GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (ACT BRANCH)
OLD SECRETARIAT, DELHI-110054

No.Addl./ACT/2009/ 20

Dated: 12/11/2009

CIRCULAR

Sub: Time limit for deciding Leave Applications

It had been observed that many school Principals/Heads of Schools are in the habit of keeping pending applications received for child care leave/leave to attend to medical problem in the family. This results in prolonged harassment to the staff applying for such leave.

In this context, it is hereby directed that all pending leave applications must be decided within a week of issue of this order. For the future, all leave applications must be decided as sanctioned/rejected within four working days of receipt of such applications. In future any complaints received that the time limit for disposal of leave applications has not been complied with, shall invite appropriate administrative action against the Principal/HoS concerned.

(RASHMI KRISHNAN)
ADDL. DIRECTOR OF EDUCATION (ACT)

All Principals/Heads of Schools of Govt. Aided Schools of Delhi

Copy for information to

1. Pr.Secretary(Education)
2. Director(Education)

(RASHMI KRISHNAN)
ADDL. DIRECTOR OF EDUCATION (ACT)