



**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT
& INVESTMENT CORPORATION LIMITED:
UDYOG BHAWAN: TILAK MARG: JAIPUR 302005**

SERVICE RULES

These Rules were approved by the Board of Directors of the Corporation in their 4th meeting held on November 25, 1969 vide Resolution No. 13.

Preamble

Whereas it is necessary to define the terms and conditions of appointment and services of the Staff of Rajasthan State Industrial Development and Investment Corporation Limited and to provide for their duties, leave and remuneration payable to them etc., the Board of Directors of the Rajasthan State Industrial Development & Investment Corporation Limited, have made the following Rules.

CHAPTER - 1

1. These rules may be called "THE RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT CORPORATION LIMITED SERVICE RULES". They shall come into force with effect from November 25, 1969.
2. Unless otherwise expressly provided, these rules apply to all employees of the corporation other than the following: -
 - (a) The Chairman, Managing Director and other Directors, whose conditions of appointment and service may be such as may be prescribed by the Rajasthan Government.
 - (b) Persons employed on purely part-time basis.
 - (c) Persons employed on contract to the extent that the terms and provisions of such contracts are in consistent with these rules.
 - (d) Persons on deputation from the Government of Rajasthan or from the Govt. of India offices or any other statutory Board or Corporation, who will be governed by the rules applicable to them in their parent department and the terms and conditions of deputation, as may be agreed to between the corporation and the lending department.
 - (e) Workers covered under the Factory and Mines Act.

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3. **Power to amend and interpret the Rules**

The Board of Directors reserve to themselves the right to amend, alter, interpret, vary, modify, remake, rescind or add to these rules or any supplementary rules issued in connection with these rules without previous notice or intention to do so and the right to give effect thereto from any date which it may deem fit, provided that if a rule or order, which affects, any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employee(s). The decision of the Board shall be binding on the employees.

4. **Power to Delegate:**

The Board may confer on the Chairman/Managing Director/ any other officer any of its power in these rules by resolution subject to the Company's Act and Memorandum & Articles of Association of the Corporation. The Chairman/Managing Director may with the approval of the Board confer on any officer of the corporation any of his power indicating his delegated powers by written authorization. Delegated powers shall be exercised subject to such conditions and limits, as may be prescribed in the resolution or authorization by the Board.

CHAPTER - II

5. **Definitions:**

- (i) **"Accounts Officer"** - means the Accounts Officer appointed by the Board of Directors to be the Accounts Officer.
- (ii) **"Age"**
 - (a) For the purpose of these regulations age shall be computed from the date of birth of an employee who shall be required to produce authentic proof thereof at the time of his employment or within these months from the date of his appointment.
 - (b) The following proofs may be accepted as authentic date of birth in order of preference:
 - (i) Date of birth given in the High School/Higher Secondary Certificate.
 - (ii) Date of birth given in the Municipal birth certificate.
 - (iii) Date of birth given in the horoscope provided it was prepared soon after the date of birth started by the employees.
 - (c) If an employee is unable to state his exact date of birth but can state the year, or year and the month of birth, the 1st July or the 16th day of the month respectively may be treated as the date of birth.
 - (d) If an employee is unable to state even the year of birth, a certificate from a Medical Officer approved by the

corporation specifying the approximate year may be accepted for the purpose of computing age.

- (e) When an employee is required to retire or attaining a specified age the date of which he attains that age is reckoned as non-working day, and he must retire with effect from and including that day.
- (iii) **"Apprentice"** - means a persons, who acceding to the rules of the corporation, is an apprentice or who is declared to be an Apprentice by a competent authority.
- (iv) **"Board"** - means the Board of Directors of the Corporation.
- (v) **"Chairman"** - means the Chairman of the Board of Directors of the Corporation appointed in accordance with Article 77 (i) of Articles of Association of the Corporation.
- (vi) **"Competent Authority"** - In relation to exercise of any power means the Rajasthan State Industrial Development & Investment Corporation or any other authority to which the power is delegated by the corporation in these rules.
- (vii) **"Compensatory allowance"** - means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.
- (viii) **"Corporation"** - means the Rajasthan State Industrial Development & Investment Corporation Limited.
- (ix) **"Director"** - means the member of the Board of Directors appointed in accordance with article 77 (i) of the Articles of Association of the Corporation.
- (x) **"Duty"** - means the time spent in discharge of service under the corporation and includes: -
 - (a)
 - 1. Service rendered as a probationer/probationer trainee or apprentice, provided such service is followed by confirmation.
 - 2. Joining time.
 - (b)
 - 1. Time spent in training sponsored by the corporation.
 - 2. Period spent on journey to and from the place of training and the period occupied in attending an optional or obligatory examination at which the employee is permitted to appear by the competent authority.



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(xi) **"Employee in permanent employment"** - means a person employee under the corporation, who holds permanent post or who holds a lien in a permanent post or would hold a lien on permanent post had the lien not been suspended.

(xii) **"Family"** - means the employee, his wife (not more than one wife is included in the family) or her husband wholly dependant on her, legitimate children, step children residing with the wholly dependant upon him.

NOTE:

(1) The term **"legitimate children"** - will include adopted children under the Hindu law.

(2) An employee's legitimate daughters, step-daughters and sisters whose Gauna or Rukshat has been performed shall not be regarded as wholly dependent upon him.

(xiii) **"Financial Advisor"** - means the Financial Advisor appointed by the Board of Directors to be the Financial Advisor.

(xiv) **"First appointment"** - means the appointment of a person not at the time of appointment holding any post under the corporation even though he may have previously held such post.

(xv) **"Foreign Service"** - means a service in which an employee receives his substantive pay with sanction of the corporation from a source other than from the fund of the corporation.

(xvi) (a) **"Head of Division"** - means the Financial Advisor, Technical Advisor all officers appointed as Manager in the Head Office of the corporation or any other officer incharge of the Division known by any designation such as Advisor, General Manager etc." For Technical Advisor or officers appointed as Manager in the Head Office of the corporation.

(b) **"Head of Office"** means the Secretary of the Corporation and Managers in the Head Office or any other officer designated by the Board to be a "Head of Office".

(xvii) **"Holiday"** - means a day on which all or any particular office is ordered to be closed or a specified class of employee is allowed a holiday by a competent authority.

(xviii) **"Honorarium"** - means a recurring or non-recurring payment granted from the fund of the corporation to any employee as remuneration for any special work of occasional and intermittent nature which can not be regarded as part of legitimate duties of the employee.

(xix) **"Joining Time"** - means the time allowed to an employee in which to join a new post or to travel to the station of his new posting.

- (xx) **"Leave"** - is earned by duty and includes Privilege Leave, Maternity leave, Extra-ordinary leave and half-pay leave.
- (xxi) **"Leave Salary"** - means the amount of salary paid to an employee during leave.
- (xxii) **"Lien"** - means title of an employee to hold a permanent post substantively and the right to resume on return to duty after a period or periods of absence.
- (xxiii) **"Managing Director"** - means Managing Director of the corporation appointed in accordance with Article 77 (i) of Articles of Association of the corporation.
- (xxiv) **"Management"** - means the Board of Directors of the corporation in relation to any power exercisable by it.
- (xxv) **"Medical Officer"** - means Medical Officer, who is appointed by the corporation whole time or part or any registered Medical Practitioner approved by the corporation.
- (xxvi) **"Month"** - means a calendar month. A period expressed in terms of months and days is first calculated by complete calendar month irrespective of the number of days in each and the odd number of days calculated subsequently.
- (xxvii) **"Office"** - means headquarters office, divisional office or any other office that the corporation may establish anywhere in India or elsewhere.
- (xxviii) **"Officiate"** - means performance of duties of a post by an employee on which another employee holds a lien. Corporation may appoint an employee to officiate in a vacant post on which no other employee holds a lien or pending a permanent appointment in the post.
- (xxix) **"Pay"** - means the amount of which an employee is entitled to and is drawn by him monthly in respect of the post held by him on a regular basis or on an officiating capacity and includes :
- (i) Personal pay,
 - (ii) Special pay, and
 - (iii) Any other emoluments which may be specially classed as pay by the competent authority.
- (xxx) **"Permanent Post"** - means a post carrying a definite rate of pay sanctioned without limit of time.
- (xxxi) **"Personal pay"** - means additional pay granted to an employee:
- (i) to save him from loss of substantive pay in respect of permanent post due to revision of pay or reduction in such pay or not being a reduction as a disciplinary measure ;

(ii) In exceptional circumstances on other personal considerations.

(xxxii) **"Probationer/*Probationer trainee"** - means a person employed on probation in or against a permanent vacancy in the corporation before his appointment substantively.

*(*Inserted vide office order no. A.1 (4)30/83-2011/Pt.II dated 12.6.2012 Working Committee held on 28.5.2012 vide item No. 3)*

(xxxiii) **"Presumptive pay of a post"** - when used with reference to any particular employee means the pay to which he would be entitled if he hold the post substantively and were performing its duties, but it does not include special pay unless the employee performs or discharges the work or responsibility or is exposed to the unhealthy conditions in consideration of which the special pay was granted.

(xxxiv) **"Service Rules"** - means the Rajasthan State Industrial Development & Investment Corporation Limited Service Rules.

(xxxv) **"Service under the Corporation"** - means service under the corporation or any unit under the control of the corporation.

(xxxvi) **"Special pay"** - means an additional of the nature of pay of a post or of an employee, granted in consideration of:-

- (a) The especially arduous nature of the duties;
- (b) The specific addition to the work of responsibility; and
- (c) The unhealthiness of the locality in which the work is performed.

(xxxvii) **"State Government"** - means the Government of Rajasthan.

(xxxviii) **"Subsistence Grant"** - means an amount monthly granted to an employee who is not in receipt of pay (other then special pay or personal pay) or leave salary.

(xxxix) **"Substantive pay"** - means the pay other than special pay or personal pay, emoluments classed as a pay under Rule 5 (xxix) to which an employee is entitled to on account of his appointment substantively to a post under the corporation.

(xl) **"Temporary employee"** - means an employee, whose services have been engaged for specific period which may be extended from time to time.

(xli) **"Temporary post"** - means a post created temporarily for a specific period.

(xlii) **"Time Scale of Pay"** - means pay which subject to any conditions prescribed in these rules rises by periodical increments from a minimum to a maximum.



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Time scales are treated to be identical if minimum, maximum, the period of increment and the rate of increment are the same.

- (xlili) **"Transfer"** - means the movement of an employee from one headquarters station in which he is employed to another such station to take up the duties of a new post or as a result of a change in his headquarters.

NOTE: Words and phrases not defined above will in case of doubt have the same meaning as given to them from time to time by the Chairman/Managing Director.

- (xliv) **"Secretary"** - means the Secretary of the corporation appointed by the Board of Directors.

*6. (a) **Probation period**

Persons recruited directly on any post and employees promoted from a lower post to the next higher post shall be placed on probation for a period of **two*** year from the date of appointment/promotion. If it appears to the appointing authority, at any time during or at the end of the probation period that an employee has not made satisfactory progress or has failed to pass the proscribed test or examination, in the case of promotee, the said authority may revert him to the post held by him immediately preceding his appointment and in case of a direct recruit, the said authority may discharge him from service. Provided that the appointing authority may extend the period of the probation of any employee by any period not exceeding one year, if in his opinion the probationer has not made or shown satisfactory progress during the initial period of probation of one year.

- (b) Termination of service of a temporary employee. The services of a temporary employee shall be liable to termination on one month's notice or payment of salary in lieu thereof but for employee having put in more than 3 years service, three month's notice or payment of salary in lieu thereof shall be required.


- (c) Termination of service after confirmation to termination after conducting of enquiry against him. The enquiry and procedure for regarding punishment shall be as per provisions of RIICO (Classification, Disciplinary Action & Appeal) Rules, 1979 except in cases covered by Rule 12 of RIICO (Classification, Disciplinary Action & Appeal) Rules, 1979.

* Amended vide Item No. 7 of Working Committee Meeting dated 20.03.2006 (Recruitment & Selection Rules)

** (d) **Acceptance of Resignation:**

An employee can resign from the services of the Corporation by giving one month's notice or salary in lieu thereof during the period of probation and 3 months' notice or salary in lieu thereof after confirmation in the service of the Corporation.

NOTE: The Appointing Authority may consider to waive off the part of full period of notice at his discretion.


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* Existing Rule 6 deleted. New Sub Rule 6 (a), (b) & (c) inserted vide Working Committee held on 29.10.94 vide item No. 13. Office order issued A.1(4)30/70 dated 15.11.94

** Sub rules 6(d) inserted vide Item No. 9 of Working Committee held on 16.02.1996

7. Consistent with the requirements of the corporation, the Board or the competent authority may create posts from time to time in prescribed scale of pay of each or class of posts (and prescribe the jobs specifications).
8. **Appointing Authority:**
The authority competent to make appointments to various posts in the corporation shall be as indicated in the Schedule of Delegation of powers approved by the Board.
9. Appointments shall be made on the recommendations of the Selection and Promotion Committee as appointed by the Board or a Competent Authority.
10. (a) No person shall be appointed to a post in the corporation without a Certificate of good character from a respectable person and a certificate in the following form from the Medical Officer, appointed or approved by the corporation. This certificate must be produced on first appointment at the time of joining duty and a true copy be kept in the personal file of the employee.

HEALTH CERTIFICATE

I do hereby certify that I have examined _____ a candidate for employment in the corporation and can not discover that he has any disease, constitutional weakness or bodily infirmity except _____

I do not consider this a disqualification for employment in the corporation. The candidate age is according to about _____ years and by appearance about _____ years.

Signature of Medical Officer

- (b) No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of the corporation or from a Department of the Central Government or any State Government or from any public sector undertaking.
- (c) No person shall be eligible for appointment who has been convicted in a Court of Law for any offence involving moral turpitude.
- (d) No person who has more than one wife living or who having a spouse living marries and such marriage is void by reason of its taking place during the life time to such spouse, shall be eligible for appointment to the service of the corporation.



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- (e) No women whose marriage is void by reason of the husband having a wife living at the tie of such marriage or who has married a person who has a wife living at the time as such marriage, shall be eligible for appointment to the service of the corporation unless specifically exempted by the Board.
- (f) No candidate shall be eligible for appointment to the Service who has more than two* children or after one year from the date of issue of orders.

"Provided that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to the one entity while counting the total number of children.

* *Amended vide Item no. 4 of WC dated 20.03.2006*

*10-A. No Corporation employee shall:

- (i) Give or take or abet the giving or taking of dowry, or
- (ii) Demand directly or in directly, from the parents or guardian of a bride or bride groom, as the case may be, any dowry.

Explanation: For the purpose of this rule 'Dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 23 of 1961).

* *Inserted vide Item no. 9 of WC dated 05.07.1977*

11. **Age on first appointment:**


- (a) A person whose age exceeds 35 years may not ordinarily be appointed into permanent service of the corporation. A competent authority may, however, relax the age of entry in individual cases or in the case of specified posts by special or general orders.

NOTE :

The powers of competent authority as referred to in :

- (a) shall be exercised by the Chairman of the corporation, who is authorised to relax upper age limit on first appointment upto 40 years of age in suitable and deserving cases.
- (b) No person who is below 18 years shall be appointed to any post in the corporation.
- *(c) The maximum age for the posts of Dy. General Managers, shall be prescribed as 40 years and for the post of Manager & Dy. Manager as 35 years.

**Inserted vide W.C. meeting decision on item No. 10 of its meeting held on 11th March, 1980.*


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12. A person appointed in the services of the corporation may be employed in any manner and whose time would be at the disposal of the corporation without any claim. Provided that no woman shall be required or allowed to work whether as employee or otherwise during the night, provided that no woman should be knowingly appointed or shall be engaged in employment during the six weeks following the day on which she has delivered a child. Further provided that any woman employee in the corporation who has delivered a child shall, while she is nursing her child be allowed half an hour twice a day during her working hours for this purpose in addition to the regular intervals of rest.
13. An employee shall neither be appointed to hold two or more posts substantively except as temporary measure nor shall be appointed substantively to a post on which another employee holds a lien.
14. **LIEN:**
An employee on substantive appointment to a permanent post acquires a lien on that posts and ceases to hold any lien previously acquired on any other permanent post.
15. **Subscription to Provident Funds:**
An employee of the corporation shall be required to subscribe to the Contributory Provident Fund of the Corporation in accordance with such rules, which may be prescribed by the corporation.
16. **Conditions of Pay & Allowance:**
The pay and allowance of an employee begin when he takes charge of the posts in respect of which they are earned and ceases to draw as soon as he ceases to discharge duties of the posts.

Provided that pay and allowance shall be drawn from the date of assuming on duties, if charge is transferred before noon of the date.
17. **Charge of an Office:**
Unless for special reasons (which must be recorded) by the competent authority, the charge of an office must be made over at the headquarters, both the relieving and relieved employees being present.
18. Every employee selected to undergo training for specified period before he assumes independent charges of that post shall be required to execute, before the period of training starts a bond in the form that may be prescribed by the Management.



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19. (a) No employee shall be granted leave of any kind for a continuous period exceeding five years.
- (b) Unless in exceptional circumstances of the case of the competent authority otherwise determined, an employee shall be deemed to have resigned and shall cease to be employee of the Corporation if he:
- i. does not resume duty after remaining on leave for a continuous period of five years; or
 - ii after the expiry of leave remains absent from duty, otherwise than of foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds five years.
20. Unless the period of notice is otherwise agreed to the service of a temporary employee of the Corporation may be terminated any time without notice.

CHAPTER - I V

21. An employee shall draw the pay of the post held by him, which has been sanctioned by the competent authority.

22. **Pay on First appointment:**

The pay of an employee on first appointment to a post in the service of the Corporation shall be fixed at the minimum of the time scale applicable to the post to which he is appointed, or where the post is on a fixed pay, such fixed pay.

Provided that where any person appointed to a post to which a time-scale is applicable has been in continuous service for a period of the not less than two years in any department of the Central/any State Government or any Public Sector or Private Sector Undertaking immediately proceeding such appointment, the appointing authority may in its discretion fix the pay at the stage than the pay last drawn by him in such Department or Undertaking and may in addition, in his discretion, grant not more than 5 advance increments.

Provided also that in no case shall the pay be fixed at higher than the maximum of the time scale.

23. **Regulation of Pay on Promotion or Appointment to a Higher post:**

- (i) When an employee holding a post in a substantive, temporary or officiating capacity is promoted to a post in a regular line of promotion in a substantive temporary or officiating capacity, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally

arrived by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn.

- (ii) Where the pay of an employee is fixed under sub-rule (i) above the next increment shall be granted on the date he would have drawn his increment had he continued in the lower post, provided that where the pay is fixed at the minimum of the time scale and the pay so fixed exceeds the pay drawn in the lower post by the amount equal to the amount in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completing of service for the full incremental period counting for increment.

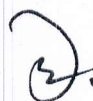
Provided that where an employee is immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time scale of the lower post shall be fixed at the stage in that time scale next above such maximum in the lower post.

- *(iii) On promotion to the higher post carrying running pay scale, the pay shall be fixed under rule (i) above.

* *Inserted vide Resolution No. 12 passed by Working Committee on 1st July, 1991.*

- (a) When an employee is promoted against the quota for the previous years to which the vacancy relates and the services/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at then pay which would have been derived at the time of his promotion, but no arrears of pay shall be allowed to him.
- (b) In case where selection for promotion is made by the earlier year of DPC the notional fixation of pay on promotion shall be made from the date of vacancy was actually existing. In case it is not possible to identify the actual date of vacancy of the post, the notional fixation of pay on promotion shall be made from the last day of the year of DPC.

NOTE : In the past cases decided otherwise may be reopened and notional fixation of pay on promotion be revised accordingly. Recovery of over payment if any, made as a result of earlier fixation of notional pay may be made.



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24. **Increments:**

An increment acquiring in a time scale of pay shall ordinarily be drawn as a matter of course unless it is withheld by an authority empowered to with-held such increment.

*There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the running pay band as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 01.01.2006** in the running pay-band will be granted to the employees, who have completed six months on 01.07.2006**.

Provided that in the case of persons who had been drawing maximum of the existing pay scale for more than a year as on the 1st day of September, 2006, the next increment in the running pay band shall be allowed on the 1st day of September, 2006. Thereafter, the provision of Rule 12 of RIICO Employees Services (Revised Pay Scales) Rules, 2008 would apply.

**Inserted vide office order no. A.1(9)93/2008 dated 10.10.2008.*

***Substituted 01.01.2006 in place of 01.09.2006 and 01.07.2006 in place of 01.07.2007 vide Board meeting by circulation dated 22.5.13 vide office order dated 23.5.13.*

25. **Conditions on which Service counts for increments:**

Conditions on which service counts for increments in a time scale are prescribed as under:-

- (a) All duty in a post on a time scale counts for increments in that time scale.

****NOTE:** The period spent on ad-hoc appointment shall also count for grant of annual grade increment if the ad-hoc appointment on any post in a regular pay scale is followed by regular appointment on the same post and in the same time scale of pay without any interruption.

- (c) Service in another post, other than a post carrying less pay on which an employee may be transferred on account of inefficiency or misbehaviors or on his written request whether in substantive or officiating capacity.

* *Substituted vide Office Order No. A. 1(4) 30/70/Pt. III/2239-2268 dated 3.2.1977 in Working Committee Meeting held on 3.2.1977 - Resolution No. 7.*

** *Inserted vide Working Committee decision on item No. 8 of its meeting held on 14.12.1987.*



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post on which the employee holds a lien or to the post if any, on which he would hold a lien had his lien not been suspended. In case an employee officiating in a post at the time he proceeded on leave or on deputation, and would have continued to officiate but for leave or deputation, the period of such leave or deputation shall count for increment.

NOTE: Extra-ordinary leave shall also count for increment in a case in which the competent authority is satisfied that such leave was taken on account of illness or for any other cause beyond the control of an employee or for prosecuting higher scientific and technical studies.

- (d) If the employee holding a temporary post or officiating in a post on time scale of pay is appointed to hold a higher temporary post or to officiate in a higher post his officiating or temporary service in the higher post shall, if he is re-appointed to a post in the same, time scale of pay counts for increments in the time scale applicable to such lower post. The period of officiating in higher post which counts for increments in lower post is, however, restricted to the period during which an employee would have officiated in lower post at the time of his appointment to the higher post, he would have so officiated in the lower post, had he not been appointed to the higher post.
- (e)
 - (i) If joining time is allowed to join a new post on which an employee is appointed while on duty in his old post or directly on relinquishing charge of that post it shall count for increment in the time scale of the post on which an employee holds lien or would hold a lien, had his lien not been suspended as well as in the time scale applicable to the post, the pay of which is received by an employee during the joining time period.
 - (ii) If joining time is granted to join a new post on return from leave or when an employee did not have sufficient notice of his appointment to the new post on return from leave, then in the time scale applicable to the post on which the last day or leave before commencement of the joining time counts for increment.

26. **Pre-mature Increments:**

A competent authority having power to create a post on a particular scale of pay may grant a pre-mature increment under special circumstances, which would justify the grant of personal pay to an employee on that time scale of pay. Next increment in such cases

circumstances, which would justify the grant of personal pay to an employee on that time scale of pay. Next increment in such cases shall occur after an employee has served for a full year on the new rate of pay.

27. **Pay on Transfer to a Lower Post as Penalty:**

An employee transferred as a penalty from a higher post to a lower grade or post may be allowed to draw any pay not exceeding the maximum of the lower grade or post as may be considered proper by a competent authority.

28. **Officiating Appointments:**

Except in the case of combination of appointment an employee who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post, unless officiating appointment involves assumption of duties and responsibilities of greater importance than these attaching to his substantive post and unless the time scale of pay of the officiating post is higher than his substantive post.

29. **Pay of a Temporary Post:**

A person appointed to hold a temporary post get pay at the minimum of the pay of such post but if such a post is filled by an employee already in service of the Corporation his pay shall be fixed with due regard to his existing pay and the character and responsibility of the work to be performed.

30. **Sanction for Undertaking a Private Work:**

An employee may undertake work of a Government, or of private or public body and accept fee thereof with the specific sanction of the Corporation provided that the work can be undertaken without detriment to his official duties, provided that the corporation may direct an employee to credit to the corporation's Fund any part of such recurring or non-recurring fee.

31. **Grant of Honorarium:**

Corporation may grant honorarium to an employee from the Corporation's fund for work performed which is occasional in character and either so laborious of such special merit as to justify such reward. The grant of honorarium is not justified if there is temporary increase in work which can be regarded as part of the legitimate duties of an employee who is drawing grade pay 4800* or below. Following rates are at present applicable :



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Sr. No.	Amount of Honorarium / Extra work period	Rate Running Pay+ Grade pay, as applicable)
1	Less than 24 hours	NIL
2	More than 24 hours but less than 60 days	1%
3	More than 60 hours but less than 120 hours	2%
4	More than 120 hours but less than 180 hours	4%
5	More than 180 hours but less than 240 hours	5%
6	More than 240 hours and above	7%

Subject to the overall condition that a Corporation employee shall not be granted honorarium exceeding 12% of basic pay i.e. sum of pay in the running pay band and grade pay under the RIICO Employees (Revised Pay scale) Rules, 2008, in all during a financial year.

32. *** Substituted vide office order A.1(9)93/2008-13 dated 29.07.2013**
Payment that can be accepted without Permission:

An employee may receive award for any essay or public competition or income derived from literary, cultural or artistic efforts or sale of book written by him with the aid of the knowledge acquired by him during the course of service under the Corporation provided, it is certified by the competent authority that such book is not a compilation of Corporation rules, regulations or procedures.



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CHAPTER - V


SUSPENSION

33. Scale of subsistence allowance during suspension:

An employee shall be entitled to the following payment during the period of suspension:-

1)	During the period of first six months of suspension.	Subsistence allowance equal to the amount of half of leave salary admissible to him on leave and dearness allowance on such reduced salary.
2)	Period of suspension exceeding first six months.	<p>a) Subsistence allowance may be increased upto the extent of 50 per cent of the subsistence allowance admissible during the period of first six* months, if it is established that the period of suspension has not been prolonged for reasons not directly attributable to the employee under suspension; or</p> <p>b) Subsistence allowance reduced to the extent of 50 per cent of the subsistence allowance admissible during the period of first six* months, if it is establish that the period of suspension has been prolonged due to reasons directly attributable to the employee under suspension.</p> <p>c) Dearness allowance based on the increased or decreased amount of subsistence allowance as the case may be under sub-clause (2) (a) and (b) above.</p> <p>Any compensatory allowance while an employee under suspension was receiving on the date of suspension provided it is certified by the employee that he continues to meet the expenditure for which it was granted.</p>

* Substituted from "Twelve" to "Six" vide Working Committee held on 29.10.94 vide item No. 13. Office order issued A.1(4)30/70 dated 15.11.94


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34. **Pay and Allowance on Reinstatement :**

An authority competent to order reinstatement shall make a specific order with regard to pay and allowance to be paid to an employee for the period of suspension and whether or not the said period shall be treated as a period spent on duty.

35. No leave shall be granted to an employee under suspension but in exceptional cases permission to leave the head quarters could be granted by a competent authority, keeping in view the state of the enquiry and the possible effects of the absence on the enquiry's progress.

36. (a) The date of compulsory retirement on attaining age of superannuation** of an employee shall be the afternoon of the last day of the month in which he attains the age of 60⁺ years. He may be retained in service after the date of compulsory retirement with the sanction of the Board in the interest of the service of the corporation and for reason to be recorded in writing but shall not be retained after the age of 60⁺ years in any cases.

NOTE:

The employees whose date of birth is the first of the month shall retire from the service on the afternoon of the last day of the proceeding month on attaining the age of 60⁺ years.

(b) The date of compulsory retirement on attaining age of superannuation** of a Sahayak or a person of equivalent nature of office duties shall be the afternoon of the last day of the month in which the employee attains the age of 60⁺ years. Provided however, that in the case of the following categories of employees, the date of compulsory retirement shall be the date on which the employee attains the age of 60⁺ years:

1. Farrash
2. Chowkidar
3. Helper in the lowest grade
4. Khalasi
5. Mali/Gardner
6. Sweeper
7. Waterman
8. Beldar including Head Beldar/Gangman
9. Hallis
10. Bhisti
11. Ward Keeper
12. Store Attendant
13. Store Assistant
14. Cleaners
15. Collies


NOTE:

Sahayak or a person of equivalent nature of office duties, whose date of birth is the first day of the month shall retire from service on the afternoon of the last day of the proceeding month on attaining the age of 60⁺ years.

* Office Order No.A.1(4)30/70 dated 14.2.1977 of Working Committee meeting held on 31.12.1976 - Item No. 6.

- Age limit increased vide Working Committee meeting held on 16.10.1984, Item No. 8. Office Order No.A.1(4)30/84 dated 21.12.1984 (from 55 years to 58 years and 58 years to 60 years).

+ Amended vide Item No. 12 of Board Meeting held on 23.12.2008.


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- 36-A. (i) Compulsory retirement after completion of 15 years of service.** An employee may, after giving atleast three month's notice in writing to the Management, retire from the service on the date on which he complete 15 years of service or the date on which he attains the age of 50 years whichever is earlier or, any date thereafter to be specified in the notice.

Note: The Managing Director of the Corporation is authorized to relax the period of three months notice in deserving cases.

- (ii) Optional retirement on completion of 15 years of qualifying service,** the Management may, after giving atleast 3 months previous notice in writing or by payment of three month's pay and allowance in lieu of such notice require an employee to retire from the service on the date on which he completes 15 years of service or the date on which he attains the age of 50 years whichever is earlier, or on any date thereafter.
- (iii) (*)"The Management of the Corporation shall have the right to retire an employee in public interest, if he/she has more than three children on or after 1.5.2004 and in such case, the employee shall be entitled to proportionate retirement benefits / or service gratuity, as the case may be.

Provided that where an employee has only two children from the earlier delivery (ies) but if two or more children's are born out of a single subsequent delivery, the children so born shall be deemed to the one entity while counting the total number of children.

Provided further that the provisions of this rule shall not be applicable to an employee who has more than three children so long as the number of children he/she has on 30.4.2004 does not increase.

In such a case, the appointing authority shall retire the employee after giving him/her a one/three months notice as per rules applicable to him/her.

If the order of retirement could not be served on the employee within 15 days from the date of its issue, the appointing authority shall public the order of such retirement in Rajasthan Rajpatra and the employee shall be deemed to have retired on such publication."

* *Insert vide office order No. A.1(4)30/87 dated July 4, 2003. (Board Meeting dated 30.06.2003 Item No. 12)*

** *Inserted vide Working Committee held on 29.10.94 vide item No. 13. Office order issued A.1(4)30/70 dated 15.11.94 and Board Meeting held on 22.03.2000 item No. 10 – Office order issued vide No.A.1(4)30/83 dated 30 March, 2000.*



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37. Employees shall be eligible for the following kinds of leave: -

- a) Casual Leave
- b) Privilege Leave
- c) Half Pay Leave/Commutated Leave
- d) Maternity Leave
- e) Paternity Leave
- f) Extra Ordinary Leave
- g) Quarantine Leave
- h) Special disability Leave

38. **General Conditions Governing grant of Leave:**

The following general principles shall govern the grant of leave to employees: -

- (i) Leave can not be claimed as a matter of right. When the exigencies of the Corporation's service so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved to the authority competent to grant it.
- (ii) All leave lapses on the cessation of the employee's service in the corporation whether as a result of discharge, dismissal, retirement, death or otherwise.
- (iii) An employee on leave shall not take up any other service or accept any employment.

* *Inserted vide office order No.A.1(4)30/70 dated 27.1.1986 in Working Committee Meeting held on 25.11.1985 Item No. 23.*

- (iv) Leave shall not be availed for without obtaining the prior sanction of the competent authority, application for such sanction shall be submitted in writing to the competent authority sufficiently in advance which in the case of privilege leave shall be not less than 15 days before the date on which the leave applied for it to commence. In case where an employee is compelled to absent himself from duty on account of unforeseen circumstances without obtaining prior sanction, sanction for leave should be applied for at the earliest possible opportunity.
- (v) An employee is expected to avail himself of the leave granted fully before resuming duty and may not return to duty before the expiry of such leave except with the permission of the competent authority. Provided that an employee who has been granted casual leave may at any time before the expiry of such leave rejoin duty without availing himself of the full period of the casual leave sanctioned.
- (vi) An employee who remains absent after the end of his leave shall be entitled to no leave salary for the period of such



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ordinary leave unless otherwise directed by the competent authority.

An employee willfully absenting from duty after the expiry of leave shall also be liable to disciplinary action.

- (vii) Leave may be prefixed and/or suffixed to a holiday but holidays intervening during the period of leave shall, except in the case of casual leave, count as the part of leave.
- (viii) Leave begins from the day on which charge is handed over if such handing over takes place in the forenoon of that day or from the next day if such handing over take place on the afternoon of that day, leave ends on the day proceeding that on which charges is resumed if such resumption takes place in the forenoon, and on the day on which charge is resumed if such resumption takes place in the afternoon.
- (ix) Any kind of leave may be granted in combination with or in continuation of any other kind of leave.

Provided that casual leave can not be availed of in conjunction or combination with any other kind of leave.
- (x) Unless otherwise provided, employees on deputation shall be governed by the leave rules applicable in their parent department except in respect of casual leave.
- (xi) An employee before proceeding on leave shall intimate to the competent authority his address while on leave and shall keep the said authority informed on any change in the address from time to time.

39. **CASUAL LEAVE:**

- (1) Casual leave may be granted upto a maximum of 15 days during a calendar year (12 days in case of Probationer Trainee employee). An employee will not ordinarily be permitted to avail himself of more than 10 days casual leave at a time, but the competent authority may in his discretion, relax this condition if the circumstances so warrant. Casual leave un-availed of at the end of the calendar year shall lapse.
- (2) Casual leave shall be treated as duty for all purposes including drawl for pay and allowances.
- (3) If any employee joins service during the course of the year, the casual leave shall be regulated as follows: -
 - (a) Upto 5 days for service of three months or less
 - (b) Upto 10 days for service more than three months, but less than six months; and
 - (c) Upto 15 days for service more than six months.



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- (4) Permission to leave headquarters during the course of the casual leave shall be obtained.

SPECIAL REFERENCE:

Proposals were placed before the Working Committee in its meeting held on 17.12.1986 and 27.3.1987. The Working Committee vide its item No. 16 and 5 of aforesaid meetings respectively have adopted following resolutions: -

1.	To Male Employees	Amount of Cash incentive	No. of days special C.L.
a)	For Vasectomy Operation	Rs.300/-	Six days
b)	For Second time Vasectomy Operation in case of failure of first operation	-	Six days
c)	For recanalization of Vasectomy Operation	-	Twenty One days.
d)	At the time of Tubecotomy operation of his wife. (But not at the time of delivery).	-	Seven days
2.	To Female Employees		
a)	For Tubecotomy Operation	Rs.300/-	Fourteen days
b)	For I.U.D. Insertion	Rs.19/-	One day
c)	For second time Tubecotomy operation in case of failure of first operation.	-	Fourteen days

40. **PRIVILEGE LEAVE:**

- (1) The employees of the Corporation whether temporary or permanent shall be entitled to Privilege Leave of 30 days in a calendar year and the leave account shall be credited with Privilege Leave in advance in two installments of 15 days each on the 1st day of January and July of every calendar year irrespective of whether it is an even or un-even year.

*** (1)(A) Privilege Leave at the credit of an Employee of the Corporation as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days Privilege Leave on the first day of January or July shall be made and the leave account of such advance credited Privilege Leave shall be kept separately and against which Privilege Leave taken by an Employee of the Corporation during the half year shall first be adjusted during the half year and balance, if any, shall be credited to the above account at the end of the half year, subject to the condition that balance


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of such advance credited Privilege Leave already at credit do not exceed the maximum limit of 300 days.

- (1) No deduction in leave balance shall be made if an employee remains on any kind of leave other than extra ordinary leave. If an employee remains on extra ordinary leave in a half year, deduction shall be made at the rate of 1/10 of the period of extra ordinary leave during that half year subject to a maximum of 15 days.
- (3) An employee on privilege leave shall during the period of privilege leave draw salary which the employee was drawing immediately before proceeding on leave.
- (4) Subject to the provisions of sub-rule 17, privilege leave shall be credited to the privilege leave account of employees to the extent he does not avail joining time on out station transfer. This amendment will come into force w.e.f. 2.5.1984.

* *Inserted in Working Committee Meeting held on 2.5.1985 vide item No. 8 - Office Order No.A.1(4)41/83 dated 23.5.1985.*

** *Substituted for '120' days vide Resolution No. 7 of Working Committee, passed in the meeting held on 27.1.1992.*

*** *Added vide Working Committee meeting held by circulation on 16.01.2013*

*40-A. Cash payment in lieu of un-utilized Privilege leave on the date of retirement.

1. A Corporation employee on retirement from service on superannuation shall be paid cash equivalent to leave salary in respect of the period of ** un-utilized privilege leave not exceeding 300⁺ days at his credit at the time of retirement.
2. The cash payment under this rule shall be equal to leave salary as admissible for privilege leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No City Compensatory Allowance or House Rent Allowance shall be payable on cash payment of leave salary.
3. The cash payment of leave salary admissible under sub-rule (1) above shall be paid on retirement in one lump sum as one time settlement.
4. The cash payment in lieu of un-utilized privilege leave shall be calculated as follows: -

Cash Payment	Basic pay admissible on the date of retirement plus Dearness Allowance admissible on that date	Number of un-utilised privilege leave at credit on the date of retirement subject to a maximum of 300 ** days.



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5. The Authority Competent to sanction privilege leave shall be competent to grant leave and permit cash equivalent of privilege leave not exceeding 300⁺ days at the credit of an employee of the corporation on the date of retirement.
6. The benefit of cash payment under this rule, shall also be admissible to corporation employees who are granted extension in service after attaining the age of superannuation. In such cases the benefit shall be granted on the date of final retirement on the expiry of extension.

* *Substituted vide Office Order No.A.1(4)4/83 dated 17.9.1984 - Working Committee Meeting dated 6.8.1984 Item No. 28.*

** *Substituted for '120' vide Resolution No. 7 of the Working Committee passed in the meeting held on 27th January, 1992.*

+ *Amended vide Office Order No. A.1(4)30/83 dated 05.09.1998 issued with approval of the Chairman of the Corporation.*

***40-B Special Disability Leave:**

1. (i) An employee of the Corporation may be granted Special Disability Leave when disabled by injury intentionally inflicted or caused in or in consequence of the due performance of his Official position;
- (ii) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence of which it is attributed and the person disabled acted with due promptitude in bringing it to notice. But the competent authority if it is satisfied as to the cause of the disability, may permit leave to be granted in case where the disability manifested itself more than three months after the occurrence of its cause;
- (iii) The period of leave granted shall be such as is certified by a Medical Board to be necessary;
- (iv) The period of disability leave shall not be extended except on the certificate of a Medical Board and shall in no case exceed Twenty four months. Such leave may be combined with leave of any other kind;
- (v) Special Disability leave may be granted more than once if the disability is aggravated or reproduce in similar circumstances at a later date, but no more than twenty four months of such leave shall be granted in consequence of any one disability;
- (vi) Disability leave shall be counted as duty in calculating service; and
- (vii) Salary for such disability leave for the first 60 days shall be paid as in the case of privilege leave and for the remaining period of such leave as the half pay leave.

* *Substituted vide Office order No.A.1(4)30/80 dated 27.1.1986 - Working Committee Meeting dated 25.11.1985 Item No. 23.*



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The cases of injury caused by road accident are not covered by this rule. Disability Leave is granted when injury has been inflicted by some other person. For example a Magistrate in his Court has been stabbed or a Police Officer on duty has received injury as a result of beating by mob.


1. In case of an employee who is entitled under any law for the time being in force to compensation for disability in respect of which provision has been made in this chapter, the amount of leave salary payable under these rules will be reduced by the amount of compensation payable to him under such law.

***41 Amount of half pay leave admissible:**

- (a) Half pay leave admissible to a Corporation employee in permanent employment in respect of each completed year of service is twenty days.
- (b) The Half Pay Leave due may be granted on Medical Certificate or on private affairs to any employee who has been in continuous service of the Corporation for atleast twelve months.
- (c) Computed Leave not exceeding half the amount of half pay leave due may be granted on Medical Certificate from the Corporation's Medical Officer or from the Medical Practitioner approved by the Corporation only to an employee in permanent employment subject to the following conditions: -
 - (i) ** Deleted
 - (ii) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due;
 - (iii) Except as provided in sub-clause (iv) the total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days.

Provided that no commuted leave may be granted under this Rule unless the authority competent to sanction leave has reason to believe that the Corporation employee will return to duty on its expiry.

* *Item No. 3 of Working Committee Meeting held on 1.6.1978.*
** *Deleted vide Item No. 3 of Working Committee Meeting held on 25.04.2005.*


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- (iv) The total duration of Privilege Leave and commuted leave taken in conjunction by a Corporation employee who is undergoing treatment for Tuberculosis/Bepresy/Cancer/ Mental disease in a Santorum/Hospital recognized by the State Government, shall not exceed 300 days.

- * (d) Save in the case of leave preparatory to retirement an employee in the permanent service of the Corporation may be sanctioned a maximum of 380 days "Leave not due" in the entire service period of 38 years,

but of which not more than 90 days leave not due may be sanctioned on production of medical certificate such leave not due will be debited against the half pay leave which the employee may earn subsequently.

42. **Maternity /Paternity Leave**

- (A)* **Maternity Leave:** Maternity leave may be granted to a female employee with less than two surviving children upto a period of 180** days from the date of its commencement. However, if there is no surviving child even after availing it twice, Maternity Leave may be granted on one more occasion. (**substituted vide office order No. A.1(4)30/83-2011/Pt.II dated 12.6.2012 w.c. dated 28.5.2012 item No. 3)

* *Inserted vide office order No. A.1(4)30/83/Pt.I dated 31.3.2005 (Working Committee dated 11.3.2005 item No. 3)*

During such period, she will be entitled to leave salary equal to pay drawn immediately before proceeding on leave. Such leave shall not be debited to leave account but such entry should be made in the service book separately.

- (B) **Paternity Leave:** A male employee with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife i.e. 15 days to three months after childbirth; and if such leave is not availed of within this period, it shall be treated as lapsed.

During the period of such leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account but such entry should be made in the service book separately and may be combined with any other kind of leave (as in the case of Maternity Leave).

Such leave shall not be allowed in case of miscarriage including abortion of the employee's wife.

NOTE:

1. Maternity leave under this rule may also be granted in cases of Miscarriage, including abortion, subject to the conditions that:-
 - (i) the leave does not exceed six weeks, and
 - (ii) the application for the leave is supported by a certificate from the Authorized Medical attendant.
2. Maternity leave is also admissible to temporary female employee under this Rule.
3. Maternity leave is not admissible in case of incomplete abortion.



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3. Maternity leave is not admissible in case of incomplete abortion.

Clarification: (Abortion does not include 'threatened abortion' and maternity leave cannot be granted in the case of threatened abortion.)

- 42(C)* (i) Probationer-trainees shall earn no leave during the period of probation.
- (ii) Female probationer-trainees shall be granted maternity leave as per rule 42(A) and
- (iii) Male probationer-trainees shall be granted paternity leave as per rule 42(B).

* *Added vide office order No. A.1(4)30/83-2011/Pt.II dated 12.6.2012 (Working Committee meeting dated 28.5.2012 item No. 3)*

43(a). **EXTRA ORDINARY LEAVE:**

- (1) An employee may be granted extra ordinary leave in special circumstances when no other leave is admissible or when other leave being admissible the employee applies for the grant of extra ordinary leave.
- (2) No leave salary shall be admissible during the period of extra ordinary leave.
- (3) Except in the case of employee in permanent employee the duration of extra ordinary leave shall not exceed 18 months on any one occasion the longer period being admissible subject to such conditions as the Corporation may be general or special order prescribe.

Provided that the total period of extra ordinary leaves (including three months admissible under the rules) should not exceed.

- (a) Six months where extra ordinary leave is required on account of illness of the employee and where the application on grant of such leave is supported by a medical certificate as required under the rules; and
- (b) Deleted*

* *Rule 43 (b) deleted vide item no. 8 of Working Committee Meeting dated 20.03.2006*

***NOTE:** A temporary employee to be eligible for extra ordinary leave should have completed three years continuous service in the Corporation.



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44. **QUARANTINE LEAVE:**

- (1) Where an employee is precluded from attending office in consequence of the presence of infectious disease in his household, he may be granted quarantine leave for a period not exceeding 30 days on a certificate issued by Government or Municipal or Local Public Health Officer. Any leave necessary for quarantine purposes in excess of this period shall be treated as privilege leave or where an employee has not privilege leave to his credit as extra ordinary leave. Where an employee himself is suffering from infectious disease, he shall not be entitled to quarantine leave. For the purpose of this Rule, Cholera, Small-pox, Plague, Diphtheria and such other discuss diseases as may be described as infectious diseases in this behalf by the State Government in the locality concerned shall be deemed to be "Infectious diseases".
- (2) Quarantine leave shall be treated as duty for all purpose including drawal of pay and allowances.

CHAPTER - VII

45. **JOINING TIME:**

An employee may be granted joining time to enable him:

- (a) To join a new posts to which he is appointed while on duty in his old post or directly on relinquishing charge of that post.
 - (b) To join a new post:
 - i) Return from leave, or
 - ii) When he has not sufficient notice of his appointment to the new post on return from leave other than that specified in sub-clause (i) above.
46. (a) Time reasonably required for the journeys between the places of training and the station to which an employee is posted immediately before and after the period of training is treated as Para of joining time.
- (b) An employee who is appointed while on leave a post other than that from which he took less may be granted full joining time.
 - (c) Where an order of appointment to join a new post does not involve a change of residence from one station to another not more than one day shall be allowed to join such new post. A holiday counts as a day for the purpose of this sub-rule.

47. **Period of joining time admissible:**

Six days time shall be granted for preparation and in addition a period to cover the actual journey will be calculated as follows: -

- (a) For the portion of journey one day for each travelled:



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i)	By Rail	400 Kms.
ii)	By motor car or bus plying for public hire	150 Kms.
iii)	In any other way	25 Kms.

- (b) For a fraction of any distance prescribed in (a) above a day will be allowed.
- (c) A Sunday will not be counted as a day for the purpose of these calculations, but Sundays will be included in the maximum period of joining time of 30 days.
- (d) Travel by road not exceeding 8 Kms, to and from railway or bus station at the beginning or the end of the journey will not count for calculation joining time.
- (e) Joining time shall be calculated by the route which is ordinarily used for travel unless competent authority for special reasons otherwise orders.
- (f) Joining time shall be calculated from the place other than the employees headquarters if he is authorised to make over charge of the post at such other place.
- (g) If an employee is appointed to a new post while in transit from one post to another, his joining time, excluding second period of six days belying on the day following that on which he received the order of appointment.
- (h) If any employees takes leave while in transit from one post to another, the period which he has elapsed after handing over of charge of old post shall be included in his leave joining time.
- (i) An employee while on leave will be entitled to joining time when appointed to a new post provided that the joining time will be calculated from his old station or from the place in which he received order of appointment whenever calculation will entitle him to less joining time.
48. Joining time may be extended by a Competent Authority upto the maximum limit of 30 days on such conditions as he may think fit in the following circumstances.
- (i) When an employee falls sick on the journey on transfer.
- (ii) When an employee has spent more time on joining than is allowed under rule No. 47 for the reasons beyond his control and not withstanding due diligent on his part.

49. **PAYMENT DURING JOINING TIME:**


An employee during joining time shall be treated as on duty and shall draw his pay as under:

- (a) If joining under clause (a) of Rule 45 he will draw the pay which he would have drawn had he not been transferred or the pay which he will draw on taking charge of his new post, whichever is less.
- (b) If joining time under clause (b) of Rule 45 he will draw leave salary at the rate at which he less draw it on leave other than extra ordinary leave. However no payment will be made if he is on joining time after returning from extra-ordinary leave.
- (c) If the transfer to the new post is not made in the interest of the Corporation but at the request of the employee himself no payment will be allowed while on joining time but a competent Authority may grant leave admissible to him to cover the period between the date of handing over charge at an old station and that of taking over charge at another station, if he applies for such leave.
- (d) An employee transferred to a post on return from leave shall during the period of taking over charge draw the presumptive pay of the post hold by him substantively before proceeding on leave and if he was holding the post in officiating capacity, he will draw the officiating pay of that post or the pay which will be admissible to him after taking over charge, whichever is less.
- (e) No pay or leave salary shall be admissible if an employee who does not join his new post after the expiry of joining time willful absence from duty after the expiry of joining time will be treated as mis-behaviour.

NOTE: Competent Authority being satisfied with the reasons furnished by the employee may commute this period into extra-ordinary leave to avoid interruption in service.

*50 Ex-gratia grant admissible to family of the Corporation employees who dies while on duty

- (1) Ex-gratia grant shall be admissible to the family of a Corporation employee who dies while on duty in one of the following circumstances:-
 - (a) outside his normal headquarter,
 - (b) in an accident,
 - (c) due to injury intentionally inflicted or caused in consequence of his official duties,


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- (a) If joining under clause (a) of Rule 45 he will draw the pay which he would have drawn had he not been transferred or the pay which he will draw on taking charge of his new post, whichever is less.
- (b) If joining time under clause (b) of Rule 45 he will draw leave salary at the rate at which he less draw it on leave other than extra ordinary leave. However no payment will be made if he is on joining time after returning from extra-ordinary leave.
- (c) If the transfer to the new post is not made in the interest of the Corporation but at the request of the employee himself no payment will be allowed while on joining time but a competent Authority may grant leave admissible to him to cover the period between the date of handing over charge at an old station and that of taking over charge at another station, if he applies for such leave.
- (d) An employee transferred to a post on return from leave shall during the period of taking over charge draw the presumptive pay of the post hold by him substantively before proceeding on leave and if he was holding the post in officiating capacity, he will draw the officiating pay of that post or the pay which will be admissible to him after taking over charge, whichever is less.
- (e) No pay or leave salary shall be admissible if an employee who does not join his new post after the expiry of joining time willful absence from duty after the expiry of joining time will be treated as mis-behaviour.

NOTE: Competent Authority being satisfied with the reasons furnished by the employee may commute this period into extra-ordinary leave to avoid interruption in service.

*50 Ex-gratia grant admissible to family of the Corporation employees who dies while on duty

- (1) Ex-gratia grant shall be admissible to the family of a Corporation employee who dies while on duty in one of the following circumstances:-
 - (a) outside his normal headquarter,
 - (b) in an accident,
 - (c) due to injury intentionally inflicted or caused in consequence of his official duties,
 - (d) due to injury intentionally inflicted or caused in consequence of his official position,
 - (e) by violence attributable to causes relating to his service, and



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- (f) While on duty, at headquarter or outside headquarter, in connection with special reassignments like "Election Duty", "Census work" and/or such other assignment which do not fall within normal duties of the post held.

- (2) (a) The amount of ex-gratia grant, when the Corporation employee dies under the circumstances mentioned in clause (a) of sub rule (1) shall be as follows:-

	Emoluments of employee	Amount of ex-gratia grant
i)	Upto GP Rs.1900/-	Rs.50,000/-
ii)	Above GP Rs.1901/- but below GP Rs.4200/-	Rs.75,000/-
iii)	GP Rs.4201/- and above	Rs.1,00,000/-

* *Inserted vide office order No.A.1(4)30/83 dated 13.6.1989 in the meeting of the Board of Directors held on 29.9.1988 - Resolution No.5,*

- (b) The amount of ex-gratia grant, when the Corporation employee dies under any of the circumstances mentioned in clause (b) to (f) of sub rule (1) shall be as follow:

	Emoluments of employee	Amount of ex-gratia grant
i)	Upto GP Rs.1900/-	Rs.50,000/-
ii)	Above GP Rs.1901/- but below GP Rs.4200/-	Rs.75,000/-
iii)	GP Rs.4201/- and above	Rs.1,00,000/-

- (3) The amount of ex-gratia grant shall be granted by the Managing Director of the Corporation to the member of the family who has been granted payments of CPF and Gratuity, after satisfying the following condition: -

- i) It is clearly established on record and certified in the sanction that the death of Corporation employee has taken place while on duty and this fact is not subject to any dispute.
- ii) In the case of death in accident while on duty the death has either taken place on the spot of the accident prior to being declared fit by the authorised Medical Attendant for resumption of duty.

NOTE: Accident means sudden and un-avoidable mishap or a mishap due to an act of devotion to duty.

- iii) In the case of death of Corporation employee on duty by violence attributable to service, means death as a result of encounter with criminals or in the course of confrontation with mob or cords an unlawful assembly during agitation, riot or civil commotion or communal disturbance etc.



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encounter with criminals or in the course of confrontation with mob or cords an unlawful assembly during agitation, riot or civil commotion or communal disturbance etc.

- iv) The death of a Corporation employee other than the circumstances mentioned in sub-rule (1) shall not be treated as death on duty for this purpose.
- (4) (a) An application for ex-gratia grant under this rule shall be made by the member of his/her family who is entitled for grant of CPF and Gratuity within a period of one year from the date of death falling which the same shall not be entertained.
- (b) It would be ensured that payment of "ex-gratia grant" is made within 10 days of the date of receipt of complete application.
- **51 (1) Where a corporation employee is appointed to the post in addition to his own duties, there may be the following three possibilities:-
 - (i) The officiating post may be subordinate to the post he is holding.
 - (ii) The officiating post may be equal to or lower (but not subordinate) than the post he is holding.
 - (iii) The officiating post may be higher than the post he is holding.
- (2) (i) In the case of (1) (i) above, the Corporation employee shall not be entitled to any emoluments in addition to what he is drawing.
- (ii) In the case of (1) (ii) above, the Corporation employee may be allowed to draw his own pay under RIICO Service Rules, 1969 for his own post and special pay not exceeding 3% of the presumptive pay of the other post under the said rules, if the period of dual charge is upto 60 days but 30 days or more and special pay not exceeding 6% of the presumptive pay of the other post if the period of dual charge is more than 60 days.
- (ii) In the case of (1) (iii) above, if the Corporation employee is qualified to hold higher post and is senior enough for regular promotion, he may be allowed to draw his own pay under RIICO Service Rules, 1969 for his own post and special pay not exceeding 1.5*% of the presumptive pay of the other post under the said rules, if the period of dual charge is upto 60 days but 30 days or more and special pay not exceeding 3*% of the presumptive pay of the other post if the period of dual charge is more than 60 days. If the Corporation employee is not qualified to hold the higher post or is not senior enough for regular promotion, he may be allowed special pay not exceeding 1.5*% of his own pay if the charge of the higher post is held for 30 days or more but upto 60 days and special pay not exceeding 3*% of his own pay if the period of dual charge be more than 60 days.

**As per Rajasthan Civil Services (Revised Pay Scales) Rules, 2008.*



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- 3 Dual arrangements should not be allowed to continue beyond a period of six months. In any case, no additional remuneration of any kind will be admissible beyond a period of six months in such cases.
4. Competent authority to sanction payment under these rules shall be Executive Director of the Corporation.

****** *Inserted vide office order No. A.1(4)30/83 dated 31.3.2005 in the meeting of the Working Committee of the Board held on 11.3.2005 - Resolution No. 4.*



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No.A.1(4)30/70
November 15, 1994

OFFICE ORDER

The Working Committee of the Board in its meeting held on 29.10.1994 vide item No. 13 has been pleased to accord approval for following amendments in RIICO Service Rules, 1969:

- i) Existing Rule 6 be deleted and following new rules for probation period and termination of services of an employee be inserted:
- Rule 6 (a) Persons recruited directly on any post and employees promoted from a lower post to the next higher post shall be placed on probation for a period of one year from the date of appointment/promotion. If it appears to the appointing authority, at any time during or at the end of the probation period that an employee has not made satisfactory progress or has failed to pass the prescribed test or examination, in the case of promotee, the said authority may revert him to the post held by him immediately preceding his appointment and in case of a direct recruit, the said authority may discharge him from service. Provided that the appointing authority may extend the period of probation of an employee by any period not exceeding one year, if in his opinion the probationer has not made or shown satisfactory progress during the initial period of probation of one year.
- Rule 6 (b) Termination of service of a temporary employee:
- The services of a temporary employee shall be liable to termination on one month's notice or payment of salary in lieu thereof but for employees having put in more than 3 years service, three month's notice or payment of salary in lieu thereof shall be required.
- Rule 6 (c) Termination of service after confirmation:
- The services of a confirmed employee shall be liable to termination after conducting an enquiry against him. The enquiry and procedure for awarding punishment shall be as per provisions in RIICO Employees (Classification, Disciplinary Action & Appeal) Rules, 1979 except in cases covered by Rule 12 of RIICO (Classification, Disciplinary Action & Appeal) Rules, 1979.
- ii) In Rule 33 (sub-clause 2 (a) & (b) - the word "twelve" appearing in Sub-Clause 2 (a) & 2 (b) of Rule 33 may be substituted by the word "six".
- iii) The heading "Compulsory retirement on attaining age of superannuation" may be inserted above sub rule (a) & (b) of Rule 36.
- iv) The heading "Compulsory retirement after completion of 20 years of service may be inserted above Sub rule (i) of Rule 36 A (i).
- v) The heading "Optional retirement on completion of 20 years of qualifying service may be inserted above sub-rule 2 (i) or 36 A(ii).

Sd/-
(R.C. JAIN)
ADVISOR (A&M)



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Advisor (A&M)

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No.A.1(4)30/83
March 7th, 1993

OFFICE ORDER

The Working Committee of the Board in its meeting held on 16th February, 1993 vide Item No. 9 has accorded the approval for amendment in RIICO (Service) Rules by inserting Rule 6 (d) below the Rule 6 (c) as under: -

Rule 6 (d) Acceptance of Resignation:

An employee can resigned from the services of the Corporation by _____ three month notice's or salary in lieu thereof during the period of probation and 3 months notice or salary in lieu thereof _____ confirmation in the service of the Corporation.

Note: The Appointing Authority may consider to waive off the part or period _____ at his discretion.

Sd/-
(S.K. SHARMA)
MANAGER (HRD)



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Advisor (A&M)
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No.A.1(4)30/83
July 22, 1997

OFFICE ORDER

The sub rule 23 (iv) (a) & (b) are inserted below Sub Rule 23 (iii) of RIICO Employees Service Rules, 1969 as under: -

- (a) When an employee is promoted against the quota for the previous years to which the vacancy relates and the services/experience of an incumbent who has been so promoted, for promotion to higher post for any period during which he has not actually performed the duties of the post to which he would have been promoted, shall be counted. The pay of a person who has been so promoted shall be re-fixed at the pay which would have been derived at the time of his promotion, but no arrears of pay shall be allowed to him.
- (b) In case where selection for promotion is made by the earlier year of DPC the notional fixation of pay on promotion shall be made from the date the vacancy was actually existing. In case it is not possible to identify the actual date of vacancy of the post, the notional fixation of pay on promotion shall be made from the last day of the year of DPC.

NOTE: In the past cases decided otherwise may be reopened and notional fixation of pay on promotion be revised accordingly. Recovery of over payment if any, made as a result of earlier fixation of notional pay may be made.

The above provisions shall come into force with retrospective effect.

This bears the approval of Chairman.

Sd/-
(S.K. SHARMA)
MANAGER (HRD)


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Advisor (A&M)
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No.A.1(4)30/83
September 5, 1998

OFFICE ORDER

In exercise of the Powers conferred by the Board of Directors under item No. 1, of Schedule of Powers, the Chairman is pleased to make following amendments in RIICO Service Rules, 1969: -

In the said rule -

- (1) the existing words and figures "240 days" wherever appeared under rule 40, and 40 A, shall be substituted by the words and figures "300 days".
- (2) the words "within six weeks" appearing in 7th line of para first of rule (i) of rule 42 shall be deleted.
- (3) the existing rule (iii) of rule 42 shall be substituted under: -

"(iii) Maternity leave shall be granted to a female employee of the corporation twice during the period of her service. However, if there is no surviving child even after availing of it twice, maternity leave may be granted on one more occasion".
- (4) the existing rule (iv) of rule 42 shall be substituted as under: -

"(iv) the maternity leave may be allowed on full pay for a period which may extend the period of 120 day from the date of its commencement".

This order shall come into force with effect from 1.1.1998.

Sd/-
(S.K. SHARMA)
MANAGER (HRD)


Gaurav Bajad
Advisor (A&M)
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No.A.1(4)30/83
March 30, 2000

OFFICE ORDER

The Board of Directors in the meeting held on 22nd March, 2000 vide Resolution No. 10 has been pleased to accord approval for amendment in Rule No. 36 (A) of RIICO Service Rules, 1969 as under: -

- (i) Under the existing provision of '20 years', in Rule 36 (A) (i) & (ii) the words & figures be substituted as '15 years' with immediate effect;
- (ii) Managing Director of the Corporation is authorised to relax the period of three months notice as required in Rule 36 (A) (i), in deserving cases".

Sd/-
ADVISOR (A&M)



Gaurav Bajad
Advisor (A&M)
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No.A.1(4)30/83
July 22, 2000

OFFICE ORDER

The Working Committee of the Board vide item No. 9 in its meeting held on 12.7.2000 is pleased to accord approval for insertion of a new Note (iii) below sub rule (vi) of rule 42 of RIICO Service Rule, 1969 as follows:

Note (iii): "Maternity leave is also admissible to adhoc female employee of the Corporation under this rule provided that the employee has been in the employment of the Corporation for atleast one year prior to the maternity leave".

Sd/-
(S. ALAM)
ADVISOR (A&M)


Gaurav Bajad
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No.A.1(4)30/83
21st March, 2002

OFFICE ORDER

The Working Committee in its meeting held on 13th March, 2002 has accorded approval vide item No.3, for amendment in Rule 40 of RIICO Service Rules, 1969 as follows: -

1) Sub Rule (1)

In place of "Privilege leave shall accrue to an employee at the rate of 1/11th of the period spent on duty", it is substituted as under:


"The employees of the Corporation whether temporary or permanent shall be entitled to Privilege Leave of 30 days in a calendar year and the leave account shall be credited with Privilege Leave in advance in two instalments of 15 days each on the 1st day of January and July of every calendar year irrespective of whether it is an even or uneven year".

2) Sub Rule (2)

The existing Sub Rule (2) has been substituted as under: =

"No deduction in leave balance shall be made if an employee remains on any kind of leave other than extra ordinary leave. If any employee remains on extra ordinary leave in a half year, deduction shall be made at the rate of 1/10 of the period of extra ordinary leave during that half year subject to a maximum of 15 days".

Sd/-
(T.C. SAHARAN)
ADVISOR (A&M)


Gaurav Bajad
Advisor (A&M)
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No.A.1(4)30/87
July 4, 2003

OFFICE ORDER

The Board of Directors in their meeting held on 30.6.2003 vide resolution No.12 have accorded approval for inserting a new sub clause (iii) in Rules 36-A of RIICO Service Rules 1969 as under :-

- (iv) "The Management of the Corporation shall have the right to retire an employee in public interest, if he/she has more than three children on or after 1.5.2004 and in such case, the employee shall be entitled to proportionate retirement benefits / or service gratuity, as the case may be.

Provided that where an employee has only two children from the earlier delivery (ies) but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to the one entity while counting the total number of children.


Provided further that the provisions of this rule shall not be applicable to an employee who has more than three children so long as the number of children he/she has on 30.4.2004 does not increase.

In such a case, the appointing authority shall retire the employee after giving him/her a one/three months notice as per rules applicable to him/her.

If the order of retirement could not be served on the employee within 15 days from the date of its issue, the appointing authority shall publish the order of such retirement in Rajasthan Rajpatra and the employee shall be deemed to have retired on such publication."

(T.C SAHARAN)
ADVISOR (A&M)

- Copy to :
1. All Controlling Officers
 2. All Unit Heads
 3. The Secretary
 4. Dy. Manager (HRD)
 5. Concerned file
 6. Office Order file


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