

EMPLOYEES CHARTER**ESTABLISHMENT ISSUES:**

Sl. No.	NATURE OF SERVICE	Time schedule proposed (in No. of working days)					Total working days	RATE OF COMPENSATION
		ACCO/JPO/ CASE WORKER	PO	DGM	GM/HRD	CGM/HRD		
1	Release of original certificates	2	1	2	3	1	9	Rs.25/- per day delay
2	Issue of Service certificate	2	1	1	3	1	8	-do-
3	Finalisation of objections on seniority	10	2	2	2	2	18	-do-
4	Commencement and Completion of probation of all Cadres	14	2	2	2	1	21	-do-
5	Rectification of pay anomalies (Certification of seniority)	7	2	2	2	2	15	-do-
6	Leave Sanctions (EL, HPL, E.O.L, etc)	7	2	2	2	2	15	-do-
7	Terminal (Earned) Leave Sanctions	7	1	2	3	2	15	-do-
8	Surrender of Earned Leave Sanctions	7	1	2	3	2	15	-do-
9	Leave Travel Concessions/ Home Town Sanctions	7	1	2	3	2	15	-do-
10	Advance Increments for Higher Qualification	7	2	2	2	2	15	-do-
11	Issue of No Objection Certificates to obtain Indian Pass port	7	2	2	2	2	15	-do-
12	Issue of No Objection Certificates for pursuing Higher Studies.	7	2	2	2	1	14	-do-
13	Full Additional Charge Sanctions	7	2	2	2	1	14	-do-
14	Automatic Advancement Scheme-SGP/SPP-I/SPP-II/SAPP-I/SAPP-II	8	2	2	2	1	15	-do-
15	Conversion of Additional Assistant Engineers (Diploma Holders) as Asst.Engineers on acquisition of Graduation qualification	12	2	3	3	1	21	-do-
16	Acceptance of Voluntary Retirements	5	2	3	3	1	14	-do-
17	Acceptance of Resignations	5	2	2	2	1	12	-do-
18	Sanction of conveyance allowance to the physically handicapped employees	3	2	2	2	1	10	-do-
19	Issue of Satisfactory Service Certificate.	5	2	3	3	1	14	-do-

N.GULZAR**CHAIRMAN & MANAGING DIRECTOR**