

1. Kindly provide the information regarding the number of employees in administration who have taken more than 3 spells of leave including CCL,EL,HPL,EOL,LND in the year 2016 and 2017 and how many spells each employee has taken if it is more than 3 spells.
2. Kindly provide the information regarding from which section employees took more number of spells of leave including CCL,EL,HPL,EOL,LND.
3. Kindly provide a copy of the approval of providing tea free of cost to officers in Heavy Water Board.
4. Kindly provide the copy of the approval for providing tea free of cost to Stenographers or PAs of officers on daily basis.
5. If the stenographers are not entitled for tea free of cost, how the stenographers who are sitting in CAO and AO get tea on their seat free of cost on daily basis. whether the cost of tea levied from them? if so how much is the charge per tea?
6. if charges are not levied from stenographers, kindly clarify whether any special consideration is there for stenographers from Kerala CAO and AO being malayalees and if no, kindly provide tea free of cost to all employees or at least all stenographers who are on par with them.
7. What are the instructions given to the employees who are working in the pantry? whether they follow the instructions given by the Officers or whether they follow the instructions of stenographers.
8. Is there any provision to make use of the helpers who are attending the work of CAO office for the use of stenographers private needs outside office during working hours.