



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

**RIICO EMPLOYEES (PERMISSION FOR  
FURTHER STUDIES) RULES, 1985**

1. **SHORT TITLE :**

Those rules may be called the Rajasthan State Industrial Development & Investment Corporation Limited, Employees (Permission for further studies) Rules, 1985.

2. **APPLICABILITY :**

These Rules shall apply to the Employees of the Corporation who have successfully completed the period of probation in the service of the Corporation.

3. **COMMENCEMENT :**

These rules shall come into force with effect from the date they are approved by the Working Committee.

4. **DEFINITIONS :**

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

i) **CORPORATION :**

Means the Rajasthan State Industrial Development & Investment Corporation Limited, Jaipur.

**CHAIRMAN :**

Means the Chairman of the Board of Directors of the Corporation.

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iii) **EMPLOYEES :**

Means a person who is in the whole time employment of the Corporation.

iv) **SANCTIONING AUTHORITY :**

Means the Advisor (A&M) of the Corporation.

v) **APPENDIX :**

Means the Appendix attached to these rules.

5. **CONDITION FOR GRANT OF PERMISSION :**

- i) The permission for undertaking further studies can not be claimed as a matter or right. The grant of permission shall be at the sole discretion of the sanctioning authority.
- ii) An employee desiring to take permission for further studies shall make an application in the prescribed form as shown in Annexure -II, through proper channel.
- iii) The sanctioning authority will allow 20% employees in each cadre for prosecution of further studies and additional 10% for professional courses like C.A., C.S., M.B.A., ICWA, Diploma in labour Law, DCWA etc. The strength in the cadre will be determined on the basis of number of posts sanctioned in each cadre and keeping in view the seniority of the employees in each cadre, provided that in calculation of quota any fraction, may be taken as full unit.
- iv)\* In case of employee who has been given permission for first year for appearing in particular Exam/Course/Degree will not be required to apply for permission for subsequent year(s) of the course during the normal duration of the respective Exam/Course/Degree.

**\*Amended vide Item No. 4 of Working Committee meeting held on 28.05.2012.**

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Those employees who have been given permission in the previous year but could not appear due to unavoidable circumstances in that examination may be given one more chance to appear in the examination.

vi) \*On completion of one course of study will not be allowed to appear in another course of study for a period of next three years.

(\*Deleted vide office order no. A.1(9)67/87 dated 22.07.2000 in the meeting of W.C. held on 12.7.2000 vide item No. 6. office order no. A.1(9)67/87 dated 22.7.2000. )

vii) The employee who has been given permission under these rules shall inform in writing of the result of the said examination, immediately after receipt of Mark-sheet.

viii) Fresh application shall have to be given by each employee every year on commencement of session.

6. In the following cases, employees who apply for prosecution of further studies, the sub-rules 5 (iii) shall not be applicable and they will be allowed permission if otherwise eligible:

i) Employees belonging to the cadre of Sahayak-cum-Chowkidar/Helper and other equal at cadres in the Corporation.

ii) Employees before joining the Corporation service have duly filled in forms of some nomination or have cleared part of an integrated course.

7. The permission for further study, under these rules, will be subject to the following conditions that: -

i) The office work of the Corporation shall not suffer on this account.

ii) Permission to attend late or to leave office early shall not be given.

iii) He shall not be allowed any leave during the course of study except leave required for the actual days of examinations, and \*journey period, if required, subject to the title of leave being available.

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**Substituted vide office order No. A.1(5)77/85 dated 30.5.85.**

iv) He shall be liable to be transferred to any establishment or office of the Corporation, if necessary, in the interest of Corporation work. Neither any consideration shall be given nor any request shall be entertained for

not transferring him to such office on the ground of his having joined classes, under this permission.

**PROVIDED THAT:**

- i) The Corporation can withdraw permission granted under these rules, without assigning any reason:
- a) If at any time, it is found that there is a tendency on his part to be indifferent or lacking application in his official work.
- b) If at any time, the timings of his classes, if any, are found to be detrimental to the official duties.

8. **REWARD :**

Cash reward, on successfully passing all the parts of any of the following courses by an employee while in the service of the Corporation shall be allowed as under by the sanctioning Authority:

S. No.	Name of Membership	Examination/Degree/	Amount of award
i)	Diploma in Labour Welfare Management/	Labour Laws, Labour and Personnel DCWA	Rs. 1000/-
ii)	Ph.D/MBA Institution NAAC/AICTE	from A+ rated by awarded by	Rs. 10000/-
iii)	ACS/AICWA/ACA/ME/LLM		Rs. 10000/-*

*\*Amended vide office order no. A.1(5)7/85 dt. 19.06.2017*

**Note :**

1. The grade increment for acquiring more than one qualification will not be given. The maximum limit of award is upto two increments only.

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- If in the Requirement & Selection Rules, certain qualification is required for a particular post and the person holding the post does not possess that qualification but later on, attains the same in that case this benefit of award shall not be allowed.
3. The prescribed award shall be admissible to all those eligible employees who acquire degree of MBA/PhD in any discipline irrespective of the discipline in which they are working in the corporation.

The above amended shall be made effective from the date of decision i.e. 17.11.2011. \*Employees who have already taken permission/obtained degree in their respective courses prior to 17.11.2011 will be governed by the pre revised rule.

*\*Inserted vide office order dated 07.05.2012*

**PROVIDED THAT:**

1. The reward will be given only if the employee has taken permission under these rules and obtains the qualification by passing all the examinations\* and completing the prescribed training, if required, of the said course.

\*Those employees who have already acquired the professional qualifications i.e. ACS/AICWA/ACA/MBA/ME/CAIIB while being in the service of the Corporation shall also be entitled to get two grade increments (without any arrears), subject to the adjustment of the cash award they have received from the Corporation previously, on this account, if any. However, if any such employee has already got a promotion on account of acquiring any of the above professional qualifications he shall not be given the benefit of grant of two grade increments.

\*The Bureau of Public Enterprises, State Enterprises Department, Government of Rajasthan has been pleased to accord approval for making above amendments in RIICO Employees (Prosecution of Further Studies) Rules, 1985 vide their letter No. F.9-B (5) CSE/84/Pt. IV dated 10th March, 1989 with an additional condition that advance increments would not be admissible in cases where the employee had appeared in the final examination of the qualifications before entering into the service of the Corporation but result is declared after the

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joining service.

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\*

***Inserted vide W.C. meeting dated 27.4.1988 vide item No. 2.***

2. He executes an undertaking/Bond on Stamp Paper of appropriate value at his own expense as per appendix II that he shall serve the Corporation for a minimum period of two years from the date of acquiring the professional qualification and in case he leaves the Corporation before the expiry of the

period of two years for any reason, whatsoever, shall refund to the Corporation, the amount of case reward received by him, in cash, before he is relieved of his duties from the Corporation.

3. The above qualification, if acquired by the employee in line of his discipline and the Corporation is benefited from his qualification two grade increments will be allowed only to such an employee".

9. **PENALTY:**

An employee who is found guilty of attending any course of study after entering the service of Corporation, without taking permission will be liable for following penalties:

- a) With-holding of increments with/without commutative effect for first/subsequent default.
- b) The Degree/Diploma so acquired will not be recorded in the Service Book and counted for promotion for number of years equivalent to the years of the course.

10. **REMOVAL OF DOUBTS:**

- i) If any doubt arises relating to the application and scope of these rules, it shall be referred to the Chairman of the Corporation whose decision shall be final.
- ii) All existing orders in relation to matters covered by these rules shall stand superseded but any action taken by or in pursuance of such existing orders shall be deemed to have been taken under these rules.



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Annexure-II

**APPLICATION FORM FOR PERMISSION FOR FURTHER STUDIES**


1. Name in full :
2. Father's/ Husband Name :
3. Designation :
4. Presently working :
5. a) Date of birth :
- b) Date of joining in the Corporation :
6. Educational Qualification :
- a) At the time of entrance in the Corporation service :
- b) Qualification added during Corporation service :

S. No.	Name of the Course	Year of Passing	Order No. & Date
1.			
2.			
3.			
4.			

7. a) Whether any request to pursue further studies was made and granted last year, if so Letter No. \_\_\_\_\_ Date \_\_\_\_\_
- b) Whether opportunity was availed, if not, reason be given: \_\_\_\_\_
8. Name of the Course/Examination for which permission is required (specialization, if any) \_\_\_\_\_
9. Name of the University/Institute from which further studies are intended to be pursued, \_\_\_\_\_
10. Affiliation certificate of University/Institute, if any (Please tick) Yes \_\_\_\_\_ No \_\_\_\_\_
11. Please tick any one Collegiate Non Collegiate Executive Course Distance learning Regular
12. Academic year from which the said course/exam shall start : \_\_\_\_\_
13. Duration of Course/Exam: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant  
Name  
Designation

  
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**(TO BE COMPLETED BY CONTROLLING OFFICER/UNIT HEAD)**

Mr./Ms. \_\_\_\_\_ Designation \_\_\_\_\_ working  
in \_\_\_\_\_ Division, has applied for \_\_\_\_\_ course for the  
year \_\_\_\_\_ His/Her case is recommended/not recommended.

Dated: \_\_\_\_\_  
Head

Signature of the Controlling Officer/Unit

APPENDIX 'II'

(ON NON JUDICIAL STAMP PAPER OF RUPEES.....)

UNDERTAKING

I.....(Designation).....Rajasthan State Industrial Development & Investment Corporation Ltd., Jaipur, hereby undertake that I will serve the Corporation for a minimum period of 2 years from the date of acquiring my professional Degree and in case if I resign from the service of the Corporation before the expiry of two years for any reason whatsoever, I will refund to the Corporation, the amount of, Cash reward received by me, in cash.

Signature.....

Place.....


Date.....

Name.....

Designation.....

WITNESSES :

- 1.
- 2.

  
Signature Attested Advisor (A&M)  
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No. A.1 (5) 7/85  
Dt. May 1, 1989

**OFFICE ORDER**

The Working Committee of the Board vide resolution No. 2 of its meeting held on 27.4.88 has been pleased to accord sanction for making amendment in RIICO Employees (Prosecution of Further Studies) Rules, 1985 from the date the BPE convey its approval for the amendment in these rules as detailed here under:-

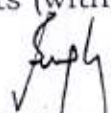
- (i) Existing table given under rule 8 of the RIICO Employees (Prosecution of Further Studies) Rules, 1985 is hereby substituted by the following new table and the notes given here under :-

S. No.	Name of Examination/ Degree/Membership	Amount of award
i)	Diploma in Labour Law, Labour Welfare & Personnel Management/DCWA.	Rs. 500/-
ii)	ACS/AICWA/MBA/ACA/ME/CAIIB	Two grade increments.

- Notes :
1. The grade increments for acquiring more than one qualification will not be given. The maximum limit of award is upto two increments only.
  2. If in the Recruitment & Selection Rules, certain qualification is required for a particular post and the person holding that post does not possess that qualification but later on, attains the same in that case this benefit of award shall not be allowed.

- (ii) The third line at S. No. 1 under the sub-heading 'Provided that' in the Rule 8, after the word 'examinations' but before the words 'of the said course', the words 'and completing the prescribed training, if required' be added.

Those employees who have already acquired the professional qualifications i.e. ACS/AICWA/ACA/MBA/ME/CAIIB while being in the service of the Corporation shall also be entitled to get two grade increments (without any arrears), subject to the adjustment of the cash

  
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award they have received from the Corporation previously, on this account, if any. However, if any such employee has already got a promotion on account of acquiring any of the above professional qualifications he shall not be given the benefit of grant of two grade increments.

The Bureau of Public Enterprises, State Enterprises Department, Government of Rajasthan has been pleased to accord approval for making above amendments in RIICO Employees (Prosecution of Further Studies) Rules, 1985 vide their letter No. F.9-B (5) CSE/84/Pt. IV dated 10th March, 1989 with an additional condition that advance increments would not be admissible in cases where the employee had appeared in the final examination of the qualifications before entering into the service of the Corporation but result is declared after the joining service.

(N.N. TANKHA)  
EXECUTIVE DIRECTOR

- Copy to :
1. All Divisional Heads.
  2. All Sr. RM/RM/Chief Project Manager, WAU, Ajmer.
  3. Manager (PR)/Secretary.
  4. A & P Division Gr. I, II, III & IV
  5. RIICO Employees Federation.
  6. Concerned File.
  7. Office Order File.
  8. Resident Representative, New Delhi.

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**(HRD CELL)**

No.A.1 (5) 7/85/  
Dated May 30, 1991


**OFFICE ORDER**

The Management of the Corporation has been pleased to insert the degree of Ph.D. in the courses listed at Sl. No. (ii) in the table given with Rule 8 (a) of "RIICO Employees (Prosecution of Further Studies) Rules, 1985" subject to the condition that the corporation would grant two increments in individual cases only after satisfying that the Ph.D. degree is directly related and useful for the working of the Corporation.

If an employee of the Corporation has already got promotion on account of acquiring the specified qualification, the benefit would not be given to them.

Sd/-  
(Gurdial Singh Sandhu)  
Executive Director

- Copy to :
1. All Divisional Heads.
  2. All Cell Incharges.
  3. All Unit Heads.
  4. The AM (HRD), Rules Section.
  5. Concerned/Office order file.

  
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No.A.1 (9) 67/87/  
July 22, 2000

**OFFICE ORDER**

The Working Committee of the Board vide item No. 6 in its meeting held on 12.7.2000 is pleased to accord approval for grant of permission of Shri Ajay Gupta, Assistant Regional Manager working at Bharatpur Unit office to prosecute studies in M.E. IIIrd and Final semester in relaxation of Rule 5 (vi) of RIICO Employees (Prosecution of Further Studies) Rules, 1985 as a special case.

The Committee further accorded approval for deletion of Rule 5 (vi) of RIICO Employees (Prosecution of Further Studies) Rules, 1985.

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

Copy to :

1. Shri Ajay Gupta, ARM, Bharatpur
2. All Controlling Officer
3. All Unit Heads
4. Sr. DGM (HRD)
5. Secretary
6. Chief Project Manager, WAU, Ajmer
7. DGM, RIICO Ltd., New Delhi
8. Dy. Manager (HRD-L)
9. Personal file of the concerned
10. Office Order file/Concerned file

Copy also to :

1. Sr. PS to CMD
2. PS to ED



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No.A.1 (5) 7/85  
3.3.2001

**OFFICE ORDER**

The Working Committee of the Board by circulation on 19.2.2001 has been pleased to accord approval to add "Note No. 3" after the existing Notes No. 1&2 in Rule 8 of RIICO Employees (Prosecution of Further Studies) Rules, 1985 as under: -

Note No. 3: "The above qualification, if acquired by the employee in line of his discipline and the Corporation is benefited from his qualification two grade increments will be allowed only to such an employee".

Sd/-  
ADVISOR (A&M)

- Copy to:-
1. All Controlling Officer
  2. All Unit Heads
  3. Secretary
  4. Chief Project Manager, WAU, Ajmer
  5. DGM, RIICO Ltd., New Delhi
  6. Manager (HRD) A, Manager (HRD) B
  7. Office Order file/Concerned file

Copy also to:-

1. Sr. PS to CMD
2. PS to ED

Advisor (A&M)

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