



No.-A-13019/1(Leave)/2022-Admn.I
Government of India
Ministry of Home Affairs
Directorate of Coordination
Police Wireless



Block No.9, CGO Complex,
Lodhi Road, New Delhi-03.
Dated: - 14th September, 2022

OFFICE MEMORANDUM

In continuation to the Office Order number of even No. dated 13.05.2022, the undersigned is directed to inform all sections / stations of the Directorate that all Earned leaves/Commutated leaves with Medical cum fitness certificates along with joining report in prescribed format (attached) of the officer/official must be forwarded to Assistant Director(Admn).

2. This issues with approval of Competent Authority.

Vinay Barthwal
14.09.22

(Vinay Barthwal)
Assistant Director (Admn)

Copy to:

1. PPS to Director
2. All JDs/DDs.
3. All Sections of DCPW Hqrs
4. All In-charges of ISPW Stations.
5. AD (IT) - for uploading on DCPW website.
6. AD(OL) – for Hindi version
7. File.

सेवा में

निदेशक महोदय

समन्वय निदेशालय पुलिस बेटार

खण्ड - 9, केंद्र सरकार के कार्यालय परिसर

नई दिल्ली

विषय: उपस्थिति रिपोर्ट

महोदय,

सविनय निवेदन यह है की मैं दिनांक से तक..... दिन का अर्जित / परिवर्तित अवकाश काट कर आज दिनांक को (पूर्वाह्न / दोपहर) अपनी झूटि पर उपस्थित हो गया / गई हूँ।

यह आपको सूचनार्थ प्रस्तुत है श्रीमान।

(प्रार्थी)

स्टेशन / स्थान :

दिनांक: