

- 2265-74/21

File No.01/01/2013-Admn.  
**APPELLATE TRIBUNAL FOR ELECTRICITY**  
Ministry of Power

Core-4, 7<sup>th</sup> Floor, SCOPE Complex, Lodhi Road, New Delhi-110 003

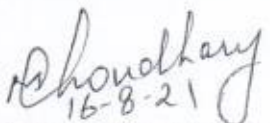
Dated the 16<sup>th</sup> August, 2021

**OFFICE MEMORANDUM**

It has been noticed/observed that some of the employees/staff of this Tribunal are habitually proceeding on leave without approval of the Competent Authority. It has also been observed that certain staff of this Tribunal seeks unauthorized compensatory leave. This act of the employees/staff of this Tribunal has been viewed seriously by the Competent Authority.

2. In view of this, attention of all officers/staff is invited to the various provisions of the relevant rules, as indicated in the DOPT's OM dated 28<sup>th</sup> March, 2013 regarding "Consolidated instructions relating to action warranted against Government servants remaining away from duty without - authorization/grant of leave - Rule position" for strict compliance. It is also brought to the attention of the officers/staff of the Tribunal that no compensatory leave will be admissible to any of the employees of this Tribunal, unless the officer/staff member is asked specifically to work on a holiday or off-day in an emergency situation by the Competent Authority. The approval of compensatory leave admissibility should be taken in advance.

3. Accordingly, all employees/staff (Regular/Outsource) are advised to obtain one week prior approval of the Competent Authority before proceeding on leave without fail and during any unforeseen emergency situations the employee should inform to their controlling officers and soon after coming back from the leave seek post facto approval of the Competent Authority.

  
16-8-21  
( **Madhulika Choudhary** )  
Registrar

Copy to :-

1. PPS to Hon'ble Chairperson, APTEL
2. PPS to Hon'ble Technical Member(RKV), APTEL
3. PS to Hon'ble Judicial Member, APTEL
4. PS to Hon'ble Technical Member(PNG), APTEL
5. PPS to Ld. Registrar, APTEL
6. PS to Dy. Registrar, APTEL
7. All officer/staff/outsource employees
8. Office Assistant-IT(outsource) is directed to upload the OM on Website of APTEL
9. Notice Board of APTEL
10. Guard File