

महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

निगम कार्यालय

MAHANAGAR TELEPHONE NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

CORPORATE OFFICE



No: MTNL/CO/Pers/R&E/1(89)/2005/Pt./392

Dated: 9.5.06


OFFICE ORDER

In supersession of the Office Orders no.MTNL/CO/GM(Pers)/Misc/2004 dated 25.2.04 and 16.9.04, it has been decided, by the Competent Authority, that Trainees and Probationers, working in MTNL, shall henceforth be allowed the following kinds of leave to the extent indicated below.

Casual Leave	12 days
Restricted Holidays	02 days
Medical Leave	10 days (supported by a certificate / fitness from a RMP)
Maternity Leave	90 days (subject to entitlement)
Earned Leave	a) During Training Period – E/L is not permissible. b) During Probation Period – 30 days EL may only be accrued but not availed during probation. However, EL may be granted in very exceptional circumstances only with the prior approval of Sanctioning Authority. If more than 15 days of EL is availed, then the same will result in extension of the probation period proportionately.

The leave as indicated above shall be separately accounted for the period of training and probation and shall be allowed on proportionate basis, with reference to the date of joining the Company as Trainee/Probationer. Unavailed Medical Leave shall lapse at the end of the Training/Probation period respectively.

Any other type of leave/absence during the training/probation period shall result in extension of their training/probation. Similarly, maternity leave period availed by trainees/probationers shall also result in extension of the training/probation period. There will no longer be any nomenclature called Commuted Leave for trainees/probationers.


(Nisha Kamra)
Manager (Pers)

Copy to:

1. CMD
2. Dir (HR)/ Dir (Fin)/ Dir (Tech), MTNL Corp.Office
3. ED Delhi/Mumbai
4. ED (O), MTNL Corp.Office
5. CGM, CETTM (Powai)
6. CVO, MTNL C.O.
7. GM (Admn.), MTNL Delhi/Mumbai/ GM (HR), MTNL CO
8. GM (Fin.), MTNL Delhi/Mumbai
9. DGM (Accounts)/ DGM (Finance)/ DGM(HR), MTNL C.O.
10. DE(R&E), MTNL Corp.Office
11. DE (Admn), MTNL C.O.- for display on Notice Board
12. Policy Manual