

OFFICE OF THE DISTRICT MAGISTRATE (WEST)
GOVERNMENT OF NCT OF DELHI
PLOT NO.3, SHIVAJ PLACE, RAJA GARDEN, NEW DELHI-110027
(ADMINISTRATION BRANCH)

No. 7098-7405

Dated: 04.09.2020

CIRCULAR

District magistrate (West) has taken a serious view on the various shortcomings observed while forwarding the application for grant of Child Care Leave / Earned Leave and Casual Leave by the Branch In-charges.

Accordingly, all the Branch In-charges are instructed to ensure compliance of following guidelines in future:-

1. Leave application should be recommended only after proper examination in the light of CCS (leave rules) & DOPT guidelines issued from time to time.
2. There should be specific recommendation from the branch In-charge forwarding the leave application and the recommending officers should ensure that official work does not hamper in the absence of official/employee and during leave the link official be assigned duties.
3. The application for grant of leave should be submitted to Administration Branch atleast 15 days in advance so that prior sanction of the Competent Authority is obtained before the commencement of the leave.
4. Earned leave / CCL cannot be claimed as a matter of right. Under no circumstances can any employee proceed on Earned leave / CCL without prior proper approval of the leave by the leave sanctioning authority.
5. It has come to notice that the official / employee started working by submitting his/her joining letter without getting the same allowed by the branch In-charge / higher authority. Thus, henceforth, under no circumstances any official / employee will join / resume duties OR start working without specifically allowed for the same by the Branch In-charge/ higher authority on the face of Joining letter.
6. Even Casual Leave are not updated as Casual leave application/s are not forwarded to Administration Branch. Henceforth, if Casual Leave application is not submitted then Earned leave will be deducted.

This issues with the prior approval of Competent Authority.

Neeraj Dhawan
(NEERAJ DHAWAN)

Sub-Divisional Magistrate (Admn.)

Dated: 04.09.2020

No. 7398-7405

Copy forwarded for information and necessary action to:-

1. PA to District Magistrate (West)/Chairperson DDMA (West) GNCT of Delhi.
2. PA to Additional District Magistrate (West) GNCT of Delhi.
3. SDM (PB/PN/RJ) with the request to get it noted by their staff.
4. All Branch In-charges, Accounts Officer of O/o Distt. Magistrate (West) with the request to get it noted by their staff.
5. System Analyst with the request to upload this circular on the website of the department.
6. Guard File.

Neeraj Dhawan
Sub-Divisional Magistrate (Admn.)