

Govt. of National Capital Territory of Delhi
Ch. Brahm Prakash Government Engineering College
(An institute specializing in Civil & Environmental Engineering)
Jaffarpur, New Delhi-110073.
(Website: <http://gecdelhi.ac.in>, Ph: 011-25318158, 25318159)

No.F.6(19)/GECJ/Admn/Circulars/2007/4240-44

Dated

OFFICE ORDER

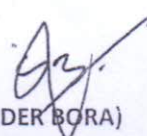
It has been noticed that a large number of leave application are not being submitted as per time schedule prescribed in CCS (Leave) Rules, 1972 by the officers/officials/contract employees of Ch. Brahm Prakash Govt. Engg. College, as such it is not feasible to get the applied leave decided/sanctioned by the Competent Authority before the officer/official/ contract employee proceeds on leave. The Principal being Head of Department has taken a serious view on late submission of leave applications, issuance of leave sanction orders after availing leave and proceeding on leave without approval and sanction by the Competent Authority.

Accordingly, the following directions are hereby issued for strict compliance by all concerned:-

1. All the leave applications (except leave on medical grounds), duly recommended by the Branch In-Charge, must be given by the officers/officials at least 15 days before proceeding on leave, failing which the leave application shall be rejected. Nobody shall proceed on leave before sanction of leave by the Competent Authority.
2. Leave application shall be in prescribed performa, and branch In-charge/Head shall ensure that work of branch should not be affected due to leave of staff in branch and proper assessment of likely workload in the leave period of staff and be made before recommendation of leave. The name of officer/official from branch who shall look after the work shall be also suggested in the leave proforma. Concerned In-charge/Head is requested to kindly note that the incomplete applications should not be forwarded as it shall be summarily rejected.
3. A) In case of any emergency/exigency, if leave cannot be applied before proceeding on leave, it should invariably be communicated to the concerned Branch In-charge through any mode of communication viz. SMS/Whatsapp/E-mail/telephonically and any other of mode of communication at the earliest. The Branch In-charge shall intimate the same to the Administration Branch on the same day in writing.
B) Further on joining of duties after availing leave, the officer/official should give a formal application regarding his leave availed through concerned branch In-charge/Head to the administration branch, in case prior approval not taken.
C) Failure to follow this procedure may result in non-sanction of leave availed by the concerned officer/official and further action shall be taken in the case.
4. Commuted Leave on medical grounds should be accompanied by prescribed medical certificate and fitness certificate issue by the Govt./R.M.P. as the case may be.
5. In case of leave due to emergency, it may be ensured that the link officer is duly informed in time by the Officer concerned, so that the office work does not suffer, especially in respect of accounts related work in the college.

All concerned officer/official including contractual/diverted may take note of the above and comply accordingly.

This issues with the prior approval of the PPL/HOD, CBPGECJ.


(SUNDER BORA)
Administrative Officer
Dated

No.F.6(19)/GECJ/Admn/Circulars/2007/4240-44
Copy To:

1. All Branch In-Charge/Dean/Heads.
2. All Branch I/cs/Dean/Head with the instructions to bring it into notice of all staff (Regular/Contractual/Diverted) working under their kind control.
3. PS to PPL/HOD, CBPGECJ.
4. Asstt. Programmer with the instructions to upload this on the office website.
5. Notice Board.