

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF FOOD SUPPLY DEPARTMENT & CONSUMER AFFAIRS  
(ADMINISTRATION BRANCH, ROOM NO. 305, 3<sup>RD</sup> FLOOR)  
K-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002  
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No. F.9/29/F&S/Admn./2017/ 3922-3926

Dated: 24/10/2017

CIRCULAR

It has been observed that some of FSOs proceed on casual/earned leave without prior approval of the competent authority resulting delay in disposal of important works. It has been viewed seriously by the Secretary Cum Commissioner, Food & Supplies.

All the FSOs (Circles/Hqrs) are directed to make sure that before proceeding to any kind of leave prior approval of competent authority must be obtained and all the important/urgent work related to their office be assigned / handed over to their respective link officer to avoid any delay.

This issues with the prior approval of Secretary Cum Commissioner, F&S.

  
(R K SAXENA)  
ASSISTANT COMMISSIONER (ADMN)

Dated:

No. F.9/29/F&S/Admn./2017/

Copy to:

1. PS to CFS/ Spl. Commr (Admn.)/Spl. Commr.(F&S), F&S.
2. All Assistant Commissioners, F&S Department for strict compliance.
3. All FSOs (Hqrs)/Circles, F&S Department for strict compliance.
4. System Analyst to upload the order on the F&S website.
5. Guard File.

  
(R K SAXENA)  
ASSISTANT COMMISSIONER (ADMN)