



राष्ट्रीय सहकारी प्रशिक्षण परिषद NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(An Autonomous Society Promoted by Ministry of Agriculture & Farmers Welfare)

No.2-2/3/2020-Pers.

Dated: 21.07.2020

The Registrar
Vaikunth Mehta National
Institute of Cooperative Management

The Director
Regional Institute of Cooperative Management (All)

The Director
Institute of Cooperative Management (All)

Subject: Entrusting of charge to look after the work in the absence of Directors-Reg.

Sir,

Instances have come to notice of NCCT Headquarter that Directors of many training institutes of NCCT have been entrusting their charge of junior officials of that institute during short term absence of going on leave or tour etc. This is not healthy practice and is against the basic tenet of the public service. Therefore, it is essential that whenever a Director is leaving the station or unable to discharging his duty the charge should be handed over to the next junior to him without any fail. It is not open to the Director to hand over the charge to anybody in the institute. This practice should be followed in all short term handing over of charge to other officials of the Institute.

This issues with the approval of Secretary, NCCT.

Yours faithfully,


(Ashvini Sharma)
Deputy Director (Pers.)