

RFC.F/PG - 1524

Ref No RFC.F. PA-20(3)/672

Dated: 13.07.2018

**ORDER**  
**(P&A - 715)**



**Reg: Delegation of powers to grant leave/permission to leave headquarter.**

In supersession to earlier guidelines, following procedure for sanction of C.L and other type of leave(s) alongwith permission to leave headquarter is prescribed with immediate effect:

S No	Leave Applicant	To be submitted to	Sanctioning authority		
			CL/RH	OL/ML	
1	GMs	ED	ED	MD/CMD	
2	DGMs	ED	ED	MD/CMD	
3	Branch Office (Incharge)	Branch Managers will submit applications directly to ED with a copy to GM(Operation).	ED	MD/CMD	
4	Other 'A' Class officers at HO	Concerned Head of Division/Section who will forward the application for OL/ML to DGM (P&A) with comments & recommendations.	1. ED for Manager 2. Concerned DGM for rest of the officers.	First 5 days leave in a year DGM(P&A).	Beyond 5 days leave in a year - ED
5	'B' & 'C' Class employees at HO	Concerned Head of Division/Section who will forward the applications for OL /ML to DGM (P&A) with comments & recommendations.	Concerned Head of Division/ Section	First 10 days leave in a year DGM (P&A)	Beyond 10 days leave in a year - ED
6	Other Officials in the field offices (including Facilitation Centre)	Concerned Branch Office (Incharge)/Nodal Branch Incharge	Concerned Branch Office (Incharge)	First 15 days leave in a year Concerned BMs at BOS.	Beyond 15 days leave in a year- DGM(P&A)

Prior sanction/permission is required to be obtained from the Competent Authority before proceeding on all kind of leave(s) and leaving of headquarter. The Burden of ascertaining the decision on his application shall be on the applicant. Leaving headquarters on any grounds without securing permission in writing from the competent authority will invite initiation of disciplinary proceedings against the erring official.

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 <b>RAJASTHAN FINANCIAL CORPORATION</b> Entrepreneur First		राजस्थान वित्त निगम मुख्यालय: उद्योग भवन, तिलक मार्ग, सी-स्कीम, जयपुर H.O.: Udyog Bhawan, Tilak Marg, C-Scheme, JAIPUR-302005 E-mail: sanjaylahri@rfc.rajasthan.gov.in
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The revised delegation of powers for sanction of encashment of Ordinary leave shall be as follows:

S No	Leave Applicant	Sanctioning authority
1	GMs and DGM(P&A)	ED
2	Other 'A' Class officers at HO & Incharge of Branch Offices	DGM(P&A)
3	'B' & 'C' Class employees at HO	DGM(P&A)
4	Other Officials at field offices	Concerned Branch/Nodal Branch Incharge

All concerned are advised to make a note of above and act accordingly.

  
 (Manju Rajpal)  
 Managing Director

Copy to:

1. All Branch offices.
2. Standard Circulation at Head Office.