

**GOVERNMENT OF NAGALAND
DIRECTORATE OF TREASURIES & ACCOUNTS
NAGALAND :: :: KOHIMA**

NO.DTA/ESTT-26/81 (Vol-II)

Dated, Kohima the th Feb.2025

NOTIFICATION

It has come to the notice of the undersigned that there have been instances of Officers and Staff taking Earned leave without prior approval from the competent authority, resulting in disruptions to daily office work. To ensure smooth office functioning, the following directives are hereby implemented.

1. All Officers and staff are required to submit a leave application at least 7 (Seven) working days prior to the intended leave period.
2. Earned Leave request will only be considered after obtaining necessary approval.
3. Employees are required to remain available and responsive during the leave period to address any urgent official requirements.
4. As per the leave rules, employees on leave will be recalled to duty in case of an urgent need arises in the office.

Henceforth, all Officers and staff are instructed to strictly adhere to these directives.

(K SENTISUBA LONGKUMER)
Principal Director

NO.DTA/ESTT-26/81 (Vol-II) / 5396 - 5401

Dated, Kohima the 12th Feb. 2025

Copy to:-

1. All Officers and Staffs under the Directorate of Treasuries & Accounts, Nagaland, Kohima for information.
2. Departmental Website Admin. for information.
3. Order book.
4. Notice board.
5. File.

(K SENTISUBA LONGKUMER)
Principal Director