

SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY (SETS)

OFFICE ORDER

SETS/CHN/ADMN/O.O/2016/No.3

Date: 14th October 2016


All the staff of SETS both Scientific and Non-Scientific are hereby instructed to get their leave sanctioned prior to availing the leave CL/RH/EL by applying through prescribed leave application form. The leave register and record of the same in respective service book has to be maintained by the concerned staff in administration.

The staff availing Earned Leave (EL) / Medical Leave (ML) will be also required to submit a joining report on their return after availing the leave. The staff are requested to avoid sending their request for sanction through e-mails to Executive Director or Chief Administrative and Accounts Officer. The e-mail could however be sent in case the staff are required to go on leave in emergency situation. They should regularise the leave on their return by following the necessary formalities.

The sanctioning authority for sanction of all leave is as follows:

1. For all Scientific Staff - Executive Director
2. For all Non-Scientific Staff - Chief Administrative & Accounts Officer

This is issued with the approval of the Executive Director (Acting).


S.K. Iyer 14/10/16

Chief Administrative and Accounts Officer

Copy to: Executive Director (Acting), SETS, Chennai

✓ Circulated to all staff of SETS