

No.1/24/95-PER/Part/1896
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat,
Daman – 396 220.

Dated:- 10/09/2013.

O R D E R

In continuation to the order No.1/24/95-PER/Part/4416 dated 13/03/2013, the Administrator of Daman & Diu and Dadra & Nagar Haveli is hereby pleased to empowered the Head of Offices, Daman & Diu and Dadra & Nagar Haveli to sanction leave to Group "C" and Multi-Tasking Staff of Daman & Diu and Dadra & Nagar Haveli as under :-

Sr. No.	Kind of Leave	Extent to which Heads of offices 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	The proposal for sanction of Child Care Leave shall be routed through Personnel Dept.
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

The Collector, Diu is also empowered to sanction leave beyond 90 days (except Ex.India leave) for all Group "C" & "Multi-Tasking Staff" located at Diu District.

By order and in the name of the
Administrator of Daman & Diu
and Dadra & Nagar Haveli.


10.9.2013.

(B. S. Thakur)
Deputy Secretary (Per)

Copy to :

1. The Staff officer to Administrator, Secretariat, Daman.
2. All Heads of Departments, Daman & Diu/DNH.
3. All Heads of Offices, Daman & Diu.
4. The Deputy Secretary(Per), Dadra & Nagar Haveli for circulation to all Head of Offices in Dadra & Nagar Haveli.
5. The Collector, Diu for circulation to all offices located in Diu District.
- ✓ 6. The DIO, NIC, Daman for uploading on the Administration Websites.
7. Guard file.