

**JODHPUR VIDHYUT VITRAN NIGAM LIMITED**

No.JdVVNL/MD/Secy.(Admn.)/Ju/S.Estt./F. 100. 475 /D. 934

Dated 27/10/08

**ORDER****Sub:- Restrictions on converting availed Casual Leave into Privilege Leave.**

The Coordination Committee in its 122<sup>nd</sup> meeting held on 23<sup>rd</sup> Sept., 2008, has accorded its approval to issue instructions as per circular dated 12.08.2008, issued by the Department of Personnel, Govt. of Rajasthan regarding restriction on conversion of availed Casual Leave into Privilege Leave.

It has been observed that after availing Casual Leave from time to time, the employees request for converting the availed Casual Leave into Privilege Leave with the recommendations of the concerned Head of Department. But according to the service Rules, there is a difference in Casual Leave and Privilege Leave. The Casual Leave is availed by the employee for his immediate personal works, while Privilege Leave is taken by the employee with prior approval and sanction of the competent authority. Therefore, it is enjoined upon all concerned, not to forward the proposals for conversion of availed Casual Leave into Privilege Leave, as a matter of routine.

However, in case of extra-ordinary circumstances only, such requests be forwarded mentioning the reasons thereof.

By order

27/10/08  
Secretary (Admn.)  
JdVVNL, Jodhpur.

Copy to the following for information and necessary action:

1. The Director (Finance), JdVVNL, Jodhpur.
2. The Chief Engineer (C&P\O&M), JdVVNL, Jodhpur/Bikaner.
3. The Dy. Chief Engineer (MM&C\Civil), JdVVNL, Jodhpur.
4. The Zonal Chief Engineer (JZ), JdVVNL, Jodhpur.
5. The Chief Accounts Officer, JdVVNL, Jodhpur.
6. The Superintending Engineer ( ), JdVVNL,
7. The T.A. to Managing Director, JdVVNL, Jodhpur\ Jaipur.
8. The Addl. Superintendent of Police (Vig.), JdVVNL, Jodhpur.
9. The Company Secretary, JdVVNL, Jodhpur.
10. The Dy. Director Personnel (HQ\ JZ\ BZ), JdVVNL, Jodhpur\ Bikaner.
11. The Sr. Accounts Officer ( ), JdVVNL,
12. The Executive Engineer ( ), JdVVNL,
13. The Personnel Officer ( ), JdVVNL,
14. The Accounts Officer ( ), JdVVNL,
15. The Assistant Engineer ( ), JdVVNL,
16. The Public Relations Officer ( ), JdVVNL,

27/10/08  
Personnel Officer (Estt.)  
JdVVNL, Jodhpur.