

## EAST COAST RAILWAY

Office of the  
Principal Chief Commercial Manager  
Rail Sadan, Chandrasekharpur  
Bhubaneswar-751017

Dtd. 27.08.2019

No. PCCM/114/PNM/Pt.VIII/19-20/2008

To,  
Sr.DCM/KUR, WAT & SBP  
East Coast Railway

Sub: Uniform Policy for sanctioning of leave for field staffs of Commercial Department working over ECoR.

It is observed that Leave Sanctioning Authority varies from station to station without following a uniform policy. In order to bring out uniformity in sanctioning of leave for field staff of Commercial Department, the following instructions shall be followed at all stations over ECoR.

**1. In erstwhile A1, A & B category station:**

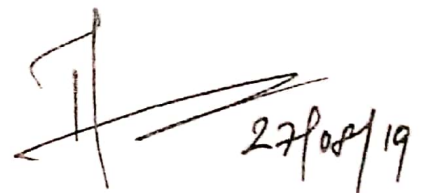
- CL/LAP upto 14 days shall be sanctioned by Unit In-Charges i.e. CBS/CRS/CTI on the availability of relieving staff under their control. Otherwise, the application shall be forwarded to SMR/Comml. or Sectional CMI for sanction.
- The application for leave beyond 14 days shall be forwarded to Divisional HQ by Unit In-Charge under intimation to Sectional CMI.

**2. In erstwhile D & E category stations:**

- Station Manager(SMR) shall sanction CL/LAP upto 14 days in consultation with Sectional CMI.
- The application for leave beyond 14 days shall be forwarded to Divisional HQ by SMR under intimation to Sectional CMI.

This has the approval of PCCM/ECoR.

Sr. DCM  
DCM  
ACM(Chg.)  
ACM (Fl.)  
ACM (TC)



(J.L.Jena)  
Dy.Chief Commercial Manager(PS)

*27/8*

*Smt. S. Mohapatra*