

APPENDIX IV

No. _____

GOVERNMENT OF INDIA

(BHARAT SARKAR)

EMBASSY/HC/CG/PM OF INDIA

_____ Dated the

OFFICE ORDER

Shri/Smt./Kum _____ in the Embassy/High Commission/Consulate General/ Permanent Mission of India, _____ has been granted earned leave ex-india/in India for _____ days with effect from _____ to _____ with permission to prefix Sundays/closed holidays on _____ and suffix Sunday/closed holiday on _____.

2. On proceeding on leave, Shri/Smt./Kum _____ relinquished charge of the post of _____ in the Embassy/High Commission/Consulate General/Parmanent Mission of India _____ in the Ministry of External Affairs on the afternoon of the _____.

3. After the expiry of leave, Shri/Smt./Kum _____ resumed charge of the post of _____ in the Embassy/high Commission/Consulate General/permanent Mission of India on the forenoon/afternoon of the _____.

(Head of Chancery)

To,

1. DACR, New Delhi/Director of Audit, Washington/London.
2. The Controller of Accounts, Ministry of External Affairs, New Delhi.
3. The Entitlement Section , MEA, New Delhi.

The intervening period is regularized as under:-

(Here give full details of the intervening period from the date of relinquishment of charge to the date of assumption of charge indicating separately the number of days allowed as travel time, leave in India, ex-India leave, number of days of consultation duty allowed etc.)

It is certified that but for proceeding on leave cum consultation duty, Shri/Smt/Kum_____ would have continued as _____ in the Embassy/High Commission/Consulate General/Permanent Mission of India,_____ it is also certified that after the expiry of leave, Shri/Smt/Kum_____ was expected to resume charge of the post of _____ in the Embassy/High Commission/Consulate General/Permanent Mission of India,_____.

4. The Personnel Section concerned(5 copies): NGO:VIGILANCE SECTION: FIN.1: FIN.III : BUDGET:DIVISION.
5. Shri/Smt/Kum_____ (the officer concerned).
6. 10 spare copies.

(Head of Chancery)