



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

The Jute Corporation of India Limited

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor

कोलकाता / Kolkata – 700 087

सी.आई.एन./C.I.N.:U17232WB1971GOI027958



Ref. No.JCI/HO/Pers./2018-19/4

Date: 05.02.2019

OFFICE ORDER

The detail of 'Routing and Accounting of leave Application' forming a part of the approved Leave Policy of the Corporation is being enclosed herewith.

All Sanctioning Authorities are requested to follow the same while approving the leaves.

This has the approval of the Competent Authority.

संशोधन
05.02.19
Sandipa Sen Dutta
(Manager-HR)

Distribution:

1. CMD's Secretariat-For inf. of CMD.
2. Advisor(O)
3. GM (M)
4. DGM (V&A)
5. Chief Managers
6. Managers
7. Dy. Managers
8. All RO/RLD
9. Notice Board/Guard File

Telephone : 2252-7496 / 7028 / 6952 / 6779 / 6770 / 6773 / 7108 / 6776 / 7027

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ROUTING OF LEAVE APPLICATION & LEAVE ACCOUNTING

Location	Grade	Application to be submitted to	Sanctioning Authority	Intimation to
Head Office	E4 and above	Reporting Authority	Concerned Director/CMD	Personnel Dept,HO
	E3	Reporting Authority	HoD/Concerned Director/CMD	Personnel Dept,HO
	E2	Manager	Sr Manager/HOD	Personnel Dept,HO
	E1	Dy Manager	Manager	Personnel Dept,HO
	E0	Dy Manager	Manager	Personnel Dept,HO
	Staff Level	Section Head	Dy Manager	Personnel Dept,HO
Zonal Level	E3	Reporting Authority	HoD	Personnel Dept,HO
	E2	Zonal Manager	Zonal Manager	Cadre controlling HoD & Personnel Dept,HO
	E1	Dy Manager	Zonal Manager	Cadre Controlling HoD & Personnel Dept,HO
	E0	Regional Manager	Dy Manager	Personnel Dept,HO
	Staff Level	DPC Incharges	Regional Manager	Personnel Dept,HO