



No. A 13019/3/Leave/2022-Ad.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No. 9, CGO Complex,
Lodhi Road, New Delhi-110003
Dated 13th May, 2022.

कार्यालय आदेश / OFFICE ORDER

In superseding of DCPW Office Order No. A-13019/1/2010-Admin-I dated 17.12.2012, the leave applied by the officers/officials in DCPW shall sanctioned by the competent authority as designated below:-

Sl. No.	Designation of the Officer's and staff	Competent authority sanction Casual/Hqrs leave	Competent authority to sanction leave up to 05 days	Competent authority to sanction leave beyond 5* days
1.	All Non-Gazetted officials at ISPW stations	ISPW Station In-Charge	DDs of respective Wing	JDs of the respective Division
2.	All Non-Gazetted officials at CPRTI/POLNET Hub/Hqrs.	ADs of respective Unit	DDs of respective Wing	JDs of the respective Division
3.	ISPW Station In-Charge	Joint Director (Comn)	Joint Director (Comn)	Addl. Director/ Director
4.	All Gr 'B' Gazetted officers	ADs of respective Unit	DDs of respective Wing	JDs of the respective Division
5.	All Gr 'A' officers of the rank of AD/DD	JDs of respective Division	Addl. Director	Director
6.	All Gr 'A' officers of the rank of JD	Addl. Director	Director	Director
7.	Addl. Directors	Director	Director	Director

***Competent authority to sanction leave beyond 15 days in case of officer/ official of Level 6 of the Pay Matrix (ACOs, ACO(Cy), Assistant etc. and above posts) is Addl. Director/ Director.**

2. It is reiterated that after sanction of leave of the officers/officials by the competent authority, the leave application (in original) containing the signature of sanctioning authority may please be sent to the Administration Division, DCPW. Administration Division will issue order in this regard.

P.T.O.

3. The Administration Division will update records of leave in the relevant file/service Book.
4.
 - a) No officer/official shall proceed on leave without prior sanction of the leave.
 - b) It shall be responsibility of Leave Sanctioning Authority, to ensure uninterrupted communication at ISPW stations/ Hqrs./ POLNET Hub, before sanctioning of any kind of leave.
5. This issues with the approval of Director, DCPW.


(Hemant Kumar)
Deputy Director (Admn)

Copy to:

1. PPS to Director
2. All officers and staff
- ✓ 3. AD (IT): for uploading on the website of DCPW
4. File