

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT
AND INVESTMENT CORPORATION LIMITED:
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (1)112/2013/
Dated: 30.06.2020


OFFICE ORDER

Subject: - Procedure for Sanctioning Leaves.

In partial modification to the office order of even no. dated 20.06.2019 (copy enclosed), the point no. 10 shall now be read as: -

"After approval of PL/ML/CCL/Maternity Leave/Paternity Leave/EOL, office order shall be generated online and all the requisite entries in P/F and Service Book shall be made by the concerned dealing assistant and the same shall be put-up before concerned **Manager (HRD) / Dy. Manager (HRD)** for his/her signature after verification of leave balances."

Other terms & conditions of order dated 20.06.2019 shall remain unchanged.


(Rajendra Sharma)
Advisor (A&M)

Copy to: 1. All Controlling Officers/Unit Heads
2. DGM (HRD)
3. Manager (HRD)/Dy. Manager (HRD)
4. All concerned dealing assistant of HRD Cell
5. Office order file/Concerned file

Copy also to: 1. PS to MD
2. PS to Advisor (A&M)

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT AND
INVESTMENT CORPORATION LIMITED,
UDYOG BHAWAN, TILAK MARG, JAIPUR-302 005**

No. ; A1(1)112/2013/

Date : 20 June, 2019

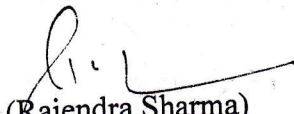
OFFICE-ORDER

SUBJECT :- PROCEDURE FOR SANCTIONING LEAVES

In partial modification to the earlier orders issued, the procedure for sanctioning / approval of leaves online shall henceforth be followed as under :-

1. Controlling Officers / Reporting Officers / Units Heads shall sanction Casual Leave of the officers / officials working under them.
2. Units Heads shall sanction Privilege Leave / Medical Leave of the officers / officials working under them.
3. Privilege Leave / Medical Leave of the officers / officials posted in Head Office and that of Unit Heads shall be forwarded to HRD Cell by respective Controlling Officers.
4. Child Care Leave / EOL/ Maternity Leave / Paternity Leave of all the officers / officials of the Corporation shall be forwarded to HRD Cell by respective Controlling Officers.
5. All types of leaves received in HRD Cell shall be processed by concerned Dealing Assistant and forwarded to concerned Manager(HRD) / Dy. Manager (HRD).
6. Privilege Leave / Medical Leave of the officers / officials posted in Head Office (having GP=6000 (L-15) or lower rank) shall be approved by concerned Manager (HRD) / Dy. Manager(HRD).
7. Following types of leaves shall be forwarded by concerned Manager (HRD) / Dy. Manager(HRD) to Advisor(A&M) through DGM(HRD) :-
 - (i) Privilege Leave / Medical Leave of the officers / officials posted in Head Office (having GP=6600 (L-16) or higher rank).
 - (ii) Privilege Leave / Medical Leave of the Unit Heads.
 - (iii) Child Care Leave / EOL/ Maternity Leave / Paternity Leave of all the officers / officials of the Corporation.

8. Advisor (A&M) shall sanction following types of leaves :-
- (i) Privilege Leave / Medical Leave of the officers / officials posted in Head Office (having GP=6600 (L-16) or higher rank) (Excluding Unit Heads and Controlling Officers).
 - (ii) Child Care Leave up to 120 days in a single Stretch for all eligible Officers/Officials of the Corporation (If no other leave attached with CCL).
 - (iii) Maternity Leave up to 180 days in one Stretch only for all eligible Officers/Officials of the Corporation.
 - (iv) Paternity Leave up to 15 days in one Stretch only for all eligible Officers/Officials of the Corporation.
 - (v) Extra Ordinary Leave of all cases of Regular Employees.
9. Advisor (A&M) shall forward the following leaves to Managing Director for his approval :-
- (i) Privilege Leave / Medical Leave of Unit Heads and Controlling Officers of Head Office.
 - (ii) Child Care Leave up to 120 days in a single Stretch for all eligible Officers/Officials of the Corporation (If other leave attached with CCL).
and
Child Care Leave beyond 120 days in a single Stretch for all eligible Officers/Officials of the Corporation.
 - (iii) Extra Ordinary Leave of all cases of Probationer Trainees.
10. After approval of PL / ML / CCL / Maternity Leave / Paternity Leave / EOL, office order shall be generated online and all the requisite entries in P/F and Service Book shall be made by the concerned dealing assistant and the same shall be put up before the competent authority for his / her signature after verification of leave balances
11. Signed copy of the leave order shall be uploaded by the concerned dealing assistant.


(Rajendra Sharma)
Advisor(A&M)
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Copy to :-

1. All Controlling Officers / Unit Heads
2. DGM(HRD)
3. Manager (HRD) / Dy. Manager(HRD) SS
4. All concerned dealing assistants of HRD Cell

All concerned dealing assistants of HRD Cell
DGM(HRD) / Dy. Manager(HRD)