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No:- 27(Misc.)/E-in-C/PWD/2026/ 371 Dated:- 29 .07.2026

OFFICE MEMORANDUM

Sub: SOP for leave including INITIATING/PROCESSING and SANCTIONING AUTHORITY in PWD, Delhi for Executive Engineers-reg.

To streamline the leaves of Executive Engineers, there is need for clear cut guidelines. Leave applications addressing, leave processing and leave sanctioning, the following has to be scrupulously followed for the purpose of leave in regard to EEs :

(1) The Executive Engineer will apply leave through hard copy as the case be and send it to his 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) Leave of EE level officer has to be decided by CE level officer except for those sitting in ADG and E-in-C offices in which case that particular office is empowered to decide over the same.
(4) 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.
(5) 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.
(6) The leave should have been applied at least a fortnight in advance.
(7) All Executive Engineers of PWD, GNCTD are directed to strictly adhere to the aforesaid instructions.

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

29/07/2026

(Shankar Singh)
Dy. Director (Estt.)

29/7/26

Copy to:

1. PS to 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, Ses and EEs under PWD, GNCTD for strict Compliance.
5. PWD Website.

29/07/2026

(Shankar Singh)
Dy. Director (Estt.)

29/7/26