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**File No.22/2/2021-Admn./Office Procedure**  
**APPELLATE TRIBUNAL FOR ELECTRICITY**  
**Ministry of Power**

**Core-5, Ground Floor,  
SCOPE Complex, Lodhi Road,  
New Delhi - 110 003**

**Dated : 15<sup>th</sup> April, 2024**

**OFFICE ORDER**

It has come to the notice that some of the officers/staff of this Tribunal including outsourced staff are leaving station without seeking prior permission during weekend/Gazetted/Local Holidays, which sometimes hamper the office work. It has also been observed that most of the staff are availing leave without prior authorization.

2. In this regard, it is mentioned here that as per DOPT's OM No.11013/7/2004-Estt.(A) dated 18<sup>th</sup> May, 1994, the prior permission of the Competent Authority for leaving station/headquarters is required. Further, prior authorization for leave even in case of emergency is also required.

3. In view of the above, all the officers/staff (regular/outsourced) are advised not to leave station/headquarters without prior permission and not to avail leave even in case of emergency without required authorization from the Competent Authority. The above instructions are for strict compliance of all concerned failing which appropriate administrative action shall be taken accordingly.

4. This issues with the approval of the Competent Authority.

  
( **Gaurav Gautam** )

Admn-Cum-Accounts Officer

Copy to :-

1. All officers/staff (regular/outsourced)
2. PPS/PS to Hon'ble Chairperson/Member
3. PS to Registrar
4. Gaurd File