



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT DELHI)
4,5TH FLOOR, ISBT BUILDING, KASHMERE GATE

F.NO.DPCC/(3)(4)(73)/Admn-12/7407

Dated: 09/03/23

CIRCULAR

It has been observed that leave applications of employees are not being forwarded to leave sanctioning authority by Branch Incharges with proper recommendation which is causing delay at the time of issuance of leave sanction order by Administration Branch.

Therefore, all Branch Incharges strictly comply the circular no. DPCC/Admn/2012-13/15812 dated 17.12.2012 (copy enclosed) in this regard and also ensure that before forwarding the any kind of leave application (where applicable) to leave sanctioning authority, all leave applications must carry the proper recommendation of concerned Branch Incharge in r/o their all subordinate staff so that leave sanction order can be issued by Admn. Branch in time accordingly.


(Manish Chandra Verma)
Administrative Officer

Encl; As above

To,

All Branch Incharges

Copy to:

1. PS to Chairman, DPCC for information pl.
2. PA to MS, DPCC for information of MS, pl.
- ✓ 3. Incharge (IT Cell) :- for uploading the same in Employee Corner (DPCC website) to bring in the notice of all employees.
4. Guard File



**DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT (GOVT. OF DELHI)
4th & 5th FLOOR, ISBT BUILDING : KASHMERE GATE
DELHI - 110 006**

No. DPCC/Admn/2012-13/15812

Dated: 17/12/12

CIRCULAR

Sub : Regarding amendment in delegation of Administrative & Financial powers in DPCC

The DPCC in its 58th Board Meeting held on 06/10/2012 has approved the proposal as circulated vide agenda item No. 34 for amendment in delegation of Administrative & Financial powers in DPCC.

Consequently, leave (except in case of LTE) in respect of various officers/officials will be sanctioned by the following Leave Sanctioning Authorities in DPCC.

Item	NEW POWERS		
	Powers of Chairman	Powers of Member Secretary	Powers of E.E./SEE /Incharge of Zonal Office/Admin. Officer
Power to grant Earned Leave, Medical Leave, Half Pay Leave etc	Full Powers	Full Powers	Full Powers for group 'C' and 'D' Employees.
Casual Leave/ Restricted Leave/ Special Casual Leave	Full Powers	Full Powers	Full Powers for group 'B', 'C' and 'D' Employees Working Under Them (EE's will exercise this power in respect of group 'D' staff working in their office).

Since the concerned Branch Incharges are not having the Service Books of the Group 'C' & 'D' employees in respect of whom they have been assigned the restricted delegation of powers as above, a leave application proforma for Group 'C' & 'D' has been devised as annexed herewith for the purposes of sanction of leave at Branch level by concerned Branch Incharge(s). Orders of Leave Sanctioning Authority in the said proforma will henceforth be forwarded to the Administration Branch for necessary action.

Further, the concerned Branch Incharge(s) shall maintain a record of Casual leave sanctioned by them to concerned officials of Group of 'B', 'C' & 'D' employees and there is no need to forward their casual leave applications to administration branch.



(Member Secretary)
DPCC

All Branch Incharges