

**DELHI DEVELOPMENT AUTHORITY**  
[FINANCE & EXPENDITURE]

No. FE.98(12)2012/DDA/ 557

Dated: 30-09-2016

F&E Circular No.24/2016

**Sub:- Maintenance of Casual and Restricted leave record.**

It has been observed that Casual and Restricted leave record is not being maintained and monitored by the Controlling Officers properly. The issue has also been raised in Senior Officers' Meeting. It is the duty of Branch Officers to verify each Biometric Attendance and to see that entries are made in the Register correctly. DDOs may ensure that the missing Biometric attendance of officials are verified by the Controlling Officers.

Apart from above, DDOs may ensure that before releasing salaries, the record of leaves i.e. EL, HPL etc. are entered in the Service Book and leave account has been maintained properly. The maintenance and monitoring of leave record of all kinds are required to be followed by all the Branch/Controlling Officers to avoid availing excess leave.

The Private Secretaries/PAs/Stenos of the Officers and concerned officials may ensure that the leave applications other than CL & RH of the Officers have been sent to concerned DDO and properly acknowledged.

  
[Santosh Kumar]  
Chief Accounts Officer

Copy to:-

1. PS to VC/FM/EM/PCs for kind information of the latter;
2. All HODs;
3. All Zonal Dy. CAOs;
4. All DDOs;
5. Guard file.

  
Sr. Accounts Officer (F&E)