



DELHI STATE LEGAL SERVICES AUTHORITY

(constituted under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi

Central Office, 3rd Floor, Rouse Avenue District Court Complex,

Pt. Deen Dayal Upadhyaya Marg, New Delhi-110002

Email : estabwing-dslsa@nic.in Website : www.dslsa.org



Ref. No : 220/DSLSA/Estt. Wing/Leave Circular/2025/ 8728

Dated 30/7/2025

CIRCULAR

It has been observed that the officials of this Authority are not complying with the directions contained in the Leave Circular issued vide Ref. Nos. 40/DSLSA/Estt. Wing/Leave Circular/ 2019/11798-11814 dated 23.12.2019 & 447/DSLSA/Estt. Wing/OO related to Staff/2022/11618-11629 dated 15th November, 2022.

Henceforth, it is directed that, Officers/Officials shall not proceed on any kind of leave without prior sanction by the Competent Authority. However, in emergent circumstances, where prior sanction of leave is not possible, official shall inform the concerned Officer clearly mentioning the nature and number of days of leave likely to be availed by 10.00 a.m. sharp on the day of availing leave. It is further directed that in case it is not feasible to convey such messages directly, the same shall be conveyed through a colleague. In case official is not present nor message is received by Incharge (Estt. Wing), then absence of such official shall be deemed to be un-authorized absence from duty.

In view of above, leave of any kind shall not be taken/availed by the Officers/Officials as a matter of right. It is therefore impressed upon all the officers/officials to strictly note for compliance, the following directions:

1. **Leave of any kind shall not be taken /availed by the Officers/Officials as a matter of right.**
2. **LATE ATTENDANCE:**

Late attendance/ short leave (upto an hour) for not more than two occasions in a month shall be allowed and half-a-day's casual leave shall be deducted to the casual leave account of the officer/official for each subsequent occasion.

If short leave is availed by the official he/she should reach office by 11:00 AM otherwise half a day's casual leave should be deducted for the same.

3. **EARNED/ CHILD CARE LEAVE:**

Application for grant of Earned Leave/Child Care Leave mentioning the number of Earned Leave/ Child Care Leave already availed in the current calendar year shall be submitted and forwarded atleast 15 days prior to the day of proceeding on leave, in the prescribed proforma annexed herewith.

4. **HPL/ COMMUTED LEAVE ON MEDICAL GROUNDS:**

Application for medical leave should be supported by the prescription, advising rest and the fitness certificate issued by authorized Medical Attendant/Registered Medical Practitioner as provided under the leave rules at the time of joining. In the joining report, the officer/official must mention the number of Medical Leave already availed in the current calendar year as and when they report for duty after availing HPL/Commuted leave on medical grounds.

5. **CASUAL LEAVE:**


Officers and officials shall try to avail casual leave in such a manner that it is spread over whole of the calendar year so that the casual leave can be availed of in exigencies and to meet urgent nature of work throughout the year. Also, while applying leave, the officials/officers must mention the number of casual leave availed by him in the current calendar year.

At the event all Casual Leave exhausted before time, Earned Leave should be availed only in emergent situation and proper application alongwith supporting documents should be submitted on time.

6. **TRANSMISSION OF ATTENDANCE TO THE CENTRAL OFFICE:**

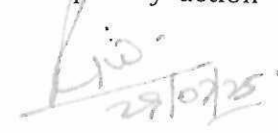
Leave should be sent in proper proforma as attached with the circular otherwise the leave application will not be entertained. Official shall also fill in all the particulars mentioned in the leave proforma and shall maintain his own leave record himself/herself.

While forwarding the leave applications, Superintendent/Incharge of the respective Wing, DHCLSC, DLSAs and other offices shall ensure that the pendency report of the official who has to proceed on leave is handed over/conveyed to the link Officer/Official. Furthermore, the leave applications shall duly be recommended by Officer Incharge/Superintendent concerned with the endorsement/ remarks that the work will not be hampered and duties of the incumbent will be taken care of.



Daily attendance shall be marked by every District by 10:10 A.M. positively and whatsapp app of the attendance register shall be sent through the Superintendent/Incharge by 10:15 A.M. daily in the Whatsapp group created for this purpose.

Instructions must be complied with strictly, failing which strict disciplinary action would be initiated against the erring official.


(RAJEEV BANSAL)
MEMBER SECRETARY

Ref. No : 220/DSLSC/Estt. Wing/Leave Circular/2025/ 8729 - 8755
Copy forwarded to the following for information :

Dated 30/7/2025

1. Ld. Secretary, DHCLSC, New Delhi.
2. Ld. Special Secretary, DSLSC.
3. Ld. Additional Secretary, DSLSC.
4. Ld. Secretary (Litigation), DSLSC.
5. Ld. Secretaries of all DSLSCs.
6. Ld. Chairperson, PLA-I, II & III with the request to circulate the same among the staff working under their control for strict compliance.
7. Superintendents/Incharge, all Wings Central Office, DHCLSC, and all 11 DSLSCs to circulate among staff and to ensure strict compliance.
8. Staff posted at JJB-I, II, III, IV to VI, VII and Jail Section, Delhi/New Delhi for necessary compliance.
9. PS to Ld. Member Secretary.
10. Senior Programmer, DSLSC to upload the same on the Website.
11. Office Order File.
12. Notice Board.


(RAJEEV BANSAL)
MEMBER SECRETARY

DELHI STATE LEGAL SERVICES AUTHORITY
CENTRAL OFFICE, ROUSE AVANUE COURTS COMPLEX, NEW DELHI

CASUAL LEAVE APPLICATION

1. Name of applicant :
2. Post held :
3. Department, Office and Section :
4. Total Casual Leave allowed as per entitlement :
5. Balance Casual Leave in Credit :
6. Period of Casual leave applied for
and date from which required :
7. Grounds on which leave is applied for :
8. Date of return from last leave, and the
nature and period of that leave :
9. Balance after availing the above leave :
10. Period of Station Leave applied for :
11. Tenure of Contact Employee :
12. Address & Contact no. during leave period :

13. Remarks and/or recommendation of the Controlling Officer

**Signature of Applicant
(with date)**

**Signature (with date)
Designation**

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

14. Leave to his/her credit : _____
15. No. of Days availed : _____
16. Balance Leave available : _____
17. Permission to leave station : _____

Incharge (Estt.)

Ld. Special Secretary

Ld. Member Secretary

DELHI STATE LEGAL SERVICES AUTHORITY
CENTRAL OFFICE, ROUSE AVANUE COURTS COMPLEX, NEW DELHI
CHILD CARE LEAVE APPLICATION

1. Name of the applicant :
2. Designation :
3. Dept/Office/Section :
4. Name of Child for whom CCL is applied for :
5. Date of Birth of the Child :
6. Date of which child will be attaining 18 years :
7. Is the child among the two adult Children : Yes/No
8. CCL in credit (as on date) :
9. Period of Leave : from :_____ To :_____
- Prefix/Suffix of holidays, if any :
10. Reason(s) for leave applied for :
11. Total CCL availed till date in this calendar year :
12. Occasion of availing CCL in Current calendar Year :
13. (a) Whether permission to leave station is required :
(b) If Yes, advances during leave period :
14. Date of return from last leave and nature and period of that leave :

Date :

Signature of the applicant

Superintendent :

Remarks if any:

Secretary:

Remarks if any:

The recommendation of 6th Central Pay Commission is as under:

1. CCL is granted for the child below the age of eighteen years.
2. CCL may not be granted in more than 3 Spells in a Calendar Year.
3. CCL should not ordinarily be granted during probation period except in case of certain extreme situation where the leave sanctioning authority is fully satisfied about the need of CCL to the probationer. It may also be entrusted that the period which her leave is sanctioned during the probation is minimal.

As per service record this is the Ist / IInd / IIInd occasion, the officer/official is availing CCL in the current Calendar Year. The leave is admissible/not admissible as per the recommendation. May / may not be sanctioned as per the recommendation.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that the Officer / Official has availed the following leave as on date during the current calendar year:

EL_____HPL_____CL_____CCL_____COMP_____ and..... (name of leave) for

(Period) from.....to..... is admissible under Rule of the Central Civil Services (Leave) Rules, 1972.

As per leave record _____ days EL/HPL are due at his/ her leave credit.

Incharge (Estt. Wing)

Allowed / Restricted to days

Ld. Special Secretary

Allowed / Restricted todays

Ld. Member Secretary

DELHI STATE LEGAL SERVICES AUTHORITY

CENTRAL OFFICE, ROUSE AVENUE COURTS COMPLEX, NEW DELHI

APPLICATION FOR EARNED LEAVE OR MEDICAL LEAVE OR EXTENSION OF LEAVE

1. Name of applicant :
2. Post held :
3. Department, Office and Section :
4. Pay :
5. House Rent and other Compensatory Allowances drawn in the present post :
6. Nature and period of leave applied for and date from which required :
7. Sundays and holidays, if any, proposed to be prefixed/ suffixed to leave :
8. Grounds on which leave is applied for :
9. Date of return from last leave, and the nature and period of that leave :
10. I propose/ do not propose to avail LTC :
11. Address during leave period :
12. Number of EL/ML availed in the Calendar Year :

**Signature of Applicant
(with date)**

13. Remarks and/or recommendation of the Controlling Officer _____

**Signature (with date)
Designation**

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

14. Certified that the Officer/Official has availed the following leave as on date during the current Calendar Year:-

EL___HPL___CL___CCL___COMP___and___(name of leave) for.....(Period)
from.....to.....is admissible under Rule of the Central Civil Services (Leave) Rules, 1972. As per
leave record ___days EL/HPL are due at his/her leave credit.

Incharge (Estt.)

Ld. Special Secretary

Ld. Member Secretary

DELHI STATE LEGAL SERVICES AUTHORITY

CENTRAL OFFICE, ROUSE AVENUE COURTS COMPLEX, NEW DELHI

APPLICATION FOR ENCASHMENT OF EARNED LEAVE WHILE AVAILING LEAVE TRAVEL CONCESSION

1. Name in full with Designation :
2. Branch / Authority where working :
3. Date of Appointment :
4. Basic + Grade Pay :
5. Earned Leave Period :
6. LTC Block proposed to be availed (also State whether Hometown or All India) :
7. Declare Place of Visit (on LTC) :
8. Whether LTC advance is applied for (If Yes, Copy of application to be enclosed) : YES/NO :-
9. Mode of Travel : By Air/Rail/Bus/Any other mode :-
10. Whether to & fro tickets are booked (If Yes, copy to be enclosed) : YES/NO (Copy Enclosed/ Not Enclosed)
11. Leave Encashment Claimed/ applied for : Yes/No. 10 Days Earned Leave Max. :- Yes
12. Whether applying LTC for the 1st time : YES/NO :-
13. No. of occasions on which EL Encashment availed earlier :
14. In Case, spouse is a Govt. Servant, Whether NOC from office of spouse is submitted. (If yes, copy to be enclosed) :
15. Date, Period & Block of Last Time LTC Availed :

Signature of Applicant

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

Certified that earned leave for _____ days from _____ to _____ admissible under Rule ____ of Central Civil Services (Leave) Rules, 1972. As per leave record _____ EL are due at his leave credit.

Incharge (Estt.)

Ld. Special Secretary