Rajasthan Skill and Livelihoods Development Corporation
Kaushal Bhawan, EMI Campus, J-8 A, Jhalana Institutional area, Jaipur

No.: RSLDC/ Admin/Skills /2018-19/ 1585
Date: 20/02/2019

Circular

Policy and Standard Operating Procedure (SOP) for Holiday & Leave at SDC

This circular lays down policy for holidays and establishes procedure for declaring/ keeping holiday(s)/ leave at Skill Development Centers (SDC) functioning under ELSTP, RSTP, DDU-GKY and PMKVY Schemes of RSLDC.

Policy for Holidays at SDC

1. All National Holidays viz. 26th January, 15th August and 2nd October and Sundays shall be observed as holiday.
2. Local holidays if any, declared by competent authority at the district level shall be treated as holiday. Intimation regarding the same shall be submitted three days in advance to RSLDC.
3. In case of other holidays, if declared by competent authority, at the State/ RSLDC level due to any unforeseen circumstances shall be treated as holiday.

Standard Operating Procedure (SOP) for declaring/ keeping other holidays/ leave at SDC

1. In case Training Provider (TP)/ Project Implementing Agency (PIA) wishes to declare/ keep holiday/ leave for reasons besides those mentioned above, prior approval of the competent authority should be obtained. For this, leave application shall be submitted by Centre Head/In-charge through e-mail addressed to the Scheme Manager with copies endorsed to Scheme OIC, Scheme Coordinator (SC) and District Skill Coordinator (DSC).
2. Application for leave of more than three consecutive days shall be submitted at least 48 hours (two working days) in advance. Application for leave of less than three days shall be submitted at least 24 hours (one working day) in advance. Approval of holiday(s)/ leave at SDC shall be accorded by Scheme Manager. On obtaining approval, the holiday(s)/ leave shall be registered on the ISMS by the TP/ PIA.
3. There shall not be any provision for Half day leave at SDC under any circumstances.
4. Application regarding holiday at SDC due to unforeseen exigencies, can be submitted (to Scheme Manager with copies endorsed to Scheme OIC, SC, and DSC) maximum up to half an hour of the batch commencement time (e.g. for a batch commencing at 9.30 AM, the request can be put only up to 10.00 AM and not beyond), however, such incidents should not exceed 5% of batch duration (counting in round off, e.g. if 5% comes to 3.5 days then 4 days shall be considered and if comes to 3.4 then 3 days shall be considered). In such cases leave shall be considered for that particular day only.
5. In case, the whole batch wishes to go for activities such as attending wedding, festival fairs, farewell, picnic, funeral this should not be done in training hours, however, such activities are allowed after training hours are over.

The application for declaring/ keeping holiday/ leave at SDC shall be submitted through email to concerned officer in format available at Annex – 1.

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This circular shall be in force with immediate effect and supersedes all orders/ instructions & policies issued on the subject till date vide any circular/order/ SOP/ guidelines.

All TPs empanelled under ELSTP, RSTP, DDU-GKY and PMKVY (CSSM) shall comply with above Policy and Standard Operating Procedure (SOP) for Holiday & Leave at SDC:

No.: RSLDC/ Admin/Skills /2018-19/ 15852-15861

Copy to:

1. PS to Chairman, RSLDC
2. PS to MD, RSLDC
3. GM-II/III, RSLDC
4. FA, RSLDC
5. DGM-I/ II/ III, RSLDC
6. All Managers/ Assistant Managers, RSLDC
7. Project Lead, PMCA
8. Scheme Task Leads, PMCA
9. Manager MIS
10. All TP/PIAs
11. Guard File

Date: 23.02.2019

(Ngikya Gohain)
MD, RSLDC

Date: 23.02.2019

(GM-I, RSLDC)
Annex - 1

Format for submission of application for declaring/ keeping other holidays/ leave at SDC

<table>
<thead>
<tr>
<th>Application for declaring/ keeping holiday/ leave at SDC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TP/ PIA Name:</td>
</tr>
<tr>
<td>2. Scheme Name:</td>
</tr>
<tr>
<td>3. SDC Code:</td>
</tr>
<tr>
<td>4. Batch Code(s):</td>
</tr>
<tr>
<td>5. Date(s) for which holiday at SDC is requested:</td>
</tr>
<tr>
<td>6. Reasons for seeking holiday:</td>
</tr>
</tbody>
</table>

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