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Z-17012/516/2023-ADMN

Date: .06.2025

CIRCULAR

Sub: Approval of Leave details lying in ERP login of Superintendents/ Branch Managers- Reg

With reference to the above subject, this office is in receipt of the absentee statements from all branches wherein it is observed that the leave details of many officials are pending in the ERP login of Superintendents/ Branch Managers as well as in Branch Officers.

Hence, all the Superintendents/ Branch Managers are hereby requested to verify/ recommend all the leave details at their level first and then forward to their respective Branch officers, who in turn will forward their recommendations to the Deputy Director (Admin Branch) via ERP. This is to be done every month before sending the Absentee statement.

Hence all the Branch Managers/Superintendents and Branch Officers are requested to take necessary action and dispose the pendency of leave applications in their ERP at the earliest and forward to Admin Branch through above procedure.

This issues with the approval of the Competent Authority.

(Shri Shrinivas K)
Deputy Director (Admin)

To,
All Branch offices/ Branches, R.O., Chennai.

