



JAIPUR METRO

## JAIPUR METRO RAIL CORPORATION LIMITED

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur-302005  
Website: www.jaipurmetrorail.in Tel. 0141- 2385790, 2385791

No.-F.1 (68)JMRC/DCA/HR/Leave/2013-14/3487 Dated: 30<sup>th</sup> September, 2016  
03, OCT, 2016

### NOTIFICATION

As per the concurrence of Finance Department, GoR and pursuant to the decision of Board of Directors taken in its 28<sup>th</sup> meeting held on 7<sup>th</sup> September, 2016 vide agenda item No. 28.14, the JMRC Leave Rules, 2016 are hereby approved and issued, as enclosed.

**Rajesh Kr. Agerwal**  
Director (Corporate Affairs)

**Encl : as above.**

**Copy for information to:** 3488-94

1. PS to CMD, JMRC,
2. All Directors, JMRC,
3. All Executive Directors/General Managers/JGM/DGM/Managers-  
through JMRC intranet & email,
4. IT Cell, JMRC for uploading on JMRC Intranet and also on the RTI page  
of JMRC website(s),
5. Company Secretary, JMRC; for information and necessary records in  
compliance of Board Resolution(No. 28.14),
6. All employees of JMRC through JMRC website & intranet,
7. Policy /Guard File.

# **JMRC LEAVE RULES, 2016**



**JAIPUR METRO**

**September, 2016**

**Jaipur Metro Rail Corporation Ltd.**

(A Govt. of Rajasthan Undertaking)

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur -302005

Website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in)

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**1. OBJECTIVE**

The objective of these rules is to –

- 1.1. Periodically afford mental and physical rest and relaxation to employees.
- 1.2. Grant freedom to employees from official duties during periods of their sickness, maternity, etc..
- 1.3. Provide time off to them for attending to essential personal tasks and family responsibilities.

**2. APPLICABILITY**

- 2.1. These rules shall apply to all employees of the Corporation, excluding probationer trainees to whom the provisions for leave mentioned in JMRC Recruitment Rules, 2012 shall be applicable during their period of probation. In case of probationer trainees, who get confirmed on completion of probation period, these rules shall apply from the date of confirmation or appointment in regular pay scale, with no benefit accruing for the period of probation.
- 2.2. In case of deputationists from various government departments/organisations, leave rules of their parent department shall be applicable, in general. However, these rules shall be applicable in case of deputationists also, in respect of:
  - (i) Casual Leave
  - (ii) Special Casual Leave
  - (iii) Special Disability Leave
  - (iv) Hospital Leave/ IOD (Injury on Duty) Leave
- 2.3. Leave allowable under 2.2 (iii) or (iv) in case of deputationists shall be limited to the remaining period of deputation.
- 2.4. Gazetted/ National Holidays and Restricted Holidays shall be allowed as may be decided and notified by management from time to time for different categories of staff.

### **3. GENERAL PRINCIPLES TO GOVERN GRANT OF LEAVE**

- 3.1. No kind of leave can be claimed as a matter of right. When the exigencies of service so require, the direction to refuse, postpone, curtail or revoke leave of any description or to recall from leave any employee already on leave, is reserved to the authority competent to grant it.
- 3.2. No leave can be availed without prior sanction of the competent authority. An employee compelled to absent himself from duty without prior sanction on account of unforeseen circumstances shall apply at the earliest possible opportunity for sanction of leave and the competent authority shall be free to grant the leave ex post or refuse it.
- 3.3. Competent authority for sanctioning of leave shall be according to Schedule IV of Schedule of Powers (SOP).
- 3.4. Unauthorized absence from duty, i.e., absence without prior sanction of leave, will render an employee liable to disciplinary action and attract the principle of 'no work no pay'. An authority competent to sanction him/her leave may, however, regularise his/her absence as leave with or without pay if he/she is satisfied that the absence was due to reasons beyond the employee's control.
- 3.5. An employee remaining absent after the expiry of sanctioned leave shall not be entitled to any leave salary for the period of such absence. The period of overstay shall be declared as unauthorised absence from duty and shall be treated as leave without pay, unless otherwise decided by the competent authority. An employee wilfully absenting from duty after the expiry of sanctioned leave shall also be liable to disciplinary action.
- 3.6. A holiday may be prefixed and/or suffixed to leave, but holidays intervening during the period of leave shall (except in the case of casual leave) count as part of leave.
- 3.7. Any kind of leave, other than Casual Leave, may be granted in

- combination with any other kind of leave.
- 3.8. An employee on leave shall not take up any other service or accept any other employment.
- 3.9. An employee before proceeding on leave shall intimate to the competent authority his/her address and contact phone numbers while on leave and shall keep the said authority informed of any change in the address/ contact numbers from time to time.
- 3.10. The nature of the leave cannot be altered, in general. However, this can be considered by the sanctioning authority depending upon justification.
- 3.11. The authority which granted the leave to an employee may commute retrospectively one kind of leave sanctioned into another kind of leave, which was due and admissible to him/her at the time of granting the leave, provided that request for commutation is submitted within a period of three months of expiry of the said leave.
- 3.12. 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 and any amount paid in excess shall be recovered or any arrears due to him/her shall be paid.
- 3.13. Prior permission to leave headquarters, if applicable, shall have to be obtained during the course of all kind of leave.
- 3.14. Leave will be granted after leave record/certificate is obtained from the office maintaining leave record.
- 3.15. Except in an emergency, applications for leave shall be made sufficiently in advance (normally seven days) of the date from which it is required, to enable arrangements to be made for handling the job of the applicant during the period of leave.
- 3.16. Applications for extension of leave, if required due to unavoidable circumstances, shall similarly be made well in advance of the expiry of leave already granted.
- 3.17. An employee on resuming duty after expiry of the sanctioned leave

(except the Casual Leave) will advise the date of resumption to the office maintaining his/her leave account.

- 3.18. If an employee intends to visit any foreign country during leave, Ex India Leave for such visit should be got sanctioned from the competent authority as per SoP.

#### **4. COVERAGE**

Following different kinds of leave can be availed by employees of JMRC:

##### **4.1 CASUAL LEAVE (CL)**

- 4.1.1. Casual leave may be granted to an employee upto a maximum of 15 days in each calendar year subject to limit of 5 days at any one time.
- 4.1.2. Gazetted/National or other holidays, or any weekly off, which immediately precede the period of casual leave or come at the end may be prefixed or suffixed to such leave, those falling within the period of casual leave will also not be counted as part of casual leave. However, casual leave cannot be granted in combination with any other kind of leave.
- 4.1.3. An employee joining service during the course of the year shall be entitled to avail Casual Leave as per following:
- (i) Upto 5 days for service of three months or less.
  - (ii) Upto 10 days for service of more than three months, but less than six months.
  - (iii) Upto 15 days for service of more than six months.
- 4.1.4. If the absence of an employee is extended beyond the limit laid down in this rule or if any of the conditions laid down in the rule is not fulfilled, the employee shall be treated as on leave without pay, for the entire period of his/her absence, unless otherwise directed by the competent authority.
- 4.1.5. Casual leave not availed in a calendar year shall lapse and shall not be carried over to subsequent calendar years.

4.1.6. The period of casual leave will be treated as period spent on duty.

## **4.2 SPECIAL CASUAL LEAVE (SCL)**

4.2.1. This leave, over and above the entitlement of 15 days of casual leave, may be sanctioned with the approval of Director concerned, in special circumstances as indicated below, for a total of not more than 30 days in a year in all:

- (i) Attendance in meeting of technical and scientific institutions.
- (ii) For undergoing sterilization operation under small family norms
  - 5 days for male employees,
  - 10 days for woman employees
  - 5 days for male employee whose wife undergoes sterilization operation
- (iii) Declaration/ imposition of curfew disrupting the transport system, etc.

4.2.2. Special Casual Leave may be combined with any other kind of leave (except C.L.). Holidays intervening during a spell of special casual leave will be counted as part of leave.

## **4.3 PRIVILEGE LEAVE (PL)**

4.3.1. Privilege Leave is the leave granted on full pay and allowances. It is credited to all eligible employees at the rate of 30 days in a calendar year. This will be done in advance; 15 days of privilege leave being credited on 1st January and 15 days on 1st of July, in each calendar half year.

4.3.2. During the half yearly period, in which an employee is appointed in regular pay scale (after completion of probation period, if any), credit of privilege leave will be at the rate of 2½ (two & a half) days for each month of service in a half year.

4.3.3. Similarly, during the calendar half year in which an employee resigns from service or is removed or dismissed from service or dies,

recalculation will be made for crediting leave for that half year at the rate of 2½ (two & a half) days for each completed calendar month up to the month in which he ceases to be in service.

- 4.3.4. The credit of 15 days privilege leave afforded in any calendar half year will be reduced by 1/10th (one tenth) of the period of extraordinary leave during the previous half year subject to a maximum of 15 days. For this purpose, fraction of a day below half will be ignored and that of half or more will be reckoned as one day.
- 4.3.5. The maximum privilege leave that can be granted at a time will be 120 days, but in case the privilege leave is taken for the purpose of undergoing treatment for T.B., leprosy or cancer or a mental disease in a recognised Sanitorium/ Hospital, the maximum period for which privilege leave can be taken shall be 300 days at a time.
- 4.3.6. The leave at the credit of an employee at the close of the previous half-year shall be carried forward to the next half year, subject to the condition that the leave so carried forward does not exceed the maximum limit of 300 days.

Provided that where the privilege leave at the credit of the employee on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 privilege leave on the first day of January or July shall be as per Clause 4.3.1. The leave account of such advance credited privilege leave shall be kept separately and against which privilege leave taken by an employee during the half year shall first be adjusted during that half year and balance, if any, shall be credited to the leave account at the end of the half year, subject to the condition that balance of such privilege leave plus privilege leave already at credit do not exceed the maximum limit of 300.

- 4.3.7. While affording credit, fractions of a day should be rounded off to the nearest number of days, e.g. 7½ (seven & a half) days to be rounded off as 8 days.

4.3.8. An employee on privilege leave will be paid leave salary equal to the pay, deputation pay, personal pay, etc., drawn by him/her immediately before proceeding on leave and perks, allowance including dearness allowance and special allowance applicable to that pay.

4.3.9. Privilege leave shall be credited to the account of the employee to the extent he/she does not avail joining time on out station transfer.

#### **4.4 HALF PAY LEAVE**

4.4.1. Half pay leave will be credited to all eligible employees at the rate of 20 days per year. However, in the first instance, 20 days, or whatever proportionately accrues at the rate of 20/365 of the days, will be credited at the end of the year after regular appointment/confirmation and then for the subsequent years, half pay leave will be credited on completion of the calendar year at the rate of 10 days in advance on 1st January and on 1st July of the year. A fraction of half a day or more will be rounded off to the next higher number, less than half a day being ignored.

Similarly, during the calendar year, in which the employee resigns from service or is removed or dismissed from service or dies, recalculation will be made and proportionate number of days of half pay leave calculated at the rate of 20/365 of the days of service during the year will be credited to the employee's half pay leave account.

4.4.2. During the period of extra ordinary leave (EOL), the employee will not earn any half pay leave. The half pay leave credit to him/her at the end of respective half year shall be reduced in proportion to the extra ordinary leave taken by him/her in that half year. For this purpose, fraction of a day below half will be ignored and that of half or more will be reckoned as one day.

4.4.3. There is no limit to the accumulation of half pay leave.

4.4.4. An employee on half pay leave will be entitled to leave salary equal to half of the pay, deputation pay, personal pay, etc, drawn by him/her immediately before proceeding on leave and dearness and other allowances applicable to that amount of pay.

#### **4.5 COMMUTED LEAVE**

4.5.1. Commuted leave is the leave granted to eligible employees on medical grounds or to enable them to pursue an approved course of study, i.e., a study accepted by the sanctioning authority to be in the Corporation's interest.

4.5.2. Commuted leave is granted by charging on the half pay leave account of the employee to the extent of double the amount of leave. The employee on commuted leave will thus draw leave salary to the same extent during commuted leave as in the case of privilege leave.

4.5.3. Except in case of hospitalisation as indoor patient, Commuted Leave may be granted only when the employee has no credit of privilege leave in his/her account.

4.5.4. Commuted leave will not be granted unless the sanctioning authority has reason to believe that the employee will return to duty on its expiry. On medical grounds, commuted leave will not be granted unless a certificate of hospitalisation or of sickness is obtained from a medical officer or institution authorised by the Corporation for the purpose. If the employee does not return to duty after expiry of the leave or the veracity of his/her sickness is not confirmed by the medical officer or institution authorised by the Corporation for the purpose, the commuted leave sanctioned will be treated as half pay leave and the excess amount drawn on leave salary will be recovered.

4.5.5. Leave on medical grounds wherever admissible will be granted only on the recommendation and certificate obtained from a medical officer or institution as authorised by the Corporation for this purpose. The leave sanctioning authority may sanction leave on

medical grounds as has been applied for upto a maximum of 3 days without production of medical certificate, if he/she is satisfied as to the genuineness of the request for leave.

4.5.6. An employee who is granted leave on medical grounds will be permitted to return to his/her duties only if he/her produces a certificate of fitness to resume duty, issued by the authorised medical officer who recommended his/her leave in the first place or any other authorised medical officer/Institution whose certificate is acceptable to the Corporation. Extant provisions of the Indian Railway Medical Manual, on resumption after leave on medical ground shall be applicable for employees under Operations & Systems Directorate.

4.5.7. If an employee falls sick outside Jaipur and cannot travel to Jaipur due to hospitalisation or otherwise the Corporation on its discretion will be free to depute the medical officer or a representative of medical institution authorised by it to travel outstation and examine the employee there to examine the employee and verify his/her sickness.

4.5.8. The maximum number of days of commuted leave that will be sanctioned for pursuing an approved course of study is 30 days (60 days of half pay leave to be commuted during the entire period of employment).

#### **4.6 EXTRA ORDINARY LEAVE (EOL)**

4.6.1. Extra ordinary leave may be granted in case of exigencies by the competent authority when no other leave is by rule admissible or on the application of an employee to regularise the period of his/her absence without leave. Extra Ordinary Leave is granted to an employee without any leave salary. Taking up any private employment during period of extraordinary leave will not be permissible.

4.6.2. When an employee fails to resume duty on the expiry of the Extra Ordinary Leave actually sanctioned to him/her, he/she shall be deemed to have resigned from the service of Corporation unless concerned Director (for non managerial staff) or the Managing Director (for managerial staff) determines otherwise in view of the exceptional circumstances of the case.

4.6.3. During the period of Extra Ordinary Leave, the date of next increment shall be as under:

- a. In case an employee availed EOL between 1<sup>st</sup> July to 30<sup>th</sup> June of the year for a period upto six months, he/ she will be entitled to next annual increment on 1<sup>st</sup> July of the next year.
- b. In case an employee availed EOL between 1<sup>st</sup> July to 30<sup>th</sup> June of the year for a period of more than six months, he/ she will be entitled to next annual increment on 1<sup>st</sup> July of the subsequent year. Meaning thereby that an employee is required to complete a minimum period of service of six month in a particular year.
- c. In case where an employee has availed EOL for a period of more than six months, but some of the period of the EOL availed is before 1<sup>st</sup> July and rest is after 1<sup>st</sup> July and any spell is not more than six months, in such cases, next date of increment shall remain unchanged even though the period of the EOL is continuously for more than six months.
- d. The EOL availed by an employee on medical ground shall count as duty for grant of next annual increment.
- e. For the aforesaid purpose 'year' shall mean the incremental year commencing from 1<sup>st</sup> of July and ending on 30<sup>th</sup> of June following.

4.6.4. The maximum amount of Extra Ordinary Leave (in addition to other leave) that can be granted at a time is 1 year.

#### **4.7 SPECIAL DISABILITY LEAVE**

4.7.1. Special disability leave may be granted to an employee to the maximum extent of 24 months, when he/she is disabled by injury

accidentally inflicted or caused by or in consequence of the performance of his/her official duties for the Corporation or in consequence of his/her official position in the Corporation.

4.7.2. Special disability leave will not ordinarily be granted unless the disability manifests itself within three months of occurrence of the event to which it is attributable and the person disabled acted to get relief from the disability with promptitude. However, under special circumstances departure from this rule can be made by MD for the reasons to be recorded in writing.

4.7.3. Leave salary, as for privilege leave, will be granted upto 120 days and as for the half pay leave for the remaining days of the leave. In later case, the employee will have an option to get average pay and in that case, half the period of such leave shall be debited to his/her privilege leave account. In the case of persons covered by the Employee's Compensation Act, 1923, the amount of leave salary payable for the special disability leave will be reduced by the amount of compensation payable under that Act. The amount of compensation received by the employee from the insurance company against the insurance policy taken by the Corporation, if any, will also be reduced from such leave salary.

4.7.4. The recommendation and the period of special disability leave should be certified by a medical officer or institution authorised by the Corporation.

4.7.5. Special disability leave is not charged against any other leave account but it can be combined with any other leave.

#### **4.8 HOSPITAL LEAVE**

4.8.1. Hospital leave is admissible to non-executive staff whose duty involves handling of dangerous machinery, heavy material, climbing on height, or the performance of hazardous task for medical treatment in a hospital or otherwise for illness or injury

directly due to injury suffered in the course of official duty.

4.8.2. Medical certificate from a medical officer or institution authorised by the Corporation is necessary for the grant of this leave. It may be granted for such period at a time as the authority granting the leave may consider it necessary.

4.8.3. Hospital leave may be combined with any other kind of leave due and admissible provided the total period of leave does not exceed 24 months. The leave salary for the first 120 days will be the pay last drawn and for the remaining period it will be equal to leave salary during half pay leave. Hospital leave is not to be debited to the leave account.

#### **4.9 MATERNITY LEAVE**

4.9.1. Female employees with less than two surviving children shall be granted maternity leave up to a period of 180 days from the date of its commencement. However, if there is no surviving child even after availing it twice, maternity leave may be granted on one more occasion. During such period, she will be entitled to leave salary equal to pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account, but such entry should be made in the service book separately.

NOTE: Maternity leave may also be granted to a female employee with less than two surviving children, in case of miscarriage including abortion either once or twice subject to total of six weeks during the entire service provided that the application for leave is supported by a certificate from a medical officer or institution authorized by the Corporation. However, maternity leave is not admissible in case of incomplete abortion.

4.9.2. Maternity leave may be granted on production of a certificate from a recognised hospital or authorised medical officer or institution. It can be availed even from 45 days before childbirth,

as per suitability of the employee.

- 4.9.3. Maternity Leave can be combined with any other kind of leave (except for Casual Leave).

#### **4.10 PATERNITY LEAVE**

4.10.1. Male employees with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife, i.e., 15 days before to three months after childbirth and if such leave is not availed of within this period, it shall be treated as lapsed. During the period of such leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be allowed in case of miscarriage, including abortion of the employee's wife.

4.10.2. This leave can be combined with any other kind of leave as in the case of maternity leave.

#### **5. ENCASHMENT OF PRIVILEGE LEAVE**

5.1. An employee can encash the Privilege leave available in his/her leave account once in a financial year within ceiling of 15 days (or as per rules applicable from time to time to the employees of Government of Rajasthan). An employee has to surrender his/her privilege leave to avail the benefit of leave encashment.

5.2. For the period of leave encashed, an amount equal to the total of Basic Pay plus Grade Pay & Dearness Allowance admissible on the date of application will be paid.

5.3. The amount payable for encashment of leave will not be reckoned as wages/salary for purpose of overtime, provident fund, bonus, etc.

5.4. No deduction other than income tax and Corporation's dues will be made from the amount payable on encashment of leave to an

employee.

- 5.5. Employee should have atleast 30 Privilege leaves in their account even after encashment of leave.

## **6. RECALL FROM LEAVE**

- 6.1 In case the sanctioning (or higher) authority finds it necessary to recall an employee to duty before the expiry of the sanctioned leave, the employee shall return from leave to duty. If he/she is availing of his/her leave outside his/her headquarters, then he/she shall be eligible to be paid the cost of travel and other allowances as applicable for tours on duty from the time of the commencement of his/her journey and till his/her return to the headquarters and the period of leave not availed of shall be restored to his/her account. However he/ she is entitled to be treated as on duty from the date on which he/ she starts for the station to which he/ she is ordered but he/ she will be entitled to get leave salary until he/ she joins his/ her post.

## **7. PROCEDURE FOR AVAILING LEAVE BY EMPLOYEES**

The procedure for availing leave by employees is laid down as under:

- 7.1. An application is to be submitted in the prescribed format appropriate to the kind of leave applied for, as per annexure-I, II or III. Application for encashment of leave will be made in the format prescribed in Annexure- IV.
- 7.2. Employee should proceed on leave/ leave Headquarters, only after obtaining sanction from his/her controlling officer/ authority competent (as per Schedule IV of SOP) to sanction the leave, failing which period of absence will be treated as unauthorized absence, amounting to 'break in service', and leading to no work no pay and disciplinary action.

7.3. In case of personal emergency, employee can avail CL with telephonic permission from his/her controlling officer to be followed by written application on resumption of duty. In such cases, reason of emergency must be provided with proof.

7.3.1. In case of sickness, employee will immediately inform his/her controlling officer over telephone and if his/her sickness is likely to last for more than 3 days, employee will send/ produce "Sick Certificate" within 24 hours of his/her sickness to his/her controlling officer, failing which the employee will be treated as 'ABSENT' and the period will be marked as Leave Without Pay or EOL. The sickness certificate issued by a medical officer or institution authorised by the corporation shall be accepted. In case of outstation the Corporation on its discretion will be free to depute the medical officer or a representative of medical institution authorised by it to travel outstation and examine the employee there to examine the employee and verify his/her sickness.

7.4. If an employee remains absent on medical grounds for more than 15 days at a stretch or frequently (more than 3 times in a year) and the reason given is unsatisfactory/ unconvincing, the employee may be directed to a medical officer or institution authorised by the corporation for second medical opinion and their judgment on veracity of the sickness certificate.

## **8. INTERPRETATION AND RELAXATION**

8.1. The decision of the Managing Director of the Corporation, on all interpretations of these Rules, will be final. He may also relax any of the provisions of these Rules in individual cases of hardship for reasons to be recorded in writing.

**9. COMMENCEMENT**

These rules shall be deemed to have come into force from the date the JMRC Recruitment Rules, 2012 came into force i.e., w.e.f. 12<sup>th</sup> September, 2012.

**ANNEXURE- I****JAIPUR METRO RAIL CORPORATION****APPLICATION FOR CASUAL LEAVE (CL)**

1.	Name of applicant	
2.	Post held	
3.	Dept. and Directorate	
4.	Employee ID	
5.	No. of days of CL applied for and duration of CL	
6.	Sunday and holidays, if any, proposed to be prefixed/suffixed to leave or availed in the course of leave	
7.	Reason/ ground on which leave is applied for	
8.	Whether Leaving HQ	Yes/ No
9.	Casual Leave due as per employee's self record.	Yes (..... C.L. due)

1. It is certified that C.L. requested is due to me.
2. Leave Address - (If leaving H.Q.)  
& contact Nos.
3. It is requested to grant permission to leave headquarters for period –  
from \_\_\_\_\_ to \_\_\_\_\_

Signature of applicant  
(With date)

4. Remark and/or approval by the sanctioning authority.

Signature/Designation (Sanctioning Authority)



**ANNEXURE- II**

**JAIPUR METRO RAIL CORPORATION**

**APPLICATION FOR LEAVE (Other than CL and Ex. India Leave)**

Name.....

Emp. Id. ....

Designation..... Div/ Office.....

S. No.	Kind of leave	From	To	No. of Days

Reason / Justification for leave.....  
.....

Address during leave & contact Nos.  
.....  
.....

**Signature of the Employee**  
Date.....

1. The applicant has..... (PL) & ..... (HPL) at his/her credit.
2. The applicant (Deputationist) has so far availed (PL)&(HPL)days of leave after joining JMRC.

**HR Deptt**

**Sanctioned/Not Sanctioned.**

Name.....  
Designation.....

(Sanctioning Authority)

Forwarded to HR Dept. for necessary action.

**ANNEXURE- III****JAIPUR METRO RAIL CORPORATION****APPLICATION FOR EX-INDIA LEAVE**

1.	Name, Designation & Employee Id.	:	
2.	Date of Birth	:	
3.	Date of appointment to the Present post	:	
4.	Whether post held in personal or in a regular capacity	:	
5.	Name(s) of city (ies)/ country (ies) proposed to be visited	:	
6.	Purpose of visit	:	
7.	Address & contact numbers during leave	:	
8.	Nature & period of leave	:	
9.	Proposed duration of the visit	:	
10.	How the expenditure on the visit abroad will be met	:	
11.	Details of previous visits abroad, if any	:	

**UNDERTAKING**

I undertake that I will return to India on the expiry of my leave and will not accept any job or join any course of study during the period of my stay abroad, failing which I will be liable to disciplinary action under rules of the Corporation.

**Place :**  
**Date :**

**Signature of applicant**



**ANNEXURE- IV**

**JAIPUR METRO RAIL CORPORATION**

**APPLICATION FOR ENCASHMENT OF PRIVILEGE LEAVE FOR  
FINANCIAL YEAR \_\_\_\_\_**

**(TO BE SUBMITTED IN DUPLICATE)**

- 1. Name \_\_\_\_\_
- 2. Employee Id. \_\_\_\_\_
- 3. Designation: \_\_\_\_\_
- 4. Basic pay (Pay + GP): \_\_\_\_\_
- 5. Dept./ Office : \_\_\_\_\_

Please sanction me Privilege leave for ..... days. I have not availed encashment facility during this financial year.

**Date :** .....

**Signature of the employee**

Sanctioned subject to eligibility. The employee has been sanctioned ..... days privilege leave/refused ..... days leave from ..... to ..... due to .....

**Dated:** .....

**Signature & Designation**  
(Sanctioning Authority)

**Forwarded to:** HR Deptt.

Applicant is having ..... days of Privilege Leave at his/her credit. As per rules, he/she is allowed to encash ..... days as requested. Necessary entry in this respect has been made in the leave record/ service book. Forwarded to Sr. EO (Accts.) for arranging payment.

**Dated:** .....

**Signature & Designation**

HR Cell

**Forwarded to:** Sr. EO (A/CS)

(FOR ACCOUNTS OFFICE RECORD)

- No. of days of Privilege leave encashed \_\_\_\_\_
- Rate of pay \_\_\_\_\_
- Amount due to be paid \_\_\_\_\_
- Income Tax & recoveries, if any \_\_\_\_\_
- Net amount payable: - in Figures Rs. \_\_\_\_\_
- in Words Rs. \_\_\_\_\_

Entered in the Leave encashment register for the financial year .....

## **End of the Document**

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