

**OFFICE OF THE SECRETARY  
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT & SOCIAL  
WELFARE  
GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
5/9 UNDER HILL ROAD, DELHI-110054**


F. No. 02/DWCD/Secy. Pr.Br./Circular/2021-22/646-47

Dated: 22.10.2021

**Circular**

WHEREAS, an order no. 17(21)/WCD/Admn./Gen.Orders/2018/25166-74 dt. 13.02.2020 was issued to clarify that the Competent Authority for approving any kind of leave to officers working as Dy. Directors/Sr. Supdts. and above, is Secretary (SW/WCD).

AND WHEREAS, it has been observed that the above said directions are not being complied with, and officers have proceeded on leave repeatedly without prior approval of Secretary (SW/WCD), which results in adversely impacting the functioning of SW/WCD Deptts. Attention of all concerned officers is hereby directed to the provisions of CCS Leave Rules, 1972 and CCS Conduct Rules, 1964 which mandate that leave is not a matter of right. Henceforth, any kind of leave availed without prior information/approval of Secretary (SW/WCD) by Dy. Directors/Sr.Supdts. will be treated as un-authorized absence, and action as deemed fit may be initiated as per rules.

  
22.10.21  
(Madhup Vyas)  
Secretary (SW/WCD)  
Dated: 22.10.2021

To

1. Spl. Secretary cum Director (SW/WCD)
2. All officers concerned (SW/WCD)
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