

(4)

58478

No. F-2/DJB/Dir.(A&P)/2013/
DELHI JAL BOARD, GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMN. & PERSONNEL)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI - 110 005.

Dated 20.05.2013

INSTRUCTIONAL ORDER

As per Section-14 of Central Civil Services (Leave) Rules, 1972 as made applicable to the employees of the Delhi Jal Board, any application for leave or for extension of leave shall be made in Form-1 by an employee to the authority competent to grant leave.

However, it has been observed that the prescribed procedure is not being followed.

It has been decided by the competent authority that hence-forth, all officers/employees shall submit application for grant of any kind of leave or for extension of leave in Form-1 to the authority competent to grant leave failing which their request for grant of leave will not be entertained. The specimen of Form-1 is enclosed herewith as Annexure-I.

All DDO's are directed to give this order wide publicity amongst all staff working under them for strict compliance.

EXECUTIVE ENGINEER (EDP)

L.D. No.1324.....

DATE21/5/13.....

(U.B. TRIPATHI)
Director (Admn. & Personnel)

All AC's/DDO's

Copy to:-

1. Vice Chairperson, DJB.
2. All Members of the DJB.
3. CEO/Member (A)/Member (F)/Member (WS)/Member (Dr.)/ CVO/Addl. CEO/Secretary, DJB/All Directors.
4. All CEs/All SEs/All Jt. Directors (Rev.)/All Jt. Dir. (F&A)/All CWAs.
5. All Dy. Dir.(Rev.)/PD (Trg.)/LO/DD(LW)/AC (P&M)/EO (W)/All MOI's.
6. EE (EDP) with request to upload in order on website of DJB.
7. All AO's/ All ZRO's.
8. CSO/Dy. CSO (HQ./SDW)/ Dy. CSO (WW).

Director (Admn. & Personnel)

Recd
20/5/13

FORM-I

Annexure-I

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE.

1.	Name of applicant	
2.	Post held	
3.	Department, Office and Section	
4.	Pay	
5.	House rent and other compensatory allowances drawn in the present post	
6.	Nature and period of leave applied for and date from which required	
7.	Sundays and holidays, if any, proposed to be prefixed/ suffixed to leave	
8.	Grounds on which leave is applied for	
9.	Date of return from last leave, and the nature and period of that leave	
10.	I propose/ do not propose to avail myself of leave travel concession for the block yearsduring the ensuring leave	
11.	Address during leave period	

Signature of applicant (with date)

12.	Remarks and/ or recommendation of the Controlling Officer	:	
-----	---	---	--

Signature (with date) & Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that.....(nature of leave) for.....(period) fromto.....is admissible under Ruleof the Central Civil Services (Leave) Rules, 1972.

Signature (with date) & Designation

14. Orders of the authority competent to grant leave

Signature (with date) & Designation