



# DELHI TRANSCO LTD.

A GOVT. OF NCT OF DELHI UNDERTAKING

बिस्वी बांको विमिडे  
महाप्रबन्ध (पु. प्री.)  
633  
REGD. OFFICE: SHAKTI SADAN,  
KOTLA ROAD, NEW DELHI-110002.  
HR-POLICY SECTION, 6<sup>TH</sup> FLOOR,  
SHAKTI SADAN. TEL.23230152.

No.F.DTL/108/24/08-HR(Policy)/ 291

Dated: 18/6/08

## OFFICE ORDER

**Subject: Online Sanction of Leave in the MIS System – req.**

In order to implement the first module of MIS reg. automation of Employee Payroll – Personnel – Finance domain in DTL and make salary processing and allied activities online, it has been decided that procedure reg. sanction of leave in the MIS system will be as under:

### Procedure:

1. An employee will have to get his leave sanctioned in advance. If not possible, the employee will have to apply and get the leave sanctioned within five working days after availing leave, failing which he/she will be treated as absent.
2. At the end of each month, absentee report will be generated by the system and will be available to all Head of Departments i.e. General Managers, online. The GMs concerned can regularize the absentee of an employee by sanctioning his/her leave but only for that particular month.

### Conditions:

- (i) After the leave is sanctioned, it will be automatically included in attendance report and leave record for salary calculation.
- (ii) Record section will get quarterly print of the employees leave record and will paste it in the service book.
- (iii) Work flow chart regarding existing and proposed leave sanction procedure are enclosed as Annexures I & II.

This office order supersedes all the existing instructions on the subject.

This issues with the approval of the competent authority.

Encl: As stated

*(Signature)*  
18/6/08  
(R.K.VERMA)

**ASSTT.MANAGER(HRP)**

### Copy to:

1. OSD to CMD.
2. Dir(HR)/Dir(Oprs.)/Dir(Fin.).
3. All GMs/DGMs.
4. All Sectional/Departmental Heads.
5. Office order folder of HRP Section.

*Mgr (IT)*  
*Sh Bansal to load on DTL website*  
*S Kaushal*  
*20/6*

### EXISTING LEAVE APPLY AND SANCTION PROCEDURE WORKFLOW



