

SERVICE RULES

CHAPTER-1

APPOINTMENT, PROBATION, PROMOTION, ETC.,

PART-A -- PRELIMINARY

1. PREAMBLE

Whereas it is necessary to fix the method of recruitment, the conditions of service, the authority competent to fix, raise or regulate the scale of pay and allowances of the employees and the procedure to be followed in the disposal of cases of the employees and whereas the existing rules approved by the General Body in Resolution No.2/76-77 in the meeting held on 13-8-1976 are found to be not exhaustive, the Board of Directors in exercise of the powers conferred through Bye-law No.22 of the Bye-laws of the Girijan Co-operative Corporation Ltd., Visakhapatnam makes the following Rules.

2. SHORT TITLE

These Rules shall be called the "SERVICE RULES OF THE EMPLOYEES' OF THE GIRIJAN CO-OPERATIVE CORPORATION LIMITED, VISAKHAPATNAM", and shall come into force from 1-5-1978 (First May, Nineteen hundred seventy eight) and henceforth supersede the existing Rules approved by the General Body in Resolution No.2/76-77 in the meeting held on 13-08-1976 and registered on 20-09-1976.

3. APPLICATION

- i) these Rules shall apply to the existing staff employed by the Girijan Co-operative Corporation and to those appointed hereafter, except to:
 - a) The staff employed on deputation from Government Departments or any other institutions for temporary periods.
 - b) The persons appointed without remuneration of any kind or on honoraria or on a part time basis or daily wages or on contract and;
- ii) In the case of persons whose services are borrowed from the Government or other organisations on specific terms and conditions, the terms and conditions of service shall be such as are agreed upon between the Corporation and the employees in question or the Government or other organisation from which their services are borrowed.

4. DEFINITIONS:

In these rules unless there is any thing repugnant in the subject or context-

- a. 'Corporation' means the Girijan Co-operative Corporation Limited, Visakhapatnam.
- b. 'Board' means the Board of Directors of the Girijan Co-operative Corporation Limited, Visakhapatnam constituted under its bye-laws.

- c. 'Managing Director' means the Chief Executive of the Girijan Co-operative Corporation in relation to any power exercisable by him and includes any officer who is authorised to exercise the powers and functions of the Managing Director.
- d. 'Officer' in relation to any powers exercisable by him, includes officer authorised to exercise the powers of the Managing Director or any other officer of the Corporation.
- e. 'Competent Authority' means the authority empowered to deal with any matter as prescribed by these rules or by the Bye-laws of the Girijan Co-op. Corporation.
- f. 'Employee' means any person appointed wholly or principally whether directly or on wages or other consideration in any kind of work in connection with the work of the Corporation and also includes any person appointed on probation or on contract.
- g. 'Duty' includes:
 - ii) Service as probationer and as regular employee:
 - iii) Period during which an employee is on joining time:
 - iv) Period spent on Casual leave:
 - v) Period spent on training sponsored by the Girijan Co-operative Corporation.
- h) 'Pay' means the amount drawn by an employee as:
 - i) Substantive pay which has been sanctioned for a post held by him substantively or in any officiating capacity or to which he is entitled by reason of his position in a cadre.
 - ii) Special pay and personal pay:
 - iii) Any other emoluments which can be specifically classified as pay by the Board.
- i) 'Special pay' means an addition in the nature of pay to the emoluments of a post or of an employee granted in consideration of the arduous nature of the duties or a specific addition to the work or a responsibility.
- j) 'Personal Pay' means an additional pay granted to an employee to save him from a loss of substantive pay in respect of permanent post due to revision of pay or to any reduction of such substantive pay otherwise than on disciplinary measures or in exceptional circumstances on other personal considerations.
- k) 'Compensatory Allowance' means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed:
- l) 'Emoluments' means
 - a) Pay as defined in Rule (4) (h) above:
 - b) Fixed additions to monthly pay by way of Dearness Allowance or any other allowances such as cashier allowance, Electrician allowance, Roneo operation

allowance etc., but does not include Travelling Allowance and Conveyance allowance.

- c) Subsistence allowances sanctioned in the case of an employee under suspension.
- m) 'Scale of pay' means that the pay of the post starts at a minimum, increases by certain uniform amounts (called increments) at certain fixed period or intervals or time and reaches a maximum.
- n) 'Consolidated pay' means the monthly fixed remuneration which is considered inclusive of D.A. and all other allowances: but which does not fall in any time scale of pay.
- o) 'Day' means a calendar day beginning and ending at midnight.
- p) 'Month' means a calendar month.
- q) 'Holiday' means a holiday prescribed or notified as such by the Corporation.
- r) 'Traveling Allowance' means an allowance granted to an employee to cover the expenses in the journeys undertaken by him in the interest of the Corporation.
- s) 'Joining time' means the time allowed to an employee to join a new post or to travel to or from a station to which he is posted.

5. INTERPRETATION

- i) The power to interpret these rules vests in the Managing Director who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to and carry out the provisions of these rules to ensure effective control over the staff.
- ii) Provided that if as a result of any decision of the Managing Director as regards interpretation of the construction of any of these rules an employee feels aggrieved the matter shall be referred to the Board for clarification and the decision of the Board shall be final and binding on all concerned.

6. POWERS TO ISSUE SUBSIDIARY INSTRUCTIONS

The Management of Girijan Co-operative Corporation reserves the right to amend or modify the existing rules and to issue subsidiary rules as it may consider necessary to secure effective control over the employees.

7. ADOPTION OF GOVT. RULES

The M.D. Shall have power to adopt rules under "Andhra Pradesh Civil Service Code Rules" and Andhra Pradesh Fundamental Rules to its employees wherever the GCC Service Rules of employees are silent.

PART-B

APPOINTMENTS, PROBATION, PROMOTION ETC.

1. No personnel shall be appointed to the service of the Corporation, if he has attained the age of 34 years or has not completed 18 years of age. In case of Scheduled Tribes and Scheduled Castes/Backward classes candidates, the upper age limit will be relaxed by five years in all cases.

In case of recruitment to technical posts and recruitment to the posts where previous experience is required, the Managing Director shall have the right to relax the maximum age limit upto 45 years.

In the case of a person who is already employed in another Co-operative Institution or in any of the Government Departments and who seeks appointment in this Corporation, the age restriction for entry into service shall not apply.

Where a person, who is already in service of the Corporation and has been appointed regularly, is permitted to apply for a post filled by direct recruitment, he shall be allowed to deduct from his age the period of his service in the Corporation upto a maximum of 10 years for purpose of the maximum age limit if he fulfills other qualifications prescribed for the post.

2. The recruitment of personnel shall be made by selecting the candidates sponsored by the Employment Exchange/Advertisement or by promoting the qualified employees or by absorbing the existing willing deputationists as per the terms and conditions approved by the Government and the Corporation for such absorption.

The Managing Director or the appointing authority or any other officer of the Corporation duly authorised by the Managing Director shall have power to depute any employee of the Corporation to work in the GPCM Societies affiliated to the Corporation. For transfer on such deputation, it is not necessary to obtain the willingness of the employee and it is obligatory on the part of the employee to proceed on such transfer, when ordered by the competent authority. No deputation allowance is admissible to the employees on such deputation to the GPCM Societies.

The Managing Director may, at his discretion, also depute any employee to work in the training centre of the GCC to any other organisation on such terms and conditions as may be decided by him. The Consent of the employee is, however, necessary for his transfer on deputation to an organisation other than the GPCM Societies and the training centre of the GCC.

A statement showing the several posts in the Corporation, qualifications prescribed for promotion and for direct recruitment, appointing authority, units for appointment etc., are appended (Appendix- A). The Managing Director shall have the discretion to fill up any post vacant for direct recruitment or by promotion by taking suitable officers from the Government on deputation.

A statement showing the Grade-wise classification of different posts in the Corporation is appended (Appendix-B).

3. In an employee working in the Corporation is selected by direct recruitment against direct recruitment quota to a higher post, his previous service shall count for purposes of gratuity, employees provident fund and leave accumulation.

4. Every person appointed to the service of the Corporation shall undergo a medical test at his own cost from a Medical Officer nominated by the Corporation. He will be admitted to duty only when declared medically fit.
5. Every person appointed by direct recruitment to the following categories of posts shall before joining duty, execute a bond to serve the Girijan Co-op. Corporation for a minimum period of 5 years and in default shall pay the amount indicated against each to the Corporation. In respect of S.C. and S.T. candidates no such bond need be executed.

Grade of the Officers	Amount to be paid to the Corpn. in the event of leaving Corp. before the expiry of bond period.
Officers -- Grade II & III	Rs.6,000/-
Officers -- Grade IV	Rs.5,000/-
Officers -- Grade V & VI	Rs.3,000/-

6. Every person appointed to the Grades VI, VII & VIII shall before joining duty and every person already in service in the above grades shall pay cash security of Rs.1,000/- and personal security through a bond for Rs.5,000/-. In respect of Scheduled Castes and Scheduled Tribes, the cash security can be waived, but personal security bond shall be executed.
7. For an employee directly recruited the Corporation has the right to verify the antecedents of the candidate with 6 (six) months from the date of joining duty and if any thing adverse is brought to the notice of the Corporation the Corporation has a right to terminate the services forthwith.

8. Procedure to be followed for direct recruitment and for appointment by promotion:-

A. BY DIRECT RECRUITMENT

- i) In respect of officers of Grade II the Chairman shall constitute a Committee for recruitment and the Chairman shall finally approve the panel. The Managing Director, as Appointing Authority, shall issue appointment orders to the candidates so approved in the panel.
- ii) In respect of officers of Grade III to VI the Managing Director shall constitute committees and approve panels. From the panels so approved by the Managing Director, the Appointing Authority shall issue appointment orders.
- iii) In respect of employees of Grade VII to X the respective appointing authorities can straight away appoint after following the procedure prescribed. All such recruitments shall, however, be intimated to the Managing Director.

B) BY PROMOTION

The recruitment & Promotions Sub Committee is competent to approve the panels for all cadres and the appointing authority shall issue orders promoting the candidates as per the resolution of the Recruitment & Promotions Committee. (As ammended vide Resolution No.46/2007-08 Dt.28-12-2007)

C) RESERVATIONS FOR DIRECT RECRUITMENT

- i) The Rule of special representation, as laid down in the General Rules for Andhra Pradesh State and subordinate services as amended from time to time shall be followed, while making direct recruitment/promotion either on temporary or on regular basis. The maximum basic pay shall upto Rs.1330/- in new scales.
- ii) Whenever suitable qualified tribal candidates are available, it is always open to the Corporation to recruit larger number of qualified candidates from Scheduled Tribes to be reckoned against open competition vacancies.

9. PROBATION

- a) A person appointed to any post in the Corporation shall be on probation for a period of one year on duty. On satisfactory completion of probation, which shall be declared by specific orders of the competent authority, he shall be entitled to draw increment in the time scale applicable to the post. The authority competent to declare the probation is the appointing authority.
- b) If the services and performance of any individual is not satisfactory during the period of probation the probation can be extended for a further period or the services of the individual can be terminated at the discretion of the appointing authority.
- c) If after a lapse of six months after completion of the period of probation, no orders declaring the probation or otherwise are issued by the competent authority, it shall be deemed that the individual has completed the period of probation satisfactorily.

10. TRAINING

- a) The following periods of training are prescribed to direct recruitment:

Officers -- Grade VIII	-- One month
Officers -- Grade VI	-- Three months
Officers -- Grade IV	-- Six months
Officers -- Grade II	-- Three months

- b) The period of training shall count for all purposes excluding probation. The prescribed probation will commence from the time he takes charge his duties.
- c) During the period of training an Officer shall be paid stipend equivalent to the basic pay without any allowances of the post in which he is recruited.
- d) The Managing Director is competent either to relax or to exempt any candidates from undergoing training provided the candidate has sufficient experience in the type of the work he has to attend to in the Corporation.

11. PROMOTIONS

When suitable qualified candidates are available among the Corporation employees their cases will be considered for promotion to higher cadres. Such promotions shall be limited to the extent indicated against each cadre in these Rules at Appendix-A. All promotions will be made on grounds of merit and ability at the discretion of the competent authority. Other things being equal the seniority of an employee in the Grade shall be given due weight. Promotion cannot be claimed as a matter of right.

12. TESTS PRESCRIBED FOR CERTAIN POSTS

- a) The employees should pass the tests prescribed to qualify themselves for promotion to higher cadres. Employees who were already promoted to higher cadres prior to the prescription of such tests should also pass the tests prescribed for the posts within the time limit prescribed and qualify themselves for regularisation of their services in the cadre. Employees who do not pass the tests in the time prescribed by the Managing Director/to be prescribed by the Managing Director shall be reverted.
- b) Such of the employees who are promoted to higher cadres temporarily after the prescription of tests even though they have not passed the tests, should pass the tests within the time limit as directed in the order of promotion or through a subsequent direction that may be issued by the Managing Director.

13. REVERSION

- a) An employee promoted to higher cadre can be reverted without notice at any time for want of vacancy.
- b) An employee who has been promoted to a higher cadre can be reverted to the previous post during the period of probation on grounds of inefficiency without prior notice.

14. TRANSFERS

- a) The appointing authority or an authority superior to him or an officer duly authorised by an appointing authority, is competent to transfer employees from GCC to GPCM Societies and vice versa and from one GPCM Society to another GPCM Society in the interest of administration.

***The powers of the Divisional Managers to trans the officers of

***Grade V & VI were deleted vide Subject No.90/94-95 ***resolution and existing (c) was made (b).

- b) On administrative grounds, the General Manager in respect of Andhra and Regional Manager in respect of Telengana Region, may transfer any employee of Grade VII and below from one GPCM Society to another and GPCM Society to GCC or vice versa within the same region and Managing Director may transfer all Grades of Officers from one Region to another Region.

The Managing Director shall have power to transfer officers in Grades III and IV deputed to work in the GPCM Society to another GPCM Society or from any GPCM Society to any office of the Corporation or vice versa.

15. ADDITIONAL CHARGE ALLOWANCE

The appointing authority may appoint an employee of the Corporation to hold substantively, as a temporary measure or to officiate in two or more independent posts at one time. In such cases, the pay of the employee shall be regulated as per the provisions contained in F.R.49.

16. JOINING TIME

- a) Joining time may be granted to the employees--
 - i) To join a new post to which he is appointed while on duty in his old post.
 - ii) To join a new post from earned leave.
- b) For the purpose of this rule, 6 days for preparation (including holidays) plus the actual time required to perform journey will be allowed as joining time.
- c) Not more than one day is allowed to an employee in order to join a new post when the appointment to such post does not necessarily involve a change of residence to another station.
- d) No joining time is admissible in cases where the change of posts does not involve an actual change of office.
- e) The Managing Director may at his discretion grant special joining time under extraordinary circumstances where the employee could not join his new post within the joining time allowed for reasons beyond his control. No employee can claim this as a matter of right and the Managing Director shall have the discretion to decide each case on merits.

17. DISCHARGE FROM SERVICE NOT AS A MEASURE OF PUNISHMENT

The Managing Director may at any time terminate the services of an employee after giving notice or on payment of wages in lieu of notice period as given below without assigning any reason.

- i) In case of regular employees whose probation has been declared, the period of notice shall be 'three months'
- ii) In case of probationers, who have not completed their period of probation or on extended period of probation or temporary employees who have put in 180 days of service, the notice period shall be one month.
- iii) In case of temporary employees not falling under the above categories no notice shall be required.

18. RESIGNATION

- a) The appointing authority is competent to accept the resignation of an employee.
- b) Before actually relieving the candidate, it should be ensured that the amounts due from the individual to the Corporation are fully recovered.

- c) If an employee, who is on leave, tenders resignation when accepted, it shall take effect from the date on which the employee proceeded on leave.
- d) Resignation shall take effect on and from the date on which its acceptance by the competent authority is communicated to the member or with retrospective effect as indicated in the orders accepting the resignation.
- e) Resignation tendered by an employee who is under suspension or against whom disciplinary proceedings are pending should not be accepted until the pending proceedings are finally disposed off by the competent authority.

19

.A. RETIREMENT

Superannuation of the employees working in Grade-I to Grade VIII shall be 60 Years interms of the GO.MS No.102 dated 27.06.2017 and GOMS No.138 dt:08.08.2017 (HR-IV / FR) Dept., Govt. of AP (Vide GCC Board Resolutin No.2/2017 – 2018 dated 19.07.2017.

B. VOLUNTARY RETIREMENT

- i) Any employee of the Corporation who has put in not less than 20 years of qualifying service may atleast by giving three months notice to the Managing Director, Girijan Coop. Corpn. Ltd., Visakhapatnam or on payment of 3 months salary (Pay+DA) in lieu of notice may retire from service voluntarily. This scheme is purely optional, the initiative resting with the employee of the Corporation. The Corporation does not have the reciprocal right to retire the employees on its own under this scheme, unless it is certified by the appropriate medical authority that the employee has attained the age of 60 years as the case may be or is physically unfit to continue in service. It shall be competent to the V.C. & Managing Director to constitute a medical board for this purpose to examine such persons who are supposed to be more than 60 years or physically unfit without any notice.
- ii) A notice of less than 3 months may also be accepted by the Managing Director in deserving cases.
- iii) Before an employee of the Corporation gives notice of voluntary retirement under this scheme, he should satisfy himself by means of a reference to the Managing Director that he has, in fact, completed twenty years of qualifying service.
- iv) A notice of voluntary retirement may be withdrawn subsequently, only with the approval of the Managing Director provided the request for such withdrawal is made before the expiry of the notice.
- v) No employee of the Corporation shall be permitted to retire voluntarily, if he is under suspension or a charge of 'misconduct' or departmental disciplinary/Court proceedings' are pending or contemplated against him, which in the opinion of the Managing Director are likely to culminate in major penalty of dismissal or removal from service.
- vi) When a notice of voluntary retirement is given under this scheme, the Managing Director shall immediately review the case to see whether the

departmental disciplinary or court proceedings are contemplated against the employee of the Corpn. seeking voluntary retirement, which in his opinion, are likely to culminate in major penalty of dismissal or removal from service. The notice of voluntary retirement may be refused in such cases by the Managing Director.

- vii) The Managing Director after thorough examination of the service of the employee of the Corporation shall issue order before the expiry of the notice period either accepting or rejecting the voluntary retirement. No employee shall be allowed to retire under this scheme unless the notice of the voluntary retirement is accepted by the Managing Director.
- viii) When an employee is permitted to retire voluntarily under this scheme, the payment of Employer's contribution to PF and payment of gratuity will be regulated as if the employee has put in five more years of service or the remainder of service upto the date of superannuation whichever is less. The pay and allowance for the above purposes, will however, be the same as those drawn on the actual date of voluntary retirement. Encashment of leave will be based on the actual date of voluntary retirement and the pay and allowances drawn on that date.
- ix) The voluntary retirement shall take effect from the date succeeding the date on which the period of notice expires. However, in respect of employees who are on 'Leave-not-due', the leave salary paid in respect of such 'leave-not-due' shall be recovered from the dues payable to the employees under this scheme.
- x) The notional service of five years shall be taken into account only for the purpose of gratuity and E.P.F. and not for any other purposes, such as 'fixation of pay' granting of increments etc.,. The total reckonable service for calculation of gratuity (actual qualifying service plus weightage upto five years) shall be subject to a maximum of 33 years.
- xi) The amounts if any, due to the Corporation from the employee retiring voluntarily may be recovered out of the Employer's contribution towards P.F. for the notional service as allowed not exceeding 5 (five) years under this scheme.
- xii) If any employee is to retire on medical invalidation the appointment to his spouse/son/daughter would be considered to a post of Jr. Asst. or any other lower post exceptionally in genuine cases at the discretion of the Managing Director.
- xiii) The benefit of compassionate appointment shall be confined to the cases where the employees retire on medical grounds five years before attaining the age of superannuation.

20. TERMINATION OF SERVICES FOR LOSS OF CONFIDENCE

- a) An employee who has put in more than six months of service can be discharged from the service of the Girijan co-op. Corporation by giving one month's notice or one month's salary in lieu thereof, if the Management loses confidence in such an employee. He will be paid gratuity as per rules. An employee who has not put in more than six months service can be discharged under this provision without serving any notice.

- b) The Managing Director shall be competent to issue orders in respect of all cadres under the provisions of this rule.
21. Any employee of the GCC who desires to apply for better employment opportunities shall invariably route his/her application through the appointing authority. Any contravention of this rule shall result in disciplinary action against the employee concerned besides not relieving him/her from the service of the GCC in the event of his/her selection on the basis of such direct application.

(Added vide Resolution No.28/2011-12 Dt. 20-7-2011 of the Board of Directors of GCC)

“The seniority for the Senior Salesmen shall be maintained separately and club their seniority with Junior Assistant as 1:1 ratio at the time of considering promotions to the Senior Assistant.

The cadre strength for the Senior Salesmen is fixed as 150 (i.e., 100 for Andhra and 50 Telangana)

PART--C
MISCELLANEOUS

1. Subject to the budget allotment, the Board is competent to prescribe from time to time the strength of establishment, their scales of pay and other allowances.
2. The Managing Director shall be competent to fix the duties and responsibilities of each category of employees.
3.
 - i) The persons appointed in the Corporation are entitled to draw increments for every completed year of service in the scale of pay to which they are appointed only on issue of specific orders sanctioning the same. Increments must not be considered to be earned automatically.
 - ii) The authority competent to draw the salaries of the employees is competent to sanction the increments.

4. MEDICAL AID

All the employees of the Corporation are entitled to draw the following amounts towards medical reimbursements without production of any bills, prescriptions etc.,

PAY RANGE	AMOUNT TO BE PAID TOWARDS MEDICAL AID EXPENSE.
Upto Rs. 2195/-	Rs.600/- per year
From Rs. 2196/- to Rs.4400/-	Rs.720/- per year
From Rs.4401 and above	Rs.840/- per year

Note: i) The above pay ranges will be in force from 1-7-1992 in case of employees who draw their pay in the revised scales of pay 1993.

ii) The employees who draw pay in the pre-revised scales of pay 1986 will continue to draw the medical aid based on pay ranges which have been in force before 1-7-1992.

- b) The above amounts shall be paid in monthly installments along with pay.
- c) The Deputationists may opt either to come under these rules or under the Government Medical Reimbursement Rules and the option once exercised is final and it will hold good for the entire period of deputation.

5. INCENTIVE AWARDS

The Managing Director shall be competent to grant advance increments or order cash payment as an incentive to an employee who does meritorious service to the Corporation.

6. EXGRATIO PAYMENTS

The Managing Director is competent to sanction ex-gratio payment of an amount not exceeding Rs.1000/- to the family of an employee who dies in harness and to the employees who sustained injuries while on duty.

7. EMPLOYEES' PROVIDENT FUND

The Employees' Provident Fund and Family Pension Fund act of 1962 shall apply to the employees.

8. BONUS

The provisions of the 'payment of Bonus Act. 1965 of Government of India' as amended from time to time will apply to the employees.

9. GRATUITY

The Provisions of the 'payment of Gratuity Act 1972 shall apply to the employees.

10. TRAVELING ALLOWANCES

The employees are entitled to T.A. as per the Girijan Co-op. Corporation Traveling Allowance Rules.

11. FAMILY BENEFIT FUND

The Group Savings Linked insurance (GSLI) Scheme and rules there on as appended to service rules (Appendix-G) shall apply to the employees of the Corporation with effect from 1-9-1986.

12. LEAVE TRAVEL CONCESSION

Employees of the Corporation in all cadres are eligible for grant of Leave Travel Concession as admissible to Government employees in pursuance of the orders issued by the State Government from time to time.

13. EMPLOYEES' WELFARE FUND SCHEME

The Girijan Co-op. Corporation employees Welfare Fund Scheme Rules, appended as Appendix - H to the Service Rules, shall apply to employees of the Corporation with effect from 1st January, 1982.

14. In case of death of any employee governed by these rules the Head of Office, where the deceased last worked shall immediately pay an amount not exceeding Rs.1,000/- (Rupees one thousand only) to the nearest relative of the deceased employee or the person lawfully in possession of the body of the deceased for meeting funeral expenses of the deceased employee.

CHAPTER NO.II
LEAVE RULES
PART -- A PRELIMINARY

1. Leave shall be earned by duty only.
2. Ordinarily leave should be applied for, well in advance. Leave on private affairs for a period of exceeding one month should be applied at least 15 days in advance.
3. When the exigencies of service so require, it is open to the sanctioning authority to refuse or revoke leave of any description or to recall an employee to duty when he has enjoyed a part of his leave.
4. Sundays and recognised holidays may be prefixed or suffixed to leave of any kind with prior permission of the sanctioning authority.
5. An employee shall not take any private service or accept any employment while on leave.
6. Unless the extension of leave is sanctioned by the competent authority, the willful absence from duty after the expiry of the leave originally sanctioned shall amount to misconduct and necessary disciplinary action will be taken against the employee.
7. Leave should not be sanctioned to an employee who ought to be dismissed at once or removed from the service of the Corporation for misconduct.
8. All orders recalling an employee to duty before the expiry of the leave should state whether the return to duty is compulsory.
9. When the return to duty is compulsory the employee so recalled shall be entitled to claim travelling allowance from the place where he is recalled.
10. An employee who is under orders of transfer shall not be entitled to claim any kind of leave on private affairs as a matter of right.
11. Extension of leave on piece-meal should not be made.
12. An employee on leave may not be allowed to resume to duty before expiry of the leave unless he is permitted to do so by the sanctioning authority.
13. Sanction of leave cannot be claimed as a matter of right and no appeal shall lie against the order of refusing leave.
14. Leave should not be sanctioned to an employee who is under suspension.
15. An employee shall before proceeding on leave, intimate his leave address to the authority concerned and also keep it informed of any changes thereof.
16. No employee who has been granted leave on medical certificate may be permitted to join duty without first producing a fitness certificate from a Registered Medical Practitioner. Similarly, the authority granting the leave may require production of fitness certificate in the case of any employee who has been granted leave for reasons of health even though such leave was not actually granted on medical certificate.
17. An employee who unauthorisedly absents himself from duty shall be liable to lose his lien in the appointment unless he resumes his duty within 15 days (fifteen days) and personally explain to the authority competent to grant him leave the circumstances under which he absented himself from duty.

P A R T -- B
KINDS OF LEAVE & SANCTION OF LEAVE

KINDS OF LEAVE

In these Rules "Leave" includes the following:

1. a) Casual Leave,
b) Special Casual Leave
c) Compensatory Leave.
2. a) Earned Leave
b) Half pay leave.
3. Commuted leave.
4. Maternity leave.
5. Special Disability Leave.
6. Extra-ordinary leave.

1. a) CASUAL LEAVE AND OPTIONAL HOLIDAYS

- i) The Girijan Co-operative Corporation employees are eligible for grant of 15 days casual leave and 5 days optional holidays in a calendar year. The sanctioning authority has to take into consideration of the length of service of temporary employees before granting casual leave.
- ii) Period of absence on casual leave combined with holidays should not exceed ten days at a time.
- iii) Casual leave may be sanctioned for any kind of urgent or private work.
- iv) Application for casual leave should generally be submitted and orders obtained before the employees actually proceed on leave. Absence in anticipation of sanction will only be condoned, if the necessity for the leave could not be foreseen.
- v) Sanction of casual leave cannot be claimed as a matter of right and no appeal shall lie against the order refusing casual leave.
- vi) Casual leave cannot be prefixed or suffixed to any kind of leave.
- vii) Casual leave will be treated as duty for all purposes.
- viii) Unavailed casual leave will lapse at the end of the year.
- ix) If an employee remains absent for a day or two due to unavoidable circumstances beyond his control, he should intimate the fact to the authority concerned by a message etc., and should submit regular application for sanction of casual leave for the period immediately he resumes duty. Unless the casual leave is got sanctioned after submission of regular application, the casual leave so enjoyed should not be treated as authorised casual leave.

- x) Authority to sanction casual leave is indicated below:
- a) The departmental officers concerned are competent to sanction casual leave to the staff working in the Corporation Head Office.
 - b) In all subordinate offices, the Heads of the officers are competent to sanction casual leave to the staff working in their respective offices.
 - c) The Managers of the societies should submit their casual leave application to the Divisional Managers with a copy to the Managing Director. Divisional Managers are competent to sanction casual leave to Managers.
 - d) The Regional Managers, Visakhapatnam and Hyderabad are competent to sanction casual leave to Divisional Managers in Andhra and Telengana regions respectively.

The Vice-Chairman & Managing Director in case when the Vice-Chairman & Managing Director is not at headquarters, the Regional Manager and General Manager, Visakhapatnam, is competent to sanction casual leave to Departmental officers working at Corporation Head Office
 - e) The Managing Director will sanction casual leave to Regional Manager and General Manager.

1B) SPECIAL CASUAL LEAVE

Special casual leave not counting against ordinary casual leave may be granted:

- i) When an employee proceeds to undergo sterilisation operation special casual leave may be granted for six working days.
- ii) When an employee is directed by the Head Office to absent himself from duty in consequence of the presence of infectious disease in his house special casual leave not exceeding 30 days may be granted (When an employee himself catches disease, regular leave should be granted).

1C) COMPENSATORY LEAVE

When an employee is asked by the Management in writing to attend office on any declared holiday to transact business, he will be allowed to avail himself of another working day as compensatory leave in lieu of his work on a declared holiday.

2. EARNED LEAVE AND HALF PAY LEAVE

a) EARNED LEAVE

i) Employees in the regular time scale of pay

The account of leave of each employee who is in a regular scale of pay should be credited with 30 days of earned leave in two instalments, 15 days on the 1st January and another 15 days on the 1st of July every year, subject to a

maximum of 300 days. The leave should not be sanctioned for more than 120 days at a time.

In case of an employee appointed after this rule came into force, earned leave should be credited to his account at the rate of 2 1/2 days for each completed month of service which is likely to render in the calendar half year in which, he is appointed i.e., if he is appointed on 13th March, the number of complete months of his service in that half year will be 3 months and the credit will be $3 \times 5/2 = 7\frac{1}{2}$ days rounded to 8 days. If he is appointed on 20 April the No. of complete months will be two only and the credit will be $2 \times 5/2 = 5$ days.

The credit for the half year in which an employee is due to retire or resigns from the service, shall be afforded only at the rate of 2 1/2 days per completed month in the half year upto the date of retirement/resignation. If in the case of an employee who resigns from service, the leave already availed of is more than the credit so due to him necessary adjustment should be made in respect of leave salary over drawn, if any.

- NOTE:
- i) When affording credit under the above method, fractions of day will be rounded off to nearest day.
 - ii) The credit afforded above shall be reduced by 1/10th of the period of extra-ordinary leave only availed of during the previous half year subject to a maximum of 15 days.

ii) Employees who are full time contingent employees and who are undergoing training on payment of stipends.

The leave account of each full time contingent employees like Sweepers, Watchmen, Khalasis, Measurer-cum-Watchmen etc., who are not on regular time scale of pay and employees who are undergoing training on payment of stipends or employees working on fixed pay should be credited with 16 days earned leave in two instalments i.e., 8 days on the 1st of January and another 8 days on the 1st July every year, subject to maximum of 120 days. The leave should not be sanctioned for more than 60 days at a time.

In case of an employee appointed after this rule came into force, the earned leave should be credited to his leave account at the rate of one day for each completed month of service for the first two months in a quarter and two days for the 3rd month and so on for each completed month of service. If an employee is appointed on 13th march, the number of completed months of his service in that half year will be 3 and credit will be 4 days i.e., at the rate of 1 day credit for the first 2 months and 2 days credit for the third month. If an employee is appointed on 20 January, the number of completed months will be 5 and the credit will be for 6 days as follows:

	Month Admissible	Leave
First 2 months	2 X 1	2 days
3rd month	1 X 2	2 days
4th and 5th months	2 X 1	2 days
Total		6 days

The credit for half year in which an employee is due to retire or resigns from service shall be afforded as indicated above upto the date of his

retirement/resignation. If in the case of an employee who resigns from service, the leave already availed of is more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.

NOTE: i) When affording credit under the above method, fraction of day will be rounded off to the nearest day.

ii) The credit afforded above shall be reduced by 1/10th of the period of extra-ordinary leave only availed of during the previous half-year subject to a maximum of 8 days.

b) Half Pay Leave

The employees of all categories including those who are not in a time scale of pay will earn half pay at the rate of 20 days per each completed year of service. It can be granted either on medical grounds or private affairs. Half pay leave can be commuted to full pay on medical certificate.

3. COMMUTED LEAVE

Commutated leave not exceeding the amount of half pay leave can be granted on medical certificate subject to the following conditions:-

- i) Commuted leave during the entire service of an employee shall be limited to a maximum of 240 days.
- ii) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.
- iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 180 days.
- iv) Commuted leave should not be granted unless the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of such leave. An undertaking to this effect should be taken from the employee before sanctioning commuted leave. If, however, on the expiry of commuted leave, the employee intends to retire or resign from service, the commuted leave already sanctioned should be converted into half pay leave and the difference of leave salary shall be recovered.

4. MATERNITY LEAVE

- i) Maternity leave will be granted to a married woman employee for a period of not exceeding three months on any occasion and on two occasions only during the period of entire service of the employee. Such leave will not be debited against the leave account.
- ii) In continuation of maternity leave, any kind of other leave can be granted on production of medical certificate.

5) SPECIAL DISABILITY LEAVE

- i) Special disability leave can be granted to an employee who is disabled by an injury intentionally inflicted or caused in or in consequence of the due performance of his duties or in consequence of his position as an employee of

the Corporation. The period of leave shall be such as is certified by a Civil Asst. Surgeon. Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date. The sanction of 'Special Disability leave' shall in no case exceed 24 months in consequence of any one's disability.

- ii) Special disability leave should not be debited against the leave account of the employee.

6) EXTRAORDINARY LEAVE

- i) Extra-ordinary leave can be granted to an employee in any category either by itself or in combination with or in continuation of other leave, when no other leave is admissible or when other leave being admissible , the employee concerned applies for grant of extra-ordinary leave.

No employee shall be granted leave of any kind including extraordinary leave for a continuous period exceeding 5 years at any one time.

- ii) No pay and allowances are admissible during the period of extraordinary leave and the period spent on such leave shall not count for purposes of gratuity.

7. AUTHORITY TO SANCTION LEAVE

The appointing authority or an authority superior to him or an officer authorised by the appointing authority shall be competent to sanction all kinds of leave except the special disability leave. For sanctioning 'special disability leave, the Managing Director is the competent authority.

P A R T -- C
MISCELLANEOUS

1. LEAVE SALARY

- i) During the period of earned leave, maternity leave and commuted leave, the employees are entitled to draw pay and allowances at the rates last drawn before proceeding on leave.
- ii) During half pay leave the employees are entitled to draw half basic pay plus full allowances.
- iii) During the last four months of special disability leave, the employees are entitled to draw pay and allowances admissible under earned leave and for the remaining period, pay and allowances as in the case of half pay leave.

2. SURRENDER LEAVE

The employees may surrender leave not exceeding 15/30 days once in a calendar year/once in two calendar years provided they have leave at credit, without actually going on leave and receive leave salary and allowances in lieu of the leave so surrendered.

3. RECALL FROM LEAVE

An employee can be recalled to duty before the expiry of the leave sanctioned to him in the interest of the Corporation work. The employees recalled to duty from leave is entitled to the following:

- i) If the employee so wishes he/she may avail the balance of leave originally granted as soon as he/she can be spared by the management.
- ii) The period from the date on which the employee starts from leave to the place he directed to report to duty be treated as on duty. He/she shall be paid travelling allowance.

CHAPTER -- III
CONDUCT RULES

1. GENERAL
 - a) Every employee shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
 - b) No employee shall behave in a manner which is unbecoming of such employee or derogatory to the prestige of the Corporation.
 - c) No employee shall act in a manner which will place his official position under any kind of embarrassment.
2. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior, and shall where he is acting under such direction, obtain the direction in writing, whenever practicable and where it is not practicable to obtain the direction in writing, shall obtain written confirmation of the direction as soon there after as possible. It shall be incumbent on such official superior to confirm in writing the oral directions given by him and in any event, he shall not refuse such written confirmation where a request is made by the employee to whom such direction was given.

EXPLANATION:

Nothing in sub-rule (4) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of an official superior where such instructions are not necessary under the scheme of distribution of powers and responsibilities.

3. JOINING OF ASSOCIATIONS BY EMPLOYEES:

No employee shall join, or continue to be a member of an association prejudicial to the interests of the sovereignty and integrity of India or Public Order.

4. STRIKES

No employee shall participate in any strike or similar activities or incitement thereto.

EXPLANATION

The expression 'similar activities' shall be deemed to include--

- i) Absence from duty or work without permission.
- ii) Neglect of duty with the object of compelling any superior officer to take or omit to take any official action.
- iii) Any demonstrative fast, like 'hunger strike' with the object mentioned in item (ii) or
- iv) Concerted or organised refusal on the part of employee to receive their pay.

5. DEMONSTRATIONS

No employee shall participate in any demonstration which is against the interest of the Corporation.

6. GIFTS, SERVICES, ENTERTAINMENTS, ADDRESSES AND OTHER FORMS OF FELICITATIONS.

1. No employee shall:

- i) Accept, or permit any member of his family to accept from any person any gift, the receipt of which, or any service the performance of which, will place such employee under any kind of official obligation or embarrassment in relation to any person, if however, the offer of a gift cannot be refused without giving undue offence to the donor, it may be accepted and the matter reported to the Managing Director for decision as to its disposal: or
- ii) Receive any address or accept any felicitation or entertainment held in his honour. Provided, that nothing in this sub-rule shall apply to:
 - a) Gift of flowers or fruits of trifling value.
 - b) Gifts of value reasonable in all circumstances of the case from relation and gifts of a value of less than fifty rupees from personal friends, presented to an employee or to any member of his family on ceremonial occasions such as weddings:
 - c) The performance of an occasional service of a trifling character.
 - d) The sitting for a group photo with officers and the members of the staff of his office.
- iii) Stay in any guest house owned by private persons and enjoy his hospitality.

2. If any question arises whether the receipt of a gift or the performance of a service places the employee under any kind of official obligation or embarrassment, the decision of the Managing Director there on shall be final.

3. No employee shall receive any trowel key, scissors of other similar articles offered to him in connection with any ceremonial, function such as laying of foundation stone or the opening of building.

7. SUBSCRIPTIONS

No employee shall, except with the previous sanction of the Managing Director ask for, or accept or in any way participate in the raising of, any subscriptions or other pecuniary assistance in pursuance of any object whatsoever.

8. LENDING, BORROWING & INSOLVENCY

1. No employee shall:

- i) Engage, either by himself or through others, in the business of money lending or
- ii) Lend or borrow money, either by himself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.

2. The prohibition in sub-rule (1) shall not apply to

- i) Any transaction of an employee with a Co-op. Society registered or deemed to have been registered under the law relating to Co-operative Societies for the time being in force in the state:
- ii) An employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself.
- iii) An employee who belongs to a joint Hindu family carrying on the business of money lending as an ancestral profession provided he takes no active share in that business and is not employed in the district in which the said business of the family is carried on.

3. An employee shall so manage his private affairs as to avoid habitual indebtedness of insolvency. An employee who is involved in a legal proceeding for insolvency shall forthwith report the full facts to the Managing Director.

9. ACQUIRING OR DISPOSING OF IMMOVABLE OR MOVABLE PROPERTY

1. No employee shall, except after previous intimation to the appointing authority acquire or dispose off, or permit any member of his family to acquire or dispose off, any movable property by exchange, purchase, sale, gift or otherwise, either by himself or through others.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the appointing authority.

"Member of a family" in relation to a Corporation employee includes the spouse, son, daughter, step-son or step-daughter or such employee whether residing with such employee or not and any other person relates to and residing with such employee and wholly dependent on such employee, but does not include a spouse legally separated from such employee, or a son, daughter, step-son or step daughter who is no longer in any way dependent upon such employee, or of whose custody such employee is deprived by law.

2. An employee who enters into any transaction concerning any movable property exceeding rupees, one thousand in value whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the appointing authority.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the appointing authority.

3. Nothing in sub-rule (2) shall apply to any purchases made by an employee for the performance of weddings, religious or social functions.

4. No employee shall engage in any transaction which is of a speculative character relating to the purchase sale or exchange of any immovable or movable property.
5. The provisions of sub-rule (1) and (2) shall not apply to
 - i) the acquisition or possession of any property as trustee, executor or administrator.
 - ii) any land which is sold or granted on lease to any employee, in accordance with the Rules in force.
6. Except with the sanction of the appointing authority no employee shall purchase, directly or indirectly in a sale by auction or otherwise conducted by or under the orders of the competent authority of the Corporation any immovable or movable property owned or confiscated by the Corporation.
7. Every employee except the employees of the Grades IX and X shall on first appointment in the service and thereafter before 15th January of each year, submit to the appointing authority through the proper channel, a declaration in the form given in the Appendix-C of all immovable properties owned, acquired or inherited by him or held by him or lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person. The declaration shall contain such further information as the Managing Director may by a general or special order, require. If in any year, an employee has not acquired or disposed off any immovable property or any interest therein, he shall submit a declaration to that effect.
- 8) The Managing Director or any authority empowered by him in this behalf may at any time by general or special order, require an employee to submit, within a specified period a full and complete the statement of all immovable property and movable property of the specified value held or acquired by him or by any member of the family. Such statement shall, if so required by the Managing Director or by the authority so empowered, include particulars of the means by which or the source from which such property was acquired.
- 9) If an employee receives an order of transfer to a district in which he possesses, or has an interest in, any immovable property, he shall forthwith report the fact to his immediate superior officer with a copy to the Managing Director.

10) PRIVATE TRADE, BUSINESS AND INVESTMENTS:

No employee shall engage directly or indirectly in any trade or business save in the course of his official duties.

EXPLANATION:

1. Canvassing by an employee in support of the business of Insurance Agency, Commission Agency and the like, owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.
 - a) Every employee shall report to the appointing authority, if any member of his family is engaged in a trade business or owns or manages an Insurance Agency or Commission Agency.

- 2) No employee shall speculate in any investment.
- 3) No employee shall make or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- 4) The decision of the Managing Director shall be final in respect of any question arising under this rule.

11) PROMOTION AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY

No employee shall in his private capacity, except with the previous sanction of the Managing Director take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force.

Provided that an employee may, in accordance with the provisions of any general or special order of Managing Director takes part in the promotion, registration or management of a Co-operative Society registered under any law relating to Co-operative Societies for the time being in force in the state.

12. PRIVATE EMPLOYMENT

No employee shall except with the previous sanction of the Managing Director undertake any employment or work other than that connected with his official duties.

Provided that an employee may, without such sanction undertake honorary work of a special or charitable nature or occasional work of a literary, artistic or scientific character or any examiner-ship on remuneration offered by the Managing Director.

13. PUBLICATION OF BOOKS

No employee shall without the previous permission of Managing Director publish any book which is not purely of a literary, artistic or scientific character. While applying for permission to publish a book, he shall submit to the Managing Director a manuscript copy thereof.

Provided that an employee who publishes a book with or without the previous permission of Managing Director shall not canvass for its sale in any manner and shall furnish every year to the Managing Director, information regarding the number books sold, the royalty received, and the like. It shall also be open to the Managing Director to insist on the sale of the copy right of any such book.

14. COMMUNICATION OF OFFICIAL DOCUMENTS FOR INFORMATION:

No employee shall, except in accordance with any general or special order or Managing Director communicate directly or indirectly any official document or any of its contents or any official information, to any employee not authorised to receive the same or to any non official person or the press.

15. CONNECTION WITH PRESS:

No employee shall except with the previous sanction or the Managing Director own wholly or in part or conduct or participate in the editing or the management of any news paper or non Government publication.

16. PARTICIPATION IN RADIO BROADCAST & CONTRIBUTION TO NEWS PAPERS AND OTHER PERIODICALS:

- 1) No employee shall, except with the previous sanction of Managing Director or any authority empowered by them in this behalf or in the course of discharge of his official duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or unanimously, or pseudonymously or in the name of any other person, to any other person, to any newspaper or periodical.

17. CRITICISM OF THE POLICY OR ACTION OF CORPORATION OR GOVERNMENT OR ANY OTHER STATE GOVERNMENT OR CENTRAL GOVERNMENT:

- 1) No employee shall by any public utterance, written or otherwise, criticise any policy or action of the Girijan Co-op. Corporation or of Government or any other State Government or of the Central Government nor shall be participate in any such criticism.

Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussion, at any private meeting solely of employees of any association of employees, of matters which effect the interest of such employees individually or generally.

- 2) No employee shall in any writing published by him or in any communication made by to the press, or in any public utterance delivered by him, make any statement of fact or opinion which is likely to embarrass (i) the relations between the Corporation and State Government or Central Government and the Government of any State and the people of India or any section thereof, (ii) the relations between the Central Government and the Government of any foreign state.
- 3) An employee who intends to publish any document or to make any communication to the press or to deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule (2) may arise shall submit to the Managing Director, the draft of such document, communication or utterance and shall, thereafter act in accordance with such orders as may be passed by the Managing Director.

18. EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY:

- 1) No employee shall give evidence in connection with any inquiry conducted by any committee, commission or other authority.
 - a) In India, except with the previous permission of the Managing Director.
 - b) Outside India, except with the previous sanction of the Central Government.
- 2) Where any sanction is accorded under sub-rule (1), no employee giving such evidence shall criticise the policy of the Central Government or of a State Government or the Girijan Co-op. Corporation.
- 3) Nothing in sub-rule (1) shall apply to:
 - a) evidence given before a statutory committee, commission or other authority which has power to compel attendance and giving of answer.

- b) Evidence given in judicial inquiries:
- c) evidence given at any departmental inquiry ordered by Managing Director or any authority subordinate to them.

19. TAKING PART IN POLITICS & ELECTIONS:

- 1) No employee shall be a member or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall be participate in, subscribe in aid of or assist in any other manner; any political movement or activity.
- 2) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in subscribing in aid of or assisting in any manner, any movement or or activity which is or tends directly or indirectly to be subversive of the Girijan Co-op. Corporation, Central Government or of a State Government being prejudicial to national security, and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner any such movement or activity, he shall make a report to that effect to the Managing Director.
- 3) Nothing in sub-rule (2) shall apply in respect of any member or the family of an employee standing for an election to parliament or any house of state legislature or local authority or body or canvassing for other candidates in any such election.
- 4) If any question arises as to whether any movement or activity falls within scope of this rule, the decision of Managing Director thereon shall be final.
- 5) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in an election to parliament or a house of State Legislature or any local authority or body.

Provided that

- i) an employee qualified to vote at such election may cast his vote but, where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
 - ii) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he has assisted in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.
- 6) The display by an employee on his person, vehicle, residence or any of his property of any election symbol, shall amount to use/using his influence in connection with an election either in the meaning of sub-rule (5).
 - 7) The provisions of sub-rule (5) & (6) shall not apply to employee required or permitted by or under any law or order of Government to be a candidate at an election to local authority or body.

20) INDICATION OF ACTS & CHARACTER OF AN EMPLOYEE AS SUCH:

- 1) No employee shall except with the previous sanction of the Managing Director have recourse to the press or any court for the vindication of his official act which

has been the subject matter of adverse criticism or any attack of a defamatory character in public.

- 2) Nothing in sub-rule (1) shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
- 3) No employee shall, except with the previous sanction of the Managing Director accept from any person or body compensation of any kind for malicious prosecution of defamatory attack in respect of his official act unless such compensation has been awarded by a competent court of law.

21. WORKING WITH OR UNDER NEAR RELATIVES IN CORPORATION SERVICE

- 1) Every member of the Corporation service shall inform his immediate official superior with a copy to the Managing Director if his near relative or a member of his family is in the service of the Girijan Co-op. Corporation.
- 2) Every member of the Corporation service shall inform the Managing Director, if he is to work under any officer who is his near relative.

22. EMPLOYMENT OF A MEMBER OF THE FAMILY IN A PRIVATE FIRM

Wherever a member of the family of an employee who is solely dependent on him wishes to accept employment under any person or with any firm or company, having official connection with such employee of Corporation, the employee shall obtain the prior sanction of the Managing Director for such employment.

23. EMPLOYEE NOT TO DEAL IN HIS OFFICIAL CAPACITY WITH MATTERS CONCERNING HIMSELF, HIS RELATIVES OR DEPENDENTS

No employee shall deal in his official capacity with any matter which directly or indirectly concerns himself or any of his relatives or dependents.

24. INFLUENCING AUTHORITIES FOR FURTHERANCE OF INTERESTS

- 1) No employee shall bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interest.
- 2) An employee causing his own case to be made the subject of an interpellation in either House of Parliament or State Legislature or discussion in the Andhra Pradesh Regional Committee shall be deemed to have contravened the provisions of sub-rule (1).
- 3) It will be improper for an employee who makes any representation to the competent authority through the proper channel, to bother the higher authorities with advance copies thereof.

Provided that employee may send a copy of any representation made to the competent authority through the proper channel direct to the higher authorities if the representation is made after exhausting such of the statutory remedies as were open to him and after receiving intimation that his representation has been with held.

25. BIGAMOUS MARRIAGES:

- 1) No employee who has a wife living shall contract another marriage without obtaining the permission of the Managing Director notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- 2) No female employee shall marry any person who has a wife living without first obtaining the permission of the Managing Director.

26. DRINKING:

Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no employee shall:

- a) While on duty be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or
- b) appear in a public place in a state of intoxication.

C H A P T E R -- IV.
DISCIPLINARY, PUNISHMENTS AND APPEAL RULES.

- 1) An employee who commits a breach of the Rules of the Corporation or who displays negligence, inefficiency, dis-obedience or indolence or who knowingly does any thing detrimental to the interests or prestige of the Corporation or who commits a breach of discipline or is guilty of any other act of misconduct or misbehaviour shall be liable for any one of the penalties specified in Rule (2) below:

2) NATURE OF PENALTIES:

The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on an employee referred to in Rule (1) above.

a) Minor Penalties

- i) Censures
- ii) Fine (to be imposed only on categories VIII and below)
- iii) With-holding of increments or promotion
- iv) Recovery from pay of the whole or any part of pecuniary loss caused to the Corporation

(Sub Rule (v) under II (a) Rule-II of Chapter IV of the Service Rules of GCC employees in included vide resolution No.35/2005-06 dt22/23-6-05 of the Board of Directors)

- v) 1. If the misappropriation is noticed/detected within 1 month from the date of occurrence and the misappropriated amount is equal or less to one month of depot sales – Disciplinary action will be taken against Salesman concerned besides recovery of the amount misappropriated with a stern warning to the Manager concerned not to recur such irregularity in future.
- 2. a) If the misappropriation is not detected even after 1 month from the date of its occurrence and the amount involved is more than one month depot sales – the amount will be recovered from the Salesman besides disciplinary action.
- b) For their failure to curb the misappropriation a penalty of 20% and 30% or the amount involved in misappropriation will be levied on the Sr. Accountant and Manager respectively.
- c) If such slackness is noticed and misappropriations taken place 3 times in the Society within 3 months severe disciplinary action will be taken against the Manager and Accountant concerned.
- 3. If the amount misappropriated is more than 3 times of the monthly depot sales and the case is not detected for more than 3 months, the DM concerned will be held responsible and 5% of the total misappropriated amount will be recovered from him as a penalty.

b) Major penalties

- v) Suspension (where an employee has been kept under suspension pending enquiry).
- vi) Reduction to a lower rank in Seniority list or to a lower post not being lower than that to which he was directly recruited or to lower time scale not being lower than that to which he is directly recruited or to a lower stage in a time scale.
- vii) Compulsory retirement.
- viii) Removal from service which does not disqualify him for future employment in the Corporation to a post lower than the one from which he is removed.
- ix) Dismissal from service which disqualified him for future employment.

3) CIRCUMSTANCES UNDER WHICH THE PENALTIES MAY BE IMPOSED.

Without prejudice to the generality of the provisions of Rule (2) above, the circumstances under which the penalties may be imposed are as follows:

i) Dismissal

An employee is liable to be dismissed from service in the following circumstances, namely --

- a. Conviction by Court on a criminal charge: or
- b. Serious misconduct or
- c. Neglect of duty resulting in or likely to result in loss to the Corporation or danger to the lives of its employees or other persons: or
- d. Insolvency or habitual indebtedness: or
- e. Obtaining employment by the concealment of his antecedents, which would have prevented his employment in the Corporation had they been made known before appointment, to the authority appointing him.

Note: 1) An order of a court of law binding an employee to be of good behaviour is tantamount to a conviction and should be treated as such and dealt with accordingly.

2) 'Serious misconduct' includes 'interalia' the following acts of misconduct.

- i) Embezzlement;
- ii) Fraud;
- iii) Forgery;
- iv) Cheating in his capacity as an employee;
- v) Taking or offering of bribes;
- vi) Misappropriation.
- vii) Theft of Corporation property;
- viii) Any other act involving moral turpitude which is punishable under the Indian penal code 1860 ;

- ix) Sabotage;
- x) Being under the influence of drink while on duty;
- xi) Insubordination;
- xii) Obstructing an employee or other public servant in the discharge of his duties;
- xiii) Assaulting any person inside the premises of the Corporation;
- xiv) Taking part in subversive or political activities prohibited by any law in force or made punishable by any law in force or other activities prejudicial to the interests of the Corporation.
- xv) Making malicious or false allegations;
- xvi) Unauthorised communication or official documents or information.

II. REMOVAL FROM SERVICE

An employee shall be liable to be removed from service in the following circumstances.

- a) Committing an offence for which he is liable to be dismissed under clause (I) above; or
- b) Misconduct;
- c) Inefficiency;
- d) Repeated commission of minor offences;
- e) Irregular attendance;
- f) Absenting himself or overstaying without sanction of leave without sufficient cause;
- g) Incivility to members of the public.

III. OTHER PENALTIES

Any of other penalties specified in Rule (II) viz., other than dismissal or removal may be imposed on an employee in the following circumstances:

- a) Acts or commissions for which the employee is liable to be dismissed or removed from service, but in respect of which such a penalty is considered excessive in view of the attendant circumstances:
 - b) Any minor lapse of delinquency.
- 4) A statement showing the Authority competent to impose punishments and the authority to which appeal lies thereon is appended (Appendix-D).

The authorities superior to the competent authorities shall have the power to inflict all or any of the punishments which the subordinate officers are competent. For purposes of this rule, the superior authorities are as follows:

COMPETENT AUTHORITY	SUPERIOR AUTHORITY
Junior/Senior Managers of societies in independent charge.	Divisional Managers.
Divisional Managers	Regional Manager in respect of Telangana Region and General Manager in respect of Andhra Region.
Regional Manager and General Manager.	Managing director.

5. Procedure to be followed for inflicting punishments is detailed Appendix -- E.
6. Payment of subsistence allowance to the employees kept under suspension should be paid in all cases--
- i) An employee under suspension to whom payment of subsistence allowance has been ordered by the competent authority, shall be entitled to payment of subsistence allowance equal to half of his basic pay and D.A. provided that he declared to the satisfaction of the disciplinary authority that he is not engaged in any other employment, business, profession or vacation.
 - ii) In case where for reasons to be recorded in writing the period of suspension exceeds six months, for causes for which the employee himself is not responsible, the subsistence allowance will be 3/4 th of his basic pay plus D.A.
 - iii) In cases where for reasons to be recorded in writing the period of suspension exceeds six months for causes for which the employee is himself responsible the subsistence allowance will be reduced to 1/4th of his basic pay and D.A. for the period beyond six months.
- 7) PAYMENT OF SALARY ON REINSTATEMENT:
- i) When an employee who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement should consider and make a specific order:
 - a) Regarding the pay and allowances to be paid to the employee for the period of his absence from duty; and
 - b) Whether or not the said period will be treated as period spent on duty.
 - ii) Whether the competent authority is of the opinion that the employee has been exonerated or in the case of suspension where it was wholly unjustified, the employee shall be given the full pay and the allowances to which he would have been entitled, had he not been dismissed, removed or suspended as the case may be.
 - iii) In other cases, the employees should be given such proportion of pay and allowances as the competent authority may prescribe, provided that the payment of allowances shall be subject to the conditions under which the allowances are

otherwise admissible and that such proportion shall not be less than the subsistence and other allowances.

- iv) Where an employee has been fully exonerated or where the suspension was wholly unjustified, the period of absence from duty shall be treated as period spent on duty for all purposes. In other cases, the period should not be treated as period spent on duty unless the competent authority specifically directs that it should be treated as duty for any specified purpose, if the employees so desire that the period of absence from duty may be converted into leave of any kind due and admissible, to the employees.
- v) When on conversion of the period of suspension into leave, it is found that a part of the period is to be treated as extraordinary leave for which no leave salary is admissible, the recovery of the subsistence allowance already paid for the corresponding period would be in order.

8) APPEALS:

An employee shall have right of appeal against an order passed by superior authority which injuriously affects his interests. An appeal shall be preferred within 30 (thirty) days from the date of receipt of the order.

ii) Conditions which an appeal should satisfy:

- a) It shall be written in polite and respectful language and shall be free from unnecessary and superfluous verbage and shall be signed.
- b) It shall contain all material statements and arguments relied on and shall be complete in shape.
- c) It shall specify the relief desired
- d) An authenticated copy of the order appealed against should be enclosed.
- e) It shall be submitted through proper channel.

iii) An appeal may be withheld, if

- a) It is not preferred within the prescribed time/limit.
- b) It is illegible or unintelligible.
- c) It deals with a matter which does not concern the employees personality.
- d) It is addressed to an authority to which no appeal lies.
- e) It does not comply with the requirements specified in rule 8(ii) above.

The fact of with-holding an appeal should be intimated to the appellant and the appellate authority with reasons.

iv) Transmission of Appeals

The authority which made the order appealed against shall without any avoidable delay transmit it to the appellate authority every appeal which is not with hold under the above rule together with its comments and relevant records.

The authority to whom an appeal lies may direct transmission to it of any appeal with-held and thereupon such appeal shall be transmitted to that authority together with the comments of the authority with-holding the appeal and the relevant records.

v) Consideration of Appeals

The Appellate authority shall consider whether the findings are justified, whether the penalty imposed is excessive, adequate or inadequate and pass suitable orders.

vi) Stay orders

Pending disposal of the appeal, the appellate authority at his discretion may start the operations of the order appealed against.

9. REVIEW OF ORDERS IN DISCIPLINARY CASES

The authority to which an appeal against an order imposing any of the penalties specified in Rule (2) lies or higher authority may of its own motion or otherwise within a period of six months from the date of that order, call for the records in such a case and pass orders as it deems fit.

10) POWER OF REVISION

Notwithstanding any thing contained in these rules the Managing Director in respect of the orders passed by the subordinate officers and the board of Directors in respect of the orders passed by the Managing Director may sue moto or otherwise after calling for the records of the case, revise any order which is made or is appealable under the rules within a period of one month in case of VC & MD., and within a period of 3 (Three) months in case of Board from the date of service of such order under appeal and (As amended vide Board Resolution No.60/1999-2000 dt. 08-02-2000).

- a) Impose any penalty or confirm, modify or set aside the orders; or
- b) Remit the case to the authority which made the order or to any authority directing such further action or enquiry as considered proper in the circumstances of the cases; or
- c) Pass such other order as deemed fit provided that;
 - i) An order imposing or enhancing a penalty shall not be passed unless the employee concerned has been given opportunity of making any representation which he may wish to make against such penalty; and
 - ii) If the revising authority proposes to impose any of the penalties specified in Rule 2(b) in case where an enquiry in accordance with Rule (2) (III) (4) (As detailed in Appendix--E) has not been held it shall, subject to the provision of Rule (5) direct that such enquiry be held and thereafter on

consideration of the proceedings of such enquiry pass such orders as it may deem fit.

- iii) In all cases which involve minor punishments only one appeal under Rules-8 is allowed. The provisions contained in the Rule-9 and 10 will not apply to cases which involve minor punishments.
(11-8-98)

CHAPTER -- V
MAINTENANCE OF PERSONAL FILES

1) OBJECT

Performance appraisal sheet are necessary to assess as nearly as possible how far each employee is physically, mentally and morally suitable for his post, whether he is able to apply himself intelligently to the work within his charge, his treatment of his subordinates, his behaviour towards his superiors and colleagues and finally his relations with the public.

2) PERIOD OF THE REPORT

Performance appraisal sheet should be prepared for Corporation employees for the year ending with 31st December. They should be prepared in duplicate in the forms appended.

3) REPORTING OFFICERS, INTERMEDIATE REPORTING OFFICERS AND CUSTODIANS OF THE PERSONAL FILES.

A statement showing the details in regard to the officers who has to initiate the report, who has to add the remarks (intermediate reporting officer) and finally who is to be custodian of the reports, is appended (Appendix--F).

4) WHEN THERE ARE TRANSFERS OF OFFICERS & SUBORDINATES IN THE MIDDLE OF THE YEAR

If a subordinate is transferred during the year, confidential report should be prepared by the officer under whom he has served for the first part of the year and should be forwarded to the officer to whose charge he has been transferred.

If the Reporting Officer is transferred in the middle of the year, he should leave a report on each of his subordinates to enable his successor to add his own remarks in the confidential report for the remaining part of the year and to file them or transmit them at the end of the calendar year to the intermediate reporting officer.

5) EXPRESSION OF CENSURES & PUNISHMENTS

Any censures and punishments awarded to the subordinates should be recorded in the Performance appraisal sheet as follows:

"Censured/punished in proceedings Rc.No. _____ dt. _____ of the _____"

A copy of the order in which the punishment was awarded should be enclosed to the Confidential report.

6. COMMUNICATION OF UNFAVOURABLE REMARKS

All unfavourable and adverse remarks recorded in the confidential report should be promptly communicated in writing to the concerned subordinate and the duplicate served copy of such communication should be filed with the confidential report. The Officer who

is the custodian of the personal files should communicate these adverse remarks to the subordinate.

Adverse remarks should be supported by specific evidentiary examples or instances as far as possible. Recording of impression based on adequate contacts would not, however, be ruled out altogether.

7) REPRESENTATIONS AGAINST ADVERSE REMARKS

Every subordinate should be given an opportunity to make a representation, if he wished to, against any unfavourable remarks made in his confidential report and communicated to him. Such representation should be made to the authority to whom an appeal would lie. Such appeals should be preferred within one month from the date on which the remarks is communicated to the subordinate. Representations in this behalf should be confined strictly to the merits of the question couched in proper language and should not contain any personal attacks and intimidations against the superior officers.

The subordinate making the representation may be informed of the result of action taken on his representation against the adverse remarks communicated to him, with a specific indication that no further representations or memorials shall be entertained, in this regard.

8) EXPUNGING OF ADVERSE REMARKS

The competent authority which considers a remarks which is proved to be wrong or unfair or without basis may expunge the same and make a note of it in the confidential report in red ink.

9) GENERAL

The personal files should be maintained neatly with a card board docket sheet and the file should be indexed properly. The index should contain:

- i) Serial Number
- ii) Name & Designation of the Officer who writes the report.
- iii) Date of the Report, and
- iv) Page No.

The inspecting officers should during their tours invariably checkup the personal files maintained by the subordinate officers and satisfy themselves that the personal files are complete, full and uptodate.

10) SUBMISSION OF PERIODICALS ON PERFORMANCE APPRISAL SHEET

In order to watch proper maintenance of personal files, the following annual periodical reports are prescribed.

- i) Certificate to the effect that the Personal files maintained by the subordinate officers are full, complete and uptodate. This certificate should be submitted to Corporation Head Office, by all custodians by 15th of February of every year.
- ii) Certificate to the effect that adverse remarks, if any, in the personal files of the subordinates have been communicated to them. This certificate should be submitted to the Corporation Head Office by all custodians by 15th February of every year.

APPENDIX--B

GRADES OF OFFICERS AND STAFF OF THE GIRIJAN COOPERATIVE CORPORATION LTD., VISAKHAPATNAM

GRADE I	General Managers and. Regional Managers.
Grade II	Divisional Managers, Deputy General Managers, Executive Assistant to M.D. Deputy Executive Engineer, Dy. General Manager (Transport)
Grade III	Senior Manager cadre.
Grade IV	Junior Manager cadre.
Grade V	Senior Accountants/ Senior Assistants cadre.
Grade VI	Junior Accountants/Junior Assistants Typists cadres.
Grade VII	Heavy vehicle Drivers, Plant Operators, Light Vehicle drivers.
Grade VIII	Junior Salesmen, Higher Grade Attenders, Telephone Operators, check post gatemen, roneo operator and Bee fieldmen.
Grade IX	Atenders, Lorry cleaners, Fitters and M.C.Ws.

APPENDIX--E.

PROCEDURE TO BE FOLLOWED IN INFLICTING PUNISHMENTS

1) PRELIMINARY ENQUIRY

- a) Before commencing enquiry against an employee with regard to a disciplinary matter, it is necessary that there should be sufficient evidence gathered by way of preliminary enquiry.
- b) The authority competent to order the enquiry should be satisfied that there is a prima facie case to start disciplinary proceedings against such employee. This preliminary enquiry may be made by an officer under whose administrative control, the employee alleged to be at fault is working (or was working at the time the acts complained of were committed) but the decision to hold the regular enquiry can only be taken by the authority competent to hold enquiry.
- c) Any officer can ask for an explanation from subordinates and it will often be advisable before directing the holding of an enquiry to obtain the explanations as after obtaining the explanation, the reporting authority may feel that there is no case to initiate departmental proceeding at all. The asking of such an explanation is however, not compulsory, and the authority ordering or holding the investigation will have to decide according to the circumstances of each case whether such an explanation should be obtained before the issue of a charge sheet or not.

2) ENQUIRY OFFICER

It is fundamental principle of natural justice that the officer selected to make an enquiry should be a person with an open mind and not one who is against the delinquent or one who has prejudged the issue.

Without being appointed as Enquiry Officer or authorised to hold the enquiry by the authority competent to impose the penalty or by a higher authority, one cannot hold the enquiry merely because he is an officer superior to the accused officer. The enquiry can be conducted by the competent authority or any higher authority or by any officer duly appointed as Enquiry Officer by the competent authority or any higher authority.

3) ISSUE OF CHARGE SHEET

- a) Once the authority competent to appoint the enquiry officer is satisfied that an enquiry is necessary or he is directed by a higher authority to hold an enquiry, the first step shall be to appoint an Enquiry Officer (if a higher authority has directed him to hold the enquiry himself, he will himself be the Enquiry Officer) it is open to the authority competent to impose the penalty to frame the charges and appoint an Enquiry Officer to conduct an enquiry into those charges or to leave it to the Enquiry Officer to frame the appropriate charges with reference to the material gathered, in the preliminary enquiry and conduct an enquiry into those charges, either of the two courses can be adopted. The enquiry officer should frame a charge sheet containing (i) Definite charge or charges (ii) under each charge the grounds on which that charge is based, (iii) any other circumstances which it is proposed to take into consideration in passing orders in the case. Each charge should be drawn up clearly and precisely and care should be taken to avoid vagueness; and (iv) the charge sheet should not indicate the punishment to be imposed on the delinquent officer.

- b) The charge sheet should conclude with the following formula.

Please show cause why suitable disciplinary action should not be taken against you on the charges mentioned above.

You are required herewith, to put in any written statement you may desire to submit in your defence by (the date to be specified). Please fill in the questionnaire enclosed (Form-I) and resubmit it. In case, if you fail to put in your written statement by the above date, the undersigned may proceed with the enquiry on the basis that you have no defence to offer.

4) WRITTEN STATEMENT IN DEFENCE

The Enquiry Officer should fix a reasonable time which will be not less than 7 days within which the written statement must be filed. In dealing with request for further time, if any by the accused employee, the Enquiry Officer will consider whether the accused employee is sufficiently active in the preparation of his defence and whether the time asked for is really necessary and justified. An accused employee must have reasonable facilities for the preparation of his defence, and subject to this condition, it is the Enquiry Officer's responsibility to complete the disciplinary proceedings as early as possible and submit his report to the appropriate authority. Normally, an employee need not be kept under suspension for more than six months and as within this period, final orders can be passed, it would be reasonable to expect the employee concerned to put in his defence within three to five weeks according to the nature of the case. These limits are only meant for general guidance and are not to be taken as absolute limits. In simple, and straight forward cases, even three weeks may not be necessary while a case which involves study of voluminous records not in the enquiry officer's own office, a longer period than two months may be necessary.

5. REQUEST FOR AN ORAL ENQUIRY AND/OR TO BE HEARD IN PRESENCE

- a) If within the prescribed time or such further time as the Enquiry Officer may give, no written statement in defence is filled and no request, in writing, is made for oral enquiry or for being heard in person or if the delinquent officer absents himself without sufficient reason to attend the enquiry of the date fixed, it is always better that the enquiring officer proceeds with the enquiry ex-parte to satisfy himself about the truth of the charges. An enquiry must necessarily be held where the employee asks for it or has expressed a desire to be heard in person, or having regard to the written statement in defence, or the statement made by the employee himself when he is heard in person, a further enquiry is necessary to decide the truth of the charges.
- b) The enquiry Officer shall examine the delinquent orally, if he desires to be heard in person. The delinquent should not be compelled to be a witness against himself.

6. RECORDING OF EVIDENCE

- a) At the oral enquiry evidence should be heard on charges which are not admitted. The enquiry, however should not extend to matters not mentioned in the charge sheet.
- b) The evidence in support of the charges should be recorded first and the accused employee given an opportunity to cross-examine the witnesses.

- c) The evidence of each witness should be recorded in the form of a narrative and when the evidence is completed, it should be read over to the witness, and if necessary, explained to him in the language in which it was given.

If the witness denies the correctness of any part of the evidence, when it is read over to him, the Enquiry Officer may either carry out the correction, or instead of correcting the evidence, make a memorandum of the objection taken and add such remarks as he thinks necessary. Then the statement shall be signed by the Enquiry Officer. Copies of such evidence as are required by the accused employee should be supplied to him free of cost.

NOTE: No document or statement produced or recorded at the preliminary enquiry can be relied on at the regular enquiry, unless such document is duly proved on the person who made the statement in regular enquiry or unless such document or statement is admitted by the accused employee.

7. ENFORCING THE ATTENDANCE OF WITNESSES

The Officer holding the enquiry has no power to enforce the attendance of any non official witnesses. As regards official witnesses he should be able to procure their presence either by writing to them direct or through the administrative heads of appropriate levels. Normally, the request to call an official witness should not be rejected. When, however, it appears that the request is frivolous or vacations, that it is made with a view to unnecessarily prolong the enquiry and that the facts which he is expected to speak to (according to the statement of the accused are not relevant for the purpose of enquiry) the request should be refused and the reasons thereof recorded in writing and communicated to the delinquent officer.

8. INSPECTION OF DOCUMENTS BY THE EMPLOYEE CONCERNED.

The enquiring officer should give every reasonable facility to the accused employee to inspect any documents or records necessary for the purpose of preparing his defence. Such inspections should be arranged in the presence of a responsible officer to ensure that the records are not tampered within any manner.

9. ENQUIRING OFFICERS'S RESPONSIBILITY:

It is the Enquiring Officer's responsibility to arrive at the truth or falsity of the charges against the employee. For this purpose, it is his responsibility to put whatever question as may be necessary both to the witnesses examined in support of the charges and to the witnesses produced by the accused employee.

10. SUBMISSION OF ANOTHER WRITTEN STATEMENT BY THE ACCUSED

After the entire evidence has been heard, the person charged shall, if he so desires put in a further written statement in his defence and also explain his defence orally to the enquiring officer.

11. DRAWING UP OF THE FINDINGS OF THE ENQUIRING OFFICER

- a) On completion of the Enquiry including the personnel examination of the accused, if any, the Enquiry Officer shall record his findings in respect of each charge, with reasons therefor and forward the proceedings to the authority appointing him. The Enquiry Officer should not rely on any document or material which the delinquent had no opportunity to explain.

- b) The proceedings forwarded shall contain:
 - i) The charges framed against the employee along with the ground of charges.
 - ii) Written statement filed in defence, if any.
 - iii) Record of the evidence given during the oral enquiry (two copies).
 - iv) A memorandum of the points urged by the employee concerned during the personal hearing, if any.
 - v) A statement of the findings of the Enquiry Officer on the different charges and the grounds therefor (two copies and
 - vi) The penalty recommended.

12. PROVISIONAL CONCLUSION

The authority competent to impose punishment on perusal of the proceedings shall come to a provisional conclusion in regard to the penalty to be imposed.

NOTE: In several cases of disciplinary proceedings, it has been noticed that the accused officer had been asked to show cause against a particular penalty in the first charge memo itself before the competent authority arrives at a provisional conclusion, after completion of the enquiry referred to in paragraphs 1 to 11 above, thereby giving rise to an argument that the authority concerned has prejudged the issues involved. Further penalty can be suggested only which reference to the Charge proved. It is therefore, impressed on all concerned that the first charge memo should be worded as detailed in paragraphs 3(b)

13. GIVING OF A SECOND OR FURTHER OPPORTUNITY TO A PERSON CHARGED

If the penalty proposed is any one of the major penalties, the person charged should be supplied with a copy of the report of the Enquiring authority and be called upon by the competent authority to show cause within a reasonable time, nor ordinarily less than one week or exceeding one month, against the particular proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be duly taken in to consideration before final orders passed.

14. DRAWING UP OF THE FINAL ORDER

The final order containing the decision of the authority competent to impose the penalty should be a self contained order.

15. CASES IN WHICH PROCEDURE DETAILED ABOVE NEED NOT BE FOLLOWED

- I) When a person is punished on the ground of conduct which has led to his conviction on a criminal charge.
- II) When an authority competent to impose the penalty is satisfied that for some reason to be recorded by that authority in writing it is not reasonably practicable to give to that person an opportunity of showing cause and
- III) Where the management is satisfied that in the interests of security of the Corporation, it is not expedient to give that person such an opportunity.

16. PROCEDURE TO BE FOLLOWED IN CASES OF MINOR PUNISHMENTS

It is not necessary to follow the elaborate procedure detailed in the proceeding paragraphs in respect of minor penalties. But, before imposing any such punishment, the employee should be given an opportunity to make a representation against the particular penalty proposed to be imposed. In such cases there is no need to hold any elaborate enquiry and in the first instance itself, the delinquent employee can be asked to show cause against the particular penalty proposed to be imposed and orders passed after taking into account the explanation given by him.

17. SUSPENSION

- a) Placing of any employee under suspension under the rules, where an enquiry into his conduct is contemplated, or is pending would imply the commencement of departmental enquiry in a disciplinary action. This action shall not require the giving of a prior notice obtaining the explanation of the employee concerned. The authority competent to inflict minor punishment and also the authority superior to the competent authority shall be competent to keep an officer under suspension pending enquiry.
- b) The object of placing an employee under suspension is generally to facilitate easy collection of evidence from witnesses who may hesitate to depose against an employee so long as he is in office or to prevent an employee from tampering with witnesses of records.
- c) An employee should not be placed under suspension for a period exceeding six months normally and the disciplinary proceedings should be finalised within that period. It should also be considered at an early stage whether sending the officer on leave (if he is willing to take it) will not be a suitable step to take. This of course, will not apply in very serious cases where there is a good prima facie case.
- d) The authority competent to suspend an employee while issuing the orders of suspension should invariably mention in the said order that the suspension is made in the public interest.
- e) The order of suspension cannot be given with retrospective effect and it should take effect only from the date of service of that order on the delinquent.
- f) Whenever the proceedings are not completed within six months and if it is necessary to keep the employees under suspension further, the matter should be reported to the Managing Director, giving full details leading to the delay with particulars of the date of enquiry. Whether the enquiry was conducted on the dates on which the case was posted, if not the reasons therefor why the case should not be posted to an earlier date, etc., and the need to keep the employee under suspension beyond the period of six months and order of the Managing Director should be obtained thereon. Similar orders are necessary even in the cases where the employees are placed under suspension by the Managing Director himself as such cases should be reviewed by the Managing Director, if the enquiry is not completed within a period of six months and necessary orders passed on the merits of each case, after ascertaining the reason as to why the enquiry was not completed within the prescribed time.
- g) When an employee is suspended, he is free to go wherever he likes, but he must leave his address with the head of his office or if he is himself the head office,

with his immediate superior. He must also leave his address with the office, if any holding an enquiry into his conduct.

He must obey all orders to attend an enquiry into his conduct, and if he fails to do so the enquiry may be held in his absence.

- 19) An employee cannot insist as a matter of right to be represented by a lawyer in disciplinary proceedings against him. When he makes a request for engaging a Counsel in any such disciplinary proceedings the Enquiry Officer should take into account all the circumstances and decide whether the denial of professional help will prejudice the accused in his defence and if so the Enquiry Officer must allow him to be represented by a counsel. When the request for engaging counsel is on the ground that the accused office is not acquainted with the language in which the proceedings are conducted, the Enquiry Officer must allow him to represent by a counsel.

F O R M -- I

1. Have you any objection to the form of any of the charges
2. In addition to the written statement of your defence which you are now required to submit you are entitled to continue your defence by either of the following:
 - a) An oral Enquiry held in your presence.
 - b) To be heard in person without an oral enquiry.

Please state in the columns opposite whether you required either method to be adopted.

Note: If you choose method (a) the following witnesses will be called to prove the charges.

- i) Witnesses examined in your presence at the preliminary enquiry:
 - 1.
 - 2.
 - 3.
 - 4.
- ii) Witnesses not yet examined in your presence:
 - 1.
 - 2.
 - 3.
 - 4.

The evidence recorded from (i) at the preliminary enquiry will be read out at the regular enquiry and you will be given an opportunity to cross-examine the witnesses again.

Any evidence recorded from (ii) at the preliminary enquiry will also be read out at the regular enquiry unless you prefer that any of the witnesses to be examined is the chief before you instead whichever course you choose, you will be given an opportunity to cross examine them.

3.
 - i) Do you wish to give evidence yourself?
 - ii) If so, on what points?
4.
 - i) Do you wish to have any witnesses examined on your behalf?
 - ii) If so, state their names and note briefly the matters to which they are called to depose.

NOTE: After the completion of the enquiry you may, if you so desire, put in further written statement of your defence.

APPENDIX -- F

 AUTHORITIES WHO HAVE TO INITIATE PERFORMANCE APPRISAL SHEETS
 CUSTODIANSE ETC.

Designation of the employee to be reported on	Reporting Officer	Intermediate Reporting Officer	Counter Signing Officer	Custodian of the Personal file
(1)	(2)	(3)	(4)	(5)
I				
1. General Managers Regional Managers	Managing Director	--	Managing Director	Managing Director
2. Divil. Managers	Concerned Regional Managers.	General Manager (Admn.)	Managing Director	Managing Director
II. CORPORATION HEAD OFFICE				
1. Delete				
2. Dy. Genl. Managers and Sr. Managers and Jr. Managers	} Concerned General Managers	General Manager (adm.)	Managing Director	Managing Director
4. All other subordi- nate staff	Concerned General Managers	--	General Manager (adm.)	General Manager (adm.)
III. REGIONAL OFFICES				
1. Dy. Genl. Managers Sr. Managers, Jr. Managers	Regional Managers	--	Managing Director	Managing Director
2. All other staff } working in lower } categories }	Regional Manager	--	--	Regional Manager
IV. DIVISIONAL OFFICES				
1. Sr. Managers and } Jr. Managers }	Divisional Manager	Regional Manager	Managing Director	Managing Director
2. Senior Assts./ } Senior Accts. } cadre }	Divisional Manager	Regional Manager	--	Regional Manager
3. Jr. Assts./Jr. Accountants/ Typists	Divisional Manager	Regional Manager	--	Regional Manager

Designation of the employee to be reported on	Reporting Officer	Intermediate Reporting Officer	Counter Signing Officer	Custodian of the Personal file
(1)	(2)	(3)	(4)	(5)
3.All other staff in lowe categories	Divisional Managers	--	--	
V.Societies				
1.Senior Managers & Junior Managers	Divisional Manager	Regional Manager	Managing Director	Managing Director
2.Senior Assts. Senior Accts./ cadres.	Head of the Office	Divisional Manager	Regional Manager	Regional Manager (admn.)
3.Junior Asst./Jr. Acct./Jr.Typist	Head of the office	Divisional Manager	Regional Manager	Regional Manager
4.Bee-Fieldmen Jr. Salesmen, Jeep/ car/Lorry drivers Lorry cleaners Attenders and MCWs.	Head of the Office	Divisional Manager	Divisional Manager	Divisional Manager

F O R M -- I

(ALL OFFICERS FROM JUNIOR MANAGER AND ABOVE CADRES)
GIRIJAN CO-OPERATIVE CORPORATION LIMITED, VISAKHAPATNAM

ANNUAL PERFORMANCE APPRAISAL SHEET ON EMPLOYEES OF THE GIRIJAN
COOP. CORPN. LTD., FOR THE YEAR 19 _____

* * *

Name:

Post held:

Date of (a) Birth

(b) Entry to Corporation
Service

Branch:

(c) Present Grade/Pay

-
1. Knowledge of
 - a) Branch of section
 - b) Department
 2. Personality, Conduct and Character.
 3. Power of taking responsibility
 4. Initiative
 5. a) Judgement
b) Accuracy
 6. Tact and temper
 7. Power of Supervising staff
 8. Zeal and Industry
 9. Health
 10. Attendance
 11. Capacity to note and draft
 12. Fitness for promotion or confirmation.
 13. Punishments, Censures/Special accommodations in the period under report.
 14. Date of communication to the officer of any adverse remarks since last report.
 15. Indebtedness (if indebted the extent of personal responsibility for incurring debts).

16. General remarks (including a statement of discipline, integrity, reliability and any other special qualifications not included above)

17. Remarks of Reporting Officer

Date:

(Signature)
(Name & Designation in Block letters)

18. Remarks by the Intermediate Reporting Officer

Date

(Signature)
(Name & Designation in Block letters)

19. Counter signing Officer.

Date

(Signature)
(Name & Designation in Block letters)

NOTE: In respect of Managers of Societies and other field staff an assessment report indicating the targets fixed and achievements made in procurement of Minor Forest Produce and Agrucultural Produce and sale of Domestic requirements should be enclosed.

FORM -- II

ANNUAL PERFORMANCE APPRISAL SHEET FOR THE YEAR 19 TO

1. Name of the Official in block letters
2. Date of Birth
3. Educational Qualifications
4. Date of appointment to the---
 - a) Present Grade
 - b) Present post held
5. Letters of appreciation or any other form of award given.
(Rc. No. dt.)
6. Punishment imposed/recorded, if any during the period under report.
(Rc. No. Dt.) and reasons for such punishment.
7. Targets and achievements during the period under report (salesmen/CCPAs--on sales, MFP/AP procurement and loans collection)
8. In case Salesmen, number of times caused deficits more than Rs.1,000/- (Satisfactory performance to be judged on the basis of complaints)
9. Fit/Unfit for promotion.
(To record with reference to complaints, accounts maintenance and settlement of advances, promptness in periodical reports, attendance etc.,)
10. General remarks: (including a statement of discipline, integrity, reliability and any other special qualifications not included above).

Signature of the Reporting
Officers.
(name and designation in
block letters

FORM--III

ANNUAL PERFORMANCE APPRAISAL SHEET ON JEEP/LORRY DRIVERS OF THE
GIRIJAN COOPERATIVE CORPORATION FOR THE YEAR _____

Name:

Post Held:

Date of Birth:

Date of entry into present cadre:

1. Knowledge of General Maintenance of the vehicle.
2. Whether servicing to the vehicle done regularly:
3. Whether oils are being changed periodically.
4. Capacity to attend to minor repairs.
5. Knowledge of traffic rule.
6. Whether punctual in attending to duties.
7. Punishments, censures of special commendations in the period under report.
8. Date of communication of any adverse remarks since last report.
9. General remarks including statements of discipline, integrity, reliability and ability in driving etc.,

Reporting Officer

(Name & Designation)
in block letters

Date:

Countersigning officer.

(Name & Designation)
in block letters

Date:

FORM IV

ANNUAL PERFORMANCE APPRAISAL SHEET ON PEONS, CLEANERS,
MEASURERS,
OF THE GIRIJANCOOP. CORPN. LTD., FOR THE YEAR 19____

* * *

Name:

Post Held:

Date of Birth:

Date of Entry into present cadre:

Qualification:

Is he physically fit to discharge
the duties attached to the post.

(Record here on the general work and conduct of the individual.
Also indicate his fitness for promotion if other wise qualified).

Appendix-G
(see rule II in part C of Chapter I)

R U L E S

GROUP SAVINGS LINKED INSURANCE SCHEME

1. DEFINITIONS

In these Rules, where the context so admits, the masculine shall include the feminine, and the singular shall include the plural and the following words and expressions shall, unless repugnant to the context, have the following meaning.

- i) 'The Employer' shall mean the Girijan Co-op. Corporation Ltd., Visakhapatnam.
- ii) 'The Corporation' shall mean the Life Insurance Corporation of India established under Sec. 3 of the Life Insurance Corporation Act, 1966.
- iii) 'The Scheme' shall mean Girijan Co-op. Corporation employees Group Savings Linked Insurance Scheme.
- iv) 'The Rules' shall mean the Rules of the Scheme as set out below and as amended from time to time.
- v) 'The Member' shall mean the particular employee of the Employer who has been admitted to the benefits under the scheme.
- vi) 'Entry date' shall mean (a) in relation to the Members admitted to the scheme in the date of commencement, the said date of commencement and (b) in relation to new members to be admitted to the scheme after the commencement date, the first day of the month which next follows the date on which they become eligible.
- vii) 'Annual renewal date' shall mean in relation to the scheme the 1st day _____ and the 1 day of _____ in each subsequent year.
- viii) 'Terminal Date' shall mean in respect of a member the date on which he completes the age of 58 years.
- ix) 'The assurance' shall mean the assurance to be effected on the life of the member.
- x) 'The Running Account' shall mean the Account to be maintained by the Corporation in favour of the Employer to which will be credited the premiums remaining in respect of the members after utilising such part as is required to provide life assurance benefit.
- xi) 'The Beneficiary' shall mean, in relation to a member, the person or persons who has/have been appointed by him in terms of these rules of receive the benefits under the scheme in the event of his death whilst being insured.
- xii) 'Register' shall mean the record of members kept by the Corporation.

2. The employer will act for and on behalf of the members in all matters relating to the scheme and every act done by, agreement made with and notice given to the Corporation shall be binding on the members.

3. COMMENCEMENT DATE:

The scheme shall commence and the Rules shall take effect from 1-9-1986.

4. ELIGIBILITY:

- a. Regular employees who are aged not less than 18 years and not more than _____ years shall be eligible to join the scheme.
- b. Present employees in the above category may join the scheme as from the date of commencement of the scheme.
- c. It shall be a condition of service that present employees who are not within the above category and all future employees must join the scheme on the relevant entry dates as soon as they satisfy the conditions of eligibility.
- d. No member shall withdraw from the scheme while he is still an eligible employee satisfying the conditions of eligibility described above.

5. EVIDENCE OF AGE

The employer shall arrange to obtain satisfactory evidence of age in respect of each member at the time of his entry into the scheme.

6. EVIDENCE OF HEALTH

Evidence of insurability in the form and manner required by the Corporation will have to be submitted in respect of each member before he is admitted to the scheme.

7. CONTRIBUTIONS

- i) Every member shall pay a monthly contribution at the rate of Rs. _____. The contribution shall commence on the Entry date and continue until the terminal date or otherwise as specified in the rules.
- ii) The employer shall recover the contribution in respect of all the members from their salaries and remit the same in full to the Corporation for providing benefits in accordance with the rules.
- iii) A part of the contribution as may be fixed by the Corporation from year to year, expressed as a uniform average amount per member determined on the basis of the age distribution of all members, shall be utilised to provide for each member life assurance benefit as mentioned in Rule 8. The Life assurance benefit will become payable upon the death of the member whilst being insured under the scheme. For this purpose, the employer shall effect assurances under the one year renewable term assurance plan with the Corporation. The balance of the contribution will be credited to a running account to be maintained by the Corporation in favour of the employer for providing the benefits described in Rule 8 to the members. The Corporation shall allow interest on the balance in the running account at the agreed rate.

8. BENEFITS

- i) On death of the member before the terminal date.

On the Life assurance benefit of Rs._____ together with the amount to the credit of the member in the Running Account as on the date of his death as determined in the manner referred to in 8(ii) shall become payable to the beneficiary.

- ii) On reaching Terminal Date or on earlier cessation of service other than death:

The total amount to the credit of the member in the Running Account as shall be determined by the Corporation having regard to the Entry date, the amounts credited to the Running Account from time to time, the rate of interest and the date of exit shall become payable to the member.

9. TERMINATION OF THE MEMBERSHIP:

The membership of the scheme in respect of a member shall terminate upon the happening of any of the following events.

- a) Member ceasing to be in the service of the employer.
b) Member reaching the terminal date.

Upon termination of membership, the Life Assurance benefit of the member shall cease forthwith and the amount at his credit in the Running Account as determined in Rule 8(ii) shall become payable.

10. RESTRAINT ON ANTICIPATION OF ENCUMBERANCE:

The benefits under the scheme are strictly personal and can not be assigned, changed or alienated in any way.

11. MASTER POLICY:

The Corporation will issue a Master policy to the employer incorporating the terms and conditions under which the benefits are assured.

12. EXPERIENCE RATING ADJUSTMENT

The Corporation's scheme of Experience Rating Adjustment shall be applicable to the life assurance benefit in respect of the members provided that the membership strength at the beginning of the policy year is at least 200. At intervals of not more than three years the experience rating adjustment will be determined subject to such conditions as may be applicable in that behalf.

The experience rating adjustment will be given effect to by way of an addition to the amounts credited to the Running Account in respect of each member in the policy year following the period of review.

13. APPOINTMENT OF BENEFICIARY

Every member shall at the time of entry into the scheme appoint one or more of his wife or child/children or dependents to be his beneficiary or beneficiaries in form IV given in the Appendix and file it with the employer. If a member does not have a wife or child/children or dependants then he shall appoint his legal representative to be the

beneficiary. In the event of death of the member, the benefits in respect of him will be paid to the beneficiary or beneficiaries appointed by him.

14. AMENDMENT OR DISCONTINUANCE OF SCHEME

The Employer may discontinue the scheme at any time subject to 3 months previous notice being given to the members and the Corporation and the discontinuance shall be effective from the 1st of the month co-incident with or following the expiry of the notice period.

15. ESTATE DUTY

Where any liability to estate duty arises in respect of any benefits, the employer may apply the benefit or part of it in payment of such duty (including any interest thereon) and deduct the amount so paid from the benefits or may postpone the payment of benefits until the liability has been provided for to their satisfaction. Provided that where the nominee of a deceased member claiming the benefits hereunder satisfies the Employer that duty has been paid or shall be paid or that no duty is due, the employer shall have the discretion to pay the benefit subject to the nominee furnishing indemnity or indemnities in the form and manner specified by them

A P P E N D I X -- H

THE GIRIJAN CO-OPERATIVE CORPORATION EMPLOYEES' WELFARE FUND SCHEME RULES

1. SHORT TITLE

These Rules shall be called as "The Girijan Co-operative Corporation Employees' Welfare Fund Scheme Rules".

2. COMMENCEMENT OF THE SCHEME:

This scheme and Rules shall come into force with effect from the first day of January, 1982.

3. ELIGIBILITY

This scheme shall apply to:

- a) All the employees of the Corporation irrespective of their cadre, working by the date of commencement of the scheme
- b) Those employed by the Corporation after the commencement of the scheme.
- c) The employees who are employed by the Corporation on contract basis or on deputation basis provided they are willing to abide by the rules of the scheme.

The scheme shall not apply to the employees who are removed/dismissed/retired or repatriated from the service of the Corporation.

4. DEFINITIONS:

In these Rules unless there is any thing repugnant to the context:

- a) "Corporation" means Girijan Coop. Corpn. Ltd., No. B.1168, Visakhapatnam.
- b) "Union" means 'Union' or 'Association' or both formed/Registered with any or all categories of employees of the Girijan Coop. Corporation.
- c) "Scheme" means the "Girijan Cooperative Corporation Employee's Welfare Fund Scheme".
- d) "Trust" means the "Girijan Cooperative Corporation Employees' Welfare Fund".
- e) "Subscription" means, the monthly subscription paid by the member of the Scheme.
- f) "Contribution" means, the financial assistance given by the Corporation towards the Welfare of the Members of the Scheme in the shape of subsidy.
- g) "Revolving Fund" means, the amount allowed to be retained with the Trustees to meet the day-to-day requirement for the Welfare activities.

- h) "Capital Reserve Fund" means, the surplus amount over and above the revolving fund and general fund which is to be invested in the Banks or any other firms of repute in order to earn interest or dividends to improve the financial status of the Trust.
- i) "General Funds" means the amount meant for meeting contingent charges like postage and stationery etc.,
- j) "Board" means, Board of Trustees nominated or appointed under these Rules.
- k) "Trustee" means, the Trustee of the Board of Trustees nominated under these rules.
- l) "Member" means, the employee as defined under Rule 3 above.
- m) "Unit" means, an office or branch of the Corporation in the State of Andhra Pradesh where-ever it functions.
- n) "Year" means a Calendar Year.
- o) "Month" means a calendar month.
- p) "Service" means service in the Corporation as an employee in any cadre.

5. AIMS AND OBJECTS:

To provide financial assistance to the members of the scheme in the following cases:-

- i)
 - a) for funeral obsequies when a member dies while in service:
 - b) for prolonged illness more especially Tuberculosis, Leprosy, Mental diseases, Homiplogia, Chronic congestive failure, Mycordial information, Lung abscess, major fractures and such other diseases which require prolonged treatment and at the same time expensive.
- ii) To undertake generally such other activities as are conducive to the promotion of the Welfare of the members.

6. MANAGEMENT

- a) The management of the Trust shall be vest in a Board of Trustees consisting of seven persons of whom four persons shall be nominated by the Union one from each Union/Association while the remaining three shall be nominated by the Corporation.
- b) One among the three persons nominated by the Corporation shall be elected by the trustees as President of the Trust.
- c) One among the trustees nominated by the Union shall be elected as correspondent of the Trust.
- d) If for any unavoidable reasons, the President cannot attend any meeting, one of the trustees nominated by the Corporation, shall be elected by the Trustees present as President of that particular meeting.

7) TERM OF OFFICE:

The term of office of the Board of Trustees shall be two years commencing from the date of assumption of charge by the President.

8) DISQUALIFICATION OF TRUSTEE:

A person shall be disqualified for being a Trustee in the Board under the following circumstances:

- a) If he resigns from the service of the Corporation.
- b) If he has been repatriated to his parent department.
- c) If he is suspended/removed/dismissed by the Corporation.
- d) If he is retired from service.
- e) If he is declared to be of unsound mind by a competent court.
- f) If he is convicted by a Court of Law.

9) RESIGNATION OF A TRUSTEE:

- a) Any Trustee of the Board may at any time resign by sending a letter of resignation to the President of the Board under intimation to the Corporation and the Union.
- b) Such resignation takes effect only from the date of acceptance by the President under intimation to the Corporation and the Union.

10. FILLING OF INTERIM VACANCY:

The vacancy in the Board arising due to resignation or for any other reason shall be filled in within a period of 30 days.

- a) by the Corporation if such vacancy is caused by the Trustee nominated by the Corporation.
- b) by the Union if such vacancy is caused by the Trustee nominated by the Union.
- c) The new Trustee(s) so nominated shall hold the office for the unexpired portion of the original period only.

11. MEETING OF THE BOARD OF TRUSTEES:

The Board of Trustees shall meet at least once in two months or as often as may be necessary at such place, date and time as may be decided by the President.

12. QUORUM

Three trustees of which at least one shall be from the nominees of the Union and one shall be from the nominees of the Corporation.

If at any meeting, there is no quorum the President shall adjourn the meeting.

13. PROCEEDINGS OF THE MEETING:

- a) Every subject to be considered at a meeting of the Board shall be decided by a majority of the votes of the trustees present.

- b) In the event of equality of votes, the President of the Board shall exercise a casting vote.
- c) Any decision of a meeting of the Board of Trustees at which quorum is present shall be deemed to be a final decision of all the trustees, and binding on the Corporation and Union, subject to rule 31 of these rules.
- d) Copies of the proceedings of each meeting shall be sent to the Corporation and Union.

14. CIRCULAR RESOLUTION:

In cases of urgency where there is no time to call for a meeting of the trustees, the President can, if he considers necessary, circulate a subject with a note to the Trustees and obtain the approval of at least 3 more trustees besides the President. Such Resolution by Circulation shall have the same force and effect as that of a resolution of the Board of Trustees at a regular meeting. However such circular resolution shall be placed before the trustees at their next meeting for information and record.

15. FUNCTIONS OF THE TRUSTEES:

The functions of the Board of Trustees shall be:

- a) to administer and manage the fund keeping in view of the aims and objectives of the scheme.
- b) to invest surplus funds in such a way to improve the financial position of the Trust.
- c) to take up such other steps and activities that are necessary to provide better welfare to the members and their families.
- d) to employ any person or persons to do any secretarial, legal, accountancy or other works which they may consider necessary or expedient for the management of the scheme.

16. CATEGORY OF MEMBERS FOR PURPOSES OF RAISING CONTRIBUTIONS

For the purpose of raising contributions, the employees of the Corporation are categorised as follows:

Grade as per service rules of the Girijan Coop. Corpn.	Category for the purpose of the scheme
I to IV	1
V to VII	2
VIII	3
IX to X	4

17. MEMBERSHIP SUBSCRIPTION:

- a) Every member of the scheme shall subscribe his share of subscription towards the Welfare Fund Scheme every month at the following rates.

Category	Amount of monthly contribution
1	Rs. 5.00
2	3.00
3	2.00
4	1.00

- b) The Corporation shall arrange to deduct the subscription as specified above from pay bills every month, from the salaries payable to the members.

18. CONTRIBUTION:

The Corporation shall every month, contribute as subsidy to the trust to an extent not less than twice the amount of monthly subscription raised by the Trust from its members.

19. FUND

The fund shall consists of:

- a) i) Subscription from the members;
ii) Contribution given by the Corporation;
iii) Interest or dividends earned on deposits/investments.
- b) The Corporation shall, on or before 15th of every succeeding month, pass on the subscriptions collected from members together with its subsidy amount to the Board of Trustees of the scheme.

20. QUANTUM OF FINANCIAL ASSISTANCE

The quantum of financial assistance to the members as a welfare measure will be;

In cases like prolonged illness etc., the financial assistance may be as certified by a competent medical authority.

Note: 1) Competent medical authority means the Government medical office incharge of Hospital.

- 2) The Vice-Chairman & Managing Director can advise the Trust to relax this rule in special and deserving cases where production of such certificate is considered not possible. In such acases, the Trust shall follow the advice of the Vice-Chairman & Managing Director.

21. MAINTENANCE AND OPERATION OF THE SCHEME:

- a) One of the Trustees elected as per rule 6(c) shall be empowered to deal with the matters pertaining to the correspondence and accounts of the scheme in the name of the correspondent under the direct supervision and control of the Board of Trustees.

- b) He shall be empowered to
 - i) Issue of receipts for moneys received;
 - ii) Operate the Bank account jointly with the President;
 - iii) He shall be responsible for proper maintenance of the accounts and other matters.

22. GENERAL FUND:

- a) 5% of the total fund received in a month shall be apportioned to the general fund account to meet contingent charges and other expenses for running the scheme.
- b) The General fund account should be maintained separately.

23. REVOLVING FUND:

- a) 75% of the total fund received in a month shall be apportioned to the revolving fund.
- b) The revolving fund account should be maintained separately.
- c) The Revolving Fund shall be utilised for the purposes specified in Rule-20.

24. CAPITAL RESERVE FUND:

- a) The amount available after apportioning the amounts for general and revolving funds shall be invested on bank deposits etc., to earn interest and dividends.
- b) The capital reserve funds shall generally remain as a fixed asset.
- c) When circumstances warrant, the capital reserve fund may be tapped and diverted to revolving fund by the Board of trustees with the specific approval of Corporation and Union in the interest of members of the Scheme.

25. OPERATION OF THE FUND:

- a) The amounts representing the three funds i.e., General, Revolving and Capital funds shall be deposited if any Scheduled Bank. The Board of Trustees should ensure the Bank accounts are jointly operated, as envisaged under Rule 21(b)(ii).

26. INVESTMENTS:

All investments shall be made in the name of the Board of Trustees.

27. INTEREST/DIVIDEND:

Interest and dividends earned may be utilised either for revolving fund or to retain in the same account as may be beneficial to the scheme.

28. ACCOUNTS:

After the closure of the accounting year i.e., 31st December, a statement of receipts and charges and balance sheet shall be prepared and submitted for audit along with relevant records.

29. AUDIT

The accounts of the Trust shall be audited by the same Auditors who audit the accounts of the Girijan Cooperative Corporation Ltd., Visakhapatnam.

30. AMENDMENT TO THE RULES:

- a) The Board of Trustees may at any time suggest to the Corporation as well as to the Union any amendments required to the provisions of these rules.
- b) Such amendments shall be given effect only from the date of acceptance of the Corporation and the Union.
- c) In case of variation in the date of acceptance of the Corporation and the Union, the date whichever is later shall be given effect to.
- d) In case where either Union or the Corporation does not accept the amendment proposed by the Trust the matter shall be referred to the Vice-Chairman & Managing Director whose advice shall be followed.

31. VETOING OF THE RESOLUTIONS OF THE TRUST:

On the representation the Union or on the representation of one of the Trustees, the Vice-Chairman & Managing Director may, for specific reasons to be recorded in writing, keep any resolution in abeyance and also veto it, whereupon any amount already paid to the beneficiary in consequence of such resolution either kept in abeyance or vetoed shall be recoverable from the beneficiary either from his salary or from any other amount due to him from the Corporation.

32. In the event of extinguishment of the Trust all funds under all three categories referred to in rules 22, 23 and 24, outstanding by such date shall be distributed among the members in the ratio of the subscription of each category of employees as specified in rule 17(a), after defraying the expenditure for affecting payments and also after paying any outstandings of the Trust.

APPENDIX -- C

STATEMENT OF IMMOVABLE PROPERTY AND INTEREST IN IMMOVABLE PROPERTY POSSESSED ACQUIRED OR TRANSFERRED BY _____
DURING THE YEAR ENDING WITH THE 31ST DECEMBER 19____.

NOTE: Property in which the Corporation Employee had acquired an interest before the year for which the return is submitted and in which he retained an interest during that year should be shown first, then those properties regarding which transactions took place during that year.

Name of the employee	Office held	Date of enter in service	Nature of property ie., 1) Houses (State whether they are with or without gardens) and the uses to which they are put. 2) Lands whether used for purposes of agrl. or as gardens or for any other purposes.	Whether acquired before or during 19____	Whether relin- quished during 19____
(1)	(2)	(3)	(4)	(5)	(6)

Situation of land property				Extent & Assessment of land				Sircar or Inam	From whom acquired or in whose favour relin- quished.	In whose name registered after acquisition or before relinqui- shment	By what means and for what purpose acquired.
Village Taluk Dist. Survey No.				Dry		Wet					
(7)	(8)	(9)	(10)	Extent	Assess- ment	Extent	Assess- ment	(15)	(16)	(17)	(18)
				(11)	(12)	(13)	(14)				

Year, Month and Day of deed	Rights possessed in the land	Price paid or obtained for the land	If acquisition sanctioned by M.D. number and date or in which.	Remarks
(19)	(20)	(21)	(22)	(23)

I _____ do solomenly declare that I do not at this time possess either in my own name or in that of any other persons, and that I have not during the year 19_____ acquired in my own name or in that of any other person, or parted with, any immovable property or any beneficial or other interests in immovable property other than what is entered in this return.

Station:

Date:

Signature

Office:

- Note: 1. The statement must be submitted punctually on the 15th January of each year.
 2. New acquitions during the year to which the return relates should be entered in red ink. Particulars of any immovable property of which the Corporation employee may have become dispossessed during the year should also be entered in the annual return.

APPENDIX -- D

GIRIJAN CO-OPERATIVE CORPORATION LTD., VISAKHAPATNAM
 AUTHORITIES COMPETENT TO INFLICT PUNISHMENTS AND THE APPELLATE AUTHORITIES THERE ON

Sl.	Category	Minor punishments		Major punishments	
		Authority competent to inflict	Appellate Authority	Authority competent to inflict	Appellate Authority
1	All Govt. officers on deputation to the GCC irrespective of their grade in GCC	Managing Director	Board of Directors	--	--
2	Officers--Grade I	Managing Director	Board of Directors	Managing Director	Board of Directors
3	Officers--Grade II	Managing Director	Board of Directors	Managing Director	Board of Directors
4	Officers--Grade III & IV	In respect of officers working at Regl. Offices, Divl. Offices and Societies General Manager (Admn.)	Managing Director	Managing Director	Board of Directors
		In respect of Officers working in CHO and industrial units, General Manager (Admn.)	Managing Director	Managing Director	Board of Directors
5	Officers Grade V & VI	In respect of officers working in CHO and Industrial units General Manager (Admn.)	Managing Director	General Manager (Admn.)	Managing Director
		In respect of officers working in Rgl. offices concerned Regl.Manager.	Managing Director	In case of officers working in Regl.Offices Divl. Offices and Societies and concerned concerned Regional Manager	Managing Director

Sl.	Category	Minor punishments		Major punishments	
		Authority competent to inflict	Appellate Authority	Authority competent to inflict	Appellate Authority
		In respect of Officers Working in D.M's Offices Societies Divisional Manager.	Regional Manager.		
6	Officer Grade VII to IX	In respect of Officers working in CHO General Manager (Admn.)	Managing Director.	In respect of officers working in CHO, GM (admn.)	Managing Director.
		In respect of Officers working in Regl. Offices Regional Manager.	Managing Director	in respect of officers working in Regional offices, Regional Manager	Managing Director
		In respect of officers working in Divisional Offices, Divisional Manager.	Regional Manager	Divisional Manager	Regional Manager.
		In respect of officers officers working in Societies Head of the Office	Divisional Manager	Divisional Manager	Regional Manager

NOTE:However under Major punishment the Power of implicated the punishment of dismissal and removal of employees of all cadres vested with VC & Managing Director only.

APPENDIX -- A

STATEMENT SHOWING THE NAMES OF POSTS, QUALIFICATIONS PRESCRIBED FOR PROMOTIONS AND FOR APPOINTMENT BY RECRUITMENT, APPOINTING AUTHORITIES FOR THE POSTS ETC.,

SL NO	Name of the Post	Scale of Pay	Method of Appointment	QUALIFICATIONS FOR DIRECT RECRUITMENT	QUALIFICATIONS FOR APPOINTMENT BY PROMOTION	QUALIFICATION FOR APPOINTMENT BY DEPUTATION	Appointing Authority	Unit for Appointment
1	Chief General Manager	Rs.4000-800 (Pre-revised)	Deputation or Direct recruitment or on contract or promotion	Post Graduate in Management or Commerce. 15 years experience in Commercial/ Trading operations of which five years should be in Senior Management position.	Post Graduate. 15 years experience in commercial/ Trading operations of which 5 years should be in Senior Management position. Must have put in 5 years service in General Manager cadre.	Post Graduate in Management or Commerce. 15 years experience in Commercial/ Trading operations of which 5 years should be in Senior Management position.	Managing Director	State
2	GENERAL MANAGER (ADMINISTRATION)	5040-160-5200-190-6150-230-7300-280-8700	To be filled in by deputation of Senior Gazetted Officers of State Government or by promotion.	--	Must have put in not less than three years of service in the cadre of Divisional Manager. Out of three years the officer should have held independent charge of a division for a minimum period of one year.	--	Managing Director	State
3	REGIONAL MANAGER	5040-160-5200-190-6150-230-7300-280-8700	To be filled in by deputation of Senior Gazetted Officers of State Government or by promotion.	--	Must have put in not less than three years of service in the cadre of Divisional Manager. Out of which the officer should have held independent charge of a division for a minimum period of one year.	--	Managing Director	State
4	GENERAL MANAGER (FINANCE)	5040-160-5200-190-6150-230-	Should be filled in by deputation or a Spl.	--	Must have put in not less than three years	--	Managing Director	State

		7300-280-8700	Category Dy. Registrar of Coop. Societies or a suitable Sr.Gazetted Officer of the State Govt. or by promotion.		of service in the cadre of Divisional Manager of the above three years, one must have worked as Senior Accounts Officer for one year.			
5	General Manager (Marketing)	5040-160-5200190-6150-230-7300-280-8700	By deputation from Govt. Undertaking Organisation of the Centre or the State Govt. or by promotion.	--	Must have put in not less than 3 years of service in the cadre of Divisional Manager. Out of 3 years, the Officer should have held independent charge of a Division for a minimum period of 1 year or a minimum 1 year service in equal cadre post in Marketing Department in C.H.O.	--	Managing Director	State
6	General Manager (Gums & Resins) Grade-I cadre	Rs.5040-8700	By promotion	--	Must have put in three years of service in the Divisional Manager cadre out of which one year service in Marketing Department.	--	Managing Director	State
7	General Manager (Credit) Grade-I cadre	Rs.5040-8700	By deputation or by promotion	--	One should have put in three years of service in the DM cadre out of which he should work atleast one year in Credit Department.	From APCOB cadre authority in the cadre of Dy. General Manager or from NABARD or Commercial banks.	Managing Director	State
8	General Manager (Industries) Grade-I cadre	Rs.5040-8700	By deputation or by promotion or by contract	--	One should have put in three years of service in the cadre of Divisional Manager, of which one year service in Industries division.	5 years experience in Industrial Units.	Managing Director	State

9	General Manager (Systems) Grade-I	Rs.5040-8700	By Promotion or By Deputation	--	1st class Post Graduate with degree or diploma in Computer Applications or Advanced Systems Management from reputed institutes. Must have put in 3 years of service as Sr. Systems Manager. Good working Knoweldge in DOS, UNIX & LAN operating systems. Should be familiar with Cobol, "C" languages, 4th generation languages (FOCUS) and RDBMS (Oracle or Sybase etc.). Good Knoweldge in Systems Analysis & Design, Expert System, case tools and MS or X WINDOWS	1st class Post Graduate with degree or diploma in Computer Applications or Advanced Systems Management from reputed institutes. Must have put in 5 years of service as Sr. systems Manger. Good working Knoweldge in DOS, UNIX & LAN operating systems. Should be familiar with Cobol, "C" languages, 4th generation languages (FOCUS) and RDBMS (Oracle or Sybase etc.). Good Knoweldge in Systems Analysis & Design, Expert System, case tools and MS or X WINDOWS	Managing Director	State
10	General Manager (Internal Audit)	5040-8700	By promotion/ By deputation	--	Put in 5 years of service in the cadre of Divisional Manager.Out of which one year in finance Department.	Chartered Accountant or ICWA . 5 to 7 years experience in accounts or audit department in a reputed organisation. Should be familiar with Computer enviroment.	Managing Director	State
11	Divisional Manager	3880-130-4400- 160-5200-190- 6150-230-7300- 280-7580	By promotion only	--	Must have put in a minimum service of 3 years in the cadre of Senior Manager/ Accounts Officer/ Deputy Commercial Manager/ Secretary to Board in the cadre of	--	Managing Director	State

					Senior Manager.			
12	DEPUTY GENERAL MANAGER (FINANCE)	3880-130-4400-160-5200-190-6150-230-7300-280-7580	By direct recruitment or by promotion	1) Second class graduate in commerce or a Post Graduate in commerce 2) Must have a minimum of 8 years experience in a responsible capacity in Accounts Matters or a company of high repute. Experience and knowledge in Co-operative Accounting is preferable. 3) Must be below 35 years	Must have put in three years of service in the cadre of Senior Manager/ Accounts Officer or in any cadre of Senior Manager	--	Managing Director	State
13	Deputy General Manager (R & D) Grade-II cadre	3850-7580	By direct recruitment or deputation or by promotion or on contract.	1st class Graduate or 1st class Post Graduate in Science Agriculture, Horticulture etc., MBA from reputed institutes like IIMs, IRMA, FMS, XLRI, Bajaj etc. 2-3 years experience in a reputed organisation in Commercialisation of new products. Should have working knowledge of computers.	Post Graduate in Sciences or Business Management. Must have put in 3 years service in the cadre of Sr. Manager, Marketing/ R & D/ Technical out of which one years experience in Commercialisation of new products.	1st class Graduate or 1st class Post Graduate in Science Agriculture, Horticulture etc., MBA from reputed institutes like IIMs, IRMA, FMS, XLRI, Bajaj etc. 2-3 years experience in a reputed organisation in Commercialisation of new products. Should have working knowledge of computers.	Managing Director	State
14	Deputy General Manager (Exports) Grade-II cadre	Rs.3880-7580	By direct recruitment or deputation or by promotion or on contract.	Post Graduate Diploma in Foreign Trade or International Marketing from reputed institutes like IIFT, Delhi, IIMs or MBA with specialisation in International Marketing from reputed institutions like IIMs, IRMA, FMS, XLRI, Bajaj etc. 2-3 years experience in reputed export house or in the export dept., of reputed	Must have put in 3 years service as Sr. Manager (Mkg.) out of which one year in-charge of exports.	Post Graduate Diploma in Foreign Trade or International Marketing from reputed institutes like IIFT, Delhi, IIMs or MBA with specialisation in International Marketing from reputed institutions like IIMs, IRMA, FMS, XLRI, Bajaj etc. 2-3 years experience in reputed export house or in the	Managing Director	State

				organisation dealing with Agrl. Produce/ Forest Produce/ Horticultural Produce. Knowledge of computers is desirable.		export dept., of reputed organisation dealing with Agrl. Produce/ Forest Produce/ Horticultural Produce. Knowledge of computers is desirable.		
15	Deputy General Manager (Mktg.) Grade-II cadre	Rs.3880-7580	By direct recruitment or deputation or by promotion or on contract.	MBA with marketing specialisation from reputed institutes like IIMs, IRMA, FMS, XLRI, Bajaj etc. 2-3 years experience in reputed organisation dealing in Agrl/ Non-Timber Forest Produce/ Consumer Products. Should have working knowledge of computers.	Must have put in 3 years service as Sr. Manager (Mkg.)/ Technical.	Post Graduate in Business Management from reputed institutions. Should have 2-3 years experience of Marketing in a reputed organisation dealing in Forest Produce/ Consumer products.	Managing Director	State
16	DEPUTY GENERAL MANAGER (ADMINISTRATION)	Rs.3880-7580	By direct recruitment or deputation or by promotion or on contract.	1st class Graduate and MBA with specialisation in Personnel Management or HRD from reputed institutes like IIMs, IRMA, XLRI, FMS, BAJAJ etc. Must have 5 years experience in a reputed organisation of which 2 years as independent in-charge of Personnel/ HRD wing. Experience in Public Sector or Cooperative Organisation is desirable. Qualification in Law is desirable.	Must have put in 3 years of service as Senior Manager in Personnel/ Admn. Dept.	1st class Graduate and MBA with specialisation in Personnel Management or HRD from reputed institutes like IIMs, IRMA, XLRI, FMS, BAJAJ etc. Must have 5 years experience in a reputed organisation of which 2 years as independent in-charge of Personnel/ HRD wing. Experience in Public Sector or Cooperative Organisation is desirable. Qualification in Law is desirable.	Managing Director	State
17	Finance Manager Grade-II cadre	Rs.3880-7580	By direct recruitment or deputation or by promotion.	Chartered Accountant or ICWA or MBA (Finance specialisation) from	Must have put in 3 years service as Sr. Manager/ Accounts	Chartered Accountant or ICWA of MBA (Finance) specialisation from	Managing Director	State

				reputed Institutes like IIMs, FMS, IRMA, XLRI, Bajaj etc. 2-3 years experience in Finance/ Accounts Dept. in a reputed organisation. Should be familiar with computer environment.	Officer with PG in Commerce and should be familiar with computer environment.	reputed Institutes oike IIMs, FMS, IRMA, XLRI, Bajaj etc. 2-3 years experience in Finance/ Accounts Dept. in a reputed organisation. Should be familiar with computer environment.		
18	Deputy General Manager (Credit)	3880-7580	By direct recruitment or by deputation or by promotion or by contract.	Chartered Accountant or ICWA or MBA (Finance Specialisation) from a reputed institutes like IIMs, IRMA, EMS, XLRI, BAJAJ etc. 2-3 years experience in credit. Having experience in any nationalised Bank, RBI, NABARD or Coop. Credit institution etc. will be preferred	Must be a Post Graduate. Must have put in 3 years service in Sr. Manager cadre out of which one years in Credit Department. Should well versed with credit operations.	Chartered Accountant or ICWA or MBA (Finance Specialisation) from a reputed institutes like IIMs, IRMA, EMS, XLRI, BAJAJ etc. 2-3 years experience in credit. Having experience in any nationalised Bank, RBI, NABARD or Coop. Credit institution etc. will be preferred	Managing Director	State
19	Dy. General Manager (Systems) Grade-II cadre	Rs.3880-7580	By Direct Recruitment or by Promotion or By Deputation	1st class Post Graduate with degree or diploma in Computer Applications or Advanced Systems Management from reputed institutes. Must have put in 3 years of service in Computers in a reputed organisation. Good working Knowledge in DOS, UNIX & LAN operating systems. Should be familiar with Cobol, "C" languages, 4th generation languages (FOCUS) and RDBMS (Oracle or Sybase etc.). Good Knowledge in Systems Analysis & Design, Expert System, Case tools	1st class Graduate with degree or diploma in Computer Applications/Systems Management from reputed institutes. Must have put in 3 yrs of service in the cadre of Sr. Manager of which one years in Computers Department. Good working Knoweldge in DOS, UNIX & LAN operating systems. Should be familiar with Cobol, "C" languages, 4th generation languages (FOCUS)	1st class Post Graduate with degree or diploma in Computer Applications or Advanced Systems Management from reputed institutes. Must have put in 3 years of service in Computers in a reputed organisation. Good working Knowledge in DOS, UNIX & LAN operating systems. Should be familiar with Cobol, "C" languages, 4th generation languages (FOCUS) and RDBMS (Oracle or Sybase etc.).	Managing Director	State

				and MS or X WINDOWS	and RDBMS (Oracle or Sybase etc.). Good Knowledge in Systems Analysis & Design, Expert System, Case Tools And MS or X WINDOWS.	Good Knowledge in Systems Analysis & Design, Expert System, Case tools and MS or X WINDOWS		
20	Deputy General Manager (PIC)	3880-7580	By Deputation or By Contract	First class graduate preferably in Engineering or Science. Post Graduate diploma in management from reputed institutes like IIMs, IRMA, IIFM XLRI etc. or in Statistics from reputed institutes. 2-3 years experience in Project Monitoring, Evaluation or Implementation or Management services or Management Information System or Financial Mgmt. Working Knowledge of Computers is essential.	--	First class graduate preferably in Engineering or Science. Post Graduate diploma in management from reputed institutes like IIMs, IRMA, IIFM XLRI etc. or in Statistics from reputed institutes. 2-3 years experience in Project Monitoring, Evaluation or Implementation or Management services or Management Information System or Financial Mgmt. Working Knowledge of Computers is essential.	Managing Director	State
21	Dy. General Manager (internal Audit)	3880-7580	By direct recruitment or by promotion	Chartered Accountant or ICWS or MBA (Finance specialisation) from reputed Institutes like IIMs, FMS, IRMA, XLRI, Bajaj etc. 2-3 years experience in Finance/Accounts Dept, in a reputed organisation. Should be familiar with computer environment	Must have put in 5 years of service as Senior Manager/Senior Manager (Accounts)	--	Managing Director	State
22	Dy. General Manager (Industries)	3880-7580	By direct recruitment or by promotion	a) i.First class Degree in Engineering / Technology / Mechanical (with production	One should have put in 5 years of service in the cadre of Senior	--	Managing Director	State

				specialisation) or production or Electrical, or P.G. in Industrial Management or MBA. ii) 1 or 2 years experience in Food Processing Industry or Soap Industry, or iii) MBA from Premier Management Institutes with Engg.background	Manager (Technical/Food processing). Out of which 2 years experience in industries division in the Senior Manager cadre.			
23	Dy. General Manager (Quality Control)	3880-7580	By direct recruitment or by promotion or by deputation	<p>1. 1st Class Post Graduation in Post-harvest Engineering Specialisation or Agriculture or Agricultural Engineering or Food Technology from I.I.Ts, B.I.T.S., or C.F.T.R.I. or any premier Engg. institute.</p> <p>OR</p> <p>2. 1st Class Post Graduation in Agriculture with 5 years experience in handling, grading, storage and preservation of all grains, seeds of Agricultural crops and Forest produce in a reputed organisation. Out of which 2- 3 years experience in an Independent charge of Storage and Quality Control.</p> <p>3. 1st Class Post Graduation in Botany with 6 years experience in Ethno Botany, identification of plants / Herbs, knowledge of collection, storage,</p>	Must have 5 years experience in the cadre of Senior Manager (Quality Control)	1st class M.Sc.(Ag.). five years experience in handling, grading, storage and preservation of all grains, seeds of agricultural crops and forest produce in a reputed organisation. Out of which 2 to 3 years should be in an independent charge of storage and quality control	Managing Director	State

				processing techniques are required. Exposure to Ayurvedic, Pharmaceutical, Chemical, Aronatic industries is an added advantage. Preference will be given to Ph.Ds.				
24	EXECUTIVE ASSISTANT TO MANAGING DIRECTOR	3880-7580	By direct recruitment or by promotion	1st Class Graduate, Post Graduate Diploma in Management from Reputed institute like IIMs, IRMA, IIFM, XLRI etc., from reputed institutes. 2 to 3 years experience in project monitoring / evaluation or management services or management information system or financial management. Working knowledge of computers is essential. Must be below 34 years of age.	Must have 5 years experience in the cadre of Senior Manager	--	Managing Director	State
25	Transport Officer	3880-130-4400-160-5200-190-6150-230-7300-280-8140	By deputation/by direct recruitment or by promotion	i) A degree in automobile engineering with 3 years experience in Govt. undertaking or in a reputed automobile workshop. ii) In case of LAE, six yrs. of experience in a responsible position in Govt. Undertakings or in reputed automobile work shop. iii) Must be below 35 yrs.	i) Must have worked as Assistant Transport Officer for a period of 5 years	--	Managing Director	State
26	DEPUTY EXECUTIVE ENGINEER	3640-110-3750-130-4400-5200-190-6150-230-7300-280-7580	By deputation or by promotion.	--	i) Must have put in 3 years service if he is a B.E.(Civil) or 5 years service, if he is L.C.E.	--	Managing Director	State

					in the cadre of Engineering Supervisor. ii) Must have passed Accounts Test I			
27	SECRETARY TO VC & MD/ SENIOR MANAGER	3110-90-3200- 110-3750-130- 4400-160-5200- 190-6150-230- 6380	By promotion or by deputation.	--	i) Must have put in 3 years of service as Junior Manager/ Superintendent/ Asst. Accounts Officer ii) Must have passed Accounts Test Part.I and Admn. Tests parts I and II	--	Managing Director	State
28	SENIOR MANAGER (ACCOUNTS)	3110-90-3200- 110-3750-130- 4400-160-5200- 190-6150-230- 6380	Only by promotion or by deputation	--	i) Must have put in 3 years service as Asst. Accounts Officer ii) Must have passed Accounts Tests parts I and II and Admn. Tests part I & II	--	Managing Director	State
29	Asst. Transport Officer	3110-90-3200- 110-3750-130- 4400-160-5200- 190-6150-230- 6380	By Direct Recruitment	i) LAE or Graduate in Automobile Engg. ii) In case of LAE, must have 3 years experience in maintenance of vehicles or workshops of repute iii) Must be below 35 years	--	--	Managing Director	State
30	Senior Manager (R&D)/ Medicinal Herbs	Rs.3110-6380	By promotion	--	Must have put in 3 yrs. service as Jr. Manager (R&D)/ Medicinal Herbs	--	Managing Director	State
31	Senior Manager (Marketing)	Rs.3110-6380	By promotion	--	Must have put in 3 yrs. service as Jr. Manager (Mkg.)/ Exports/ Chemical Marketing	--	Managing Director	State

32	Senior Manager Technical/ Food Processing	Rs.3110-6380	By promotion	--	Must have put in 3 yrs. service Jr. Manager (Technical/Food Processing)	--	Managing Director	State
33	SENIOR MANAGER (SYSTEMS) Grade-III cadre	Rs.3110-6380	By Promotion or By Deputation	---	Graduate with Computer Foundation certificate from reputed institutes or diploma in Computerisation .Must have put in 3 yrs of service in the cadre of Jr. Manager of which 2 years service shall be in Computers Dept.. Good working Knoweldge in DOS or UNIX operating system familiar with Cobol language, Spreadsheet and Database packages like dBASE III+ or Foxpro etc. Knowelge of 4th generation languages and RDBMS. Should be familiar with LAN.	1st class Graduate in Computer or 1st class P.G. with degree or diploma in Computer Applications from reputed institutes. Must have put in 2 years of service as Programmer in a reputed organisation. Good working Knoweldge in DOS or UNIX operating system, familiar with Cobol language, Spreadsheet and Database packages like dBASE III+ or Foxpro etc. Knowledge of 4th generation languages and RDBMS. Should be familiar with LAN.	Managing Director	State
34	Senior Manager (Personnel)	Rs.3110-6380	By Promotion	---	Must have put in 3 yrs. experience as Jr. Manager/ Junior Mannager (Personnel)/ Junior Manager (Legal)	--	Managing Director	State
35	Senior Manager (Credit)	Rs.3110-6380	By Promotion	---	Must have put in 3 years experience as Junior Manager/ Assistant Accounts Officer. Must be well versed with credit operations.	--	Managing Director	State

36	Senior Manager (internal Audit)	3110-6380	By promotion	--	Must have minimum service of 3 years as Jr. Manager (internal Audit)/ Junior Manager (Accounts)	--	Managing Director	State
37	JUNIOR MANAGER (ACCOUNTS)/ JUNIOR MANAGER (INTERNAL AUDIT)	2600-75-2750-90-3200-110-3750-130-4400-160-5200-190-5580	50% by Direct recruitment and 50% by promotion	1)First Class Commerce Post Graduate or Post Graduate in commerce with 1st class in Graduation. MBA (Finance Specialisation), CA/ICWA (Inter) is desirable. 2) 2-3 years working knowledge in Accounts/Credit operations of Govt./ Cooperative undertaking/ reputed firms etc. 3)Computer experience is desirable 4)Must be below 34 years age	i)Must have put in four years service as Senior Accountant ii)Must have passed Accounts Tests I and II and Admn. Test Part I	--	Managing Director	State
38	JUNIOR MANAGERS	2600-75-2750-90-3200-110-3750-130-4400-160-5200-190-5580	50% by direct recruitment and 50% by promotion.	Must possess MBA degree. Preference will be given to the MBA degree holders with field experience. Must be below 34 years of age	i) Must have put in four years service as Senior Asst./ Senior Stores Asst./ Senior Credit Asst./ Senior Acct./ Senior Steno/ Senior Typist.	--	Managing Director	State
39	ASSISTANT EXECUTIVE ENGINEER	2600-75-2750-90-3200-110-3750-130-4400-160-5200-190-5580	By direct recruitment	i) B.E.(Civil) or L.C.E. ii)In case of LCE must have one year experience in civil works. iii)Must be below 34 years of age	--	--	Managing Director	State
40	APIARY DEVELOPMENT OFFICER	2600-75-	By direct recruitment	i) Second class Graduate in	--	--	Managing	State

		275090-3200-110-3750-130-4400-160-5200-190-5580		Science or a post graduate in science ii) Must have 3 years experience in bee keeping industry/ processing honey iii) Must be below 35 years			Director	
41	Junior Manager (Exports) Grade-IV cadre	Rs.2600-5580	By Direct Recruitment or by promotion	Post Graduate or Graduate with Degree or Diploma in Foreign Trade or International Mktg. 2 years experience in export of MFP and AP is desirable. Computer experience is desirable.	Must have put in four years experience as Sr. Assistant (Marketing)/ Sales Executive out of which 2 years experience in Exports Division.	---	Managing Director	State
42	Junior Manager (Marketing) Grade-IV cadre	Rs.2600-5580	By Direct Recruitment or by promotion	1st class Graduate with Degree or Diploma in Business Management from a reputed Institution/ University. 3 years experience in Sales/ Marketing line in Consumer Goods Industry/ Food/ Cosmetic Industry. Computer experience is desirable.	Must have put in four yrs. service as Sr. Asst. (Mkg.)/ Sales Executive	---	Managing Director	State
43	Junior Manager (Chemical Mktg.) Grade-IV cadre	Rs.2600-5580	By Direct Recruitment or by promotion	Post Graduate in Chemistry or Chemical Engg. Graduate. PG Diploma in Business Management is desirable. 3 years experience as Sales Executive in a reputed organisation in Pharmaceutical/ Cosmetic Industry. Computer experience is desirable.	Must have put in four yrs. experience as Sr. Assistant (Mkg.)/ Sales Executive out of which 2 years in Chemical Marketing	---	Managing Director	State
44	Junior Manager (Technical) Grade-IV cadre	Rs.2600-5580	By Direct Recruitment or by promotion	1st class Graduate in B.Tech (Mechanical/ Production/ Indl.). 1-2 years	Must have put in four yrs. experience as Sr. Assistant (Technical)	---	Managing Director	State

				experience in the product line of a reputed manufacturing firm. Computer experience is desirable.				
45	Junior Manager (R & D) Grade-IV cadre	Rs.2600-5580	By Direct Recruitment or by promotion	Post Graduate in Bio-chemistry Pharmacy or Post Graduate in Science with Bio-chemistry or Food Processing as one of the optional subjects. 1-2 years experience in Research & Development work is desirable. Computer experience is desirable.	Must have put in four yrs. experience as Sr. Assistant (Mktg.)/ Sales Executive out of which 2 years in R & D Department.	---	Managing Director	State
46	Junior Manager (Medicinal Herbs) Grade-IV cadre	Rs.2600-5580	By Direct Recruitment	M.Sc (Botany) with specialisation in Medicinal Plants/ Ethno Botany/ Taxonomy, Ph.D in Medicinal Plants/ Ethno Botany/ Taxonomy is desirable. 5 years field experience in Medicinal Plants/ Ethno Botany/ Taxonomy. Computer experience is desirable.	---	---	Managing Director	State
47	Junior Manager (Food Processing) Grade-IV cadre	Rs.2600-5580	By Direct Recruitment	Science Graduate with Biology or Agrl. or Organic Chemistry with Diploma - Degree in Food Technology from reputed Institutions like CFTRI, GB Pant University or Engg. Graduate with specialisation in Food Processing. Computer experience is desirable.	---	---	Managing Director	State
48	JUNIOR MANAGER (SYSTEMS) Grade-IV cadre	Rs.2600-5580	By Promotion or By Deputation or By Direct Recruitment	1st class Graduate with degree or diploma in Computer Applications from	Graduate with Computer Foundation certificate from reputed	1st class Graduate with degree or diploma in Computer Applications	Managing Director	State

				reputed institutes. Must have put in 2 years of service as Programmer in a reputed organisation. Good working Knoweldge in DOS or UNIX operating system, familiar with Cobol language, Spreadsheet and Database packages like dBASE III+ or Foxpro etc. Knowledge of 4th generation languages. Should be familiar with LAN.	institutes or diploma in Computerisation Must have put in four yrs of service in the cadre of Sr.Assistant of which 2 years service shall be in Computers Dept., Good working Knoweldge in DOS or UNIX operating system familiar with Cobol language Speadsheet and Database packages like dBASE III+ or Foxpro etc. Knowelge of 4th generation languages. Shuold be familiar with LAN.	from reputed institutes. Must have put in 2 years of service as Programmer in a reputed organisation. Good working Knoweldge in DOS or UNIX operating system, familiar with Cobol language, Spreadsheet and Database packages like dBASE III+ or Foxpro etc. Knowledge of 4th generation languages. Should be familiar with LAN.		
49	Junior Manager (PIC)	2600-5580	By Deputation or By Contract	First class Post Graduate in Statistics, Management, Engineering, Computer Applications etc. 1-2 years Experience in Statistical Monitoring, Computer Applications desirable.	---	First class Post Graduate in Statistics, Management, Engineering, Computer Applications etc. 1-2 years Experience in Statistical Monitoring, Computer Applications desirable.	Managing Director	State
50	Junior Manager (Personnel)	2600-5580	By direct recruitment or by promotion	Post Graduate or a 1st class graduate with PG Diploma in Personnel Management/ HRD from a reputed innstitute. 2-3 years experience in the Personnel wing in a reputed organisation.	Four years experience in Personnel Department/ Administration Department as Senior Assistant. Must have PG Diploma in Personnel Management/ HRD	---	Managing Director	State
51	Junior Manager (Legal)	2600-5580	By direct recruitment or by promotion	1st class BL/ LLB. 2-3 years experience in legal cell of a	Must be BL or LLB graduate. Must have	---	Managing Director	State

				reputed organisation.	four years experience in Senior Assistant cadre.			
52	Junior Manager (Quality Control)	2600-5580	By direct recruitment	First Class M.Sc.(Ag) / Botany 2 to 3 years experience in hadling, grading, storage, and preservation of grains, seeds, of agricultgural crops in a reputed organisation, OR M.Sc.,(Botany)with specialisation in Taxonomy / Ethno Botany with 3 years experience in identification plants / collection / processing in a reputed organisation. Exposure to Ayurvedic, Pharmaceutical, Chemical and Aronatic industries is an added advantage.	--	--	Managing Director	State
53	Junior Manager (Credit)	2600-5580	By direct recruitment/ by promotion	1st Class Post Graduate. 2 to 3 years working knowledge in Rural Credit, Rural Marketing operations of Govt./ Coperative undertakings / Reputed firms. Computer experience is desirable. Must be below 34 years of age.	Must have put in 5 years of service as Sr. Accountant/ Sr. Accountant (Credit)	--	Managing Director	State
54	SENIOR ACCOUNTANT	2195-60-2375-75-2750-90-3200-110-4400-160-4560	Only by promotion	--	i) must have put in a minimum service of two years as Jr. Accountant ii)Must have passed Accounts tests part I and II	--	Managing Director	State
55	SENIOR ASSTS./ SENIOR ASSTS. (STORES)	2195-60-2375-75-2750-90-3200-110-	Only by promotion	--	i) Must have put in minimum service of two years in any of the	--	Managing Director	State

		4400160-4560			cadres of Jr. Assts./ Jr. Stores Assts./ Jr. Shandy Inspectors/ Jr. Stenos/ Jr. Typists. ii)Must have passed Admn. Tests Parts I & II			
56	Senior Credit Assistants	2195-60-2375-75-2750-90-3200-110-4400160-4560	Only by promotion	--	i) Must have two years service as Jr. Credit Assts. ii)Must have passed Admn. Tests Part I and Accounts Test Part I	--	Managing Director	State
57	Senior Stenographers	2195-4560	By promotion/ By direct recruitment	Graduate with Typewriting Higher & Shorthand Higher ii) Must be below 34 years of age	Must have put in two years service as Junior steno	--	Managing Director	State
58	Sr. Asst. (Mkg.) Sales Executive Grade-V cadre	Rs.2195-4560	By promotion or by Recruitment from in-service candidates	Graduate with 5 years experience in the cadre of Jr. Asst. or its equivalent post.	Graduate, must have put in two years experience as Junior Assistant (Marketing)	---	Managing Director	State
59	Senior Assistant (Technical)	Rs.2195-4560	By promotion	---	LME. Must have put in two years service as Junior Assistant (Technical).	---	Managing Director	State
60	DATA PROCESSOR CUM-PROGRAMMER Grade-V cadre	Rs.2195-4560	By Promotion or By Deputation	---	Graduate with Computer Foundation certificate from reputed institutes or diploma in Computerisation. Must have put in two yrs of service in the cadre of Jr. assistant of which one year service shall be in Computer Dept., Good working Knoweldge in DOS or UNIX operating	1st class Graduate with degree or diploma in Computer Applications from reputed institutes. Must have put in 2 years of service as Programmer in a reputed organisation. Good working Knoweldge in DOS or UNIX operating system, familiar with Cobol language, Spreadsheet	Managing Director	State

					system. Familiar with Cobol language, spreadsheet and DataBase and packages like dBASE III+ or Foxpro etc.	and Database packages like dBASE III+ or Foxpro etc. Knowledge of 4th generation languages. Should be familiar with LAN.		
61	Draughtsmen	1975-50-2075-60-2375-75-2750-90-3200-110-3750-130-4010	By Direct recruitment	i) Must have ITI certificate in Draughtsman trade ii) Must have one year experience in Govt./ Govt undertaking as Draughtsmen (Civil) iii) Must be below 34 years	--	--	Managing Director	State
62	Junior Accountants/ Cashiers	1745-40-1825-50-2075-60-2375-75-2750-90-3200-110-3420	By Direct Recruitment only	i) Must be a commerce Graduate ii) Must be below 34 years age	--	--	Managing Director	State
63	JUNIOR ASSTS./ JUNIOR ASSTS. (STORES)/ C.C.P.A.	1745-40-1825-50-2075-60-2375-75-2750-90-3200-110-3420	45% by direct recruitment and 55% by promotion	i) Must be a graduate ii) Must be below 34 years age. In respect of STs a pass in Inter or equivalent Exam. is enough.	i) Must have put in a minimum service of two years as Salesman HGAs, Bee keeping fieldmen or in equivalent cadre with a pass in 10th class or equivalent examination.	--	Managing Director	State
63A	Senior Salesman	1745-3420	By promotion		i). Must have put in a minimum of 10 years service with clean record as Junior Salesman. ii) Must have passed Intermediate in case of S.Ts and Graduation in case of others. iii) Must have passed	--	General Manager in respect of Andhra Region. Regional Manager in respect of Telangana Region	Andhra Region Telangana Region

					the annual departmental tests for the preceding (5) years			
64	Jr. Credit Assistants	1745-3420	50% by direct recruitment and 50% by promotion	i) Must be a graduate ii) Must be below 34 years age iii) In respect of S.Ts. a pass in Inter or equivalent Examination is enough	Must have put in a minimum service of two years in the cadre of Salesmen, HGAs, Bee keeping Fieldmen or in equivalent cadre with a pass in 10th class or equivalent examination,	--	General Manager in respect of Andhra region & Regional Manager in case of Telangana	Region (Andhra, Telangana)
65	Junior Stenos	1745-40-1825-50-2075-60-2375-75-2750-90-3200-110-3420	By direct recruitment	i) Pass in inter or equivalent examination ii) type writing Higher Grade iii) Shorthand lower grade iv) Must be below 34 years age. In case of STs a pass in 10th class or equivalent examination and a pass in type and shorthand lower grade is enough.	--	--	General Manager in respect of Andhra region & Regional Manager in case of Telangana	Region (Andhra, Telangana)
66	Junior Typists	1745-3420.	75% by Direct recruitment and 25% by promotion	i) Pass in Inter or equivalent examination. ii) Pass in Typewriting higher grade iii) Must be below 34 years age. In case of S.Ts. a pass in Xth class or an equivalent examination and pass in typewriting lower grade is enough.	i) Must have worked as Jr. Salesmen/ HGA/ Telephone operators/ Bee field men checkpost Gatemen for a minimum period of two years with a pass in 10th class or equivalent examn. and pass in typewriting higher grade.	--	General Manager in respect of Andhra region & Regional Manager in case of Telangana	Region (Andhra, Telangana)
67	Plant operators	1745-3420.	By direct recruitment	i) Must have studied Xth 5 years experience in independently running the respective industrial units. iii) Must be below 35 years age	--	--	General Manager in respect of Andhra region & Regional	Region (Andhra, Telangana)

				iv) In respect of better experienced candidates the educational qualifications can be relaxed			Manager in case of Telangana	
68	Junior Assistant (Technical/Mechanical)	Rs.1745-3420	By Direct Recruitment	LME/ LME (Automobile) Trade. 1-2 years experience in production line of a reputed Agricultural commodities/ Forest Produce Processing Firm. Note : Ratio should be maintained between LME and LME (Automobile) candidates	---	---	General Manager in respect of Andhra region & Regional Manager in case of Telangana	State
69	Junior Assistant (Marketing)	Rs.1745-3420	By Direct Recruitment	1st class Graduate in Science or commerce Diploma in Marketing/ Sales Mannagement. Computer knowledge is desirable. Note : Ratio should be maintained between Science and Commerce Graduates	---	---	General Manager	State
70	Junior Chemist	Rs.1745-3420	By Direct Recruitment	1st class B.Sc (Chemistry). Chemical Analysis Laboratory	---	---	General Manager	State
71	DATA ENTRY OPERATOR Grade-VI cadre	Rs.1745-3420	By Direct Recruitment or By Promotion	Graduate with typewriting higher grade certificate. At least 1 year computer experience in any reputed organisation. Familiar with Word Star, Lotus etc.	Graduate with typewriting higher grade certificate Must have knoweldge of computer. Should have put in two years of service in the cadre of Salesman.	---	General Manager	State
72								
73	Harbarium Assistant	1745-3420	By direct recruitment	First class B.Sc.,(Botany). 3 years experience is desirable in a good harbarium Must be below 34	--	--	General Manager	State

				years of age				
74	Heavy Vehicle Drivers	1875-50-2075-60-2375-2750-90-3200-110-3420	25% by direct recruitment and 75% by promotion	i) A pass in 7th class ii) Must be in possession of heavy vehicle driving licence iii) Must be below 34 years age. In respect of S.Ts. the educational qualifications can be relaxed.	Must have put in a minimum two years service as Light vehicle driver ii) Must be in possession of Heavy vehicle driving licence	--	Divisional Manager	Division
75	Light Vehicle Drivers	1595-30-1625-40-1825-50-2075-60-2375-75-2750-90-3020	25% by direct recruitment 75% by promotion	i) A pass in 7th class ii) Must be in possession of light vehicle driving licence iii) Must be below 34 years age. In respect of S.Ts. the educational qualifications can be relaxed.	i) must have put in a service of two years in any cadre in GCC ii) Must be in possession of a light vehicle driving license	--	Divisional Manager	Division
76	Roneo/ operator	1535-30-1625-2075-60-2375-75-2750-90-2840	By promotion	--	i) Must have worked as Attender or in equivalent cadre for a minimum period of two years with 1 year experience in independantly operating Roneo/ Duplicating machine.	--	General Manager in respect of Andhra region & Regional Manager in case of Telangana	State
77	Jr. Salesman/ Telephone Operators	1595-30-1625-40-1825-50-2075-60-2375-75-2750-90-3020	75% by direct recruitment 25% by promotion	i) Must have passed xth class or equivalent exams. ii) In case of STs must have studied atleast xth class iii) Must be below 34 years	i) Must have put in a minimum of two years service in any cadre in the GCC ii) Must have passed Xth class or equivalent exam. iii) In case of STs must have studied Xth class	--	Divisional Manager	Division
78	Higer Grade Attenders/ Bee Fieldmen/ Check-post Gateman.	1535-30-1625-40-1825-50-2075-60-2375-75-2750-90-2840	75% by direct recruitment 25% by promotion	i) Must have passed xth class or equivalent exams. ii) In case of STs must have studied atleast xth class iii) Must be below 34 years	i) Must have put in a minimum of two years service in any cadre in the GCC ii) Must have passed Xth class or equivalent	--	Divisional Manager	Division

					exam. iii)In case of STs must have studied Xth class			
79	Attenders/ Lorry cleaners	1375-25-1475-30-1625-40-1825-50-2075-60-2375.	Only by promotion	--	i)Must have put in two years service in any of the lower grades in GCC	--	Divisional Manager	Division
80	MEASURER-CUM WATCHMAN/ SWEEPER.	1375-2375	By direct recruitment	Must know reading and writing. Must know cycling. Must have good physique. Must be below 34 years age.	--	--	Divisional Manager	Division
81	Fitter	Rs.1375-2375	By Direct Recruitment	ITI Fitter Trade	---	---	Divisional Manager	Division
82	Electrician	Rs.1375-2375	By Direct Recruitment	ITI Electrical Trade	---	---	Divl Mgr	Division

No.6/3/2013-Estt (Pay-I)
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
North Block, New Delhi
Dated the 10 February, 2014

OFFICE MEMORANDUM

Subject: Regulation of pay on imposition of a penalty under CCS (CCA) Rules, 1965.
The undersigned is directed to say that the following penalties prescribed in the Rule 11 of CCS (CCA) Rules, 1965, have a bearing on the pay of the officer:

11. Penalties

Minor Penalties -

- (iii a) reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.
- (iv) withholding of increments of pay;

Major Penalties –

- (v) save as provided for in clause (iii) (a), reduction to a lower stage in the timescale of pay for a specified period, with further directions as to whether or not the Government servant will **earn** increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay
- (vi) reduction to lower time-scale of pay, grade, post or Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Government servant during such specified period to the time-scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period -
 - (a) the period of reduction to time-scale of pay, grade, post or service shall

operate to postpone future increments of his pay, and if so, to what extent;
and

(b) the Government servant shall regain his original seniority in the higher time scale of pay , grade, post or service;

2. Consequent upon implementation of the recommendations of 6 th CPC under the CCS (RP) Rules, 2008 pay scale of a post/grade for below HAG level means the Pay Band and Grade Pay specified for that post. Under the CCS (RP) Rules, 2008 a Pay Band may cover Government servants in more than one Grade Pay or posts in the hierarchy. As per Rule 9 of the CCS (Revised Pay) Rules, 2008, the rate of increment in the revised pay structure is 3% of the sum of the pay in the Pay Band and Grade Pay applicable, which is to be rounded off to the next multiple of 10. Further, as per Rule 10 of the CCS (Revised Pay) Rules, 2008, there is now a uniform date of increment, that is, 1st July of the year.

3. The mode of implementation of these penalties has been clarified to individual Ministries/Departments wherever references have been received. It is now proposed to issue detailed guidelines on the issue. The regulation of pay on imposition of these penalties is in the subsequent parts:

A. Reduction to a lower stage of pay by one stage (Rule 11(iii all

On imposition of a penalty under this Rule, the pay would be fixed at the next lower stage in the Pay Band. In other words, in case of reduction by one stage, the revised pay would be the pay drawn in the Pay Band at the stage before the last increment. Grade Pay attached to the post would remain unchanged. The pay will be fixed by reversing the mode of allowing increments given in Rule 9 of the CCS (RP) Rules, 2008. The formula would be:-

Reduced Pay In Pay Band = {(Pay in Pay Band+ Grade Pay) x 100/103} less (Grade Pay) (rounded off to next 10)

Final Pay in Pay Band as above + Grade Pay

B. Withholding of increment (Rule 11(101)

As the uniform date of increment now is 1st July, on imposition of a penalty of withholding of increment, the increment(s) due on the 1st of July falling after the date of imposition of the penalty would be withheld. In case where penalty of withholding of more than one increment is imposed, increments due on 1st July in the subsequent years would similarly be withheld. The increment would be restored at the end of the period for which the penalty is imposed.

This also applies to cases where the penalty is imposed for part of a year. For instance, if the penalty of withholding of the increment for six months is imposed on a Government servant in April 2013, then the increment falling due on 1.7.2013 will be withheld for a period of six months, that is, till 31.12.2013. The increment would be released w.e.f. 1.1.2014. In this case the next increment falling due on 1.7.2014 will also be allowed.

C. Reduction to a lower stage in the time-scale of pay for a specified period Rule 11(v)}

The process of imposition of penalty of reduction by one stage under Rule 11(iii a) explained above shall be repeated for every additional stage of reduction by taking the pay arrived at notionally as pay for the second reduction, and so on. Grade Pay shall remain unchanged.

NOTE 1: It is not permissible to impose a penalty under this rule if the pay after imposition of the penalty would fall below the minimum of the Pay Band attached to the post.

2

NOTE 2: A Pay Band may cover Government servants in different Grade Pays or holding posts at several levels in the hierarchy. It needs to be kept in mind that reduction to lower pay scale or grade is a distinct penalty, under Rule 11(vi). Therefore, while imposing a penalty of reduction to a lower stage in the time-scale of pay under Rule 11(v) of the CCS (CCA) Rules, 1965, Disciplinary Authorities should weigh all factors before deciding upon the quantum of penalty, i.e., the number of stages by which the pay is to be reduced.

D. Reduction to lower time-scale of pay under Rule 11(vi)

As a result of imposition of a penalty of reduction to lower time-scale of pay, the pay of the Government servant would be reduced to the stage of pay he /she would have drawn had he/she continued in the lower post for the period of penalty. The mode of fixation of pay in this case is similar to reversing the mode of fixation of pay on promotion. Therefore, both pay in Pay Band and Grade Pay would be reduced.

However, Disciplinary Authority has the power, in terms of FR 28, to indicate the pay which the Government servant on whom a penalty of reduction in rank has been imposed, would draw. The Government servant will be entitled to the Grade Pay of the post to which he has been reduced. Thus, the power of the Disciplinary Authority under FR 28 is limited to indicating the pay in the Pay Band applicable to the lower rank/post.

In some cases imposition of a penalty under Rule 11(vi) may also involve a change in Pay Band. For instance a Government servant holding a post in PB-2 with Grade pay of Rs.4200/- may be reduced to a post in PB-1 with Grade Pay of Rs.2800/-

It may also be noted that a Government servant cannot be reduced in rank to a post not held earlier by him in the cadre. For example, an LDC who qualifies as Assistant as a Direct Recruit and is later promoted as Section Officer cannot be reduced to the rank of LDC but only to that of an Assistant.

4. Some illustrations on pay fixation in above types of cases are annexed.

(Mukesh Chaturvedi)

Deputy Secretary to the Government of India

Tele: 23093176

3

To

All Ministries/ Departments (as per standard list)

CM also forwarded to:

1. Secretary General / Registrar General, Supreme Court of India.
2. Secretary General of Lok Sabha Sect / Rajya Sabha Sect
3. Secretaries in Cabinet Secn. / Central Vigilance Commission / President's Sect / Vice-President's Sect/ Prime Minister's Office /Planning Commission.
4. Controller General of Accounts/Controller of Accounts, Ministry of Finance.

5. Governors of all States/Lt. Governors of all Union Territories.
- 6.. Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
7. All Members of Staff Side of the National Council of JCM/ Departmental Council.
8. All Officers / Divisions / Sections of Dept of Personal & Training / Deptt. of Administrative Reforms & Public Grievances / Department of Pensions & Pensioners Welfare/ PESB
9. Joint Secretary (Pers.), D/o Expenditure, Ministry of Finance.
- 10.- Additional Secretary (Home), Ministry of Home Affairs.
Director NIC, DoPT- for uploading on the web site of the Department under Establishment "Pay Rules" as well as "CCS (CCA Rules)".
12. 4214pare copies. **yr** •
bitt
(Mukesh Chaturvedi)
Deputy Secretary to the Government of India
Tele: 23093176

4
Pay in Pay
Band Rs
20460
Pay in Pay
Band
19730
19020
18330
17660
17010
Grade Pay
4800

Grade Pay (Rs)

4800

4800

4800

4800

4800

25260

Total (Rs)

24530

23820

23130

22460

21810

On the date of

enrolment

Reduction

4200 14340

Total

Rs

Grade Pay (Rs)

Grade Pay

Rs

4200 13930

4200 13530

4200** 13140**

Pay in Pay

Band Rs

10140

Reduction

On the date of

enrolment

Reduction

9730
9330
8940**
Total (Rs)
Se.

ILLUSTRATIONS

Reduction to a lower state in Pav Band

ExariSiLI

:VOTE: There may be some difference when the process is reversed i.e. when increment is allowed. This is because of rounding off of pay in Pay s Band to next 10.

** In the above illustration, a penalty of reduction by more than two stages would take the pay in the Pay Band below the minimum of the Pay Band, such a penalty would therefore not be implementable in view of Note 2 under para 3C .

5

Case 1: Reduction to a lower stage

The penalty of reduction to a lower stage in the time-scale of pay by one stage for a period of one year, without cumulative effect and not adversely affecting his pension is imposed on a Government servant w.e.f. 13.03.2013. The Government servant was drawing Rs. 15440 + GP Rs.4200 in Pay Band 2 (Rs.9300-34800)

A. Pay when penalty imposed = Rs.15440+ 4200 =19640

B. Reduced Pay} = $1(15440+4200) \times 100/103$ less (4200) rounded off to next 10 in Pay Band}

= $19067 - 4200 = 14867$ rounded off to lts 14870

C. Reduced Pay w.e.f.13-3-2013 = Rs.14870 +OP Rs.4200 =19070

Increment (notional)) 1-7-2013 =15440 + (19640 x 3%)@@ +4200

$$=15440+590^{\circ}44200$$

$$\text{Pay after increment} = 16030+4200=20230$$

" rounded off to next 10

$$\text{D. Pay w.e.f. 13-3-2014} = \text{its } 16030+ 4200= \text{Rs.20230}$$

$$\text{E. Pay w.e.f. 1 ,7-2014} = \text{Rs } 16640+4200 = \text{Rs } 20840$$

6

Case 2: Reduction to a lower stage

The penalty of reduction to a lower stage in the time-scale of pay by two stages for a period of one year is imposed on a Government servant w.e.f. 13-03-2013. It is further directed that the Government servant would earn increment during the period and the reduction will not have the effect of postponing future increments of pay.

The Government servant was drawing Rs. 15440 + GP Rs.4200 in Pay Band 2 (Rs.9300-34800)

(same as in Case 1 but reduction by 2 stages)

$$\text{A. Pay when penalty imposed} = \text{Rs.15440+ 4200} =19640$$

B. Reduced Pav in Pay Band

Step -1 First stage reduction

$$=\{ (15440+4200) \times 100/103 \text{ less } (4200) \text{ rounded off to next } 10$$

$$= 19067 -4200 = 14867 \text{ rounded off to Rs } 14870$$

$$\text{Pay} = 14870+4200=19070$$

Step-2 Second stage reduction

$$=\{ (14870+4200) \times 100/103 \text{ less } (4200) \text{ rounded off to next } 10$$

$$= 18514 -4200 = 14314 \text{ rounded off to Its } 14320$$

$$\text{C. Reduced Pay w.e.f.13-3-2013} = \text{Rs.14320} +\text{GP Rs.4200} =18520$$

$$\text{Increment (notional) 1-7-2013} =15440 + (19640 \times 3\%)00 +4200$$

$$=15440+59000+4200$$

$$\text{Pay after increment} = 16030+4200=20230$$

° rounded off to next 10

$$\text{D. Pay w.e.f. 13-3-2014} = \text{Rs } 16030+ 4200= \text{Rs.20230}$$

$$\text{E. Pay w.e.f. 1-7-2014} = \text{Rs } 16640+4200 = \text{Rs } 20840$$

7

Case 2-A: Reduction to a lower stale

The penalty of reduction to a lower stage in the time-scale of pay by two stages for a period of one year is imposed on a Government servant w.e.f. 13.03.2013. It is further directed that the Government servant would not earn increment during the period and the reduction will not have the effect of postponing future increments of pay.

The Government servant was drawing Rs. 15440 + GP Rs.4200 in Pay Band 2 (Rs.9300-34800)

(same as in Case 2 but no increments during penalty period)

A. Pay when penalty imposed = Rs.15440+ 4200 =19640

B. Reduced Pay in Pay Band

Step -1 First stage reduction

= { (15440+4200) x 100/103 less (4200) rounded off to next 10
= 19067 -4200 = 14867 rounded off to Rs 14870

4t•

Par 14870+4200=19070

Step-2 Second stage reduction

= { (14870+4200) x 100/103 less (4200) rounded off to next 10
= 18514 -4200 = 14314 rounded off to Rs 14320

C. Reduced Pay w.e.f.13-3-2013 = Rs.14320 +GP Rs.4200 =18520

NO INCREMENTS DURING THE
PERIOD OF PENALTY

D. Pay w.e.f. 13-3-2014 = Rs 15440+4200 = 19640

E Pay w.e.f. 1-7-2014 = Rs 16030+4200 = 20230

(Note: The Government servant has drawn Rs.15440 for six months including broken periods)

8

Case 3: Reduction to a lower stage

The penalty of reduction to a lower stage of the time-scale of pay by one stage for a period of two years, without cumulative effect and not adversely affecting his pension is imposed on a Government servant w.e.f. 13.03.2013. The Government servant was drawing Rs. 15440 + GP Rs.4200 in Pay Band 2 (Rs.9300-34800)

A. Pay when penalty imposed = Rs.15440+ 4200 =19640

B. Reduced Pay} = { (15440+4200) x 100/103 less (4200) rounded off to next 10 in Pay BEind }

= 19067 -4200 = 14867 rounded off to Rs 14870

C. Reduced Pay w.e.f.13-3-2013 = Rs.14870 +GP Rs.4200 =19070

Increment (notional) 1-7-2013 =15440 + (19640 x 3%)@@ +4200
=15440+590 +4200

Pay after increment = 16030+4200=20230

@@ Increment (notional) 1-7-2014 = 16030+ (20230 x 3%)@@ +4200

= 16640+ 4200 =20840

@@ rounded off to next 10

D. Pay w.e.f. 13-3-2015 = Rs 16640+4200 = Rs 20840

E. Pay w.e.f. 1-7-2015 = Rs 17270+4200 = Rs 21470

9

Case 4: Withholding of increment

The penalty of Withholding of one increment for a period of six months, without cumulative effect and not adversely affecting his pension is imposed on an Government servant on 13-03-2013. The Government servant was drawing Rs. 15440 + GP Rs.4200 in Pay Band 2 (Rs.9300-34800)

A. Pay when penalty imposed = Rs.15440+ 4200 =19640

Increment (due) 1-7-2013 =15440 + (19640 x 3%)44 +4200
=15440+590 +4200

Pay after increment = 16030+4200=20230

(4(4) rounded off to next 10

This increment is to be withheld for six months i.e. from 1-7-2013 to 31-12-2013

B. Pay w.e.f. 1.7.2013 to 31-12-2013 = Rs.15440+ 4200 =19640

C. Pay w.e.f. 1.1.2014 = Rs 16030 + 4200 = 20230

D. ay w.e.f. 1.7.2014 = Rs 16640+ 4200 = 20840 **lr •**

10

18210+4600=22810

13-3-2015

18900+4600=23500

1-7-2015

Pay in GP 4200

15070+4200= 19270

15650+4200= 19850

16250+4200= 20450

16870+4200= 21070

Pay in GP 4600

15650+4600= 20250

16260+4600= 20860

16890+4600= 21490

17540+4600= 22140

1-8=2009

1-7-2010

1-7-2011

1-7-2012

13-3-2013 16870+4200= 21070

1-7-2013 17510+4200= 21710

1-7-2014 18170+4200= 22370

Case 5: Reduction to lower grade

The penalty of reduction to the post carrying Grade pay of Rs 4200 for a period of two years is imposed on Government servant in Grade Pay Rs.4600 w.e.f. 13.03.2013, with further directions that the reduction shall not postpone his future increments and on the expiry of the

period he shall regain his original seniority in the higher grade.

On 13.03.2013 the Government servant was drawing Rs. 17540 + GP Rs.4600 in Pay Band 2 (Rs.9300-34800). The Government servant had been promoted to the post in Grade Pay Rs.4600 on 1-8-2009. At that time his pay was Rs.15070 + GP 4200 in Pay Band 2.

In this case the pay in GP 4200 would need to be fixed w.e.f. 13.03.2013 to 12.03.2015 as if he had continued in GP 4200. Pay would be regulated as under:

NOTE:

1. "Notional pay in GP 4200 from 1-8-2009 to 12-03-2013

2.

" One increment would be allowed on the Pre Penalty pay as the Government servant would have drawn that pay for more than six months as on 1-7-2013

3.

In case the higher and lower grades are in different Pay Bands then also the same method would be followed.

4.

Under FR-28, the authority Which orders the transfer of a government servant as exceeding the

maximum of the lower grade or post which it may think proper. Provided the pay allowed to be drawn by a government servant shall not exceed the pay which he would have drawn by the operation of FR 22 read with clause (b) or (c) as the case may be of FR 26. This illustration is where no such orders have been passed. Where the disciplinary authority has specified the pay to be drawn in the lower post pay will be drawn as per those direct.

sit

As per GCC Employees Service Rules under Chapter IV Rule 10 the POWER OF REVISION was defined as follows:

Notwithstanding anything contained in these rules the Managing Director in respect of the orders passed by the subordinate officers and the board of Directors in respect of the orders passed by the Managing Director may sue motto or otherwise after calling for the records of the case, revise any order which is made or is appealable under the rules within a period of one month in case of VC & MD., and within a period of 3 (Three) months in case of Board from the date of service of such order under appeal and (As amended vide Board Resolution No.60/1999-2000 dt. 08-02-2000).

- a) Impose any penalty or confirm, modify or set aside the orders; or
- b) Remit the case to the authority which made the order or to any authority directing such further action or enquiry as considered proper in the circumstances of the cases; or
- a) Pass such other order as deemed fit provided that;
 - i) An order imposing or enhancing a penalty shall not be passed unless the employee concerned has been given opportunity of making any representation which he may wish to make against such penalty; and
 - ii) If the revising authority proposes to impose any of the penalties specified in Rule 2(b) in case where an enquiry in accordance with Rule (2) (III) (4) (As detailed in Appendix--E) has not been held it shall, subject to the provision of Rule (5) direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry pass such orders as it may deem fit.
 - iii) In all cases which involve minor punishments only one appeal under Rules-8 is allowed. The provisions contained in the Rule-9 and 10 will not apply to cases which involve minor punishments.