



खण्ड सं-9, के० सं० का० परिसर/Block No. -9, C.G.O. Complex,  
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3  
दिनांक/ Dated: 09<sup>th</sup> January, 2026

### कार्यालय आदेश / OFFICE ORDER

The leave applied by the officers/officials in DCPW shall be sanctioned by the competent authority as designated below:-

Sl. No.	Designation of the Officers / Officials	Competent authority to sanction Casual Leave	Competent authority to sanction leave up to 15 days	Competent authority to sanction leave beyond 15 days
1.	All Non-Gazetted Officials	Incharge of ISPW/ RPWTIs in case of officials (except Station Incharge) posted outside Delhi AD of respective Section in case of Officials posted in Delhi and Incharge of ISPW Stations	DD of respective Branch	JD of respective Division
2.	All Gr 'B' Gazetted Officers & ADs	DD of respective Branch	JD of respective Division	Concerned Addl. Director
3.	DDs	JD of the respective Division	Concerned Addl. Director	Director
4.	JDs	Concerned Addl. Director	Director	Director
5.	Addl. Directors	Director	Director	Director

2. All leave shall be mandatorily applied and disposed of through **e-HRMS** only.

3. Leave Sanctioning Authority/ Competent Authority shall ensure that work of the Seat/ Section / Station should not be hampered during the leave period of the officer/ official proceeding on leave and to ensure the availability of his/her Link Officer/Official along with one Senior/ Junior officer/official in the channel of submission is available during his/her leave.

4. No Officer/Official shall proceed on leave without prior sanction of the leave by the authority competent to sanction such leave, failing which, the period of absence will be treated as unauthorised and necessary Disciplinary Action may be initiated as per rules.

5. This supersedes earlier Orders issued in this regard.
6. This issues with the approval of Competent Authority.

*Rajeev* 09/01/2026  
(Rajeev Kumar)

Deputy Director (Admn)

**Copy to:-**

1. PS to Director.
2. PA to Addl. Director(I) / PA to Addl. Director(II).
3. All JDs/DDs.
4. I/C of All sections HQrs/CPRTI/POLNET Hub & I/C of All ISPW Stations/ All RPWTIs.
5. AD (IT): for uploading on the website of DCPW.
6. File.