



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

TERMS AND CONDITIONS OF DEPUTATION OF THE RIICO EMPLOYEES

1. **PERIOD :**

- (i) The period of deputation shall be one year in the first instance, which may be extended further at the discretion of the Management.
- (ii) The maximum period for which a RIICO Employee may remain on deputation shall in no case exceed four years, provided that in cases where it is considered absolutely necessary in special circumstances, to extend the period of deputation/Foreign Service beyond the maximum period four year, the Chairman shall be competent to extend the period of deputation up to one year more i.e. up to 5 years in all. But for the period exceeding fifth year, approval of Working Committee for extension in deputation period would be necessary. However, the restriction of deputation period shall not apply in case of deputation of employees to the sister organization of the Corporation.

2. **COMMENCEMENT & TERMINATION :**

The deputation shall commence from the date of employee relinquishes the charge of his post under the Corporation and ends on the date he takes over charge of his post under the Corporation.

3. **PAY :**

The employee sent on deputation shall be allowed his basic pay in the pay scale of the parent organization plus personal pay if any, plus deputation (duty) allowance at the rates maintained in Clause (4).

4. **DEPUTATION (DUTY) ALLOWANCE :**

The Deputation (Duty) Allowance shall be admissible according as per rules of the State Government.

5. **COMPENSATORY ALLOWANCE :**

(i) **Dearness Allowance :**

Dearness allowance shall be regulated under the rules of the parent organization.

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(ii) **House Rent Allowance :**

House Rent Allowance shall be admissible according to the rules of the Borrowing Organization/foreign employer or under the rules of the parent organization, at the discretion of the deputationist.

(iii) **City Compensatory Allowance :**

City Compensatory Allowance shall be admissible according to the rules of the borrowing organization/foreign employer or under the rules of the parent organization, at the discretion of the deputationist.

(iv) **Travelling Allowance :**

Travelling Allowance shall be admissible according to the rules of the borrowing organization/foreign employer or under the rules of the parent organization at the discretion of the deputationist.

(v) **Medical Benefits :**

The medical benefits shall be admissible according to the rules of the borrowing organisation/foreign employer or under the rules of the parent organisation, at the discretion of the deputationist.

(vi) **Orderly Allowance :**

The orderly allowance shall be admissible to the rules of the borrowing organisation/foreign employer or under the rules of the parent organisation, at the discretion of the deputationist.

6. **ADVANCES :**

(i) **Advances for T.V. Purchasing :**

Advance for T.V. Purchasing shall be admissible according to the rules of the Borrowing Organisation/Foreign Employer.

(ii) **Any other advance :**

Any other advance shall be admissible according to the rules of the Borrowing Organisation/Foreign Employer.

7. **JOINING TIME PAY & TRANSFER TRAVELLING ALLOWANCE :**

The joining time pay and transfer travelling allowance on joining the post of deputation or reversion to the parent department shall be borne by the borrowing organisation/Foreign Employer as per rules of the Corporation.

8. **LEAVE :**

(i) **Admissibility of the leaves :**

An employee on deputation shall be entitled to avail all kinds of leaves as per norms of the parent organisation.

(ii) **Admissibility of the Leave Salary :**

The leave salary in respect of any kind of leave during the period of deputation shall be paid by the Borrowing Organisation Foreign Employer.

(iii) **Compensatory Allowance during leave :**

The whole expenditure in respect of any compensatory allowance for the period of leave or at the end of deputation shall be borne by the Borrowing Organisation.

(iv) **Leave Encashment benefits :**

The employees on deputation shall also be entitled the leave encashment benefits as per rules of the Corporation.

9. **CONTRIBUTION TOWARDS LEAVE SALARY :**

Leave salary contributions shall be paid by the Borrowing Organisation/Foreign Employer, at the rate of 11% of his pay, special pay and deputation (duty) allowance drawn from time to time during the period of deputation.

The Borrowing Organisation/Foreign Employer shall work out the monthly leave salary contributions at the rate indicated above and shall remit to the Corporation by Demand Draft drawn in favour of "Rajasthan State Industrial Development & Investment Corporation Limited" within 15 days from the end of each month.

10. **CONTRIBUTIONS TOWARDS GRATUITY :**

The employee shall be governed by the Gratuity Rules of the Corporation during the period of deputation. Accordingly, the Borrowing Organisation/Foreign Employer shall be required to pay to the Corporation contribution towards gratuity at the rate of 15 days salary for each completed year of service on deputation spent with the Borrowing Organisation/Foreign Employer. The contributions shall be worked out on the basis of salary drawn from time to time during the period of deputation from the borrowing organisation/foreign employer.

11. **CONTRIBUTIONS TOWARDS CONTRIBUTORY PROVIDENT FUND/GENERAL PROVIDENT FUND :**

The employee shall remain subject to the Contributory Provident Fund Rules/General Provident Fund Rules of the Corporation and the Borrowing Organisation/Foreign Employer shall be required to pay matching contribution payable by the Corporation to the Contributory Provident Fund/General Provident Fund which shall be equal to the contribution payable by the employee at the rate prescribed from time to time.


12. **PAYMENT OF BONUS/EX-GRATIA/MONETARY INCENTIVE :**

The Bonus/Ex-gratia/Monetary Incentive shall be paid by the borrowing organisation as per norms and rates applicable to the category of such employee in the borrowing organisation/foreign employer.

13. **WORKING HOURS :**

An employee on deputation shall follow the working hours and timings as per the norms of the borrowing organisation/foreign employer.

14. **HOLIDAYS :**


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An employee on deputation shall follow the weekly holidays, paid holidays etc. as per the norms of the borrowing organisation/foreign employer.


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No. A.1 (4)101/83-85
Dated: 27 Jan., 1986


OFFICE ORDER

The Working Committee of the Board in its meeting held on 25.11.85 vide resolution No. 18, has been pleased to approve the terms and conditions of deputation of the RIICO Employees, copy of which is appended herewith. This shall come in to force w.e.f. from 1st June, 85.

Sd/-

CHIEF MANAGER (A&C)

- c.c. to :-
1. PS to CMD for kind information of CMD.
 2. PA to ED for kind information of ED.
 3. All Divisional Heads.
 4. All Regional Managers.
 5. Project Manager, WAU, Ajmer.
 6. Dy. Manager (F)/AM (P)/AM (A&P)
 7. Concerned file


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