യമായ രേഖപ്പെടുത്തലുകൾ വരുത്താൻ ജില്ലാ പ്ലാനിംഗ് ഓഫീസർക്ക് നിർദ്ദേശം നൽകിയും ഇതിനാൽ ഉത്തരവാകുന്നു.

(ഒപ്പ്)

സി.വി.സുനിൽ കുമാർ

സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ

ശ്രീ.അഷ്റഫ്.ഇ.എം.ഓഫീസ് അറ്റൻഡന്റ് (അവധിയിൽ)

പകർപ്പ്:-

1. മെമ്പർ സെക്രട്ടറിയുടെ സി.എ.
2. സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസറുടെ സി.എ.
3. ജില്ലാ പ്ലാനിംഗ് ഓഫീസ്, പാലക്കാട്/കോഴിക്കോട്
4. ഓഫീസ് കോപ്പി/ കരുതൽ ഫയൽ.

ഉത്തരവിൻ പ്രകാരം

ജൂനിയർ സൂപ്രണ്ട്