

अण्डमान एवं निकोबार द्वीप समूह  
Andaman and Nicobar Islands  
समन्वित विकास निगम लिमिटेड  
Integrated Development Corporation Limited  
(सरकारी उपक्रम)  
(A Government Undertaking)  
विकास भवन, पोर्टब्लेयर Vikas Bhawan, Port Blair

Port Blair, दिनांक Dated 16<sup>th</sup> April, 2018

**CIRCULAR**

Sub: Engagement of outsourced person during the leave period of regular staff – reg.

The Board of Directors in its 141<sup>st</sup> meeting held on 6<sup>th</sup> April, 2018 approved the proposal to authorize the Managing Director to allow engagement of outsourced persons on case to case basis during leave of regular employee of the operational unit for the leave of 07 days or more where work cannot be managed through internal arrangement and also in case of any exigencies.

In view of the above, all the Unit Incharges of Operational Unit are hereby requested to obtain prior approval of Managing Director towards engagement of outsourced persons against the leave of regular employees on case to case basis where works cannot be managed through internal arrangement, before forwarding the respective applications for grant of leave alongwith request for providing outsourced staff during leave to P&A Division. The leave applications should be forwarded alongwith the extract of note wherein approval of Managing Director has been obtained for engagement of outsourced person. In the absence of above extract or prior approval alongwith the leave applications, the P&A Division shall process such leave applications for sanctioning of leave of the concerned employee assuming internal arrangement will be made within the Division.

Further, the concerned unit incharge is hereby advised that engaged outsourced person must be disengaged on or before the specified days for which approval has been obtained. If outsourced person is engaged beyond the approval limit, payment will be recovered from the concerned officers apart from Disciplinary Action.

This is issued with the approval of competent authority.

  
Sr. Manager (P&A)  
ANIIDCO Ltd.

(F. No. 1-486/ANIIDCO/2015-16/III/ 12/12) 2018

To,

All Unit Incharges, ANIIDCO

Copy to:-

1. Sr. PS to MD, ANIIDCO for kind information of MD.
2. Sr. PS to General Manager (Toursim), ANIIDCO for kind information of General Manager (Toursim).
3. PS to General Manager (P&A), ANIIDCO for kind information of General Manager (P&A).
4. The General Manager (POL/IMFL), ANIIDCO for kind information.
5. The CFO, ANIIDCO for kind information.
6. Deputy Manager (IT), ANIIDCO to upload on website
7. Circular Folder.

  
Senior Manager (P&A)  
ANIIDCO Ltd.