

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI

(PERSONNEL DIVISION)

October 6th, 2016

Office Order No: PD/142/2016

Subject: Timely submission of leave application by employees

It has been observed by the Management Audit Committee that leave applications are not being submitted by employees before proceeding on leave and in most cases, the leave applications are submitted by the employees after considerable delay, which is affecting the working environment/discipline of the Corporation. This has been viewed very seriously by the Management.

2. All the Branch Managers/Divisional heads are hereby directed to ensure proper discipline and make sure that leave applications are submitted by the employees before they proceed on leave. In emergent cases, the leave applications should be submitted by the employees immediately on joining, and in no case, beyond 03 days' time. In case, where leave is not sanctioned, an employee should be treated as absent and salary shall be deducted accordingly. Thus, the practice of regularizing leaves must be avoided in normal circumstances.

This issues with the approval of the Competent Authority.

Kapil Rohatgi 6/10
(Kapil Rohatgi)

Deputy General Manager(Pers)

- Exe. Secy. to CMD
- Exe. Secys. to Director/CVO
- All CGMs
- All divisional Heads/All BMs
- DGM(A&E)
- Notice Board/Website