



# भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category-I, CPSE  
(Wholly owned by Government of India)



क्र. : सीएचओ (मा.सं.)/नीति/27/31/2021/848

दिनांक : 29.08.2022

सेवा में/To,

सभी मुख्य महाप्रबंधक / All Chief General Managers,

टंकाल/मुद्रणालय/कागज कारखाना/निगम मुख्यालय/

Mints/ Presses/ Paper Mill/Corporate Office

विषय/ Subject : एसपीएमसीआईएल छुट्टी नियम, 2022 के संबंध में /

SPMCIL Leave Rules- 2022 – reg.

महोदय/ Sir,

एसपीएमसीआईएल बोर्ड द्वारा दिए गए अनुमोदन के परिणामस्वरूप, एसपीएमसीआईएल अवकाश नियम, 2022 को सभी नौ इकाइयों और कॉर्पोरेट कार्यालय द्वारा कार्यान्वयन और अनुपालन के लिए अधिसूचित किया जाता है, जो 01.09.2022 से लागू होगा।

Consequent upon the approval accorded by the SPMCIL Board, the SPMCIL Leave Rules, 2022 are hereby notified for implementation and compliance by all nine units and Corporate Office, which shall come into force from 01.09.2022.

2. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

This issues with the approval of the Competent Authority.

भवदीय/Yours faithfully,

आ. दुर्गा प्रसाद 29/08/2022  
(आ. दुर्गा प्रसाद/A. Durga Prasad)

संयुक्त महाप्रबंधक (मा.सं.)/ Jt. GM (HR)

प्रतिलिपि / Copy to :

- अध्यक्ष तथा प्रबंध निदेशक के कार्यालय हेतु / Office of the CMD
- निदेशक (मा.सं.) के कार्यपालक सचिव/ निदेशक (वित्त) कार्यालय/ निदेशक (तकनीकी) के कार्यपालक सचिव/ मुख्य सतर्कता अधिकारी के सहायक प्रबंधक (स.से.)  
ES to Director (HR)/ Office of the Director (F)/ ES to Director (Technical) / AM (SS) to CVO
- महाप्रबंधक (वित्त एवं लेखा), निगम मुख्यालय, नई दिल्ली/ GM (F&A), SPMCIL, New Delhi
- महाप्रबंधक (सू.प्रौ.), डाटा सेंटर, नोएडा/ GM (IT), Data Centre, Noida : with a request to make arrangement for necessary changes in the SAP system.
- अपर महाप्रबंधक (तकनीकी), निगम मुख्यालय/ AGM (Technical), Corporate Office
- सभी संयुक्त महाप्रबंधक, निगम मुख्यालय / All Jt. General Managers, Corporate Office
- कम्पनी सचिव/ Company Secretary
- नोटिस पटल/ Notice Board

## 1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Rules may be called "SPMCIL LEAVE RULES-2022"
- 1.2 These Rules shall come into force after a formal notification is issued to this effect.
- 1.3 These shall be applicable to all SPMCIL employees (on regular rolls of the Company) in Executive, Supervisor, Staff and Workman Categories.
- 1.4 In case of employees on Deputation in SPMCIL shall be governed by the leave in terms of Government Rules for Employees on deputation as per Clause No. 7.6(c)(iii) of DOPT OM dated 17.06.2010.

## 2. DEFINITIONS

- 2.1 "Earned Leave" (EL) means leave earned in respect of periods of service with the Company including the EL granted on full pay.
- 2.2 "Half Pay Leave" (HPL) means leave on half pay earned by the employees in respect of service with the Company. This can be availed as Half Pay Leave for personal reasons or as commuted leave on medical certificate.
- 2.3 "Commutated Leave" means leave granted on medical certificate on full pay. For every commuted leave, two half pay leaves shall be debited from the employees leave account.
- 2.4 "Extra-Ordinary Leave" (EOL) means leave which is granted to an employee when no other leave is admissible, or when other leave is admissible, but the employee applies in writing for extra ordinary.
- 2.5 "Pay" means the amount drawn monthly by an employee as pay which has been sanctioned for the post held by him/her.

 29/08/22

 29/08/22



## SPMCIL LEAVE RULES - 2022

- 2.6 "Child Care Leave" means leave granted to women employees on the regular rolls of the Corporation in terms with SPMCIL Circular No. : CHO(HR)/Policy/27/30/2019/7824, dated 29.03.2019 (Annexure -A).
- 2.7 "Special Leave for Accident while on duty" means leave granted to an employee who suffer from the injury on account of accident on the work place during the course of employment in terms with SPMCIL guidelines issued vide letter No.: CHO (HR) / Policy / 27 / 11 / 2012 / 3617, dated 12.09.2014 (Annexure- B).

### **3. EFFECT OF RESIGNATION ON LEAVE AT CREDIT**

- 3.1 An employee resigns his post before taking up the new one or for personal reasons, shall be entitled for carry forward his leave to the new establishment or cash equivalent to leave salary as the case may be, if such selection is through proper channel with the consent of both the Managements.

### **4. LEAVE IS NOT A MATTER OF RIGHT**

- 4.1 Leave cannot be claimed as a matter of right.
- 4.2 The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.
- 4.3 Conversion of one kind of leave into leave of a different kind is permissible only when applied for by the official while in service and not after quitting service.

  
09/08/22

  
29/08/22

### 5. COMMUTATION OF ONE KIND OF LEAVE INTO ANOTHER

- 5.1 At the request of the employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee cannot claim such commutation as a matter of right.

[Provided that no such request shall be considered unless received by such authority, or any other authority designated in this behalf, within a period of 90 days of the concerned employee joining his duty on the expiry of the relevant spell of leave availed of by him.]

- 5.2 The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note : Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due.

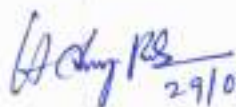
### 6. COMBINATION OF DIFFERENT KIND OF LEAVE

- 6.1 Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave

**EXPLANATION-** Casual Leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

### 7. MAXIMUM AMOUNT OF CONTINUOUS LEAVE

- 7.1 No employee shall be granted leave of any kind for a continuous period exceeding five years.

  
29/08/22

  
29/08/22



### 8. ACCEPTANCE OF SERVICE OR EMPLOYMENT WHILE ON LEAVE.


- 8.1 An employee while on leave, including leave preparatory to retirement shall not take up any service or employment elsewhere, including the setting up of a private professional practice as accountant, consultant or legal or medical practitioner, without obtaining permission of the Competent Authority.

### 9. GRANT OF LEAVE ON MEDICAL CERTIFICATE.

- 9.1 An application for leave on medical ground **(alongwith Fit and Unfit certificate)** made by an employee shall be accompanied by a medical certificate in prescribed format by Company Doctor or an authorized Doctor or Hospital empanelled by the Company or by a Government Hospital or by an Authorized Medical Attendant as per CS (MA) Rules.

### 10. COMBINATION OF HOLIDAYS WITH LEAVE

- 10.1 In case of leave on medical certificate, an employee is certified medically unwell to attend office, holidays, if any, immediately proceeding the day he is so certified shall be allowed immediately to be prefixed to leave and the holidays if any, immediately succeeding the day he is certified, (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as a part of the leave.
- 10.2 When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically allowed to be suffixed to the leave, and holidays, if any, preceding the day he is so certified shall be treated as the part of the leave.

  
29/05/22

  
29/05/22

### **11. RETURN FROM LEAVE**

- 11.1 An employee on leave shall not return to the duty before the expiry of the period of leave granted to him unless he permitted to do so by the Authority which granted him leave.
- 11.2 An employee who has taken leave on medical grounds may not return to duty until he has produced a medical certificate of fitness.

### **12. ABSENCE AFTER EXPIRY OF LEAVE**

- 12.1 Unless the Authority Competent to grant extends the leave, an employee who remains absent after the end of the leave is not entitled to leave salary for the period of such absence.
- 12.2 Willful absence from duty after the expiry of leave renders an employee liable for Disciplinary Action.

### **13. CASUAL LEAVE**

- 13.1 12 days Casual Leave is admissible in a calendar year.
- 13.2 Casual Leave can be combined with Special Casual Leave but not with any other kind of leave.
- 13.3 It cannot be combined with the joining time.
- 13.4 Sunday and Holidays falling during a period of Casual Leave are not counted as a part of Casual Leave.
- 13.5 Sundays / public holidays/ restricted holidays/ weekly off can be prefixed/ suffixed to the Casual Leave.
- 13.6 During the first year of service and cessation of service Casual Leave will be calculated proportionately.
- 13.7 Casual Leave can be availed up to maximum of 8 days at a stretch, subject to the same being sanctioned.

*Aditya R. S.*  
23/09/22

*[Signature]*  
24/09/22



## SPMCIL LEAVE RULES - 2022

- 13.8 Grant of half a day's casual leave to an employee is permissible. The lunch interval will be the dividing line for the grant of half a day's casual leave. The balance at credit in the casual leave account of an employee can, therefore, be in terms of full day or full days and half a day.
- 13.9 Un-availed Casual Leave lapses at the end of each Calendar Year.
- 13.10 LTC can be availed during Casual Leave.
- 13.11 Casual leave can be taken while on tour; but no daily allowance will be admissible for the period of casual leave.
- 13.12 Casual leave can be combined with Special Casual leave, but where it is permissible to grant regular leave (e.g. EL & HPL) in combination with special casual leave, casual leave should not be granted in combination with both special casual leave and regular leave.
- 13.13 Combining with EL : Officials who have got only half-day's Casual Leave at credit, when applying for half-day's Casual Leave for the afternoon of a day should ensure that they attend office the next day, since Casual Leave cannot be combined with Earned Leave. However, if due to sickness or other compelling grounds, he is not able to attend the next day, combining with Earned Leave can be permitted as an exception. Officials who have already applied for and got sanctioned the leave due and admissible for a particular day, should not be granted half-day's Casual Leave for the previous afternoon.

### 14. **EARNED LEAVE**

- 14.1 The leave account of every employee shall be credited with earned leave in two installments of fifteen (15) days each on the first day of January and July of every calendar year for preceding 6 months rendered service. In case of less than 6 months of service rendered, leave shall be credited

*Handwritten signature*  
29/09/22

*Handwritten signature*  
29/09/22

## SPMCIL LEAVE RULES - 2022

proportionately at the rate of 2½ days per completed calendar month.

- 14.2 The Earned leave can be accumulated up to 300 days in addition to the number of days for which encashment has been allowed.
- 14.3 While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further credit of 15 days on 1<sup>st</sup> January/ 1<sup>st</sup> July be kept separately and set-off against the EL availed of during that half- year ending 30<sup>th</sup> June/ 31<sup>st</sup> December. However, if the leave availed is less than 15 days, the remained will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year.
- 14.4 Weekend and holidays can be prefixed or suffixed and will not be counted as a part of Earned Leave. However, intervening Sundays and holidays falling within the spell of Earned Leave will be counted as Earned Leave.

### **15. HALF PAY LEAVE**

- 15.1 Calculated at 20 days at each completed year of service. Service
- 15.2 The half pay leave account of every employee shall be credited with half pay leave in advance, in two installments of ten (10) days each on the first day of January and July of every calendar year. The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which is likely to render in half year of the calendar year in which he is appointed.
- 15.3 Half pay leave can be availed either with or without medical certificate.
- 15.4 There is no limit on accumulation of HPL.

*Aditya K. S.*  
25/05/22

*[Signature]*  
25/05/22



## SPMCIL LEAVE RULES - 2022

- 15.5 Weekend and holidays can be prefixed or suffixed and will not be counted as a part of Half Pay Leave. However, intervening Sundays and holidays falling within the spell of Half Pay Leave will be counted as Half Pay Leave.

### **16. COMMUTED LEAVE**

- 16.1 Commuted leave not exceeding half amount of half pay leave due can be granted on medical certificate.
- 16.2 Commuted leave can be taken without medical certificate on following conditions :
- (a) Up to maximum 90 days in the entire service if utilized for an approved course of study certified to be in public interest.
  - (b) Up to a maximum of 60 days by a female Government servant if it is in continuation of maternity leave.
  - (c) Up to a maximum of 60 days by a female Government servant with less than two living children if she adopts a child less than one year old.
- 16.3 If Commuted leave is taken, twice the number of days should be debited in the half pay leave account.

### **17. LEAVE UNDER SPECIAL CIRCUMSTANCES**

- 17.1 Except in the case of employees proceeding on leave preparatory to retirement, "Leave Under Special Circumstances" may be granted to the regular employees who have completed at least one year service in the Company.
- 17.2 "Leave Under Special Circumstances" can be granted when no other kind of leave is due to the employee.
- 17.3 The Authority Competent to grant leave is satisfied that there is reasonable prospect of the employees returning to the duty on its expiry.

  
25/08/22

  
29/8/22

## SPMCIL LEAVE RULES - 2022

- 17.4 "Leave Under Special Circumstances" may be granted to the employees on medical grounds subject to the production of a certificate from the Competent Medical Authority as is applicable for the grant of commuted leave.
- 17.5 "Leave Under Special Circumstances" can also be granted in other special circumstances consequent to natural calamities or while acting as escort to accompany patient for treatment abroad, etc. This will require special approval from Corporate personnel.
- 17.6 "Leave Under Special Circumstances" that can be granted on full pay at any point of time will not exceed the earned leave i.e. 30 days that can be earned in one year after joining duty. When it is considered necessary to grant "Leave Under Special Circumstances" in excess of the above limit, it may be sanctioned on half pay for a further period of 20 days. "Leave Under Special Circumstances" granted shall be debited to the leave account as usual to be adjusted against the subsequent earning of leave.
- 17.7 "Leave Under Special Circumstances" will not be granted for a second time until the debit on this account in the leave account has been liquidated, or until the lapse of period of three years, whichever is late.
- 17.8 In case an employee who has been granted "Leave Under Special Circumstances" ceases to be in the employment of the Company for whatsoever reason before the debit balance in his/her leave account is liquidated, he/she shall be liable to refund the leave salary for the debit balance of leave in the leave account. An undertaking to this effect shall invariably be obtained from the employee concerned before the grant of "Leave Under Special Circumstances".
- 17.9 However, no leave salary shall be recoverable if the retirement is for reason of ill health incapacitating the employee for further service or in the event of death or if he/she is compulsory retired prematurely for reasons other than on disciplinary grounds.

*Colony Rd*  
29/08/22


*Sam*  
29/08/22



### **18. ENCASHMENT OF LEAVE**

- 18.1 Earned leave standing to the credit of an employee may be encashed at his option only once in a calendar year provided that the quantum of leave to be encashed in each case is not more than 40 days, subject to the balance at credit should be not less than 30 days after encashment.
- 18.2 An employee who is released on acceptance of his/her resignation shall be allowed encashment of Earned Leave standing to his/ her credit as on the date of release, after adjusting the notice period not served if any.
- 18.3 An employee who is due for superannuation shall not be eligible for Earned leave encashment in terms of provisions provided at Clause 18.1 during that calendar year.
- 18.4 The benefit of Earned leave encashment, however, is not available to the employee who leaves the service of the company without prior approval of the Management.
- 18.5 The benefit of Earned leave encashment will not be available where cessation of service is on account of disciplinary proceedings.
- 18.6 The Authority Competent to sanction leave should automatically grant lump sum cash equivalent of leave salary admissible for the number of days of earned leave and half pay leave at the credit of the employee on the last days of his service, subject to overall limit of 300 days. The half pay leave component will not be commuted to make up for the shortfall in earned leave. However, the cash equivalent payable for pay or half pay leave shall be equal to leave salary as admissible for pay or half pay leave+ dearness allowance admissible.

**\*\* Note :** The Earned Leave encashment amount shall be paid as per the Pay (Basic Pay + DA) as on the date of Encashment paid to the employee.



## SPMCIL LEAVE RULES - 2022

### 19. ENCASHMENT UNDER LTC (For employees drawing CDA Pay-scales).

- 19.1 The Encashment under LTC shall be regulated as per the communication issued vide Corporate HR letter No. : CHO(HR)/IR/5/3/2011 (P/f)/2138, dated 13.07.2015. (Annexure-C)

### 20. SPECIAL CASUAL LEAVE

- 20.1 In Sports Events - Admissible up to maximum of 30 days in a calendar year to participate in tournaments organized by reputed/recognized bodies at State or National Level and may also be granted to a sports person getting seriously injured or being hospitalized during the sporting event subject to overall ceiling of 30 days in a calendar year admissible for sporting events.

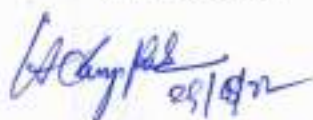
20.2 In Cultural Activities -

- (a) Admissible to employees taking part in cultural activities like dance, drama, music, poetic symposium, etc. of an All India, or Inter-State character organized by or on its behalf subject to the overall limit of 30 days in one calendar year.
- (b) Admissible to employees participating in dancing and singing competition at Regional, National or International level, organized by Government of India/government-sponsored Bodies, i.e. Institutions and Organizations which are substantially controlled by Government and received substantial assistance from the Government in the form of grant-in-aid, subject to a maximum of 15 days in a calendar year.

20.3 For Family Planning-

(a) Male employee:

- (i) Maximum of five (5) working days admissible for Vasectomy operation. If he undergoes the said

 29/8/22

 29/8/22



## SPMCIL LEAVE RULES - 2022

operation of a second time due to failure of the first, another five (5) working days will be admissible on the production of medical certificate.

- (ii) Maximum of 21 days for undergoing recanalization operation.
- (iii) Maximum of three (3) working days if his wife undergoes Tubectomy, Laproscopy or salpingectomy operation. The leave should follow the date of operation.

(b) Female employee:

- (i) Maximum of ten (10) working days admissible for Tubectomy/ Laproscopy. If she undergoes the operation for a second time due to failure of the first, maximum of ten (10) working days will be admissible for the second time.
- (ii) Maximum of ten (10) working days admissible for Salpingectomy operation after Medical Termination of Pregnancy (MTP). Not admissible if maternity leave is availed.
- (iii) Admissible for one (01) day on the day of IUCD/ IUD insertion/ re- insertion.
- (iv) Maximum of Twenty One (21) days admissible for undergoing recanalization operation.
- (v) Admissible for one (1) day on the day of operation when her husband undergoes vasectomy operation.
- (vi) Extension/Additional Special Casual Leave is admissible for the period of hospitalization if the concerned employee is hospitalized on account of post-operational complications.

20.4 Natural Calamities/ Bandhs – Heads of the Departments may grant Special Casual Leave to employees residing at places 3 miles away from their office, when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc. If the absence was due to picketing or





## SPMCIL LEAVE RULES - 2022

disturbances or curfew, Special Casual Leave may be granted irrespective of the distance from residence to office.

- 20.5 Special Casual Leave may also be granted for donating blood to recognized Blood Banks on working days-for that day only.
- 20.6 During General Elections/ by- elections to Lok Sabha/ State Assembly, employees enrolled as voters in a constituency but having offices in another constituency, are entitled to a day's Special Casual Leave on the day of Election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.

### **21. LEAVE PREPARATORY TO RETIREMENT**

- 21.1 An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extent up to and includes the date of retirement.

### **22. CASH EQUIVALENT OF LEAVE SALARY IN CASE OF DEATH IN SERVICE.**

- 22.1 In case of any employee dies while in service, the cash equivalent of Leave salary for earned leave and half pay leave due and admissible to the deceased on the date immediately following the death and in any case, not exceeding leave salary for 300 days, shall be paid to his widow, and if there are more widow than one, to the eldest surviving widow if the deceased was a male, or to the husband, if the deceased was a female employee.

### **23. CASH EQUIVALENT OF LEAVE SALARY IN CASE OF INVALIDATION FROM SERVICE.**

- 23.1 An employee who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, suo-motto, by the authority competent to grant leave, cash equivalent of leave salary in respect of leave





## SPMCIL LEAVE RULES - 2022

due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions of his service.

### **24. LEAVE SALARY**

- 24.1 An employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

### **25. ADVANCE OF LEAVE SALARY**

- 25.1 An employee proceeding on leave for a period not less than Thirty (30) days may be allowed an advance in lieu of leave salary upto a month's pay allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advance, etc.

### **26. MATERNITY LEAVE**

- 26.1 A female employee with less than two surviving children may be granted maternity leave by an Authority Competent to grant leave for a period of 180 days from the date of its commencement.
- 26.2 During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- 26.3 Maternity leave not exceeding 45 days in entire service may also be granted to a female employee (Irrespective of the number of surviving children) in case of miscarriage including abortion on production of medical certificate.
- 26.4 Maternity leave may be combined with leave of any other kind.
- 26.5 Maternity leave shall not be debited against the leave account.

*Ady RS*  
29/08/22

*[Signature]*  
29/08/22

26.6 Unmarried female employees also eligible for maternity leave.

### **27. PATERNITY LEAVE**

- 27.1 Male employee with less than two surviving children, may be granted paternity leave by an Authority Competent to grant leave for a period of 15 days in one spell, during the confinement of his wife for child birth up to 15 days before, or up to six months from the date of delivery of the child and if such leave is not availed during this period, it shall be treated as lapse.
- 27.2 Paternity leave shall not be debited against leave account and may be combined with any other kind of leave.
- 27.3 The leave shall be granted only twice in the entire period of service.

### **28. STUDY LEAVE**

- 28.1 Granted to employees with not less than 5 years service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening of his mind in a manner likely to improve his ability.
- 28.2 Maximum period of 24 months in the entire service and may be granted at a stretch or in different spells.
- 28.3 This will not be debited to the leave account. May be combined with any other leave due.
- 28.4 Every employee of the company who has been granted Study Leave or extension of such Study Leave shall be required to execute a Bond of Undertaking to serve the Company for a period of 3 years after the expiry of the leave.

  
25/05/22

  
29/01/22



## SPMCIL LEAVE RULES - 2022

- 28.5 On completion of the course of study, the employee shall submit to the Authority which granted him the Study/Leave, the certificate of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any of the Authority Incharge of the Course of study.
- 28.6 When the course of study falls short of study leave granted to employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Authority Competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.
- 28.7 Study leave availed outside India, and employee shall draw leave salary equal to the pay that the employee drew while on duty with Company immediately before proceeding on such leave and in addition the Dearness Allowance, House Rent Allowance and Study Allowance as admissible.

### **29. RESIGNATION OR RETIREMENT AFTER STUDY LEAVE OR NON-COMPLETION OF THE COURSE OF STUDY.**

- 29.1 If an employee resigns or retires from service or otherwise quit service without returning to duty after a period of Study Leave or within a period of 3 years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required under para 28.4 above, he shall be required to refund:
- (i) The actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Company, together with interest thereon at rates for the time being enforced on company Loans, from the date of demand, before his resignation is accepted or permission to retire is granted or quitting service otherwise: provided that except in the case of employees who failed to complete the course of study;

  
29/09/22

  
29/09/22

## SPMCIL LEAVE RULES - 2022

- (ii) An employee who after returned to duty from Study Leave is permitted to retired from service on medical grounds.

29.2 Notwithstanding to above, CMD, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount to be refunded under Para 29.1 (i) by the employee concerned or class of employees.

### **30 JOINING TIME PERMISSIBLE**


- 30.1 Un-availed Joining Time : The period of unutilized joining time shall be credited into EL account of the employee based on the below table :

Distance between Old and New Headquarter	Joining Time permissible
Same Station	01 day
1000 Km or less	10 days
More than 1000 Km upto 2000	12 days

### **31. LEAVING HEADQUARTER STATION**

- 31.1 No employee should leave the headquarter/ station without the prior permission of his/her controlling officer during the period of leave/holidays/off days. When permitted the employee should furnish his/her leave address to the controlling officer. In all applications for leave, including casual leave or compensatory leave during which the applicant proposes to leave the headquarter/ station, the fact should be stated in the application with the outstation address. Any person who wishes to leave the headquarter/station during the period of leave already granted to him/her should notify his/her intension together with his/her address to his controlling officer. Any change in that address, which may occur thereafter, should also be communicated.

However, separate permission may not be necessary where an employee has indicated his/her intention of leaving headquarter/station along with leave address while applying for leave.

 25/08/22

 29/8/22



## SPMCIL LEAVE RULES - 2022

### 32. DEPUTATION/EX-INDIA LEAVE FOR ABROAD

- 32.1 Official visit/ tour abroad (including training and excluding study leave) where the period of deputation is less than eight (08) days, the employee may be granted ex-India leave for a maximum period of four (04 days). In respect of official visit/ tour abroad including training for more than eight days, the limit of 50% ex- India leave will continue. During ex-India leave, the closed holidays "Saturday and Sunday" etc. may be allowed to be pre-fixed / suffixed as the case may be, subject to the condition that no extra financial implications like payment of hotel charges/ per-diem allowance etc. are involved.
- 32.2 The guidelines for deputation/ delegation of officials and/ or non officials for Ex- India Leave for visiting abroad shall be regulated as per the MoF OM dated 26.10.2016 (Annexure-D). Further, other terms & conditions of Ex-India Leave shall be regulated as per SPMCIL Office Order issued vide letter No. : CHO(HR)/Legal/4/12/1355 dated 01.06.2018 (Annexure-E) and No. : CHO(HR)/Legal/4/12/4440 dated 05.11.2019(Annexure-F).

### 33. INTERPRETATION AND AMENDMENT

- 33.1 Where any doubt arises as to the interpretation of these Rules or not covered under these Rules, CMD shall be the Competent Authority to interpret any issue arising out of implementation of Leave Rules.
- 33.2 The Company reserved the right to amend or modify any of the provisions of the SPMCIL Leave Rules-2022.

\*\*\*\*\*





# भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category-I, CPSE

(Wholly owned by Government of India)



निम्(मा.सं)/नीत/27/30/2019/7824

दिनांक 29.03.2019

## परिपत्र/CIRCULAR

विषय/Subject: एसपीएमसीआईएल संतान देखभाल छुट्टी नीति/SPMCIL Child Care Leave Policy

निदेशक महोदय ने दिनांक 18.03.2019 को हुई अपनी 86वीं बैठक में कर्मचारी कल्याण और महिला सशक्तिकरण के उपाय के रूप में एसपीएमसीआईएल के कर्मचारियों के लिए संतान देखभाल छुट्टी नीति को कार्यान्वित करने का अनुमोदन किया है।

The Board of Directors in its 86th Meeting, held on 18.03.2019 has approved implementation of Child Care Leave Policy to the employees of SPMCIL as a measure of employee welfare and Women empowerment.

2. एसपीएमसीआईएल संतान देखभाल छुट्टी नीति ताकत प्रभाव से लागू करने के लिए संलग्न है।

The Child Care Leave Policy of SPMCIL is attached for implementation with immediate effect.

3. संतान देखभाल छुट्टी नीति का लाभ लेने के लिए इस संबंध में समझौता पाधिकरण के समक्ष लंबित कोई भी समझौता/अधिन्यायिक कार्यवाही को बिना शर्त वापस लेना होगा।

Any conciliation/Quasi-judicial proceeding pending before Conciliation Authority on the matter should be withdrawn unconditionally for availing the benefit of Child Care Leave Policy.

(बी.जे.गुप्ता/B. Gupta)

अपर महाप्रबंधक/Adl. GM (HR)

## प्रतिनिधि/Copy to:

- अध्यक्ष तथा प्रबंध निदेशक के कार्यालय/ CMD Office
- निदेशक (तक.) के व. कार्यपालक सहायक/ निदेशक (मा.सं.) के कार्यपालक सहायक/निदेशक(वित्त) के संचिवीय सहायक/ मुख्य सतर्कता अधिकारी के कार्यपालक सहायक /Sr. E.A. to D(D), E.A. to D(HR), SA to Director(Finance)/ E.A. to CVO
- सभी महाप्रबंधक- एकसात/मुद्रणालय/कागज कारखाना/ अनुसंधान एवं विकास केंद्र/ डाटा रिकवरी केंद्र/All General Managers-Mints/Presses/Paper Mill/R&D Centre/Data Recovery Centre(DRC)
- अपर-महाप्रबंधक(मा.सं./वित्त.एवं लेखा), निगम कार्यालय/AGM(HR/F&A) Corporate Office
- उप महाप्रबंधक(मा.सं./सू.प्रौ)/उप मुख्य सतर्कता अधिकारी/DGM(HR)/Dy.CVO/AGM(IT)
- मास्टर फाइल/Master file
- सूचना बोर्ड/Notice Board





## SPMCIL CHILD CARE LEAVE POLICY

Management has decided to introduce Child Care Leave Policy in SPMCIL. The Salient features of this scheme are :

1. Coverage

- (i) Child Care Leave can be granted to women employees on the regular rolls of the Corporation. It shall not be granted during the probation period in case of new joiners.
- (ii) However, in case of probation on Promotion by Selection, child care leave may be sanctioned.
- (iii) The child care leave may also be granted to single male employee who is unmarried or widower or divorcee.
- (iv) Child care leave would be permitted only if the child is dependent on the employee.

2. Purpose : To take care of upto two eldest surviving minor children whether for rearing or to look after any of their needs like examination, sickness etc.

3. Period of Leave

- a. The employees may be granted Child Care Leave (CCL) for a maximum period of 2 years (730) days for taking care of up to two eldest surviving children (including legally adopted children).
- b. CCL shall not be admissible if the child is 18 years or more.
- c. For mother of disabled child there is no prescribed age limit upto which CCL may be availed, subject to minimum disability of 40% as per Govt. norms.
- d. CCL will not be granted for less than 15 days in a spell and for a maximum of 2 months in one spell.
- e. CCL shall not be granted for more than two spells in a calendar year. In cases where the CCL spills over the next year, it will be treated as spell against the year in which the leave commences.
- f. There should be a minimum gap of 2 months in between any two consecutive spells of Child care Leave.
- g. CCL may be combined with leave of any kind due and admissible including Maternity Leave except Casual Leave.
- h. Intervening Saturdays, Sundays, holidays falling during the period of CCL shall be treated as part of CCL.



4. **Entitlement during Leave.**

The employee shall be entitled to the following benefits during the period of CCL:

- a. During the period of such leave, the employee shall be paid 100% leave salary (basic + DA) equal to the pay drawn immediately before proceeding on leave for the first 365 days and 80% of the leave salary for the next 365 days.
- b. Employees shall also be entitled for drawl of medical benefits in respect of the employee and her/his dependents.
- c. HRA will also be admissible and the employees availing Company accommodation will be allowed to continue occupying existing accommodation on payment of usual rent/license fees.
- d. During the period of child care leave, employee shall not be paid cafeteria allowance in IDA Pattern and in CDA Pattern, no Transport Allowance will be paid.
- e. He / she will not be eligible for reimbursements linked to functional needs namely, telephone reimbursement, conveyance reimbursement etc. during the period of CCL availed.
- f. The period of CCL shall not be reckoned for calculation of PPF.
- g. CCL shall not be allowed for encashment.
- h. During the period of CCL, employee will not be allowed to take up any remunerative / honorary service elsewhere.
- i. Period of CCL shall not count for purpose of earning FI, CI and HPL.
- j. During the period of CCL, LTC can be availed only in case of employees in CDA pattern of pay scale.
- k. During the period of CCL, the employee and Company's contribution to EPF/superannuation benefits shall continue.

5. **Increment during the period of CCL.** In case date of increment i.e. 1<sup>st</sup> July, falls during the period of CCL, the increment shall be payable from the date of rejoining after CCL and not from 1<sup>st</sup> July. However, next increment shall be granted as per policy in vogue in case of Earned Leave.

6. **Promotion:** The period of CCL shall be reckoned while calculating the period of qualifying service for consideration to Promotion. If the employee is on CCL at the time when DPC is to be conducted then her case will be put up to DPC but financial benefits will be given from the date of joining.

7. **Annual Performance Appraisal Report (APAR):** If the concerned employee has served for a minimum of 6 months in a stretch, during a financial year, only then her APAR will be initiated.



## SPMCIL CHILD CARE LEAVE



8. Competent Authority : The leave sanctioning authority for Child Care leave in units will be the concerned GM, and concerned Director in CHO.
9. Maintenance of Child Care Leave : The leave account for child care leave shall be maintained in the proforma enclosed, and it shall be kept along with the Service Book of the Employee concerned.
10. Normally, employees may have to submit their tentative CCL availing plan at least 3 months in advance so that office work is not hampered by their absence.
11. CCL cannot be demanded as a matter of right. Under no circumstances any employee can proceed on CCL without specific prior approval of Leave Sanctioning Authority. While sanctioning the leave, it may be kept in mind that not more than one employee is on CCL at the same time in one section, so as the work of the section does not get hampered.
12. The above Scheme will come into effect from the date of notification. However, the employees who have availed any amount of Child Care Leave in their career prior to notification of this scheme will be eligible for only balance amount of CCL.
13. In case of any concern arising out of implementation of Child Care Leave Policy and also for cases not covered herein, the authority to interpret and decide will vest with the Chairman and Managing Director whose decision will be final. However, the right to amend or modify the Policy vests with the Board of Directors of SPMCIL.

*[Signature]*

## SPMCH CHILD CARE LEAVE



### Proforma for maintaining Child Care Leave Account

[illegible]





भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
Miniratna Category-I, CPSE  
(Wholly owned by Government of India)

No.CHO(HR)/Policy/27/11/2012/6270

Date: 12.09.2014

To

All General Managers,  
Mints, Presses & Paper Mill

**Sub: Guidelines for granting Special Leave for Accident while on duty to the employees.**


Sir,

Subsequent to the notification of SPMCIL Leave Rules, 2012 vide Corporate Office letter No.CHO(HR)/Policy/27/11/2012/6270 dated 13.12.2012, references have been received from the Units seeking clarification regarding sanction of leave to the employees who meet with accidents while on duty. On consideration of the proposals received from the Units in this regard, the Competent Authority has decided to authorize the General Managers to sanction Special Leave to the workmen/employees who suffer from disability on account of accident at the work place to enable them to recover from the injury suffered during the course of employment on the following terms and conditions:-

- (i) Such leave shall be granted on the basis of a certificate of an Company's Doctor/Civil Surgeon and the leave shall in no case exceed a period of 90 days.
- (ii) The leave is not debitable to the Leave Account of the employee and may be combined with any other kind of leave except Causal Leave.
- (iii) Leave shall be allowed with full wages/salary provided such disability leave shall not be granted in respect of any injury, not resulting in death, caused by an accident which is directly attributable to:-
  - a) the employee having been at the time thereof under the influence of drink or drugs; or
  - b) the willful disobedience of the employee to an order expressly given, or to a rule expressly framed, for the purpose of securing the safety of employees; or

- c) the willful removal or disregard by the employee of any safety guard or other device which he knew to have been provided for the purpose of securing the safety of employees.
- (iv) No additional compensation for the absence from duty due to accident as may be admissible under Employees' Compensation Act or any other law or scheme will be payable.
- (v) The employee shall not be entitled to OIA and incentive during the period of Special Leave.

Yours faithfully,

  
(B.J. Gupta)  
DGM (IR)

**Copy to:-**

1. OSD to CMD
2. EA to Director (IIR)/ EA to Director (Tech.)/ EA to CVO
3. GM (IT)/Addl. GM (F&A)
4. All DGMS of Corporate Office
5. Master Folder





**भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड**  
**Security Printing and Minting Corporation of India Limited**

मिनीरत्न श्रेणी-I, सीपीएसई  
 (भारत सरकार के पूर्ण स्वामित्वाधीन)  
 Miniratna Category-I, CPSE  
 (Wholly owned by Government of India)

No.CHO(HR)/IR/5/3/2011(P/6)/2138

Date: 13.07.2015

To

All General Managers,  
 Mints, Presses & Paper Mill

**Sub: Misuse of Leave Travel Concession (LTC) - Govt. of India instructions.**

Sir,

Please refer to the Corporate Office letter No.CHO(HR)/IR/5/3/2011(P/6)/1795 dated 03.06.2015 forwarding inter-alia the clarifications issued by DoP&T vide OM No.F-11020/1/2014-Estt.(AL) on various issues. It is stated therein that the Government servants entitled to avail LTC may encash earned leave upto 10 days at the time of availing LTC.

2. It is clarified that such instructions are applicable to those employees of SPMCIL who are drawing pay under CDA Pattern of Pay Scales and are also governed by CSS (Leave) Rules, 1972 (Government Optees). The employees of SPMCIL who are governed by SPMCIL Leave Rules, 2012 are entitled to encashment of leave once in a calendar year to the extent of 50% of the balance at the credit under Rule 18 thereof. They are not entitled to encashment of leave for additional 10 days while availing LTC over and above 50% of the balance at the credit once in a calendar year.

3. In this connection, Government of India instructions against misuse of LTC contained in DoP&T OM No.31011/3/2014-Estt.(A-IV) dated 26.09.2014 as circulated vide Corporate Office letter No.CHO(HR)/Admn./269/07/5027 dated 11.11.2014 should be followed scrupulously and requisite checks should be exercised to guard against misuse of the facility.

Yours faithfully,

*(B.J. Gupta)*  
 Addl. GM (HR)

**Copy to:-**

- (i) OSD to CMD
- (ii) EA to Director (HR)/Sr. EA to Director (Tech.)/EA to CVO
- (iii) GM (IT)
- (iv) Addl. GMs of the Corporate Office
- (v) DGM (Print)
- (vi) Notice Board

No 19036/2/2016-E IV  
Government of India  
Ministry of Finance  
E IV Section  
.....

North Block, New Delhi  
Dated 26<sup>th</sup> October, 2016

**OFFICE MEMORANDUM**

**Subject.** Deputation/Delegations abroad of Officials and /or non-Official sponsored by Government of India – ex-India leave - regarding

The undersigned is directed to refer to this Department's O.M. No 19036/775-E-IV (B) dated 05.08.1976 on the subject mentioned above. As per Para 11 of the said O.M. "An officer may, subject to the exigencies of public service, be granted leave while abroad for the period not exceeding 50% of the actual period of the duty abroad (excluding the transit time from India to the country of deputation and back and enforced halt) or a fortnight, whichever is less, for personal reasons." Subsequently, it was clarified vide this Department's O.M. No 19036/2/2008-E-IV dated 04.07.2008 that "during such ex-India leave the closed holidays 'Saturday and Sunday' etc. may be allowed to be pre-fixed/ suffixed as the case may be, subject to the condition that no extra financial implications like payment of hotel charges/ per diem allowance etc. are involved."

2. References are being received in this Department seeking clarification on applicability of Department of Personnel & Training instructions issued vide letter No. 11019/05/2001-AIS-III dated 05.12.2007 regarding "Delegation of Powers to the State Governments and Ministries/Departments of the Government of India in cases of Members of All India Services proceeding abroad on ex-India leave (excluding Study Leave)" wherein it is provided that "in case of official visits of a duration less than 8 days, the limit of 50% may be relaxed and ex-India leave upto a maximum 4 days may be granted."

3. The matter has been considered in the Department of Expenditure and it has been decided that in case of "official visit/ tour abroad (including training and excluding Study Leave) where the period of deputation is less than eight (08) days, the Government Official may be granted ex-India leave for a maximum period of four (04) days." In respect of official visit/ tour abroad including training for more than eight days, the limit of 50% ex-India leave will continue. During ex-India leave, the closed holidays "Saturday and Sunday" etc. may be allowed to be pre-fixed / suffixed as the case may be, subject to the condition that no extra financial implications like payment of hotel charges/ per-diem allowance etc. are involved.

4. Para 11 of this Department's O.M. No 19036/775-E-IV (B) dated 05.08.1976 and O.M. No 19036/2/2008-E-IV dated 04.07.2008 will stand modified to the extent as mentioned in Para 3 above.

  
(Nirmala Dev)

Deputy Secretary to the Government of India  
Telefax 23093276

All Ministries/ Departments of Government of India

Copy to, NIC for uploading on Official Website of Department of Expenditure





भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-1, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
Miniratna Category-I, CPSE  
(Wholly owned by Government of India)

No.CHO(HR)/Legal/4/12/1355

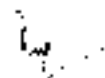
Dated: 01.06.2018

**OFFICE ORDER**

**Sub: Instructions regarding official foreign visit and Ex-India leave.**

It has been decided to streamline the system of official foreign visit and availing of ex-India leave during the official foreign visit or on a personal visit. Accordingly, the following guidelines are circulated for uniform compliance by CHO & all the Units:

1. All the proposals of foreign visits (on duty-attending conference/seminars/training/inspection, etc.) or ex-India leave in continuation to the foreign visit will be routed through HR Department before forwarding it to the Competent Authority for approval. HR(CHO) will maintain a record in SAP (itemized-(a) to be entered in individual ID to update relevant head-training and development, visits abroad; (b) conference/seminar wise data maintenance). While submitting the proposal for foreign official visit of Executives / other employees, the details of the previous foreign travels undertaken on official account during the last four years should be submitted as per the proforma enclosed as **Annexure-A**.
2. Prior Vigilance Clearance must be obtained for any official duty abroad or ex-India leave.
3. In case of proposals emanating from the Unit, the Unit HR head will take necessary action, before the proposals forwarded to CHO.
4. In case of Ex-India leave for self or spouse/children accompanying the Official on official visit or ex-India leave, prior permission needs to be obtained; and declaration and the source of funding for self/spouse/children's air fare/boarding/lodging may also be sent for prior approval of the Competent Authority. The relevant format is attached as **Annexure-B** for submission of the details.
5. During Ex-India leave in case of duty abroad, the closed holidays "Saturday and Sunday" etc. may be allowed to be pre-fixed/suffixed as the case may be, subject to the condition that no extra financial implications like payment of hotel charges/per-diem allowance etc. are involved.
6. In case of Ex-India leave for private visit abroad, which are purely personal without any sponsorship and not linked to any official visit, leave as due and admissible (Casual Leave, earned leave, half-pay leave, leave on medical grounds, extra-ordinary leave etc.) can be considered for sanction, subject to exigency of work.



7. In case of Ex-India leave in continuation of official visit or tour abroad,
- (i) Ex-India leave not exceeding 50% of the actual period of duty abroad (excluding transit time and enforced halt) or a fortnight whichever is less, provided that the total period abroad does not exceed three weeks (including travel time), can be considered for sanction, subject to exigency of work.
- (ii) In case of official visits of duration of less than 8 days, the limit of 50% may be relaxed and ex-India leave up to a maximum of 4 days may be granted.
8. All the official foreign visits or ex-India leave in continuation to the foreign visit on duty, irrespective of the level, shall be approved by CMD.
9. The ex-India leave for private visit abroad for purely personal reason for E-4 and above level Executives shall be approved by CMD. For Executives of the Corporate Office from E-1 to E-4, Supervisors and office staff shall be approved by the concerned Director. In case of non-Executives and Executives up to E-3 level working in the Units, GM of the concerned Unit shall be the sanctioning authority.
10. Request of employees for Ex-India leave/private visit abroad should be dealt with expeditiously. It may be ensured that the decisions are conveyed to the employees within two weeks of receipt of complete application to the competent Authority.
11. This supersedes all existing guidelines issued on the subject of foreign visit.

This issues with the approval of the Competent Authority.

  
(B.J. Gupta)  
Addl. General Manager (HR)

Copy to:

- i. OSD to CMD
- ii. Sr. E.A. to Director (Tech.)/E.A. To Director (HR)/S.A. to Director (Finance)/E.A. to CMD
- iii. All General Managers- Mints/Presses/Paper Mill/Corporate Office
- iv. All Addl. GMs, SPMCIL-Corporate Office.
- v. Company Secretary
- vi. Notice Board
- vii. Hindi version follows



**ANNEXURE - A**

**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED**

- a) Name of the Employee :
- b) SAP ID :
- c) Designation :
- d) Grade pay / level :
- e) Place of posting :
- f) Passport No. :
- g) Details of previous official foreign visits, if undertaken by the employee during last four years

Period of stay in abroad		Name of foreign countries visited	Purpose	Remarks
From	To			
1	2	3	4	5

**Dated:**

**Signature of the  
Proposing Authority**

**ANNEXURE - B**

**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED**

**PROFORMA FOR PRIOR PERMISSION FOR EX-INDIA LEAVE / SPOUSE / CHILDREN  
ACCOMPANYING ON OFFICIAL VISIT**

- a) Name of the Employee :
- b) SAP ID :
- c) Designation :
- d) Grade pay / level : ₹
- e) Place of posting : ₹
- f) Passport No. :
- g) Details of private foreign travels to be undertaken

	Period of stay in abroad		Name of foreign countries to be visited	Purpose	Estimated Expenditure (travel, board / lodging, visa, misc. etc.)	Source of Funds	Remarks
	from	To					
Self	1	2	3	4	5	6	7
Spouse							
Children							

- h) In case of stay / travel arrangement made by relative abroad, the written declaration from the same is to be enclosed, with proof of domicile.

Dated:

Signature of Employee



# भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

Security Printing and Minting Corporation of India Limited

मिनीस्ट्रल श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category-I, CPSE  
(Wholly owned by Government of India)



No. CHO(HR)/Legal/4/12/4440

Date: 05.11.2019

To

The General Managers  
Mints/Presses and Paper Mill

**Sub: Instructions regarding official foreign visit.**

Sir,

Corporate Office has issued detailed guidelines vide letter No. CHO(HR)/Legal/4/12/1355 dated 01.06.2018 regarding foreign visit. In this regard, the following clarifications are issued to the Units for compliance before sending the proposal to the Corporate HR for official foreign visit for Pre-dispatch Inspection, Training etc..

- i. The complete proposal should be sent to the Corporate HR for all foreign visits including Pre-dispatch Inspection.
- ii. The Unit should forward Medical Fitness Certificate issued by the Company's Doctor or the authorized medical practitioner.
- iii. The work order for the purchase of material including Pre-dispatch Inspection scheduled should be sent along with the proposal.
- iv. All communications to the Embassy for obtaining the VISA should be issued by the HR Department, by an Officer who is duly authorized to issue such letters.

2. In order to expedite the process for obtaining the approval of the Competent Authority for the foreign visit, the Units are requested to ensure that the complete proposal along with the Vigilance Clearance and other documents as stipulated in our earlier guidelines dated 01.06.2018 and as brought out above should be sent well before time so as to avoid undue delay.

Yours faithfully,

(P. J. Gupta)

Addl. General Manager (HR)

Copy to:

- i. Office of CM/
- ii. Sr. EA to PT/EA to DHR/SA to DE/EA to CV
- iii. AGM(F)
- iv. DGM(HR) (Technical)
- v. Company Secretary