

**THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI**  
**PERSONNEL DIVISION**  
**(I.R. GROUP)**

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STC/CO/PER/IR/02060(Vol-II)/2017

Dated: 28.11.2022

CIRCULAR No: IR/ 16/2022

**Sub: Leave Sanctioning Authority in STC**

In partial modification to the Circular No. IR/13/2017 dated 05<sup>th</sup> May 2017, the Authority to sanction leave of employees of the Corporation has been decided as follows with immediate effect:-

	<b>Designation</b>	<b>Sanctioning Authority</b>
<b>Casual Leave(CL)/Earned Leave(EL)/ Half Pay Leave(HPL)</b>	In respect of Directors	CMD/DoC
	JGM/CFO/Head of Vigilance	Director/CVO
	E-5	JGM
	E-3 to E-4	DGM/CFO/ JGM/CVO
	E-1 to E-2	Manager/CM/BM
	Staff	Manager/CM/BM
	<b>Extra Ordinary Leave(EOL)/Special Disability Leave(SDL)</b>	<b>Designation</b>
In respect of Directors		CMD/DoC
In respect of all other employees		Director /COMSO

- Note: a) *In case of BM (STC Agra Branch) and employees of ROs, the leave sanctioning Authority shall be their Reporting Officer at CO as prescribed in Office Order No. PD: 146/2021 dated 27<sup>th</sup> July 2021.*
- b) *In absence of CVO, Head of Vigilance Division shall be the leave sanctioning Authority.*

2. The above amendments are on temporary basis till the appointment of CMD/Director (Personnel)/Director (Marketing) in STC or further orders, if any.
3. All the employees of the Corporation, as per their respective designation are required to apply for leave to their concerned Leave Sanctioning Authority.



28/11/22

(Etika Sethi )  
Manager (Pers.)

*By E-mail:*

- *Exe. Secy. to CMD*
- *Exe. Secy. to Director (Fin.)/CVO*
- *All Divisional Heads at C.O.*
- *All ROs/BM, STC Agra*

*Copy to:*

- *CM (F) & CFO, C.O.*
- *GS, STC Officer's Association*
- *GS, STC Employees' Union*
- *GS, SC/ST Employees Association*
- *Notice Board*
- *STC Website*