



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
नीति एवम् समन्वय (कार्मिक)
POLICY & COORDINATION (PERSONNEL)
सप्तम तल, ब्लॉक-बी, विकास सदन, नई दिल्ली
7th Floor, Block-B, Vikas Sadan, New Delhi

No.: F4(40)2018/P&C(P)/345

Date: 24/9/18

CIRCULAR

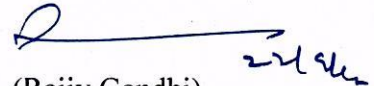
It has been observed that the cases for release of leave encashment are put up before the appointing/disciplinary authorities in respect of employees who have been retired while criminal/disciplinary proceedings are pending against them.

In this regard, Rule 39 (3) of CCS (Leave) Rules 1972 is amply clear on the issue of release of leave encashment, which is reproduced below:

"The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a Government servant who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Government dues, if any."

In this connection, powers to sanction leave (except study leave), LTC and **leave encashment** have already been delegated vide E.O. No. 3152 dated 06.09.1995 issued by Jt. Director (P)-I, DDA. Henceforth, issues relating to sanction of leave encashment should be settled at the level of officers authorized for this purpose as per the said E.O.

This issues as per the directions of Vice Chairman, DDA.



(Rajiv Gandhi)
Commissioner (Personnel)

1. **All HoDs of DDA**
2. **All DDos/ CAUs/ Branches/ Divisions**

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DELHI DEVELOPMENT AUTHORITY
(PERSONNEL BRANCH-I)

Estt. Order No. 3152

Date: 6.9.1995

ORDER

Subject: Delegation of powers to sanction leave (except study leave), L.T.C. and leave encashment.

The 'Appointing Authorities' in the D.D.A. hereby direct that under Regulation 7 of the Delhi Development Authority (Salaries, Allowances & Conditions of Service) Regulations, 1961, leave of all kinds (except study leave), L.T.C. and leave encashment will be sanctioned by the officers authorised for this purpose as per Annexure-I to VI (enclosed).

2. The leave etc. of the personal staff of the officers shall be sanctioned by the officers themselves.
3. Officers/officials who have been posted to other departments by an administrative order will be covered by the leave rules pertaining to the department in which they are posted. For example, the leave of an Executive Engineer in Housing Department will be sanctioned by the Commissioner (Housing) as per the sanctioning authorities specified for the administrative wing in Annexure-VI.
4. The sanctioning authority will sanction the proposal to avail of L.T.C., L.T.C. advance, however, will be sanctioned as per Circular No. 35 dated 21.8.95 issued by Finance & Expenditure Department, DDA.
5. The following procedure is to be followed by all the sanctioning authorities while sanctioning leave (except study leave) and L.T.C. :-
 - i) Leave is to be applied on the prescribed proforma.
 - ii) The leave is to be recommended by the immediate controlling officer in cases where the sanctioning authority is not the controlling officer.
 - iii) The sanctioning authorities will sanction the leave subject to title.

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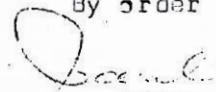
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- iv) The sanctioning authorities will forward the proposal to the Drawing & Disbursing Officer concerned who will issue the Estt. Order after verifying the availability of leave with reference to the Service Book. The Drawing & Disbursing Officers will also indicate on the Estt. Order the leave(s) remaining at the credit of the Officers/ Officials and make necessary entries in the Service Book. Copies of the Estt. Order will be sent to the officer applying for the leave and to the A.O. concerned.
- v) The Drawing & Disbursing Officers must maintain the Service Book properly and ensure that these are updated.

6. The following procedure is to be followed while sanctioning leave encashment :-

- i) Leave encashment is to be given only at the time of superannuation/voluntary retirement/ compulsory retirement or quitting of service of an officer/ official. Payment will be regulated strictly in accordance with the provisions of Rule 39 of CCS (Leave) Rules, 1972.
- ii) The proposal for leave encashment will be submitted by the Drawing & Disbursing Officer concerned to the officer authorised to sanction leave.

By order



(D.L. Bansal)
Joint Director (P) I

No. F. 7 (93)/95/PB-I/

Date: 6.9.95

Copy alongwith Annexures to all officers/branches of the Authority for information and necessary action.

DELHI DEVELOPMENT AUTHORITY
(PERSONNEL DEPARTMENT)

ANNEXURE-I

To E.O.No.3152
dated 6.9.95.

Officers authorised to sanction leave (except study leave), L.T.C. and leave encashment in Engineering Wing

<u>OFFICE</u>	<u>CATEGORY OF EMPLOYEES</u>	<u>SANCTIONING AUTHORITY</u>
Engineer Member's office	Engineer Member Chief Engineer Director (Works) E.O.	Vice-Chairman Vice-Chairman through Engineer Member Engineer Member Director (Works)
Chief Engineers' office	All Group 'B', 'C' & 'D' employees All Group 'A' employees including Supdt. Engineer.	E.O. Chief Engineer
Superintending Engr.'s office	All Group 'B', 'C' & 'D' employees All Group 'A' employees including Executive Engineer	E.O. to Chief Engineer Superintending Engineer
Executive Engr.'s office	All Group 'B', 'C' & 'D' employees	E.A. to Supdt. Engineer Executive Engineer.

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DELHI DEVELOPMENT AUTHORITY
PERSONNEL DEPARTMENT

ANNEXURE-II

To E.O. No.3152
dated 6.9.95

Officers authorised to sanction leave (except study leave), L.T.C. and leave encashment in Planning Wing.

Category of Employees

Commissioner (Planning)
Addl. Commr.(Plg.), Director (Plg.)
Jt.Dir./Dy.Dir.(Plg.), A.D.(Plg.),
Sr. Research Officer, Research Officer
All Group 'B' employees
All Group 'C' employees
All Group 'D' employees

Sanctioning Authority

Vice-Chairman
Commissioner (Planning)
Addl. Commissioner (Planning)
Respective Director
Respective Jt./Dy. Director
Respective Asstt. Director/
Controlling Officer

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DELHI DEVELOPMENT AUTHORITY
PERSONNEL DEPARTMENT

ANNEXURE-III

To E.O. No.3152
dated 6.9.95.

Officers authorized to sanction leave (except study leave),
L.T.C. and leave encashment in Architecture Wing.

Category of Employees

Sanctioning Authority

Chief Architect

Vice-Chairman

Addl. Chief Architect, Sr. Architect

Chief A-rchitect

Architect, Asstt. Architect

Addl. Chief Architect

All Group 'B' & 'C' employees

Senior Architect

All Group 'D' employees

Architect

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DELHI DEVELOPMENT AUTHORITY
PERSONNEL DEPARTMENT

ANNEXURE -IV

To.E.O. No.3152
dated 6.9.95.

Officers authorised to sanction leave (except study leave),
L.T.C. and leave encashment in Finance Wing.

Category of Employees

Finance Member

CAO, FA(H), Director(LC)

Dy. CAO,
Dy. F.A.(H)

Sr. A.O. & A.O.
A.A.O., Accountant

All Group 'C' and 'D' employees

Sanctioning Authority

Vice-Chairman

Finance Member

Chief Accounts Officer
Financial Adviser (H)
Director(L.C.)

Dy.CAO/Dy. FA(H)

Sr. A.O., A.O.

Respective Accounts Officer

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DELHI DEVELOPMENT AUTHORITY
PERSONNEL DEPARTMENT

ANNEXURE-VI
To E.O.No.3152
dated 6.9.95.

Officers authorised to sanction leave (except study leave),
L.T.C. and leave encashment in Administrative Wing other than
Planning, Architecture, Horticulture, Engineering & Finance Wing.

Category of Employees

Sanctioning Authority

All Commissioners, Chief Vigilance
Officer, Chief Legal Adviser

Vice-Chairman

All Group 'A' employees

Commissioner/C.L.A./C.V.O.

All Group 'B' employees

Respective Director/Dy. CIA/S.E.

All Group 'C' & 'D' employees

Respective Jt./Dy.Dir./Sr.L.O./E.E.

C.S.D.

Vice-Chairman

Dy. Director

C.S.D.

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