

GOVERNMENT OF TELANGANA

OFFICE OF THE
COMMISSIONER OF COLLEGIATE EDUCATION
TELANGANA STATE, HYDERABAD.

CIRCULAR

Sub:-Collegiate Education – Establishment – Submission of Casual Leaves and ODs – Certain Instructions – Issued –Regarding.

It is been observed by the undersigned that there is no proper system in sanction of Casual Leave and OD to RJDCE/Principals of Government Degree Colleges. In some cases Whatsapp/SMS/messages are being sent and in some cases Email/ Physical copies are being sent to Commissioner, Collegiate Education.

In order to streamline the system the following instructions are issued:-

1. The application for Casual Leave or Optional Holiday or On Duty of Principal, Government Degree College shall be sent to Commissioner Collegiate Education by Email to commissioner.tgce@gmail.com duties marking a copy to email address of RJDCE, Warangal to rjdcewarangalhnk@gmail.com and also email address of the person who will look after the regular duties of the Principal.
2. This will enable easy approval of CL/OH/OD by the Commissioner, Collegiate Education and the same will be marked in a record maintained in the peschi of the CCE as well as in the office of RJDCE, Warangal and also intimation to the person who will look after the regular duties in absence of the Principal.
3. Further, the request of the leave has to be sent in the format enclosed and the same to be entered as text in the main body of email instead of attachment.

Signature valid

Digitally signed by NEVIN MITTAL IAS
Date: 2018.11.19 19:29:37 IST
Reason: Approved

Commissioner of Collegiate Education.

To
The Principals, Government Degree Colleges in the State.
The RJDCE, Warangal.

Email format

From : <email of the Principal>

To : <commissioner.tgce@gmail.com>

CC : <rjdcewarangalhnk@gmail.com>;
<email of person incharge>

Subject: Sanction of CL on <date>/from <date> to <date>

To
The Commissioner of Collegiate Education,
Telangana State,
Nampally, Hyderabad.

Sir,

I request you to kindly sanction me Casual Leave /Optional Holiday/On Duty on <_date > / from <date> to <date> with a permission to leave head quarters / with permission to avail public holiday on <date. (Suffix/Prefix)> for <reason>.

During my absence <Name and designation of the incharge person> will look after routine duties of Principal.

Thanking you

Yours faithfully,
<Name of the Principal>,
<Name of the Government Degree College>.