

F.No.1(285)/DCF(HQ)/Estt./Misc./2023/ 7282-88

Dated: 17/08/26

OFFICE ORDER

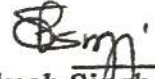
To streamline the process of intimating the availing of Casual Leave (CL) and to ensure proper record maintenance, it is hereby ordered that all employees (regular & contractual) of PCCF/HOD office shall intimate the availing of Casual Leave through e-mail to the following official e-mail ID:

E-mail ID: so.estt.hq-dfawl@delhi.gov.in

This is in addition to intimation to the reporting officer.

This procedure shall come into force with immediate effect and shall be followed by all employees of PCCF/HOD office without exception.

This issues with the approval of the Competent Authority.

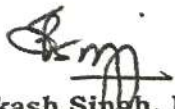

Satyaprakash Singh, IFS
Dy.Conservator of Forest (HQ)/HOO

F.No.1(285)/DCF(HQ)/Estt./Misc./2023/ 7282-88

Dated: 17/08/26

Copy for information to:

1. PPS to PCCF & HoD, Department of Forests & Wildlife, GNCT of Delhi.
2. PA to CCF(A), Department of Forests & Wildlife, GNCT of Delhi.
3. PA to CF/DCF(P&M), Department of Forests & Wildlife, GNCT of Delhi.
4. All employees, (Regular and Contractual), HQ Department of Forests & Wildlife, GNCT of Delhi.
5. IT Cell for uploading it on the website of the Department.
6. Store-In-charge (HQ), Department of Forest and Wildlife, GNCTD.
7. Guard File.


Satyaprakash Singh, IFS
Dy.Conservator of Forest (HQ)/HOO