

GOVERNMENT OF TELANGANA

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA STATE, HYDERABAD.

CIRCULAR

Dated: 6.11.2018

Sub:- Technical Education – Establishment – Principals / OSDs - Submission of Casual Leaves, Optional Holidays and ODs – Certain Instructions – Issued –Regarding.

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It has been observed by the undersigned that there is no proper system in sanction of Casual Leave and OD to Principals/OSDs of Government Polytechnics. In some cases, WhatsApp/SMS/Messages are being sent and in some cases, Email/ Physical copies are being sent to Commissioner, Technical Education.

In order to stream line the system, the following instructions are issued:-

1. The application for Casual Leave or Optional Holiday or On Duty of Principal/OSD, Government Polytechnics shall be sent to Commissioner of Technical Education by Email to [commrte.ts@gmail.com](mailto:commrte.ts@gmail.com) duly marking a copy to email address of RJD TE, Hyderabad to [rjdtehyd@gmail.com](mailto:rjdtehyd@gmail.com) and also to email id of the person who will look after the regular duties in absence of the Principal.
2. This will enable easy approval of CL/OH/OD by the Commissioner, Technical Education and the same will be marked in a record maintained in the peshi of the CTE as well as in the office of the RJDTE, Hyderabad and also intimation to the person who will look after the regular duties in absence of the Principal.
3. Further, the request of the leave has to be sent in the format enclosed and the same to be entered as text in the main body of email instead of attachment.

Signature valid

Digitally signed by PAVIN  
MITTAL 16  
Date: 2018.11.06 11:55:26 IST  
Reason: Approved

Commissioner

To  
The Principals/OSDs, all Government Polytechnics in the State.  
The RJD TE, Hyderabad

**Email format**

From : <email of the Principal>

To : <commrte.ts@gmail.com>

CC : < rjdtehyd@gmail.com >  
<email of person incharge>

Subject: Sanction of CL on <date>/from <date> to <date>

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To  
The Commissioner,  
Department of Technical Education,  
Telangana State, Hyderabad.

Sir,

I request you to kindly sanction me Casual Leave /Optional Holiday/On Duty on <date> / from <date> to <date> with a permission to leave head quarters / with permission to avail public holiday on <date (Suffix/Prefix)> for <reason>.

During my absence <Name and designation of the incharge person> will look after routine duties of Principal/OSD.

Thanking you

Yours faithfully,  
<Name of the Principal/OSD>,  
Principal / OSD,  
<Name of the Polytechnic>.