

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HEADQUARTERS: DELHI FIRE SERVICE
Connaught Place: New Delhi-110001

No.F.2/DFS/HQ/2016/2914

Dated : 12/01/16

OFFICE ORDER

In suppression to all previous orders, it is hereby ordered that casual and earned leave shall be granted as detailed under:

1. Leaves of officials up to the rank of sub officers including AWLO (OP) will be granted by the respective Station Officer/ officer in charge.
2. Leaves of Station Officers/ officer in charge and ADO's will be granted by respective Divisional Officer.
3. Leaves of Divisional Officer and Dy. Chief Fire Officer will be granted by respective Chief Fire Officer and that of Chief Fire Officer will be by the Director.
4. Leaves of all other Gazetted Officers; AWLO(S&P) shall be granted by C.F.O (Hqrs).
5. Leaves of all Non Gazetted Ministerial Staff shall be granted by concerned H.O.O.
6. All sanctioning authority after grant of leave shall ensure the information is recorded in FCR and in case of Earned Leave to the H.O.O concerned.

All departure shall be made in FCR/ watch room as applicable and practice in vogue.



A.K. Sharma
Director

Distribution:

1. Chief Fire Officers
2. Dy. Chief Fire Officers
3. Divisional Officers
4. Assistant Divisional Officers
5. Account Officer
6. All H.O.O's
7. Station Officers/ officer in Charges.
8. ADO Sh. A.K. Sharma for uploading on website
9. Station officer (M)