

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Government of India Enterprise)
CORPORATE OFFICE

Ref. No./ IR/CO/Spl. Leave/Union/06

Date:16.5..2006

OFFICE ORDER

In supersession of all earlier Orders issued on the subject of Special Casual Leave to the Office Bearers of the Unions, the benefit of Special Casual Leave to the Office Bearers of the registered Trade Unions/ Associations registered under the Trade Union Act,1926 shall be allowed hereafter as laid down hereunder :-

1. SPECIAL CASUAL LEAVE TO CENTRAL EXECUTIVE COMMITTEE MEMBERS OF THE UNION :-

The Special Casual Leave for 20 days would be allowed to the Central Executive Committee/Central Council Members of the registered Trade Unions during a calendar year subject to the following conditions:-

- a. That the Special Casual Leave for 20 days would be sanctioned to One Office Bearer of Central Executive Committee/Central Council on the strength of every 33 members (workmen) of the respective Union. The number of Office Bearers of the Central Executive Committee/ Central Council of the Union to be sanctioned Special Leave shall depends upon the strength of the members / Workmen of the respective Unions as per the above criteria.
- b. The Special Casual Leave for 10 days would be sanctioned for two Central Executive Committee/Central Council Members who are not qualifying the above criteria of members (workmen) strength. The list to whom Special Casual Leave to be allowed may be submitted by President/Vice President/General Secretary of such Union to the Management.
- c. The Special Casual Leave shall exclusively be permissible to the Office Bearers of Central Executive Committee/ Central Council of Union to attend Central Council/ State/ National level meetings of the respective Trade Union Organization/Regional Conference provided Notice/ intimation for calling such meetings shall be sent to the Management prior or after such meetings by the President / General Secretary of the concerned Union.

2) SPECIAL CASUAL LEAVE TO THE BRANCHES OF UNIONS:

- a) The Special Casual Leave will also be sanctioned for 10 days to one Office Bearer/Executive Member at Units/ Branch Level of the Union on the strength of 33 Members (Workmen).

- b) The number of members/ (Workmen) of Union at Units/Branch Level happens to be more than 33 but less than 65, in such case, the Special Casual Leave will be allowed to Two Office Bearers of such Unit/Branch of the Union.
- c) The Special Casual Leave shall exclusively be permissible to the Office Bearers at Unit/Branch Level to attend Central Council/ State/ National level meetings of the respective Trade Union Organization/Regional Conferences provided Notice/Intimation for calling such meetings shall be sent to the concerned Unit Officer/Zonal Manager prior or after such meetings by the concerned Branch President /Branch Vice President/ Branch Secretary.
- d) Special Casual Leave will also be permissible for attending meetings at Sites/Sector Office/Regional Offices/Corporate Office if management calls for meeting

Chairman & Managing Director will be the Competent Authority to sanction Special Leave for CEC and Zonal Manager will be the Competent Authority to sanction Special Leave at Branch level.

All Unions shall submit their Constitution a fresh as well as list of Office Bearers (Central Executive Council) latest by 31st March of every year to IR Division at Corporate Office. The list of all Office Bearers at Branch level shall also be submitted latest by 31st March of every year to concerned Unit Officers/Zonal Managers in order to consider the cases of Special Casual Leave. In case, the list of Office Bearers is not submitted by the respective Unions in time, the cases for Special Casual Leave may not be considered by the Management.

The above will come into force with immediate effect.

This is issued with the approval of the competent Authority.

Sd/-
(K.V. SIVAKUMAR)
Sr. DY. MANAGER (P&A)

Copy to :

- 2. All GMs/ZMs/AGMs/UOs, NPCC Limited, with a request to circulate the same among the Units under their administrative control.
- 3. SPS to CMD, NPCC Limited,
- 4. General Secretaries of Unions/Associations, NPCC Limited.