



भारत सरकार **GOVERNMENT OF INDIA**  
वित्त मंत्रालय **MINISTRY OF FINANCE**  
राजस्व विभाग **DEPARTMENT OF REVENUE**  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
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प्रशासन परिपत्र **ADMINISTRATION CIRCULAR No. 04/2020**

विषय: वित्तीय वर्ष की समाप्ति के दौरान इयूटी से अनुपस्थिति।

**Sub: Absence from duty during Financial Year ending -Reg.**

It is noticed that many Officers/Staff apply for leave for long period of time and the same is being recommended by the Controlling Officers. The last two months of the financial year that is February & March are very crucial period when work has to be attended to achieve the goals that are set in the various field of work. Officers proceeding on leave during this crucial period affects the smooth functioning of this office. Hence, it is instructed that controlling officers should not liberally recommend/grant leave requests of Officers/Staff unless on medical grounds or any other exigent circumstances. Grant of any type of leave for a continuous period of three or more days should be with the concurrence of the undersigned.

(मुहम्मद यूसुफ़ / MOHD. YOUSAF)

(आयुक्त / COMMISSIONER)

F. No. S44/02/2018. Admn.Cus.

दिनांक Dated: 17.02.2020

प्रतिलिपि Copy to:- आयुक्त की फाईल/ संयुक्त आयुक्त/सभी उप आयुक्त/सहायक आयुक्त/ रसायन परीक्षक/उप कार्यालय अधीक्षक/ मुख्य लेखा अधिकारी /वेतन एवं लेखा अधिकारी /सभी अनुभाग/सूचना पट्ट/ईडीआई अनुभाग को विभागीय वेबसाईट में परिपत्र को अपलोड करने के लिए Commissioner's File/ JC/ All Dy/Asst. Commissioner's/ C.E/ Ad.O.s/CAO/ PAO/ All Sections/Notice Board / EDI Section for uploading the Circular in the Departmental website