

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: 07/10/26

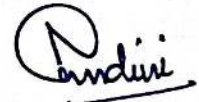
ORDER No. 4/0

Subject: Regarding prior intimation of leave of Senior Officers.

I am to refer this department's Order No. 10(455)/Coord./LG/CM/CS/2021/081637025/1678-1681 dated 01.09.2025 (copy enclosed) and Order No. 106 dated 20.03.2026, 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 said instructions are not being adhered to. This has been viewed seriously by the Hon'ble Chief Minister.

Accordingly, all concerned are again directed to comply with the aforesaid instructions strictly and a copy of every leave application of the officers of the rank of Head of Department and above shall be endorsed to the Secretary to the Chief Minister, for information of the Hon'ble Chief Minister. Non compliance of the above instructions shall be adversely viewed and may lead to action for the default.

This issues with the approval of Chief Secretary.



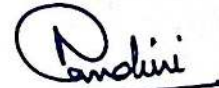
(Nandini Paliwal)
Secretary (Services)

Dated: 07/10/26

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

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.



(Nandini Paliwal)
Secretary (Services)