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No:- 27(Misc.)/E-in-C/PWD/2026/ 5080 Dated:- 30 .06.2026

OFFICE MEMORANDUM

Sub: SOP for leave application for SE and above rank officers.

To streamline and expedite leave application of officer of rank SE and above, the following has to be scrupulously followed:

(1) The officer concerned will apply leave through hard copy as the case be and send it to their controlling officer where his service book/personal records are maintained.

(2) The controlling office will initiate an e-file through its administrative section after duly verifying the balance leave under credit of the officer concerned as well as the last leave availed duly mentioning in the e-file and process it further.

(3) Once the leave is sanctioned by the competent authority, sanction order will be issued by the controlling office through its administration section showing leave consumed and balance at credit with copy to all concerned in hard copy as well as uploading the same in the same e-file for further record.

(4) A single e-file has to be maintained for such leave application which will be in continuation to the previous e-file for the particular officer.

The above instructions have to be strictly followed for such leave applied as well as the same should have been applied at least a forthnight in advance.

This issues with the approval of E-in-C, PWD.

(Sahanubhuti Ashok)
Director (Pers.)

Copy to:

1. Pr. Secretary, PWD, GNCTD, 3rd Floor, MSO Building, New Delhi.
2. Deputy Secretary, PWD, GNCTD, 3rd Floor, MSO Building, New Delhi.
3. PS to E-in-C, PWD, GNCTD, New Delhi.
4. All Pr. CEs/ADG, CEs and SEs under PWD, GNCTD for strict Compliance.
5. PWD Website.

30/06/26

(Sahanubhuti Ashok)
Director (Pers.)