

भारतीय डाक विभाग  
**Department of Posts, India**  
मुख्य पोस्ट मास्टर जनरल कार्यालय ,ओडिशा परिमंडल, भुवनेश्वर-751001-  
**Office of the Chief Postmaster General, Odisha Circle, Bhubaneswar-751001**

No. ST/2-4(Misc)/2021(Sub) Dated at Bhubaneswar, the 16.01.2026

To,

The Postmaster General, Berhampur/Sambalpur Region  
The DA (P), Cuttack  
All SSPOs /SPOs/SSRM/SRM of Odisha Circle  
All Group Officers of CO/RO

Subject: Grant of leave -Regarding...

It has been observed by the Competent Authority that some of the officers/officials are in the habit of frequently proceeding on leave. This is not only affecting the smooth functioning of Divisions/units but timely delivery of postal and allied services also. India Post plays a vital role in public service delivery, and uninterrupted functioning of offices is essential to meet public expectations and organizational objectives.

Different targets/Assignments entrusted to the circle from Directorate are being adversely affected due to the absence of Division/Unit Heads. This being the last quarter of Financial Year, more focus and consistent monitoring at all levels is highly essential to meet with the assigned targets of the Circle/Division.

In view of the above I'm directed to intimate that leave may be granted to officers/Officials in extreme urgency/requirement. As such all are expected to plan their leave judiciously, keeping in view the exigencies of services and the operational requirements of their respective offices.

Further it is categorically requested to mention the justified grounds on which leave has been applied for further approval by the competent authority.

Digitally signed by  
Gajendra Prasad Kar  
Date: 16-01-2026  
18:09:48

सहायक निदेशक(स्टाफ)  
Asst. Director (Staff)  
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