



Cement Corporation of India Limited
Corporate Office, New Delhi
HR Department
परिपत्र/Circular

Ref: PDR/7(15)/2020/583

दिनांक: 22 .09.2020

Subject: Implementation of Leave module in e-Office.

A web based application enabling employees to apply for leave in online mode will be launched in CCI w.e.f. 01.10.2020. The existing (hard copy) system shall be dispensed with, in the corporation.

In this regard, following procedure is to be adapted:

I. LEAVE PROCESSING

- i. All employees to apply for the leaves in the leave module in CCI's e-office Module.
- ii. Leaves shall not be approved online after 30 days of leave end date.
- iii. There will be only one level of leave approving authority as per following delegation of power:

Level of employee	Leave approving authority
All employees from W-1 to W-7 in the units	Reporting Officer (Must be executive)
All employees (Supervisor/Executives) Except HOD in the units	HoD of the Department.
HODs of the Unit/ Direct reporting employees to GM	GM of the Unit
All employees of CO	HoD of the Department.
All HODs of CO / GM of the Units / Executive In-charge of NOU	Concerned Director/ CMD

- iv. Any other leave / special leave, which is not available in the online leave module, needs an explicit approval of CMD without which it will be treated as absent.
- v. All employees are advised to apply prior to proceeding on leave. Post facto approval is to be discouraged.
- vi. The applied leave to be disposed (approve or reject) by leave approving authority within 03 days.

II. DATA UPDATION

The details related to leave credit, holidays, weekly off and employee master is to be updated by concerned M&CS department in consultation with HR:

- i. **Leave Credit-** on 1st January and 1st July.
- ii. **Holidays** -as applicable in Units/CO on 1st January.
- iii. **WEEK-OFF** as applicable in CO, unit and of employees (first time and as and when changes take place).

- iv. Employee Master activation and creating leave data- within 07 days of joining.
- v. Employee Master de-activation: on last working day of superannuation month.
- vi. Sharing leave data/attendance data for processing for salary to finance/time office as the case may be.
- vii. Sharing of EL/HPL data with finance for financial accounting
- viii. Sharing retiring employee's leave details with finance before seven days of such retirement i.e. by 23rd day of month of retirement.
- ix. Any leave which is extending into October,2020 should be updated in the system.

III. SALARY PROCESSING

- i. information sheet to be given by M&CS Department for every dept. regarding monthly attendance before 24th of the Month/In case of holiday/Sunday within next working day.
- ii. For official duties, information to be given to M&CS Department within 03 days or by 27th of the month/In case of holiday/Sunday within next working day.
- iii. The M&CS dept. shall send its report to F&A dept./ Time office by 28th of the month. In case of holiday/Sunday within next working day for the salary processing.
- iv. Finance department shall process the salary based on the inputs made available from online leave module report and automated attendance data captured through bio metric attendance system.
- v. No assumptions / presumption be made in attendance data for payment of salary.
- vi. In case, if leaves are not applied and information on official duties on particular date is not given, the non-attendance days shall be considered for salary deduction.

IV. USER PROTOCOL

- i. Employees may check their leave balance in the system, for any correction / mismatching of records, HR may be contacted. However, M&CS department will take corrective actions based on the advice of HR.
- ii. The details of e-office platform are given at CCI's private website.
- iii. M&Cs Department may be contacted for User Name & password and forget password.
- iv. First time users are advised to change their password, immediately and not to share the same with anyone, for security reasons.
- v. The concerned employee is responsible for the security of his/ her password.
- vi. The Illiterate employees shall apply the leaves in physical format and the HOD/Time office shall enter the details based on the leave application.
- vii. GM of the units shall make common computer arrangement for accessing leave module by every employee.

This issues with the approval of the Competent Authority.


22.9.2020

(चमन जग्गी)/ (Chaman Jaggi)

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