

J&K SMALL SCALE INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(S I C O P)

SICOP STAFF SERVICE RULES,1977

PREAMBLE

Whereas it is necessary to define the terms and conditions of appointment and service of the staff of J&K Small Scale Industries Development Corporation Limited (SICOP) and to provide for their functions, duties, conduct, discipline and remuneration, the Board of Directors of J&K Small Scale Industries Development Corporation Limited do hereby frame and adopt the following rules :-

CHAPTER-1

P R E L I M I N A R Y

1. SHORT TITLE AND COMMENCEMENT

These rules shall be called the J&K Small Scale Industries Development Corporation Limited (SICOP) Staff Service Rules, 1977 and shall apply retrospectively from 25- 11-1975.

2. APPLICATION

Except where it is otherwise expressed or implied these rules shall apply to all employees of the Corporation whose conditions of Service the Board is competent to prescribe;

Provided that they shall also apply to employees whose conditions of Service are regulated by special provisions provided in a contract with or in letter of appointment issued to them in respect of any matter not covered by the provisions of such contract, or letter of appointment.

3. DEFINITIONS :-

In these rules unless there is anything repugnant to the subject or context :-

- a. " Average pay" at a point of time means the average monthly pay earned during the 12 complete months immediately proceeding.
- b. Board" means the Board of Directors of Corporation.
- c. Basic Pay" means the pay other than the special pay or emoluments, which are specially classed as pay to which an employee of the Corporation would be entitled on account of the Scale of pay to which he has been appointed.
- d. "Corporation" means the J&K Small Scale Industries Development Corporation Limited.
- e. "Controlling Officer" means Managing Director or any other Officer who is appointed as Controlling Officer by the Managing Director with respect to a particular establishment.
- f. "Committee" means a committee of two or more Directors, Officers appointed by the Board of Directors or by the Managing Director for specified functions.

- g. "Competent Authority" means the Managing Director.
 - h. "Duty" includes Service period spent on joining time as admissible under rules and the period spent on a course of instructions under orders of Competent authority or period spent in appearing at Departmental Examination prescribed by the Corporation, the period of compulsory waiting by the employee for orders of the Competent Authority for posting after being relieved from his former post for transfer or on return from leave.
 - i. "Day" means Calendar day beginning and ending at the mid night.
 - j. "Employee" means a whole time employee of the Corporation and excludes labour force, and work charged and contingent staff and apprentice.
 - k. "Family" means and includes an employee's wife or husband as the case may be and employees legitimate Children, unmarried sister or minor brother ordinarily residing wholly dependent upon him or her and dependent parents ordinarily residing with him or her.
 - l. "Managing Director" means the Managing Director for the time being of the Corporation.
 - m. "Personal Pay" means an addition to the pay granted to an employee on personal consideration.
 - n. "Special Pay" means an addition in the nature of pay granted to an emoluments of a post granted in consideration of
 - i. Special arduous nature of duties or
 - ii. Special addition to the work of responsibility.
 - o. "Salary" means total emoluments of the employees I excluding D.A conveyance and local allowance.
 - p. "YEAR" means the account year of the Corporation beginning with the 1st day of April of a calendar year and ending with 31st March of the following calendar year.
4. The power to interpret the rules vests in the Managing Director who may issue such administrative instructions as may be necessary to give effect to and carry out the purpose of the provisions of these rules provide that if as a result of any decision of the Managing Director as regards the instructions, interpretation or implementation of any of these rules, any employee feels aggrieved he shall have the right to appeal against such decision of the Managing Director to the Board

.(**) Note: - Government Rules are adopted where the SICOP Rules are Silent.

** Inserted on the basis of the decision taken in the Board of Directors in its 52nd meeting held on 24.2.1989 under Agenda No: 52.14

CHAPTER – II

CLASSIFICATION OF POSTS, RECRUITMENT AND APPOINTMENT.

5. CLASSIFICATION OF EMPLOYEES

The Board shall make classification of various posts and prescribe the pay Scales thereof from time to time. There shall be a separate gradation list for each class of employees.

6. RECRUITMENT AND APPOINTMENT

Recruitment to various posts under the Corporation shall be made by the Competent authority as determined by the Board, qualifications for various posts shall be laid down by the Board or the committee or Managing Director to whom powers in this behalf may have been delegated. Appointment may be made in such manner as may be prescribed in this behalf by the said authority.

- 7- The age of a person at the time of direct appointment to a post under the Corporation shall not be less than 18 years or more than 35 years provided that the appointing authority may relax this condition on specific grounds having regard to the qualifications and experience of the candidate.
- 8- No person whose Service have been terminated in Govt. or any other Public sector Undertaking as disciplinary measures shall be re-employed in the Corporations Service without the specific approval of the Board.
- 9- Every person who is offered employment under the Corporation shall before joining his duties subscribe to a declaration in the form prescribed in the appendix I.
- 10- Every person who is offered employment under the Corporation carrying a total monthly emoluments of Rs. 5001- or more shall before or at the time of such appointment declare in writing in the form prescribed in appendix-II or in such other forms as the Managing Director may prescribe from time to time whether he is or is not connected with any of the Director of the Corporation in any of the referred to in conditions 314 (1) of the Companies Act, 1956.
- 11- All promotions to posts under the Corporation shall be made on the basis of merit-cum-seniority and no person shall have the right to be promoted to any post on the basis of seniority alone.
- 12- Except as otherwise provided by or under these rules, service of an employee shall be deemed to commence from the working day in the fore noon of which he reports for duty at the place and time intimated to him by the competent authority and from the next working day it he reports for duty in the afternoon.
- 13- A record of service shall be maintained in respect of each employee in such form as may be prescribed by the Managing Director from time to time.
- 14- In case of discharge, removal or dismissal of an employee his Services shall be deemed to have been terminated from the date of such discharge, removal or dismissal provided that in case of death an employee, shall ceases to be in the

employment of the Corporation with effect from the date following the day on which the death takes place.

- 15- Subject to the provisions of any law for the time being in force any employee may be discharged from the II service of the Corporation under orders of the competent authority on being served with a minimum 30 days notice in writing or on payment of 30 days pay in lieu of such notice to the employee.
- 16- The retirement age of the employees of the J&K Public Sector undertakings is raised to 58 years with prospective effect subject to the condition that all those employee shall be screened on attaining the age of 55 years and only those of them shall be allowed to continue in Service beyond 55 years as will stand the tests of Physical fitness and proficiency. (*)

(*) Inserted vide Govt. Order No.296-F of 1987 dt: 13.10.1987 circulated vide No. SICOP/FC/1400-11/2116-27 dt: 15.10.1987. Prior to this retirement age was 55 years unless the Board of Directors extends the period of the employment.

CHAPTER - III

PAY AND ALLOWANCES

- 17- Ordinarily an employee other than those covered by the provision hereunder appointed initially in the Corporation to a Particular Scale of pay shall draw his pay at the minimum of the Scale. However, the appointing authority may on he recommendations of the selection committee grant a higher start of pay for reason to be recorded subject to the condition that the initial start so allowed does not exceed five increments of the Scale.

Provided in respect of the persons who may have served elsewhere and seek appointment in the Corporation the appointing authority may on the recommendations of the Selection committee grant them protection of emoluments drawn previously for exceptional merit and suitability the selection committee may in the latter cases recommended additional incentive upto two increments over and above the pay last drawn by any such persons.

18- ADJUSTMENT OF PAY AND ALLOWANCE ON CHANGE OF CHARGE

In case of change of charge by appointment, transfer, promotion and otherwise an employee shall commence to earn the pay and allowance of the post to which he is appointed, transferred or promoted with effect from the date on which he actually assume the duties of the post.

- 19- An employee of the Corporation holding additional charge under orders of the competent authority shall not be paid any additional allowance for holding such charge provided that an employee appointed to be in charge of the Current duties of an office in addition to his own duties may, if the charge in the opinion of the appointing authority entails a substantial increase of responsibility and some additional work, be granted a charge allowance to be fixed by the appointing authority not exceeding 1/10th of the pay of the Officer provided further that in case an employee is given additional charge of post which carries higher pay Scale, he will be treated as having been promoted in

Officiating capacity to such higher pay Scale and his initial charge shall be considered to be his additional charge for purpose of this rule.

20- PAY DURING JOINING TIME

Where an employee is transferred or promoted from one post to another he shall, during joining time draw pay and allowance of the old post/new post whichever be lower.

21 A) INCREMENT

- a) All duties on a post in a Scale of pay except for the period for which an employee has been on extra-ordinary leave without pay and allowances shall count for increment in that time Scale., provided the increment has not been with- held.
- b) An increment shall ordinarily be drawn as matter of course unless it is with-held provided that where efficiency bar is prescribed in a time Scale, the increment next above the bar shall not be given without specific sanction of the Managing Director.

(B) STAGNATION INCREMENT

An employee in any Scale of pay, who may stagnate at the maximum of the revised pay scale, shall be allowed stagnation increment as under: -

- | | |
|---|---|
| a) First stagnation increment beyond the maximum | After having stagnated for one year |
| b. Second stagnation Increment | After having stagnated further for two years subsequent to receipt of first increment at (a) above. |
| c) Third stagnation increment beyond the maximum. | After having stagnated for further period of two year subsequent to receipt second stagnation increment as per (b) above. |

The terms and conditions for regulating the stagnation increment(s) shall be the same as contained in article 74-C of Jammu and Kashmir Civil Service Regulations.

22. The employee on deputation from other organisations whose term of deputation provide for an option to opt for the Scale of the Corporation shall exercise the option only once and within 30 days of their appointment against a post in the Corporation which carries a different pay Scale than the pay Scale of his previous post.

Provided that in case pay Scale of the employee who is on deputation from another organisation is revised in his parent department, he will exercise fresh option either to continue in the Scale of deputation post or in the Scale of his parent department.

23. FIXATION OF PAY ON PROMOTION

- a) An employee promoted or appointed to another post carrying duties and responsibilities of greater by him, his pay in the Scale of the higher post shall be fixed at the stage next above the pay notional arrived at by increasing his pay in respect of the lower post by one increment at the stage at which his pay has accrued.
- b) For determining the assumption of higher responsibilities, the following norms shall be adopted: -
 - i) Where the scale of pay is changed from a lower to a higher scale either in its entirety or in respect of both the maximum/minimum and the rate of INCREMENT or when both the minimum and maximum are raised even without the alternation, in rate of the INCREMENT, assumption of duties and responsibilities of greater importance shall be presumed and the employee shall on his transfer to new post .draw as initial pay in the stage of the time scale next above his substantive pay as provided in 23 (a) .
 - ii) Where appointment to the new post does not involve such assumptions the employee will draw his initial pay on the stage of the time scale which is equal to his substantive pay in respect of the old post or if there is no such stage the stage next below that pay plus personal allowances equal to the difference, and in either case will continue to draw that pay until such time. Scale of the old post or for the period after which an INCREMENT is earned in .the Scale of the new post, which is less.
 - iii) If the minimum pay of the time scale of the new post is higher than his substantive pay in respect of the old post the employee will draw that minimum as initial pay.

24- REFIXATION OF PAY ON DEMOTION

The authority demoting the employee shall also pass orders about fixation of pay of the employee in the lower grade as the nature of the case may warrant in the discretion of such authority.

CHAPTER - IV

T. A. RULES

25- ROUTE FOR JOURNEY

The employee shall perform the journey by the shortest route so that he can most speedily reach his destination by the sanctioned mode or modes of travelling. If an employee travels by route which is not the shortest, he shall be paid T.A. on the basis of the shortest route provided also that the controlling Officer is convinced that the employee took the other route in the normal course of his journey or if he had already obtained permission from the Controlling Officer for taking that route.

* 26- a For purpose of calculation of T.A. the classification of employees shall be as follows :-

- 1) Category-A Employee drawing basic pay from Rs.2701/= per month and above.
- 2) Category-B Employee drawing basic pay from Rs.2001/= per month to Rs.2700/= per month.
- 3) Category-C Employee drawing basic pay from Rs.901/- per month to Rs.2000/= per month.
- 4) Category-D Employee drawing basic pay upto Rs.900/= per month.

(##) 26-(B) Officers/Officials of the Corporation on official tours within or outside the state shall be entitled to reimbursement of Hotel Rent and Taxi Charges in addition to daily allowance upto the limits specified below: -

<u>Category</u>	<u>Hotel Rent</u>	<u>Taxi charges</u>
A	Rs. 150/-	Rs. 50/-
B	Rs. 100/-	Rs. 40/-
C	Rs. 75/-	Rs. 30/-
D	Rs. 50/-	Rs. 20/-

NOTE:-

- 1) Hotel Rent & Taxi Charges will be reimbursed only on production of bills.
- 2) All officers/officials when halting on duty in the A- Class, Principal cities outside the state as defined in J&K CR shall be allowed 100% & 50% increase on the rates mentioned above in respect of Hotel rent & Taxi Charges respectively.

(*) Amended vide order no:SICOP/FC/147/7397 Dt:31.05.1988 pursuant to the decision of the sub-committee of. Board of Directors in their meeting held on 2nd May, 1988.

(##) Recast vide order no:SICOP/FC/147/7397 DT:31.05.1988 Pursuant to the decision of the Sub-committee of Board of Directors in their meeting held on 2nd May,1988.

(##) 27- Following are the rates of Mileage allowance admissible for journeys undertaken by train :-

1. Officers drawing Basic pay of Rs.4100/= and above per month. AC-1st class.
2. Officers drawing basic pay of Rs.2700/- to 4099/- per month Non-AC/1st Class AC-2Tier Sleeper.
3. Employees drawing Basic pay of Rs.2001/= to Rs. 2699/= P.M AC chair Car or Ist Class/AC 2 tier sleeper when AC chair Car is not available
4. Employee drawing Basic pay upto Rs. 2000/= per month. IInd Class Sleeper.

NOTE :-

Employee covered by category at Sr. No.1 above is for 1/4th of the shared taxi in the event of journey undertaken by taxi.

28. INCIDENTAL EXPENSES FOR RAILWAY JOURNEY

- a. Reservation charges for seats/birth shall be reimbursable.
- b. An employee shall be allowed the incidental expenses equivalent to daily allowance admissible for one full day halt. In case of journey exceeding 24 hours one additional daily allowance for the journey of each 24 hours or part thereof.

29- Subject to the provisions of rule 40 (c) the rates of mileage allowance admissible for journeys undertaken by road shall be admissible the following basic:-

Officers Category -A	Single fare by Deluxe coach
Officers Category –B	Single fare by Deluxe coach
Officers Category –C	Single fare by A Class coach
Officers Category - D	Single fare by A Class coach

30- When an employee travels in his own vehicle by general or special permission of the controlling Officer the mileage allowance shall be regulated as under:-

- i. Motor Car 50 Paisa per Km.
- ii. Motor Cycle or Scooter 18 Paisa Per Km.

(##) Amended vide order No: SICOP/FC/147/273 dt:4/2/1994 and the amendment approved by Board of Directors by their subsequent meeting held on 21/4/1994 under Agenda item No: 64.13.

31- When an employee travels an hired vehicle viz,taxi etc. with permission of the controlling Officer or a contingency where normal mode of travelling is not available, the controlling Officer may allow actual fare paid by the employee subject to production of a receipt.

32- (A) INCIDENTAL EXPENSES FOR ROAD JOURNEY

An employee undertaking journey by road including those travelling in vehicle belonging to the Corporation shall be paid incidental expenses at following rates.

- i) If absence from Head Quarters on the day of departure or arrival, does not exceed 12 hours. Daily allowance
- ii) If such absence exceeds 12 hours Full daily allowance.

32.- (B) OR DE R

It is hereby ordered that with effect from 1st. September 1990 the employee while on tour shall be entitled to DA as well as incidentals for the day of journey subject to provisions of rule 32 and 35 of SICOP Staff Service Rules.

The Circular as issued by Financial Advisor & CAO vide his endstt. No. SICOP/FC/147/7600 dated:29th June, 1988 shall be deemed to have been superseded with effect from 1st. September 1990. This issues with the approval of the Managing Director.

(?) 33- Employees of the Corporation having basic pay of Rs.3500/- per month and above will be entitled to travel by Air on tour within the State. Similarly the Officers of the Corporation drawing basic pay of Rs. 4100/- and above will be entitled to travel by air outside the State.

34- INCIDENTAL EXPENSES FOR AIR JOURNEY:

A) Corporation's employees authorised to travel by Air from Jammu to Srinagar and vice versa shall be entitled to fare and one third of the standard air fare, and for other Journeys by Air, to an allowance equal to one and one fourth of the fare as incidental expenses subject to a maximum limit of Rs.30/= for each single Journey.

(?) Amended vide order No: SICOP/FC/147/273 dated: 4/2/1994 and the amendment approved by Board of Directors on their Subsequent meeting held on 21/4/1994 under Agenda item No: 64.13

(B) For Journeys undertaken by Air the employee shall also be entitled to the actual fare paid by him between the Airport and concerned place of stay or the relevant City Office of the Airlines.

(?)35- HALTAGE ALLOWANCE

In addition to the allowance as Calculated above, the employees shall also be entitled to daily allowance (for haltage) for spending time on duty at any place at a distance of not less than 13 Kms. from his EADQUARTERS at the following rates :-

<u>Category of Officers</u>	<u>Rate of D.A.</u>
Category "A"	Rs. 501=
Category "B"	Rs. 401=
Category "C"	Rs. 301=
Category "D"	Rs. 25/=

Provided that only half the above rates shall be applicable if the period spent at such places does not exceed 12 hours.

Provided further that :-

1. If the time is spent by the employee in one of the A Class Cities in the country the allowance as Calculated above shall be increased by 100%.

2 For any other place outside the State, the allowance thus Calculated shall be increased by 75 %.

3. For Jammu & Srinagar the above rate shall be increased by 50%.

36. Provided that the increased rate of D.A shall also be applicable for working out the incidental expenses as per as rules 28 & 32, if the journey commences from or ends at Jammu, Srinagar, A Class Cities in the country or any other place outside the State as the case may be.

37. i) If any employee partly travels by Air and partly by road.

ii) Or partly by rail and partly by road, then each part of the journey shall be treated as independent journey for purpose of calculating travelling allowance.

(?) Amended vide order No.SICOP/FC/147/7397 dated : 31/5/1988 Pursuant to the decision of Sub-Committee of Board of Directors in their meeting held on 2nd May, 1988.

38. Daily allowance for more than ten days of halt at one station may be sanctioned by the Managing Director and will be allowed at the following rates:-

- i) For first ten days of halt full rate of daily allowance.
- ii) For next 20 days of halt 3/4th rate of daily allowance.
- iii) For subsequent days of halt 1/2 rate of daily allowance.

Provided that total no's of haltage during a half year does not exceed 90 days, .Half year in this Case will reckon from 1st April to 30th September and from 1st October to 31st March.

(??) 39. **T.A. ON TRANSFER**

In the case of all journeys on transfer an employee shall be entitled to T.A. as under if he is transfer for the public convenience and not at his own request or in consequence of misconduct and if he is entitled to pay during the time in such journey.

- a) Actual road/railway fare for himself and each member of his family.
- b) One daily allowance both for himself and each member of his family dependent upon him, except children below 12 years age who may be allowed D.A at half rates.
- c) For journeys on transfer in one's own car along-with the members of his family, the T.S will be admissible at the rates allowed for tour plus the daily allowance as at (b) above.

NOTE :

1. The D.A to be paid shall be allowed at the rate admissible at the place of origin of the journey or place of destination, whichever be higher.
2. All claims of transfer T.A shall be supported by passenger tickets for fare(s) paid by journeys by road and cash receipts of railways for fare(s) paid in respect of journey by rail. For luggage/ transportation freight paid from one bus/railway station to another station only will be reimbursable against vouchers. The carriage and incidental charges of luggage from home to bus/railway station etc; shall not be reimbursable. In case of journeys on transfer made by pony, an employee shall be reimbursed the charges actually paid for the Pony including pack pony subject to the rates charged being certified as prevalent rates in the area by any gazetted officer of that area or Dy. Commissioner of Assistant Commissioner of that district.

(??) Recast vides order No. SICOP/FC/147/7397 dated 31.5.1988 pursuant to decision of the sub-committee of Board of Directors in their meeting held on 2nd May 1988.

d) The Corporation employee on his transfer from one station to another which may involve more than 200 Kms distance in one direction shall in addition to travelling allowance and transportation charges of personal belongings be allowed a transfer grant as under :-

<u>Category</u>	<u>Amount of grant</u>
A	Rs. 450.00
B	Rs. 375.00
C	Rs. 300.00
D	Rs. 225.00

Note :-

When the transfer of an employee from one station to another is for less than 3 months, it should be treated as temporary transfer. On temporary transfer, the employee should be allowed transfer T.A. as admissible under rules excluding transfer grant.

For transportation of personal belongings, actual charges for transportation shall be admissible against the production of vouchers subject to the following limits: -

Category	Limit
A	2500 Kgs.
B	1500 Kgs.
C	1000 Kgs.
D	500 Kgs.

f) T.A. for members of family is admissible only if they accompany the employee or follow him within a period of 6 months from the date of transfer or precede him by not more than one month from the date of transfer.

g) An employee who travels by air on transfer is entitled to draw the T.A. which would have been admissible the journey be performed by normal mode of conveyance viz by road or rail.

h) An employee when transferred to and from Leh/Kargil district is allowed transfer T.A. at normal rates but when transfer is ordered during the winter months and he travels during winter months shall be allowed the following Charges:-

i) Single air fare upto Srinagar or upto Leh/Kargil as the case may be and for the rest of the journey road or rail fare for himself and each member of his family dependent upon him on production of tickets.

ii) Reimbursement of actual Charges on transpirations of himself and 50Kgs member for each of his family.

iii) An employee whose orders of transfer to Leh/Kargil districts are issued before the closure of passes, will not be entitled to air travel concession if he moves after the passes are closed. A person whose orders of transfer from Leh/Kargil are issued before the passes are closed but who is unable to move by road, owing to him relief joining, after the closure of passes, will be allowed T.A. by air on transfer.

i) An employee whose appointment is changed while in transit from one appointment to another, is entitled to T.A. from his old station to the place at which he receives his further orders and thence to his new station.

j) An employee who is transferred from one station to another is entitled to T.A. from his old station to his new station even though leave not exceeding 4 months intervenes.

k) The T.A. of an employee who receives orders of transfer during his EL/PL will be calculated from his old station, or from the place where he receives the orders of transfer whichever Calculation will entitle him to the lesser T.A.

40. a) An employee shall be entitled to the reimbursement of actual expenditure incurred on hiring of conveyance at own station places in connection with his duties subject to taxi of Rs. 20/= per day.

b) Notwithstanding the above rules, employee may claim actual expenses on production of vouchers in connection with his journeys. Undertaken on Corporation's duty.

c) Provided that the Controlling Officer may exempt the employee from production of bills for hiring of conveyance for local journeys, at small eating places, tips etc.

d) Notwithstanding the admissible mode of travelling, any employee travels by cheaper mode of travelling, he will be entitled to T.A. as per the mode actually adopted.

e) Provided that the Controlling Officer may permit any employee of the Corporation travelling on Corporation's duty to adopt a costlier mode of travelling to which the employee may not be otherwise entitled, provided that the Controlling Officer is of the opinion (to be specially recorded in the sanction) that the mode of travelling thus sanctioned was necessary in the interest of the Corporation.

41- The above rates of T.A. shall also be applicable to an employee on suspension who is required to travel in connection with enquiry against him provided that the journey is undertaken to place other than his headquarter.

CHAPTER - V

42. KINDS OF LEAVE

Subject to the provisions of these rules the following kinds of leave may be granted to an employee :-

- a) Casual Leave.
- b) Earned Leave.
- c) Sick Leave.
- d) Maternity Leave in case of female employee.
- e) Extra-Ordinary Leave without pay.
- f) Study Leave.

43- POWER TO GRANT LEAVE

The power to grant leave shall vest in the Managing Director or any other officer/Officers authorised in this behalf by him.

44- POWER TO REFUSE OR RECALL AN EMPLOYEE FROM LEAVE :

Leave cannot be claimed as a matter of right. Competent Authority may refuse to grant the leave applied for in any case or restrict its period and exercise this power to regulate the date of an employees return from leave as to cause as little changes as possible in administrative arrangements.

An employee recalled to duty before the expiry of the leave of any kind may be paid T.A. at the rates meant for touring on official duty at the discretion of recalling authority who shall be the same as authority competent to sanction the leave.

45- **LAPSE OF TITLES TO LEAVE ON CESSATION OF SERVICE**

Leave due to an employee shall lapse on the date he ceases to be in the service of the Corporation.

46- Commencement and ending of leave :-

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day proceeding that on which charge is resumed.

47- **OBLIGATION TO FURNISH ADDRESS DURING LEAVE**

Every employee shall before proceeding on leave intimate to the authority granting leave his address during the period of leave and shall keep the said authority informed of any change in this respect.

48- **CAUSAL LEAVE**

i) The Managing Director or an authority to whom such power is delegated by him may grant casual leave to an employee upto a maximum of 15 days in each year, provided that the amount of casual leave sanction at anyone time should not exceed 10 days and in combination with holidays that total period of absence should not exceed 12 days.

ii) In respect of any employee who joins the services of the Corporation during the currency of a year, the sanctioning authority may its discretion grant casual leave proportionate to the service rendered by him in the Corporation during the remaining part of the year.

49- **EARNED LEAVE**

The Earned leave admissible to an employee of the Corporation shall be calculated at 1/11th of period spent on duty provided that when the earned leave accumulated to 120 days he ceases to earn such leave. During the course of such leave he shall get all allowances of post from where he is sanctioned leave provided that in case such leave precedes his demotion to a lower post or reversion to a lower post he shall be paid average pay.

50- **SICK LEAVE**

Leave on medical ground may be granted half the average pay for a period calculated at the rate of 1/11th of the period spent on duty after which the leave shall be sanctioned only on production of medical certificates in the manner prescribed by the Managing Director from time to time.

51- **MATERNITY LEAVE**

The Competent Authority may grant a female employee of the Corporation maternity leave on full pay for a period not exceeding 100 days in total and not exceeding in 2 months from the date of delivery provided that such leave shall be sanctioned on production of medical certificate in manner prescribed by the Managing Director from time to time.

52- **EXTRAORDINARY LEAVE WITHOUT PAY**

Extra-ordinary leave without allowances may in case of necessity and when no other leave is admissible be granted for such time as may be necessary. Time spent on such leave shall not count as Service for other leave. Ordinarily no employee of the Corporation is entitled to this leave unless the competent authority is fully satisfied that the grant of such leave is

justified. The total period of such leave is justified. The total period of such leave shall not exceed one year in the total Service period.

53- STUDY LEAVE

The Managing Director may grant to an employee of the Corporation leave to study scientific, technical problems or any other problem of a similar nature or to under go special course of instruction in any subject. Such leave will not affect any leave otherwise earned. On such leave the employee may be allowed equivalent of 75% leave Salary subject to a maximum period of one year.

54- COMBINATION OF LEAVE

All types of leave except Casual leave may be combined with any other type of leave at the discretion of the Competent authority.

C H A P T E R -VI

CONDUCT DISCIPLINE AND APPEALS ETC.

55- SCOPE OF EMPLOYEES SERVICE

Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Corporation in its business, in such capacity and at such place as he may from time to time be directed.

56- LIABILITY TO ABIDE BY THE RULES & ORDERS

Every employee shall confirm to and abide by these rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person under whose control or for superintendence he may be placed.

57- EMPLOYEES TO PROMOTE CORPORATIONS INTEREST

Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavours to promote the interests of the Corporation and shall show courtesy, attention and diligence in all transactions with every person with whom he may come in contact in his official capacity.

58- PROHIBITION TO PARTICIPATE IN THE POLITICS AND CONTACT WITH PRESS

No employee shall take active part in politics, nor shall he contribute to the press without the prior sanction of the Managing Director or make public or publish any documents, paper or information of the Corporation or extracts there form which may come into his possession in his official capacity.

59- **PROHIBITION TO SEEK EMPLOYMENT OUTSIDE**

A) No employee while in Service or on leave of any kind shall accept or seek any outside employment or Office without the prior sanction of the Managing Director.

B) "No employee shall seek forwarding of his application through the management for appointment in any other Corporation/Department, unless such employee has served in the Corporation for a minimum period of three years. Provided further that the Managing Director may in his discretion refuse to forward any application not withstanding anything contained in Clause {59} {b} above".

60- **EMPLOYEES NOT TO BE ABSENT FROM DUTY WITHOUT PERMISSION OR BE LATE IN ATTENDANCE**

i) An employee shall not absent from his duties without "- having first obtained the permission of the competent authority. However, in special circumstances, like sickness or accident, the employee may obtain sanction subsequently within 24 hours and shall produce medical Certificate or other evidence justifying such absence.

ii) Any employee who absents himself from duty without leave or overstay, except under circumstance beyond his control for which he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances in respect of the period such absence or overstay. Such unauthorised absence shall be treated as misconduct and employee shall further be liable to such penalties as the appointing authority or the authority empowered in this behalf may deem fit. If such absence or overstay is proved to the satisfaction of the above authority to be beyond his control, the period of such absence or overstay may be treated as period spend on Casual, earned, sick or extraordinary leave may as may be determined, provided that if any employee absents himself from duty without leave duly sanctioned for a period of more than ten days, he may be treated to have ceased to be in the employment of the Corporation.

i) An employee who is habitually late in attendance will be liable to such penalty as the Managing Director may deem fit to impose or shall at the discretion of the Managing Director have one day of his Casual fore fitted for every 2 days he is late month. Where such an employee has no Casual leave due to him the period of absence may be treated as privilege or extraordinary leave as the Managing Director may determine.

61- **ABSENCE FROM STATION :-**

No employee shall leave his station of duty with out obtaining prior permission from the Competent Authority.

62- **PRIVATE TRADING OR BUSINESS :-**

No employee shall engage in any commercial business nor shall he be connected with formation or management of a joint Stock Company, except with the prior approval of the Board.

63- **EMPLOYEE ARRESTED FOR DEBT OR ON CRIMINAL CHARGES:-**

i) Am employee who is committed to prison either for dept or on a Criminal Charge shall be considered under suspension from the date of his arrest. The Service of any employee who is committed to prison for debt or is convicted for any offence involving moral turpitude shall deemed to have been terminated, from the date of imprisonment.

ii} If the conviction or committal to prison of an employee whose Service have been terminated under the foregoing sub rule is set aside by a higher Court and the employee is acquitted honourably or Cleared of all blame, he may be reinstated in Service, provided that such an employee shall not be entitled to any pay or allowances for the period from the date of termination to the date of his reinstatement.

64- **MISCONDUCT :-**

The following acts shall be considered to be acts of misconduct :-

- i. Wilful insubordination or disobedience. Whether or not in Combination with one another, or any lawful order from Competent Authority.
- ii. Going on an illegal Strike or inciting, instigating or working in furtherance thereof.
- iii. Taking or giving any bribe or any illegal gratification.
- iv. Convassing for Union membership or Collection of Union dues within the premises of the establishment except in accordance with any law or with the permission of the Managing Director.
- v. Theft, fraud or dishonesty in connection with the Corporation's business or property or the theft of property or another employee within the premises of the establishment.
- vi. Holding meetings inside the premises of the establishment without prior permission of the Managing Director except in accordance with the provisions of any law for time being in force.
- vii. Wilful slowing down in performance of work or abetment or instigation thereof.
- viii. Drunkenness, riotous, disorderly or indecent behaviour in the premises of the establishment or any public place.
- ix. Habitual neglect of work or gross or habitual negligence.
- x. Disclosing to any unauthorised person any information regarding the matters of the establishment.
- xi. Gambling within the premises of the establishment.
- xii. Refusal to accept charge sheet, Order or any other communication served on the employee
- xiii. Unauthorised possession of any lethal weapon.
- xiv. Any other act which may be added to this list by the Managing Director.

65- **PENALITIES**

Without prejudice to the provisions of any other rules :-

I) An employee who commits a wilful breach of any of the rules or of any of his duties or who displays negligence, inefficiency or indolence or who knowingly, wilfully, intentionally or negligently Cause any loss or damage, whether pecuniary or otherwise to the Corporation or to any of its properties or who knowingly, wilfully or intentionally does anything detrimental to the interests or prestige of the Corporation or who commits a breach of discipline or is guilty of disobedience or of any other act of misconduct or misbehaviour shall be liable to any one or more than one of the following penalties.

- a) with holding or postponement of increment;

- b) Permanent stoppage of INCREMENT.
- c) Recovery from pay of the whole or part of any loss pecuniary or otherwise Caused to the Corporation.
- d) Fine.
- e) Demotion or reversion to a lower pay Scale. f) Termination of Service.

II) No penalty shall be imposed on any employee unless the appointing authority or such other authority empowered in this behalf, after giving an opportunity to the employee to explain and after taking into account the explanation of the employee is satisfied that a fair and proper enquiry was made and the charges leading to the penalties were proved. The appointing authority shall decide the procedure for the enquiry and also the formed quantum of punishment or the authority empowered in this behalf.

66- **SUSPENSION AND SUBSISTANCE ALLOWANCE**

An employee may be placed under suspension for sufficient reasons by the Competent Authority provided that in the case of an employee whose Scale of pay does not exceed 2000-3800. The Managing Director shall report all the facts of the case to the Board at its first meeting after he had issued the orders of suspension. During each suspension the employee shall receive subsistence allowance at the rate of half of the pay during the 1st 6 Months of suspension and 3/4 of the pay thereafter provided the period of suspension has been prolonged for reasons not directly attributable to the employee. Pay for this purpose shall mean Basic Pay, Cola, additional COLA.

67. **RIGHT TO APPEAL :-**

An employee shall have a right to appeal against an order of punishment served on him in accordance with the provisions of these rules.

68. **APPELLATE AUTHORITIES :-**

i) An appeal against the order of any authority subordinate to the Managing Director shall lie to the Managing Director.

ii) An appeal against an original order of the Managing Director shall lie with the Board.

69- **CONDITIONS WHICH AN APPEAL SHOULD SATISFY**

- a) It shall be signed in manuscript.
- b) It shall contain all materials, statements and shall be complete in itself.
- c) It shall be couched in polite and respectful language and shall be free from unnecessary verbiage
- d) It shall be submitted through proper channel.
- e) The appeal shall be made within 30 days of the date on which applicant is informed of the order appealed against if the appeal lies to an authority other than Board and.
- f) Three Months if the appeal lies to the Board.

Amended vide Order No.6-Secy of 1992 dated: 29/1/1992 Ref: Agenda item No. 66.12.

70. **APPEALS NOT TO BE ADDRESSED TO DIRECTORS :-**

Appeals shall not be addressed to any individual Director of the Corporation and such action shall be deemed to be a breach of discipline.

CHAPTER -VII

RULES GOVERNING, SCOOTER AND CYCLE ADVANCES

71- **ADVANCE FOR PURCHASE OF SCOOTER**

1- An employee should be in the permanent Services of the Corporation and must have at list three years Services to his credit in the Corporation prior to the sanction of such advance.

2. The advance shall be sanctioned by the Managing Director.

3. The facility of advance shall be extended if justified by the work assigned to an employee when the said advance is likely to enable an employee to discharge his official duties.

4. An employee shall not be entitled for the advance second time unless his previous advance is liquidated in full.

5. The advance shall not ordinarily be granted within 5 years of the grant of previous advance for the same purpose.

6. In case of an employee whose Services are due to retire or whose contract expires before the completion of a period of 70 Months if advance is 7 thousand and instalment of Rs. 100/=PM.

7. The facility of scooter advance shall be extended to an employee whose basic pay is Rs. 700/= PM or more.

8. At the time of drawing the advance an employee shall have to execute an agreement in the prescribed form and which shall be subject to the registration in the Court of law.

9. The mortgage to be executed shall provided for the insurance of the vehicle against full loss by fire, theft or accident no conditional policy shall be acceptable and the insurance policy shall be effected simultaneously with the purchase of the scooter.

10. The employee who is extended the facility of scooter advance shall have to executed a mortgage bond by hypothecating the scooter to the Corporation as security against the advance.

11. The total amount to be advance for the purpose shall be upto 7000/-which shall be recoverable in monthly instalments of Rs.100/- PM together with interest chargeable under State Government rules from time to time.

12. When an advance for the purchase of scooter is sanctioned the purchase of the Scooter must be effected within one month of the date of which the money is drawn. Otherwise, the amount of the advance alongwith the interest there on shall be refundable within one month.

13. In all cases in which a Scooter is sold before the advance is received for its purchase alongwith interest accrued thereon has been fully repaid the sale proceeds must be first applied, so far as may be necessary, towards the repayment of such outstanding balance, provided that when the scooter is sold only in order that another Scooter may be purchased the sanctioning authority may permit an employee to apply the sale proceeds towards such purchase to the following conditions :-

- a) The amount outstanding shall not be permitted to exceed the cost of the new Scooter.
- b) The amount outstanding shall continue to be repaid at the rate previously fixed; and
- c) The new Scooter must be insured and mortgaged to the Corporation as required by these rules.

14. Simple interest at the rate of 6% shall be charged on the amount advanced and shall be calculated on the balance outstanding on the last day of each month. The interest rate, however, be revived by the Corporation after third year i.e. the first review will be done in 1987.

15. The recovery of the amount of interest shall be made in monthly instalments which shall not be greater than the amount of instalment in which Principal is repaid and shall and commence from the month immediately following that in which the repayment of the advance is completed.

16. Draw of the advance be made by the drawing and disbursing Officer on obtaining the surety bond in the form to be prescribed for this purpose. The drawing and disbursing Officer shall maintain a register in the prescribed form to watch the recoveries of all advances.

72. **ADVANCE FOR PURCHASE OF CYCLE**

1. An employee should be in the permanent Services of the Corporation and must have at least three years Service to his Credit in the Corporation prior to sanction of such advance.
2. The advance shall be sanctioned by the Managing Director.
3. The facility of the advance shall be extended only if it is justified by the work assigned to an employee and when the said advance is likely to enable an employee to discharge his official duties.
4. An employee shall not entitled for the advance second time unless his previous advance is liquidated in full.
5. An employee who is extended the facility of cycle advance shall have to produce cash receipts and other necessary particulars of the purchase made by him within one month from the date of such purchase.
6. The total advance shall not exceed Rs.500/= per head on anticipated price whichever is less and shall be recoverable in equal monthly instalments which shall not exceed 25 monthly instalments.
7. Simple Interest at a rate applicable to State Government employee from time to time which shall be calculated on the balance outstanding on the last date of each month. The interest rate, shall however, be reviewed by the Corporation after every third year i.e. the first review will be due in 1987.

8. The recovery of amount shall be made in monthly instalment which shall not be greater than the amount of instalment in which the Principal is repaid and shall not commence from the month immediately following that in which the repayment of the advance is completed.
9. Drawal of the advance shall be made by the drawing and disbursing Officer on obtaining the surety bond in the form to be prescribed for this purpose.
10. The drawing and disbursing officer shall maintain a register in the prescribed form to watch recoveries of all advances.

73. PRINTED AS RULE 21-B

C H A P T E R-VIII

74. RULES REGARDING CAR ADVANCES TO SICOP EMPLOYEES

Advance to the SICOP employees for the purchase of motor Car are regulated by the following rules :-

1. An employee should be in the permanent Service of the Corporation and must have at least 5 years Service to his Credit in the Corporation for being eligible to the sanction of such advance.
2. The advance shall be in the sanctioned by the Managing Director.
3. An advance will be given when the Corporation considers that it is in the interest of the Corporation that the employee should use a car in the discharging of his duties. The advance can only be granted only to such employees as are completed in the course of their Official duties to do much touring or to make frequent journey where saving of time is of real importance. In exceptional Circumstances, however such advance may be granted to any other Corporation employee also when they advance is likely to enable the employees to discharge his official duties efficiently.
4. An employee shall not be entitled for the advance second time unless his previous advance is liquidated in full. In case of an employee who is due to retire or whose contract expires before the completion of a period of five years from the first issue of pay after the drawal of the advance, the number of the instalments should be so regulated that the recovery of the advance and interest thereon would be completed well before the time of issue of the last pay to the employees retirement.
5. The facility of car advance shall be extended to such an employee only whose basic pay of Rs. 3000/= per month or more.
6. The advance shall be applied from in the prescribed form before the purchase of a car is made and the application for the advances should certify that the employee is enable to make the purchase without advance.
- 7(i) When an advance for the purchase of car is sanctioned the purchase of the car must be effected within one month from the date on which the money is drawal, otherwise the amount of advance alongwith the interest thereon shall be refundable within one month the Corporation.
- ii) For this purpose the advance may be drawn only after the Officer concerned has received a written assurance from the dealer that the supply is likely to be made within a month, and a Certificate to this effect is enclosed with the application. In the event of any delay in supply, the Officer concerned should apply for extension of the time limit within one month and seek permission for retaining the advance for a further period of another month. Each such request should be supported with a letter from the dealer concerned indicating the likely period of supply and will be considered on its own merits.

8. The total amount to be advanced for the purpose shall not exceed Rs. or anticipated price of the car, whichever is less than the advance taken, the balance should be forthwith refunded in the Corporation chest.

9. The recovery of the advance granted to the employee for purchase of a motor Car shall be made in each equal number of instalments as he may elect but such number shall not be more than 100. The Corporation employee may, at his option, repay more than one instalment in a month. It will commence with the first issue of pay after the advance is drawn. The amount of interest will be recovered in one or more instalments, such each instalment being almost the same as that of principal. The recovery of interest will commence from the month following that in which the repayment of the principal has been completed.

10. In all cases in which a car is sold or sanctioned or transferred to another employee before the advance received for its purchase alongwith the interest accrued thereon has been full repaid, the sale proceeds must be first applied, so far may be necessary, towards the repayment of such outstanding amount provided that when the case is sold only in other that another car may be purchased, the sanctioning authority may permit employees to apply the sale proceeds towards such purchase subject to the following :-

- a) The amount outstanding shall continue to be repaid at the rate previously fixed; and
- b) The car must be insured and mortgaged to the Corporation as required by these rules ;
- c) The amount outstanding shall not be permitted to exceed the cost of the new car.

11. At the time of drawing the advance the employee shall have to execute an agreement in the prescribed form which shall be subject to the registration in the Court of Law and then only the advance will be drawn.

