

**OFFICE OF THE LABOUR COMMISSIONER**  
**GOVERNMENT OF NCT OF DELHI**  
**5, SHAM NATH MARG, DELHI-110054**

No.F.1/31/692/Misc/2018/Pt.file-III/

Dated:

**CIRCULAR**

Secretary-cum-Commissioner (Labour) has taken a serious view on the various shortcomings observed while forwarding the application for grant of Child Care Leave/Earned Leave by the District/Branch in-charges.

Accordingly, all the District/Branch in-charges are instructed to ensure compliance of following guidelines in future:-

1. Leave application should be recommended only after proper examination in the light of CCS (leave rules) & DOPT guideline issued from time to time.
2. There should be specific recommendation from the officer forwarding the leave application and the Recommending officers should ensure that official work does not hamper in the absence of official/employee and during leave the link official be assigned duties.
3. The application for grant of leave should be submitted to headquarter atleast 15 Days in advance so that prior sanction of the Competent Authority is obtained before the commencement of the leave.
4. CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.

This issues with the prior approval of Secretary-cum-Commissioner (Labour).

( ANITA RANA )  
Dy. Labour Commissioner (Admn)/HOO

No.F.1/31/692/Misc/2018/Pt.file-III/ 704

Dated: 15/3/19

Copy forwarded for information and necessary action to:-

1. PA to Secy.-Cum-Commissioner(Labour), GNCT of Delhi
2. PA to Addl.LC-I/II, Labour Deptt. Delhi
3. All JLCs/DLCs/Branch In-charge/Distt. Offices, Labour Department GNCT of Delhi.
4. System Analyst with the request to upload this circular on the website of the Department.
5. Guard file.

  
Dy. Labour Commissioner (Admn)/HOO