

OFFICE OF THE ADDITIONAL CHIEF ENGINEER,
CANAL CIRCLE, BURLA, PIN-768017.

Email:- addlceccburla@gmail.com

No.

1130(5)

Dated. 30.06.23

To,

- 1) The Superintending Engineer, Burla Irrigation Division, Burla.
- 2) The Superintending Engineer Sambalpur Irrigation Division, Sambalpur.
- 3) The Superintending Engineer Bargarh Irrigation Division, Bargarh.
- 4) The Superintending Engineer Barpali Irrigation Division, Barpali.
- 5) The Superintending Engineer Sundargarh Irrigation Division, Sundargarh.

Sub:- Online Leave Module in HRMS.

Ref :- Letter No. GAD-AR-ORPJ-0002-2017/34285/AR Bhubaneswar, dated-
28.11.2019 as G.A. & Public Grievance (AR) Deptt. Govt. of Odisha

Sir,

With reference to the subject cited above, it is to inform that, the Govt. in G.A. & Public Grievance (AR) Deptt. Odisha vide letter No. GAD-AR-ORPJ-0002-2017/34285/AR Bhubaneswar dated-28.11.2019 instructed to all employees to submit online application for all types of leave through HRMS only. Further the sanctioning authority may be advised to sanction all types of leave in HRMS module and also to review the progress at their level in each month and ensure that the online sanctioned of leave is implemented in HRMS and the same is being reflected properly in e-Service Book.

It is bring to the notice of the undersigned that most of the Govt. employees under your control have not submit / applied online application for all types of leave through HRMS.


Hence you are requested to instruct all the employees under your control to implement the letter No. GAD-AR-ORPJ-0002-2017/34285/AR Bhubaneswar, dated-28.11.2019 henceforth.

Yours faithfully


Additional Chief Engineer,
Canal Circle, Burla

Memo No. 1131 / Dated- 30.06.23.

Copy submitted to the Chief Engineer & Basin Manager, Mahanadi Basin, Burla for favour of kind information & necessary action.


Additional Chief Engineer,
Canal Circle, Burla