

**Human Resources Department
Head Office**

Ref No. HO/Pers/Estt/01

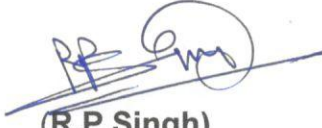
13th March, 2025

Circular No – 1809

Sub: Regularization of Attendance

In view of the financial closing and finalisation of data for Actuarial Valuation, it is informed that all officers and employees must submit pending leave, tour programs, and outdoor duty records, if any, upto 28th February 2025 to the Time Office via online portal by **18th March 2025**.

It may be noted that once the account is closed, it will not be possible to enter the data in the record. Hence, all are required to send the leave, tour program and outdoor duty etc. upto 28th February, 2025 on or before **18th March 2025** to the time office, failing which all delayed application will be treated as time barred and deemed to be rejected.



(R.P Singh)
Director (HR & Legal)

Distribution:

1. Jt. MD
2. Dir(S&JV)/MKD/Dir(CRS)/Dir(IT Serv.)/Dir(Tech.)
3. Sr. EDs/EDs
4. Sr. GMs/GMs/CVO
5. All Concerned

cc: MD's Office