

File No: I-11012/81/2021-IT Comp No: 81290

**OFFICE OF THE SECRETARY  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KEDNRA: NEW DELHI**

**ORDER**

**Subject: Sanction of Casual Leave and Restricted Holiday Leave.**

May please refer the circular vide no. 636816 and 613556 issued by Director (IT) regarding implementation of e-Leave Management Module in e-Office Application for employees of NDMC. Now, IT Department has implemented the same for sanction of Casual Leave (CL) and Restricted Holiday (RH) in e-Office Application through e-Leave Management Module.

Now all employees of NDMC whose ID is created in e-Office shall apply their Casual Leave (CL) and Restricted Holiday (RH) through e-Leave Management Module only with immediate effect.

Therefore all HODs to ensure that all the officers (including HODs also) from their respective departments /divisions shall apply for sanction of their Casual Leave (CL) and Restricted Holiday (RH) through e-Leave Application only.

For any technical support, officers may contact IT Department.

**For strict compliance.**

**(Isha Khosla, IAS)  
Secretary**

**To:**

1. All HODs

**Copy for information to:**

1. PS to Chairman, NDMC
2. PA to CVO, NDMC
3. PA to Chief Auditor, NDMC
4. PA to FA, NDMC