

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

No.: A.1 (9) 93 /2017
January 15 , 2018

OFFICE ORDER

I

The Management of the corporation is pleased to accord approval for adopting RIICO Employees Services (Revised Pay Scales) Rules, 2017 as per Annexure -'A', enclosed herewith.

These rules shall be deemed to have come into force with effect from 1st January, 2016.

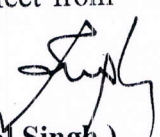
II


Consequent upon approval for adopting the RIICO Employees Services (Revised Pay Scales) Rules, 2017, the consequential amendments in the following rules, regulations, schedules and office orders as indicated in the Annexure mentioned against each rules, regulations, schedules and office orders in the table given below are hereby approved and these amendments shall be deemed to have come into force with effect from 1st January, 2016.

S. No.	Rules, Regulations, Schedules and Office Order	Annexure Nos.
1.	Dearness Allowance Office Order issued from time to time	I
2.	RIICO Employees (House Rent Allowance) Rules	II
3.	RIICO Compensatory (City) Allowance Rules	III
4.	RIICO (Medical Attendance) Rules, 1979	IV
5.	Recovery of Rent of Residential Accommodation	V
6.	RIICO (Conveyance Advance) Rules, 1979	VI
7.	RIICO Orderly Allowance Rules	VII
8.	Schedule of Delegation of Powers	VIII
9.	Office order regarding Constitution of Selection Committees	IX
10.	RIICO Staff Welfare Fund Regulations	X
11.	RIICO Employees (Classification, Disciplinary Action & Appeal) Rules	XI & XII

III

The Management of the corporation has decided that RIICO Employees Services (Revised Pay Scales) Rules, 2017 have come into force w.e.f. 01.01.2016 with the non-accrual period from 01.01.2016 to 31.12.2016 (both days inclusive). The amount of arrear to corporation employees for the period from 01.01.2017 to 30.09.2017 accruing as a result of promulgation of the RIICO Employees Services (Revised Pay Scales) Rules, 2017 shall be payable in three installment in the ratio of 30, 30, and 40. The first, second and third installments shall be payable on or after 01.04.2018, 01.07.2018 and 01.10.2018 respectively in cash to concerned employee. The revised pay and allowances thereon in cash shall be made with effect from 01.10.2017.


(Vijaipal Singh)
Advisor (A&M)

Copy to :
1. All Controlling Officers
2.  All Cell Incharges/Unit Heads *DBM (COM.)*
3. Secretary
4. Office Order file/Concerned file

Copy also to :
1. Addl. PS to Chairman
2. P.S. to M.D.

RIICO EMPLOYEES SERVICES (REVISED PAY SCALES) RULES, 2017

1. SHORT TITLE, EXTENT AND COMMENCEMENT

- (i) These rules may be called the RIICO Employees Services (Revised Pay Scales) Rules, 2017
- (ii) They shall be deemed to have come into force with effect from 01st January, 2016.

2. APPLICATION

These rules shall apply to all RIICO employees except the following:-

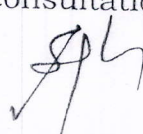
- a) persons not in whole time employment of the RIICO;
- b) persons paid out of contingencies;
- c) persons employed on contract;
- d) Employees who after their retirement, whether on attaining the age of superannuation or otherwise, were re-employed by the RIICO and were in service on 1st January, 2016,
- e) persons employed on work-charged & retainers basis
- f) persons who may be specifically excluded wholly or in part by the RIICO from the operation of these rules.

3. RELAXATION OF RULES

Where the Board of the RIICO is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may, by order, relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the cases in a just and equitable manner.

4. POWER OF INTERPRETATION

If any question arises relating to the interpretation of these rules, it shall be referred to the Managing Director of the RIICO, who shall decide the same in consultation with the Financial Advisor.



5. DEFINITIONS

In these rules, unless there is anything repugnant in the subject or context.

- (i) **"Existing Basic Pay"** means pay drawn in the prescribed existing Running Pay Band and Grade Pay but does not include any other type of pay such as special pay, personal pay, if any, etc;
- (ii) **"Existing Running Pay Band and Grade Pay"** means the Running Pay Band and the Grade Pay applicable to the post held by the RIICO Employee as on 01.01.2016 whether in a substantive capacity or in officiating capacity while retaining lien on a permanent post or in a temporary capacity;

Explanation :-

- (a) In the case of a RIICO Employee on deputation out of India or on leave or on foreign service or one who would have officiated in one or more lower posts but for his officiating in a higher post, "Existing Running Pay Band and Grade Pay" includes the scale applicable to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or officiating in a higher post.
- (b) In case of a RIICO Employee drawing pay on 31.12.2015 in a scale other than the RIICO Employee Services (Revised Pay Scales) Rules, 2008, as amended from time to time, his fixation of pay in the RIICO Employee Services (Revised Pay Scales) Rules, 2017 shall be made only after his pay has first been fixed in the RIICO Employee Services (Revised Pay Scales) Rules, 2008, as amended from time to time, in respect of post held by him on 31.12.2015.
- (iii) **"Existing Pay Structure"** means the present system of Running Pay Band and Grade Pay applicable to the post held by the existing RIICO Employee as on 01.01.2016 whether in a substantive or officiating capacity while retaining lien on a permanent post or in a temporary capacity.
- (iv) **"Existing Emoluments"** mean the sum of (i) existing basic pay (ii) Personal Pay, if any and (iii) existing dearness allowance at index average as on 1st day of January 2016 i.e. @ 125%;



- (v) **"Level"** in the Pay Matrix shall means the Level corresponding to the existing Running Pay Band and Grade Pay specified in Part 'A' of the Schedule-I;
- (vi) **"Pay Matrix"** means Matrix specified in Part 'B' of the Schedule-I, with Levels of pay arranged in vertical Cells as assigned to corresponding existing Running Pay Band and Grade Pay.
- (vii) **"Pay in the Level"** means pay drawn in the appropriate Cell of the Level as specified in Part 'B' of the Schedule-I;
- (viii) **"Revised Pay Structure"** means the Pay Matrix and the Levels specified there in corresponding to the existing Running Pay Band and Grade Pay of the post unless a different revised Level is notified separately for the post;
- (ix) **"Basic Pay"** in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;
- (x) **"Revised Emoluments"** means the pay in the Level of a RIICO Employee in the revised pay structure;
- (xi) **"Schedule"** means the Schedules appended to these rules
- (xii) **"Existing RIICO Employee"** means a RIICO Employee who is in service on 1st January, 2016 and drawing pay in an existing running pay band and grade pay.

Explanation – RIICO Employees, who were appointed on or after 1st January, 2016 in the Levels of the Pay Matrix under the RIICO Employee Services (Revised Pay Scales) Rules, 2017 are not 'existing RIICO Employees'. They will draw pay in the Levels of the Pay Matrix applicable to their posts under the RIICO Employee Services (Revised Pay Scales) Rules, 2017 as a result of retrospective operation of these rules. Pay of such employees in respect of post held by them on 1st January, 2016 or on the date of appointment subsequent to 1st January, 2016, whichever is later, shall be fixed at the minimum of the Levels (first Cell) of the Pay Matrix as per Schedule-I Part 'B' only after successful completion of the probation period as per provisions of relevant service rules.

- (xiii) **"Regular Service"** means and includes service rendered by a RIICO Employee on his appointment after regular selection in accordance with the provisions contained in the relevant recruitment rules for that post. The period of service rendered on ad-hoc basis/urgent temporary basis shall not be counted as the regular service. In other words the period of service, which is countable for seniority shall only be counted as regular service.



6. **Level of Post** - As from the commencement of these rules, the Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Running Pay Band and Grade Pay as specified in the Pay Matrix and as indicated in Column 5 of Schedule-I.

7. **Drawal of Pay in the revised pay structure**

Save as otherwise provided in these rules, a RIICO Employees shall draw pay in the Level in the revised pay structure applicable to the post which he is holding as on 01.01.2016 or to which he is appointed on or after 1st January, 2016.

8. **Option to elect the Existing Running Pay Band and Grade Pay-**

- (1) The Level of posts in the Pay Matrix shall apply to every existing RIICO Employee provided that a RIICO Employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure

Provided further that in cases where a RIICO Employee has been placed in a higher grade pay between 1st January, 2016 and the date of notification of these Rules on account of promotion, upgradation or ACP, the RIICO Employee may elect to switch over to the revised pay structure from the date of such promotion or upgradation or ACP, as the case may be.

- (2) An existing RIICO Employee may exercise option to retain existing Running Pay Band and Grade Pay under proviso to sub-rule(1) in any of the following circumstances:-

- (a) While holding a permanent post in substantive capacity, but not officiating on a higher post;
- (b) While holding a permanent or temporary post in a temporary capacity without having any lien on any post;
- (c) While officiating on a higher post, whether permanent or temporary, retaining lien or a permanent post or where he would have officiated in one or more posts but for his being on leave or on foreign service, *provided that* -
 - (i) the option in such cases shall be admissible in respect of existing running pay band and grade pay attached either to the post held by him in



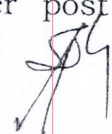
officiating capacity or to his substantive post and not for both the existing running pay band and grade pay; and if such a RIICO Employee exercises option to retain existing running pay band and grade pay in respect of the post held by him in officiating capacity, his pay, in the event of his reversion to the lower post held in substantive capacity shall be fixed under these rules only, and

- (ii) the option to retain existing running pay band and grade pay in respect of the post held in officiating capacity shall not be allowed to a RIICO Employee who was not qualified to hold the higher post; or who was fortuitously appointed on purely temporary basis, for example against leave vacancy or against a short term vacancy caused by deputation of the senior person for training within India or abroad or deputation to foreign service etc.

Explanation – The aforesaid option shall not be admissible to any person appointed to a post on or after the 1st January, 2016, whether for the first time in RIICO service or by transfer from another post and he shall be allowed pay only in the Level in the Pay Matrix.

9. Exercise of Option

- (1) The option under rule 8 shall be exercised in writing in the form appended as **Appendix-I** to these rules, so as to reach the authority mentioned in sub-rule (2) of this rule within three months of the date of publication of these rules, *provided that* –
 - (i) In case of a RIICO Employee who is on that date of publication of these rules, out of India on leave or deputation or foreign service, the option shall be exercised within three months from the date these rules are brought to the knowledge of the RIICO Employee by his superior authority;
 - (ii) Where a RIICO Employee is under suspension or on leave or on training or on foreign service within India on the date of publication of these rules, the option may be exercised within three months from the date he takes over the charge of the post.
 - (iii) In cases where a RIICO Employee who has already exercised option under these rules for lower post, if promoted to a higher post through Departmental



Promotion Committees of earlier years from a date earlier to 1st January, 2016, may opt these rules within a period of 3 months from the date of joining on higher promotion post.

- (2) The option shall be intimated by the RIICO Employee in the prescribed form appended to these rules in the following manner –
 - (a) All the RIICO employees whose pay and allowance are drawn by the Head Office shall submit their options to Advisor (A&M)
 - (b) All the employees, who are working in the unit offices shall submit their option to their respective Unit Head except the Unit Head, who will submit the option to Advisor (A&M).
 - (c) All the employees who have retired but were in the employment of the RIICO service on 1st January, 2016 shall submit their option to Advisor (A&M) or concerning Unit Head, as the case may be.
- (3)
 - (i) In case the intimation regarding option is not received within the time specified in sub-rule (1) the RIICO Employee shall be deemed to have elected to draw pay under these rules with effect from 1st January, 2016.
 - (ii) Where a RIICO Employee expires before exercising option within the prescribed period or had expired before publication of these rules, he may be deemed to have exercised option in favour of the existing running pay band and grade pay or revised pay structure under these rules, whichever is advantageous to him, and his pay shall be fixed accordingly.
- (4) RIICO Employee holding post on 1st January, 2016 for which no Level has been prescribed for any reason, whatsoever or where the Level or conditions attached to the drawal of pay under these rules are subsequently changed, amended or revised, shall exercise option/ re-option under this rule within a period of three months of the date of notification of the pay structure or any other change related to the Level of the post.
- (5) The option once exercised shall be final.

10. Fixation of Pay in the revised pay structure

- (1) The pay of a RIICO Employee who elects, or is deemed to have elected under Rule 9(3) to be governed by the revised pay structure on and from the 1st January, 2016 shall,

unless in any case the Board of Director by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if such lien had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely :-

(A) in the case of all employees

- (i) the pay in the applicable Level in the **Pay Matrix** shall be the pay obtained by multiplying the existing basic pay by a **factor of 2.57**, rounded off to the nearest rupee and the figure so arrived at will be located in the Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

Illustration:

1	Existing Running Pay Band :PB-1	Pay Band	5200-20200					
2	Existing Grade Pay : 2400 (GP No. 9B)	Grade Pay	1700	1750	2400	2400	2400	2800
3	Existing Pay in Running Pay Band : 8160	GP No.	2	3	9	9A	9B	10
		Levels	L-1	L-2	L-5	L-6	L-7	L-8
4	Existing Basic Pay : 10560 (8160+2400)	Cells	17700	17900	20800	21500	22400	26300
5	Pay after multiplication by a fitment factor of 2.57 : $10560 \times 2.57 = 27139.20$ (rounded off to 27139)		18200	18400	21400	22100	23100	27100
			18700	19000	22000	22800	23800	27900
			19300	19600	22700	23500	24500	28700
6	Level corresponding to GP 2400 (9B) : Level 7		19900	20200	23400	24200	25200	29600
7	Revised Pay in pay Matrix (either equal to or next higher to 27139 in Level 7) : 27600		20500	20800	24100	24900	26000	30500
			21100	21400	24800	25600	26800	31400
			21700	22000	25500	26400	27600	32300
			22400	22700	26300	27200	28400	33300
			23100	23400	27100	28000	29300	34300
			23800	24100	27900	28800	30200	35300

- ii) if the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-clause (i) above, the pay shall be fixed at the minimum pay or the first Cell of that applicable Level.

- (2) A RIICO employee who is on leave on the 1st January, 2016 and is entitled to leave salary shall be entitled to pay in the

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revised pay structure from 1st January, 2016 or the date of option for the revised pay structure.

- (3) A RIICO employee who is on study leave on the 1st January, 2016 shall be entitled to the pay in the revised pay structure from 1st January, 2016 or the date of option.
- (4) A RIICO employee under suspension, shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.
- (5) Where a RIICO employee is holding a permanent post and is officiating in a higher post on a regular basis and the pay structure applicable to these two posts are merged into one Level, the pay shall be fixed under sub-rule (1) with reference to the officiating post only, and the pay so fixed shall be treated as substantive pay.
- (6) Where the existing emoluments exceed the revised emoluments in the case of any RIICO employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.
- (7) Where in the fixation of pay under sub-rule (1), the pay of a RIICO employee, who, in the existing pay structure, was drawing immediately before the 1st January, 2016 more pay than another RIICO employee junior to him in the same cadre, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior.
- (8) Where a RIICO employee is in receipt of personal pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such RIICO employee as personal pay to be absorbed in future increases in pay.
- (9) In cases where a senior RIICO employee promoted to a higher post before the 1st January, 2016 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st January, 2016, the pay of senior RIICO employee in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of promotion of the junior RIICO employee subject to the fulfillment of the following conditions, namely:-



- a) Both the junior and the senior RIICO employees belong to the same cadre and the posts in which they have been promoted are identical in the same cadre;
- b) The existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay are identical;
- c) The senior RIICO employees at the time of promotion are drawing equal or more pay than the junior;
- d) The anomaly is directly as a result of the application of the provisions of Rule 18 of these rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure.

Provided that if the junior officer was drawing more pay in the existing structure than the senior by virtue of any advance increments granted to him, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

11. Increment in the Pay Matrix :-

The increment shall be as specified in the vertical Cells of the applicable Level in the Pay Matrix.

Illustration

An employee in the Basic Pay of 26400 in Level 6 will move vertically down the same Level in the Cells and on grant of increment, his basic pay will be 27200	Pay Band	5200-20200					
	Grade Pay	1700	1750	2400	2400	2400	2800
	GP No	2	3	9	9A	9B	10
	Levels	L-1	L-2	L-5	L-6	L-7	L-8
	Cell	17700	17900	20800	21500	22400	26300
		18200	18400	21400	22100	23100	27100
		18700	19000	22000	22800	23800	27900
		19300	19600	22700	23500	24500	28700
		19900	20200	23400	24200	25200	29600
		20500	20800	24100	24900	26000	30500
		21100	21400	24800	25600	26800	31400
		21700	22000	25500	26400	27600	32300
		22400	22700	26300	27200	28400	33300
		23100	23400	27100	28000	29300	34300
		23800	24100	27900	28800	30200	35300

12. Date of next increment in revised pay structure:-

- (1) There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in any level of the Pay Matrix as on 1st July every year will be eligible for grant of annual increment. The first increment after fixation of pay under these rules as per

option of the employee will be granted on completing 6 months by counting the period of service rendered in the existing Running Pay Band and in a level of the Pay Matrix in these rules.

- (2) Every new recruit on completion of probation period successfully shall be allowed first annual increment on 1st July, which immediately follows the date of completion of probation period.

13. Scheme of Assured Career Progression (ACP) :- The scheme of Assured Career Progression (ACP) with three financial upgradations shall be as under :

- 1) The scheme will be available to all posts and those holding isolated posts and drawing pay under these rules upto Level 13.
- 2) Benefit of pay fixation available at the time of normal promotion shall be allowed at the time of financial upgradations under the scheme. Thus, one increment shall be given in the Level from which the employee is granted ACP and he shall be placed in the immediate next higher Level in the Cell equal to the figure so arrived at in the Level from which ACP is to be given and if no such Cell is available in the Level to which ACP granted, he shall be placed at the next higher Cell in the immediate higher Level.
- 3) There shall be no further fixation of pay at the time of regular promotion, if promotion is in the same Level as granted under ACP. However, if promotion is on the post carrying higher Level than only the pay in that Level in the Pay Matrix shall be fixed at the equal Cell and if there is no equal Cell than at the immediate next Cell.
- 4) For grant of financial upgradation under the Assured Career Progression (ACP) Scheme, the service shall be counted from the date of the direct entry in service and shall be admissible on completion of 9, 18 and 27 years regular service respectively.
- 5) Existing RIICO employees who have already availed three benefits of financial upgradation will not be eligible for the grant of ACP. Those RIICO employees who have availed benefit of one ACP/one promotion will be eligible for second and third ACP on completion of 18 and 27 years of regular service, respectively. Similarly those RIICO employees who have availed benefit of two ACP's/two promotions/one promotion and one ACP, as the case may be, will be eligible for third ACP on completion of 27 years of regular service.



- 6) The authority competent to make appointment on the post held by the RIICO employee shall be competent to grant ACP.
- 7) The detailed guidelines for grant of Assured Career Progressions (ACP) shall be as contained in Schedule-VI appended to these rules.

14. Scheme of Assured Career Progression (ACP) for RIICO Service Officer

The scheme of ACP with three financial upgradations shall be allowed to RIICO Service Officers as under :

- 1) The scheme will be available to all posts in RIICO services and isolated posts in the Level-14 and above.
- 2) Benefit of pay fixation available at the time of normal promotion shall be allowed at the time of financial upgradations under the scheme. Thus, one increment shall be given in the Level from which the employee is granted ACP and he shall be placed in the Cell equal to the figure so arrived at in the Level from which ACP is to be given and if no such Cell is available in the Level to which ACP granted, he shall be placed at the next higher Cell in that Level.
- 3) There shall be no further fixation of pay at the time of regular promotion, if promotion is in the same Level as granted under ACP. However, if promotion is on the post carrying higher Level than only the pay in that Level in the Pay Matrix shall be fixed at the equal Cell and if there is no equal Cell than at the immediate next Cell.
- 4) For grant of financial upgradation under the Assured Career Progression (ACP) Scheme, the service shall be counted from the date of the direct entry in service and shall be admissible on completion of 10, 20 and 30 years regular service respectively.
- 5) Existing RIICO employees who have already availed three benefits of financial upgradation will not be eligible for the grant of ACP. Those RIICO employees who have availed benefit of one ACP/one promotion will be eligible for second and third ACP on completion of 20 and 30 years of regular service, respectively. Similarly those RIICO employees who have availed benefit of two ACP's/two promotions/one promotion and one ACP, as the case may be, will be eligible for third ACP on completion of 30 years of regular service.

- 6) The authority competent to make appointment on the post held by the RIICO employee shall be competent to grant ACP.
- 7) The detailed guidelines for grant of Assured Career Progressions (ACP) shall be as contained in Schedule-VI appended to these rules.

15. Amount of fixed remuneration for a Probationer-trainee

A probationer-trainee shall draw fixed remuneration during the period of probation training. Only on successful completion of period of probation training, he will be allowed pay in the revised pay structure. These provisions will be applicable to the existing probationer-trainees as well as new recruits. The fixed remuneration shall be as indicated in **Schedule-II** appended to these rules.

16. Fixation of pay in the revised pay structure of a probationer-trainee completing probation training period successfully on or after 01.01.2016

A probationer-trainee on successful completion of probation training period will be allowed pay in the revised pay structure as per Schedule-I applicable to the post to which such employee is appointed at minimum of Level (first Cell) in the Pay Matrix.

Provided that a RIICO employee who is already in regular service of the RIICO, if appointed on another post as a probationer-trainee and has opted to draw pay in Running Pay Band and Grade Pay of the previous post, on successful completion of probation period his pay will be fixed in the relevant Level of the new post at the equal stage with reference to the pay of the previous post.

Provided further that if a RIICO employee is appointed on another post as a Probationer-trainee on new higher post after fixation of pay under these rules, the pay drawn by him on the previous post shall be allowed during the period of probation training including increment and on successful completion of probation training period, his pay on the higher post shall be fixed with reference to his pay on the lower post at an equal Cell of the higher post and if there is no such equal Cell than in the next Cell of the new post.

17. Fixation of pay in the revised pay structure subsequent to the 1st January, 2016

Where a RIICO employee continues to draw his pay in the existing running pay band and grade pay is brought over to the Level from

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a date later than the 1st January, 2016, his pay from the later date in the Level shall be fixed in the following manner:-

- (i) For the purpose of fixation of pay in the revised pay structure the basic pay shall be applicable on the later date. The pay in the applicable Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

18. Fixation of pay on promotion on or after 1st January, 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.

Illustration:

1	Level in the revised pay structure : Level 4	Pay Band	5200-20200				
		Grade Pay	1700	1750	1900	2000	2400
2.	Basic Pay in the revised pay structure : 21000	GP No.	2	3	4	5	9
3	Granted promotion in Level 5	Levels	L-1	L-2	L-3	L-4	L-5
4	Pay after giving one increment in Level 4 : 21600	Cell	17700	17900	18200	19200	20800
			18200	18400	18700	19800	21400
			18700	19000	19300	20400	22000
			19300	19600	19900	21000	22700
			19900	20200	20500	21600	23400
			20500	20800	21100	22200	24100
5	Pay in the upgraded Level i.e. Level 5 : 22000 (either equal to or next higher to 21600 in Level 5)		21100	21400	21700	22900	24800

19. Method of fixation of pay in the Level further revised after 01.01.2016

The initial pay of a RIICO employee who elects or deemed to have elected Level of the post further revised after 01.01.2016 shall be fixed at an equal Cell of that post. If no such Cell is available in

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the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level in the Pay Matrix. In case the pay last drawn in the previous Level is less than the minimum of first Cell of the further revised Level of that post, he shall be fixed at first Cell of further revised Level in the Pay Matrix.

20. Overriding effects of Rules

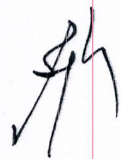
The provisions of the RIICO Employees (Revised Pay Scale) Rules, 2008 and grant of Assured Career Progressions, as amended from time to time shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules, to the extent they are inconsistent with these rules.

21. Non-accrual of Arrears

Notwithstanding anything contained in these Rules, no arrear of Pay and Allowances thereon, on any account shall accrue to a RIICO employee, whether existing or appointed between 01st January, 2016 to 31st December, 2016 (both days inclusive), for the period upto 31.12.2016.

22. Payment of Arrear

The arrear under these rules for the period from 01.01.2017 to 30.09.2017 shall be payable in three instalment in the ratio of 30, 30 and 40. The first, second and third instalments shall be payable on or after 01.04.2018, 01.07.2018 and 01.10.2018 respectively in cash of concerned employee. The revised pay and allowances thereon in cash shall be made with effect from 01.10.2017.



**RAJASHAN STATE INDUSTRIAL DEVELOPMENT
& INVESTMENT CORPORATION LIMITED:**

UDYOG BHAWAN : TILAK MARG : JAIPUR-302005

FORM OF OPTION

(See Rule 8 & 9)

* (i) I, hereby elect the Running Pay Band and Grade Pay with effect from 1st January, 2016.

* (ii) I, hereby elect to continue on Running Pay Band and Grade Pay of pay of my substantive/officiating post mentioned below until :-

* the date of my next increment/ the date of my subsequent increment raising my Pay to Rs. _____ /I vacate or cease to draw pay in the existing Pay structure/the date of my promotion/upgradation to the post of _____.

Existing Running Pay Band and Grade Pay _____

Signature.....

Name

Designation

Office in which employed

* To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that in the event of my Pay having been fixed in a manner contrary to the provisions contained in the Rules, as detected subsequently, any excess payment so made shall be refunded by me to the RIICO either by adjustment against future payments due to me or otherwise.

Signature.....

Name

Designation

Date:

Place :

Received the above declaration

Date:

Place:

Signature
(Deputy Manager (HRD))

SCHEDULE - I

(PART-'A')

Rule-6

CORRESPONDING LEVEL OF EXISTING RUNNING PAY BAND AND GRADE PAYS

S. No.	Existing Running Pay Band	Existing Grade Pay	Existing Grade Pay No.	Level in Pay Matrix
1	2	3	4	5
1.	PB-1 (5200-20200) *	1700	2	L-1
2.		1750	3	L-2
3.		1900	4	L-3
4.		2000	5	L-4
5.		2400	9	L-5
6.		2400	9A	L-6
7.		2400	9B	L-7
8.		2800	10	L-8
9.	PB-2 (9300-34800)	3600	11	L-10
10.		4200	12	L-11
11.		4800	14	L-12
12.		5400	15	L-13
13.	PB-3 (15600-39100)	5400	15	L-14
14.		6000	16	L-15
15.		6600	17	L-16
16.		6800	18	L-17
17.		7200	19	L-18
18.		7600	20	L-19
19.		8200	21	L-20
20.	PB-4 (37400-67000)	8700	22	L-21
21.		8900	23	L-22



SCHEDULE - I

(PART 'B')

Rule-6

PAY MATRIX OF RIICO EMPLOYEES

Existing Running Pay Band	PB-1 (5200-20200)								PB-2 (9300-34800)								PB-3 (15600-39100)								PB-4 (37400-67000)	
	1700	1750	1800	1900	2000	2400	2400	2400	2800	3600	4200	4800	5400	5400	6000	6600	6800	7200	7600	8200	8700	8900				
Existing Grade Pay	2	3	4	5	9	9A	9B	10	11	12	14	15	15	15	16	17	18	19	20	21	22	23				
Existing Grade Pay No.																										
Levels →	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-10	L-11	L-12	L-13	L-14	L-15	L-16	L-17	L-18	L-19	L-20	L-21	L-22					
Cell No. ↓																										
1	17700	17900	18200	19200	20800	21500	22400	26300	33800	37800	44300	53100	56100	60700	67300	71000	75300	79900	88900	123100	129700					
2	18200	18400	18700	19800	21400	22100	23100	27100	34800	38900	45600	54700	57800	62500	69300	73100	77600	82300	91600	126800	133600					
3	18700	19000	19300	20400	22000	22800	23800	27900	35800	40100	47000	56300	59500	64400	71400	75300	79900	84800	94300	130600	137600					
4	19300	19600	19900	21000	22700	23500	24500	28700	36900	41300	48400	58000	61300	66300	73500	77600	82300	87300	97100	134500	141700					
5	19900	20200	20500	21600	23400	24200	25200	29600	38000	42500	49900	59700	63100	68300	75700	79900	84800	89900	100000	138500	146000					
6	20500	20800	21100	22200	24100	24900	26000	30500	39100	43800	51400	61500	65000	70300	78000	82300	87300	92600	103000	142700	150400					
7	21100	21400	21700	22900	24800	25600	26800	31400	40300	45100	52900	63300	67000	72400	80300	84800	89900	95400	106100	147000	154900					
8	21700	22000	22400	23600	25500	26400	27600	32300	41500	46500	54500	65200	69000	74600	82700	87300	92600	98300	109300	151400	159500					
9	22400	22700	23100	24300	26300	27200	28400	33300	42700	47900	56100	67200	71100	76800	85200	89900	95400	101200	112600	155900	164300					
10	23100	23400	23800	25000	27100	28000	29300	34300	44000	49300	57800	69200	73200	79100	87800	92600	98300	104200	116000	160600	169200					
11	23800	24100	24500	25800	27900	28800	30200	35300	45300	50800	59500	71300	75400	81500	90400	95400	101200	107300	119500	165400	174300					
12	24500	24800	25200	26600	28700	29700	31100	36400	46700	52300	61300	73400	77700	83900	93100	98300	104200	110500	123100	170400	179500					
13	25200	25500	26000	27400	29600	30600	32000	37500	48100	53900	63100	75600	80000	86400	95900	101200	107300	113800	126800	175500	184900					
14	26000	26300	26800	28200	30500	31500	33000	38600	49500	55500	65000	77900	82400	89000	98800	104200	110500	117200	130600	180800	190400					
15	26800	27100	27600	29000	31400	32400	34000	39800	51000	57200	67000	80200	84900	91700	101800	107300	113800	120700	134500	186200	196100					
16	27600	27900	28400	29900	32300	33400	35000	41000	52500	58900	69000	82600	87400	94500	104900	110500	117200	124300	138500	191800	202000					
17	28400	28700	29300	30800	33300	34400	36100	42200	54100	60700	71100	85100	90000	97300	108000	113800	120700	128000	142700	197600	208100					
18	29300	29600	30200	31700	34300	35400	37200	43500	55700	62500	73200	87700	92700	100200	111200	117200	124300	131800	147000	203500						
19	30200	30500	31100	32700	35300	36500	38300	44800	57400	64400	75400	90300	95500	103200	114500	120700	128000	135800	151400							
20	31100	31400	32000	33700	36400	37600	39400	46100	59100	66300	77700	93000	98400	106300	117900	124300	131800	139900	155900							

Existing Running Pay Band	PB-1 (5200-20200)										PB-2 (9300-34800)					PB-3 (15600-39100)										PB-4 (37400-67000)	
	1700	1750	1900	2000	2400	2400	2400	2800	3600	4200	4800	5400	5400	5400	6000	6000	6600	6800	7200	7600	8200	8700	8900				
Existing Grade Pay	2	3	4	5	9	9A	9B	10	11	12	14	15	15	15	16	17	18	19	20	21	22	23					
Existing Grade Pay No.	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-10	L-11	L-12	L-13	L-14	L-15	L-16	L-17	L-18	L-19	L-20	L-21	L-22						
Levels-																											
Cell No.																											
21	32000	32300	33000	34700	37500	38700	40600	47500	60900	68300	80000	95800	101400	109500	121400	128000	135800	144100	160600								
22	33000	33300	34000	35700	38600	39900	41800	48900	62700	70300	82400	98700	104400	112800	125000	131800	139900	148400	165400								
23	34000	34300	35000	36800	39800	41100	43100	50400	64600	72400	84900	101700	107500	116200	128800	135800	144100	152900	170400								
24	35000	35300	36100	37900	41000	42300	44400	51900	66500	74600	87400	104800	110700	119700	132700	139900	148400	157500	175500								
25	36100	36400	37200	39000	42200	43600	45700	53500	68500	76800	90000	107900	114000	123300	136700	144100	152900	162200	180800								
26	37200	37500	38300	40200	43500	44900	47100	55100	70600	79100	92700	111100	117400	127000	140800	148400	157500	167100	186200								
27	38300	38600	39400	41400	44800	46200	48500	56800	72700	81500	95500	114400	120900	130800	145000	152900	162200	172100	191800								
28	39400	39800	40600	42600	46100	47600	50000	58500	74900	83900	98400	117800	124500	134700	149400	157500	167100	177300	197600								
29	40600	41000	41800	43900	47500	49000	51500	60300	77100	86400	101400	121300	128200	138700	153900	162200	172100	182600	203500								
30	41800	42200	43100	45200	48900	50500	53000	62100	79400	89000	104400	124900	132000	142900	158500	167100	177300	188100									
31	43100	43500	44400	46600	50400	52000	54600	64000	81800	91700	107500	128600	136000	147200	163300	172100	182600	193700									
32	44400	44800	45700	48000	51900	53600	56200	65900	84300	94500	110700	132500	140100	151600	168200	177300	188100	199500									
33	45700	46100	47100	49400	53500	55200	57900	67900	86800	97300	114000	136500	144300	156100	173200	182600	193700										
34	47100	47500	48500	50900	55100	56900	59600	69900	89400	100200	117400	140600	148600	160800	178400	188100	199500										
35	48500	48900	50000	52400	56800	58600	61400	72000	92100	103200	120900	144800	153100	165600	183800	193700											
36	50000	50400	51500	54000	58500	60400	63200	74200	94900	106300	124500	149100	157700	170600	189300	199500											
37	51500	51900	53000	55600	60300	62200	65100	76400	97700	109500	128200	153600	162400	175700	195000												
38	53000	53500	54600	57300	62100	64100	67100	78700	100600	112800	132000	158200	167300	181000													
39	54600	55100	56200	59000	64000	66000	69100	81100	103600	116200	136000	162900	172300	186400													
40	56200	56800	57900	60800	65900	68000	71200	83500	106700	119700	140100	167800	177500	192000													

Note: The Pay of existing RIICO employees drawing Pay in Running Pay Band PB-2 '9300-34800' and Grade Pay of Rs. 5400/- (15) shall be fixed in the Level 13 in Pay Matrix.

SCHEDULE - II

AMOUNT OF FIXED REMUNERATION FOR PROBATIONER-TRAINEE

S. No	Existing Grade Pay	Existing Grade Pay No.	Existing Amount of Fixed Remuneration	Corresponding Level	Amount of Fixed Remuneration per month with effect from 01.01.2016	Remarks
1	2	3	4	5	6	7
1	1700	2	6670	L-1	12400	
2	1750	3	7000	L-2	12600	
3	1900	4	7400	L-3	12800	
4	2000	5	7790	L-4	13500	
5	2400	9	8910	L-5	14600	
6	2400	9A	8910	L-6	15100	
7	2400	9B	8910	L-7	15700	
8	2800	10	11820	L-8	18500	
9	3600	11	13200	L-10	23700	
10	4200	12	14660	L-11	26500	
11	4800	14	17230	L-12	31100	
12	5400	15	22180	L-14	39300	
13	6000	16	24030	L-15	42500	
14	6600	17	26670	L-16	47200	
15	6800	18	28120	L-17	49700	
16	7200	19	29840	L-18	52800	
17	7600	20	31620	L-19	56000	
18	8200	21	35180	L-20	62300	
19	8700	22	48710	L-21	86200	
20	8900	23	51350	L-22	90800	

Note:-

1. The Probationer-trainee shall be entitled only to fixed remuneration as above and he/she will not be entitled to Special Pay, Dearness Allowance, House Rent Allowance, City Compensatory allowance, Washing Allowance or any other allowances(s) called by whatever name. Similarly, he/she will not be eligible for grant of Ad-hoc Bonus and uniform/liveries except wearing of uniform is a legal compulsion under the rules.
2. No Travelling Allowance shall be admissible for joining as a probationer-trainee. In case journey on duty, he/she shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance on the basis of fixed remuneration shall be admissible. In case of transfer only the actual period required for travel will be treated as on duty.



3. Probationer-trainee shall be eligible for Casual Leave of 15 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months.
4. No Deputation Allowance shall be admissible to a Probationer-trainee, if deputed to Foreign Service for training etc.
5. An existing employee already in regular service shall have an option to opt either for the "Fixed remuneration" or the Pay in the Level in the Pay Matrix (not the Level of his/her new appointment), whichever is beneficial to him/her while he/she is under probation. After successful completion of probation period, Pay shall be fixed as per the rules, where such a RIICO employee will get due advantage of being in a regular Level earlier, and will get due protection of his/her pay.
6. (i) Probationer-trainee shall earn no leave during the period of probation.
(ii) Female Probationer-trainee shall be granted Maternity Leave as per RIICO Service Rules.
(iii) Male Probationer-trainee shall be granted Paternity Leave as per RIICO Service Rules.
7. Extraordinary Leave upto 30 days may be sanctioned by the appointing authority to a Probationer-trainee during the entire period of Probation Training. Beyond 30 days and not more than one year by the appointment authority after prior approval of Managing Director.

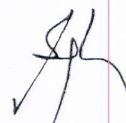


SCHEDULE - III

GUIDELINE FOR GRANT OF ASSURED CAREER PROGRESSIONS SCHEME TO RIICO EMPLOYEES

The RIICO have revised pay scale of the RIICO Employees under RIICO Employees Services (Revised Pay Scale) Rules, 2017 w.e.f. 01.01.2016. Under Rule 13 and 14 of these rules, the RIICO employees are eligible for financial upgradations. The detailed guidelines for grant of Assured Career Progression (ACP) shall be as under:-

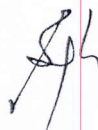
- (1) There shall be three financial upgradations. The Service shall be counted from the date of joining of a post in regular appointment direct entry Level. The employees in class-IV Ministerial, Subordinates Services and those holding isolated post upto Level 13 shall be eligible for ACP on completion of regular service of 9 years as provided in Rule 13 of RIICO Employees Services (Revised Pay Scale) Rules, 2017. The RIICO Service Officer and those holding isolated post in Level 14 and above shall be eligible for ACP on completion of service of 10 years as provided in Rule 14 of RIICO Employees Services (Revised Pay Scale) Rules, 2017.
- (2) The ACP Scheme envisages merely placement in the immediate next Level in the hierarchy of the Level as given in part 'A' of the Schedule-I of the RIICO Employees Services (Revised Pay Scale) Rules, 2017. Thus, the Level at the time of financial upgradation under the ACPs can, in certain cases where regular promotion is not between two successive Level, be different than what is available at the time of regular promotion. In such cases, the higher Level attached to the next promotion post in the hierarchy of the concerned cadre will be given only at the time of regular promotion.
- (3) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the scheme. Thus, one increment shall be given in the Level from which the employee granted ACP and he shall be placed in immediate next Level in the Cell equal to the figure so arrived at in the Level from which ACP is to be given and if no Cell in the Level. There shall, however, be no further fixation of pay at the time of regular promotion, if promotion is in the same Level as granted under ACP. However, if promotion is on the post carrying higher Level than only the pay in that Level in the Pay Matrix shall be fixed at the equal Cell and if there is no equal Cell than at the immediate next Cell.
- (4) In case where the date of increment and the date of eligibility for ACP is the same, in such cases first increment shall be allowed in the existing Level and thereafter pay shall be fixed in the immediate next Level as per provisions of item (3) above.



- (5) (i) Regular Service for the purpose of grant of ACP shall be as defined in Rule 5(xiii) of RIICO Employees Services (Revised Pay Scale) Rules, 2017 reproduced below:-

"5(xiii) 'Regular service' means and includes service rendered by a RIICO employee on his appointment after regular selection in accordance with the provisions contained in the relevant recruitment rules for that post. The period of service rendered on ad-hoc basis/urgent temporary basis shall not be counted as the regular service. In other words the period of service which is countable for seniority shall only be counted as regular service."

- (ii) Regular service for grant of benefits under the ACP Scheme shall be counted from the date of joining of a post in direct entry Level on regular basis on direct recruitment.
- (iii) 'Regular Service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave (except Extraordinary Leave beyond 90 or 30 days, as the case may be, granted to Probationer-trainee), duly sanctioned by the competent authority.
- (6) (i) The financial upgradation would be on non-functional basis subject to satisfactory service record on the basis of which the concerned employee is eligible for promotion on higher post. For this purpose, the service record of the concerned employee of last continuous 7 years service is to be seen. In cases where the service record of last continuous 7 years is not available, the following procedure shall be adopted.
- (a) In case 7 years Annual Performance Appraisal Report (APAR) of RIICO Employees are not available for grant of ACP in that case upto 3 APARs of previous years of the officer of the RIICO and upto 2 APAR of previous years of employees other than RIICO service shall be taken into account.
- (b) Even after that 7 years APAR is not available than remaining APAR may be considered of the next years for grant of ACP.
- (c) Any departmental or criminal proceeding may not be pending
- (d) In the past years annual increments were regularly granted.
- (e) The Controlling Officer shall issue a certificate of satisfactory service.



- (ii) In case of employee who could not be granted ACP due to his unsatisfactory record, he will be granted ACP from the date he become eligible for promotion to the higher post on the basis of satisfactory service record subject to the fulfilment of other conditions prescribed in this regard.
- (iii) The appointing authority shall also obtain an affidavit from the employee with reference to having only two children on or after 01.04.2007 prior to granting ACP. An employee who has more than 2 children on or after 01.04.2007 shall not be granted next ACP for 3 years from the date on which his/her ACP becomes due and it would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of previous financial upgradation. The employee having more than 2 children shall not be deemed to have been disqualified, so long as the number of children he/she has on 01.04.2007 does not increase.

Provided that while counting the total number of children of an employee, the child born from earlier delivery and having disability shall not be counted.

Provided further also that any RIICO employee who is remarried, which is not against any law and before such remarriage he/she is not disqualified for grant of Assured Career Progression under this clause, he/she shall be entitled to Assured Career Progression, if any child is born out of single delivery from such remarriage.

- (7) In the matter of disciplinary proceedings, grant of benefit under the ACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the RIICO Employees (Classification, Disciplinary Action and Appeal) Rules, 1979 and instruction issued thereunder.
- (8) The effect of penalty on grant of ACP shall be given as under:-

Kind of Penalty	Effect on ACP
Censure	ACP will be deferred for one year for penalty of each order of censure.
Withholding of annual increment(s) without cumulative effect	ACP will be deferred for one year for each order of penalty of withholding of annual increment(s) without cumulative effective
Withholding of annual increment(s) with cumulative effect	ACP will be deferred for number of years for which penalty of withholding of number of annual increment(s) has been imposed. Each order will have separate effect on grant of ACP.

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Penalty of withholding of promotion	ACP will be deferred for the period for which promotion has been deprived. If in the order of deprive of promotion the period has not been indicated in that case ACP will be deferred for a period of 7 years
Recovery from pay of the whole or part of any pecuniary loss caused to the RIICO by negligence or breach of any law, rule or order	ACP will be deferred for one year for each order of penalty
Reduction to a lower service, grade or post, or to a lower time scale or to a lower stage in the time scale.	ACP will be deferred for a period of 7 Years.
In the case of pension to an amount lower than that due under the rules.	ACP will deferred for the period for which pension/part of pension has been retained. ACP will not be allowed in case 100% pension has been withheld. Each order will have separate effect on grant of ACP.

- (9) The ACPS contemplates merely placement on personal basis in the immediate next Level/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned.
- (10) If a financial upgradation under the ACPS is deferred and not allowed due to the reason of the employee being unfit or due to departmental Proceedings, etc, this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of previous financial upgradation.
- (11) On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status.
- (12) Financial upgradation under the ACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the Level has got higher Level under the ACPS.
- (13) Pay drawn in the Level allowed under the ACPs shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
- (14) Existing RIICO Employees who have already availed benefit of three selection grades/ACP under order dated 25.01.1992 and 17.02.1998 and also under RIICO Employees Services (Revised Pay Scale) Rules, 2008 will not be eligible for the grant of ACP. Those RIICO Employees who have availed benefit of one ACP/one promotion will be eligible for second and third ACP on completion of 18/20 and 27/30 years, as the case may be, of regular service, respectively. Similarly those RIICO Employees, who have availed benefit of two ACP/two promotion/one

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promotion and one ACP, as the case may be, will be eligible for third ACP on completion of 27/30 years of regular service respectively.

- (15) In case an employee is declared surplus in his/her department and appointed in the same Level or lower Level in the new department, the regular service rendered by him/her in the previous department shall be counted towards the regular service in his/her new department for the purpose of giving financial upgradation under the ACPS.
- (16) If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employee subsequently refuses the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of deferment due to the refusal.
- (17) **Illustration:-**
- (i) If a RIICO Employee (Junior Assistant) in Level-5 gets his first regular promotion in Level-8 on completion of 8 years of service and then completes service of further 10 years without any promotion then he would be eligible for 2nd financial upgradation under the ACP after completion of 18 years (8+10years).
- (ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation on completion of further 9 years of service i.e. after 27 years (8+10+9 years).
- (18) The next annual increment shall be granted on 1st July of the year falling after grant of ACP.
- (19) The word 'Level' shall also include 'Grade Pay and Scale of Pay', if any.
- (20) The authority competent to make appointment on the post held by the RIICO Employee shall be competent to grant ACP.

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ANNEX-I

Amendment in Grant of Dearness Allowance to RIICO employees consequent upon the revision of Pay Scales.

1. Consequent upon promulgation of the RIICO Employees Service (Revised Pay Scale) Rules, 2017 with effect from 01.01.2016, the RIICO employees may be allowed Dearness Allowance with Pay in the Level in the Pay Matrix from the date mentioned below at the following rates :

Date from which Payable	Rate of Dearness Allowance per mensem
From 01.01.2017	4%
From 01.07.2017	5%

2. The payment of Dearness Allowance from the date 01.01.2017 and 01.07.2017 as indicated above shall be made after adjusting the amount of Dearness Allowance already paid from 01.01.2017 and 01.07.2017, under existing orders.
3. The term 'Pay' for the purpose of calculation of Dearness Allowance shall be the Basic Pay i.e. pay drawn in the Pay Matrix of the prescribed Levels and shall not include any other type(s) of pay like Special Pay or Personal Pay, etc.
4. The payment on account of Dearness Allowance involving fraction of 50 paisa and above may be rounded off to the next higher rupee and the fractions of less than 50 paisa may be ignored.



ANNEX - II

Amendment in RIICO Employees (House Rent Allowance) Rules, 1971 consequent upon revision of Pay Scales.

The existing table mentioned under rule 4 regarding applicability of House Rent Allowance under RIICO House Rent Allowance Rules, 1971 as amended from time to time shall be substituted as under :

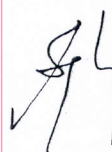
Classification of Cities/ Towns	Rates of House Rent Allowance (per month)
* Y (Population criteria 5 Lac and above)	16% of the Basic Pay i.e. the pay drawn in the prescribed Levels in the Pay Matrix.
Z (Population criteria below 5 Lac)	8% of the Basic Pay i.e. the pay drawn in the prescribed Levels in the Pay Matrix.

The classification of cities/ towns for the purpose of grant of House Rent Allowance as above shall be as under :-

Cities Classified as "Y"	Cities classified as "Z"
1. Bikaner (M.Corp.), 2. Jaipur (M.Corp.), 3. Jodhpur (UA), 4. Kota (M.Corp.), 5. Ajmer (UA)	Remaining Cities / Towns and other places."

The rates of HRA will be revised to 18% and 9% for Y and Z class cities respectively when Dearness Allowance crosses 25% and further revised to 20% and 10% when Dearness Allowance crosses 50%.

This amendment shall come into force with effect from 01.01.2016.



ANNEX - III

Amendment in RIICO Compensatory (City) Allowance Rules, 1988

Rule 4 of RIICO Compensatory (City) Allowance Rules, 1988 be substituted as under : -

S. No.	Basic Pay i.e. the pay drawn in the prescribed Levels in the Pay Matrix	Amount of CCA (Rs. per month)	
		Jaipur (UA)	Ajmer, Bikaner, Jodhpur and Kota
1.	Employees drawing Basic Pay in the Pay Matrix upto 23100/-	620/-	320/-
2.	Employee drawing Basic pay in the Pay Matrix above 23100/-	1000/-	620/-

This amendment shall come into force with effect from 01.01.2016.



ANNEX - IV

Amendment in RIICO Employees (Medical Attendance) Rules, 1979 consequent upon the revision of Pay Scales.

Rule 10 in respect of entitlement of accommodation facility may be substituted as under : -

Basic pay i.e. Pay drawn in the Level in the Pay Matrix		Class of Accommodation
(a)	Rs. 64,000/- or above.	Deluxe or Cottage Ward
(b)	Rs. 36,000/- and above but below Rs. 64,000/-	Cottage Ward
(c)	Below Rs. 36,000/-	Rental Ward of the lowest Category.

This amendment shall come into force with effect from 01.01.2016.



ANNEX - V

Amendment in RIICO Recovery of Rent of Residential Accommodation consequent upon revision of pay scales.

The RIICO employees who have been allotted residential accommodations shall be charged at the following rates :-

S. No.	Pay Slab based on Basic Pay i.e. total of Pay in Running Pay Band and Grade Pay	Rate of Rent
1.	Below Rs. 34000/- per month.	0.75% of the pay
2.	Rs. 34000/- and above but below Rs. 50000/- per month.	1.5% of the pay
3.	Rs. 50000/- per month and above	2% of the pay

This amendment shall come into force with effect from 01.01.2016.



ANNEX - VI

Amendment in RIICO (Conveyance Advance) Rules, 1979 consequent upon the revision of Pay Scales.

In the said rules -

the existing sub rule (ii) of Rule 6 of RIICO (Conveyance Advance) Rules, 1979 shall be substituted by the following :

"(1) The amount of advance for purchase of conveyance and the number of installments in which it shall be repayable, shall be as follows :-

Category of RIICO employees drawing basic pay	Kind of conveyance	Amount of advance	Number of installments of recovery of advance with interest thereon.
1	2	3	4
1. Rs. 65,000/- per month and above.	(i) For purchase of a new Motor Car/ Jeep	6 months pay or Rs. 1.80 Lacs or 80% of the cost of Motor Car/ Jeep whichever is less.	180
	(ii) For purchase of a old Motor Car/ Jeep	3 months pay or Rs. 1.00 Lacs or 80% of the cost of Motor Car/ Jeep whichever is less.	180
Note: The Officer concerned will submit an affidavit stating the price paid by him for the Car alongwith other prescribed details, make of the Car and year manufacture.			
2. Rs. 17,000/- per month and above.	(i) Scooter/ Motor Cycle/ Moped	3 months pay or Rs. 30,000/- or 80% of the cost of Scooter/Motor Cycle/Moped etc. whichever is less.	120
	(ii) Tricycle (for disabled & handicapped persons only)		
3. All RIICO employees	Cycle	Rs. 1500/- or the cost of Cycle whichever is less.	50

Note: Where husband and wife both is RIICO employees the pay of the both of them may be clubbed for the purpose of determination of eligibility for a particular type of conveyance mentioned in column 2 of this sub-rule. The amount of advance shall be granted to either of them on the basis of his/ her pay who makes an application for the grant of advance under these rules. In such cases, the other spouse shall not be eligible for entitlement to the grant of conveyance advance until the previous advance together with interest thereon taken by the other spouse has been fully paid."

These amendments shall not be applicable to those employees to whom advance has already been sanctioned and disbursed.



ANNEX - VII

Amendment in RIICO Orderly Allowance Rules, consequent upon revision of Pay Scales.

The words and figures "Grade Pay Rs. 6600/-" appearing in rule 4(a) and 4(b) shall be substituted by "L-16".



ANNEX - VIII

Amendment in Schedule of Delegation of Powers consequent upon revision of Pay Scales.

1. The words & figures "grade pay Rs. 7,600/-, Rs. 6,600/- & Rs. 5,400/-" appearing in the schedule of Delegation of Powers to Chairman shall be substituted by Levels L-19, L-16 and L-14.
2. The words & figures "grade pay Rs. 7,600/-, Rs. 6,600/-, Rs. 5,400/-, Rs. 3,600/- & Rs. 1300/-" appeared in the schedule of Delegation of Powers to Managing Director shall be substituted by words & figures by grade pay Rs. L-19, L-16, L-14, L-10 & L-1.
3. The words & figures "grade pay 4800/-" appeared at S.No. 3 of para 2 of office order No. A.1(4)5/84 dated December 15, 1984 shall be substituted by words & figures by Levels L-12.
4. The words & figures "grade pay 5400" and the Existing Running Pay 15600-39100 + Grade Pay 5400 appearing in the schedule of delegation of powers to Head of Division shall be substituted Levels L-14. However, this delegation will be restricted upto the post of Assistant Regional Managers & Assistant Engineers and other posts having similar levels shall not be governed by this delegation.
5. The grade pay 4200/- appearing in schedule of delegation of powers of other officers shall be substituted by Levels L-11.



ANNEX - IX

Amendment in Office Order regarding Constitution of Selection Committees consequent upon revision of Pay Scales.

Pay scales and maximum in pay appearing in office order No. A.1(4)95/ 2002 dated 18.10.2002 shall be substituted as under:

Committee No. 1

(For posts the Levels of which exceeds L-16)

(Posts in the Levels of L-19 and above)

Committee No. 2


(For posts the Levels of which exceeds L-11)

(Posts in the Levels L-12 to L-16)

Committee No. 3

(For posts the Levels of which exceeds is below L-11)

(Posts in the Levels of L-1 to L-11)



ANNEX - X

Amendment in Regulations regarding RIICO Staff Welfare Fund consequent upon revision of Pay Scales.

The Grade Pay of Rs. 1900/-, Rs. 2000/- to Rs. 3600/-, Rs. 4200/- to Rs. 6000/- and Rs. 6600/- appearing at para 2 of the regulation regarding RIICO Staff Welfare Fund shall be substituted by the Levels of L-3, L-4 to L-10, L-11 to L-15 and L-16.



ANNEX- XI

Amendments in RIICO Employees (Classification, Disciplinary Action & Appeal) Rules, consequent upon the revision of Pay Scales.

Appendix-7(a) & 7(b) of rule 6 & 6(a) of CDA and appeal rules may be substituted as under :-

APPENDIX - 7 (a)
(Rule 6 & 6(a) of CDA & Appeal Rules)

APPOINTING AUTHORITY/DISCIPLINARY AUTHORITY IN CASE OF EMPLOYEES POSTED IN HEAD OFFICE.

S. No.	Category of Employees	Appointing Authority	Disciplinary Authority for imposing minor penalty	Appellate Authority	Disciplinary Authority for imposing major penalty	Review/ Appellate Authority
1.	Employees of all cadres in the Levels of which exceeds L-19	Board of Directors	Managing Director CMD	Chairman Board of Directors	Board of Directors	Board of Directors.
2.	Employees in the Levels of which exceeds L-13 but does not exceed L-19	Chairman	Managing Director CMD	Chairman Working Committee	Chairman	Working Committee
3.	Employees in the Levels of which exceeds L-11 but does not exceed L-13	Executive Director	Controlling Officer (Not below the rank of Advisor/ General Manager).	Managing Director	Executive Director.	Managing Director
4.	Employees in the Levels of which does not exceed L-11	Advisor (A&M)	Controlling Officer (Not below the rank of Advisor/ G.M.)	Executive Director	Advisor (A&M)	Executive Director

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ANNEX-XII

APPENDIX - 7 (b)
(Rule 6 & 6(a) of CDA & Appeal Rules)

APPOINTING AUTHORITY/DISCIPLINARY AUTHORITY IN CASE OF EMPLOYEES POSTED IN INFRA UNIT OFFICES.

S. No.	Category of Employees	Appointing Authority	Disciplinary Authority for imposing minor penalty	Appellate Authority	Disciplinary Authority for imposing major penalty.	Review/ Appellate Authority
1.	Employees in the Levels of which exceeds L-13 but does not exceed L-19	Chairman	Managing Director	Chairman	Chairman	Working Committee
			CMD	Working Committee		
2.	Employees in the Levels of which exceeds L-12 but does not exceed L-13	Executive Director	Advisor (Infra.)	Managing Director.	Executive Director	Managing Director.
3.	Employees in the Levels of which exceeds L-11 but does not exceed L-12	Executive Director	1. Advisor (Infra) full powers except Sr.Acctt./ Sr.L.A. 2. Advisor (Law) full powers in respect of Sr. L.A. 3. Financial Advisor full powers in respect of Sr. Accountant. 4. Unit Head (Not below the rank of RM-I) powers for imposing penalty of censure.	Managing Director.	Executive Director	Managing Director
4.	Employees in the Levels of which exceeds L-10 but does not exceed L-11	Advisor (A&M)	1. Advisor (Infra) full powers except Accountant & Legal Assistant. 2. Advisor (Law) full powers for L.A. 3. Financial Advisor	Executive Director	Advisor (A&M)	Executive Director

			full powers for Accountant. 4. Unit Head (Not below the rank of RM-I) powers for imposing penalty of censure and stoppage of upto two increments without cumulative effect.			
5.	Employees in the Levels of which does not exceed L-10	Unit Head (Not below the rank of RM-I)	Unit Head (Not below the rank of RM-I)	Advisor (A&M)	Unit Head (Not below the rank of RM-I)	Advisor (A&M)

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RIICO

STATEMENT OF FIXATION OF PAY UNDER RIICO EMPLOYEES SERVICES (REVISED PAY SCALES) RULES, 2017

	Name of the Unit/Cell :		Emp. Code No.
			PAN :
1.	Name and Designation of the Employee	:	
	Name of Father/ Husband	:	
2.	For substantive/officiating post	:	
	(i) Existing Running Pay Band	:	
	(ii) Existing Grade Pay	:	
	(iii) Existing Grade Pay No.	:	
3.	Date of Last Increment in the Running Pay Band & Grade Pay	:	
4.	Date from which RIICO Employees Services (Revised Pay Scales) Rules, 2017 opted (permissible as per rules)	:	
5.	Existing Emoluments as defined in Rule 5(iv)	:	
	(A) Basic Pay as defined in Rule 5(i)	:	
	(B) Personal Pay, if any	:	
	(C) Dearness Allowance at the rate of 125% of Basic Pay	:	
	(D) Total Emoluments (A+B+C)	:	
6.	Applicable Level in the Pay Matrix corresponding to Running Pay Band and Grade Pay shown at Sl. No. 2	:	
7.	Amount arrived at by multiplying basic pay as at Sl. No. 5(A) by 2.57 (rounded in Rs.)	:	
8.	Revised emoluments: Pay in the Level in the Pay Matrix	:	
9.	Difference of existing emoluments and revised emolument	:	
	(i) Existing emoluments as at Sl.No.5	:	
	(ii) Revised emoluments as at Sl.No. 8	:	
	(iii) Personal Pay under Rule 11(6) i.e. difference of item (i),(ii) (To be absorbed in future increases in Pay)	:	
10.	Date of next increment under Rule 12	:	
11.	Remarks:	:	

Certified that

1. Pay in the Level in the Pay Matrix has been fixed as above in accordance with the RIICO Employees Services (Revised Pay Scales) Rules, 2017 and as amended from time to time.
2. An undertaking has been obtained from the employee to refund overpayments, if any, which may subsequently detected.

Sr. Asstt./SI
Copy to:

1. Concerned employee
2. Unit Head
3. Personal file.
4. Office Order file.

SI/SO

Dy. Mgr(HRD)

Mgr.(Bills)/Mgr.(Fin.)

GM(Fin.)