

Sub :- Leaves -- Simplified Procedure		
Sr. No.	Existing Procedure	New Procedure
Stage-1 At Division Office (XEN Level)		
1.	Applicant submits his/her application to Sub Division Office.	<p>(A) For Casual/Restricted/Station Leave:-</p> <p>1. Employee himself/herself will apply the leave online from his login ID to the concerned DDO/Head of branch.</p> <p>2. DDO/Head of branch will approve/reject the leave on the portal.</p> <p>(B) Types of Leaves other than CL/RL/SL: -</p> <ol style="list-style-type: none"> 1. Earned Leave 2. Medical Leave 3. Ex-India Leave 4. CCL 5. Maternity Leave 6. Paternity Leave. 7. EOL (without pay Leave) 8. Half Pay Leave 9. Study Leave 10. Quarantine Leave 11. Sports Leave 12. Adoption Leave 13. Abortion/Miss carriage leave <p>1. Employee himself/herself will apply the leave online to the concerned DDO/Head of branch.</p> <p>2. DDO/Head of branch according to the category of leave will forward it to the Leave Manager.</p> <p>3. A leave manager (Senior assistant to be designated by CE/HQ) at Head office will examine the case online and send it to the CE/HQ for online approval.</p> <p>4. (a) CE/HQ will approve/reject the leave online or will send the case to the Principal Secretary online. (If approval at the Government level is required). If approval of Principal Secretary is not required, then CE/HQ will decide.</p> <p>4. (b) Principal Secretary will approve /</p>
	Sub Division Office forwards the application to Division Office.	
2.	In Division Office, Superintendent marks the application to Diary Clerk.	
3.	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
4.	Letter is delivered to marked assistant.	
5.	Assistant deals the letter in concerned file and marks the file to Superintendent.	
6.	Superintendent forwards the file to XEN of Division.	
7.	XEN approves file and down marks to Superintendent.	
8.	Superintendent down marks the file to Assistant.	
9.	Assistant makes a draft and send the file to Superintendent for Sign.	
10.	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
11.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
12.	Dispatch clerk either posts or send the letter through dak runner to Circle Office.	
Stage-2 At Circle Office (SE Level)		
13	SE marks the letter to Superintendent.	
14	Superintendent marks the Letter to Diary Clerk.	
15	Diary Clerk registers the letter in Diary Register and assigns a Diary Number.	
16	Letter is delivered to marked assistant.	
17	Assistant deals the letter in concerned file and marks the file to Superintendent.	
18	Superintendent marks the file to SE.	
19	SE gives approval to send the letter	

	to HO and down marks the file to Superintendent.	reject the leave.
20	Superintendent down marks the file to Assistant.	5. Automatically the Sanction regarding the action taken will be generated online by the system. Copy of the sanctioned letter will be sent to the following: - I) Applicant II) DDO/In- charge.
21	Assistant makes a draft and send the file to Superintendent for Sign.	
22	Superintendent signs the Draft and down marks the file to Dispatch Clerk.	
23	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
24	Dispatch clerk either posts or sendsthe letter through dak runner to HO.	
Stage-3 At Head Office (CE Level)		
25	In CE office, letter is received in Issue & Receipt Branch.	
26	Issue and Receipt branch forwards the letter to concerned branch.	
27	Concerned branch Superintendent marks the letter to diary clerk.	
28	Diary Clerk registers the letter in diary register and assigns a diary number.	
29	Letter is delivered to corresponding assistant.	
30	Assistant marks the letter to Clerk.	
31	Clerk puts up the letter in concerned file and marks the file to assistant.	
32	Assistant examines and deals the file.	
33	Assistant marks the file to Superintendent.	
34	Superintendent marks the file to AO-2.	
35	AO-2 forwards the file to XEN/HQ.	
36	XEN/HQ forwards the file to CE/HQ.	
37	CE/HQ gives the approval and down marks the file to XEN/HQ.	
38	XEN/HQ down marks the file to AO-2.	
39	AO-2 down marks the file to Superintendent.	
40	Superintendent down marks the file to Assistant.	
41	Assistant down marks the file to Type Clerk.	
42	Type Clerk types the draft and	

	marks the file to assistant.	
43	Assistant checks the draft and forwards the Draft to Superintendent.	
44	Superintendent forwards the draft to AO-2 for sign.	
45	AO-2 signs the Draft and down marks the file to Superintendent.	
46	Superintendent marks the file to Dispatch Clerk.	
47	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
48	Dispatch clerk send the sanctions to Issue and Receipt branch and marks the file back to corresponding assistant.	
49	Issue and Receipt either post the sanctions or sends through the dak runner to corresponding office.	
Stage-4 At Government Level (Secretary Level)		
50	Letter of HO is received in concerned Branch of Secretariat.	
51	Letter is marked to the Superintendent.	
52	Superintendent marks the letter to Senior Assistant.	
53	After diarized, Senior Assistant puts the file to Superintendent.	
54	Superintendent again puts up the file to concerned Officer who signs the sanction letter.	
55	File is down marked to Superintendent and Senior Assistant.	
56	Senior Assistant marks the file to Dispatcher who dispatches letter.	
57	Letter is received in HO.	
58	In HO same procedure is re iterated.	