

GOVERNMENT OF TELANGANA

**OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA : : HYDERABAD**

Memo No. G/7977/2018

Dated: 20.09.2018

Sub:- Technical Education – Establishment – Principals of Government Polytechnics / Institutions – Leaving the Head Quarters without prior sanction of Leave – Certain Instructions – Issued – Regarding.

It has come to the notice of the undersigned that certain Principals / OSDs of Government Polytechnics under the control of this Department are leaving the Head Quarters without prior permission or sanction of the eligible leave from the competent authority. Further, it is observed that certain Principals / OSDs of the Government Polytechnics are not even informing the RJD TE, Hyderabad about their movement from Head Quarters even over phone or by SMS. Further, certain Principals / OSDs of Government Polytechnics are proceeding to meet the CTE for discussing the institutional issues without obtaining prior permission. This practice is causing administrative difficulty and it is against the rule in vogue.

2. Therefore, all the Principals / OSDs of Government Polytechnics in the State are hereby instructed to take prior permission or sanction of the eligible leave from the Commissioner of Technical Education, Hyderabad before leaving Head Quarters as the case may be. Further, if the Principals / OSDs of Government Polytechnics have to meet the CTE/ RJD on any important institutional issues, they have to take prior permission from Commissioner of Technical Education, Hyderabad, duly posting the details of issues proposed to be discussed, along with proposed date of the visit, etc., and then only shall leave the Head Quarters.

These instructions shall be scrupulously followed.

The receipt of the memo shall be acknowledged.

**Sd/- Navin Mittal
Commissioner**

To
The Principals of the Government Polytechnics in the State.
Copy to the RJD TE, Hyderabad
Copy to the CTE Peshi,
Copy to the Spare/ Stock File

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Sd/- Superintendent