



No. MBDA/JICA/93/2021/23/7

Dated: Shillong, the 15th April, 2025

Office Order

Sub: Approval Requirement for Leaves of 2 Days or More

In order to streamline the process for leave approvals and ensure proper coordination, the following guidelines regarding leave requests are hereby instituted:

1. Any leave request for **2 days or more** shall require prior approval from the **Deputy Project Director** or a higher authority.
2. Employees wishing to take leave for 2 days or more must submit their leave applications well in advance through email and SumHR, ensuring sufficient time for approval except unforeseen emergencies.
3. Any leave taken without approval as per this directive will be considered unauthorized.
4. This order applies to all staffs – SPMU, DPMU, BPMU.

// By Order//

(Shri. Gunanka DB, IFS)
Additional Secretary to the Govt. of Meghalaya
Executive Director, MBDA
Additional Project Director
MegLIFE, MBDA Shillong

To:

1. All MegLIFE staff

-For Necessary Action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
2. The Deputy Project Director, MegLIFE, MBDA

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong