

F.No.A-24020/1/2025-Admn
Government of India
भारत सरकार
Ministry of Jal Shakti
जल शक्ति मंत्रालय
Department of Water Resources, River Development & Ganga Rejuvenation
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
(Administration Section)

Shram Shakti Bhawan, Rafi Marg
New Delhi, the 22nd September, 2025

OFFICE MEMORANDUM

Subject: Guidelines on Prior Sanction of Leave - reg.

It has been observed that some officers proceed on leave without obtaining prior approval of the leave sanctioning authority, assuming that mere submission of a leave application suffices. This practice is irregular and inconsistent with the provisions of the All India Services (Leave) Rules, 1955, and the CCS (Leave) Rules, 1972 as applicable.

2. Therefore, it is reiterated that no officer/official of the Department shall proceed on any regular leave without prior sanction from the leave sanctioning authority. Mere submission of a leave application (manual or online) does not constitute approval. Also, prior permission of the leave sanctioning authority to be obtained before leaving the Headquarter/Place of duty including weekends/Gazetted holidays through e-hrms portal (i.e. Station Leave).

3. Proceeding on leave without prior sanction amounts to **unauthorized absence**, which may invite disciplinary action, besides loss of pay. In unavoidable cases where prior sanction could not be obtained, the official must immediately inform the controlling officer and submit a formal application at the earliest. Such leave will be regularized only after the competent authority's approval, and until then, the period of absence shall be treated as **unauthorized**.



(Raju)

Under Secretary to the Govt. of India
Tel.No.23738126
Email:usadmn-mowr@nic.in

To

1. All Officers of the D/o Water Resources, RD & GR.
2. All Organizations under DcWR, RD, and GR.
3. NIC Cell – for uploading on the Intranet.