



Rajasthan State Mines & Minerals Limited

(A Government of Rajasthan Enterprise)

Corporate Office : 4, Meera Marg, Udaipur - 313 001

Registered Office : C-89-90, Lal Kothi Scheme, Jaipur, CIN-U14109RJ1949SGC000505

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Ref:- RSMML/CO/Pers/8(5)/2003- 334

Date: 28.07.2021

Office Order

It has been decided by the Management that with effect from 01.08.2021, all leaves of RSMML employees (including deputation staff) will be approved by concerning leave approving authorities through online leave management process of ERP, for this purpose the online leave approval hierarchy for employees will be as under:-

Sr.	Particulars	Leave Approving Authority
1	Executive Director (Admn.)/ Financial Advisor/ Group General Manager/ General Manager/ Head & Incharge of SBU(SBU Head)	Managing Director
2	Executive upto DGM level (including deputation staff) posted at Corporate Office/ Workmen posted at Corporate Office	Concerning Head of Department
3	Executive upto DGM level (including deputation staff) posted at SBU/CEU/Mines(other than SBU Head)	Head & Incharge of SBU (SBU Head)
4	Workmen posted at SBU/CEU/Mines	Concerning Head of Department

*All employees should submit leave in advance and in case of emergency or medical, will submit within 15 days of joining back otherwise it will be treated as Leave without pay (LWP) and no back month will be given.

This bears approval of competent authority.


(Balmukund Asawa)
Executive Director (Admn.)

Copy to all for information;

1. PS to MD, Corporate Office,
2. F.A., CO.
3. All GGM/SBU Heads/ HoD, CO. with advise to provide list of concerning HoDs to the ERP Nodal Officers.
4. All Notice Boards of Company.
5. Concern file/Master file.


Executive Director (Admn.)