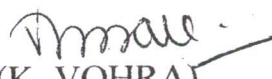


Subject : Procedure to sanction Earned Leave/Medical Leave of
the Employees of CWC – regarding.

.....
It has come to the notice that various establishment sections of CWC are issuing sanction orders of EL/ML etc. of the employees concerned once in two months and even once in 3 to 4 months. This practice is not desirable as due to this records of EL/ML etc. are not updated regularly and the controlling officers are not in a position to check as to how many leave are in balance in their account. In view of that, all the establishment sections ^{shall} issue the leave orders in this regard atleast once in a month and copy of the same may be addressed to concerned controlling officer also.


(K. VOHRA)
Secretary, CWC

All Establishment Section of CWC

F.No. 1/4/2009-O&M/548 Dated 20 September 2010

Copy for information to.

1. PPS to Chairman, CWC.
2. PPS to Member (D& R)/Member(RM)/Member(WP&P), CWC
3. All Chief Engineers. CWC.
4. All Directors CWC.
5. Director E-I/Dir.E-II/Dir (Admn), CWC.
6. All Under Secretaries/A/Cs Officer, CWC/Accounts Sections.