

		probation.						convenor to put up recommendations for non-executives and a committee of 3 HODs with one HOD of HR department to put up recommendations for executives to be nominated by Director in charge of HR matters.
	(h)	Placing in temporary status after completion of required no. of days in daily wages	TADK	Nil	Nil	Nil	Nil	Approval of Director (Finance).
E2		Promotion against regular posts/Adhoc promotion	Within Non-Executive	HOD (HR matters)	Nil	Nil	Nil	Through a departmental promotion committee where stipulated. The HR department will process the cases in accordance with approved promotion policy. For Executives with the approval of MD.
E3	(i)	Acceptance of resignation	Up to Manager	Below AM level	Nil	Nil	Nil	To be processed by HF. department in consultation with concerned department.
	(ii)	Waiver of surety bond	Nil	Nil	Nil	Nil	Nil	Only with the approval of MD.
E4	(a)	Approval for going on training Within India	Officers upto 2 weeks below HOD level	Staff for any duration	Nil	Nil	Nil	Within the available budget for the year. HOD (For any duration) and Executives beyond 2, week with MD's approval.
	(b)	Foreign	Nil	Nil	Nil	Nil	Nil	Only with the approval of MD
E5		Tour and Travel						