

(Personnel Division)

No. DSIIDC/06/AEBAS/2017/Estt.

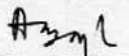
Dated: 14-01-2019

**Subject: Maintenance of Casual Leave Record Card**

This is in reference to the maintenance of the Casual leave record cards by the Divisional heads, suitable orders in this regard have already been issued by Personnel Division in the past. It is reiterated that the said practice may be implemented conscientiously for better management and control of the subordinate staff and also to regulate the leaves taken by the employees.

Divisional Heads should maintain the casual leave record of the staff under their administrative control in the enclosed casual leave card. It is also essential that the casual leave card should inevitably be handed over to the respective Divisional Head in case an employee is transferred to another Division. Divisional Heads, if required, may further delegate powers to officials in various sub divisions under their administrative control for the regular maintenance and updation of casual leave cards.

Further the causal leave cards should as a practice be sent back to the Personnel Division upon completion of the year or exhaustion of the casual leaves by the employee whichever is earlier.

  
(A. K. Singh)

Divisional Manager (P)

Encl : As above

To,

1. All CE's in r/o Works Division
2. All Divisional Heads

Copy To :

1. Sr. PA to MD
2. PA to ED
3. PS to Director Finance
4. IT for Uploading on Website

# Delhi State Industrial & Infrastructure Development Corporation Limited

## Casual Leave & Restricted Holidays Leave card for Regular Employees

Name of the employee & Designation \_\_\_\_\_ Calender Year \_\_\_\_\_

Division : \_\_\_\_\_

Location : \_\_\_\_\_

S.No.	Type of Leave	Date	Balancing after availing the C.L.	Signature of employee	Signature of leave sanction Authority
1	Casual Leave				
2	Casual Leave				
3	Casual Leave				
4	Casual Leave				
5	Casual Leave				
6	Casual Leave				
7	Casual Leave				
8	Casual Leave				
1	Restricted Holiday				
2	Restricted Holiday				

Signature of Head of the Department