

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**

F.1(2)FD/Rules/2006 Pt-I

Jaipur, dated:

06 JAN 2020

MEMORANDUM


Subject :- Regarding successful completion of period of probation by probationer-trainee and grant of pay in the pay scale / running pay band of the post.

In partial modification of Finance Department memorandum of even Number dated 11.06.2014, powers are delegated for grant of extraordinary leave to probationer trainee in place of existing provisions contained in para 2 and 3 of aforesaid Memorandum as under:-

s. No	Period of Extraordinary Leave	Authority competent to grant EoL
1	Upto one month	Appointing authority
2	Beyond one month in exceptional and unavoidable circumstances	Administrative Department

The powers for grant of extraordinary leave to probationer trainee shall be subject to observation of following guidelines:-

1. Prior sanction of extraordinary leave shall be pre-requisite in all such cases.
2. No extraordinary leave be sanctioned for study purpose and for preparing competitive examination.
3. Extraordinary leave shall be granted up to one month by appointing authority on reasonable grounds. Extraordinary leave beyond one month shall be granted in exceptional and unavoidable circumstances, related to medical urgency.
4. In case of extraordinary leave applied for critical illness of self, wife/husband, mother, father and children, extraordinary leave can be sanctioned on the basis of certificate of authorized medical attendant.
5. Those who proceed on extraordinary leave without prior sanction shall be treated as cases of wilful absence and liable to disciplinary action.
6. If anyone remains absent without getting prior sanction for extraordinary leave or in cases where absence is due to higher study / preparing for competitive examination, the period of absence shall be treated as dies non and the same shall not be countable for any purpose.
7. In all cases where extraordinary leave period is exceeding one month, the probation period shall be extended for the entire period of extraordinary leave.


31/1/2020

(Hemant Gera)

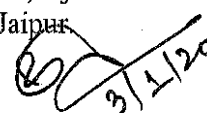
Secretary to the Government,
Finance (Budget)

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6. Director, Treasuries & Accounts, Rajasthan, Jaipur
7. Director, Pension and Pension Welfare Departments, Rajasthan, Jaipur
8. Deputy Director (Statistics), Chief Ministers Office.
9. Director, Information and Public Relations, Rajasthan, Jaipur
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3. Secretary, Rajasthan Public Service Commission, Ajmer.
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(Suresh Kumar Verma)
Joint Secretary to the Government

(R S R - 2/2020)