

### EMPLOYEE CHARTER

S.No.	ITEM	Number of Days.
1.	<b>Redressal of Grievance</b>	
a)	Promotion	45
b)	ACP/MACP	45
c)	Seniority	30
d)	Regularization of Suspension Period	30
2.	<b>NOC (Including 10 days for VCR)</b>	
a)	Foreign Tour	21
b)	Interview/Deputation/Forwarding of applications	21
c)	Higher Studies	10
d)	Passport	21
3.	<b>Retirement Benefits (Pension, Commutation, Gratuity &amp; Leave Encashment)</b>	
a)	Death/VRS/Resignation	60
b)	Normal Retirement	On Date of Retirement
4.	<b>Intimation of Movable &amp; Immovable Property</b>	15
5.	<b>Sanction of Leave</b>	
a)	Casual Leave	Same Day
b)	LAP/Child Care Leave/Maternity/Other kind of Leave	07
c)	Ex. India Leave (i/c 10 days for VCR)	21
6.	<b>Issue of Seniority List</b>	Once Every Year
7.	<b>Viewing of Service Record by Employee</b>	Once Every Year
8.	<b>Acceptance of Resignation</b>	30
9.	<b>Acceptance of Voluntary Retirement</b>	90
10.	<b>Change of Address</b>	07

**By order Commissioner (Personnel)**