



ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

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F.No. 11-10/2019/Estt/

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CIRCULAR

It is observed that some of the staff are proceeding on leave by applying for leave based on the balance leave as per ERP. The Leave balance shown in the ERP is not final as in some cases the leave are not approved in the ERP or it shows pending in the ERP.

Hence all the Staff who apply leave in ERP are requested to submit the hard copy also in proper Leave Proforma before availing leave and obtain the proper permission from Competent Authority before proceeding on leave.

This issues with the approval of the Director.

Sr. Administrative Officer

Distribution:

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2. All HODs/OICs of Sections/Unit/Cells, CIFE, Mumbai.
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4. CFAO / FAO/ All AAOs/AFAO
5. Secretary, IJSC, CIFE, Mumbai.
6. staff.all@cife.edu.in
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