

11 APR 2019

No.4/ADG/2019-Misc.
Government of India
Ministry of Culture
Archaeological Survey of India

Dharohar Bhawan,
24, Tilak Marg, New Delhi – 110001.
Dated: April 11, 2019

11 APR 2019

Subject : Authority competent to sanction leave / tour of Heads of Offices.

Please refer to the instructions issued on the subject noted above vide O.M. dated 20.3.2019. In this regard, the following revised instructions are issued for future compliance:

- (i) The application for leave of any kind and station leaving permission shall be submitted by all the officers who have been designated as Heads of the Archaeological Offices in ASI on e-Governance platform to the respective Regional Directors.
- (ii) The Regional Directors shall make their recommendations with regard to sanction or not to sanction the leave asked for after confirming the availability of the leave from the Service Book of the concerned officer. The recommendations in this regard shall be forwarded by the Regional Director to DG, ASI for final approval through e-Governance platform.
- (iii) The final approval / decision of the DG, ASI shall be conveyed back through e-Governance to the concerned Regional Director who shall in turn convey the decision to the officer concerned.
- (iv) The detailed steps to be followed for submission of leave request through e-Governance is enclosed for guidance which may be followed for the present until the specific leave module under e-Governance becomes operational. (Annexure – I)
- (v) As at present, the approval for tour of the HOOs within the Circle shall be granted by the respective Regional Directors. However, any tour outside the Circle shall be submitted for obtaining approval of the DG, ASI through the Regional Director by following the same procedure as prescribed for obtaining approval of leave given above.
- (vi) Wherever HOOs are undertaking tour on instructions from the ASI Headquarters, the sanction for tour shall be routed through the concerned division in the Hqrs. for approval of DG under intimation to the concerned Regional Director.
- (vii) The present procedure for sanction of leave / tour of the Regional Directors shall continue except that, henceforth, it shall be submitted to ADG(Adm) through e-governance platform.

2. This issues with the approval of DG, ASI.



(P.G. Kaladharan)
Director (Administration)

To,

- 1) All Regional Directors, ASI
- 2) All HOOs of Archaeological Offices
- 3) PS to DG/PA to ADG (Admn.) / PA to ADG(Arch.) / Jt. DG(Cons.)/ All Directors
- 4) PAO, Delhi / PAO, Hyderabad.
- 5) SO (Adm.I) / SO(Adm.II)/SO(Gen.) / SO(Cash)

For Applicant:

- ❖ Login on e-governance portal using the applicant's user id and password.
- ❖ Click on menu button (top left).
- ❖ Click on File Management System.
- ❖ Click on Manage Files.
- ❖ Click on Create new file.
- ❖ In the first drop down box from Top Left Select subject – "D-General / Common Officer Services".
- ❖ In the Second drop down box – select "42 – Miscellaneous".
- ❖ Fill up details of leave in the text box "description".
- ❖ Click 'Submit' button.
- ❖ On the Listing page, against Leave Application submitted, click on view button.
- ❖ Click on "Add Green Note" button.
- ❖ In the drop down box, Select Regional Director concerned to whom the application is to be sent.
- ❖ On the Green Note, the applicant, if so wishes, may make further submissions, if any.
- ❖ Thereafter, click on 'Submit' button.

For Recommending Authority:

- ❖ On the listing page, the leave application file of subordinate officer will appear.
- ❖ Click on 'view' button & "Add Green Note" button.
- ❖ On the Green Note, give recommendations.
- ❖ Send to DG, ASI.

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Help Desk – e-gov.cell in ASI HQ Ph. No.011-23004619