

No.1/24/95-PER/Part/ 1689
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220
e-mail : pers-dd@nic.in

Dated : 01 / 10 / 2014

READ : 1) Order No.1/24/95-PER/Part/4416 dated 13-03-2013
2) Order No.1/24/95-PER/Part/1896 dated 10-09-2013
3) Order No.1/24/95-PER/Part/3973 dated 12-03-2014

Sub : Powers for Grant / Sanction of Leave

ORDER

In supersession to the order referred to in the preamble above, the Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to order as under :

- a) All Secretaries, Collectors and IG (Police) / DIG (Police) posted in UT Administration of Daman & Diu and Dadra & Nagar Haveli shall not proceed on leave / tours outside their respective jurisdiction namely, Daman, Diu or Dadra & Nagar Haveli, including on holidays, without formal approval of the Hon'ble Administrator.
- b) Leave / Tour upto 3 days (3 days including public holidays) to other IAS / IFS / DANICS officers shall be sanctioned by concerned Administrative Secretary and to IPS / DANIPS officer by IG / DIG (Police). Leave / Tour beyond the period of 3 days shall be sanctioned by the Hon'ble Administrator.
- c) Leave / Tour of all Heads of Office (except of IAS / IPS / IFS / DANICS / DANIPS officers) in Daman and Dadra & Nagar Haveli shall be sanctioned by concerned Administrative Secretary.
- d) Leave of Medical Officers in Daman and Dadra & Nagar Haveli shall be sanctioned by Director (Medical & Health Services).

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- e) Leave / Tour in respect of all Heads of Office in Diu District (except of IAS / IPS / IFS / DANICS / DANIPS officers) shall be sanctioned by the Collector, Diu. Any kind of leave beyond 30 days shall be sanctioned under intimation to the concerned Secretary of the Department and the concerned Head of Office in Daman.
- f) Powers of sanction of leave by Heads of Office in Daman, Diu and Dadra & Nagar Haveli to all staff working under them shall be as follows:

Sr. No.	Kind of leave	Extent to which Heads of Office is empowered to sanction
1.	Earned Leave	90 days
2.	Half Average Leave Pay (without Medical Certificate and with Medical Certificate)	90 days
3.	Commuted Leave	Full powers
4.	Extra ordinary leave	90 days
5.	Maternity Leave	Full powers
6.	Paternity Leave	Full powers
7.	Child Care Leave	90 days
8.	Payment of cash in lieu of leave beyond the date of retirement, compulsory retirement or on quitting of service admissible under Rule 39 of CCS (Leave) Rules, 1972	Full powers

Leave beyond above limits shall be sanctioned by concerned Administrative Secretary in Daman and Dadra & Nagar Haveli and by Collector, Diu in case of Diu District.

- g) All ex-India Leave to Officers / Officials of the UT Administration (i.e. other than of the organized services such as IAS / IPS / IFS / DANICS / DANIPS) shall be sanctioned by the concerned Administrative Secretary in accordance with the instructions issued by Government of India in this regard.

Cont...3/-

- h) All Officers at Daman and Dadra & Nagar Haveli shall put up their leave / tour applications through the concerned Reporting Officer of their substantive charge. The officers at Diu of the rank of Head of Office and above, whose leave / tour is required to be sanctioned by the Administrator / Administrative Secretary / IG / DIG (Police) shall submit their leave / tour proposal through Collector / District Magistrate, Diu.
- i) All Officers at Daman and Dadra & Nagar Haveli of the rank of Head of Office and above holding multiple charges shall put up their leave / tour proposals through Reporting Officers of posts for which they are holding the additional charge to the Reporting Officer of the post of which they are holding the substantive charge, for sanction of the Competent Authority.

**By Order and in the name of the
Administrator of Daman & Diu and
Dadra & Nagar Haveli**


**(P. Lalchhuanga)
Special Secretary (Pers.)**

To,
All Secretaries / Departments / Heads of Offices,
Daman / Diu / DNH.

Copy to :

- 1) The Staff Officer to Administrator, Secretariat, Daman / DNH.
- 2) The Development Commissioner, Secretariat, Daman / DNH.
- 3) The Finance Secretary, Secretariat, Daman / DNH.
- 4) The Inspector General of Police, Daman / DNH.
- 5) The Law Secretary, Secretariat, Daman / DNH.
- 6) The Chief Conservator of Forest, Daman / DNH.
- 7) The Secretary (Education), Secretariat, Daman / DNH.
- 8) The Collector, Daman / Diu / DNH.
- 9) The Additional Secretary (Pers.), DNH to circulate the same to all Heads of Office in DNH District.
- 10) The Deputy Collector, Diu to circulate the same to all Heads of Office in Diu District.
- 11) The Director of Accounts, Daman / DNH.
- 12) The SIO, NIC, Daman for uploading in Administration Website.
- 13) The Assistant Director (Official Language), Daman for translation in Hindi.
- 14) The Government Printing Press, Daman for publication in Official Gazette.
- 15) Office copy / Guard file.