

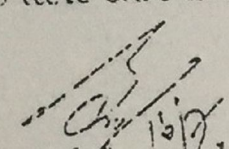
CIRCULAR

Sub.:- Issue of granting of maternity leave to Class II female employees

It is observed that from some of the O&M Zones the cases of granting of Maternity Leave to the Class II female employees are being sent for approval of Chief General Manager (T/E) as a Appointing Authority, however in remaining Zones the case are being finalized under the provision of IXth Schedule of M.S.E.B. Employees' Service Regulations and are being granted at the level of normal leave granting authority.

With a view to have uniformal action, the issue is examined and it is hereby clarified that the cases of Maternity Leave to all female employees shall be finalised by the authorities competent for granting L.A.P. and H.A.P. to the concern employee, and such proposals need not be sent to the Corporate Office, Mumbai hereafter.

The Zonal In-Charges are therefore requested to take care accordingly.


Chief General Manager (T/E)