

ANNEXURE To Memo No. HRD/Estt/T/F.No.2198/09/D.No.968/09 dt.21-11-2009

| Designation | Nature of leave | | Extent of powers delegated |
|---|---|--|---|
| | Casual leave | All other leave sanctions like EL/HPL/ EOL/ Maternity Leave/Paternity leave etc. | |
| | Authority competent for sanction of leave | | |
| CLASS-III | | | |
| Sub-Engineer | Immediate controlling Officer upto 3 days and after wards next higher authority to the Controlling officer | Divisional Engineer | upto 30days without any financial commitment on account of substitute arrangement |
| | | Superintending Engineer | Full powers |
| LDC/LDCCO/RC/Typist to Junior Accounts Officer in Accounts Services | Immediate controlling Officer(not below the rank of section officer) upto 3 days and after wards next higher authority to the Controlling officer | Divisional Engineer | upto 30days without any financial commitment on account of substitute arrangement |
| | | Superintending Engineer | Full powers |
| ACCO/Typist/Jr. Personnel Officer/Sr. Steno (in P&G Services) | Immediate controlling Officer upto 3 days and after wards next higher authority to the Controlling officer | General Manager (HRD) | Upto 90 days |
| | | Chief General Manager/HRD | Beyond 90 days Full powers |
| All O&M Staff from JLM to Fore Man Gr.I and equivalent | Immediate Controlling officer/Section Officer | DE/SE in respect of O&M staff working under their control | Full powers |
| CLASS - IV | | | |
| SWG to Record Assistant | Immediate Controlling officer/Section Officer/Head of the Office | DE/SE in respect of Employees working under their control | Full powers |
| O&M Staff | Immediate Controlling officer/Section Officer/Head of the Office | DE/SE in respect of Employees working under their control | Full powers |

N.GULZAR
CHAIRMAN & MANAGING DIRECTOR

//FORWARDED :: BY ORDER//

GENERAL MANAGER/HRD