



**OFFICE OF THE COMMISSIONER (LABOUR)  
ADMINISTRATION BRANCH  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
5-SHAM NATH MARG, DELHI-110054**

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F.1473/MISC/LC/Estt./09/Pt.F1/ 7333-7338

Ph. No. : 011-23963334  
dated: 22/12/2022

**CIRCULAR**

It has been noticed that the officers/officials posted in this Department, are not submitting their leave applications well in advance. Due to this the sanction order of their leave are not issued timely and before proceeding on leave.

In view of above, all officers/officials are directed to submit their leave applications i.e. Earned leave, Child Care Leave, Paternity Leave, etc., well in advance, before 15 days of proceeding on leave so that sanction may be issued timely and the link officer may be informed in time.

This issues with the approval of Competent Authority.

22/12/22  
(VIJAY CHANDNA)

**Deputy Labour Commissioner (Admn.)/HOO**

F.1473/MISC/LC/Estt./09/Pt.F1/ 7333-7338

Dated: 22/12/2022

Copy to:-

1. P.A. to Commissioner (Labour), Labour Department, GNCTD.
2. P.A. to Addl. LC, Labour Department, GNCTD.
3. All Branch-In-Charges in Headquarters/All District Heads/ AHC to bring this circular in the notice of their subordinates.
4. Dy. Secy (Admn.), DBOCWWB to bring this circular in the notice of their officials posted on pay purpose in Labour Department.
5. System Analyst, Labour Department, GNCTD with a request to upload the order on the website of the Department.
6. Guard File.

22/12/22  
**Deputy Labour Commissioner (Admn.)**