

F. No. 3/6/2024-SD/AM  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
Sutradhara Division (Establishment Section)

New Delhi, 04 December, 2025

**OFFICE MEMORANDUM**

It has been observed that some officials, while proceeding on leave or tour, do not keep the Competent Authority informed about their absence from office. It has also come to notice that some of the officials have been attending symposiums, seminars, talks, events, etc., and have even taken up assignments in other organizations without obtaining prior approval. This has been viewed very seriously by the Competent Authority.

All officials are hereby directed to seek prior approval from the Competent Authority before leaving Headquarters, whether for official or personal reasons.

It should also be ensured that prior permission is obtained before accepting any assignment and attending symposiums, seminars, talks, events, etc., in other organizations.

Non-compliance with these instructions shall render the concerned officials liable for disciplinary action, as deemed appropriate by the Competent Authority.

  
(Dr. Priyanka Mishra)  
Director ( Admn.)

To:

All HoDs / RDs / Senior Officers/ Project Heads

Copy for kind information to:

1. PPS to MS, IGNCA
2. PPS to Director (Admn.)
3. Copy to Rajbhasha Unit for Hindi translation
4. Notice Board
5. Guard File