

**GOVT. of N.C.T. OF DELHI**  
**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**(ADMINISTRATION BRANCH)**  
**2<sup>nd</sup> FLOOR, MAHARANA PRATAP ISBT BUILDING, KASHMEREGATE-**  
**DELHI-110006**

F.No.16(37)/WCD/Admn./Misc.Matter/2022/17936-40 Dated:

**ORDER**

All the Officers/ officials of the Department of WCD, GNCTD are hereby directed to submit their leave application on prescribed format (copy enclosed) for further recommendation/ approval of Competent Authority. All the Branch in-charge of this department are also ensure that the leave application must be forward to Administration branch prior 15 days before from the leave starts.

This issues with the prior approval of Director, DWCD.

Encl: As above.

Dy. Director (Admn.)

F.No.16(37)/WCD/Admn./Misc.Matter/2022/17936-40 Dated:

Copy for information and further necessary action:-

1. PS to Director, DWCD, GNCTD
2. PS to Additional Director, DWCD, GNCTD
3. All Branch incharge of HQ.
4. All District Officers, DWCD, GNCTD
5. Deputy Director, IT Cell with the direction to upload this Circular on the official website of DWCD.
6. Guard file.

Dy. Director (Admn.)

**PROFORMA FOR LEAVE APPLICATION Department of Women and Child Development**

1) Employee Name \_\_\_\_\_

2) Designation \_\_\_\_\_

3) Department/Branch \_\_\_\_\_

4) Type of Leave applied for (Whether E.L./Commuted/ Half Pay/ Maternity leave) \_\_\_\_\_

5) Period of Leave \_\_\_\_\_

6) Date since leave is requested \_\_\_\_\_

7) Whether station leave required \_\_\_\_\_

8) Prefixes/Suffixes \_\_\_\_\_

9) Address during leave \_\_\_\_\_

10) Details of last 03 leaves availed.1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

11) Balance of leave i) Earned Leave \_\_\_\_\_

ii) Casual leave \_\_\_\_\_

12) Reasons for Leave \_\_\_\_\_

(It should be specific, not general)

**SIGNATURE OF EMPLOYEE**

**Recommendations of Branch In-charge/Head of Office with ground.**

**FOR OFFICIAL PURPOSE (filled by DDO/ HOO in own handwriting)**

I.....DDO/HOO/BRANCH INCHARGE of .....  
certified that i have check & verified above said information i.e. balance of Earned Leave/  
Casual leave and leave availed record as per service book record.

**Signature of concerned DDO/ HOO**