

(31)

**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)**

**MEMORANDUM**

No. F. 1(2)FD/Rules/2006-I

Jaipur, dated : **8 AUG 2019**

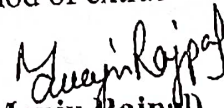
**Sub:- Regarding successful completion of period of probation by probationer-trainees and grant of pay in the pay scale / running pay band of the post.**

In partial modification of Finance Department Memorandum of even number dated 11.06.2014, powers are delegated for grant of extraordinary leave to probationer trainee in place of existing provisions contained in para 2 and 3 of aforesaid Memorandum as under:-

S. No	Period of Extraordinary Leave	Authority competent to grant EoL
1	Upto one month	Appointing authority
2	Beyond one month in exceptional and unavoidable circumstances	Administrative Department

The powers for grant of extraordinary leave to probationer trainee shall be subject to observation of following guidelines:-

1. Prior sanction of extraordinary leave shall be pre-requisite in all such cases.
2. Those who proceed on extraordinary leave without prior sanction shall be treated as cases of wilful absence and liable to disciplinary action.
3. In case of extraordinary leave applied for critical illness of self, wife/husband, mother, father and children, extraordinary leave can be sanctioned on the basis of certificate of authorized medical attendant.
4. Extraordinary leave shall be granted in exceptional and unavoidable circumstances, related to medical urgency.
5. No extraordinary leave be sanctioned for study purpose and for preparing competitive examination.
6. If anyone remains absent without getting prior sanction for extraordinary leave or in cases where absence is due to higher study / preparing for competitive examination, the period of absence shall be treated as dies non and the same shall not be countable for any purpose.
7. In all cases where extraordinary leave period is exceeding one month, the probation period shall be extended for the entire period of extraordinary leave.

  
(Manju Rajpal)

Secretary to the Government,  
Finance (Budget)

Copy forwarded to :-

1. Secretary to Hon'ble Governor.
2. Principal Secretary to Hon'ble Chief Minister.
3. All Special Assistants / Private Secretaries to Ministers / State Ministers
4. Sec. D.S. to Chief Secretary
5. Accountant General Rajasthan, Jaipur
6. Director, Treasuries & Accounts, Rajasthan, Jaipur
7. Director, Pension and Pension Welfare Departments, Rajasthan, Jaipur
8. Deputy Director (Statistics), Chief Ministers Office.
9. Director, Information and Public Relations, Rajasthan, Jaipur
10. All Treasury Officers.
11. All Sections of the Secretariat.
12. Administrative Reforms (Gr 7) with 7 copies.
13. Technical Director, Finance Department (Computer Cell)
14. Guard File

Copy also to the :-

1. Secretary, Rajasthan Legislative Assembly, Jaipur
2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukta Sachivalaya, Rajasthan, Jaipur.

(Suresh Kumar Verma)

Joint Secretary to the Government

(RSR - j) / 2019)

राजस्थान राज्य पथ परिवहन निगम, मुख्यालय, जयपुर

क्रमांक - एवफ-295 / मुख्या / कार्मिक / प्रसु / 2020 / 171

प्रतिलिपि :- निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु :-

1. निजी सचिव, अध्यक्ष एवं प्रबन्ध निदेशक महोदय, रापनि, मुख्यालय, जयपुर
2. समस्त विभागाध्यक्ष ----- रापनि, मुख्यालय, जयपुर
3. समस्त महा प्रबन्धक ----- रापनि, मुख्यालय, जयपुर
4. समस्त उप महा प्रबन्धक ----- रापनि, मुख्यालय, जयपुर
5. सचिव निगम, रापनि, मुख्यालय, जयपुर
6. समस्त जोनल मैनेजर, रापनि ----- रापनि, मुख्यालय, जयपुर
7. लेख्यधिकारी (नियम / बजट / भुगतान) रापनि, मुख्यालय, जयपुर
8. कार्यकारी प्रबन्धक ( ) रापनि, मुख्यालय, जयपुर
9. समस्त मुख्य उत्पादन प्रबन्धक / मुख्य प्रबन्धक, रापनि -----
10. प्रशासनिक अधिकारी ( ) रापनि, मुख्यालय, जयपुर
11. प्रभारी, ----- रापनि, मुख्यालय, जयपुर
12. आदेश पत्रावली।

दिनांक - 16-07

( ममता यादव )  
उप महा-प्रबन्धक (प्रशासन)