



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



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: 21 February, 2024

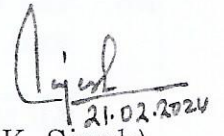
कार्यालय आदेश / OFFICE ORDER

In partial modification of DCPW Office Order No. A-13019 /3/ Leave /2022-Ad.I dated 13.05.2022, the leave applied by the officers/officials in DCPW shall be sanctioned by the competent authority as designated below:-

Sl. No.	Designation of the Officer's and staff	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 at ISPW stations/RPWTIs	ISPW Station / RPWTIs In-Charge	ZAOs of respective Division	JDs of the respective Division
2.	All Non-Gazetted officials at CPRTI/ POLNET Hub/ Hqrs.	ADs of respective Unit	DDs of respective Division	JDs of the respective Division
3.	All Gr 'B' Gazetted Officers at RPWTIs /ISPW Station In-Charge	ZAOs of respective Unit	ZAOs of respective Division	JDs of the respective Division
4.	All Gr 'B' Gazetted Officers at CPRTI/POLNET Hub/Hqrs	ADs of respective Unit	DDs of respective Division	JDs of the respective Division
5.	Zonal Administrative Officers (ZAOs)	Addl. Director (HQ) through JD(Admn)	Addl. Director (HQ) through JD(Admn)	Director through JD(Admn)
6.	All Gr 'A' Officers of the rank of AD/DD	JDs of respective Division	Addl. Director of the respective Division	Director
7.	All Gr 'A' Officers of the rank of JD	Addl. Director	Director	Director
8.	Addl. Directors	Director	Director	Director

2. 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 going 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 must be present during his/her leave.

3. All officers/Officials shall submit a tentative annual leave plan to the Leave Sanctioning Authority/ Competent Authority through proper channel well in advance at the onset of calendar year.
4. No Officer/Official shall proceed on leave without prior sanction of the leave.
5. The original leave application along with approval of sanctioning authority shall be sent to the Administration Division, DCPW along with a certificate w.r.t. Para 2 above.
6. The Administration Division shall issue order and shall update records of leave in the relevant service Book.
7. This issues with the approval of Competent Authority.



(R. K. Singh)

Deputy Director (Admn)

Copy to:

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