



SRINAGAR DEVELOPMENT AUTHORITY

Bemina, Bye Pass Near SKI MS Medical College, Srinagar, Kashmir-190018
TEL: 0194-2493191, FAX: 0194-2493180, EMAIL: srinagardevelopmentauthority@gmail.com Web: www.sdasinagar.com

Subject: - Matters pertaining to Administration/Establishment of Srinagar Development Authority.

Circular

It has been observed that the officials of the Authority do not follow proper procedures while availing leaves and have a lackadaisical approach towards attending their legitimate duties. Transfer/Deployment orders are not being implemented in letter and spirit. This leads to chaos and confusion and undermines the Administrative wing of SDA which is entrusted with the disposal of Administrative matters of the Authority.

In order to stream-line the process and to make it transparent, it is hereby ordered that;

All the employees of SDA, desirous of availing any kind of leave shall route their leave application through their Head of the wing, with his/her clear recommendations, to the Establishment Section. Arrangements by way of additional responsibility shall be made by the wing head within its own human resource as there is dearth of staff. The leaves shall be processed and sanctioned after due approval of the Vice Chairman SDA in case of Gazetted Staff and approval of Secretary in case of Non Gazetted Staff. No officer/official shall submit departures before proper sanction of the leave. Officers/ officials with requirement of availing the leave (except Casual leave) shall apply for the same well in advance so that the same is sanctioned/ or not sanctioned, as the case may be, in due time. The Establishment wing and Accounts wing shall ensure that the leave is processed well in time (not exceeding four days). The Accounts wing in particular may issue title verifications/admissibility within shortest possible time so as to avoid delays on this account.

In case of casual leaves also, a proper procedure is required to be followed. The casual leaves of all the Officers/officials duly forwarded/recommended by the controlling officers may be forwarded to Establishment section, preferably one day in advance but not later than 10.30am of the day on which the leave is to be availed failing which the officer/official shall be deemed to be absent on that particular day. It has been observed that casual leaves are being endorsed/recommended even after the quota of leaves available has been exhausted by the officials. All the wings shall hence maintain a leave register for the officers/officials posted in their wings and maintain the record of casual leaves so

that recommendation of excess leaves is avoided. Upon inter-wing transfers the relieving order shall contain the number of Casual leaves availed by the official.

Upon joining back after availing the sanctioned leave, the joining report of the officer/official shall be forwarded to the establishment wing by the concerned controlling officer on the same day.

All the transfers/ postings/ deployments shall be ordered by the Secretary SDA after prior approval of the Vice Chairman SDA. Any inter wing transfers/deployments ordered by the officer not authorised to do so and without the approval of the Vice Chairman shall be deemed to be *ultra vires*. Intra wing deployment/adjustments within particular wing of SDA may be done by the Wing Heads as per requirement under intimation to the Secretary SDA.

Every official deployed for a particular assignment in pursuance to a valid official order shall report back and join in the establishment wing of SDA, after completion of the assignment, for further duties. Failure to do so shall be treated as absence from duty.

The Directions given in Order No: SDA/VC/138 Dated 14.11.2024 may be implemented in letter and spirit in all correspondences.

No: SDA/VC/Adm/2428-32

Date: 28-11-2024.

Sd/-

Vice Chairman,
Srinagar Dev. Authority.

Copy for information to:

- 01) Director Land Management SDA
- 02) Financial advisor & CAO SDA
- 03) I/C Executive Engineer SDA
- 04) Div Town Planner SDA.
- ✓ 05) Computer Programmer for uploading on website.
- 06) Notice Board.


Director Land Management
Srinagar Dev. Authority