

Directorate of Development and Panchayats Department, Haryana, Chandigarh

ORDER

To rationalize the existing system of presentation and sanction of casual leave, it is directed that the applicant shall move his request for sanction of leave-station leave in the enclosed prescribed performa to his Branch Supervisor Officer; the Branch Officer shall further forward the same with his consent to the Superintendent (Admn-1) and Superintendent (Admn-1) after the verification of the leave account submit the leave to JDA/DP for sanction of leave as the case may be.

The above directions would come into force w.e.f. 01.01.2019.

Chandigarh, dated the
January, 2019

Vijay Kumar S.B. IAS
Director, Development & Panchayats Department,
Haryana, Chandigarh.

Indst. No: AA4-2018 4153-ET

Dated: 21-01-19

A copy of the above is forwarded to the following for information and necessary action.

1. All the Officers/Branch Supervisors.
2. All the officials.

By *[Signature]*
for Director, Development & Panchayats Department
Haryana, Chandigarh.

Pl. circulate it to all the staff members of IT Cell and from now-onwards no. casual leave will be granted on the account of telephonic message. Casual leave have to be taken in advance.

[Signature]
21/1/19

[Signature]
OA

[Signature]
22/1/19

Development and Panchayats Department, Hariana, Chandigarh

Casual Leave/Station Leave Performance for Group 'A' employees & Personal Staff of DP

| | |
|---|--|
| Name of the official/officer | |
| Designation | |
| Total CL leave allowed as per entitlement | |
| Total leave availed | |
| Balance | |
| Period of Casual Leave applied for | |
| Purpose of Leave | |
| Balance after the above leave | |
| Period of station leave applied for | |
| Address during Station leave | |

Dated: _____

Signature of Applicant _____

Superintendent (Admn.-I)
To verify the leave account and
to submit the same for sanction (Leave)

Director Panchayats
(to sanction the leave)

Development and Panchayats Department, Haryana, Chandigarh

Casual Leave/Station Leave Performa for Group 'B', 'C' and 'D' employees

| | |
|--|--|
| Name of the official/officer | |
| Designation | |
| Total C/Leave allowed as per entitlement | |
| Total leave availed | |
| Balance | |
| Period of Casual Leave applied for | |
| Purpose of Leave | |
| Balance after the above leave | |
| Period of station leave applied for | |
| Address during Station leave | |

Dated: _____

Signature of Applicant

Branch Supervisor Officer
(to forward leave with his consent)

Superintendent (Admn.-I)
(to verify the leave account and
to submit the same for sanction of leave)

Joint Director Administration
(to sanction the leave)