

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**TRANSPORT DEPARTMENT: ADMINISTRATION BRANCH**  
**5/9 UNDER HILL ROAD, DELHI-110054**

F. No. F4(31)/Admn/Tpt/2025 13746

Dated : 25.03.2025

**CIRCULAR**

**Sub: Proceeding on leave with prior approval/sanction of the Competent Authority.**

It has been observed that some of the officers/officials Department are habitually proceeding on leave(s) without prior sanction/approval of the Competent Authority. The Competent Authority has viewed it seriously and it is reiterated that such absence is unauthorized and warrants prompt and stringent action as per rules.

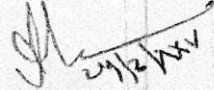
All officers and officials of this Department are directed to obtain prior approval/sanction of the Competent Authority before proceeding on leave without fail, and during any unforeseen emergency situations the employee should inform their Controlling Officers/leave Sanctioning Authority and soon after coming back from such leave, submit their leave through their branch in-charge.

Further, all branch in-charges may direct their concerned Section Officers/PCOs/DTOs/ADO to maintain the records of CL/RH in respect of staff posted in their respective branches in following format under:

S.No.	Name of Officer	Designation	Casual Leave (Please Specify the date)								Restricted Leaves	
			1	2	3	4	5	6	7	8	1	2

With respect to leaves, other than CL or RH, like EL/CCL/HPL/EoL/Leave Encashment/prior approval has to be obtained and leave sanction order to be issued by Admin Branch accordingly. Further, on joining, proper entries to be recorded in the Service Book of the concerned Officer/Official by the custodian of respective seat.

This issues with the approval of the Competent Authority.

  
**Dr. Ashutosh Kumar Srivastava**  
**Dy. Director (Admn)/HOO**

F. No. F4(31)/Admn/Tpt/2025 13746

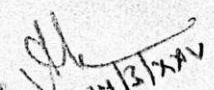
Dated : 25.03.2025

Copy for strict compliance with immediate effect to:

1. All Officers and Officials.
2. IT Branch- for uploading on website.
3. Guard File.

Copy for kind information:

1. PS to ACS cum Commissioner Transport Department, GNCTD.
2. PA to Special Commissioners, Transport Department, GNCTD.

  
**Dr. Ashutosh Kumar Srivastava**  
**Dy. Director (Admn)/HOO**