

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: SERVICES-I BRANCH
DELHI SECRETARIAT: 5TH LEVEL: B-WING
I.P. ESTATE: NEW DELHI - 110002
<http://services.delhigovt.nic.in>
Tel:011 - 23392038

No.F.8/21/2023/S.I/

Dated: 20.03.2026

ORDER No. 106

Subject: Regarding prior intimation of leave of Senior Officers.

I am directed to refer this department's Order No. 10(455)/Coord./LG/CM/CS/2021/081637025/1678-1681 dated 01.09.2025 (copy enclosed), vide which the Competent Authority has directed that all Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ HoDs of Government of NCT of Delhi will furnish prior intimation to the Hon'ble Chief Minister & Hon'ble Ministers In-charge of their department(s) about proceeding on leave of any kind including Casual Leave. However, it has been observed that the instructions require reiteration to ensure strict compliance by all concerned.

Accordingly, the Competent Authority has again directed all concerned officers to comply with the aforesaid instruction strictly.


(Dr. Ajay Kumar Bisht, IAS)
Special Secretary (Services)

No.F.8/21/2023/S.I/

Dated: 20.03.2026

Copy to the:

1. Secretary to Lt. Governor, Delhi.
2. Secretary to Chief Minister, Delhi.
3. Secretary to Speaker, Delhi Vidhan Sabha, Delhi.
4. Secretaries to all Ministers, Govt. of NCT of Delhi.
5. OSD to Leader of Opposition, Delhi Vidhan Sabha, Delhi.
6. Staff Officer to Chief Secretary, Govt. of NCT of Delhi.
7. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Head of Departments/ Local Bodies/ Public Undertakings, GNCT of Delhi.
8. All Officers concerned.
9. Section Officer (Coordination), Services Department, Govt. of NCT of Delhi - *with the request to upload this order on website of Services Department.*
10. Section Officer (S-I/APAR), Confidential Cell, Services Department, GNCTD.
11. Guard file/Personal file.


(Dr. Ajay Kumar Bisht, IAS)
Special Secretary (Services)

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GOVERNMENT OF NCT OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WINGH
I.P. ESTATE, NEW DELHI-110002.

F. No. 10(455)/Coord./LG/CM/CS/2021/081637025/1678-1681

Dated: 01-09-25

ORDER

Sub: Regarding prior intimation of Leave of Senior Officers.

The Competent Authority has directed that all Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HoDs of Government of NCT of Delhi will furnish prior intimation to the Hon'ble Chief Minister & Hon'ble Ministers incharge of their department(s) about proceeding on leave of any kind including Casual Leave.

This issues in partial modification of order No. F. No. 10(455)/Coord./LG/CM/CS/2021/081637025/1656-1659 dated 20-08-2025.


(Dr. Ajay Kumar Bisht, IAS)
Special Secretary (Services)

All Addl. Chief Secretaries/
Pr. Secretaries/Secretaries/HoDs,
of Govt. of NCT of Delhi.

F. No. 10(455)/Coord./LG/CM/CS/2021/081637025/1678-1681
Copy for information to:-

Dated: 01-09-25

1. Secretary to the Hon'ble Chief Minister, Delhi.
2. Secretaries to all Ministers, Delhi.
3. Staff Officer to Chief Secretary, Delhi.


(Dr. Ajay Kumar Bisht, IAS)
Special Secretary (Services)

Digitally signed by
Ajay Kumar Bisht
Date: 30-08-2025
15:58:40