

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54.

No.F.7(06)/GA/Estt./DC/2015/ 2377

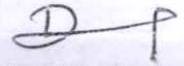
Dated, 20/11/17

CIRCULAR

It has been observed by the Secretary (Revenue)/ Divisional Commissioner that the officers posted at headquarter, are taking leave frequently without getting the approval of the competent authority. Many Officer posted at headquarter have submitted their leave application in the routine dak and it has become a regular practice for the officer to avail leave without considering the absence of other officers. Some times, Many important/urgent time bound issues, which have to be coordinated timely, are not taken-up just because of non availability of officer dealing with the matter.

In view of the circumstances mentioned above, all the officers are hereby directed to obtain prior approval before proceeding on leave from the competent authority. The link officer arrangement system should strictly be followed and it should be ensured that any important/ urgent time bound matter, if pending , may be finished first or the proper status of the same may be apprised to the concerned link officer for the necessary coordination of the said matter.

All the officers of the Revenue Headquarter to adhere to directions mentioned above strictly.



(DINESH JHA)

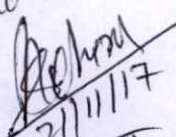
Sub-Divisional Magistrate-VI

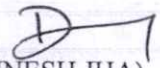
Dated, 20/11/17

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Copy for information and further necessary action to:

1. All SDMs (HQ), Revenue Department,
2. Controller of Accounts, Revenue Department (HQ),
3. Jt. Director (IT), Revenue Department (HQ) with the request to upload the order on the website of the department,
4. Accounts Officer/OIC (B&B)[HQ] Revenue Department,
5. Asstt. Director (Planning) Revenue Department,
6. Consultant, DDMA(HQ), Revenue Department,
7. PA to Secretary (Revenue)/Divisional Commissioner,
8. PA to DC (HQ)-I,II,III, Revenue Department, GNCT of Delhi,
9. Officer concerned,
10. Guard File.

Upload

21/11/17
SA-II



(DINESH JHA)

Sub-Divisional Magistrate-VI