

**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED
IT BUSINESS GROUP, VELLAYAMBALAM**

HUMAN RESOURCE DEPARTMENT

ITBG/HRD/2016

27.05.2016

CIRCULAR

It is observed that many employees are not applying leave on time and the leave forms are submitted only after the publishing of LWP statement. All are hereby directed to apply leave on the preceding date of leave and in case of emergency, the leave shall be submitted on the date of rejoining duty. Late applications will not be accepted by HR department and LWP will not be reimbursed on submission of leave. Leave applications which are received after the 5th day of every month will not be accepted in HR department under any circumstances. The attendance statement of employees working in other locations of ITBG shall be forwarded by respective Section Heads before 5th day of every month. It is also noticed that employees are availing LWP when they have leave balance in credit. Section Head should ensure that the LWP is sanctioned only after the exhaustion of all type of eligible leaves in Employee credit.


CHIEF GENERAL MANAGER