

Most Immediate

F.No. Z-30026/07/2020-D
Government of India
Ministry of Health and Family Welfare
Central Drugs Standard Control Organization
Admn Section

FDA Bhawan, New Delhi
Dated: the 07th October, 2020.

Office Memorandum

Subject: Submission of leave application in *i-connect* leave management system- reg.

It has been observed that many officers/officials in the Headquarter are sending their leave requests in physical mode, e-mails, whatsapps, etc when there is an *i-connect* leave management system/online provision for the purpose. Admin. Section has been receiving leave applications on regular basis in this manner resulting in unnecessary delay in attending to other urgent/important nature of work. It is also a hindrance to achieving implementation of the *i-connect*.

2. All officers/officials are, therefore, requested to submit their leave applications and joining report in *i-connect* mode only and to proceed on leave with the prior approval of their controlling officers/leave sanctioning authorities. In case of ex-post-facto approval, the same should also be submitted in the *i-connect* after joining duties.
3. This issues with the approval of the Competent Authority.


07/X/2020
(T. Baite)

Section Officer
CDSCO(HQ)

To

1. All officers and officials of CDSCO(HQ).
2. C-DAC, CDSCO(HQ) with a request to assist all officers/officials for aligning their controlling officers in the *i-connect* as per existing orders.[Kind attn.:Ms. Avneet, TDA]
3. TDA(IT) for uploading in the CDSCO's website.