

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034

No.F.1(61)/2010/TTE/E-IV/ 8886-90

Dated: 01/11/18

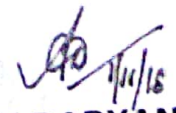
**OFFICE ORDER**

It has been observed that a large number of leave applications are not being submitted as per time schedule prescribed in CCS(Leave) Rules, 1972 by the Officers / Officials of DTTE(HQ) and Principals of the Institutes, as such it is not possible to get the applied leave decided/sanctioned by the Competent Authority before the Officer/Official proceeds on leave. The Commissioner-cum-Secretary(TTE) 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 Controlling Officer, must be given by the Officers / Officials at least 15 days before proceeding on leave, failing which the leave application shall be outrightly rejected. Nobody shall proceed on leave before sanction of leave by the Competent Authority.
2. 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 at the earliest. The Branch In-charge shall intimate the same to the Administration Branch in writing. Failure to follow this procedure may result in non-sanction of leave availed by the concerned officer/official and further action as per rules.
3. Commuted Leave on medical grounds should be accompanied by prescribed medical certificate and fitness certificate issued by the Govt. Doctor/R.M.P. as the case may be.

Non-compliance of this order shall be viewed seriously and may result in non-sanction of leave applied and disciplinary action as per rules.

  
(ASHOK DARYANI)  
ADMINISTRATIVE OFFICER(ADMN.)

Contd..2...

57/GNDIT  
12/11/18  
uploaded on GNDIT official whatsapp  
AA  
AS  
15-11-2018

W.B. 19.11.2018  
Vaneti Gupta  
Employee

No.F.3(17)/2017/TTE/E-IV/ 6886-90

Dated: 01/11/18

Copy forwarded for information and necessary action to:-

1. All Branch In-charges, DTTE(HQ) to bring this to the notice of all Officers / Officials of their branch.
2. Controller, B.T.E., Delhi.
3. Principals/H.O.Os of all Institutes of Technology / ITI's.
4. P.S. to Commissioner-cum-Secretary(TTE).
5. P.A. to Joint Director(TTE/Admn.).

*AD*  
01/11/18  
( **ASHOK DARYANI** )  
**ADMINISTRATIVE OFFICER(ADMN.)**