



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT DELHI)
3RD FLOOR, DMRC BUILDING, SHASTRI PARK, DELHI-110053

F.No. DPCC/(3)(1)(189)/Admn-2025 1458-60

Dated : 3/7/25

CIRCULAR

1. It has been observed by the Competent Authority that many officers/officials of DPCC have proceeded on leave without prior intimation/permission of Competent Authority.

In view of this, I am directed to convey the order of Competent Authority that all the officers/officials of DPCC are directed not to proceed on Earned leave without prior permission of Competent Authority and apply leave well in advance (at least 2 weeks before).

2. In suppression of earlier issued Advisory no. DPCC/(3)(9)(73)/Admn- I2/Vol II dated 28.03.2025, it is advised that all officers/officials of DPCC shall apply for Ex-India leave/private foreign visits at least two months prior to their proposed visit, so that the said proposals can be processed timely.
3. While recommending leave application, Cell Incharge shall mandatorily mention link officer/official on the said application.
4. No official/officer shall proceed on leave without formal approval from the Competent Authority. Proceeding on leave without prior approval will be treated as unauthorised absence, and appropriate disciplinary action shall be initiated under the relevant provision of the CCS (Conduct) Rules.

(PAWAN KUMAR)
ADMN. OFFICER (DPCC)

Copy to:-

1. P.A. to MS, DPCC for kind information of M.S., DPCC
2. All employees of DPCC
3. Incharge, IT Cell- for uploading on website.