



CENTRAL POLLUTION CONTROL BOARD
(Ministry of Environment, Forest & Climate Change, Govt. of India)
Parivesh Bhawan, East Arjun Nagar,
Delhi – 110032.

F.No.C-35011/01/Circular/2010/ Admn.(P)/ 877

the 30th July, 2018

CIRCULAR

Refer the discussion of video conference held on 18th July, 2018 regarding online Leave Management System. Applying online Casual Leave/Restricted Holiday, Earned Leave and Half Pay Leave are being followed in Head Office. All the Regional Directorate must follow the same system. All Casual Leaves/Restricted Holiday, Earned Leave and Half Pay Leave applications must be submitted through online Module from the 01st August, 2018 onward. Therefore, all the employees of Regional Directorates are hereby directed to apply Casual Leave/Restricted Holiday, Earned Leave and Half Pay Leave only through online mode and in case of availing LTC they may take a printout of the sanctioned leave order and attach with the LTC application. The Login ID is CP number (for ex. CPCB0123) and Password is PAN. No offline application should be entertained. The online module can be accessed by clicking Leave Management System window through CPCB Intra Portal.

Android Mobile App is also developed and all the employees may download the app through http://125.19.52.219/Leave_apk and Leave Applications can also be submitted through this App. In case of any difficulties in applying online/downloading the app, the employees may contact Shri Archit Uprit, Scientist 'C' in I.T. Division and Shri Gopi P. Nair, Assistant in Administration (P) Division for assistance.

All the Regional Directors are, therefore, requested to provide the list of all the employees working under them alongwith the Recommending Authority and Leave Sanctioning Authorities preferably by e-mail to the undersigned at the earliest. It is also advised not to entertain any offline application.

This issues with the approval of the Competent Authority, CPCB.

(R.D. Pandey)
Administrative Officer (P)
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Distribution:

1. All Regional Directors : to circulate it among the staff working under them.
2. D.H. I.T. Division : with a request to upload it on the CPCB portal.
3. AO Master File
4. Office Order File