



National Highways & Infrastructure Development Corporation Limited
(A Public Sector Undertaking under the Ministry of Road, Transport & Highways, Govt. of India)

PTI Building, 3rd Floor,
4, Parliament Street,
New Delhi-110001

NHIDCL/HQ/Misc/Leave/HR/2016-17/9

Dated: 2nd November, 2016.

OFFICE MEMORANDUM

Subject: Delegation of Powers for Sanctioning of Leave in NHIDCL.

As per the existing Office Order No. NH/HR/1 dated 01.01.2015 on Delegation of Powers to MD, NHIDCL / Director (F&A), the powers for sanctioning of leave has been delegated as under :

Sl. No.	Nature of Power	To whom delegated	Extent of Delegation
1.	Grant of Leave except Study Leave	Managing Director	Full Powers
		Director (Admin/Fin)	Full Powers below the level of Manager
2.	Grant of CL/Special CL/RH	Managing Director	Full Powers
		Director (Admin/Fin)	Full Powers up to DGM
3.	Grant of Study Leave	Managing Director	Full Powers

- As may be seen from the above, MD, NHIDCL and Director (A&F) have been designated as the Competent Authority to sanction all kinds of leave for all categories of Officers & Staff. However, it has been reported that the HR Division is receiving a number of applications which are not submitted initially for approval of the Competent Authority and the Officers sometimes proceed on leave without the knowledge and approval of the Competent Authority. Further, it has been observed that Officers and staff are applying for leave on 'Whatsapp' and the same is not applied for in the prescribed proforma even after availing of the leave. In some cases even the nature and duration of leave is not mentioned on the 'Whatsapp'. Consequent to the non-receipt of leave application in the prescribed format, HR Division is unable to maintain the leave record of Officers and staff properly. This is serious lapse on the part of Officers & Staff of NHIDCL. Further, due to the increase in the Staff strength of NHIDCL, it may not be feasible to submit the leave applications of all categories of Officers & Staff to Director (A&F) and MD, NHIDCL respectively.

3. In view of the above, it has been decided to delegate the powers of leave sanctioning authority to Officers up to GM Level as under:

Sl. No.	Types of Leave	For Officers up to the levels of Manager- The Competent Authority	For Officers at Dy.GM & GM Levels- The Competent Authority	For Officers at ED & Director Levels- The Competent Authority
1.	Grant of Leave except Study Leave	GM concerned	Director (A&F)	MD, NHIDCL
2.	Grant of CL / Special CL / RH	GM concerned	Director (A&F)	MD, NHIDCL
3.	Grant of Study Leave	MD, NHIDCL	MD, NHIDCL	MD, NHIDCL

4. Further, while 'Whatsapp' may be used by the Officers and staff for intimating their leave or absence to the Controlling Officer in case of urgency and where it was not possible for them to get the leave sanctioned prior to preceding on leave, these may be got approved by the respective Authorities as per the format prescribed. **All leave applications (EL/ HPL/ RH & CL) of the Officers & Staff may be forwarded to the HR Division after obtaining the approval of the Competent Authority prescribed in para-03 above. Applications for Earned Leave, Half Pay Leave and Commuted Leave may be applied in the prescribed proforma well in advance and may be got approved before proceeding on leave. After expiry of the regular leave, proper joining report along with documents, if any, should be submitted to HR Division through GM/ ED concerned.**

5. All Officers and Staff are requested to comply with the above Guidelines. HR Division is being instructed to return the Leave applications of Officers and staff who do not comply with the Guidelines, in future.


(Sanjay Jaju)
Director (A&F)

All Officers & Staff of NHIDCL.

Separate copies to:

ED-I, ED-II, ED-III & ED-IV.

All GMs / Dy.GMs / Managers in HQrs & Branch Officers.

GM (HR), GM (Fin.)- For necessary action.

I.T Cell - for uploading on E-Access and Notice Board of NHIDCL Website.