

एफसीआई अरावली जिप्सम एण्ड मिनरल्स इण्डिया लिमिटेड

FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED

(भारत सरकार का उपक्रम/ A GOVT. OF INDIA UNDERTAKING)
प्लॉट नं. 02, वेस्ट पटेल नगर, सर्किट हाऊस रोड, रातानाडा, जोधपुर (राजस्थान)
Plot No. 02, West Patel Nagar, Circuit House Road, Ratanada, Jodhpur (Raj.)

दिनांक/ Date 08.10.2026

क्रमांक/Ref. No. : फेगमिल-1(59)/ 862

कार्यालय आदेश/ OFFICE ORDER

Revision-1

विषय: कर्मचारी सेवा एवं मानव संसाधन (HR) मामलों के लिए शक्तियों का उप-प्रत्यायोजन (Sub-Delegation of Powers)
Subject: Sub-Delegation of Powers for Employee Service and HR Matters.

दिनांक 05.08.2026 को आयोजित बोर्ड की 126वीं बैठक में Delegation of Power (DOP) में Clause 50(A) को सम्मिलित किए जाने के क्रम में, और तद्वारा प्रदत्त शक्तियों के अनुसरण में, अध्यक्ष एवं प्रबन्ध निदेशक (CMD) महोदय द्वारा कर्मचारियों की सेवा शर्तों एवं मानव संसाधन (HR) संबंधी कार्यों के सुचारु निष्पादन हेतु निम्नानुसार सक्षम प्राधिकारियों (Competent Authorities) को अधिकृत करने का निर्णय लिया गया है:

Consequent upon the incorporation of Clause 50(A) into the DOP in the 126th Meeting of the Board of Directors held on 05.08.2026, and pursuant to the powers vested therein, the Chairman & Managing Director (CMD) is pleased to authorize the following Competent Authorities to exercise administrative and financial powers for matters relating to the service conditions and HR functions of employees, as detailed below:

क्र.सं.	मानव संसाधन सेवा संबंधी कार्य	सक्षम प्राधिकारी/Competent Authority
1	Grant of permission for foreign personal tour/visit with leave	Chairman and Managing Director
2	EOL without pay/Study leave/Special Leave/ Quarantine Leave	
3	Annual Increment [In case extraordinary leave (EOL)]	
4	Grant of Permission for Higher Education (including though Distance Learning Programme/Part Time)	
5	Declare of Public Holiday List	
6	Formulate NOC policy for FAGMIL	
7	Other matters which are not covered in the policy	
8	Nomination of Nodal Officer as desired by Ministry/ Department	
9	Biometric Attendance (H.O.)	
10	Special Casual Leave and EL Encashment (H.O.)	
11	Approval for change of Home Town (H.O.)	
12	Issue of experience certificate to Executive/Consultant employees	For Executive – CMD For Worker – General Manager
13	Acceptance of Resignation of employees including waiver of notice period	
14	Probation Completion/Extension on Promotion and Recruitment	For Executive – CMD For Worker – General Manager
15	Special Casual Leave and EL Encashment	General Manager
16	Approval for change of Home Town	
17	Biometric Attendance	
18	Recruit and Appoint of Apprentices as per Apprentices Act and fix the stipend	
19	Issue of experience certificate to permanent Workers/contractual manpower employees	(i) For AGM, DGM, GM & CMD – Approving Authority will be CMD. (ii) For rest of the employees : a. upto 2 Days leave – Concerning Department Incharge. b. 3 to 7 days leave – General Manager c. More than 7 days leave - CMD
20	Leave (CL/ML/HPL/EL/RH etc.)	

शक्तियों का उपरोक्त उप-प्रत्यायोजन तत्काल प्रभाव से लागू होगा तथा इस विषय पर पूर्व में जारी किए गए सभी आदेशों को अधिक्रमित (supersede) करेगा।
The above sub-delegation of powers comes into force with immediate effect and supersedes all prior orders issued on this subject.

(पंकज कुमार)
सहायक महाप्रबंधक (प्रोजेक्ट और एडमिन)