

Office of the Member (Dr.)
Diary No. 848
Date 16-5-17
D. J. B. Varunlaya Ph.-II



DELHI JAL BOARD: DELEI SARKAR
OFFICE OF THE ASSISTANT COMMISSIONER (G)-II
VARUNALAYA PEASE-II: KAROL BAGH: NEW DELHI-110005

No.DJB/AC(G)-II/MISC/2017-

29762

DATED:12.05.2017

INSTRUCTIONAL ORDER

As per standing instructions issued on 23.10.2012, all the DDOs were directed to settle the cases of unauthorized absence in a timely manner under the provision of CCS (Leave) Rules. However, it has been noticed that S.B. & P.F. of many employees are being sent to Administration for condoning the unauthorized absence either few days prior to the date of retirement or after the death of the employee.

As per rules & standing instructions, leave period should be settled by the DDO immediately at the time of joining by the concerned employee after availing leave in question.

Therefore, all the DDOs are once again requested to settle the cases of leave including without pay leave as per provision of CCS (Leave) Rule immediately after joining by the concerned employee. In case of condoning the leave period under provisions of Rule 27 of CCS (Pension) Rule, the case file should be sent to Administration at least 06 months prior to the date of retirement after adjusting all kinds of leave to the credit of the employee along with specific recommendations with justified reason failing which the case will not be entertained by the Administration.

This issues with the approval of the Competent Authority

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(ALKA SHARMA)
ASSISTANT COMMISSIONER (G)

No.DJB/AC(G)/MISC/2017-

Dated:12.05.2017

All DDOs

Copy to:-

1. Member (A)/Director (A&P)- for kind information.

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ASSISTANT COMMISSIONER (G)

DD to m. dr

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7/6/17

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