

**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(RULES DIVISION)**

**MEMORANDUM**

No. F. 1(2)FD/Rules/2006-I

Jaipur, dated : **F 8 AUG 2019**

**Sub:- Regarding successful completion of period of probation by probationer-trainees and grant of pay in the pay scale / running pay band of the post.**

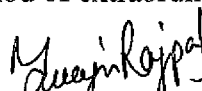
In partial modification of Finance Department Memorandum of even number dated 11.06.2014, powers are delegated for grant of extraordinary leave to probationer trainee in place of existing provisions contained in para 2 and 3 of aforesaid Memorandum as under:-

S. No	Period of Extraordinary Leave	Authority competent to grant EoL
1	Upto one month	Appointing authority
2	Beyond one month in exceptional and unavoidable circumstances	Administrative Department

The powers for grant of extraordinary leave to probationer trainee shall be subject to observation of following guidelines:-

1. Prior sanction of extraordinary leave shall be pre-requisite in all such cases.
2. Those who proceed on extraordinary leave without prior sanction shall be treated as cases of wilful absence and liable to disciplinary action.
3. In case of extraordinary leave applied for critical illness of self, wife/husband, mother, father and children, extraordinary leave can be sanctioned on the basis of certificate of authorized medical attendant.
4. Extraordinary leave shall be granted in exceptional and unavoidable circumstances, related to medical urgency.
5. No extraordinary leave be sanctioned for study purpose and for preparing competitive examination.
6. If anyone remains absent without getting prior sanction for extraordinary leave or in cases where absence is due to higher study / preparing for competitive examination, the period of absence shall be treated as dies non and the same shall not be countable for any purpose.
7. In all cases where extraordinary leave period is exceeding one month, the probation period shall be extended for the entire period of extraordinary leave.

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(Manju Rajpal)

Secretary to the Government,  
Finance (Budget)


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1. Secretary to Hon'ble Governor.
2. Principal Secretary to Hon'ble Chief Minister.
3. All Special Assistants / Private Secretaries to Ministers / State Ministers.
4. Sr. D.S. to Chief Secretary
5. Accountant General Rajasthan, Jaipur.
6. Director, Treasuries & Accounts, Rajasthan, Jaipur
7. Director, Pension and Pension Welfare Departments, Rajasthan, Jaipur
8. Deputy Director (Statistics), Chief Ministers Office.
9. Director, Information and Public Relations, Rajasthan, Jaipur
10. All Treasury Officers.
11. All Sections of the Secretariat.
12. Administrative Reforms (Gr.7) with 7 copies.
13. Technical Director, Finance Department(Computer Cell)
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2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukta Sachivalaya, Rajasthan, Jaipur.

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(Suresh Kumar Verma)  
Joint Secretary to the Government

(RSR – 11/2019)