

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
AND INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (4)fixed.remn./2017  
January, 4, 2019

**OFFICE ORDER**

The Working Committee of the Board in its meeting held on 12<sup>th</sup> December 2018 vide item No. 9 has accorded approval for the substitution of Rule 22 of RIICO Service Rule, 1969 w.e.f. 21.09.2011 analogous to rule 24 of RSR.

*"A person appointed in the service of Corporation to a post on a timescale of pay shall draw as initial pay the minimum of the scale or at such stage as may be prescribed or approved by the Corporation provided it shall not exceed the pay sanctioned by the competent authority for the post held by him. No special or personal pay shall be granted to a corporation Employee without the sanction of Government.*

*Provided further that a probationer trainee will receive a fixed remuneration at such rates as prescribed by the Corporation from time to time and on completion of period of probation, minimum pay of the pay scale of the post shall be allowed under this rule, from the day following the day of successful completion of the period of probation.*

*Provided further also that Corporation Employee who is already in regular service of State Government/PSU/Board, if appointed as probationer trainee for a period of two years shall be allowed pay in his/her own pay scale of previous post or fixed remuneration at such rates as may be prescribed by the Corporation from time to time, whichever may be beneficial to him/her and after successful completion of period of probationer trainee, his/her pay shall be fixed in pay scale of the new post as per the provisions of RIICO Service Rules."*

(Dr. Girish Parashar)  
Advisor (A&M)

- Copy to:
1. All Controlling Officers
  2. All Unit Heads
  3. Secretary
  4. Manager (Bills)/(GAD)/(HRD)
  5. Dy. Manager (HRD)
  - ✓ 6. DGM (Computer)
  7. Notice Board
  8. Office Order File/Concerned File

Copy also to: PS to Chairman  
PS to MD

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
AND INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (30)83/pt.I

January 2019

**OFFICE ORDER**

The Working Committee of the Board in its meeting held on 12<sup>th</sup> December 2018 vide item No. 3 has accorded approval for insertion of a new sub rule 42 (AA) in Rule 42 of RIICO Service Rule, 1969 analogous to State Government.

**"103 C. Child Care Leave:-** (1) A female Government servant may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years, i.e. 730 days during her entire service for taking care of her two eldest surviving children whether for taking care of her two eldest surviving children whether for rearing or for looking after any of their needs, such as examination, sickness, etc.

**Explanation:** For the Purpose of this rule "Child" means:-

(a) a child below the age of eighteen years; or

(b) a child upto the age of twenty two years with a minimum disability of forty percent as elaborated in the Ministry of Social Justice and Empowerment, Government of India, notification number 16-18/97-N.I.I dated 01.06.2001.

(2) Grant of Child Care Leave under this rule shall be subject to the following conditions, namely:-

- (i) During the period of Child Care Leave, a female government servant shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) Child Care Leave may be combined with leave of any other kind due and admissible.
- (iii) Application for Child Care Leave, in the form specified by the State Government, shall have to be submitted to leave sanctioning authority well in time for sanction.
- (iv) Child Care Leave cannot be claimed as a matter of right. Under no circumstance can any female RIICO Employee proceed on Child Care Leave without prior approval of the leave sanctioning authority.
- (v) Child Care Leave shall not be granted under any circumstances to a female RIICO Employee who remains on an unauthorised absence from duty and applies for it thereafter.
- (vi) Leave already availed or being availed of by a female RIICO Employee shall, under no circumstances, be converted into Child Care Leave.
- (vii) Child Care Leave shall not be debited against any other kind of leave account. The leave account of Child Care Leave shall be maintained in the form specified by the State Government, from time to time and it shall be pasted in the service book.
- (viii) Leave sanctioning authority can deny the leave applied for on the ground of proper and smooth functioning of Government work or achievement of departmental targets.
- (ix) It shall not be granted for more than three spells in a calendar year. A spell, which begins during a calendar year and ends in the next calendar year, shall be deemed as a spell pertaining to the calendar year in which the spell begins.

- (x) It shall ordinarily not be granted to a Probationer Trainee during the probation period. However, in special circumstances if the leave is granted during the probation period then the probation period shall be extended by the period equivalent to the period for which the leave has been granted.
- (xi) The leave is to be treated like the Privilege Leave and sanctioned as such.
- (xii) Sunday and holiday can be prefixed or suffixed to Child Care Leave. Consequently, Sunday, Gazetted holiday (s) or any other holiday (s) notified by the Government falling during the period of leave would also count for Child Care Leave, as in the case of Privilege Leave.
- (xiii) A certificate of dependency of the disabled Child will be obtained from the female RIICO Employee before sanctioning Child Care Leave along with document of disability issued by the competent authority/Medical Board.
- (xiv) Child Care Leave in connection with the examination or illness of a minor child living abroad, shall be sanctioned on the basis of a certificate issued in this regard by the educational institution concerned or by an authorised doctor, as the case may be. The female RIICO Employee, who avails Child Care Leave in respect of a minor child living abroad, shall have to comply with all the rules/instructions for proceeding on ex-India leave and eighty percent period of such leave shall have to be spent in the country where the child is living.
- (xv) Before Child Care Leave is sanctioned relating to the examination of a minor child, who lives in a hostel in India or abroad, the female RIICO Employee shall have to clarify how the needs of such a minor child will be looked after by her."
- (xvi) Child Care Leave may be sanctioned as per Annexure "I".

The Working Committee also accorded approval for the proforma of application for child care leave and proforma for maintaining child care leave account as per annexure-II and III respectively.

(Dr. Girish Parashar)  
Advisor (A&M)

**Encl. as above**

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## Annexure - I

### दिशा-निर्देश (परिशिष्ट - 'I')

1. चाईल्ड केयर लीव स्वीकृत करने के औचित्य/कारण/आधार - महिला कर्मिकों को चाईल्ड केयर लीव स्वीकृत करने के संबंध में नियम 42 (AA) (1) में निम्नानुसार प्रावधान है :-  
A female RIICO Employees may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years, i.e. 730 days during her entire service for taking care of her two eldest surviving children whether for rearing or for looking after any of their needs, such as examination, sickness, etc.  
उपरोक्त प्रावधान के अनुसार महिला कर्मिक के द्वारा अपने सबसे बड़े दो बच्चों या उनमें से किसी बच्चे का पालन (Rearing) या परीक्षा (Examination), बीमारी (Sickness) आदि के समय उनकी देखभाल करने के लिए चाईल्ड केयर लीव स्वीकृत किये जाने का आवेदन करने पर अवकाश स्वीकृत करने का निर्णय अवकाश स्वीकृतकर्ता प्राधिकारी द्वारा लिया जाएगा ।
2. चाईल्ड केयर लीव का उपाजित अवकाश के अनुसार मानते हुए स्वीकृत किये जाने के संबंध में नियम 42 (AA) (2) (xi) में निम्नानुसार प्रावधान है :-  
(xi) The leave is to be treated like the Privilege Leave and sanctioned as such.  
महिला कर्मिक को अपने बच्चे के पालन या परीक्षा एवं बीमारी के समय देखभाल हेतु एक समय में अधिकतम 120 दिवस तक का चाईल्ड केयर लीव स्वीकृत किया जा सकेगा । बच्चे की किसी मान्यता प्राप्त सैनिटोरियम, अस्पताल में टी.बी., कैंसर रोग, कोढ़ अथवा मानसिक रोग के निदान की चिकित्सा के लिए आवश्यकतानुसार हो तो एक समय में 300 दिवस तक का चाईल्ड केयर लीव देय होने पर स्वीकृत किया जा सकता है ।
3. चाईल्ड केयर लीव स्वीकृत करने के लिए सहाम प्राधिकारी - महिला कर्मचारी को अवकाश स्वीकृतकर्ता प्राधिकारी द्वारा ही चाईल्ड केयर लीव स्वीकृत किये जाने के प्रावधान है । । महिला कर्मिक को 120 दिवस का अवकाश स्वीकृत करने के लिए सलाहकार (एएण्डएम) सहाम अधिकारी होंगे । 120 दिवस से अधिक 300 दिवस तक का विशेष परिस्थितियों में (क्रमांक संख्या 2 में उल्लेखित) एवं नियम 42 (AA) (2) के अन्तर्गत चाईल्ड केयर लीव के साथ महिला कर्मचारी द्वारा अन्य देय अवकाश स्वीकृत करने हेतु आवेदन किया जाता है तो अवकाश अवधि 120 दिवस से अधिक होने के कारण ऐसा अवकाश प्रबन्ध निदेशक द्वारा स्वीकृत किये जाने का निर्णय लिया जावेगा ।
4. अवकाश स्वीकृतकर्ता प्राधिकारी द्वारा एक प्रकोष्ठ/एक इकाई में पदस्थापित महिला कर्मचारियों में से किसी महिला कर्मचारी को चाईल्ड केयर लीव स्वीकृत करने का निर्णय लेने हेतु यह सुनिश्चित किया जावेगा कि अवकाश स्वीकृत करने से कार्यालय व्यवस्था एवं सेवा में बाधा उत्पन्न नहीं होगी एवं कार्यालय कार्य/सेवाओं का सुचारु संचालन समव होगा । एक समय में एक प्रकोष्ठ/एक इकाई में कार्यरत कुल कर्मिकों की संख्या के 20 प्रतिशत से अधिक कर्मिकों को चाईल्ड केयर लीव स्वीकृत नहीं किया जावेगा । एक समय अवधि के लिए एक से अधिक महिला कर्मिकों को चाईल्ड केयर लीव स्वीकृत करने हेतु प्राथमिकता (priority) का निर्धारण निम्न बिन्दुओं के दृष्टिगत किया जा सकता है :-  
(1) बच्चों की गम्भीर बीमारी के समय देखभाल/विकलांगता के कारण बच्चे का पालन ।  
(2) बच्चों की सैकण्डरी/सीनियर सैकण्डरी परीक्षा के समय देखभाल ।  
(3) बच्चों की सैकण्डरी/सीनियर सैकण्डरी परीक्षा के अतिरिक्त शिक्षण कार्य के समय देखभाल ।  
(4) 3 वर्ष तक की आयु के बच्चों का पालन ।
5. उपरोक्त निर्देशों के होते हुए भी नियम की संरचना एवं कार्य के दृष्टिगत चाईल्ड केयर लीव की एक समय में एवं एक वर्ष में देयता की अधिकतम समयावधि निर्धारित की जा सकती है ।

**APPLICATION FOR CHILD CARE LEAVE**

1. Name of the Applicant	:									
2. Designation	:									
3. Cell/Unit	:									
4. Detail of Child/Children	:	<table border="1"> <thead> <tr> <th>Name</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td></td> </tr> <tr> <td>-----</td> <td></td> </tr> <tr> <td>-----</td> <td></td> </tr> </tbody> </table>	Name	Date of Birth	-----		-----		-----	
Name	Date of Birth									
-----										
-----										
-----										
5. Name of Specially abled Child	:									
6. Name of Child for whom Child Care leave is applied for	:									
7. Date of Birth of the Child	:									
8. Date on which child will be attaining age of 18 years.	:									
9. Is the child among the two eldest children	:	Yes/NO								
10. Period of Leave & Number of Days Prefix/Suffix of holidays, if any	:	From-----to----- Days-----								
11. Reason (s) for leave applied for	:									
12. Total Child Care Leave availed till date	:									
13. (a) Whether permission to leave station is required	:	Yes/No								
(b) If yes, Address during leave period	:	Yes/No								
14. Date of return from last leave, & nature and period of that leave	:									

Date:-----

Signature of applicant

Employee ID No

Leave Sanctioning Authority

Remarks of Controlling Officer Leave Recommended/Leave Not Recommended.

Signature of Controlling Officer



**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
AND INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (4)30/83-2011/Pt. II

Dated: June, 2020

9 July

**OFFICE ORDER**


In exercise of power conferred by the Board of Directors, the Managing Director has been pleased to accord approval for substitution of Rule 51(2)(ii) and 51(2)(iii) of RIICO Service Rules, 1969, as under: -

**Rule no. 51 (2)(ii)**

In 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 1% 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 2% of the presumptive pay of the other post if the period of dual charge is more than 60 days.

**Rule no. 51 (2)(iii)**

In 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% 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 2% 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% 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 2% of his own pay if the period of dual charge be more than 60 days.

  
(Rajendra Sharma)  
Advisor (A&M)

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No. A.1 (4)30/83-2011/Pt. II  
Dated: June, 2020

9 July

**OFFICE ORDER**

In exercise of power conferred by the Board of Directors, the Managing Director has been pleased to accord approval for amendment in Rule 31 of RIICO Service Rules, 1969, as under: -

**Rule no. 31**

The existing word and figure "Grade Pay 4800/-" shall be substituted as "Level-13" and the existing table shall be substituted by the following: -

S. No.	Amount of Honorarium/Extra work period	Rate Basic pay (as applicable)
1.	For extra of less than 24 hours	NIL
2.	For extra work of 24 hours and above but less than 60 hours, provided the extra hours on a particular date is above one hours	0.75% of basic pay
3.	For extra work of 60 hours and above but less than 120 hours	1.5% of basic pay
4.	For extra work of 120 hours and above but less than 180 hours	2.5% of basic pay
5.	For extra work of 180 hours and above but less than 240 hours	3.5% of basic pay
6.	For extra work of 240 hours and above	5% of basic pay

Subject to the overall condition that a RIICO employee shall not be entitled to honorarium exceeding 9% of basic of pay under the RIICO (Revised Pay) Rules, 2017, in all during a financial year.

(Rajendra Sharma)  
Advisor (A&M)

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No. A.1 (4)30/83-2011/Pt. II

Dated: June, 2020

9 July

**OFFICE ORDER**

In exercise of powers conferred by the Board of Directors, the Managing Director has been pleased to accord approval for amendment in existing rule 23(iv)/insertion of new sub-rule 23(iv)(a), 23(iv)(b) & 23(iv) (c) in RIICO Service Rules, 1969, as under: -

**Rule no. 23(iv)**

**Fixation of pay on promotion on or after 01.01.2016:** - The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made in the following manner, namely: -

"One increment shall be given in the Level from which the employee is promoted and he shall be placed at a cell equal to the figure so arrived at in the Level of the post to which promoted and if no such cell is available in the level to which promoted, he shall be placed at the next higher Cell in that Level."

**New insertion:**

**Rule no. 23(iv) (a)**

If promotion is made on the date of annual increment in that case first annual increment shall be allowed on the lower post and thereafter fixation of pay on promotion on higher post shall be made.

**Rule no. 23(iv) (b)**

If a RIICO employee is promoted on higher post after grant of ACP in the same Level, no further fixation of pay shall be made on the higher post.

**Rule no. 23(iv) (c)**

The next date of increment after fixation of pay on promotion shall be 1<sup>st</sup> July of the year.

(Rajendra Sharma)  
Advisor (A&M)

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