

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE  
NEW DELHI-110002  
[ADMINISTRATION BRANCH]

F. 10(335)/Admn-I/2016/DSW/Estt./ 25230-25300

Dated:

21 DEC 2016

To

All HOO/DD/Supdt.  
Department of Social welfare,  
GLNS Complex, Delhi Gate,  
New Delhi.

**Sub: Leave Sanction Order.**

Sir,

It has been noticed that the Officers/Officials working in this department are not submitting their Joining Report after availing leaves (EL, Commuted Leave, CCL etc.). It is therefore, directed that the concerned Officers/Officials should give their Joining Report immediately after resumption of their duty in the office.

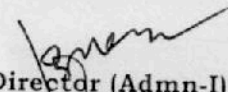
It has also been observed that the Officers/Officials availed leave without submit any kind of Leave application.

Besides, while forwarding the leave applications by the HOO/Branch Incharge it should also be indicated the total number of leaves (EL, Commuted Leave, CCL etc.) at credit as per Service Book of the employee.

All the concerned /HOOs/Supdts. are hereby directed to issue Leave Sanction Orders and make necessary entries in the service of book of the concerned employees (Proforma of Leave Sanction Order Enclosed).

Encl: As above.

Yours Faithfully,

  
Dy. Director (Admn-I)

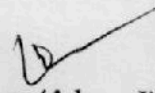
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Copy to:

1. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Spl. Director (SW), GLNS Complex, Delhi Gate, Delhi.
3. Dy. Director (Admn-II)
4. System Analyst, DSW for uploading the circular on the Departmental website.
5. Guard file.

  
Dy. Director (Admn-I)

2758/CC  
21/12/16

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI

F. No.

Dated:

**OFFICE ORDER**

Sanction of the competent authority is hereby accorded to the grant of following leave to Shri/Smt/Km. \_\_\_\_\_

Sl.No	Kind of Leave	From	To	Remarks

With permission to prefix \_\_\_\_\_ Suffix \_\_\_\_\_  
with permission to leave station to avail LTC for the Block year \_\_\_\_\_

It is certified that the Officer/Official is/was likely to return on the expiry of the above leave, to join on the same post and at the same station from where he/she would have continue on the post of \_\_\_\_\_  
not for his/her proceeding on leave.

\_\_\_\_\_ days Earned leave and \_\_\_\_\_ days Half pay leave and  
\_\_\_\_\_ CCL is available in his/her credit after expiry of this leave as per Service Record.

Sh. \_\_\_\_\_ will look after the work during the leave period.

**DD/HOO/Supdt.**

F. No.

Dated:

Copy to:-

1. Shri/Smt/Km. \_\_\_\_\_  
He/She is requested to submit his/her joining report soon after resuming of his/her duties.
2. Accounts Section/Concerned DDO.

**DD/HOO/Supdt.**