

**SCHEDULE- I**  
[See Regulation 5(2)]

Sl. No.	Category	Casual Leave/ Restricted Holiday	Earned Leave/ Half Pay Leave/ Commuted Leave/Maternity /Paternity Leave and Quarantine Leave	Extraordinary/Special Casual Leave/ Study Leave/ Leave not due/ Special Disability Leave/ Hospital Leave
(1)	(2)	(3)	(4)	(5)
<b>1. Headquarters</b>				
(i)	Group 'A'	#Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
(ii)	Group 'B'	Secretary	Secretary	Chief Executive Officer
(iii)	Group 'C'	Section Heads	Secretary	Chief Executive Officer
(iv)	Group 'D'	Section Heads	Secretary	Chief Executive Officer
<b>2. Regional Offices</b>				
(i)	Group 'A'	#Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
(ii)	Group 'B'	Director	Director	Chief Executive Officer
(iii)	Group 'C'	Director	Director	Chief Executive Officer
(iv)	Group 'D'	Director	Director	Chief Executive Officer
<b>3. State Centres</b>				
(i)	Group 'A'	#Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
(ii)	Group 'B'	Deputy Director	Deputy Director	Chief Executive Officer
(iii)	Group 'C'	Deputy Director	Deputy Director	Chief Executive Officer
(iv)	Group 'D'	Deputy Director	Deputy Director	Chief Executive Officer
<b>4. Demonstration-cum-Seed Production Farms</b>				
(i)	Group 'A'	Director, Regional Office under whom the Farm is functioning	Director, Regional Office under whom the Farm is functioning	#Chief Executive Officer
(ii)	Group 'B'	Director, Regional Office, Deputy Director, State Centre under whom the Farm is functioning	Director, Regional Office under whom the Farm is functioning	#Chief Executive Officer
(iii)	Group 'C'	Senior Farm Manager/ Farm Manager	Deputy Director State Centre controlling the Farm	#Chief Executive Officer
(iv)	Group 'D'	Senior Farm Manager/ Farm Manager	Deputy Director State Centre controlling the Farm	#Chief Executive Officer

Note: In the event of absence of Chief Executive Officer for a continuous period of 15 days and above, the powers for granting leave exercisable by him shall be exercised by the Chief Coconut Development Officer.

#Amended vide S.O.2430(E) dated 26.05.2022 published in the Gazette of India: Extraordinary, Part II- Section 3- Sub-section (ii) dated 27.05.2022.