दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लो0नि0वि0
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सं0:27(Misc)/प्र0अभि0/लो.नि.वि/ई–1/2026/ 275 दिनांक :– 09.06.2026

OFFICE MEMORANDUM

Attention is invited to directions issued by the Special Secretary (PWD), Public Works Department Secretariat, vide Office Order No.10 (87)/PWD-I/Admin/Circulars/2018/V.II/1133-38 Dated 03-11-2025 wherein it was directed that all Superintending Engineers and above level officers working in the Public Works Department shall take prior permission from the Additional Chief Secretary (PWD), before proceeding on any kind of leave.

It is frequently observed that leave applications are submitted by the Superintending Engineers merely three to four days prior to the commencement of their leave period. However, in compliance with the aforementioned order, the officers must submit their applications through e-Office at least 10 days in advance, **so that approval can be granted by the Competent Authority (Additional Chief Secretary/Principal Secretary)** prior to the requested leave period.9

Therefore, directions are hereby issued that the leave application of the respective Superintending Engineer and above level officers must be submitted well in advance in continuation to the same E-file through which last leave was availed with detail of balance of Earned Leave (EL)/Casual Leave (CL) remaining in his leave account at the time of forwarding of leave application.

Strict compliance of above instructions may be ensured.

This issues with the approval of the Engineer-in-Chief, PWD.

Deputy Director (Estt.)

To

1. Deputy Secretary (PWD), 3rd floor, MSO Building, New Delhi.
2-4 ADG(Health, Education & Flyover),(J &P),(Maintenance & Horticulture)
5-11 All Chief Engineer(J &P, South, North, Flyover, East, Health, Project)
12- All Superintending Engineers under PWD, Delhi through PWD Website .
13- PWD Website.

09/06/2026
Deputy Director (Estt.)

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PUBLIC WORKS DEPARTMENT SECRETARIAT,
Govt of NCT of Delhi,
3rd FLOOR, MSO BUILDING, IP ESTATE, ITO, NEW DELHI-02

F.10(87)/PWD-I/Admin/Circulars/2018/V.II/ 11133 – 38 Dated: 03/11/25

OFFICE ORDER

It has been decided that henceforth, all Engineering Wing Officers of the rank of Superintending Engineers and above, shall take prior permission from Addl. Chief Secretary (PWD) before proceeding on any kind of leave.

This issues with the approval of Addl. Chief Secretary, PWD, GNCTD.

RAVI JHA, IAS
SPECIAL SECRETARY, PWD

F.10(87)/PWD-I/Admin/Circulars/2018/V.II/ 11133 – 38 Dated: 03/11/25
Copy for information to: -

1. E-in-C, PWD MSO Building, IP Estate, New Delhi to serve the circular to all concerned officers.
2. PS to ACS (PWD), 3rd Floor; MSO Building, IP Estate, New Delhi.
3. PS to Spl. Secretary-I (PWD), 3rd Floor, MSO Building, IP Estate, New Delhi.
4. PS to Spl. Secretary-II(PWD), 3rd Floor, MSO Building, IP Estate, New Delhi.
5. System Analyst for uploading on website.
6. Guard File.

S. P. GUPTA
DEPUTY SECRETARY, PWD