

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001.

(Personnel Division)

F.No.DSIIDC/I-2853/Estt. | 180

Dated:13.07.2022

CIRCULAR

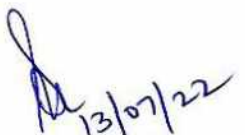
Sub : Timely submission of application of Grant of E.L/Child Care Leave.

It has been observed that application for grant of leaves like Earned Leave/Child Care Leave are received in Personnel Division just before the employee is proceeding on leave. It may be noted that prior permission before proceeding on leave alongwith station leave permission if any, from the Controlling Officer/Leave Sanctioning Authority is required in such cases.

2. It may be noted that due to late receipt of these applications, the files are placed before the Competent Authority for approval, at the last moment or in some cases after the employee has proceeded on leave. Hence, the spirit of prior permission before proceeding on leave loses its relevance when the matter is placed for approval/permission.

3. In view of the above, all the employees are advised to submit their leave application duly forwarded by Divisional Head to Personnel Division well in advance so as to reach Personnel Division at least 10 days before proceeding on leave so that prior approval/permission of Competent Authority is taken well in time.

This issues with the approval of Competent Authority.


(Sunita Madhusudanan)
Sr. Manager (P)

To all concerned employees

Copy for information to :

1. PS to MD.
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