

1116/DO/22
2019/6/22

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE SECRETARY (SW & WCD)
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002
Tel: 011-23392691, Email: secretary.wcd@delhi.gov.in

F. No. 02/DWCD /Secy. Pr.Br./Note/2021-22/929-935

Dated: 14.06.2022

Circular

WHEREAS, an order no. 17(21)/WCD/Admn./Gen.Orders/2018/25166-74 dt. 13.02.2020 and a circular no. F.No.02/DWCD/Secy.Pr.Br./Circular/2021-22/646-47 dt. 22.10.2021 were 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).

2. 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), 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 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.

3. AND WHEREAS, it is being reiterated that all officers and officials will adhere to official timings strictly and unauthorized absence may attract disciplinary action as per rules.

Garima Gupta
(Garima Gupta)
Secretary (SW/WCD)
Dated: 14.06.2022

To

1. Director, SW/WCD.
2. Joint Director, SW.
3. Joint Director-I, WCD.
4. Joint Director-II, WCD.
5. Joint Director (Prohibition), WCD.
6. All officers concerned, SW.
7. All officers concerned, WCD, D.D (Admn-I), WCD

✓ May kindly be sent to
IT Branch for
uploading on website
of the Department.
DL
28/6/22

SO(A) *[Signature]*
28/6/22

17/10
D.A
Srinivasan/Sanyal