



Under Privileged Advancement by Youth

Registered under the Bombay Public Trusts Act, 1950 (Reg No: F-14212) & Societies
Registration Act, 1860 (Reg No: MAHARASHTRA/268/2011/BHANDARA)
NITI AYOJ Registration ID: MH/2011/0046244

Circular

Ref Number: UPAY/HR/21-22/01

Date: 20.11.21

This circular is being issued for Revised Performance Appraisal and Leave cycle.

A. Appraisal and bonus release		
S.No	Performance Appraisal Period	Remarks
1.	Jan-June	Assessment by end of June and Bonus release in July Salary.
2.	July-December	Assessment by end of December and Bonus release in Jan Salary.

B. Leave Cycle:

- Leave Cycle will be Calendar Year i.e., January- December.
- Leaves Shall not be carry forward to next Calendar year, i.e., it will lapse in the same calendar year.
- As a special consideration, this calendar year leaves can be availed till March'22 after that the balanced leaves will lapse. Although next Calendar year leaves have to be taken till Dec'22.

This Circular is being issued with approval of competent authority and comes into immediate effect.



Bhaskar Maheshwari
Co-Director (HR)

Distribution: Full Time Employees,
Executive Body