

GOVERNMENT OF NCT OF DELHI
PUBLIC WORKS DEPARTMENT
5TH LEVEL "B" WING
DELHI SECRETARIAT: NEW DELHI

No.F.10(9)/PWD-I/Biometric(C)/ 2017/4271-72

Dated : 24/03/17

To,

The Engineer-in-Chief,
Public Works Department
Govt. of NCT of Delhi
MSO Building
IP Estate
New Delhi-110002

It is to be noted that all the work is to be done by the staff of the PWD. The work is to be done by the staff of the PWD. The work is to be done by the staff of the PWD.

Sub: Regarding leave entitlement and payment issues of contractual labour/staff.

Sir,

I am directed to enclose herewith the copy of the Chapter 07 of Delhi Shops and Establishment Act & Rules alongwith Allied Labour Laws 2016 regarding entitlement of certain privilege and casual/sick leave besides the weekly close day and other holidays.

It is informed that as per the enclosure every contractual employee is entitled to:-

1. at least 05 days privilege leave with pay after every 04 months of continuous employment or 15 days privilege leave with pay after one year and the leaves if not availed can be accumulated upto 3 years.
2. at least 01 casual or sick leave with pay, after every month of continuous employment or 12 casual/sick leaves with pay, after one year and these leaves cannot be accumulated beyond one year.

Further, it also informed that the contractual staff/labour is facing problems in getting the salary on time.

Therefore, you are requested to take appropriate action and ensure that the contractual labour/staff is granted leave as per rule and their salary is provided by 7th of every month positively.

Yours faithfully,

Encl: as above.

(Signature)
(L.R. MEENA)

Deputy Secretary (PWD)

Dated : 24/03/17

No.F.10(9)/PWD-I/Biometric(C)/ 2017/4271-72

Copy to:-

1. Executive Engineer(E), PWD, M-253, Delhi Secretariat, Players Building, Delhi-110002 with the request to take action on the matters

(Signature)
(L.R. MEENA)

Deputy Secretary (PWD)

Leave

7

Leaves

Besides the weekly close day and other holidays observed in the establishment, an employee is entitled certain privilege and casual/sick leaves.

Privilege Leave

Every employee employed in a shop or an establishment is entitled to at least 5 days' privilege leave with pay after every four months of continuous employment, or 15 days' privilege leave with pay after one year.

Privilege leave if not availed can be accumulated upto 3 years (i.e. upto 3 times the period of leave to which the employee is entitled after one year).

An employee who has become entitled to privilege leave, should apply in writing in advance, the dates on which he would like to go on leave during the next 12 months, or at least 15 days before availing the leave. The employer should grant or reject the leave application within 7 days of its receipt. The employer should not reject the leave application, without a valid cause or to disentitle the employee of his right to accumulate privilege leave.

Sick Leave/Casual Leave

Every employee is entitled to at least one casual or sick leave with pay, after every month of continuous employment or 12 casual/sick leaves with pay, after one year. Casual/sick leave cannot be accumulated beyond one year.

The employer should not refuse sick leave to an employee unless he is not satisfied about the cause of leave asserted in the application. The employer may, however, ask for a medical certificate or get the employee (or his wife or child, as the case may be) examined by a registered medical practitioner. Every such medical certificate should be retained by the employer till 31st March of the following year.

An employer may refuse casual leave to an employee in case of exceptional pressure of work, necessarily requiring the employee's presence. However, casual leave should not be denied in case of accident, death or sickness in the family.

The employer should record his orders alongwith reasons on all leave applications and should retain them till 31st March next following.

Compensatory Leave

Casual leave refused to an employee should be compensated in the same calendar year.

Leave in excess of the prescribed limits

Any leave availed of by an employee in excess of the limits specified above or under the leave rules of the establishment, shall be without pay. See 'Deductions Permissible from Wages', under Chapter 8.

Shops & Establishments

NT

Date

Signature)

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..... at a consolidated

may be extended further, if
probationary period to our

but you are liable to be
company/establishment in the

(specifications).

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rotation, during 1 p.m. to 2

notice or wages in lieu thereof
be suspended from service

the appointment.

only for certified sickness

nt Fund, Bonus and Gratuity

and other privileges enjoyed

years. You may be retired

Yours faithfully,

and on behalf of the employer
and I undertake to abide by

Signature of the employee

by the employer for record.

or any contract or agreement

(infringes any right conferred

will be null and void. (Sec. 24)

and more persons to work for

up the same to the concerned

ment Exchanges (Compulsory

ier. Further, it is mandatory

(ER-I) for the quarters ending

close of the quarter and so also

d of September in an odd year.

its by the employer may render