



**By Speed Post**



F.No.101/305/ADM/DE/Misc(FMS:57379)  
**Govt of India, Ministry of Defence**  
**Directorate General Defence Estates**

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Raksha Sampada Bhawan  
Ulaanbaatar Marg Delhi Cantt-10  
Email: [ddgadm-dgde@nic.in](mailto:ddgadm-dgde@nic.in)  
Dated the 10 April, 2023

To,

The Principal Director, DE  
Ministry of Defence,  
Northern/Southern/Western/Eastern/Central/South-Western Command,  
Jammu/Pune/Chandigarh/Kolkata/Lucknow/Jaipur

Director, NIDEM, Delhi Cantt.

**Subject: Leave sanctioning authority for Group 'B' and Group 'C' employees of Defence Estates Organization – Delegation of Powers under CCS(Leave) Rules, 1972**

Please refer to Government of India, Ministry of Defence letter No. 103/51/ADM/L&C/PC-II/6065/D(Q&C) dated 07.10.1982, letter No. 103/ADM/L&C/2614/D(Q&C) dated 19.05.1984, this Directorate General letter No. 112/18/ADM/DE dated 28.02.2002 & letter No. 101/305/Adm/DE/Misc(Policy) dated 24.05.2005.

2. It is stated that delegation of powers under CCS(Leave) Rules, 1972 was made from time to time, vide the correspondence under reference. However, consequent upon implementation of the recommendations of the 6<sup>th</sup> Central Pay Commission, the DoP&T vide its Order S.O. 946(E) dated 09.04.2009, published the classification of posts under Central Government and as per the same, all the posts carrying the revised Pay in PB-2, were classified as Group 'B' and the posts carrying the revised Pay in PB-1, were classified as Group 'C'. Subsequently, the recommendations of the 7<sup>th</sup> CPC have also been implemented and DoP&T vide its Order S.O. 3578(E) dated 09.11.2017 again published the classification of posts under Central Government and as per the same, all the posts carrying the revised Pay in Level-6 to 09, have been

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classified as Group 'B' and posts carrying the revised pay in level-5 or below have been classified as Group-'C'.

3. Further, this Dte General is in receipt of references from Directorates, DE seeking clarification regarding regularization of period of absence of Group 'B' (Non-Gazetted) employees. Taking into consideration the above facts, the existing delegation of powers under CCS(Leave) Rules, 1972 in so far as it relates to grant of various kinds of leave to Group 'B' 'C' and erstwhile Group 'D' staff of DE Organization has been reviewed.

4. Accordingly, with the approval of the Head of the Department (Director General, Defence Estates), the following delegation of powers is made under Central Civil Services (Leave) Rules, 1972 to concerned Controlling Officers/Head of Offices for sanctioning of various kinds of leave to Group 'B' and 'C' employees working under their respective administrative control, subject to fulfillment of conditions stipulated in CCS(Leave ) Rules, 1972 for grant of any kind of leave:-

Classification of post/Group of employees	Kind of Leave	Authority competent to sanction leave	Remarks, if any
<b><u>Group 'B' (Gazetted) Officers</u></b>			
All Group 'B' (Gazetted) officers posted in DEO/CEO office/Dte/NIDEM/DGDE HQrs	Earned Leave, Half Pay Leave, Commuted Leave, Leave not Due, Extraordinary Leave, Maternity Leave, Hospital Leave, Paternity Leave, Child Adoption Leave, Paternity Leave for Child Adoption and Child Care Leave	Concerned Controlling Officer i.e.  (i) DEO/CEO in respect of officers posted in DEO/CEO offices.  (ii) Joint Director/Director, NIDEM in respect of officers posted in NIDEM, Delhi  (iii) Director/Principal Director, of the concerned Command, in respect of officers posted in Dte DE office.	Extraordinary leave more than 30 days period, should not be sanctioned without prior approval/ concurrence of this Directorate General.

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		(iv) Concerned Addl. DG in respect of officers posted in DGDE HQrs.	
All Group 'B' (Gazetted) officer holding independent charge of ADEO/DEO/CEO	-do-	Concerned Controlling Officer i.e.  Principal Director, of the concerned Command, in respect of officers posted under administrative jurisdiction of their respective Dte.	-do-
<b><u>Group 'B' (Non-Gazetted) &amp; Group 'C' Officials</u></b>  All Group 'B' (Non-Gazetted) & Group 'C' employees posted in DEO/NIDEM/Dte. DE/DGDE HQrs or independent ADEO office, where ADEO is declared Head of office	-do-	Concerned Controlling Officer i.e.  (i) Concerned ADEO in respect of officials posted in independent ADEO office.  (ii) Concerned DEO in respect of officials posted in DEO office.  (iii) Joint Director/Director, NIDEM in respect of officials posted in NIDEM, Delhi  (iv) Joint Director/Director/Principal Director of the concerned Command, in respect of officials posted in Dte DE office.	Extraordinary leave more than 30 days period in respect of officials posted in field offices/Dte DE, should not be sanctioned without prior approval/ concurrence of concerned Principal Director.  Extraordinary leave more than 30 days period in respect of officials posted in NIDEM/DGDE HQrs, should not be sanctioned without prior

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		(v) Concerned DDG/Addl. DG in respect of officials posted in DGDE HQrs.	approval/ concurrence DGDE (Admin).
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5. It is further clarified that the above delegation of leave sanctioning powers, is subject to the following conditions:-

- (i) Leave should not be sanctioned to Group 'B' (Gazetted) officers under orders of posting. Similarly, leave should also not be sanctioned to Group 'B' (Non-Gazetted) or Group 'C' officials under orders of posting outside the administrative jurisdiction of concerned Dte. However, sanctioning of any kind of leave may be considered by the Principal Director of concerned Dte if such Group 'B' (Non-Gazetted) or Group 'C' officials are under orders of posting within the administrative jurisdiction of concerned Dte.
- (ii) Grant of leave during Parliament Session will continue to be governed by the instructions issued vide this Directorate General letter No. 112/18/ADM/DE dated 28.02.2002.
- (iii) Ex-India leave to Group 'B' (Gazetted) officers will be sanctioned only after prior concurrence/approval of this Directorate General, on the usual terms and conditions governing such leave.
- (iv) Ex-India leave to Group 'B' (Non-Gazetted) and Group 'C' employees posted in field offices/Dte DE will be considered and sanctioned on the usual terms and conditions governing such leave by the Principal Director of the concerned Dte. DE, under whose jurisdiction such official is posted. Similarly, Ex-India leave to Group 'B' (Non-Gazetted) and Group 'C' employees posted in NIDEM or DGDE Hqrs, should be considered and sanctioned by the Addl. DG(Admin), DGDE.
- (v) While sanctioning any kind of leave under delegated powers, requirement of concerned officer/official in the assignment given to him/her, will be kept in view, so as to ensure that government work doesn't suffer in any way.
- (vi) Unauthorized absence of Group 'B' (Gazetted) officers should immediately be brought to notice of concerned Dte. DE/this Directorate




General and such unauthorized absence period of more than 30 days should not be regularized without the prior approval/concurrence of this Dte. General. Similarly, unauthorized absence of Group 'B'(Non-Gaz) and Group 'C' officials posted in field offices, should be brought to notice of concerned Dte. DE and such unauthorized absence period of more than 30 days should ordinarily not be regularized without the prior approval/concurrence of Principal Director of concerned Dte.

- (v) Study leave to Group 'B' (Gazetted/Non-Gazetted) or Group 'C' employees should be considered and sanctioned by this Directorate General, subject to fulfillment of conditions stipulated for grant of such leave.

5. The earlier orders on delegation of powers for sanctioning leave to Group 'B' (Gazetted/Non-Gazetted) or Group 'C' & erstwhile Group 'D' employees of DE Organization, are superseded/modified to this extent. Pending case, if any, should be regulated in accordance with these instructions.

6. This issues with the approval of the Director General, DE.

  
[Vibha Sharma]  
Addl. Director General (Admin)  
for Director General, Defence Estates

**Copy to:**

Exe. PPS to DGDE

PA to Sr. Addl. DG

All officers in DGDE

All Divisions of DG DE

All DEOs/CEOs

Independent ADEOs

DGDE (Rajbhasha)/Gaurd/Float Files

DMS/AU&RC/Website

} For information and necessary action.