

**GOVT. OF N.C.T, OF DELHI
DIRECTORATE OF TRAINING (UTCS)
INSTITUTIONAL AREA, VISHWAS NAGAR
BEHIND KARKARDOOMA COURTS, SHAHDARA, DELHI-110032.**

F.No. 01/05/341/UTCS (Admn.)/2025/ 2117-2120 Dated:- 16/06/26

CIRCULAR

Subject: Prior Approval for Availing Leave and Leaving Station.

It has been observed that the DANICS (Probationers) are proceeding on leave, including station leave, without obtaining prior approval of the competent authority.

Accordingly, in order to ensure that the DANICS (Probationers) undergo the training in sincere and uninterrupted manner, the following instructions are hereby issued for strict compliance:

1. No DANICS (P) shall avail/proceed on any kind of leave, including Casual Leave, Earned Leave, Half Pay Leave, Special Casual Leave, or any other admissible leave, without obtaining prior approval/sanction from the Director (Trg.), UTCS.
2. No DANICS (P) shall leave the station/headquarters during leave or otherwise without the prior permission/approval of the Competent Authority.
3. In case of any exigency for which leave can not be avoided, the application shall be submitted well in advance. However, same shall be decided only on merits.
4. Submission of a leave application shall not be construed as approval of leave. Any DANICS (P) shall proceed on leave only after receiving formal approval of Director (Trg.), UTCS.
5. Any violation of these instructions shall be viewed seriously and may invite disciplinary action under the relevant service rules.

All the DANICS (Probationers) are directed to adhere to the above instructions meticulously with immediate effect. Further, all DANICS (Probationers) are also directed to register themselves on NIC platform for recording their Biometric attendance positively within 05 days of issue of this Circular. Thereafter, all the probationers shall mark their attendance through Biometric system twice everyday i.e. before start of office hours and at the end of office hours.

This is issued with the approval of Director (Trg.), UTCS/Head of the Department.



(VIJAY KUMAR JAIN)
DEPUTY DIRECTOR (ADMIN.)

To

All the DANICS (P), 61st, 62nd & 63rd Batch
Directorate of Training (UTCS), Shahdara, Delhi.

F.No. 01/05/341/UTCS (Admin.)/2025/ 2112-2120 Dated:- 16/06/26

Copy forwarded for information to:

1. S.O. To Chief Secretary, Delhi/Pr. Secretary, (Trg.), Dte. of Training (UTCS), 5th Level, 'A' Wing, Delhi Secretariat, New Delhi-110002.
2. P.S. to Director (Trg.), Directorate of Training (UTCS), Shahdara, Delhi.
3. S.O. (Trg.III), Directorate of Training (UTCS), Shahdara, Delhi.
4. P.A. to Joint Director (UTCS), Directorate of Training (UTCS), Shahdara, Delhi.


DEPUTY DIRECTOR (ADMIN.)