

File

Chatterjee

THE CALCUTTA TRAMWAYS COMPANY (1978) LIMITED
(A Government of West Bengal Undertaking)
12, R. N. Mukherjee Road, Kolkata -700 001

N O T I C E


MD/STAFF/2049

2nd November, 2007

**Re: Enhancement of days for encashment of Privilege
Leave of retired employees from 240 days at
present to 300 days as per Board's approval.**

This is for information of all employees that the Board of Directors of the Company have approved the management's proposal to enhance the days of encashment of Privilege Leave to 300 days instead of 240 days at the time of final settlement of account after retirement/resignation, etc. This will be effective from 1st January, 2008 onwards. The leave accumulation of 2007 beyond 240 days shall not be lapsed . It will be added to 240 days leave balance as at the end of 31.12.2007. This is for the first year of such facility. The accumulation of leave, if any, would further be counted at the end of each year till it reaches 300 days in further year to come as a natural flow of the course.

All supervisory staff looking at the leave of employees are requested to take note of it and where it is computerized the System Officer will change the accumulation tag from 240 days to 300 days as on 31.12.2007 in consultation with local authority in all depots wherever it is applicable.


(P. K. CHATTOPADHYAY)
MANAGING DIRECTOR

Chairman :for kind information
All Heads of Departments/Offices
Genl.Secy-ALL UNIONS
Sr. L W S (HQ)
All NOTICE BOARDS