



भारत सरकार/GOVERNMENT OF INDIA
पर्यावरण वन मंत्रालय एवम् जल वायु परिवर्तन/
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
भारतीय वनस्पति सर्वेक्षण/BOTANICAL SURVEY OF INDIA
सी.जी.ओ. कॉम्प्लेक्स, तृतीय एम.एस.ओ. भवन/CGO COMPLEX, 3RD MSO BUILDING
ब्लॉकएफ, पाँचवाँ औरछठातल/BLOCK F, 5TH & 6TH FLOOR



डीएफब्लॉक, सेक्टर 1, साल्ट लेक/DF BLOCK, SECTOR 1, SALT LAKE

कोलकाता-700064/KOLKATA - 700 064

पश्चिम बंगाल, भारत / West Bengal, India

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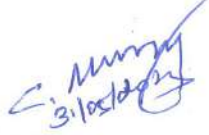
Dated: 31.5.2023

CIRCULAR

All the Heads of Office including Units Heads while discharging in the capacity of Reporting Officer &/or Reviewing Officer are requested to CROSS CHECK the actual leave availed by the officer reported upon during the assessment period, failing which this Directorate will not be in a position to process and accept the particular APAR as submit for reporting/reviewing in the matter of the list of candidate/s of BSI scientists who are eligible for *in situ* promotion under FCS under Rule 12(5) as well as for Normal residency due as on 1st July, 2023 onwards.

It is observed that the column: Period of absence from duty is written as Nil or manipulated leave shown with great confusion which attracts CCS (CCA) Rules 1965. Hence, said leave column should be filled up on actual basis.

This issues with the approval of the Director, BSI, HQ, Kolkata.


(C. Murugan)
Scientist-E & HoO
BSI-CO-Kolkata

Distributions: -

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