

RAJASTHAN FINANCIAL CORPORATION (STAFF) REGULATIONS, 1958

Preamble : Whereas it is necessary to define the terms and conditions of appointment and service of the staff of the Rajasthan Financial Corporation, and to provide for their duties, conduct and the remuneration payable to them, the Board of Directors of the Rajasthan Financial Corporation, in exercise of the powers conferred by Section 48 of the State Financial Corporation Act, 1951 (LXIII of 1951) and after consultation with the Reserve Bank of India and with the previous sanction of the Government of Rajasthan has made the following Regulations, namely :-

Chapter - 1

Preliminary

1. **Short title** : These Regulations may be called the "Rajasthan Financial Corporation (Staff) Regulations, 1958."
2. Applications : (1) these Regulations shall apply to:-
 - (a) every whole time employee of the Corporation;
 - (b) staff employed temporarily or advisers, Officers or other staff recruited on special contracts, unless such contracts contain any different provisions.(2) Nothing in these Regulations shall apply to the Managing Director, unless the application to him of all or any of these regulations has been approved by the Rajasthan Government.
(3) The Corporation may, with the previous sanction of the State Govt. and in consultation with the SIDBI, enter into a special agreement or arrangement with an employee, with terms and conditions which may vary from the provisions of these Regulations.
3. **Definitions** : In these Regulations unless, there is anything repugnant in the subject or context:-
 - (a) "The Board" means the Board of Directors of the Corporation and in relation to any powers exercisable by it, includes the Executive Committee.
 - (b) "The Managing Director" in relation to any powers exercisable by him, includes any Director or Officer who is authorised by the State Government to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.
 - (c) "The Secretary" in relation to any powers exercisable by him, includes an Officer authorised by the Managing Director to exercise the powers of the Secretary during the temporary absence of secretary.
 - (d) "Pay" means the amount drawn monthly by an employee as :-
 - (i) The pay which has been sanctioned for a post held by him substantively or in an 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 may be specially classed as pay by the Board.
 - (e) "Substantive Pay" means the pay other than special pay and personal pay and any other emoluments classed as pay by the Board under Clause (iii) of sub-Regulation (d) of Regulation 3 to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.
 - (f) "Special Pay" means an addition, in the nature of pay, to the emoluments of a post or of an employee granted in consideration of :-

- (i) The specially arduous nature of the duties or
- (ii) A specific addition to the work or responsibility.
- (g) "Personal Pay" means an additional pay granted to an employee :-
 - (i) To save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure or
 - (ii) In exceptional circumstances, on other personal considerations.
- (h) "Average Pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee who has not been on duty for more than a year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave provided that when the substantive pay of an employee on leave is less than Rs. 200/- per mensem, and the period of leave taken does not exceed two months, his average pay shall mean the pay which he would draw in the post substantively held by him at the time of taking leave, if this pay be more than his average pay.
- (i) "Compensatory allowance" means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed;
- (j) "Duty" includes;
 - (i) Service as a probationer;
 - (ii) Period spent on casual leave duly authorised.
- (k) "Family" means an employee's wife or husband and children ordinarily residing with and wholly dependent on him or her.

4.(a) "Circulation of Amendment" Any new Regulation or alteration in an existing Regulation shall be issued in the form of a Circular for circulation among the staff. provided that no new Regulation or an alteration in an existing regulation shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day then new regulation or alteration comes into force.

(b) Power to interpret and implement Regulations: -

The power to interpret the regulations 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 purpose of the provisions of these Regulations provided that if as a result of any decision of the Managing Director as regard the construction of any regulation or regulations an employee feels aggrieved he shall have a right to appeal against such decision of the Managing Director to the Board whose decision shall be final and binding on all concerned.

5. Managing Director's power to delegate :-

The Managing Director, may, subject to such restrictions and for so long, as he may deem fit, delegate to the Secretary or in the absence of the latter any other officer appointed by him in this behalf, any of the powers conferred on him by these regulations, in relation to employee, other than officers except the powers referred to in regulations 7, 8, 10, 11, 15, 16, 17, 20, 37, 39, 41, 48, 79 (3), 88, 90, 101, 105 and 107.

CHAPTER-II
Appointments, Probation and Termination of Service
SECTION-1-Appointments

6. Classification of permanent staff- (1) The permanent staff of the corporation shall be grouped as follows:-
Class A- Officers
Class B- Assistants
Class C- Subordinate staff
- (2) The Board shall fix, from time to time, the number of posts in all categories, and the pay scales of the officers. the assistants and subordinate staff shall be as laid down in [Appendix-I]¹ hereto.
7. Temporary Staff - Not withstanding anything contained in these Regulation, the Managing Director may employ staff in classes B and C on a temporary basis for a period not exceeding three months on the pay scales laid down in [Appendix-]² to these Regulations.

³[8. **Power to appoint** :- All appointments to the service of the corporation Shall be made as under:-

<u>"A" Class of employee</u>	<u>Appointing authority</u>
(a) PRO, Managers & above	MD With the approval of the Board.
(b) Dy. Managers & Asstt. Mangers	Managing Director
(c) "B" Class (Stenographer/Sr. Asstt./Stenotypist/ General Manager Assistant/Typist/Jr. Assistant) 'C' CLASS	
(d) (Zamadar/Daftri/Driver/Messenger)	At Head office-Manager (P&A) At Branches-Branch Managers At Regional office-DGM (Region)]

9. **Certificate of Health and Good character:-**

Every person appointed to the service of the corporation, shall be produce (a) a certificate of health by a qualified medical practitioner approved by the corporation and (b) Certificates of good character from two respectable persons, before he is permitted to join duties.

10. **Age:-** The age of a person at the time of his first appointment to the service of the corporation shall not ordinarily exceed 25 years provided that the appointing authority may in special cases appoint or authorise the appointment of person above the said age limit to obtain the service of the experienced staff.
11. **Grant of initial increments on first appointment:-** The Board may in exceptional cases, grant Initial Increments to an employee in class 'A' on his first appointment.

¹ Amended vide notification dated 16.08.2018 w.e.f 01.09.2006.

² Amended vide notification dated 16.08.2018 w.e.f 01.09.2006.

³ Amended vide notification dated 14.11.1985.

Similar Powers can be exercised by the Managing Director in case of employee whom he can appoint provided that all such cases are subsequently reported to the Board.

12. **Appointment in the Corporation's service:-**

- (1) No person who has been dismissed or has other-wise ceased to be in the service of the Corporation may be re-employed without the specific approval of the Board.
- (2) Except as otherwise provided by the board at the time of his re-employment, these regulation shall apply to a person who is re-employed in the corporation's service as If he has entered the service for the first time on the date of his re-employment.

13. **Commencement of Service** :- (1) Except as otherwise provided by or under these Regulations. service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him by the Managing Director, provided that he reports before noon, otherwise his service shall commence from the next following working day.

- (2) **"Service"**:- Includes the period during which an employee is on duty as well as on leave duly authorised by the Managing Director but does not Include any period during which an employee is absent from duty without permission or overstay his leave unless specially permitted by the Managing Director.

SECTION 2 - PROBATION

14. **Period of Probation**:- An employee recruited to the Corporation's service shall be required to be on probation for a period which shall not be less than six months in case of employees of classes 'B' and 'C' and not less than one year in case of class 'A' employees and may be extended upto 2 years or more, If considered necessary.

15. **Discharge during probation**:- During the first month of has probationary period an employee may be discharged from his service by the Managing Director after seven days notice in that behalf or by payment of seven days substantive pay in lieu thereof and during the rest of his probationary period he may be discharged after one month's notice in that behalf or by payment of substantive pay for one month in lieu thereof, provided that in case of officers appointed by the Board no such notice of discharge shall be issued by the Managing Director without the prior approval of the Board.

SECTION 3 - TERMINATION OF SERVICE:-

16. **Termination of service by notice**:- (1) During his probationary period an employee shall not leave or discontinue his service in the Corporation without giving prior notice in writing to the Managing Director of his intention to leave or discontinue the service. The period of such notice shall not be less than:-

- (a) 7 Days during the first month, or
- (b) One month during the rest of the probationary period.
- (2) After confirmation an employee shall not leave or discontinue his service in the Corporation without giving prior notice in Writing to the Managing Director of his intention to leave or discontinue the service.

The period of such notice shall not be less than:-

- (a) three months in the case of an employee in Class 'A' and
- (b) one month in the case of an employee in any other class.
- (3) An employee who contrivances the provisions of the foregoing sub- regulations of this Regulation shall be liable to pay to the corporation as compensation a sum equal to his

substantive pay for the period of notice required of him, provided that the Board may at its discretion waive such payment of compensation in case of employee in class 'A' and the Managing Director may at his discretion waive such payment of compensation in any other case.

- (4) The Corporation may determine the service of an employee after expiry of the period of his probation on giving him:-
- (a) Three month's notice, or substantive pay in lieu thereof, if he is an employee in Class 'A' and,
 - (b) One month's notice, or substantive pay in lieu thereof, if he is an employee in any other Class.

The power to determine the service of an employee shall be exercised by the Managing Director, Subject in the case of officers to the prior approval of the Board.

- (5) Nothing in this regulation shall effect the right of the Corporation:-
- (a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of regulations 17 and 37; and
 - (b) to determine the service of an employee without notice or pay in lieu thereof on his being certified by the Corporation's Medical Officer to be permanently incapacitated for further continuous service in the Corporation.

Explanation (I) :- The expression 'Month' used in this regulation shall be reckoned according to the English Calendar and shall commence from the day following that on which notice is given by the employee or the Corporation as the case may be.

Explanation (II) :- A notice given by an employee under sub-regulation (1) or (2) shall be deemed to be proper only if he remains on duty during the period of notice, and an employee shall not be entitled to set off any leave earned and not availed of by him against the period of such notice.

Explanation (III) :- If an employee to whom notice is given by the Corporation in presence of this regulation absents himself from duty without permission during the period of notice he shall not be entitled to receive any pay or allowance during the period of absence and shall further be liable to such further penalties as the Managing Director may deem fit to impose.

17. Superannuation and Retirement:-

- ¹[(i) An employee shall retire at 60 years of age. Provided that all employees shall retire w.e.f. the afternoon of the last day of the month in which the date of retirement falls, and the employee, having first of a month as date of birth shall retire from afternoon of the last day of the preceding months.]

²[Provided that employees of all categories shall retire with effect from the afternoon of the last day of the month in which the date of retirement falls, and the employees, having 1st of a month as date of birth shall retire from afternoon of the last day of the preceding month.]

Explanation:-Notwithstanding anything contained in this regulation, where an employee has at the credit of his leave account ordinary leave earned and has in sufficient time before the date of retirement either:-

- (i) formally applied for leave and been refused it, or
- (ii) Ascertained in writing from the Managing Director that leave, if applied, for, would not be granted, he may be permitted to avail of the leave so refused and in that case the

¹ Amended vide notification dated 01.06.2010 w.e.f 30.08.2008

² Added vide notification dated 18-06-1984

employee would be deemed to have retired, from service on the date of compulsory retirement or the expiration of extension an shall become eligible for retirement benefits from the date of such retirement or the expiration of such extension as the case may be.

¹17.

(iii) (a) A Corporation employee on retirement from service on superannuation shall be paid cash equivalent to leave salary in respect of the period of unutilised ordinary leave not exceeding [300 days]² w.e.f. 01.01.1998 at his credit at the time of retirement from service.

(b) The cash payment shall be equal to pay and dearness allowance admissible on the date of retirement.

(c) The cash payment for unutilised ordinary leave shall be calculated as follows:

cash payment = Pay admissible on the date of retirement plus dearness allowance admissible on that date

x Number of unutilised ordinary leave at credit on the date retirement subject to a maximum of [300 days]³.

⁴[17 (iv) The authority competent to grant leave may withhold whole or part of cash equivalent of ordinary leave in case of Corporation employee, who retired from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him. If in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceeding against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Corporation dues if any.]

⁵[17(A) COMPULSORY RETIREMENT OF A CORPORATION EMPLOYEE WHO HAS MORE THEN 3 CHILDREN:

i) Notwithstanding anything contained in three rules appointing authority shall have right to retire a Corporation employee in public interest, if he/she has more than three children on or after 9 months from the date of publication of notification in the official gazette and retired Corporation employees shall be entitled to proportionate pension and/or service gratuity as the case may be.

Provided that where a Corporation employee has only 2 children from the earlier delivery(s) but more than one child are born out of single subsequent delivery the children born shall be deemed to be one entity while counting the total number of children.

Provided further that the provision of this rule shall not be applicable to Corporation employee who has more than 3 children so long as the number of children he/she has before the made the amendment has been made effective does not increase.

ii) In such a case the appointing authority shall retire the Corporation employees after giving him/her 3 months notice.

iii) If the order of retirement could not be served to the Corporation employee within 15 days from the date of its issue, the appointing authority shall published order of such

¹ Amended vide notification dated 21st September 1992

² Amended vide notification dt.08.12.2005 w.e.f. 01.01.1999

³ Amended vide notification dt.08.12.2005 w.e.f. 01.01.1999

⁴ Amended vide notification dt.29.05.2003 w.e.f. 30.10.1999

⁵ Inserted vide notification dt. 11.12.2003

retirement in leading a news paper and the Corporation employees shall deemed to have retired on such publication.

Explanation: For the purpose of this rule, the expression “appointing authority” shall mean the authority which is the competent to make appoints to the service or post from which the Corporation employee servant retires”.

The above amendment will be made effective after 9 months from the date of notification in the Official Gazette.]

¹[17(B) COMPULSORY RETIREMENT AFTER COMPLETION OF 15 YEARS OF QUALIFIING SERVICE OR 50 YEAR OF AGE WHICHEVER IS EARLIER.

- i) The authority competent to make appointment shall have absolute right to retire any employee in public interest, by giving him at least three months previous notice in writing, from service on the date on which he completes 15 years qualifying service or on the date on which he attains the age of 50 years whichever is earlier or any date thereafter, provided that such an employee may be retired from service forthwith, and on such retirement the employee shall be entitled to claim three months pay and allowances in lieu of notice.
- ii) The Corporation may publish the order of such retirement in State level News paper and the employee shall be deemed to have retired on such publication, if he has not been served with the retirement order earlier.
- iii) The right envisaged in sub clause (i) of his sub-regulation is intended to be exercised against an employee whose efficiency impaired or has doubtful integrity but against whom it is not desirable to make formal charges of in inefficiency the intention is to be use these provisions only in case of an employee who is considered unfit for retention on personal grounds. Compulsory retirement under this sub regulation is not conceived as a penalty but as the exercise out right reserved to the Corporation of retiring an employee after he has served the Corporation for a certain length of time. The processor laid down in regulation 37 of RFC (Staff) Regulation 1958 for formal proceedings against the employee is accordingly not meant to apply to such cases.
- iv) The appointing authority shall follow the procedure as may be proscribed by the Corporation from time to time where an employee is retire under this sub –regulation for reasons of impairment of efficiency or doubtful integrity.]

¹ Inserted vide notification dt. 11.12.2003

CHAPTER - III
RECORD OF SERVICE, SENIORITY AND PROMOTION

18. **Record of service**: - A record of service shall be maintained in respect of each employee in such form as may be prescribed by the Managing Director from time to time.
19. **Seniority**:- An employee confirmed in the corporation service shall rank for seniority in his grade according to his date of confirmation in the grade, and employee on probation according to the length of his probationary service.
¹**"PROVIDED"**
- (i) That among persons appointed to a class of posts during the same year by promotion and by direct recruitment, persons appointed by promotion shall be senior to those appointed by direct recruitment.
- (ii) That the persons selected and appointed as a result of selection, which is not subject to review and revision, shall rank senior to the persons who are selected and appointed as a result of subsequent selection.
Seniority in terms of persons selected on the basis of seniority-cum-merit and on the basis of merit in the same selection shall be the same as in the next below grade.
- (iii) That the seniority in terms of the persons appointed to particular class of posts as a result of one and the same examination and/or interview except those who do not join the services when vacancies are offered to them, shall follow the order in which they have been placed in the list.
- ²[19(a) That if a candidate belonging to the Scheduled Case/Scheduled Tribe is promoted to an immediate higher post/grade against a reversed vacancy earlier than his senior general/OBC candidate who is promoted later to the said immediate higher post/grade the general/OBC candidate will regain his seniority over such earlier promoted candidate of the Scheduled Case/Scheduled Tribe in the immediate higher post/grade.]
- ³[20.**Promotion** :- All promotions shall be made by the Managing Director excepting that the Board shall have such powers in the case of officers appointed by them. No employee shall have a right to be promoted to any particular post or grade.]
21. **Reversion** :- An employee appointed to officiate in a higher post or promoted on probation to a higher post shall be liable to be reverted without notice at any time within two years of such appointment or promotion.

¹ Amended w.e.f. 26-10-1978

² Inserted vide notification dt. 19.06.2001 effective from 01.04.1997

³ Power delegated as per Board decision dt. 04-01-1985 (Annexure-'A').

CHAPTER-IV
CONDUCT, DISCIPLINE AND APPEALS
SECTION - I- Conduct and Discipline

22. **Scope of an Employee's service** :- Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the corporation, and he shall serve the corporation in its business in such capacity and at such place as he may from time to time be directed.
23. **Liability to abide by the regulations and orders** :- Every employee shall confirm to and abide by these regulations and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.
24. **Employees to promote the Corporation's interests** :-
Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavours to promote the interests of the corporation, and shall show Courtesy and attention in all transactions and Intercourse with every person with whom he may come into contact in his capacity as employee of the corporation.
25. **Prohibition against participation in politics and standing for election:-**
No employee shall take an active part in politics or in any political demonstration or stand for election as member or be a member of any local authority or legislative body.
26. **Contribution to press** :- No employee may contribute to the press without the prior sanction of the Managing Director or make public or publish any document, paper, or information which may come into his possession in his official capacity.
27. **Employees not to seek outside employment** :- No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary without the previous sanction of the Managing Director.
28. **Part-time work for outside bodies** :- No employee shall undertake part-time work for a private or public body or private persons, or accept fee therefore, without the sanction of the Managing Director who may grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Managing Director, may in cases in which he thinks fit to grant such sanction stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part, to the Corporation.
29. **Employees not to be absent from duty without permission or be late in attendance** :-
- (1) An employee shall not absent himself from his duties without having first obtained the permission nor shall he absent himself in case of sickness or accident without submitting within three days of such absence a sufficient medical certificate provided that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the Managing Director, be dispensed with.
- (2) An employee who absents himself from duty without leave or overstay his leave, except under circumstances beyond his control for which he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances in respect of the period of such absence or overstay. Such unauthorised absence would be treated as misconduct and the employee shall further be liable to such penalties/misconduct as the Managing Director may deem fit. The period of his absence or overstay may, if not followed by termination of service under Regulation 16 or dismissal under regulation 37 be treated

as period spent on ordinary, sick, special or extraordinary leave, as the Managing Director may determine.

- (3) An employee who is habitually late in attendance shall be liable to such penalty as the Managing Director may deem fit to impose or shall, at the discretion of the Managing Director have one day of his casual leave forfeited for every two days he is late in a month. Where such an employee has no casual leave due to him the period of leave to be so forfeited may be treated as ordinary or extraordinary leave as the Managing Director may determine.

30. **Absence from station :-**

An employee in Class 'A' and an employee in any other class, if so required by the Managing Director, shall not absent himself from his station overnight without obtaining the previous sanction of the Managing director.

31. **Acceptance of Gifts :-** An employee shall not solicit or accept any Gift from a constituent of the Corporation or from any subordinate employee.

32. **Private trading or business :-** No employee shall engage in any commercial business or pursuit either on his own account or as agent for others, nor act as an agent for the Life Insurance Corporation of India or any Insurance Company or other insurer, nor shall he be connected with the formation or management of a joint stock company or firm.

33. **Speculation in stocks, shares etc. :-** An employee shall not speculate in stocks, shares, securities or commodities of any description provided that nothing in this Regulation shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such manner as he may consider necessary.

34. **Restriction on borrowing and investment :-**

- (1) An employee shall not borrow money from or in any way place himself under a pecuniary obligation to a broker or an employee of the Corporation subordinate to him or any firm or persons having dealings with the Corporation.
- (2) No employee shall make nor permit any member of his 'family' to make any investment likely to embarrass or influence him in the discharge of his official duties.

Explanation :- For the purpose of this sub- regulation, the word 'family' includes any relative ordinarily residing with or dependent on an employee.

35. **Employee in debt :-**

- (1) When an employee of the Corporation is adjudged or declared an insolvent or when a moiety of the salary of such employee has been attached frequently or has been continuously under attachment for a period exceeding two years, or, is attached for a sum which in ordinary circumstances having regard to his personal resources and unavoidable current expenses cannot be repaid within a period of 2 years, he shall be liable to dismissal.
- (2) In such cases the Managing Director shall report the matter to the Board.
- (3) Where a moiety of an employee's salary is attached the report shall show what is the proportion of his debts to the salary how far they detract from the debtor's efficiency as an employee of the Corporation; Whether debtor's position is irretrievable, whether in the circumstances of the case it is desirable to retain him in the post occupied by him at the time when the matter is brought to notice or in any other post in the Corporation.
- (4) In every case under the Regulation the burden of proving that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary

diligence the debtor could not have foreseen or over which he had no control, and has nor proceeded from extravagant or dissipated habits, shall be upon the debtors.

- (5) Notwithstanding anything contained in the preceding sub-regulation this regulation, the Managing Director may at any time, call for a statement of his debts from any employee and after considering the facts and explanations, he may, with the previous approval of the Board and after giving sufficient notice in the behalf, terminate the services of such employee.

36. **Employees arrested for debt or on criminal charge :-**

- (1) An employee of the Corporation who is detained in custody, whether on a criminal charge or otherwise for a period exceeding 48 hours, shall be deemed to have been suspended w.e.f. the date of detention by an order of the appointing authority and shall remain under suspension until further orders. He shall be allowed the payments admissible to an employee under suspension under Regulation No. 37 until the termination of the proceedings against him, when an adjustment of his pay and allowances shall be made. According to the circumstances of the case and in the light of the decision as to whether his absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in event of the employee being acquitted of all blame and created as on duty during the period of his absence less the period spent by the employee in actual detention. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.
- (2) Where a conviction of an employee is set aside by a higher court, and the employee is acquitted honourably, he shall be reinstated in service.

Explanation :- In this regulation the expression "the termination of proceedings" shall mean the decision of the lowest court which first finally disposes of the case. Committal or conviction shall mean committal by lowest- court, or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge or any offence involving moral turpitude as from the date of the order of the court that convicts him.

¹37. **Penalties:-**

- (1) Without Prejudice to the provision² of other Regulations, an employee who commits a breach of Regulations of the Corporation or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest or prestige of the Corporation or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct or misbehaviour, shall be liable to the following penalties:-

- ³[(a) censure
(b) With-holding or postponement of increments or promotion,
(c) Permanent stoppage of increment,
(d) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders;
(e) Reduction to a lower post or grades on a fixed pay of a time scale or to a lower stage in a time scale, Fine;
(f) Fine
(g) Compulsory retirement

¹ Amended w.e.f. 15-03-1980

² Disciplinary power delegated vide PG Circular No.- 50/84 (Annexure 'B')

³ Amended and inserted vide notification dated 19.12.2001

- (h) Removal;
- (i) Dismissal;

- (2) No employee shall be subjected to the penalties in clause (b), (c), (d), (e), (f), (g), (h) or (i) of sub- regulation (1) of this regulation except by an order in writing signed by the Managing Director and the disciplinary authority empowered to impose such penalty and no such order shall be passed without the charge or charges being formulated in writing and given to said employee so that he shall have reasonable opportunity to answer them in writing or in person, as he prefers, and in the latter case his defence shall be taken down in writing and read to him, provided that the requirements of the Regulation may be waived if the facts on the basis of which action is to be taken have been established in a court of law or where the employee has absconded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirement can be waived without injustice to the employee. In every case where all or any of the requirements of this regulation are waived, the reason for so doing shall be recorded in writing.]

37. (A) Whenever disciplinary action has been contemplated or initiated against the employee he may be placed under suspension by :-

Class of employee	Authority for suspension
<u>'A' Class</u> (Dy. G.M., Secretary, Manager, PRO, Dy. Manager and Asstt. Manager. <u>'B' Class</u> Sr.Asstt./(Stenographer/Stenotypist/ Asstt./Typist/Jr. Asstt.)	Managing Director
<u>'C' Class</u> (Zamadar/ Daftri/ Driver/ Messenger)	At Head Office-Manager (P&A) At Br. Office- Br.Mgr. At Regional Office - DGM (R)

Provided that in case of an employee in class 'A' the Managing Director shall report all the facts of the case to the Board.

- ¹37 (B) During such suspension, the employee shall be entitled to the following payment namely
- (i) Subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay and in addition dearness allowance based on such leave salary.
- Provided that where the period of suspension exceeds twelve months the authority made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first twelve months as follows :-

¹ Amended vide gazette notification dt. 03.05 1988

- a. The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first twelve months if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.
 - b. The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period of first twelve months if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee
- (ii) If the suspension is held by the Board to be wholly unjustified or the employee is fully exonerated, the period of suspension shall be treated as on duty and the employee shall be entitled to the difference between his subsistence allowance and the emoluments which he would have received but for such suspension for the period he was under suspension. In any other case, the employee shall be entitled to only such portion of pay and allowance as the disciplinary authority may decide on the recommendations of the Enquiry officer after deducting the amount of subsistence allowance and dearness allowance drawn during the period of suspension provided that the disciplinary authority shall not pass any order which shall have the effect of compelling the employee to refund the amount drawn by him by way of subsistence and dearness allowance during the period of suspension and shall also receive dearness allowance equal to one half of the dearness allowance to which he would have been entitled, if he was not under suspension."

SECTION 2 – APPEALS

38. **Right to appeal** :- An employee shall have a right of appeal against any order passed by a superior authority which injuriously affects his interest.
39. **Appellate authorities**:- (1) An appeal shall lie:-
- (a) against any orders passed by the Secretary or any other officer in exercise of the powers conferred on him by, or under these Regulations to the Managing Director, and
 - (b) against the orders of the Managing Director, to the Board,
- (2) An application for revision or review of an original order passed by the Board shall be submitted to the Board.
40. **Conditions which an appeal should satisfy**:-
Every appeal shall comply with the following requirements:-
- (a) It shall be signed and be couched in polite and respectful language and be free from unnecessary padding or superfluous verbiage;
 - (b) It shall contain all material statements and arguments relied, and shall be complete in itself;
 - (c) It shall specify the relief desired;
 - (d) It shall be submitted through the proper channel,
 - (e) It shall be filed within one month from the date of order.
41. **When appeals may be with held** :- An appeal may be withheld by Managing Director, if:-
- (a) It does not comply with the requirements of Regulation 40.
 - (b) It is illegible or is unintelligible.
 - (c) It deals a matter which does not concern the employee personally.
 - (d) It repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the Secretary or the Managing Director, as the case may be, disclose any new points or circumstances which afford ground for reconsideration; provided that when an appeal is withheld under this clause, the Secretary or the Managing Director shall submit to the appellate authority concerned a statement of the grounds on which the appeal is withhold.
 - (e) It is addressed to an authority to which no appeal lies under these regulations.
42. **Grounds for withholding the appeal to be communicated to the applicant** :- In every case in which an appeal is withheld authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.
43. **Appeal must be forwarded to the appellate authority with due despatch** :- An appeal which is not withheld under Regulations 41 shall be forwarded to the appellated authority with the comments of the Secretary or the Managing / Director, as the case may be as soon as possible.
44. **No appeal lies against orders withholding appeal** :- No appeals shall lie against the withholding of an appeal.
45. **Appeals not to be addressed to Director or the state Government** :- Appeal shall not be addressed to the Ministers or officers of the State Government, or to the Director of the Board personally and any such action shall be deemed to be a breach of discipline.
46. **Joint Petitions** :- The provisions of Regulations 40 to 45 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the corporation. A joint petition shall not be entertained if :-

- (a) It relates to a subject on which the Managing Director is authorised to pass order, and no application for redress has been made to him.
- (b) It relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instructions issued by the corporation; or
- (c) It relates to an individual and is not submitted by him.

CHAPTER -V
PAY ALLOWANCE AND OTHER CONCESSIONS
SECTION I - Pay and Allowances

47. **When accrue and payable:-** Subject to the provisions of these Regulations, pay and allowances shall accrue from the commencement of the service of an employee, and shall become payable on the afternoon of the last working day of each month in respect of the services performed during the said month.
48. **When not payable for a part of a month:-** Pay and allowances shall not be payable for part of a month to an employee who leaves or discontinues his service without due notice during a month, unless such notice has been waived by the Managing Director.
49. **When cease :-** Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the Corporation's service, they shall cease from the date of his dismissal. In the case of an employee who dies while in service, they shall cease from day following that on which the death occurs.
50. **All employees to be graded :-** Every employee who is confirmed after his probationary period completed shall have a post in one of the grades referred to in Appendix-I which will be considered as his substantive grade, and to which he shall revert when he ceases to be :-
- (a) Under suspension, or
 - (b) on leave or deputation, or
 - (c) holding a temporary post or officiating in another grade
51. **Adjustment of pay and allowances on change of charge when takes effect :-** An employee shall commence to earn the pay and allowances of a post to which he is appointed as from the date on which he assumes the duties of the post, if the charge is transferred before noon of the date and from the following working date if the charge is taken over in the afternoon of that date.
52. **Two persons not to be appointed to a post at the same time :-** Except as otherwise provided in these regulations not two persons may be appointed to, or draw the pay and allowances of a post at the same time.
53. **Employees on transfer :-** Where an employee is transferred from one post to another; he shall, during any interval of duty between the date of his handing over charge of the old post and the date of his taking over charge of the new post, draw the pay and allowances of the old or the New post, whichever are less.
54. **Admissibility of allowance :-** Allowances shall only be payable to employees who are actually at the time fulfilling the conditions subject to which they are admissible.
55. **Over-time allowances :-** (1) Notwithstanding the fact that the whole time of an employee is at the disposal of the Corporation, may grant over-time allowance, not counting as pay to an employee in class B or C and who is required to work on Sundays or holidays or to put in extra hours on working days in connection with the corporation's work, provided that such an employee when required to work on any Sunday or holidays may instead of such over-time allowance be given by the Corporation another holiday in lieu of such Sunday or holiday.
- (2) The rate at, and the circumstances, in which such allowances may be drawn shall be determined by the Board.
56. **Increment :-** (1) In an incremental scale, the increment shall accrue on the completion of each specified period of service on each stage of that scale, whether such service be probationary, officiating or substantive. Acting service in a higher grade will count for

increment in an employee's substantive grade as well as in the higher grade in which he is acting and if there is an intermediate grade between the two in which he would have officiated had he not been appointed to officiate in the higher grade, also in the intermediate grade, but the period during which an employee is on leave without pay will not count for increment unless so authorised by the Managing Director for reasons to be recorded in writing. ¹Sanction to draw increments will be given by the Managing Director in the case of Officer, and by the Secretary in the case of other employees.

- (2) No increment may be withheld except as a disciplinary measure under Regulation 37 and each order withholding an increment shall state the period for which it is withheld and whether the withholding shall have the effect of postponing further increments.

57. **Premature increments** :- The Board may grant premature increments to an employee provided that such increment shall be given only in special cases as recognition of outstanding ability of an employee and provided further that such increment shall not affect seniority of another employee of the Corporation.

58. **Refixation of pay on promotion**:- On promotion from one grade to another, his substantive pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn provided:-

²[(i) That where an employee immediately before his promotion to a higher post drawing pay at the maximum of the time scale of the lower post his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the pay drawn at the maximum in the lower post by an amount equivalent to the last increment in the lower post.]

(ii) That provisions of this Regulation shall not apply in such cases in respect of which the Corporation may provide such other method of pay fixation as may be deemed appropriate.

³[(iii) That the date of increment shall remain unchanged at the time of the promotion from one grade to another if the benefit of fixation does not exceed the total of two increments (One in the lower and another in the higher grade).]

⁴[59. **Officiating pay** :- An employee who is appointed to officiate in a higher grade shall, so long as he shall officiate on such a grade, draw an officiating pay equal to the difference between the substantive pay in the old scale and the stage in the scale of pay of the post to which he is appointed, which is next above his substantive pay in the old scale, provided that when the promotion so justify, the Managing Director may fix the pay of an employee at an amount less than that admissible under this Regulation.]

60. **Refixation of pay on transfer from one scale of pay to another** :- When an employee is transferred from one scale pay of to another on the revision of the scale or otherwise and such transfer does not involve the assumption of duties or responsibilities of greater importance, his initial pay on the new scale shall be fixed :-

(a) In case his substantive pay on the old scale is lower than the minimum of the scale to which he is transferred at the minimum of the new scale.

(b) In other cases, at a stage which is equal to his substantive pay in the old scale, or if there is no such stage in the new scale, the stage below that pay plus personal pay equal to

¹ Power of sanction of AGI delegated vide office order No-PG/85 dt. 29-10-1984 and No -PG1/92 (dt. 24-11-1984 (Annexure C&D)

² Amended vide notification dated 18.03.1998 w.e.f. 03.11.1995.

³ Amended with effect from 01.04.1978

⁴ Regulated vide PG 44 dt. 05.03.1985 (Annexure-E)

the difference, such personal pay equal to be drawn until such time as it is absorbed by subsequent increments in the new scale.

- 61 . **Pay and allowances** :- The scales of pay attached to the various posts under the Corporation shall be those laid down in Appendix I to these Regulations and the same shall not be varied without first amending the relevant regulation.
62. **Special pay** :- The grant of special pay to an employee shall require the sanction of the Board.
63. **Personal pay** :- The grant of personal pay in the circumstances referred to in regulation 3 and also in any other case shall be subject to the prior sanction of the Board.

CHAPTER -VI
SECTION I - LEAVE

64. **Kinds of Leave** :-Subject to the provisions of these regulations the following kinds of leave may be granted to an employee
- (a) Casual Leave;
 - (b) Ordinary Leave;
 - (c) Sick Leave;
 - (d) Special Leave;
 - (e) Extra ordinary Leave;
 - (f) Maternity leave;
- ¹[65.(i) **Authorities empowered to grant leave** :- The power to grant leave shall vest in the Managing Director in the case of Secretary and Managers and subject to such general or special directions as may be issued by him or the Secretary in the case of other employees and except as provided in these regulations or in any directions issued by the Managing Director, all applications for leave shall be addressed to the authority empowered to grant leave.
- (ii) Without prejudice to the over-all powers of the Managing Director and the Secretary, power to grant casual leave shall also vest in the Manager/Dy. Manager (Branch) or any other officer as authorised by the Managing Director.]
66. **Power to refuse leave or recall an employee on leave**:- Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it, and an employee already on leave may be recalled by that authority when it considered this necessary in the interest of the Corporation.
67. **Lapse of leave on cessation of service** :- leave earned by an employee lapses on the date on which he ceases to be in service.
68. **Earlier return from leave** :- Unless he is permitted so to do by the authority which granted his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.
69. **Commencement and termination of leave** :- (1) The first day of an employee's leave is the working day succeeding that upon which he made-over charge.
- (2) The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.
- (3) A substitute appointed in a leave vacancy shall be considered to be on duty on that post during the period of leave as defined in sub- regulations (1) and (2) of this Regulation.
70. **Obligation to furnish leave address** :- An employee shall, before proceeding on leave intimate to the authority granting leave his address while on leave, and shall keep the said authority informed of any change in the address previously furnished.
71. **Station to which an employee should report on return** :- An employee on leave shall unless otherwise instructed to the contrary return for duty to the place at which he was last working.
72. **When medical certificate of fitness may be demanded** :- The Managing Director may require an employee who has availed himself of leave for reason of health to produce a

¹ Power delegated vide PG44 dt. 05.03.84, PG53 cit. 16.4.84. PG64 cit. 16.6.84 and PG121 dt. 21.6.85 (Annexure 'F').

medical certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate.

73. **Leave not admissible to an employee under suspension**:- Leave may not be granted to an employee under suspension or against whom proceedings are pending under Chapter IV of these regulations.

SECTION -2

ORDINARY LEAVE

74. When applications should be submitted :-

- (1) Application for ordinary leave required shall ordinarily be submitted at least one month before the date from which leave is required.
- (2) Application which do not satisfy the requirements of this regulations may be refused without reason being given.

75. Scale on which ordinary leave is earned :-

- ¹[(1) A Corporation employee whether temporary or permanent shall be entitled to ordinary leave of 30 days in a calendar year. A Corporation employee shall also be entitled to accumulate leave upto a maximum period of 300 days.

Provided that where the ordinary leave at the credit of a Corporation employee as on the last date of December of June is 300 days or less but more than 285 days, the advance credit of 15 days ordinary leave on the first day of January of July shall be made as per provisions contained in sub –clause (1) of Regulation No. 75 above and the leave account of such advance credited ordinary leave shall be kept separately and against which ordinary leave taken by the Corporation employee during the half year shall first be adjusted during that half year and balance, if any, shall be credited to the leave account at the end of the half year, subject to the condition that balance of such advance credited ordinary leave plus ordinary leave already at credit do not exceed the maximum limit of 300 days.

This shall come into force w.e.f. 01.01.2013.]

- ²[(2) Leave account of every employee of the Corporation shall be credited with privilege leave (O.L.) in advance in 2 instalments of 15 days each of the first day of January and July of every Calendar Year irrespective of whether it is an even or uneven year.]

- ³[(3)(a) A Corporation employee shall earned OL at the rate of 2-1/2 for each completed month of his service in a half year in which he is appointed.

- (b) In case of resignation, termination, discharge removal and dismissal from service or death which in service or on retirement from service, the OL shall be re-reckoned w.e.f. 1st January in the year of occurrence of event and credited to his leave account at the rate of 2-1/2 days for each completed calendar month up to the end of month in which he ceases to be in service.]

- ⁴76. Ordinary leave due:- No deductions in leave balance shall be made if employee remains on any kind of leave other then extraordinary leave. If an employee remains on extraordinary leave in a half year, deductions shall be made in 1/10th of the period of extraordinary leave during that half year subject to a maximum of 15 days.

- 77. How extra leave earned:-** Notwithstanding anything contained in the proviso to Regulation 75 (1) an employee shall continue to earn ordinary leave during the next twelve months at the rate specified in Regulation 75 (1) if he refused leave of :-

- (a) Three months or more in the event of his being a class A or B employee;
- (b) 60 days or more in the event of his being a class C employee;

¹ Amended vide notification dated 16.12.2015

² Substituted vide notification dated 21st September, 1992

³ Inserted vide notification dated 08.12.2005 w.e.f. 01.01.1998..

⁴ Substituted vide notification dated 21st September, 1992

Provided that such employee shall avail of such refused leave if given during the said period of twelve months and after getting such leave he shall cease to earn the extra leave earned under this Regulation.

78. **Pay during ordinary leave** :- An employee on ordinary leave shall draw a leave pay equal to his average pay.

SECTION- '3'
CASUAL, SICK, EXTRAORDINARY AND MATERNITY LEAVE

¹79. Casual leave may be granted to an employee upto a maximum of 15 days in each calendar year subject to limit of 10 days at any one time. Sundays, Gazetted holidays and weekly off which immediately precede the period of casual leave or come at the end may be pre-fixed or sub-fixed to such leave those falling within the period of casual leave will not be counted as part of the casual leave.

Explanation:-

- (1) In computing casual leave intervening public holidays shall not be reckoned as days of casual leave.
- (2) If the absence of an employee is extended beyond the limits laid down in this regulation, or if any, of the other conditions laid down in this regulation is not fulfilled the employee shall be treated as on ordinary leave for the entire period of his absence.
- (3) Notwithstanding anything contained in this regulation the Managing Director may, when the absence is necessitated by reason of an employee being a member of auxiliary forces having to attend annual camp or be on training, grant casual leave which may not be debited to leave account of such an employee.
- (4) when there are other exceptional circumstance necessitating the grant of casual leave in excess of the prescribed limits the same may be granted, provided that total period of casual leave granted to an employee in a one calendar year shall in no case exceed 30 days and in the grant of casual leave under this sub-regulation shall result in the total period being extended beyond 30 days, any period of absence in excess of 30 days shall be treated subject to the provisions of regulation 80 as ordinary, sick, special or extra ordinary leave as the employees concerned may request.

80. **Sick and special leave limit upto which may be granted:-**

- ²(1) During the full period of service an employee of the Corporation irrespective of any class may be granted special leave on private affairs and sick leave on medical certificate, for a period calculated @ twenty days for each completed year of service.
- (2) In case an employee is absent from duty on account of quarantine the Corporation may, at the request of the employee concerned, treat such absence, upto a maximum period of three months, as ordinary, sick or special leave if such leave is otherwise permissible. Special or sick leave under this sub-regulation may be availed of, even if ordinary leave is admissible.

81. **Pay during sick and special leave :-** Sick and special leave shall be on half average pay, subject to the maximum of Rs 500/- per month and such pay shall be reduced (unless the Board sanctions otherwise) to one quarter of average pay after twelve months in the case of sick leave and six months in the case of special leave; provided that where an employee has served the Corporation for at least a period of five years, he may; if he so requests, be permitted to avail himself of sick leave on average pay upto a maximum period of six months during the full period of his service such leave on average pay being entered as twice the amount of leave taken on his sick leave account.

¹ Amended vide notification dated 10-11-1988

² Amended vide notification dated 02-06-1988

82. Extraordinary leave :-

- (1) Extraordinary leave calculated at the rate of Half Month for every year of service may be granted to an employee when no ordinary leave is due to him and when having regard to his length of service sick or special leave is not considered justified. Except in exceptional circumstances, the duration of extraordinary leave shall not exceed four months on any one occasion and 12 months during the entire period of an employee's service.
- (2) An employee may be granted extraordinary leave in combination with, or in continuation of leave, of any other kind admissible to the employee, and may commute retrospectively periods of absence without leave into extraordinary leave.
- (3) No pay and allowances are admissible during the period of extraordinary leave, and the period spent on such leave shall not count for increments, provided that, in cases where the Managing Director is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control, he may direct that the period of extraordinary leave may count for increments upto a total period not exceeding two months.

¹[82. A. Maternity leave:-

Maternity leave may be granted to a female Corporation official with less than two surviving children upto a periods of 180 days from the date of its commencement. However, if there is no surviving child even after availing it twice, Maternity Leave may be granted on one more occasion.

During such period, she will be entitled to leave salary equal to pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account but such entry should be made in the service book separately."

B. **Paternity Leave :**

A "Male Corporation Official" with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife i.e. 15 days before to three months after child birth and if such leave is not availed of within this period, it shall be treated as lapsed.

During the period of such leave, the "Male Corporation Official" shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account but such entry should be made in the service book separately and may be combined with any other kind of leave (as in the case of Maternity Leave).

Such leave shall not be allowed in case of miscarriage including abortion of the "Male Corporation Official's wife."

- (4) Except in the case of a Corporation Officials in permanent employee the duration of extraordinary leave shall not exceed three or eighteen months on any one occasion, the longer period being admissible, subject to such conditions as the Corporation may be general or special order prescribe, only when the Corporation Officials concerned is undergoing treatment for :
 - (i) Pulmonary Tuberculosis in a recognised Sanatorium, or
 - (ii) Tuberculosis of any other part of the body by a qualified Tuberculosis Specialist or a Civil Surgeon, or
 - (iii) Leprosy in a recognised Leprosy Institution or by a Civil Surgeon or a Specialist in Leprosy recognised as such by the State Administrative Medical Officer concerned.

¹ Amended vide notification dated 01.01.2010

- (5) Where the extra ordinary leave is granted under regulation no 82(4) to a Corporation Officials undergoing treatment for T. B. and he resumes his duty after availing of such leave and earns subsequently half pay leave, the extraordinary leave so availed of by him will be converted into half pay leave and it shall be adjusted against the half pay leave earned.]

CHAPTER VII
COMPENSATORY ALLOWANCES
SECTION -1- GENERAL

83. **Kinds of Compensatory Allowances:-**

- (1) The following kinds of compensatory allowances shall be granted in accordance with the provisions of this section :-
 - (a) Dearness Allowance.
 - (b) Travelling Allowance; and
 - (c) Halting Allowance.
- (2) The grant of a compensatory allowance not mentioned in sub-regulation (1) shall require the specific sanction of the Board in each case.

84. **Compensatory Allowance not to be source of profit:-**

The grant of compensatory allowance shall be so regulated that the allowance shall not on the whole, be a source of profit to the recipient.

SECTION - 2
DEARNESS ALLOWANCE

85. **At what rate to be paid** :- (1) Until the Board otherwise determines the D.A. shall be paid to the employees of the Corporation at the same rate and subject to the same conditions on which such allowance is paid to its employees by the Rajasthan Government.

(2) **Dearness Allowance during leave** :-

A dearness allowance may be drawn during leave, not being extraordinary leave, provided that the duration of the leave does not exceed four months. If leave taken exceeds four months, the allowance shall cease after leave for four months has been availed of.

SECTION -3
TRAVELLING ALLOWANCE

¹[86(1)**Employee on tour:-**

(i) Revision of category of Corporation officials

Categories	Class of Corporation employees
Category 'A'	Corporation employees drawing basic pay of Rs. 37000/— per month or above
Category 'B'	Corporation employees drawing basic pay of Rs.19,000/- or above but below Rs. 37,000/- per month.
Category 'C'	Corporation employees drawing basic pay of Rs.15,000/- or above but below Rs. 19,000/- per month.
Category 'D'	Corporation employees drawing basic pay of Rs.10,000/- or above but below Rs. 15,000/- per month.
Category 'E'	Corporation employees drawing basic pay below Rs.10,000/- per month.]

(ii) The rates of admissibility of mileage allowance for travel by road, rail, by air and rate of daily allowance, boarding and lodging, conditions of admissibility of daily allowance, travelling allowance on transfer for the Corporation employees shall be admissible as follows:-

¹ Amended vide notification dated 08.12.2011

‘A’ RATE OF ADMISSIBILITY OF MILEAGE ALLOWANCE FOR TRAVEL BY RAIL

Category of Corporation employees	Actual rail fare of class of accommodation	Incidental Charges (Per km.)	Remarks (Application to all categories)
1	2	3	4
A	Actual rail fare including reservation charges of any train in any class.	7 Paise	1. Incidental Charges shall be limited to the amount of one daily allowance for every period of 24 hours spent on actual travel by Rail or Road. 2. For this purpose (except travel by second class Non A.C.) the Corporation officials concerned shall enclosed Ticket/ Cash Receipt (in original or photo copy) issued by Railway Authorities, in the Travelling Allowance Bill.]
B	[Actual rail fare including reservation charges of A.C. Three Tier (May travel in Two tier if the train does not have Three tier A.C. Coach) or A.C. Chair Car, (excluding Executive Class)	5 Paise	3. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available. In the former case they can claim actual fare of the lower class plus incidental charges of the class to which they are entitled and in the later case they may claim. The Railway fare and incidental charges of the category to which they belong.
C	Actual rail fare including reservation charges of AC Chair Car or non A.C. Sleeper Class.	3 Paise	4. Claims for refund of unused tickets should be preferred to concerned Railway, Road transport concerned and Airlines. The amount of cancellation fee

			charged by the Rail, Airlines or Road Transport concerned etc. shall be reimbursed by the Corporation on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of Corporation officials like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Corporation employees without waiting for the acceptance of his claim for refund of cancellation charges by the Railway, Road Transport or Airline Authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be made. The cancellation charges shall be claimed in the Travelling Allowance Bill.
D	Actual rail fare including reservation charges non A.C. Second Class Sleeper.	3 Paisa	
E	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	3 Paisa	

‘B’ MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of Corporation Officials	Special Rates		Ordinary Rates	
1	2		3	
A & B	(i) Journey in a motor car owned by a Corporation official.	Rs.4.50 per km.	(a) Actual Air-conditioned/ Deluxe including Semi-Deluxe / Upper Class Bus fare plus passenger tax and local tax charged, if any plus incidental charges as under: -	
	(ii) Journey by a Scooter/ motor cycle/ moped etc. owned by a Corporation official.	Rs.1.50 per km.	i) Category ‘A’	7 Paise per km.
			ii) Category ‘B’	5 Paise per km.
	(iii) Journey by any other means of Conveyance like Rickshaw, Tonga, Motor Rickshaw etc.	Rs.3.00 per km.	(b) Mileage Allowance for journey to reach Airport/ Railway Station / Bus Stand from duty Point and vice versa.	
			Place	Rate
			(i) Jaipur	Rs.60/-
			(ii) Jodhpur, Udaipur, Kota Bikaner and Ajmer	Rs 45/-
			[(iii) All state Capitals in India (except Jaipur) including Delhi.	Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.]
			(iv) Other places.	Rs.25/-
C, D & E	(i) Journey by a Scooter/ motorcycle / moped etc. owned by a Corporation official.	Rs.1.50 per km.	(a) Actual Ordinary/ Express or Mail Class bus fare plus passenger tax plus local tax charged, if any, plus incidental charges at the rate of 3 Paise per km.	
	(ii) Journey by a Tonga, Rickshaw, Motor Rickshaw etc.	Rs.3.00 per km.	(b) Mileage allowance for journey to reach airport / railway station / bus stand from duty point and vice versa.	
			Place	Rate
			(i) Jaipur	Rs.50/-

	(iii) Journey own cycle or on foot	Re.1.00 per km.	(ii) , Jodhpur,Udaipur, Kota, Bikaner and Ajmer	Rs.40/-
			[(iii)All state Capitals in India (except Jaipur) including Delhi.	Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail, Metro Train etc.]
			(iv) Other places.	Rs.25/-
			Exception: - Mileage allowance for journey from airport to duty point[residence] and vice versa within Rajasthan :- i) Jaipur and Udaipur Rs.100/- fixed charges. ii) Jodhpur and Kota Rs.50/- fixed charges. Note:- (i) A Corporation officials who uses departmental vehicle (including staff car) for road journey from office or residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport / Railway Station or Bus Stand and vice versa.	
NOTE :- 1. Corporation official shall not undertake journey by a Scooter/ Motor Cycle/ Moped etc. owned by him for a distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service 2. Road journey by a Scooter/ Motor Cycle/ Moped etc owned by a Corporation official may, however, be made for a distance not exceeding 50 kms. from his headquarters between places neither connected by rail nor by regular bus service. 3. In case journey in a Motor Car owned by a Corporation official where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax. 4. in case where husband and wife both are Corporation officials and the Motor car is owned by either of them, the journey undertaken by either in			(ii) Where a Corporation official alights from a train / bus / aeroplane in order to catch a connecting train/ bus/ Air service, from another railway station/ bus stand/ Airport as the case may be at a particular place en-route his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above of respective category. (iii) The procedure laid down in item 4 of Remarks column of Table-‘A’ shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned. (iv) Every Corporation official who travels on duty in Air Conditioned / deluxe (including semi-deluxe) Volvo or any upper class bus shall be required	

the said motor car owned by his/ her spouse would be treated to have been performed in his/ her own car for the purpose of these rules. 5. In case journey is performed in a motor car owned by a Corporation official, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of Rail Mileage Allowance. 6. For places which are not connected by Rail, the Special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rates of Mileage Allowance shall be admissible. 7. Travel by own Car will be done only after prior approval of the Controlling Authority. 8. Places where short journeys are allowed such short journeys can be done by own car and for which Special rates of Mileage Allowance will be admissible. 9. For officials not entitled to travel by own vehicle, special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.	to attach the bus ticket or its photocopy in the "Travelling Allowance bill".
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‘C’ MILEAGE ALLOWANCE FOR TRAVEL BY AIR

Eligibility	Mileage Allowance	Remarks
1. Officers drawing Basic pay of [Rs. 37,000] and above. Note:- 1. Officers drawing basic pay of Rs.80,000 and above can travel in Executive Class. 2. Officers drawing pay of Rs. 37,000/- and above but below Rs.80,000/-can travel in Economy Class/Standard / Lowest Class of Airlines. Exception :- In such cases where journey involved is more than 500 kms. and cannot be performed over night by train, officers drawing basic pay [Rs. 27,000/-] and above but below [Rs.	1. One actual single fare including tax and surcharge on fare, if any, plus incidental charges equal to 20% of actual fare excluding the element of tax and surcharge on are, if any, limited to 3/4 of the rate of Daily Allowance. Note:-The rate of Daily Allowance for the purpose of incidental charges shall be the rate of Daily Allowance indicated in Table "D" at the place where journey ends. 2. If more than one Air journey or return journey performed within 24 hours, the incidental charges for all journeys shall be restricted to one Daily Allowance, 3. For combined journey by Air and by rail or road, mileage allowance as permissible for such journeys shall	1. Air travel in economy class/ lower class can be done through any Airline. 2. Officers drawing basic pay below Rs.80,000 are expected to certify that they have purchased the ticket of Airlines of Economy Class / lowest fare for air journey. 3, If Corporation officials not authorized to travel by Air on tour, perform journey by Air to save time he may draw mileage allowance, which would be admissible if he had travelled by rail or road.

37,000/-] shall be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass. 2. Corporation nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other corporate body or statutory organization may travel by air, if the Company / Body pay air expenses even though they are not entitled to travel by Air under these rules.	be admissible except, for surface transport included in Air fare. 4. The amount of bus fare charged by the Indian Airlines for road journey from IAC Office to Airport and vice versa separately in addition to the air fare shall not be admissible.	4. Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any case. 5. The procedure laid down in Item 4 of Remarks column of Table “A” shall apply in respect of refund of cancellation charges of unused Air ticket. 6. Officers eligible to travel by air, if travel by other means, the incidental charges for such journey shall be as admissible for the respective mode of travel and in such cases incidental charges of air shall not be admissible. 7. If an officer undertake journey by air, no departmental vehicle should be made to follow the officer and the subordinate officers will also not perform journey to that station by Corporation vehicle during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance claim.
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- (iii) Where a Corporation officials is deputed for training and the period of training is treated as duty shall be entitled to Compensatory Allowance during the period of training at the following rates:-

(i)	For the first 15 days	At the rate of daily allowance admissible at the place of training.
(ii)	For a period exceeding 15 days	At the rate of 3/4 of daily allowance admissible at the place of training

- (iv) The present practice of entitlement of lodging charges at Delhi, Mumbai and other places outside the state and within the state in ITDC/RTDC, hotels /tourist bungalows and circuit houses, made vide order dated 15.11.1995, will remain continue. However, in case of stay at these hotel, the rate of daily allowance will be 50% of the rate mentioned at 104(I) as per entitlement.
- (v) Corporation employees shall not be sent on tour only for purpose of delivering mail or correspondence. No travelling allowance shall be admissible for such purposes. Such information should be sent by courier or post. Reasons for which, the employee has been sent on tour, shall be specifically mention and certified on travelling allowance bill by the controlling authority.
- (vi) These rates shall take effect from 25.02.2008 and in respect of employees who are on tour on 25.02.2008 or who have undertaken part of journey on this date, their travelling allowance claim for the portion of the journey from 25.02.2008 and onwards shall be regulated by this order. The claim already settled shall not be reopened.

86(2) **EMPLOYEES ON TRANSFER**

- (i) The travelling allowance shall be admissible to the Corporation officials as per following:-

Travelling Allowance admissible to Corporation officials on Transfer

Category of Corporation officials	Mileage Allowance by rail		Mileage Allowance by Road		Road mileage allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer	Cost of carriage of personal affects by Rail or Road (For one side only)	Remarks
	For self	For family	For self	For family	For self	For family			
1	2	3	4	5	6	7	8	9	10
Category 'A', 'B', 'C', 'D' and 'E'	Two fares of the class for which entitled on tour except Travel by Air/ Rajdhani Express and , Shatabdi Express	One extra fare for each member of the family. However in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff regulation of railways shall be admissible.	Two bus fares of class for which entitled on tour for journey performed by road.	One extra fare for each member of the family. However in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff regulation shall be be admissible.	Rs.3.00 per Km.	Additional mileage allowance at the rate of Rs.3.00 per K.m. for the members of his family, if the number of family is more than three other than the self.	Category 'A' Rs.3000 Category 'B' Rs.2500 Category 'C' Rs.2000 Category 'D' Rs.1500 Category 'E' Rs. 1000	Category 'A' Rs.10/- per Km. Category 'B' Rs.10/- per Km. Category 'C' Rs.6/- per Km. Category 'D' Rs.4.60 per Km. Category 'E' Rs.4/- per Km, Note:- Rate shown in this column to cover cost of transportation of personal affects shall be admissible subject to production of railway receipt or cash receipt issued by Railway or Road Transport Company / Proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in this column actual freight charges shall only be admissible.	1. If a Corporation official on transfer actually under take journey by rail / road in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail / road fare of the class actually used plus one extra full rail / road fare of the class (excluding taxes, if any) to which he is entitled on the basis of his categorization in lieu of two rail / road fares indicated in column 2 and 4 of this table. 2. No road mileage allowance for the journey performed from the actual residence of the Corporation official to railway station/ bus stand or vice versa shall be admissible 3. A Corporation official cannot undertake journey in a hired/ borrowed car on transfer. If he does so, he will get road mileage allowance at the rates indicated in column 4 of this Table. 4. It will be mandatory to mention in the transfer order that such transfer is made in public interest/ Administrative reasons. In absence of such specific mention in transfer orders, the transfer shall be treated on request of the concerned employee and Travelling allowance on transfer will not be admissible in such case

ii) Cost of carriage of conveyance to the Corporation officials on transfer shall be admissible as follows:-

Category of the Corporation officials	Cost of carriage of conveyance
1	2
Category 'A' & 'B'	By Rail - Actual cost of transportation of Motor car. Scooter. Moped or Motor Cycle (with or without side car) at owner's risk. Note: 1. A single fare of the lowest class is allowed to chauffeur or cleaner actually employed for Motor Car and if he actually travels by rail. 2. The conveyance may be transported by passenger train or goods train at his option. In latter case, cost of packing and transporting the conveyance to and from goods shed at the station of departure and arrival are allowed in addition to freight charges provided the total amount claimed does not exceed the freight chargeable for transporting conveyance by passenger train. 3. . If distance between two stations is 400 or less and they are connected by metalled road, allowance for transportation by road only for the aforesaid distance shall be admissible whether the vehicle is actually. Moved by rail or by road. By Road — 1. If a Corporation official transports Motor Car, Scooter, Moped or Motor Cycle under its own power, an allowance @ Rs. 4.50 per km. for motor car and Rs. 1.50 per km. for motor cycle etc. is admissible for the distance between two stations by ordinary route. If the Corporation official himself and/ or any member(s) of his family travel(s) by the vehicle he may, in lieu of this allowance, draw railway fare which would have been admissible if the journey had been performed by rail and if the two places are not connected by rail. the allowance in such a case shall be calculated at the special rates shown in column 2 of table B of regulation no 86(1)(ii) but no separate road mileage for family shall be admissible in such a case as shown in regulation no 86(2)(i). 2. If car is loaded in a truck, actual cost of transportation limited to freight charges by passenger train in respect of places connected by rail and an allowance @ Rs.4.50 per km. in respect of places connected.. by road shall be admissible.
1	2
Category 'C', 'D' & 'E'	1. Cost of carriage of Motor Cycle / Scooter Moped shall be admissible to category 'A' and 'B' officer. 2. Actual cost of transportation of Cycle at owners risk shall be admissible. If he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owners risk shall be admissible. Note : Note 2 mentioned in this column under heading "By rail" against category 'A' & 'B' shall also apply here

Note : Corporation official who is transferred within Municipal Limits / Urban Agglomeration limits and the distance of new office exceeds 15km. and Corporation official changes his place of residence, he will be entitled to only lump sum as prescribed above.

- iii) **"Family" means** a Corporation official's wife or husband as the case may be, legitimate children and step children residing with and wholly dependent upon the Corporation official. Not more than one legally married wife is included in a family for the purpose of these rules. The term 'legitimate children' includes widowed daughter residing with and wholly dependent upon the Corporation official but does not include adopted children unless adoption is recognised under the personal law of the Corporation official. For the purpose of transfer travelling allowance, the term "family" shall also include parents, sisters and minor brothers residing with .and wholly dependent upon the Corporation official.

Explanation:

A legitimate child or step child/parent/minor brother/widowed daughter/sister who reside with the Corporation official and whose income from all sources including pension and pension equivalent of death- cum- retirement gratuity or in case of members of Contributory Provident Fund, pension equivalent of Government contribution with interest thereon and special contribution does not exceed **Rs. 2000/-** p.m. may be deemed to be wholly dependent upon the Corporation official.

Note: -

- i). The employed children of Corporation officials shall not be considered as dependent upon him/her.
- ii). Corporation officials married children of any age shall not be considered as dependent upon him/her.
- iii). Children under going education, who do not have any source of income shall be considered as dependent upon him/her.
- iv). Travelling Allowance on transfer will be restricted to any two dependent children of an official this restriction shall come into effect from 01.06.2002 and shall not however, be applicable in respect of those officials who have more than two children prior to 01.06.2002. This restriction shall not be applicable in respect of those officials who are presently issueless or have only one child and the subsequent pregnancy results / resulted in multiple births as a consequence of which the number of children exceeds two.]

87. Employees summoned to give evidence in Court of Law :-

An employee who is summoned to give evidence in a court of law in respect of any facts which have come to his knowledge in the discharge of his duties, shall be entitled to travelling allowance under regulation 86, but in every such case in which an employee's draws as allowance, from the Corporation under this regulation any payment made by the court to meet his travelling expenses shall be credited to the Corporation.

88. Travelling allowance not admissible on termination of service:-

No person is entitled to any travelling allowance from the Corporation for a journey undertaken on retirement, resignation or dismissal from the Corporation's service, or unless the Managing Director otherwise directs in any particular case on the termination of his service under Regulation 16.

¹89. DELETED.

²90. DELETED

91. Not admissible to join first Appointment
Except with the sanction of the Board, no travelling allowance may be paid to a person to join his first appointment in the Corporation.

³92. DELETED

⁴93. DELETED

94. Employees travelling by bus etc.
If the employee travels between places which are connected by rail, or by omni-bus or by other means of transport, he shall be reimbursed his travelling expenses on the basis of a journey by rail, provided that if the fares actually paid by him are less than the fares payable for the journey by rail, he shall be entitled to draw only the actual fares paid by him, plus the extra fares by rail admissible to him.

⁵95. DELETED

⁶[96. **Employees travelling within Municipal limits:-**

- (1)(i) For the Corporation officials, no travelling allowance, other than Permanent Travelling Allowance is admissible for any day on which he does not reach a destination outside the limits of his headquarters, the distance of which is more than 15 Kms. from his duty point or return there to from a distance exceeding 15 Kms. whether by rail or road. For the purpose the limit of headquarters in the case of a town or city extends upto Municipal limits / Urban Agglomeration limit of the town or city, as the case may be.
- (ii) The Corporation official travelling on duty, from his duty point at his headquarters to any other place within the limits of his headquarters i.e. within the municipal limits of Urban Agglomeration limits of a town or city as the case may be, shall be is entitled to get actual amounts spent by him in payment of fare for rail /bus/train/ferry or conveyance charges admissible to him whichever is higher.
2. For local short journeys undertaken by the Corporation officials of category A and B by their own Car/Motor Cycle / Scooter / shall be entitled to charges for local short journey at the following rates.

Category	Mode of travel	Rate
Category A and B	i) Own car	Rs. 4.50 per km subject to maximum of Rs. 300/- per month.
	ii) Own Scooter /Motor Cycle	Rs. 1.50/- per km subject to maximum of Rs. 150/- per month

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¹ Deleted vide notification dated 08.12.2011

² Deleted vide notification dated 08.12.2011

³ Deleted vide notification dated 08.12.2011

⁴ Deleted vide notification dated 08.12.2011

⁵ Deleted vide notification dated 08.12.2011

⁶ Amended vide notification dated 08.12.2011

97. **Journey not provided in this section :-**

For any journeys undertaken by an employee for which no provision is made in this section, he shall draw travelling allowance on such scale as may be fixed by the Board, having regard to the cost and the modes of transport obtaining in the area in which the journey is undertaken and the basis on which reimbursement of travelling expenses is allowed by the State Government to its employees in similar circumstances.

98. **Advance to meet travelling expenses :-**

An employee who is required to travel on the Corporation's business may draw an advance to meet his travelling expenses.

¹[SECTION 4
DAILY ALLOWANCE

99. **Definition:-**

Daily allowance is a payment made to an employee in addition to other emoluments for any day during which an employee is absent from headquarters on duty and is intended to cover the ordinary daily expenses incurred by him in consequence of such absence.

100. **To whom admissible:**

Daily allowance may be granted:

1. to an employee engaged in inspection duty;
2. to an employee who is temporarily moved from his headquarters under any other circumstance, provided that the employee is not in receipt of a deputation allowances.

101. **Period for which may be granted:-**

CONDITIONS FOR ADMISSIBILITY OF DAILY ALLOWANCE

1. Daily Allowance may not be drawn except during a period of absence from headquarter on duty.
2. Daily Allowance for the entire absence from headquarter, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as under: - Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates: -

For absence not exceeding six hours	Nil
For absence exceeding six hours but not exceeding twelve hours	50%
For absence exceeding twelve hours	Full

In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above, subject to the condition that not more than one daily allowance shall be admissible for absence of 24 hours from headquarters.

3. Daily Allowance shall be admissible upto a period of 30 days for continuous halt at a particular station. In case the halt is continued beyond a period of 30 days but upto 60 days the Executive Director on recommendation of P&A Section will be competent to sanction the same. For a halt beyond a period of 60 days but upto 180 days, sanction of Chairman and Managing Director will be necessary. For halt of more than 180 days no daily allowance will be admissible.
4. If a Corporation employee is allowed or avails of free boarding and lodging during halt at a particular station provided by the host or Government or organisation or body responsible

¹ Amended vide notification dated 08.12.2011

for causing the halt, the rate of daily allowance shall be 25% of the normal rates prescribed for that station.

5. Daily Allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No Daily Allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any kind of leave including casual leave while on tour.
6. If more than one place is visited in a journey, the rate of daily allowance applicable shall be the highest rate admissible at any one place.
7. The leave reserve staff who is required to undertake journey on duty under the orders of the competent authority to take over charge of the post from another Corporation official proceeding on leave or otherwise is not entitled to transfer travelling allowance. In such cases he is only entitled to mileage allowance (including incidental charges) by rail or road, as the case may be, and that no daily allowance shall be admissible to him.]

¹102. DELETED

103. Employees summoned to give evidence in court

An employee who is summoned to give evidence in a court of law in respect of any facts which have come to his knowledge in the discharge of his duties shall be entitled to a halting allowance under regulation 104 but in all such cases any subsistence allowance paid by the Court shall be credited to the Corporation.

¹ Deleted vide notification dated 08.12.2011

¹[104. Rate of Daily allowance :-

‘1’ Rates of Daily Allowance

When a Corporation official on tour stays in Government / Public Sector Circuit House/Guest House or makes his own arrangements for stay.				
Category	For all localities within the State and outside the State except towns included in Columns 3 and 4 (Amount in Rs.)	For all State Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune, Ahmedabad and hill stations outside the State but excluding capital towns included in Column 4 (Amount in Rs.)	For Mumbai/ Kolkata / Chennai / New Delhi (Amount in Rs)	Remarks (applicable to all Categories of Corporation officials)
1	2	3	4	5
A	205	255	390	Admissibility of Daily Allowance is subject to the conditions mentioned at the Regulation No. 101.
B	180	255	345	
C	160	195	300	
D	135	165	255	
E	85	105	160	

‘2’ DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

When the Corporation official stays in a hotel or other establishment providing Boarding and/or Lodging on tour at fixed rate provided that such hotel/ institution is registered /has obtained- license from the Competent Authority viz. Nagar Nigam, Sales Tax Authority Service Tax Authority etc.				
Category	For all other State Capitals including Jaipur and cities, viz Nagpur, Kanpur, Allahabad, Pune / Ahmedabad but excluding capital towns	[For Mumbai / Kolkata / Chennai / New Delhi /	For Cities District head-quarters except those mentioned in Col. 2 and 3.	Remarks (applicable to all Categories of Corporation officials)

¹ Amended vide notification dated 10.02.2015

	included in column 3 (Amount in Rs)	(Amount in Rs)	(Amount in Rs)	
1	2	3	4	5
A	640	975	505	Note :- 1) Admissibility Daily Allowance is subject to the conditions mentioned in the schedule as per regulation no 101. 2) Conditions for drawing Daily Allowance: - (a) The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel/ Circuit House/ Dak Bungalow/ or any other institutions like Young-Men's Christian Association, Cricket Club of India, Youth Hostels, etc., which provide for Lodging arrangement at Scheduled tariff and produces vouchers/ receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in column 2,3 and 4 of this table, actual charges paid shall only be admissible. (b) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under column 2,3 and 4 the actual charges paid shall only be admissible. 3) In case accommodation is not available in Bikaner House, Rajasthan House, Jodhpur House at New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 3 of this table, subject to the conditions mentioned in Note 2 above. The official claiming the Daily Allowance for New Delhi shall record a certificate on the Travelling Allowance claim to the effect that he actually stayed in a Hotel due to non- availability of accommodation in any of the aforesaid State Circuit Houses. 4) Actual taxi charges admissible shall be in addition to Daily Allowance.
B	495	760	340	
C	375	570	300	
D	240	370	195	
E	130	190	100	

			5) These rates are inclusive of all types of taxes. 6) In case accommodation is not available in Bikaner House, Rajasthan House at New Delhi officers can stay in Hotel/ Institution, at prescribed rate after obtaining NAC from Rajasthan House, except officers of category 'A' who stay in hotel without obtaining NAC. 7) Officers of Category 'A' staying in any hotel / institution, after obtaining NAC from Rajasthan House, Delhi and / or Corporation Circuit House in case of Metropolitan Cities, viz. Mumbai, Kolkata, Chennai, as the case may be, shall be entitled for reimbursement of actual cost of such stay upto the maximum limit of Rs.3000/- per day.
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¹[105. **Authority to pay daily allowance at a higher rate:-**

On account of rising tariff rates for rooms and cost of food in the Hotel, CMD will be competent authority to approve the bill of the officials on merit of the claim depending upon the circumstances.

106. **Advance to meet daily allowance:-**

An employee may draw an advance to cover the expenses of his daily (halt) up to the amount admissible to him as daily allowance.]

¹ Amended vide notification dated 08.12.2011

CHAPTER -VIII

MEDICAL ATTENDANCE

¹107. (i) Ordinary Medical attendance shall be provided by the Corporation for its employee.

Explanation :- Ordinary medical attendance shall not be deemed to include hospital fees (other than fees for medical attendance) nursing or nursing home fees or specialists fees. Fees not included in ordinary medical attendance shall be paid by the Corporation only in exceptional circumstances and at the discretion of the Board in the case of officers and the Managing Director in the case of their employees.

(ii) Medical expenses of an employee and his or her family consisting of wife/husband and minor legitimate children depending on the employee duly certified by a qualified Medical practitioner recognised by the state Government under the Rajasthan Civil Services Medical Attendance) Rules, 1970 or any other qualified and registered Medical Practitioner approved by the Managing Director of the corporation will be reimbursed by the corporation subject to a maximum of Rs. 1,000/- per year for employee in class 'A' 'B' & 'C' and in case involving expenditure of more than Rs. 1,000/- per year for each employee in class 'A' 'B' & 'C' shall be submitted to the Executive committee Board, for order. Reimbursement to employees shall be allowed only on such of the medicines which are approved from time to time by the state Government for reimbursement to its employees under Rajasthan civil Service (Medical Attendance) rules, 1970.

Explanation:- Ordinary medical attendance shall not be deemed to include hospital fees (other than fees for medical attendance) or nursing charges.

¹ Regulated vide circular No-PG/44 dt 5.3 84 and PG/73 dt. 12-7-1984 (Annexure-I) and further revised vide circular No-PG619/ 1995/ and PA-7 PA-23 (10)/Vol(III)11997 dt.22-9-1095 (Annexure-I)

CHAPTER -IX
ADVANCE TO EMPLOYEES FOR PURCHASE OF CONVEYANCE

108. Only permanent employees of the Corporation would be eligible for conveyance advance.
Probationer may not be allowed facility of advance.

109 ¹[(a) Eligibility for conveyance advance will be as follows :-

Category of Corporation employees drawing pay	Kind of conveyance	Amount of advance	No. Of instalments of recovery of advance with interest thereon
Rs.3,000/- Per month & above	i) For purchase of a new motor car/ Jeep	28 months pay or Rs.1.30 lacs or 80% of the cost of motor car/jeep whichever is less	180
	ii) For purchase of old motor car/ Jeep	16 months pay or Rs.75,000/- or 80% of the cost of motor car/jeep whichever is less.	180
Note: The officer concerned will submit an affidavit stating the price paid by him for the Car alongwith other prescribed details, make of the Car and year of manufacture			
Rs.8,00/- Per month & above	i) Scooter/motor cycle/moped	10 months pay or Rs.20,000/- or 80% of the cost of Scooter/motor cycle/moped whichever is less	120
	ii) Tri cycle(for disabled and handicapped persons only)		
All Corporation employees	Cycle	Not exceeding Rs.800/-	50/-
Camel Sawar	Camel	Rs.1500/- or the cost of camel whichever is less.	90

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109. (b) Subsequent advance shall be allowed to the employee in the following conditions :-

- (a) The previous advance (s) has/have been repaid in full together with interest thereon.
- (b) The conveyance purchased with the aid of advance has been sold, after obtaining prior permission of the sanctioning authority and the balance of sale proceeds remaining with the officer after making repayment of entire outstanding balance of previous advance(s) together with interest is utilised fully towards the purchase of another conveyance. Provided that the

¹ Amended vide notification dt. 22.12.1995

application of sale proceeds towards the purchase of conveyance shall not be insisted upon if more than one year has elapsed between the date of selling the said conveyance and the date of applying for the second advance/third advance.

NOTE :-Employee who have taken conveyance advance for purchase of a cycle will not be required to sell the cycle purchased with the aid of advance and will not be required to apply the sale proceeds towards the purchase of another conveyance.

- (c) The advance shall be admissible for purchase of a new or second hand Motor/Car/ Motorcycle or Scooter etc.
- ¹(d) The amount of second advance/third advance for purchase of a conveyance shall be equal to the 80% of the difference between the actual cost price of the conveyance the amount of sale proceeds available with the officer for application towards purchase of conveyance limited to the maximum amount admissible under Regulation No. 109 (a). The second advance/third advance for purchase of a conveyance shall only be admissible after expiry of a period of five years from the date of grant of first advance/second advance as the case may be.
110. (i) Advance for purchase of a conveyance shall be repaid in not more than 120 instalments in the case of Car, 100 instalments in case of Motor-Cycle/Scooter, or Moped and 35 instalments in the case of Cycle.
- It shall be open to an employee to repay the advance in a lesser number of instalments.
- (ii) The first instalment shall commence with the first issue of pay after the advance is drawn.
- (iii) If an employee to whom an advance has been issued retires, resigns or otherwise leaves services before the advance is fully repaid, he shall be required to repay in one instalment, the amount outstanding together with the interest.
- (iv) The amount to be recovered monthly towards the repayment of the advance shall not be affected if the employee proceeds on leave with full average pay. If the employee proceeds on leave on half average pay or is placed under suspension, the sanctioning authority may, during such period of leave on half pay and of suspension suspended the recovery of advance, provided the total period for which the recovery is. Suspended does not exceed a year in all i.e. the period prescribed for the recovery and the entire amount is also not exceeded by more than one year.
- (v) The amount to be recovered monthly shall be fixed in whole rupee except in the case of the last instalment when the fraction of a rupee shall be recovered.

- ²111. INTEREST :-Simple interest at the rate given below will be charged on the balance outstanding on the last day of each month. The amount or interest will be recovered in one or more instalments, each such instalment being not appreciably greater than the instalments in which the principal is recovered. The recovery of interest will commence from the month following that in which the repayment of the principal has been completed.

S.No.	Conveyance for which loan is sanctioned	Rate of interest per annum
1	Cycle	9%
2	Motor Cycle, Scooter & Moped	11%
3	Motor Car	15%

112. HYPOTHECATION OF MOTOR CARS AND MOTOR CYCLE

¹ Amended vide notification dated 24-4-1986. (Annexure 'L')

² Amended Vide Notification dated 2.5.94 Effective From, 28.8.93 (Ammexure-M-2)

At the time of drawing the advance of the employee should execute an Agreement in the form prescribed for the purpose by the Board and on completing the purchase, Motor Cars and Motor Cycles/Scooters shall be hypothecated to the Corporation, the deed of Hypothecation shall also be executed in the form prescribed for the purpose by the Board. Execution of a Deed of Hypothecation will not be necessary in case of advance for purchase of cycle.

113. The conveyance purchased with the advance will be considered to be property of the Corporation until the advance with the interest accrued thereon had been fully repaid.

114. INSURANCE:-

Motor cars and Motorcycle/Scooters purchased with the aid of an advance taken under these rules should be insured to the satisfaction of the Corporation against loss or damage by fire, theft or accident at least to the extent of the advance outstanding and the insurance continued until the advance together with the interest thereon is fully repaid. The insurance should be affected in the joint names of the Corporation and the employee.

115. SALE OR TRANSFER :-

Except when an employee of the Corporation retires from service, he shall not, save with the previous sanction of the sanctioning authority, sell or otherwise dispose off the conveyance purchased with the aid of an advance till the advance together with the interest thereon has been fully repaid. If an employee of the Corporation who has purchased a conveyance with the aid of an advance wishes to transfer such a conveyance to another employee of the Corporation, who under these rules, will be eligible for an advance for the purchase of similar conveyance he may be permitted by the sanctioning authority to do so and transfer the liability to conveyance to the later employee of the Corporation, provided the record and sale declaration that he is aware that the conveyance transferred to him remains subject to the bond and that he is bound by its terms and conditions.

116. In case a Car or other conveyance is sale before the advance taken for its purchase from the Corporation together with interest thereon has been fully repaid, the sale proceeds must be applied, so far as may be necessary, towards the repayment of the outstanding balance, provided that then the Car or any other conveyance is sold only in order that another car or conveyance may be purchased, the authority sanctioning the sale may permit the employee of the Corporation to apply the sale proceeds towards such purchase subject to the following conditions :-

- (i) The amount outstanding shall not be permitted to exceed the cost of the new car or other conveyance.
- (ii) The amount outstanding shall continue to be repaid at the rate previously fixed and
- (iii) The new Car or other conveyance is hypothecated to the Corporation as required by these rules.

NOTE:- Unless shown to the satisfaction of the Corporation that the car, which was previously purchased with an advance from the Corporation is beyond repairs, further advance for the purchase of Motor car shall not be granted within five years of the drawl of the pervious advance except in special circumstances.

117. GENERAL:-

An employee of the Corporation who draws an advance for the purchase of a Motor Car or other Conveyance is expected to complete his negotiations for the purchase of and pay finally for the car or other conveyance within a month of his drawing the advance, failing such completion and payment, the full amount of the advance drawn with interest thereon for the month, should be refunded to the Corporation. This condition should always be mentioned in the letter sanctioning such advance.

118. An employee of the Corporation who purchases a conveyance after he applied for advances and arranges to pay for it by raising a temporary loan from private resources or by arrangements with his bankers is also permitted to draw the advance, subject to other

conditions being satisfied, provided the conveyance was purchased within three months of applying for an advance.

¹119. In the case of contravention of the provisions of these regulations and default in making payment of principal and interest accrued thereon, the amount of advance so sanctioned shall be recovered in the following manner unless a good reason is shown to the contrary :-

- (a) The Corporation employee shall be liable to refund the whole amount of advance in one instalment.
- (b) If whole amount of advance is repaid in one instalment, interest @ 13% p.a. shall be Charged for the period from the date of receipt of advance upto the date immediately preceding the date of actual repayments.
- (c) If a Corporation employee fails to repay the entire amount of advance of lump-sum, The amount of advance shall be recovered from monthly pay bill @ 50% of his pay (excluding allowances) and interest @ 13% p.a. on the entire amount of advance is repaid in full.
- (d) If whole amount of advance has been fully recovered according to the provisions of these regulations and interest @ 13% p.a. shall be charged on the amount of interest already accrued on the advance for the period of recovery holiday.

120. The General Manager (A) will be the sanctioning authority for advances under these Rules for purchase for conveyance other than Motor Cars. Sanction for advance for Motor Cars will be made by Managing Director.

¹ Replaced Vide Notification Dt. 05.08.1986 (Annexure 'M'- 1)

CHAPTER - X

121. The Corporation may permit any of its employees to join as volunteers in the Civil Defence Services or as members of the Home Guards Organisation.
122. The grant of permission to join such forces shall be subject to the following conditions:-
 - (a) That in case of emergency, if any employee of the Corporation who has been enrolled as member of the civil Defence Service or of the Home Guards Organisation is required to perform any duties and functions or to take training under the Civil Defence Service Rules, 1962, during office hours the period of absence shall be treated as special casual leave.
 - (b) The employees concerned shall be permitted to receive in addition to their civil pay such allowances or emoluments as may be prescribed for them under the civil Defence Service Rules, 1962 or as may be offered by the State Government.
 - (c) That the Corporation shall not be responsible for any risk, injuries, damages or other consequences arising out of or during the course of employment in the Civil Defence Service or in the Home Guards Organisation.
123. The above regulations shall not be applicable to the employees of the Corporation desiring to join Civil Defence Organisation on whole time paid basis. Such employees may be sent on deputation basis, if they are permanent employees in the Corporation.

Chapter -XI
Advance to employees for purchase of food grains

124. The advance shall be allowed every year in the month of May/June to permanent employees and to temporary employees the advance may be provided subject to the furnishing of surety from two permanent employees of the Corporation.
- ¹125. The advance shall be admissible to an employee in receipt of pay not exceeding Re 950/-p.m. and the amount of advance shall be equal to one month's pay subject to a maximum of Rs. 500/-.
126. The limit regarding maximum pay and the quantum of advance mentioned in Regulation No 125 shall automatically be changed whenever any change is made by the State Government in respect of its employees regarding grant of foodgrain advance.
127. The amount of advance shall be recoverable in six monthly instalments, the first instalment to be recovered in the month following the month in which the advance is provided.
128. The advance shall be free of interest.
129. The employee drawing the advance shall give the following certificate.

CERTIFICATE

I, -----, certify that I have purchased the foodgrains for the full Amount of Rs. -----sanctioned to me as foodgrain advance.

Signature of the employee

¹ Amended Vide Office Order No RFC/PA/(3)/68 Dt. 21 4.1995 (Annexure 'O')

CHAPTER XII
ENCASHMENT OF ORDINARY LEAVE

130. Any employee of the Corporation whether in class A, B or C, who takes ordinary leave for a period of not less than 30 days will be allowed to surrender the balance of ordinary leave to his credit on the date of commencement of leave or any portion thereof, at his option, subject to a maximum of thirty days and will be sanctioned leave salary and allowances for the leave so surrendered.
131. The concession of encashment of ordinary leave surrendered shall be allowed once in a block of two years, first block commencing from 1.4.1974.
- ¹132. The total of the ordinary leave actually availed of and the ordinary leave surrendered shall not exceed 120 days.
133. The numbers of days of ordinary leave surrendered under these Regulations need not be referred to any particular period but may be reckoned as surrendered on the date of commencement of the actual leave taken and debited against the leave account of the employee of the Corporation.
134. The authorities who are empowered to sanction ordinary leave will be competent to accept surrender of ordinary leave. The number of the employees in any Section at the Head Office or in the Branches of the Corporation to whom ordinary leave will be sanctioned at a time for the purpose of enabling surrender of leave shall be determined by the Managing Director. In deciding the priorities of claims of ordinary leave under these regulations, the considerations laid down in rule 80 of the Rajasthan Service Rules shall invariably be taken into account while permitting surrenders of leave for encashment.
135. In the cases of the employees of the Corporation who are at the verge of retirement, the period of leave surrendered should not exceed the period of duty between the date of expiry of the ordinary leave actually availed of the date of compulsory retirement.
136. (a) The amount for leave salary for the period for which leave is surrendered will be calculated in accordance with provisions contained in Rule 97 of the Rajasthan Service Rules in addition, dearness allowance adhoc relief and additional dearness allowance shall be admissible.
- (b) The leave salary and allowances admissible for the leave surrendered will be equivalent to the leave salary and allowances for the first thirty days of the leave enjoyed.
137. The leave salary and allowances for the period of surrendered leave will be paid along with the leave salary and allowance for the ordinary leave of not less than thirty days actually availed of by the employee of the Corporation. If the leave salary for the first thirty days of the actual leave availed of is drawn in two instalments, consequent on the leave falling partly in two months, the leave salary for the surrendered leave will be drawn along with the second spell of such leave salary. This leave salary is not liable to deductions on account of P.F. subscription, repayment of loans to Corporation, house rent and repayment of any dues to cooperative society, etc. Income tax shall be deducted on this additional income.
138. The concession shall apply to employees of the Corporation who are in foreign services or on deputation to the Government of India or other State Government or any nongovernment body or institution or have been sent on training within the country or abroad.
139. The benefit of surrender of ordinary leave shall not be allowed in the cases of leave' preparatory to retirement or refused leave granted under the leave regulations of the Corporation. This concession shall also not be available to re-employed persons or those under extension of service.
140. if an employee of the Corporation not on the verge of retirement applies for ordinary leave for 30 days more and intimate a desire to encash a portion of his ordinary leave and is not

¹ Revised Vide Office Order No Rfc/PA-23 (14)/2558 Dated 17.12.1992 (Annexure 'P')

permitted to proceed on leave in public interest, permission for encashment should not be given to him. It is, however, desired that unless it is absolutely necessary to refuse leave, in public interest in such cases, application for leave and surrender of leave should be considered liberally.

141. If an employee of the Corporation who is permitted to surrender leave, voluntarily returns to duty before the expiry of thirty days leave, he should not ordinarily be permitted to rejoin duty, the orders regarding surrender of leave should be cancelled.
142. If an employee of the Corporation has proceeded on ordinary leave for not less than 30 days and has intimated a desire to encash a portion of his ordinary leave, then encashment should be permitted even if he is recalled from leave before he actually remained on leave for 30 days.
143. In case of compulsory recalled to duty, the employee of the Corporation may be allowed to enjoy the balance of his leave as soon as he is spared.
144. The term "leave" used in this chapter for the purpose of surrender of leave means "ordinary leave" and not any other kind of leave.
145. In order to guard against omission to post a debit in the leave account, in respect of the leave surrendered, the block year to which such leave pertains shall be noted in the body of the service book and in the leave account in red ink, when the leave salary is drawn a certificate to the effect that necessary entries have been made in the service book and the leave account should be enclosed with the salary sheet in which the leave salary for the surrendered leave is drawn.
146. Payment on account of surrender of leave shall be drawn on a separate salary sheet. A statement of the leave availed of and encashed shall be attached to the said salary sheet.
147. Any further orders and amendments made by the State Government in the rules for encashment of privilege leave to their employees, shall automatically apply to the employees of the Corporation for encashment of ordinary leave.

¹CHAPTER-XII-A
FOR PROBATIONER-TRAINEES ONLY

148. A person entering the service by direct recruitment on or after 20.01.2006 shall be placed as probationer for a period of 2 years.
149. During the period of probation, each probationer trainee may be required to fulfil the satisfactory work report and qualify test/examination/training, as required by the Corporation from time to time.
150. During the first month of his probationary period, an employee may be discharged from his service by the Managing Director after seven days notice in that behalf or by payment of seven days' pay of fix remuneration in lieu thereof and during the rest of his probationary period he may be discharged after one month's notice in that behalf or by payment of fix remuneration for one month in lieu thereof, provided that in case of officers appointed by the Board no such notice of discharge shall be issued by Managing Director prior approval of the Board.
151. A probationer trainee appointed to the service by direct recruitment. shall be paid monthly fixed remuneration during the period of probation may be fixed by the Corporation as mentioned in rules column 7 of Chapter-XII A and after completion of successful probation period he/she shall be fixed in the pay scale as mentioned in Rule 155 column 6 of chapter XII A.
152. During the period of probation training, the probationer-trainee shall not earn annual grade increment for the period of probation training.
153. The probationer-trainee shall earn no leave during the period of probation. Female probationer-trainee shall be granted maternity leave as per rules.
154. An existing Corporation employee already in service prior to 20.1.2006, appointed as a probationer trainee shall be allowed pay in the scale of his/her previous post or fixed remuneration (mentioned in rule 155 column 7 of chapter XII A) in the scale on the post he/she is selected and after successful completion of period of probation training, his/her pay shall be fixed in the pay scale of under Rule 155 column 6 of chapter XII A with due protection of pay.
155. The amount of fix remuneration for probationer-trainee has been fixed as under:-

¹ *Inserted vide Board Decision dated 07.06.2006 w.e.f. 20.01.2006.

S.No	Designation	Existing Grade Pay	Existing Grade Pay No.	Existing Amount of Fixed remuneration	Corresponding Level	Amount of Fix remuneration per month w.e.f. 01.01.2017
1	2	3	4	5	6	7
1	Messenger	1700	1	6670	L-1	12400
2	Driver	2400	5	8910	L-5	14600
3	JA/Typist	2400	5A	8910	L-6	15100
4	Steno-Typist	3600	7	13200	L-10	23700
5	Assistant Manager	4800	9	17320	L-12	31100

Note:-

- The probationer trainee shall be entitled only to fixed remuneration as above and will not be entitled to special pay, dearness pay, dearness allowance, house rent allowance, city compensatory allowance, washing allowance or any other allowance and shall not be eligible for grant of ex-gratia and uniform/liveries except where wearing of uniform is a legal compulsion under the rules.
- No Travelling allowance shall be admissible for joining as a probationer-trainee. In case of journey on duty, he/she shall be allowed TA as on tour and in case of transfer only Mileage Allowance and incidental charges on the basis of fixed remuneration shall be admissible.
- No deduction towards CPF and GSLIC shall be made from the fixed remuneration.
- Probationer-trainee shall be eligible for casual leave of 12 days-in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months.
- No deputation allowance shall be admissible to a probationer-trainee, if, deputed to "Foreign Service" for training etc.
- The provision of grant of senior scale and selection scale shall not be applicable to the Corporation employees appointed on or after 20.1.2006.
- The probationer-trainees are eligible for Group Accidental Insurance.
- Medi-claim insurance coverage/medical reimbursement as applicable to the Corporation employees who join Corporation service after regular recruitment shall be applicable to the probationer-trainees.

**GOVERNMENT OF RAJASTHAN
FINANCE (Gr.2) DEPARTMENT**

ORDER

No. F. 1(38)FD(ER)/65-11

Jaipur dated, the 29th dec, 80

Sub :Privilege leave surrender and encashment of.

The undersigned is directed to refer to the Finance Department Order of even number dated 12.9.74 as amended from time to time on the subject noted above. According to these orders a Government servant is required to proceed on privilege leave for a period of not less than 15 days in order to become eligible for leave encashment benefit by surrendering the balance of privilege leave to his credit on the date of commencement of leave of any portion thereof at his option subject to a maximum of 30 days; and he becomes entitled to leave salary and allowances for the leave so surrendered.

2. With a view to obviate difficulties that arose from time to time in the actual operation of the above orders, the Governor has been pleased to order that it will now be not obligatory on the part of a Corporation employees to proceed on privilege leave for a period of 15 days in order to get the benefit of leave encashment under the aforesaid orders once in a block of two years. Accordingly Corporation officials who have not already availed of the leave encashment benefit during the current block 1980-82 may be allowed leave encashment benefit on surrender of privilege leave of 30 days from the date of their application under the aforesaid orders. The leave salary and allowances for the leave surrendered will be calculated on the basis of monthly rate of pay which a Corporation employee is drawing immediately before the date of his application for leave encashment benefit on surrendering of 30 days privilege leave. A month for the purpose of calculation of leave salary and allowances shall mean 30 days as at present.

3. It has also been decided that Corporation employees who could not avail of the concession of leave encashment during the extended period upto 31.12.80 as envisaged in Finance Department order No. F. 1 (38) FD (E-R)/65-11 dated 7.2.1980 will also be eligible for the liberalised concession of leave encashment referred to in Para 2 above.

4. The Finance department order of even number dated 12.9.74 as amended from time to time shall be deemed to have been modified to extent indicated in para 2 & 3 above.

By order of The Governor
Sd/- M.L. Guar
Deputy Secretary to Government

RAJASTHAN FINANCIAL CORPORATION

APPENDIX -I

¹ Revised						
S.No	Cadre	Existing Pay Scales	Pay Band	Running Pay Band	Grade Pay No.	Grade Pay
1	Messenger	2610-60-3150-65-3540	-1S	4750-7440	1	1400
	For purpose of ACP	2650-65-3300-70-4000	-1S	4750-7440	2	1650
2	Jamadar/Daftari	2750-70-3800-75-4400	PB-1	5200-20200	3	1800
	For purpose of ACP	2950-75-4075-80-4475	PB-1	5200-20200	4	1850
3	DMO	2750-70-3800-75-4400	PB-1	5200-20200	3	1800
	For purpose of ACP	2950-75-4075-80-4475	PB-1	5200-20200	4	1850
4	Driver	3050-75-3950-80-4590	PB-1	5200-20200	5	1900
5	Jr.Assistant/Typist / Head Jamadar	3200-85-4900	PB-1	5200-20200	6	2000
	For purpose of ACP	3400-90-5200	PB-1	5200-20200	7	2100
	For purpose of ACP	4000-100-6000	PB-1	5200-20200	8	2400
	For purpose of ACP	4500-125-7000	PB-1	5200-20200	9	2800
6	Assistant./Steno Typist	5000-150-8000	PB-2	9300-34800	10	3200
7	Stenographer Gr.II/Sr.Assistant	5500-175-9000	PB-2	9300-34800	11	3600
8	Assistant Manager/Stenographer Gr.I	6500-200-10500	PB-2	9300-34800	12	4200
	For purpose of ACP	7500-250-12000	PB-2	9300-34800	13	4800
	For purpose of ACP	8000-275-13500	PB-2	9300-34800	14	5400
9	Dy.Manager/ Private Secretary	9000-300-14400	PB-3	15600-39100	15	6000
	For purpose of ACP	10000-325-15200	PB-3	15600-39100	16	6600
10	Manager / Secretary to CMD	10650-325-15850	PB-3	15600-39100	17	6800
	For purpose of ACP	11300-350-16200	PB-3	15600-39100	18	7200
11	Dy.General Manager	12000-375-16500	PB-3	15600-39100	19	7600
12	General Manager	13500-400-17500	PB-3	15600-39100	20	8200

¹ Amended vide notification dated 16.08.2018 w.e.f 01.09.2006

¹(APPENDIX -I) Annexure-A

S.No	Existing Pay Scales	Cadre	Pay Band	Running Pay Band	Grade Pay No.	Grade Pay
3	2750-70-3800-75-4400	DMO	PB-1	5200-20200	3	1800
	2950-75-4075-80-4475	For purpose of ACP	PB-1	5200-20200	4	1850
4	3050-75-3950-80-4590	Driver/ACP	PB-1	5200-20200	5	1900
5	3200-85-4900	Jr.Assistant/Typist/Head Jamadar/ACP	PB-1	5200-20200	6	2000
	3400-90-5200	For purpose of ACP	PB-1	5200-20200	7	2100
	4000-100-6000	For purpose of ACP	PB-1	5200-20200	8	2400
	4500-125-7000	For purpose of ACP	PB-1	5200-20200	9	2800
6	5000-150-8000	Assistant./Steno Typist/ACP	PB-2	9300-34800	10	3200
7	5500-175-9000	Stenographer Gr.II/Sr.Assistant/ACP	PB-2	9300-34800	11	3600
8	6500-200-10500	Assistant Manager/Stenographer Gr.I/ ACP	PB-2	9300-34800	12	4200
	7500-250-12000	For purpose of ACP	PB-2	9300-34800	13	4800
	8000-275-13500	For purpose of ACP	PB-2	9300-34800	14	5400
9	9000-300-14400	Dy.Manager/Private Secretary/ACP	PB-3	15600-39100	15	6000
	10000-325-15200	For purpose of ACP	PB-3	15600-39100	16	6600
10	10650-325-15850	Manager / Secretary to CMD/ACP	PB-3	15600-39100	17	6800
	11300-350-16200	For purpose of ACP	PB-3	15600-39100	18	7200
11	12000-375-16500	Dy.General Manager/ACP	PB-3	15600-39100	19	7600
12	13500-400-17500	General Manager/ACP	PB-3	15600-39100	20	8200

¹ Amended vide notification dated 16.08.2018 w.e.f 01.09.2006

¹Schedule-II
(Rule 6)
Section 'A'

S.No	Name of post		Existing				Level in Pay Matrix	Remarks (Running pay band of RPS,1998)
			Pay Band	Running Pay Band	Grade Pay No.	Grade Pay		
1	2		3	4	5	6	7	8
1	Messenger		PB-1	5200-20200	1	1700	L-1	2610-60-3150-65-3540
		For purposes of ACP	PB-1	5200-20200	2	1750	L-2	2650-65-3300-70-4000
2	Jamadar/ Dafatri		PB-1	5200-20200	3	1900	L-3	2750-70-3800-75-4400
		For purposes of ACP	PB-1	5200-20200	4	2000	L-4	2950-75-4075-80-4475
3	DMO		PB-1	5200-20200	3	1900	L-3	2750-70-3800-75-4400
		For purposes of ACP	PB-1	5200-20200	4	2000	L-4	2950-75-4075-80-4475
4	Driver		PB-1	5200-20200	5	2400	L-5	3050-75-3950-80-4590
5	Jr.Assistant/Typist / Head Jamadar		PB-1	5200-20200	5A	2400	L-6	3200-85-4900
		For purposes of ACP	PB-1	5200-20200	5B	2400	L-7	3400-90-5200
		For purposes of ACP	PB-1	5200-20200	6	2800	L-8	4000-100-6000
		For purposes of ACP	PB-1	5200-20200	6A	2800	L-9	4500-125-7000
6	Assistant./Steno Typist		PB-2	9300-34800	7	3600	L-10	5000-150-8000
7	Stenographer Gr.II/Sr.Assistant		PB-2	9300-34800	8	4200	L-11	5500-175-9000
8	Assistant Manager/ Stenographer Gr.I		PB-2	9300-34800	9	4800	L-12	6500-200-10500
		For purposes of ACP	PB-2	9300-34800	10	5400	L-13	7500-250-12000
		For purposes of ACP	PB-3	15600-39100	10A	5400	L-14	8000-275-13500
9	Dy.Manager/		PB-3	15600-39100	11	6000	L-15	9000-300-14400

¹ Amended vide office order no. P&A -706 dated 16.05.2018 Rajasthan financial Corporation (Revised pay scales) rules, 2017

	Private Secretary							
		For purposes of ACP	PB-3	15600- 39100	12	6600	L-16	10000-325-15200
10	Manager/Secretary to CMD		PB-3	15600- 39100	13	6800	L-17	10650-325-15850
		For purposes of ACP	PB-3	15600- 39100	14	7200	L-18	11300-350-16200
11	Dy.General Manager		PB-3	15600- 39100	15	7600	L-19	12000-375-16500
12	General Manager		PB-3	15600- 39100	16	8200	L-20	13500-400-17500

¹SCHEDULE-III

(Rule No. 10)

Special Pay

Special Pay/Special Allowance as admissible to Corporation employees under Annexure-B of the Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2008 shall continue to operate under Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2017 till further orders except in cases indicated below:-

Sr. No.	Name of the post	Rate of Special Pay In rupees per month	Remarks
1.	Posts in Levels 1 to 4	160	The grant of Special Pay shall be subject to the following conditions: - 1. Special Pay shall be admissible with reference to the Level of the post held by the respective Corporation employees and not with reference to the ACP in which he may be drawing pay. 2. The Special Pay would not be admissible to the persons appointed on direct recruitment basis on initial entry post of the service on Urgent Temporary/Ad-hoc basis. 3. The Special Pay admissible, if any, under heading 'General' shall be in addition to the Special Pay admissible under this heading. 4. Special Pay available to officers/ officials borne on the cadre of this office would be admissible to them during the period of
2.	Posts in Levels 5 to 9	240	
3.	Posts in Levels 10 and 11	300	
4.	Posts in Levels 12	350	
5.	Posts in Levels 13 to 15	380	
.	Posts in Levels 16 to 18	525	
7.	Posts in Levels 19 to 20	600	

¹ Amended vide office order no. P&A -706 dated 16.05.2018 Rajasthan Financial Corporation (Revised Pay Scales) rules, 2017

Annexure-A

Extract taken from the minutes of the 289th meeting of the Board of director held on 4.1.85.

289/12/85 Regarding delegation of powers

After careful consideration, the Board decided to further delegate full powers of appointment and promotion, on the recommendations of the Departmental promotion committee (DPC), as follows:-

Appointments & Promotion

To 'A' class posts (upto Manager)

To 'B' class posts

(Sr. Asstt., Asstt., Stenographers,

Steno-typists, Jr. Assistants and and Typists)

To 'C' class cadre

(Jamadar, Daftari & Driver).

Powers

Managing director

General Manager.(A)

General Manager (A)

ANNEXURE-'B'
PG/50/84.

RAJASTHAN FINANCIAL CORPORATION

**UDYOG BHAWAN,
TILAK MARG,
JAIPUR-302 005**

Ref RFC/PA-20 (3)/84

Dated 11.4.1984

RFC : PROCEDURES & GUIDELINES

Re : Procedures & Guidelines - Personnel Matters

In continuation to Circular No PG/44/84 (reference PA-21 (1)/6276 dated 5th March 1984) Further delegations in respect of disciplinary powers have been made as per Board decision taken in its meeting held on 31st March, 1984, as under :-

Class of Staff	Appointing authority	Disciplinary authority	Appellate authority
'B' CLASS Jr.Asstt./Asstt./ Typist/Steno typist/Sr.Asstt./ Steno- graphes.	General Manager	Dy. General G.M. (Region) for employees working in Regional offices	G.M.
'C' CLASS Messengers, Daftari, Drivers	i) Mgr. (P&A) for employees in H.O. ii) Branch Manager for employees in Branches iii) Dy. GM(Region) for employees in regional offices	Manager(P&A) Full Powers Branch Managers Full Power Dy. GM(Region) Full Powers	G.M. G.M. G.M.

With the inclusion of the above delegation of powers, the table given at Para No-2.1 of PG/44/84 would now read as per Annexure-A.

Sd/-
(Anil Kumar)
MANAGING DIRECTOR

Encl : Annexure - A.

All Branches. 2) All Regional offices. 3) Standard circulation in HO. Revised para 2.1 of Circular No-PG/44/84 (Reference PA-21(1)6276 dated 5.3.1984)

2.1 Delegation of powers to impose penalties on the 'A' 'B' & 'C' Class employees are as under

	Disciplinary Authority		
Category of Staff	Name of officer	Extent of Power	Authority
Class 'A' Asstt. Managers/ Dy. Managers	Managing Director	Full Powers	Board of Director
Others 'A' Class Officers	Managing Director	Minor Penalties	Board of Director
Class 'B' Employees			
Working Anywhere in the Corporation	General Manager	Full Powers	Managing Director
Working at Head office	Manager(P&A)	Minor Penalties	General Manager
Working at Regional offices	Dy. GM(Region)	Minor Penalties	-do-
Working at Branch Offices	Branch Manager	Minor Penalties	-do-
Class 'C' Employees			
Working Anywhere in the Corporation	General Manager	Full Powers	Managing Director
Working at Head office	Manager(P&A)	Full Powers	General Manager
Working at Regional offices	Dy. GM(Region)	Full Powers	-do-
Working at Branch Offices	Branch Manager	Full Powers	-do-

RAJASTHAN FINANCIAL CORPORATION

Udyog Bhawan
Tilak Marg,
Jaipur-302 005

Ref RFC/PA-21 (1)/3285

Dated 29.10.1984

CIRCULAR ORDER
RFC :PROCEDURES & GUIDELINES

Para III regarding Grade increments of circular No PG/44/84 (reference PA-21 (1) 6276 dated 5.3.84 is substituted as under :-

III Grade increments

3. Annual grade increments to 'A', 'B', & 'C' Class employees working in Head Office, Regional Offices and Branches may be sanctioned by Manager (P&A), Dy. General Manager (Region) and Branch Manager respectively.

However, AGI to Manager (P&A) and Dy General Manager may be sanctioned by General Manager(A).

Sd/
(S.N.THANVI)
GENERAL MANAGER (A)

c.c.

1. All Regional Offices.
2. All Branches.
3. Standard Circulation in Head office.

ANNEXURE-'D'
PG/92.

RAJASTHAN FINANCIAL CORPORATION

Udyog Bhawan
Tilak Marg,
Jaipur-302 005

Ref No. RFC/PA-21(1)/3629

Dated : 24.11.1984

Reg : PROCEDURE AND GUIDELINES PERSONNEL MATTERS.

In continuation to circular order no PG-85 (Reference PA-21 (1)3285 dated 29.10.84) the Following paragraph is added in para No. III regarding annual grade increment of circular No-PG/44/84 (Reference PA-21 (1) 6276 dated 5th March, 1984) as under :-

"AGI to Branch Manager (whether Manager or Dy. Manager) would be sanctioned by General Manager(A)".

Sd/-
GENERAL MANAGER(A)

c.c.

1. All Regional Offices.
2. All Branches.
3. Standard Circulation in Head Office.

ANNEXURE-'E'

- VI Officiating arrangements (Circular NO-PG/44/84 Reference No-PA-21(1)6276 dt.5-3-84)
14. The following instructions would regulate officiating arrangements during the temporary vacancy arising on account of persons being on leave/ training etc.
- 1 . Officiating arrangements would be considered only if felt necessary and recommended by the Manager concerned.
 2. Officiating chance will be allowed on the basis of seniority in the section/ branch and without prejudice to any other person's seniority Further this will be purely temporary and adhoc arrangements and shall not give any right to any person for regular selection for promotion.
 3. Officiating arrangements will be considered when the vacancy is likely to exist at least for a period of more than 30 days.
 - 4 . The person allowed to officiate on higher post will be discharging such duties in addition to his own duties.
 5. The officiating allowance will be admissible only when the person has officiated for more than 30 days. The allowance will be admissible at the rate of 10% of his own pay upto 60 days and thereafter at the rate of 20% of his own pay. However, no such allowance will be admissible after a period of 6 months.

NATURE OF LEAVE

5.1 Leave applied by the employees may be one or more of the following nature:

- (i) Casual leave
- (ii) Ordinary leave
- (iii) Half pay leave (commuted on medical grounds)
- (iv) Extra ordinary leave (leave without pay)
- (v) Maternity leave

¹Sanction of Casual leave

5.2 Casual Leave

- (i) Casual leave to all categories of employees working in Regional and Branch offices will be sanctioned by Dy.GM(Region) and Branch Managers respectively.
- (ii) Casual leave to IA' & 'B' Classes employees working in Head office will be sanctioned by the concerned section Head. However, in the case of Manager/Dy.GM, such leave will be sanctioned by concerned GM (Whose C.L. leave record will be maintained in M.D. Section).
- (iii) Casual leave to messengers working in Head office will be sanctioned by D.M. (SB) and to drivers by DM (GAD)
- (iv) Casual leave entitlement of the persons for the year they join the service of the Corporation will be as under
 - a) If joined in the first quarter and then working continuously 15 C.L.
 - b) If joined in the second or third quarter 10 C.L.
 - c) if join after third quarter 5 C.L.

Sanction of Leave other than casual leave

5.3 Leave other than casual leave

- (i) Ordinarily, leave of any nature other than casual leave should be applied well in advance stating the reasons therefore.
- (ii) All types of leave to 'B and 'C' class employees working in Regional/Branch offices, may be sanctioned by Dy. GM(Region) and Branch Manager concerned respectively.
- (iii) All types of leave to 'B' Class employee working in H.O may be sanctioned by the Manager/Dy. Manager (Section Head as the case may be, Subject to title Since the leave record of such employees is maintained in P&A Section, the section-Head should send the leave application to P&A section, where after necessary entries in the leave record, leave sanction order will be issued.
- (iv) Joining reports submitted by 'B' Class employees in Head office to their section heads should be sent to P&A Section.
- (v) All types of leaves including casual leave to Messengers will be sanctioned by DM (SB) and to Drivers by DM(GAD) subject to title. leave applications with suitable endorsements by section-Head should be sent to P&A section for issue of leave sanction order (other than casual leave).

Note:-Instructions regarding sanction of casual leave to Branch Managers have already been issued in PG (Refer PA8).

¹ Circular No-PG/44/84 (Reference dt.5.3.84)

Circular No-PG/53/84 dated 16.4.84.

Circular No-PG/64 dt. 16.6.84

Circular No-PG/121/85 (Reference No-PA-12 (699) 1059 dt.21.6.85

- (vi) All types of leave upto 30 days (at a time to the Assistant Managers and Dy. Managers (including those who have satisfactorily completed the period of probation) working in the Branches/Regional offices may be sanctioned by the Branch Manager/Dy. General Manager (Region) respectively subject to title - A copy of sanction order as well as handing over/taking over reports may be sent to H.O (P&A Section).
- (vii) All types of leave other than casual leave to employees (in category 'A') on probation will be sanctioned by General Manager (A).
- (viii) Whenever Branch Managers are allowed by Dy. General Managers to leave head quarter on leave (of any nature), leave address as well as duration of leave will be intimated by the latter to General Manager (A).
- (ix) No leave would be sanctioned by Dy. General Manager (Region) to Branch Managers in continuation of their official journeys outside the region. such leave will be sanctioned only be General Manager (A).
- (x) In all cases of employees where the employee proposes to leave headquarters during the course of leave (of any nature) leave address would be indicated in the leave application.
- (xi) In case of employees working in field offices (Branch office/ Regional office) while sanctioning or recommending the leave, the Branch Manager/Regional Manager should record a certificate that the work will not suffer on account of sanction of leave to the employee (particularly when some special campaign or activities of important nature are going on).
- (xii) Ordinary leave should not be granted as a course and frequently. There should be a reasonable gap, of say at least a period of 6 months, between the two spell of ordinary leave.
- (xiii) Leave of any nature other than casual leave should be applied for by the employee in the proforma prescribed.

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN, TILAK MARG,
JAIPUR-302 005

NO.RFC/F/GAS(1)/2730

Dated 21.02.1983. OFFICE-

ORDER

In pursuance of decision of the Board taken in its meeting held on 18th Feb. 1983 the following orders, in connection with sanction of sick leave to the employees of the corporation are hereby made. These orders will come into force w.e.f. 1st February, 1983.

- a) That sick leave may be allowed to be availed of by a confirmed employee on production of medical certificate from an Authorised Medical Attendent even if there is balance in the ordinary leave account.
- b) That facility of sick leave may be allowed to all confirmed employees regardless of their length of service.
- c) For the period of sick leave the employee will be entitled to leave salary @ half of the average monthly pay and allowances admissible thereon.

Sd/-
(ANIL KUMAR)
Managing Director

Copy to

- i) All Regional Offices.
- ii) All Branches
- iii) Standard Circulation in Head office.

ANNEXURE 'H'**RAJASTHAN FINANCIAL CORPORATION**

UDYOG BHAWAN

TILAK MARG

JAIPUR-302 005

Dated : 14-12-92

Ref.No-RFC/F/PA-23 (8)/2500

OFFICE ORDER

In Pursuance of the Board decision dated 07.11.1992 the pay-Slab for determination of categories of the employees for the purposes of claiming travelling allowance in partial modification of existing office order No.RFC/F/PA-23 (8) dated 4.2.88 are hereby revised as under w.e.f. 1.5.92:-

PAY SLAB Rs.3700 & above	CATEGORY A-I
Rs.3000 and above but below Rs. 3700 Rs.1800 and above but below Rs. 3000	A-II B
Rs.1200 and above but below Rs. 1800 Below Rs. 1200	C D

The existing rates of halting allowance for journey on tour have also been revised as under :-

COMPOSITE RATES OF DAILY ALLOWANCE

Category	Pay Slab	For all localities within the State & out side the State except towns included in columns 4 & 5	For all State Capitals including Jaipur but excluding capital towns included in column 5. Allahabad & hill Stations out side the State	For Bombay/ Calcutta/ Madras/ Kanpur/ Delhi/ Hyderabad/ Bangalore/ Lucknow/ Ahmedabad/ Nagpur/ Patna
1	2	3	4	5
I.	Rs. 5100 & above	78	85	106
II.	Rs. 2800 & above but less than Rs. 5100.	70	84	105
III.	Rs. 1900 & above but less than Rs. 2800.	60	75	98
IV.	Rs. 1400 & above but less than Rs. 1900.	53	68	83

V.	Rs. 1100 & above but less than Rs. 1400.	45	60	75
VI.	Below Rs. 1100	30	38	53

SPLIT RATES OF DAILY ALLOWANCE

	Category & Pay Slab	Within the State except Jaipur		Metropolitan Cities & town having population of more than 25 lacs	
A-I	Rs. 3700 & above	125	40	450	75
A-II	Rs.3000 & above but below Rs. 3700	100	35	325	60
B	Rs.1800 & above but below Rs. 3000	70	30	200	55
C	Rs.1200 & above but below Rs.1800	40	25	100	50
D	Below Rs. 1200	18	13	40	35

	Category & Pay Slab	State Capitals other than Jaipur & Metropolitan Cities Hill Stations and towns having population of more than 10 lacs		Other places outside the state & Jaipur	
A-I	Rs. 3700 & above	250	60	150	45
A-II	Rs.3000 & above but below Rs. 3700	200	50	120	40
B	Rs.1800 & above but below Rs. 3000	100	45	75	35
C	Rs.1200 & above but below Rs.1800	60	40	50	30
D	Below Rs. 1200	30	25	25	18

The officers of the Corporation shall be entitled to stay in RTDC hotels/ tourist bungalows in Rajasthan on single occupancy basis and would be entitled to claim reimbursement of the actual room rent paid which should be minimum room rent charged by the tourist bungalows if the officer is not otherwise eligible to claim higher room rent prevalent in tourist bungalows. INCIDENTAL CHARGES shall continue to be paid as per the existing rates.

The rates of MILEAGE ALLOWANCE for journeys while on tour outside the Head Quarters if undertaken by road and by own conveyance have been approved as follows :-

TYPE OF VEHICLE

Motor Car/Jeep

Scooter/Motorcycle/

Moped etc.

Cycle

RATE OF MILEAGE ALLOWANCE

Rs.2.00 per km.

Rs.1.00 per km.

Rs. 0.25

Rates of CONVEYANCE ALLOWANCE for local journeys on official work have been decided to be as follows :-

OWN VEHICLE

Car/Jeep Rs. 2.00 per km.

Scooter/Motorcycle Rs. 1.00 per km.

Moped Rs. 0.60 per km.

Cycle

HIRED VEHICLE Rs. 0.50 per km.

Car/Taxi

Scooter/Taxi Actual Expenditure

Actual Expenditure

others Rs. 1.50 per km.

The claims for travelling allowance already settled for the period between 1.5.92 and issue of present office order shall not be re-opened.

Sd/-

EXECUTIVE DIRECTOR

The rates of Mileage allowance for Journeys undertaken by own Vehicle While on Tours outside the Headquarters and Conveyance allowance for Local Journeys for official Work Undertaken by own Conveyance revised Vide Office order no RFC/PA-23 (8)/ 2482Dt. 15.11.1995 (Annexure 'Q')

RAJASTHAN FINANCIAL CORPORATION

ANNEXURE-I

Udyog Bhawan,
Tilak Marg,
Jaipur-302 005

Ref. No. RFC/PA-23 (10)/V01.III/1997

Dated : 22.09.1995

CIRCULAR

The Board of Directors in their meetings held on 15.6.95 vide decision No.'s 412/31/95 & 413/18/95 have approved proposals for revising the existing policy of the corporation for reimbursement of medical expenses. In pursuance of the above Board decisions and in supersession of all earlier instructions the revised "policy of the corporation for reimbursement of medical expenses" (As. amended upto 15.6.95) is appended herewith.

The existing medical policy given at para 2 of part 'B' of Chapter PA-2 of PG shall be substituted by this revised Medical Policy. The revised Policy shall be applicable with immediate effect.

(JAGDISH CHANDRA)
EXECUTIVE DIRECTOR.

c.c.to:-

1. All Regional Offices/Branches/Sub-offices.
2. Standard circulation at Head office.

POLICY OF THE CORPORATION FOR REIMBURSEMENT OF MEDICAL EXPENSES

2.1 Extent of Application

- i) This policy shall apply to all the corporation employees whose condition of service are regulated or deemed to be regulated by Rajasthan financial corporation (Staff) Regulations, 1958 when they are on duty or on leave (including the leave preparatory to retirement) in the Rajasthan or while under suspension.
- ii) Re-employed on deputation from the State Government and vice versa unless anything otherwise is provided in the terms of deputation.
- iii) In case the husband/wife of the employees is engaged in service in other department/establishment and if that department/establishment is having the facility of reimbursement of Medical expenses in such cases also the working spouse may avail the facility of the reimbursement of medical expenses from the corporation after giving an option which is to be approved by the corporation.

2.2(a) Definition & other related Issues

Family means corporation employee's wife (not more than one)/Husband (in case of a woman corporation employee) children including children adopted legally and parent(s) if wholly dependent on the corporation employee. provided that the terms parents does not included 'Step parent' and the term 'wholly dependent' in case of a parent means that parents normally reside with employee at the place of duty and their total monthly income from all sources does not exceed Rs. 1,000/-.

(b) Declaration of dependence

Every employee of the corporation will have to submit a declaration of dependence for his/her parents. the declaration should inter-alia among other things specify the names of other male issues of the parents. The declaration should also include details of income earned by the dependent from his own sources together with details of pension etc. The declaration should specify that nobody else other then the employee is supporting the dependent parent for whom medical Claims are proposed to be claimed during the year and that they are residing with him.

8.3 Admissibility of treatment :

- (i) Treatment taken from Govt. Doctors/Govt. Ayurved Vaid/Govt. Homeopaths of Hospitals and dispensaries will be admissible. In addition to these allopathic treatment taken from any Nursing Home/Clinic/Doctors possessing qualifications of M.B.B.S or equivalent or more would also be admissible.
- (ii) In the case of Dental diseases treatment taken from medical practioners possessing the qualifications of B.D.S. (recognised by Govt. for practising as Dentist) or higher qualifications would also be admissible.
- (iii) Govt. Doctors/Govt. Ayurved Vaid/Govt. Homeopaths/Private Nursing Home/ Clinic doctors and also the Homeopaths mentioned below would be treated as authorised medical attendant for the purpose of reimbursement of medical claims and also for the purpose of medical fitness/sickness certificate.

8.4 Homeopathic system of treatment :

Reimbursement of medicines @ Rs. 1/- Per day for Indian Medicines and Rs. 2/-per day for foreign make medicines is admissible. The cost of prepared medicines, combination etc. is also reimbursable on production of cash memo. The following private homeopathic practioners at Jaipur are treated as authorised Medical attendants and approved Doctors for the purpose of Medical reimbursement :

- 1) Dr.K.G.Rajvanshi
- 2) Dr.M.L.Jain (Mani)
- 3) Dr.S.N.Koowal
- 4) Dr. G.N. Chauhan

- 5) Dr.R.P.Mathur
- 6) Dr. Uma Kishore
- 7) Dr.M.L.Gupta
- 8) Dr.S.D.Dhanetwal
- 9) Dr.L.C.Sharma
- 10) Dr.Brijendra Kumar Agnihotri

8.5 Cost or treatment-eligible expenses :

- (i) The Cost of treatment would include :
 - (a) Cost of medicine purchased
 - (b) Consulting charges paid
 - (c) Expenses incurred on pathological tests, X-Rays, ECG etc.
- (ii) Reimbursement of cost of medicines : In the case of Homeopathic treatment the reimbursement would continue to be at the existing rates of Rs. 1/ per day for Indian medicines and Rs. 2/- per day for foreign make medicines also the cost of per-prepared medicines, combinations, mother tinctures of cash memo or verification of the same by the medical officer.
- (iii) Reimbursement of allopathic and Ayurvedic medicines would continue to be as per list of admissible medicines of state Govt. The medicines should be purchased by the employees from the Upbhokta sahakari Sangh medical shops/ S.M.S. Medical relief Society/S.D.M.H. Medical shops. However, in cases where the medicines are not available on Upbhokta Sangh sahakri shops then the same could be purchased from any other medical shops but after obtaining N.A.C. In places where the Upbhokta Sahkari Sangh shops are not available then the medicines could be purchased from any other medical store.
- (iv) For employees of the corporation whose Head Quarters are at Jaipur/Jodhpur/ Ajmer (and also other places where Upbhokta sangh medical shops exist) reimbursement of only those medicines will be allowed which have been purchase from Rajasthan Rajya Sahakari Upbhokta sangh medical shops or from other shops after obtaining a Non-availability certificate from a shop of RRSus. Medicines purchased by employees residing in Jaipur would also be eligible for reimbursement if the same are purchased from any of the undermentioned shops
 - (a) Medical Relief Society at S.M.S. Hospital.
 - (b) SDM Medical shop (incase treatment is taken from SDMH Hospital).
 - (c) Shree Amer Jain Drug store (in case treatments is taken from Shri Amer Jain Hospital).
- (v) The employees would be entitled to purchase two days requirement of medicines from non approved shops subject to the following conditions
 1. There should not be in existance any shop which is otherwise approved for purchase of medicines in the vicinity for the hospital/clinic from where the treatment is taken or at the place where the employee resides.
 2. The medicines to be purchased should be of essential nature and should not exceed two days requirement.
 3. The drugs in the nature of tonics would not be covered by the above relaxation. Tonics etc. purchased from non-approved shops would not be considered as admissible for reimbursement.
- (vi) Ambulance charges incurred to take the patient from residence to hospital/ clinic/institution and vice-versa or from one hospital to another for treatment or examination is reimbursable if the Ambulance belongs to the concerned hospital where the patient is admitted.
- (vii) Cost of hearing aid or artificial limb (including cost of replacing a Limb) or callipers would also be reimbursable but if a hearing aid equipment is required to be purchased again on the opinion of the competent authorised medical attendant and that the earlier equipment is beyond repairs the reimbursement of cost would be limited to 50% only.
- (viii) Entitlement of accommodation in Govt. hospital/private Hospital/Clinic/Nursing Home :-

The accommodation charges in a Government Hospital/private Hospital/Clinic/ Nursing Home would be reimbursable on actual basis (except service charges/ registration charges) on within standard limit.

Designation Day (6 AM to 8 PM) Night (After 8 PM but before 6 AM)

CAS	15/- (per visit) 20/- (Per visit)
C.A.S. (Selection Grade)	25/- (Per visit) 30/- (Per visit)
Jr. Specialist on Clinical Side	25/- (Per visit) 30/- (Per visit)
Lecturers of Medical Colleges on Clinical Side	25/- (Per visit) 30/- (Per visit)
Readers of Medical Colleges on clinical side	30/- (Per visit) 40/- (Per visit)
Sr. Specialist on Clinical Side	30/- (Per visit) 40/- (Per visit)
Professors including Principal & Addl. Principle of Medical Colleges on clinical side	40/- (Per visit) 50/- (Per visit)

Private Practitioners

MD/MS or equivalent Rs. 50/- on production of receipt

MBBS or equivalent Rs. 40/- of the Doctor.

Private Hospital/Nursing Home/Clinics

Actual on production of receipt of the Hospital.

x) The cost of treatment would be reimbursable on production of prescription, Cash memo of medicines purchased, receipts of fee as per Govt. rules (As above) Paid to the Doctor and receipts for the Pathological tests, X-Rays, ECG and other investigations etc. The verification of fees would not be considered as an adequate supporting document.

Note : Service charges/Regn. charges charged by certain Private clinics/Hospital would not be eligible for reimbursement.

2.6 Concessions To T.B. & Cancer Patients

If any member of the family of an employee of the corporation drawing pay up to 2150/-p.m. is suffering from T.B/Cancer, such a Corporation employee in addition to reimbursement of expenses of Medicines, will be entitled to reimbursable medicines, and/or special diet on the following conditions :

1. The Medicine/Spl. diet have been prescribed by the Govt. Medical officer of the Govt. T.B, Hospital/Sanatorium.
2. Only the amount to be reimbursed under the clause shall not exceed Rs.75P.m. for a period ordinarily not exceeding 12 months (except in case where the patient is hospitalised).
3. The amount shall be reimbursable on production of vouchers duly countersigned by the Medical officer attending the case.
4. Charges for non reimbursable Medicines not exceeding Rs. 50/-p.m. shall also be allowed to an indoor patient prescribed by the medical officer of the Govt. T.B. Hospital/sanatorium. Amount not exceeding Rs.50/- p.m. for the charges on ordinary accommodation in a pvt. sanatorium if paid by him shall also be reimbursed.

2.7 Procedure of Passing of the Bills :

In cases where the employee submits the prescription (not returnable), cash memo of the medicines purchase receipts for pathological tests and other medical investigation and also for consultation fees then the employee concern should himself verify the bills by recording the following certificates.

(a) "Certified that an amount of Rs. _____ has been spent by me on medical treatment taken for _____ (Name of the patient)".

(b) In the case treatment of dependent parents certificate on the lines indicated in para.

The details of cost of medicine, charges for consultation, Pathological tests/ X-Rays/ECG and other investigations etc. would be given in the medical bill. In these cases no further verification by medical officer is required.

iii) The claims of the persons working in Branches/Regional offices/H.O. would be passed by the Branch Manager/Regional Managers/Manager(Accounts) respectively. While passing the bills these controlling officers should ensure that he medicines are as per list of reimbursable medicines and that the treatment is also taken in accordance with the procedure laid down above.

iv) In cases where the claims submitted by the employees are in excess of the limit prescribed from time to time then the same would be considered in the undermentioned cases only. The bills should be approved by the MD on the basis of individual merits and no relaxation would normally be considered except in the following circumstances :-

"The claim should relate to cases involving prolonged illness, chronic diseases, hospitalisation in Government Hospital etc. Diseases like T.B., Cancer, Kidney or Heart ailment, accidents etc. would be eligible for relaxation in limit."

2.8 LIMIT OF REIMBURSEMENT OF MEDICAL EXPENSES

Extent-of-reimbursement

STANDARD LIMIT

UptoRs. 4,000/-p.a.

Competent authority

Manager (A/cs.) at
H.O./ Manager (Br.) at
B.O./ DGM (R) at R.o.

EXCESS LIMIT

a) Rs. 4,000/- to CMD on the recommendation of a committee comprising of GM(A), DGM(F&A), Manager (A/cs.), in cases of chronic diseases (i.e. T.B., Cancer, Kidney, Heart ailments, other prolonged chronic ailments).

Rs. 50,000/- p.a.

Board of Directors.

Rs. 2,50,000/- p.a.

c) Upper Limit for reimbursement of Medical expenses shall be Rs. 2.50 Lacs. Beyond this Limit reimbursement of medical expenses shall not be sanctioned. However, special cases may be considered by the Board but the employee shall have to bear 20% of the expenses beyond the upper limit of Rs.2.50 Lacs.

2.9 Treatment Taken Out Side The State

i) The Treatment taken outside the state would be considered for reimbursement in the following circumstances:-

a) The treatment for the particular disease is not available within the state.
b) The treatment is taken in an authorised hospital as approved by the state Govt. and indicated in its Medical Reimbursement Rules.

c) The patient should have been referred to the above hospital outside the state by an authorised Medical practitioner associated with a Govt. Hospital in the state and Certified by the principal of a Medical College/Director of Medical & Health Services of the State or Medical Board/Council of the Private Hospitals and endorsed by the Principal of a Medical College or D.M.H.S. of the State.

(ii) For the purpose of reimbursement, the original receipt issued by such institution/Hospital and Vouchers of Medicines etc. shall be countersigned by the Authorised Medical Attendant of the Hospital/Institution on whose advise the treatment outside the State was undertaken.

iii) Grant of advance for medical attendance and treatment outside the state:-

The advance shall be sanctioned by the Board/CMD Keeping in view the estimated amount of expenditure indicated in the estimated amount of expenditure indicated in the certificate issued by the Principal of a Medical College or Director, Medical & Health Services of State. Once an advance has been sanctioned Further advance shall be allowed only after the Medical Reimbursement claim to the extent of amount previously advanced has been submitted for adjustment. This entire amount of advance shall finally be adjusted against the due medical reimbursement of claims not later then the expiry of a period of one month from the date of release of the patient from the Hospital. The un-spent amount. if any, shall invariably be deposited in Cash.

2.10 Applicability of Government Rules

Wherever the rules of the Corporation are silent the State Government Medical Reimbursement Rules would apply.

ANNEXURE "J"

**RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN TILAK MARG,
JAIPUR-302 005**

Ref : RFC/PA-23(7)692

Dated 17.06.1986

CIRCULAR

Regulation No-36.(1) of RFC (Staff) Regulation 1958 has been amended. The copy of notification published in Rajasthan Gazette dated 15th May 1986 is given overleaf.

Sd/-
MANAGER (P&A)

CC TO:-

1. All Regional offices/Branches/Sub offices.
2. Standard circulation in HO.
3. Notice Board.

ANNEXURE 'J'

RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN TILAK MARG,
JAIPUR-302 005

Dated 24th April, 1986.

NOTIFICATION

Ref. No. RFC/PA-23 (7).-In exercise of powers conferred under section 48 of the state Financial corporations Act, 1951 (LXIII of 1951) the Board of Directors of the Rajasthan Financial Corporation, after consultation with the Industrial Development Bank of India and with previous sanction of the Government of Rajasthan, is pleased to amend Regulation No.36(1) of RFC (Staff) Regulations, 1958 as follows :-

Regulation NO- 36 (1)

An employee of the Corporation who is detained in custody, whether on a criminal charge or otherwise for a period exceeding 48 Hours, shall be deemed to have been suspended w.e.f. the date of detention by an order of the appointing authority and shall remain under suspension until further orders. He shall be allowed the payments admissible to an employee under suspension under Regulation No. 37 until the termination of the proceedings against him, when an adjustment of his pay and allowances shall be made according to the circumstances of the case and in the light of the decision as to whether his absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in event of the employee being acquitted of all blame and treated as on duty during the period of his absence less the period spent by the employee in actual detention. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.

By order of the Board of Directors.

Sd/-
O.P. BHARGAVA
General Manager-cum-Secretary

(Published in Rajasthan Gazette dt. 15th May 1986)

ANNEXURE 'K'

RAJASTHAN GAZETTED DATED 21.08.86
RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN,
TILAK MARG
JAIPUR-302005
Dated 5th Aug, 1986.

NOTIFICATION

Ref. No RFC/PA-23 (14).-In exercise of powers conferred under section 48 of the state Financial corporations Act, 1951 (LXIII) of 1951) the board of Directors of Rajasthan Financial Corporation, after consultation with the Industrial Development Bank of India and with previous sanction of the Government of Rajasthan is pleased to replace the existing Regulation No 82 A of RFC (Staff) Regulations 1958 by following Regulation With immediate effect :—

"82' A The maternity leave may be allowed to a female employee on full pay for a period which may extend upto the period of 90 days from the date of its commencement, provided that such leave can be availed maximum 3 times during the entire period of her service

Clarification- Maternity leave cannot be granted in case of threatened abortion"

By order of the Board of Directors,

Sd/-
(S.N.THANVI)
General Manager Cum Secretary

RAJASTHAN GAZETTE DATED 15.5.86
RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN TILAK MARG, JAIPUR-302 005

JAIPUR, APRIL 24, 1986

NOTIFICATION

Ref. No. RFC/PA-23 (11).-In exercise of powers conferred by Section 48 of the state Financial Corporations Act. 1951, the Board of Directors of Rajasthan Financial Corporations, after consultation with the Industrial Development Bank of India and with previous sanction of the Government of Rajasthan is pleased to replace the existing Regulation No- 109 (a), 109 (b) (d) and 109 (b) (b) by the following :-

Regulation No- 109 (a) :-

S.No.	Pay Range	Nature of Conveyance	Amount of Advance	Recovery instalment
3	All employees	Cycle	Not exceeding Rs. 400/-	35

Regulation No. 109 (b) (b) :-

The conveyance purchased with the aid of advance has been sold, after obtaining prior permission of the sanctioning authority and the balance of sale proceeds remaining with the officer after making repayment of entire outstanding balance of previous advance (s) together with interest is utilised fully towards the purchase of another conveyance. Provided that the application of sale proceeds towards the purchase of conveyance shall not be insisted upon if more than one year has elapsed between the date of selling the said conveyance and the date of applying for the second advance/ third advance.

Regulation No- 109 (b) (d) :-

The amount of second advance/third advance for purchase of a Conveyance shall be equal to the 80% of the difference between the actual cost price of the conveyance and the amount of sale proceeds available With the officer for application towards purchase of conveyance limited to the maximum amount admissible under regulation No- 109 (a). The second advance/third advance for purchase of a conveyance shall only be admissible after expiry of a period of five years from the date of grant of first advance/second advance as the case may be.

By order of the Board of Directors,

Sd/-
O.P.Bhargava.
General Manager-Cum-Secretary

**RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN TILAK MARG,
JAIPUR-302 005**

Ref.No-RFC/PA-23 (11)694

Dated 17.06.1986

CIRCULAR

Regulation No- 109 (a), 109 (b) (b) and 109 (b) (d) of RFC Staff Regulation 1958 have been amended. A copy of notification published in Rajasthan Gazette dated 15th may 1986 is given cover leaf.

Manager (P&A)

CC to

1. Regional offices/Branch offices/Sub offices
2. Standard circulation in HO.
3. Notice Board.

**RAJASTHAN GAZETTE DATED 21.8.86
RAJASTHAN FINANCIAL CORPORATION**

UDYOG BHAWAN
TILAK MARG, JAIPUR-302 005
Dated 5th August.1986

NOTIFICATION

Ref:- No. RFC/PA-23 (11) - In exercise of the powers conferred by section 48 of the state Financial Corporation Act 1951, The Board of Director of Rajasthan Financial Corporation, after consultation With the Industrial Development bank of India and with previous sanction of the Government of Rajasthan is pleased to replace the existing Regulation No- 111 and 119 of RFC (Staff) Regulations, 1958 by the following with Immediate effect :-

"111 Interest-Simple interest at the rate of 10% pa Will be charged on the balance outstanding on the last date of each month. The amount of interest will be recovered in one or more instalments, each such instalment being not appreciably greater than the instalments in which the principal js recovered. The recovery of interest will commence from the month following that in which the repayment of the principal has been completed"

"119. In the case of contravention of the provisions of these regulations and default in making payment of principal and interest accrued thereon, The amount of advance so sanctioned shall be recovered in the following manner unless a good reason is shown to the contrary

(a) The Corporation employee shall be liable to refund the whole amount of advance in one instalment

(b) If whole amount of advance is repaid in one instalment interest @ 13% pa. shall be charged for the period from the date of receipt of advance upto the date of receipt of advance upto the date immediately preceding the date of actual repayment

(c) If a Corporation employee fails to repay the entire amount of advance in one lump-sum the amount of advance shall be recovered from monthly

pay bill @ 50% of his pay (excluding allowances) and interest @ pa on the whole amount of advance will be charged till the entire amount of advance is repaid in full.

(d) If whole amount of advance has been fully recovered according to the provisions of these regulations and interest is not paid regularly, interest @ 13% p.a. shall be charged on the amount of interest already accrued on the advance for the period of recovery holiday."

By order of the Board of Directors,

Sd/-

(S.N. THANVI)

GENERAL MANAGER-CUM- SECRETARY.

राजस्थान वित्त निगम
अधिसूचना

संख्या एफ ला-3 (10) / 1036- दी राजस्थान स्टेट फाईनेन्शियल कारपोरेशन्स एक्ट 1951 की धारा 48 में प्रदत्त शक्तियों का प्रयोग करते हुए राजस्थान वित्त निगम के संचालक मण्डल ने भारतीय औद्यांक विकास बैंक से विचार विमर्श करने के पश्चात तथा राज्य सरकार की पूर्वानुमति लेकर राजस्थान फाईनेन्शियल कारपोरेशन (स्टाफ) रेग्यूलेशन, 1958 के रेग्यूलेशन क्रमांक 111 का निम्न द्वारा प्रतिस्थापित किया गया है यह प्रतिस्थापना दिनांक 28.08.93 से प्रभावी होगा।

III-INTEREST:

Simple interest at the rates given below will be charged on the balance outstanding on the last day of each month. The amount of interest will be recovered in one or more instalments, each such instalment being not appreciable greater than the instalment in which the principal is recovered. The recovery of interest will commence from the month following that in which the repayment of the principal has been completed.

S. No.	Conveyance for which loan is Sanctioned	Rate of interest per annum
1.	Cycle	9%
2.	Motor Cycle, Scooter & Moped	11%
3.	Motor Car	15%

संचालक मण्डल की आज्ञा से,
ह.
(एम बी पारीक)
महाप्रबन्धक एवं सचिव
राजस्थान वित्त निगम,
उद्योग भवन, तिलक मार्ग,
जयपुर

RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN TILAK MARG,
JAIPUR-302 005

Ref. No. RFC/PA-23 (11)/250

Dated : 25.04.1995

OFFICE ORDER**Reg: Grant of advance for purchase of conveyance.**

In partial modification of office order No. RFC/PA-23 (II)/ dated 27.03.1991, it is prescribed that the employees of the corporation would be eligible for advance for purchase of conveyance as per details given below subject to normal conditions of grant of such advance :-

S.No.	Category of Government Servants drawing pay	Kind of conveyance	Amount of Advance	No. of instalments of recovery of advance with interest thereon
	1	2	3	4
1	Rs. 3000/- per month and above	i) For purchase of a new Motor Car/ Jeep ii) For purchase of old Motor Car/Jeep	28 months pay or Rs. 1.30 lacs or 80% of the cost of Motor Car/Jeep whichever is less 16 months pay or Rs. 75,000/- or 80% of the cost of Motor Car/ Jeep whichever is less	180 180
2	Rs. 800/- per month and above	i) Scooter / Motor Cycle/ Moped ii) Tricycle (for disabled and handicapped persons only) etc.	10 months pay or Rs. 20,000/- or 80% of the cost of Scooter/ Motor Cycle/ Moped etc. whichever is less 16 months pay of Rs. 75,000/- or 80% of the cost of Motor Car/ Jeep whichever is less	120 180
3	All Corporation employees	Cycle	Not exceeding Rs. 800/-	50
4	Camel Sawars	Camel	Rs. 1500/- or the cost of camel whichever is less	90

Note:- The officer concerned will submit an affidavit stating the price paid by him for the car along with other prescribed details, make of the Car and Year of manufacture.

S.S.Jain
General Manager (A)

Copy to

1. All ROs/BOs/SOs.
2. Standard circulation at Ho.
3. Notice Board.

RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN, TILAK MARG,
JAIPUR-302 005

Ref.No. : RFC/PA-24(3)/68

Dated : 21 04.1995

OFFICE ORDER

SUB: FOOD GRAIN ADVANCE.

In terms of regulation no. 125 & 126 of RFC (Staff) Regulations, 1958. Food Grain Advance of Rs. 1500/- may be allowed upto June, 1995 to those employees who are drawing pay not more than Rs.2100/- per month.

The advance will be interest free and recoverable in 8 equal instalments commencing from the month subsequent to the month in which the advance has been granted or by 29th February, 1996 which ever is earlier

The advance to employees on probation/temporary may be provided on furnishing surety from two permanent employer's.

The employees drawing the advance shall submit the certificate in the following proforma in support of purchase of Food Grain as per Regulation No. 129 of RFC (Staff) Regulations:-

CERTIFICATE

I, _____ Certify that I have purchased the food grain for the full amount of Rs.1,500/- sanctioned to me as Food Grain Advance.

Signature of the employee

GENERAL MANAGER (A)

Copy to :-

1. All Regional 'Offices/Branches/Sub-Offices.
2. Manager (Accounts), Head Office, Jaipur,
3. Notice Board.

ANNEXURE 'P'

RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN TILAK MARG,
JAIPUR-302 005

Ref. No. RFC/PA-23/(14)/2558

Dated : 17.12.1992

OFFICE ORDER

In pursuance of decision of the Board taken in its Meeting held on 07.02.92, the following amendments in RFC (Staff) Regulation' 1958 have been made. These amendments will come into force w.e.f. 01.01.92.

17(iii) (a) The word "240" is substituted in line No.4 in between words "not exceeding" and "days" in place of 180.

17(iii) (c) The figure "240" is substituted in line of the regulation in between "maximum of" and "days" in place of 180.

Regulation No.75 (2) are substituted so as to read as below:-

75(2) Leave account of every employee of the corporation shall be credited with privilege leave (O.L.) in advance in 2 instalments of 15 days each of the first day of January and July of every calendar Year irrespective of whether it is an even or uneven year.

76 No deductions in leave balance shall be made if employee remains on any kind of leave other than extraordinary leave. If an employee remains on extraordinary leave in a half year, deductions shall be made on 1/10th of the period of extraordinary leave during that half year subject to a maximum of 15 days.

EXECUTIVE DIRECTOR

Copy to:-

1. All Regional Offices/Branch office Sub-office.
2. Standard Circulation in Head office.

राजस्थान वित्त निगम

उद्योग भवन, तिलक मार्ग, जयपुर - 302005

अधिसूचना

जयपुर, 19 जून, 2019

संख्या: आरएफसी/एफपीए-23(8) :दी स्टेट फाईनेन्सियल कारपोरेशन एक्ट, 1951 की धारा 23 सपठित धारा 48 में प्रदत्त शक्तियों का प्रयोग करते हुए राजस्थान वित्त निगम के संचालक मण्डल ने भारतीय लघु उद्योग विकास बैंक से विचार विमर्श के पश्चात तथा राज्य सरकार की पूर्वानुमति लेकर राजस्थान फाईनेन्सियल कारपोरेशन (स्टाफ) रेग्यूलेशन्स, 1958 के रेग्यूलेशन्स के अंतर्गत यात्रा भत्ता, दैनिक भत्ता एवं माईलेज भत्ता जो कि राजस्थान सरकार के राजस्थान यात्रा भत्ता नियम 1971 में संशोधन के अनुरूप ही राजस्थान वित्त निगम में संशोधन का निर्णय निम्नानुसार लिया है :-

संचालक मण्डल की आज्ञा से,
सरोज बगडिया
सचिव

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN, TILAK MARG,

JAIPUR-302 005

RAJASTHAN FINANCIAL CORPORATION (STAFF) REGULATIONS, 1958

CHAPTER -VII

SECTION-3

TRAVELLING ALLOWANCE

Reg: Amendment in RFC (Staff) Regulation, 1958 relating to Traveling Allowance

The Finance Department (Rules Division), Government of Rajasthan, Jaipur vide its order No. F.6 (3) FD/Rules/2012 Pt. dated 09.06.2017 has made amendment in the Rajasthan Traveling Allowance Rules, 1971. Revision of rate of mileage allowance and daily allowance for travel by air, rail and road copy of which is enclosed at Annexure-A.

As the RFC (Staff) Regulation, 1958 relating to traveling allowance / daily allowance / mileage allowance are only on the lines of State Government Rules, hence the amendment may be made applicable to the Corporation employees in the following manner.

1. Regulation No. :-Rate of mileage allowance for travel by rail.

Category of Corporation officials	Actual rail fare of class of accommodation	Remarks (applicable to all categories)
A 95,000/- or above	Actual rail fare including reservation charges of any train in any class	1. For this purpose (except travel by second class Non A.C.) the Corporation officials concerned shall enclose Ticket / Cash Receipt (in original or photo copy) issued by Railway Authorities, in the Travelling Allowance Bill.
B 49000 below 95000/-	Actual rail fare including reservation charges of A.C. Three Tier (May travel in Two Tier if the train does not have Three Tier A.C. Coach) or A.C. Chair Car, (excluding Executive Class	2. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available. In the former case they can claim actual fare of the lower class to which they are entitled and in the later case they may claim the Railway fare of the category to which they belong. 3. Claims for refund of unused tickets should be preferred to concerned Railways, Road transport and Airlines. The amount of cancellation fee charged by the Rail, Airlines or Road Transport concerned shall be reimbursed by the Corporation on furnishing a

C 39000 below 49000	Actual rail fare including reservation charges of AC Chair Car or non A.C. Second Class Sleeper.	certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of Corporation officials like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the Corporation officials without waiting for the acceptance of his claim for refund of cancellation charges by the Railways, Road Transport or Airline Authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be made. The cancellation charges shall be claimed in the Travelling Allowance Bill. In unavoidable circumstances beyond the control of Corporation officials, the reservation fee or unused tickets cannot be produced for claims or cannot be cancelled by concerned airline authority, in such cases, Competent Authority as per item No. 3 of rule 25 (2), shall be competent to reimburse the reservation fee / ticket charges, after fully satisfying with the circumstances and relevant documents.
D 26000 below 39000	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	
E Below 26000/-	Actual rail fare including reservation charges of non A.C. Second Class Sleeper.	
F Retired officials (for court cases) As per last pay drawn		

MILEAGE ALLOWANCE FOR TRAVEL BY ROAD

Category of Corporation officials	Special Rates (Amount in Rs.)		Ordinary Rates (Amount in Rs.)	
1	2		3	
A&B	(i) Journey in a motor car owned by a Government servant	Rs.9.00 Per km.	(1) Actual Air-conditioned / Deluxe (including Semi-Deluxe) / Volvo or any Upper Class Bus fare plus passenger tax and other tax charged, if any.	
			(2) Mileage Allowance for journey to reach Airport / Railway Station / Bus Stand from duty point / residence and vice versa.	
	(ii) Journey by a Scooter / motor cycle / moped etc. owned by a Government servant	Rs.3.00 Per km.	Place	Rate
			(i) Jaipur	Rs.150/-
	(III) Journey by any other means of Conveyance like Auto Rickshaw including E-Rickshaw.	Rs.6.00 Per km.	(ii)Jodhpur, Udaipur, Kota, Bikaner and Ajmer	Rs.100/-
			(iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-services.	Actual charges paid in payment of fare for Taxi, Auto Rickshaw including E-Rickshaw, Scooter, Bus, Rail, Metro Train.
		(iv) Other places.	Rs. 60/-	
C,D & E	(i) Journey by a Scooter / motor cycle / moped etc. owned by a Government servant	Rs.3.00 Per km.	Actual Ordinary / Express or Mail Class bus fare plus passenger tax plus other tax charged, if any. Mileage allowance for journey to reach airport / railway station / bus stand from duty point /residence and vice versa.	
			Place	Rate

	(ii) Journey by Auto Rickshaw including E-Rickshaw.	Rs.6.00 Per km.	(i) Jaipur	Rs.150/-
	(iii) Journey on cycle or on foot.	Rs.2.00 Per km.	(ii) Jodhpur, Udiapur, Kota, Bikaner and Ajmer	Rs.100/-
			(iii) All state Capitals in India (except Jaipur) including Delhi and places connected by air-services	Actual charges paid in payment of fare for Taxi, Auto Rickshaw including E-Rickshaw, Scooter, Bus, Rail, Metro Train
			(iv) Other places	Rs.60/-
			Note (ordinary rates) (1) A Corporation officials who uses departmental vehicle (including staff car) for road journey from office or residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport / Railway Station or Bus Stand and vice versa. (2) Where a Corporation officials alights from a train/ bus / aero plane in order to catch a connecting train / bus /air service, from another railway station /bus stand / Airport, as the case may be, at a particular place en-route his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b) above of respective category. (3) The procedure laid down in Note 3 of Remarks column of Appendix-I shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned. (4) Every Corporation officials who travels on duty in Air Conditioned / deluxe (including semi	

			deluxe) / Volvo or any upper class bus shall be required to attach the bus ticket or its photocopy in the Travelling Allowance bill.
NOTE (special rates): 1. Corporation officials shall not undertake journey by a Scooter / motor cycle / moped etc. owned by distance exceeding 25 kms. from his headquarter to places connected by rail or regular bus service. 2. Road Journey by a Scooter / motor cycle / moped etc. owned by a Corporation officials may, however, be made for a distance not exceeding 50 kms. from his headquarters between places neither connected by rail nor by regular bus service. 3. In case Journey by a Motor Car owned by a Corporation officials where Toll Tax is charged the journey will be valid only on production of receipt of payment Toll Tax. The Corporation officials shall be entitled to toll tax charges actually paid by him in addition to the mileage allowance as admissible under the above rule. 4. In case where husband and wife both are Corporation officials and the motor car is owned by either of them, the journey undertaken by either in the said motor car owned by his /her spouse would be treated to have been performed in his /her own car for the purpose of these rules. 5. In case journey is performed in a Motor Car owned by a Corporation officials, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of Rail Mileage Allowance. 6. For places which are not connected by Rail, the Special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rate of Mileage Allowance shall be admissible. 7. Travel by own Car will be done only after prior approval of the Competent Authority. 8. Places where short journey are allowed such short journeys can be done by own car and for which Special rates of Mileage Allowance will be admissible. 9. For officials not entitled to travel by own vehicle special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible. 10. Places where RTDC hotels are not available the employee should be allowed to accommodate in a private hotel which is equally affordable. 11. The existing grade pay of Rs. 7600/- appearing in Col. No. 5 against serial no. 4 of the schedule of delegation of powers shall be substituted by level 19 of pay matrix.			

MILEAGE ALLOWANCE FOR TRAVEL BY AIR

Eligibility	Mileage Allowance
1. Officers drawing Basic pay of Rs. 95,000/- and above Exception :- 1. In such cases where journey involved is more than 500 kms. and cannot be performed over night by train, officers drawing basic pay Rs. 69,000/- and above but below Rs. 95,000/- shall	1. One actual single fare including tax and surcharge on fare, if any. 2. For combined journey by Air and by rail or road, mileage allowance as permissible for

be entitled to travel by Air by cheapest class, with prior approval of Controlling Authority Actual Air fare and reservation charges shall be admissible subject to production of Ticket and Boarding Pass. 2. Corporation nominees attending meeting of Companies, Cooperative Societies, Autonomous Bodies, Industrial or Commercial Corporation or any other corporate body or statutory organization may travel by air, if the Company / Body pay air expenses even though they are not entitled to travel by Air under these rules.	such journeys shall be admissible except, for surface transport included in Air fare. 3. The amount of fare charged by the Indian Airlines for road journey from IAC Office to Airport and vice versa separately in addition to the air fare shall not be admissible.
Remarks: 1. (a) Air traveling economy class / lower class can be done through any Airline. (b) All air ticket bookings shall be preferred directly with the airline or through official website of airline. (c) Tickets may also be booked through authorized booking agencies. However, facilitation fee /service charges to booking agency (by whatever nomenclature) which is not included in the tariff charged by the airline, shall not be reimbursed. (d) Element of GST or any other tax /fee / cess charged by Government on air travel or booking of air tickets would be admissible for reimbursement to the individual officer. 2. If a Corporation officials not authorized to travel by Air on tour, perform journey by Air to save time he may draw mileage allowance, which would be admissible if he had travelled by rail or road. 3. The procedure laid down in item 3 of Remarks column of Appendix -I shall apply in respect of refund of cancellation charges of unused Air Ticket. 4. If an officer undertake journey by air, no departmental vehicle should be made to follow the officer and the subordinate officers will also not perform journey to that station by Government vehicle during that period. A certificate to this effect will be recorded by the officer on his Travelling Allowance claim.	

RATES OF DAILY ALLOWANCE

When a Corporation officials on tour stays in Government / Public Sector Circuit House			
Category	All State / Union Territory Capitals (Amount in Rs)	All places other than column No. 2 (Amount in Rs)	Remarks (applicable to all Categories of Government servants)

1	2	3	4
A	800	600	Admissibility of Daily Allowance is subject in the scheduled in the schedule appended to this Appendix.
B	700	500	
C	600	400	
D	550	350	
E	350	250	

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

When the Corporation officials stays in a hotel or other establishment providing boarding and / or lodging on tour at fix rate provided that such hotel /institutions is registered /has obtained -license from the competent authority viz. Local Bodies, Sales Tax Authority, GST Authority, Service Tax Authority etc.

Category	All State /Union Territory Capitals (Amount in Rs.)	All placed other than column No. 2 (Amount in Rs.)
1	2	3
A	3000	2000
B	2500	1800
C	2000	1500
D	1500	1000
E	1000	700

Remarks (applicable to all Categories of Coporation officials):

1. Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix.
2. The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel / Circuit House / Dak Bungalow / or any other Institutions like Young Men's Christian Association, Cricket Club of India, Youth Hostels, etc., which provide for Lodging arrangement at scheduled tariff and produces vouchers / receipts in token payment made on account of hotel accommodation charges. In case the

actual charges paid on account of boarding and lodging are less than the ceiling prescribed in column 2 and 3 of this Appendix, actual charges paid shall only be admissible.

3. Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under column 2 and 3 the actual charges paid shall only be admissible.
4. In case accommodation is not available in Bikaner House, Rajasthan House, Jodhpur House at New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 2 of this appendix, subject to the conditions mentioned in point No. (2) above. The official claiming the Daily Allowance for New Delhi shall record a certificate on the Travelling Allowance claim to the effect that he actually stayed in a Hotel due to non availability of accommodation in any of the aforesaid State Circuit Houses.
5. Actual taxi charges admissible under Rule 11 shall be in addition to Daily Allowance.
6. The provisions as contained in General Administrative (Gr.1) Department Order No. F.2 (10) GA /1182 dated 20.05.1982 shall also continue to be operative so far as it relates to Corporation officers mentioned therein at their option, at Delhi
7. These rates are inclusive of all types of taxes.
8. In case accommodation is not available in Bikaner House, Rajasthan House at New Delhi, officers can stay in hotel / Institution, at prescribed rates after obtaining NAC from Rajasthan House, except officers of Category 'A', who can stay in hotel without obtaining NAC.
9. Officers of such departments, which have their Rest House(s) / Guest House (s) in Delhi can stay in hotel only after obtaining NAC from such Guest House /Rajasthan House.

2. The existing rate for local short journey under rule 9A shall be substituted by the following, namely:

Category	Mode of travel	Rates
Category 'A' and 'B'	Own car	Rs.9.00/- per km subject to maximum of Rs. 600/- per month
	Own Scooter / Motor Cycle	Rs.3.00/- per km subject to maximum of Rs. 300/- per month

3. The existing rule 7 (1) (b) and 7 (4) shall be deleted
4. Incidental charges wherever referred to in the said rules shall stand deleted
5. These rates shall be applicable from the publication of gazette notification i.e. 24.06.1019. The claim already settled shall not be reopened. The other provisions of the TA Rules shall remain unchanged.
6. Further amendment will be included as & when made by State Govt. for which MD of RFC shall be authorized.
7. The travelling allowance shall be admissible to the officials on their transfer as follows:

Category of officials	Mileage Allowance by rail		Mileage Allowance by Road		Road mileage allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer	Cost of carriage of personal affects by Rail or Road (for one side only)
1	2	3	4	5	6	7	8	9
	For self	For family	For self	For family	For self	For family		
Category 'A', 'B', 'C', 'D' and 'E'	Two fares of the class for which entitled on tour except travel by Air /Rajdhani Express and Shatabdi Express	One extra fare for each member of the family. However in respect of the children accompanying the employee half fare or full fare actually paid as per the tariff regulation of railways shall be admissible.	Two bus fares of class for which entitled on tour for journey performed by road.	One extra fare for each member of the family. However in respect of the children accompanying the employee half fare or full fare actually paid as per the tariff regulation of railways shall be admissible.	Rs.9.00 per KM	Additional mileage allowance at the rate of Rs.9.00 per k.m. for the members of his family as defined in the 3(4)	Category 'A' Rs.10,000/- Category 'B' Rs.8,000/- Category 'C' Rs.6,000/- Category 'D' Rs.5,000/- Category 'E' Rs.3,500/-	Category 'A' Rs.30/- per km Category 'B' Rs.30/- per km Category 'C' Rs.18/-per km Category 'D' Rs.14/- per km Category 'E' Rs.12/- per km

Note:

1. Rate shown in column No. 9 to cover of transportation of personal affects shall be admissible subject to production of railway receipt or cash receipt issued by Railway or Road Transport Company / Proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in the column actual freight charges shall only be admissible.
2. If a officials on transfer actually undertake journey by rail / road in a class lower than that to which he is entitled under these rules, he shall be allowed one actual rail /road fare of the class actually used plus one extra full rail / road fare of the class (excluding taxes, if any) to which he is entitled on the basis of the categorization in lieu of two rail / road fares indicated in column 2 of this Appendix.
3. No road mileage allowance for the journey performed from the actual residence of the officials to railway station / bus stand or vice versa shall be admissible
4. A officials cannot undertake journey in a hired / borrowed car on transfer. If he does so, he will get road mileage allowance at the rates indicated in column No. 4 of this Appendix.
5. It will be mandatory to mention in the transfer order that such transfer is made in public interest / Administrative reasons. In absence of such specific mention in transfer orders, the transfer shall be treated on request of the concerned employee and travelling allowance on transfer will not be admissible in such cases.

(URMILA RAJORIA)
MANAGING DIRECTOR

Encl. : Annexure 'A'

Copy to:

1. All Bos/SOs
2. Standard Circulation at HO.

RAJASTHAN FINANCIAL CORPORATION

ANNEXURE 'Q'

UDYOG BHAWAN,
TILAK MARG,
JAIPUR-302 005

Ref. No. : RFC/PA-23(8)/2482

Dated : 15.11.1995

OFFICE ORDER

**Sub: Revision in the rates of Mileage Allowance and Conveyance Allowance
admissible to employees.**

In pursuance of Board decision No. 416/14/95 dated 30.08.1995 the rate of mileage allowance for journeys by road undertaken by own vehicle while on tour outside the headquarters and conveyance allowance for local journeys for official work, if undertaken by own conveyance, as contained in office order No.RFC/F./PA-23(8)/2500 dated 14.12.1992 have been revised as under:

Type of Vehicle	Rate of Mileage / Conveyance Allowance
Car/Jeep	Rs. 2.60 per km.
Scooter/Motor cycle	Rs.1.20 per km.
Moped	Rs.1.00 per km.

The above rates shall come into force with immediate effect

(S.S. JAIN)
GENERAL MANAGER (A)

Copy to:-

- 1 All Regional offices Branch Offices/Sub Offices
- 2 Standard Circulation at Head office
- 3 Notice Board.

ANNEXURE 'R'

**RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN TILAK MARG,
JAIPUR-302 005**

Ref. No. RFC/PA-23(8)/2481

Dated : 15.11.1995

OFFICE ORDER

This office order is being issued under Regulation No.105(Pending amendment in the Staff Regulations) and in Pursuance of the Board decision No. 416/14/95 dated 30th August, 1995. In View of the rise in cost of stay and Hotel the entitlement of looking charges at Delhi, Bombay and other places outside and within Rajasthan for officers and staff of the corporation are revised. The revision has been done in the light of circular No.F.9-B (5) CSE/84/Pt.IV/1319 dated 1 5th April, 1995 issued by Bureau of public Enterprises regarding rationalisation of allowances, perquisites and benefits to the employees of the Public Sector Undertakings. This order is supplement to the order No. PA-23(8) 2500 dated 14.12.1992

S.No.	Category	Entitlement
(A)	For Delhi	
1.	Dy. Gen. Managers & above	ITDC Hotel Samrat, Janpath, Lodhi & Ranjeet
2	Managers	ITDC Hotel not above 3 Star Cateogry
3	Dy. Managers	ITDC Hotel Lodhi & Ranjeet
4	Asstt. Managers	Ashok Yatri Niwas or equivalent Hotels
5	Other Staff	Ashok Yatri Niwas or equivalent Hotels
(B)	For Bombay	
1	Dy. Gen. Managers & above	Hotels equivalent to ITDC hotels Janpath & Samrath
2	Managers	Hotels equivalent to ITDC hotels Janpath & Samrat
3	Dy. Managers	Hotel equivalent to ITDC
4	Asstt. Managers	Hotels equivalent to ITDC hotels Lodhi & Ranjeet
5	Other Staff	Hotels equivalent to Ashok Yatri Niwas
(C)	For other places outside Rajasthan excluding Delhi and Bombay	
1	Dy. Gen. Managers & above	ITDC Hotels not above 3 Star category or other equivalent hotels.
2	Managers	ITDC Hotels not above 3 star category or other equivalent hotels
3	Dy. Managers	Hotels equivalent to ITDC hotels Lodhi & Ranjeet.
4	Asstt. Manager	Hotels equivalent to ITDC hotels Lodhi & Ranjeet.
5	Other Staff	Hotels equivalent to Ashok Yatri Niwas
(D)	For other places within Rajasthan	
1	Dy. Gen. Managers & above	R.P.V.N. Hotels/ Tourist Bungalows & Circuit House

2	Managers	R.P.V.N. Hotels/ Tourist Bungalows & Circuit House
3	Dy. Managers	R.P.V.N. Hotels/ Tourist Bungalows (Delux Room) & Circuit House
4	Asstt. Manager	R.P.V.N. Hotels/ Tourist Bungalows (ordinary room)
5	Other Staff	As per split rate.

The above entitlement of Lodging charges shall come into force with immediate effect.

(S.S. JAIN)

General Manager (ADMN.)

Copy to:-

1. All Regional Offices / Branch Offices/ Sub Offices
2. Standard Circulation at Head Office.
3. Notice Board

ORDER

(P&A-706)

Sub: The Rajasthan Financial Corporation Staff
(Revised Pay Scales) Rules,2017

In compliance of Bureau of Public Enterprises letter no. F.2(20)BPE/97/1081 dated 27.11.2017 and F.2(20)BPE/97/1291 dated 10.01.2018 for revision of prevailing pay scales of employees of PSUs under the jurisdiction of BPE on the lines of State Government notification No. F.15(1)FD/Rules/2017 dated 30.10.2017 and another notification no. F.15(1)FD/Rules/2017 dated 09.12.2017, the Board of Directors in its meeting held on 07.03.2018 has considered the pay scales of the employees of the Corporation on the lines of the State Government and approved the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules,2017, which have come into force w.e.f. 01.01.2016. The Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules,2017 is enclosed herewith as “Appendix-I”.

The pay of the employees is to be fixed in the Revised Pay Scales w.e.f. 01.01.2016 or the effective date of option. Proforma of option is also enclosed.

The procedure for fixation of the pay in the revised pay scales will be followed mutatis-mutandis as given in the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules,2017. All the fixations of existing employees shall be made at HO(P&A) and difference of due drawn statement (arrear statement) shall be prepared/paid at Head Office. Fixation of pay is to be made on the basis of Basic Pay of the employees on 01.01.2016 or the effective date of option. Detailed guidelines have been mentioned in the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules,2017,

The employees who are posted at Branch Offices are advised to send their option form through their controlling officer alongwith service book duly completed in all respect to HO, P&A Section and the employees posted at HO will submit their option form directly at HO(P&A).

The following decisions have also been taken as a result of promulgation of the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules,2017:

1. Payment of amount of arrear:

Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules,2017 have come into force w.e.f. 01.01.2016. No arrear of pay and allowances thereon, on any account shall accrue to a corporation employees whether existing or appointed between 01.01.2016 to 31.12.2016 (both days inclusive), for the period upto 31.12.2016. The arrear under these rules for the period from 01.01.2017 to 30.09.2017 shall be payable in three installments in cash in the ratio of 30, 30 and 40. The first, second and third installments shall be payable on or after 01.04.2018, 01.07.2018 and 01.10.2018, respectively.

Pay and Allowances at the revised rates w.e.f. October, 2017 will be paid in cash. However, this payment shall be subject to such other deduction as may be necessary as per orders in force or as may be amended from time to time.

Provided that in the case of death of a Corporation's employee while in service, the entire amount of arrears shall be paid in cash in single installment.

2. Grant of Dearness Allowance:

Consequent upon promulgation of the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules, 2017 w.e.f. 01.01.2016 the Corporation employee shall be allowed Dearness Allowance with Pay in the level in the Pay Matrix from the dates mentioned below at the following rates:

Date from which payable	Rate of Dearness Allowance per mensem
From 01.01.2017	4%
From 01.07.2017	5%
From 01.01.2018	7%

- (i) The payment of Dearness Allowance under this order from the date 01.01.2017, 01.07.2017 and 01.01.2018 as indicated above shall be made after adjusting the amount of dearness allowance already paid from 01.01.2017 and 01.07.2017, respectively under the existing orders.
- (ii) The term "Pay" for the purpose of calculation of Dearness Allowance shall be the Basic Pay, i.e., pay drawn in the Pay Matrix of the prescribed levels and shall not include any other type(s) of pay like special pay or personal pay, etc.
- (iii) The payment on account of Dearness Allowance involving fraction of 50 paise and above may be rounded off to the next higher rupee and the fractions of less than 50 paise may be ignored.

3. Grant of House Rent Allowance:

- (i) The House Rent Allowance to the Corporation employees, if admissible shall be granted w.e.f. 01.10.2017, within the Corporation/municipal/urban agglomeration limits of places mentioned and at unclassified places at revised rates indicated below:

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

- (ii) The classification of cities/towns for the purpose of grant of House Rent Allowance under sub-rules (1) shall be as under:-

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

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

4. Grant of Compensatory (City) Allowance:

The Compensatory (City) Allowances to the Corporation Employees shall be granted w.e.f. 01.10.2017 at the following rates:

S.No.	Basic pay i.e. the pay drawn in the prescribed Levels in the Pay Matrix	Amount of CCA (Rs. Per month)	
		Jaipur(UA)	Ajmer, Bikaner, Jodhpur and Kota
1	Employees drawing Basic Pay in the Pay Matrix upto 23,100/-	620/-	320/-
2	Employees drawing Basic Pay in the Pay Matrix above 23,100/-	1000/-	620/-

5. Amendments in Regulation No. 7 of RFC (Payment of Gratuity to Employees) Regulations, 1975:

The Regulation No. 7 of RFC (Payment of Gratuity to Employees) Regulations, 1975 under the heading "amount admissible" is hereby amended as under:-

"The maximum amount of death-cum-retirement gratuity permissible under Regulation No. 7 of Rajasthan Financial Corporation (Payment of Gratuity to Employees) Regulations, 1975 is increased from Rs. 10.00 lac to Rs. 20.00 lac w.e.f. 01.01.2017."

The other provisions of RFC (Payment of Gratuity to Employees) Regulations, 1975 shall remain unchanged.

The above bears the approval of the Industries (Gr-I) Department, GOR conveyed vide letter No. Pa.10(5)Udyog/1/2018 dated 02.05.2018 and approval of SIDBI vide its letter No. L00110617/RFC/Staff Regulation dated 07.05.2018.

(ANOOP KHINCHI)
MANAGING DIRECTOR

Encl: As above.

Copy to:

1. All BOs
2. Standard Circulation at HO,Jaipur
3. DGM(F&A), HO, Jaipur

THE RAJASTHAN FINANCIAL CORPORATION STAFF (REVISED PAY SCALES) RULES,2017

1.Short title, extent and commencement —

- (i) These rules may be called the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules, 2017.
- (ii) They shall come into force with effect from 1st January, 2016.

2. (i) Categories of Corporation employees to whom the rules apply.-

These rules shall apply to persons appointed to the services and posts in connection with the affairs of the Rajasthan Financial Corporation and whose pay is debited to profit and loss account of the Corporation.

(ii) These rules shall not apply to.-

- (a) persons not in whole time employment of the Corporation;
- (b) persons paid out of contingencies;
- (c) persons employed on contract;
- (d) Corporation employees who after their retirement, whether on attaining the age of superannuation or otherwise were re-employed by the Corporation and were in service on 1st January, 2016;
- (e) Persons who may be specifically excluded wholly or in part by the Board of the Corporation from the operation of these rules.
- (f) Any other class or category of persons who may be specifically excluded wholly or in part by the Board of Directors of the Corporation from the operation of these rules.

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

4. Power of Interpretation. - If any question arises relating to the interpretation of these rules, it shall be referred to the MD/CMD whose decision thereon shall be final.

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

- (i) **"existing basic pay"** means pay drawn in the prescribed existing Running Pay Band and Grade Pay but does not include any other type of pay such as special pay, personal pay, if any, etc;

(ii) **"existing running Pay Band and Grade Pay"** means the Running Pay Band and the Grade Pay applicable to the post held by the Corporation employees as on 1st January, 2016 whether in a substantive capacity or in officiating capacity while retaining lien on a permanent post or in a temporary capacity;

Explanation.- (a) In the case of a Corporation employees on deputation out of India or on leave or on foreign service or one who would have officiated in one or more lower posts but for his officiating in a higher post, "Existing Running Pay Band and Grade Pay " includes the scale applicable to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or officiating in a higher post.

(b) In case of a Corporation employees drawing pay on 31.12.2015 in a scale other than the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules, 2008, as amended from time to time, his fixation of pay in the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules, 2017 shall be made only after his pay has first been fixed in the Rajasthan Financial Corporation Staff (Revised Pay Scales) Rules, 2008, as amended from time to time, in respect of post held by him on 31.12.2015.

(iii) **"existing pay structure "** means the present system of Running Pay Band and Grade Pay applicable to the post held by the existing Corporation employees as on 01.01.2016 whether in a substantive or officiating capacity while retaining lien on a permanent post or in a temporary capacity;

(iv) **"existing emoluments"** mean the sum of (i) existing basic pay (ii) Personal Pay, if any and (iii) existing dearness allowance at index average as on 1st day of January 2016 i.e. @ 125%;

(v) **"Level"** in the Pay Matrix shall mean the Level corresponding to the existing Running Pay Band and Grade Pay specified in **Part 'A' of the Schedule-I;**

(vi) **"Pay Matrix"** means Matrix specified in **Part 'B' of the Schedule-I,** with Levels of pay arranged in vertical Cells as assigned to corresponding existing Running Pay Band and Grade Pay;

(vii) **"pay in the Level"** means pay drawn in the appropriate Cell of the Level as specified in **Part `B' of the Schedule-I;**

(viii) **"revised pay structure'** means the Pay Matrix and the Levels specified therein corresponding to the existing Running Pay Band and Grade Pay of the post unless a different revised Level is notified separately for that post;

- (ix) **"basic pay"** in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;
- (x) **"revised emoluments"** means the pay in the Level of a Corporation employees in the revised pay structure;
- (xi) **"Schedule"** means the Schedules appended to these rules
- (xii) **"Existing Corporation employees"** means a Corporation employees who is in service on 1st January, 2016 and drawing pay in an existing running pay band and grade pay.

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

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

6. Level of posts.— As from commencement of these rules the Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Running Pay Band and Grade Pay as specified in the Pay Matrix and as indicated in **column 7 of Section 'A', of Schedule-II.**

7. Drawal of pay in the revised pay structure.—

- (i) Save as otherwise provided in these rules, a Corporation employees shall draw pay in the Level in the revised pay structure applicable to the post which he is holding as on 1st January, 2016 or to which he is appointed on or after 1st January, 2016:
- (ii) In respect of any service/ cadre or class of posts for which no rules regulating recruitment and conditions of service have been framed under RFC (Staff) Regulations or where a post/ posts have not been included in the Schedule appended to the rules regulating recruitment and conditions of service, the academic qualifications and

experience as prescribed by or with the concurrence of the Board of Directors from time to time shall continue to be operative and shall be deemed to have been made applicable to such service / cadre or class of posts in the Level in the Pay Matrix w.e.f. 1st January, 2016.

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

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

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

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

- (a) while holding a permanent post in substantive capacity, but not officiating on a higher post;
- (b) while holding a permanent or temporary post in a temporary capacity without having any lien on any post;
- (c) while officiating on a higher post, whether permanent or temporary, retaining lien on a permanent post or where he would have officiated in one or more posts but for his being on leave or on foreign service, provided that —
 - (i) the option in such cases shall be admissible in respect of existing running pay band and grade pay attached either to the post held by him in officiating capacity or to his substantive post and not for both the existing running pay band and grade pay; and if such a Corporation employees exercises option to retain existing running pay band and grade pay in respect of the post held by him in officiating capacity, his pay, in the event of his reversion to the lower post held in substantive capacity shall be fixed under these rules only; and
 - (ii) the option to retain existing running pay band and grade pay in respect of the post held in officiating capacity shall not be allowed to a Corporation employees who was not qualified to hold the higher post;

or who was fortuitously appointed on purely temporary basis, for example against leave vacancy or against a short term vacancy caused by deputation of the senior person for training within India or abroad or deputation to foreign service etc.

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

9 Exercise of Option. —

- (1) The option under Rule 8 shall be exercised in writing in the form appended to these rules, so as to reach the authority mentioned in sub-rule (2) of this rule within three months of the date of implementation of these rules, provided that —
 - (i) in case of a Corporation employees who is, on the date of implementation of these rules, out of India on leave or deputation or foreign service, the option shall be exercised within three months from the date these rules are brought to the knowledge of the Corporation employees by his superior authority;
 - (ii) where a Corporation employees is under suspension or on leave or on training or on foreign service within India on the date of implementation of these rules, the option may be exercised within three months of the date he takes over the charge of the post.
 - (iii) In cases where a Corporation employees who has already exercised option under these rules for lower post, if promoted to a higher post through Departmental Promotion Committees of earlier years from a date earlier to 1st January, 2016, may opt these rules within a period of 3 months from the date of joining on higher promotion post.
- (2) The option shall be intimated by the Corporation employees in the prescribed form appended to these rules in the following manner: -
 - (i) if Corporation officials whose pay and allowances are drawn by the Corporation to DGM(P&A);
 - (ii) if he himself is a head of field offices/head of the section to the Executive Director;
 - (iii) if he is a retired Corporation employee on the date of implementation of these rules but was in Corporation service on 1st January, 2016 to Incharge/ DGM(P&A) where from he had retired.

- (3) (i) In case the intimation regarding option is not received within the time specified in sub-rule (1) the Corporation employees shall be deemed to have elected to draw pay under these rules with effect from 1st January, 2016.
- (ii) where a Corporation employee expires before exercising option within the prescribed period or had expired before implementation of these rules, he may be deemed to have exercised option in favour of the existing running pay band and grade pay or revised pay structure under these rules, whichever is advantageous to him, and his pay shall be fixed accordingly.
- (4) Corporation employees holding post on 1st January, 2016 for which no Level has been prescribed for any reason, whatsoever or where the Level or conditions attached to the drawal of pay under these rules are subsequently changed, amended or revised, shall exercise option / re-option under this rule within a period of three months of the date of implementation of revised pay structure or any other change related to the Level of the post.
- (5) The option once exercised shall be final.

10 Special Pay. — **The rates** of Special Pay, which shall be drawn with the revised pay structure, are given in **Schedule - III** appended to these rules,

11 Fixation of pay in the revised pay structure.-

- (1) The pay of a Corporation employees who elects, or is deemed to have elected under rule 9 to be governed by the revised pay structure on and from the 1st January, 2016, shall, unless in any case the Board of Directors by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if such lien had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:-

(A) in the case of all employees-

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

Illustration:

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

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

(2) Corporation employees who is on Leave on the 1st January, 2016 and is entitled to leave salary shall be entitled to pay in the revised pay structure from 1st January, 2016 or the date of option for the revised pay structure.

(3) A Corporation employees who is on study leave on the 1st January, 2016 shall be entitled to the pay in the revised pay structure from 1st January, 2016 or the date of option.

(4) A Corporation employees under suspension, shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

(5) Where a Corporation employees holding a permanent post and is officiating in a higher post on regular basis and the pay structure applicable to these two posts are merged into one Level, the pay shall be fixed under sub-rule (1) with reference to the officiating post only and the pay so fixed shall be treated as substantive pay.

(6) Where the existing emoluments exceed the revised emoluments in the case of any Corporation employees, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

(7) Where in the fixation of pay under sub-rule (1), the pay of a Corporation employees, who, in the existing pay structure, was drawing immediately before the 1st January, 2016 more pay than another Corporation employees junior to him in the same cadre, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior.

(8) Where a Corporation employees is in receipt of personal pay immediately before the date of implementation of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such Corporation employees as personal pay to be absorbed in future increases in pay.

(9) In cases where a senior Corporation employees promoted to a higher post before the 1st January, 2016 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st January, 2016, the pay of senior Corporation employees in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such

stepping up shall be done with effect from the date of promotion of the junior Corporation employees subject to the fulfilment of the following conditions, namely:-

- (a) Both the junior and the senior Corporation employees belong to the same cadre and the posts in which they have been promoted are identical in the same cadre;
- (b) The existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay are identical;
- (c) The senior Corporation employees at the time of promotion are drawing equal or more pay than the junior;
- (d) The anomaly is directly as a result of the application of the provisions of Rule 20 of these rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure:

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

- 12. Increments in the Pay Matrix.—**The increment shall be as specified in the vertical Cells of the applicable Level in the Pay Matrix.

Illustration:

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

13. Date of next increment in revised pay structure.-

(1) There will be a uniform date of annual increment viz. 1st July of every year. Employees completing 6 months and above in any Level of the pay matrix as on 1st of July every year will be eligible to be grant of annual increment. The first increment after fixation of pay under these rules as per option of the employee will be granted on completing six months by counting the period of service rendered in the existing running pay band in a level of the pay matrix in these rules.

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

14. Scheme of Assured Career Progression (ACP).- The scheme of Assured Career

Progression (ACP) with three financial upgradations shall be as under: -

(1) The scheme will be available to all posts in B & C class Services and those holding isolated posts and drawing pay under these rules upto level 11 excluding Class-A officers.

(2) Benefit of pay fixation available at the time of normal promotion shall be allowed at the time of financial upgradations under the scheme. Thus, one increment shall be given in the Level from which the employee is granted ACP and he shall be placed in the immediate next higher Level in the Cell equal to the figure so arrived at in the Level from which ACP is to be given and if no such Cell is available in the Level to which ACP granted, he shall be placed at the next higher Cell in the immediate higher Level.

(3) There shall be no further fixation of pay at the time of regular promotion, if promotion is in the same Level as granted under ACP. However, if promotion is on the post carrying higher Level than only the pay in that Level in the Pay Matrix shall be fixed at the equal Cell and if there is no equal Cell than at the immediate next Cell.

(4) For grant of financial upgradation under the Assured Career Progression (ACP) Scheme, the service shall be counted from the date of the direct entry in service and shall be admissible on completion of 9, 18 and 27 years regular service respectively.

(5) Existing Corporation employees who have already availed three benefits of financial upgradation will not be eligible for the grant of ACP. Those Corporation employees who have availed benefit of one ACP / one promotion will be eligible for second and third ACP on completion of 18 and 27 years of regular service, respectively. Similarly those Corporation employees who have availed benefit of two ACPs / two promotions / one promotion and

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

(6) The authority competent to make appointment on the post held by the Corporation employees shall be competent to grant ACP.

(7) The detailed guidelines for grant of Assured Career Progressions (ACP) shall be as contained in **Schedule-VI** appended to these rules.

15. Scheme of Assured Career Progression (ACP) for Corporations class-A Officers-
The scheme of ACP with three financial upgradations shall be allowed to Corporation Class-A officers as under: -

(1) The scheme will be available to all posts in Class-A of Corporation services and isolated posts in the Level 12 and above.

(2) Benefit of pay fixation available at the time of normal promotion shall be allowed at the time of financial upgradations under the scheme. Thus, one increment shall be given in the Level from which the employee is granted ACP and he shall be placed in the Cell equal to the figure so arrived at in the Level from which ACP is to be given and if no such Cell is available in the Level to which ACP granted, he shall be placed at the next higher Cell in that Level.

(3) There shall be no further fixation of pay at the time of regular promotion, if promotion is in the same Level as granted under ACP. However, if promotion is on the post carrying higher Level than only the pay in that Level in the Pay Matrix shall be fixed at the equal Cell and if there is no equal Cell than at the immediate next Cell.

(4) For grant of financial upgradation under the Assured Career Progression (ACP) Scheme, the service shall be counted from the date of the direct entry in service and shall be admissible on completion of 10, 20 and 30 years regular service respectively.

(5) Existing Corporation employees who have already availed benefits in Class-B & C of three ACPs will not be eligible for the grant of ACP. Those Corporation employees who have availed benefit of one ACP / one promotion will be eligible for second and third ACP on completion of 20 and 30 years of regular service, respectively. Similarly those Corporation employees who have availed benefit of two ACPs / two promotions / one promotion and one ACP, as the case may be, will be eligible for third ACP on completion of 30 years of regular service.

(6) The authority competent to make appointment on the post held by the, Corporation officials shall be competent to grant ACP.

(7) The detailed guidelines for grant of Assured Career Progressions (ACP) shall be as contained in **Schedule-VI** appended to these rules.

16. Amount of fixed remuneration for a Probationer-trainee.— A Probationer-trainee shall draw fixed remuneration during the period of probation training. Only

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

17. Fixation of pay in the revised pay structure of a Probationer-trainee completing probation training period successfully on or after 01.01.2016 : –

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

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

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

18. Fixation of pay in the revised pay structure subsequent to the 1st January, 2016. Where a Corporation employees continues to draw his pay in the existing running pay band and grade pay is brought over to the Level from a date later than the 1st January, 2016, his pay from the later date in the Level shall be fixed in the following manner: -

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

19. Fixation of pay on promotion on or after 1st January, 2016.—The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made in the following manner, namely:-

- (i) One increment shall be given in the level from which the employees is promoted and he shall be placed at a Cell equal to the figures so arrived at in the level of the post to which

promoted and if no such cell is available in the level to which promoted, he shall be placed at the next higher cell in that level.

Illustration:

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

20. Method of fixation of pay in the Level further revised after 01.01.2016:-

The initial pay of a Corporation employees who elects or deemed to have elected Level of the post further revised after 1st January, 2016 shall be fixed at an equal Cell of that post. If no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level in the Pay Matrix. In case the pay last drawn in the previous Level is less than the minimum of first Cell of the further revised Level of that post, he shall be fixed at first Cell of further revised Level in the Pay Matrix.

21. Overriding effects of Rules. - The provisions of the Rajasthan Financial Corporation Staff (Revised pay scales) Rules, 2008 and grant of Assured Career Progressions, as amended from time to time, shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules, to the extent they are inconsistent with these rules.

22. Non accrual of Arrears :- Notwithstanding anything contained in these Rules, no arrear of Pay and Allowances thereon, on any account shall accrue to a Corporation employees, whether existing or appointed between 1st January, 2016 to 31st December, 2016 (both days inclusive). for the period upto 31.12.2016.

23. Payment of Arrear :- The arrear under these rules for the period from 01.01.2017 to 30.09.2017 shall be payable in cash in three instalments in the ratio of 30,

30 and 40. The first, second and third instalments shall be payable on or after 01.04.2018 , 01.07.2018 and 01.10.2018 respectively.

RAJASTHAN FINANCIAL CORPORATION

**FORM OF OPTION
(See rule 8 & 9)**

***1.** I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.

***2.** I, _____ hereby elect to continue on Running Pay Band and Grade Pay of my substantive/officiating post mentioned below until :

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

Existing Running Pay Band and Grade Pay _____

Signature

Name

Designation

Office in which employed

*** To be scored out, if not applicable.**

UNDERTAKING

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

Signature

Name

Designation

Date:

Place:

Date :

Received the above declaration

Place:

Signature
(Head of the Office)

Schedule I
(Part 'A')
{Rule No. 5(v)}
Corresponding Levels of existing Running Pay Band and
Grade Pays

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

SCHEDULE-I
(Part 'B')
{Rule No. 5(vi) and (vii)}
PAY MATRIX OF RFC EMPLOYEES

Existing Running Pay Band	PB-1 (5200-20200)									PB-2 (9300-34800)				PB-3 (15600-39100)						
Existing Grade Pay	1700	1750	1900	2000	2400	2400	2400	2800	2800	3600	4200	4800	5400	5400	6000	6600	6800	7200	7600	8200
Existing Grade Pay No.	1	2	3	4	5	5A	5B	6	6A	7	8	9	10	10A	11	12	13	14	15	16
Levels →	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-9	L-10	L-11	L-12	L-13	L-14	L-15	L-16	L-17	L-18	L-19	L-20
Cell No. ↓	Pay Matrix (Amount in Rs.)																			
1	17700	17900	18200	19200	20800	21500	22400	26300	28700	33800	37800	44300	53100	56100	60700	67300	71000	75300	79900	88900
2	18200	18400	18700	19800	21400	22100	23100	27100	29600	34800	38900	45600	54700	57800	62500	69300	73100	77600	82300	91600
3	18700	19000	19300	20400	22000	22800	23800	27900	30500	35800	40100	47000	56300	59500	64400	71400	75300	79900	84800	94300
4	19300	19600	19900	21000	22700	23500	24500	28700	31400	36900	41300	48400	58000	61300	66300	73500	77600	82300	87300	97100
5	19900	20200	20500	21600	23400	24200	25200	29600	32300	38000	42500	49900	59700	63100	68300	75700	79900	84800	89900	100000
6	20500	20800	21100	22200	24100	24900	26000	30500	33300	39100	43800	51400	61500	65000	70300	78000	82300	87300	92600	103000
7	21100	21400	21700	22900	24800	25600	26800	31400	34300	40300	45100	52900	63300	67000	72400	80300	84800	89900	95400	106100
8	21700	22000	22400	23600	25500	26400	27600	32300	35300	41500	46500	54500	65200	69000	74600	82700	87300	92600	98300	109300
9	22400	22700	23100	24300	26300	27200	28400	33300	36400	42700	47900	56100	67200	71100	76800	85200	89900	95400	101200	112600
10	23100	23400	23800	25000	27100	28000	29300	34300	37500	44000	49300	57800	69200	73200	79100	87800	92600	98300	104200	116000
11	23800	24100	24500	25800	27900	28800	30200	35300	38600	45300	50800	59500	71300	75400	81500	90400	95400	101200	107300	119500
12	24500	24800	25200	26600	28700	29700	31100	36400	39800	46700	52300	61300	73400	77700	83900	93100	98300	104200	110500	123100
13	25200	25500	26000	27400	29600	30600	32000	37500	41000	48100	53900	63100	75600	80000	86400	95900	101200	107300	113800	126800
14	26000	26300	26800	28200	30500	31500	33000	38600	42200	49500	55500	65000	77900	82400	89000	98800	104200	110500	117200	130600
15	26800	27100	27600	29000	31400	32400	34000	39800	43500	51000	57200	67000	80200	84900	91700	101800	107300	113800	120700	134500
16	27600	27900	28400	29900	32300	33400	35000	41000	44800	52500	58900	69000	82600	87400	94500	104900	110500	117200	124300	138500
17	28400	28700	29300	30800	33300	34400	36100	42200	46100	54100	60700	71100	85100	90000	97300	108000	113800	120700	128000	142700
18	29300	29600	30200	31700	34300	35400	37200	43500	47500	55700	62500	73200	87700	92700	100200	111200	117200	124300	131800	147000
19	30200	30500	31100	32700	35300	36500	38300	44800	48900	57400	64400	75400	90300	95500	103200	114500	120700	128000	135800	151400
20	31100	31400	32000	33700	36400	37600	39400	46100	50400	59100	66300	77700	93000	98400	106300	117900	124300	131800	139900	155900

SCHEDULE-I
(Part 'B')
{Rule No. 5(vi) and (vii)}
PAY MATRIX OF RFC EMPLOYEES

Existing Running Pay Band	PB-1 (5200-20200)									PB-2 (9300-34800)				PB-3 (15600-39100)						
Existing Grade Pay	1700	1750	1900	2000	2400	2400	2400	2800	2800	3600	4200	4800	5400	5400	6000	6600	6800	7200	7600	8200
Existing Grade Pay No.	1	2	3	4	5	5A	5B	6	6A	7	8	9	10	10A	11	12	13	14	15	16
Levels →	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-9	L-10	L-11	L-12	L-13	L-14	L-15	L-16	L-17	L-18	L-19	L-20
Cell No. ↓	Pay Matrix (Amount in Rs.)																			
21	32000	32300	33000	34700	37500	38700	40600	47500	51900	60900	68300	80000	95800	101400	109500	121400	128000	135800	144100	160600
22	33000	33300	34000	35700	38600	39900	41800	48900	53500	62700	70300	82400	98700	104400	112800	125000	131800	139900	148400	165400
23	34000	34300	35000	36800	39800	41100	43100	50400	55100	64600	72400	84900	101700	107500	116200	128800	135800	144100	152900	170400
24	35000	35300	36100	37900	41000	42300	44400	51900	56800	66500	74600	87400	104800	110700	119700	132700	139900	148400	157500	175500
25	36100	36400	37200	39000	42200	43600	45700	53500	58500	68500	76800	90000	107900	114000	123300	136700	144100	152900	162200	180800
26	37200	37500	38300	40200	43500	44900	47100	55100	60300	70600	79100	92700	111100	117400	127000	140800	148400	157500	167100	186200
27	38300	38600	39400	41400	44800	46200	48500	56800	62100	72700	81500	95500	114400	120900	130800	145000	152900	162200	172100	191800
28	39400	39800	40600	42600	46100	47600	50000	58500	64000	74900	83900	98400	117800	124500	134700	149400	157500	167100	177300	197600
29	40600	41000	41800	43900	47500	49000	51500	60300	65900	77100	86400	101400	121300	128200	138700	153900	162200	172100	182600	203500
30	41800	42200	43100	45200	48900	50500	53000	62100	67900	79400	89000	104400	124900	132000	142900	158500	167100	177300	188100	
31	43100	43500	44400	46600	50400	52000	54600	64000	69900	81800	91700	107500	128600	136000	147200	163300	172100	182600	193700	
32	44400	44800	45700	48000	51900	53600	56200	65900	72000	84300	94500	110700	132500	140100	151600	168200	177300	188100	199500	
33	45700	46100	47100	49400	53500	55200	57900	67900	74200	86800	97300	114000	136500	144300	156100	173200	182600	193700		
34	47100	47500	48500	50900	55100	56900	59600	69900	76400	89400	100200	117400	140600	148600	160800	178400	188100	199500		
35	48500	48900	50000	52400	56800	58600	61400	72000	78700	92100	103200	120900	144800	153100	165600	183800	193700			
36	50000	50400	51500	54000	58500	60400	63200	74200	81100	94900	106300	124500	149100	157700	170600	189300	199500			
37	51500	51900	53000	55600	60300	62200	65100	76400	83500	97700	109500	128200	153600	162400	175700	195000				
38	53000	53500	54600	57300	62100	64100	67100	78700	86000	100600	112800	132000	158200	167300	181000					
39	54600	55100	56200	59000	64000	66000	69100	81100	88600	103600	116200	136000	162900	172300	186400					
40	56200	56800	57900	60800	65900	68000	71200	83500	91300	106700	119700	140100	167800	177500	192000					

Note:- The Pay of existing Corporation employees drawing pay in Running Pay Band PB-2 '9300-34800' and Grade Pay of Rs. 5400/- (10) shall be fixed in the Level-13 in Pay Matrix.

Schedule-II
(Rule 6)
Section 'A'

S.No	Name of post		Existing				Level in Pay Matrix	Remarks (Running pay band of RPS,1998)
			Pay Band	Running Pay Band	Grade Pay No.	Grade Pay		
1	2		3	4	5	6	7	8
1	Messenger		PB-1	5200-20200	1	1700	L-1	2610-60-3150-65-3540
		For purposes of ACP	PB-1	5200-20200	2	1750	L-2	2650-65-3300-70-4000
2	Jamadar/ Dafatri		PB-1	5200-20200	3	1900	L-3	2750-70-3800-75-4400
		For purposes of ACP	PB-1	5200-20200	4	2000	L-4	2950-75-4075-80-4475
3	DMO		PB-1	5200-20200	3	1900	L-3	2750-70-3800-75-4400
		For purposes of ACP	PB-1	5200-20200	4	2000	L-4	2950-75-4075-80-4475
4	Driver		PB-1	5200-20200	5	2400	L-5	3050-75-3950-80-4590
5	Jr.Assistant/Typist/ Head Jamadar		PB-1	5200-20200	5 A	2400	L-6	3200-85-4900
		For purposes of ACP	PB-1	5200-20200	5B	2400	L-7	3400-90-5200
		For purposes of ACP	PB-1	5200-20200	6	2800	L-8	4000-100-6000
		For purposes of ACP	PB-1	5200-20200	6A	2800	L-9	4500-125-7000
6	Assistant./Steno Typist		PB-2	9300-34800	7	3600	L-10	5000-150-8000
7	Stenographer Gr.II/Sr.Assistant		PB-2	9300-34800	8	4200	L-11	5500-175-9000
8	Assistant Manager/ Stenographer Gr.I		PB-2	9300-34800	9	4800	L-12	6500-200-10500
		For purposes of ACP	PB-2	9300-34800	10	5400	L-13	7500-250-12000
		For purposes of ACP	PB-3	15600-39100	10A	5400	L-14	8000-275-13500
9	Dy.Manager/ Private Secretary		PB-3	15600-39100	11	6000	L-15	9000-300-14400
		For purposes of ACP	PB-3	15600-39100	12	6600	L-16	10000-325-15200
10	Manager/Secretary to CMD		PB-3	15600-39100	13	6800	L-17	10650-325-15850
		For purposes of ACP	PB-3	15600-39100	14	7200	L-18	11300-350-16200
11	Dy.General Manager		PB-3	15600-39100	15	7600	L-19	12000-375-16500
12	General Manager		PB-3	15600-39100	16	8200	L-20	13500-400-17500

SCHEDULE-III
(Rule No. 10)
Special Pay

Special Pay as admissible to Corporation employees under Annexure-B of the Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2008 shall continue to operate under Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2017 till further orders except in cases indicated below:-

Sr · N o.	Name of the post	Rate of Special Pay In rupees per month	Remarks
1.	Posts in Levels 1 to 4	160	The grant of Special Pay shall be subject to the following conditions: - 1. Special Pay shall be admissible with reference to the Level of the post held by the respective Corporation employees and not with reference to the ACP in which he may be drawing pay. 2. The Special Pay would not be admissible to the persons appointed on direct recruitment basis on initial entry post of the service on Urgent Temporary/Ad-hoc basis. 3. The Special Pay admissible, if any, under heading 'General' shall be in addition to the Special Pay admissible under this heading. 4. Special Pay available to officers/ officials borne on the cadre of this office would be admissible to them during the period of deputation to Government departments in cadre or ex-cadre posts and also during the period of reemployment. Provided that the Special Pay shall not be paid for the period of deputation to other Governments/ Government Departments or foreign service when deputation allowance or higher pay is paid.
2.	Posts in Levels 5 to 9	240	
3.	Posts in Levels 10 and 11	300	
4.	Posts in Levels 12	350	
5.	Posts in Levels 13 to 15	380	
6.	Posts in Levels 16 to 18	525	
7.	Posts in Levels 19 to 20	600	

**Schedule IV
(Rule No.16)**

AMOUNT OF FIXED REMUNERATION FOR PROBATIONER-TRAINEE

Sl.No.	Existing Grade Pay	Existing Grade Pay No.	Existing Amount of Fixed Remuneration	Corresponding Level	Amount of Fixed Remuneration per month with effect from 01.10.2017	Remarks
1	2	3	4	5	6	
1	1700	1	6670	L-1	12400	Messenger
2	2400	5	8910	L-5	14600	Driver
3	2400	5A	8910	L-6	15100	JA/Typist
4	3600	7	13200	L-10	23700	Steno-typist
5	4800	9	17230	L-12	31100	AM

Note:-

1. The Probationer-trainee shall be entitled only to fixed remuneration as above and he/she will not be entitled to Special Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Washing Allowance or any other allowance(s) called by whatever name. Similarly, he/she will not be eligible for grant of Ad-hoc Bonus, exgratia and uniform/liveries except wearing of uniform is a legal compulsion under the rules.
2. No Travelling Allowance shall be admissible for joining as a probationer-trainee. In case journey on duty, he/she shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance on the basis of fixed remuneration shall be admissible. In case of transfer only the actual period required for travel will be treated as on duty.
3. No deduction towards GPF/CPF & Insurance etc. shall be made from the fixed remuneration.
4. Probationer-trainee shall be eligible for Casual Leave of 15 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months.
5. No Deputation Allowance shall be admissible to a Probationer-trainee, if, deputed to 'Foreign Service' for training etc.
6. An existing employee already in regular service shall have an option to opt either for the 'Fixed remuneration' or the Pay in the Level in the Pay Matrix (not the Level of his/her new appointment), whichever is beneficial to him/her While he/she is under probation. After successful completion of probation period, Pay shall be fixed as per the rules, where such a Corporation employees will get due advantage of being in a regular Level earlier, and will get due protection of his/her pay.
7. (i) Probationer-trainee shall earn no leave during the period of probation.
(ii) Female Probationer-trainee shall be granted Maternity Leave as per Corporation rules.

(iii) Male Probationer- trainee shall be granted Paternity Leave as per Corporation rules.

8. Extraordinary Leave upto 30 days may be sanctioned by the appointing authority to a Probationer-trainee during the entire period of Probation Training. Beyond 30 days and not more than one year by the appointment authority after prior approval on the lines of the State Government rules.

Schedule VI
(Rule No. 14 & 15)

Guidelines for grant of Assured Career Progression Scheme to Corporation Employees

The Rajasthan Financial Corporation have revised pay scale of the Corporation employees under Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2017 w.e.f. 01.01.2016. Under Rule 14 and 15 of these rules, the Corporation employees are eligible for financial upgradations. The detailed guidelines for grant of Assured Career Progression (ACP) shall be as under: -

1. There shall be three financial upgradations. The service shall be counted from the date of joining of a post in regular appointment direct entry Level. The employees in Class-B & C and those holding isolated post upto Level 11 shall be eligible for ACP on completion of regular service of 9 years as provided in Rule 14 of Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2017. The class-A officers and those holding isolated post in Level 12 and above shall be eligible for ACP on completion of service of 10 years as provided in Rule 15 of Rajasthan Civil Services (Revised Pay) Rules, 2017.
2. The ACP Scheme envisages merely placement in the immediate next Level in the hierarchy of the Level as given in Part 'A' of the Schedule-I of the Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2017. Thus, the Level at the time of financial upgradation under the ACPs can, in certain cases where regular promotion is not between two successive Level, be different than what is available at the time of regular promotion. In such cases, the higher Level attached to the next promotion post in the hierarchy of the concerned cadre will be given only at the time of regular promotion.
3. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation, under the Scheme. Thus, one increment shall be given in the Level from which the employee granted ACP and he shall be placed in immediate next Level in the Cell equal to the figure so arrived at in the Level from which ACP is to be given and if no such Cell is available in the Level to which ACP granted, he shall be placed at the next higher Cell in the Level. There shall, however, be no further fixation of pay at the time of regular promotion, if promotion is in the same Level as granted under ACP. However, if promotion is on the post carrying higher Level than only the pay in that Level in the Pay Matrix shall be fixed at the equal Cell and if there is no equal Cell than at the immediate next Cell.
4. In case where the date of increment and the date of eligibility for ACP is the same, in such cases first increment shall be allowed in the existing Level and thereafter pay shall be fixed in the immediate next Level as per provisions of item (3) above.
5. (i) Regular service for the purpose of grant of ACP shall be as defined in Rule 5(xiii) of Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2017 reproduced below; -

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

- (ii) Regular service for grant of benefits under the ACP Scheme shall be counted from the date of joining of a post in direct entry Level on regular basis on direct recruitment.

(iii) Service rendered on ad-hoc/ contract basis before regular appointment shall not be taken into reckoning. However, past continuous regular service in another Government Department/Board & Corporations in a post carrying same Level prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purpose of ACPS only (and not for the regular promotions). However, benefits under the ACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

(iv) 'Regular Service' shall include all periods spent on deputation / foreign service, study leave and all other kind of leave (except Extraordinary Leave beyond 90 or 30 days, as the case may be, granted to a Probationer-trainee), duly sanctioned by the competent authority,

(6) (i) The financial upgradation would be on non-functional basis subject to satisfactory service record on the basis of which the concerned employee is eligible for promotion on higher post. For this purpose, the service record of the concerned employee of last continuous 7 years service is to be seen. In cases where the service record of last continuous 7 years is not available, the following procedure shall be adopted:-

(a) In case 7 years Annual Performance Appraisal Report (APAR) of Corporation employees are not available for grant of ACP in that case upto 3 APARs of previous years of the officer of the Corporation Service and upto 2 APARs of previous years of employees other than Corporation Service shall be taken into account.

(b) Even after that 7 years APAR is not available than remaining APAR may be considered of the next years for grant of ACP.

(c) Any departmental or criminal proceeding may not be pending.

(d) In the past years annual increments were regularly granted.

(e) The Controlling Officer shall issue a certificate of satisfactory service.

(ii) In case of employee who could not be granted ACP due to his unsatisfactory record, he will be granted ACP from the date he becomes eligible for promotion to the higher post on the basis of satisfactory service record subject to the fulfilment of other conditions prescribed in this regard.

(iii) The appointing authority shall also obtain an affidavit from the employee with reference to having only two children on or after 01.06.2002 prior to granting ACP. An employee who has more than 2 children on or after 01.06.2002 shall not be granted next ACP for 3 years from the date on which his/her ACP becomes due and it would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of previous financial upgradation. The employee having more than 2 children shall not be deemed to have been disqualified, so long as the number of children he/she has on 01.06.2002 does not increase.

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

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

(7) In the matter of disciplinary proceedings, grant of benefit under the ACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the RFC Staff Regulations, 1958 and instructions issued thereunder.

(8) The effect of penalty on grant of ACP shall be given as under:-

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

with cumulative effect	penalty of withholding of number of annual increment(s) has been imposed. Each order will have separate effect on grant of ACP.
Penalty of withholding of promotion	ACP will be deferred for the period for which promotion has been deprived. If in the order of deprive of promotion the period has not been indicated in that case ACP will be deferred for a period of 7 years.
Recovery from pay of the whole or part of any pecuniary loss caused to the corporation by negligence or breach of any law, rule or order	ACP will be deferred for one year for each order of penalty

Reduction to a lower service, grade or post, or to a lower time scale or to a lower stage in the time scale.	ACP will be deferred for a period of 7 years.
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(9) The ACPS contemplates merely placement on personal basis in the immediate next Level /grant of financial benefits only and shall not amount to actual / functional promotion of the employees concerned.

(10) If a financial upgradation under the ACPS is deferred and not allowed due to the reason of the employee being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of previous financial upgradation.

(11) On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status.

(12) Financial upgradation under the ACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the Level has got higher Level under the ACPS.

(13) Pay drawn in the Level allowed under the ACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.

(14) Existing Corporation employees including class-A officers who have already availed benefit of three selection grades/ACP under order dated 25.01.1992 and 17.02.1998 and also under Rajasthan Financial Corporation Staff (Revised pay scales), Rules, 2008 will not be eligible for the grant of ACP. Those Corporation employees who have availed benefit of one ACP / one promotion will be eligible for second and third ACP on completion of 18 / 20 and 27 / 30 years, as the case may be, of regular service, respectively. Similarly those Corporation employees, who have availed benefit of two ACP / two promotions / one promotion and one ACP, as the case may be, will be eligible for third ACP on completion of 27 1 30 years of regular service respectively.

(15) In case an employee is declared surplus in his / her department and appointed in the same Level or lower Level in the new department, the regular service rendered by him / her in the previous department shall be counted towards the regular service in his / her new department for the purpose of giving financial upgradation under the ACPS.

(16) If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employee subsequently refuses the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of deferment due to the refusal.

(17) Illustration: -

If a Corporation employees (Junior Assistant/Typist) in Level-6 gets his first regular promotion in Level-10 on completion of 8 years of service and then completes service of further 10 years without any promotion then he would be eligible for 2nd financial up gradation under the ACP after completion of 18 years (8+10 years).

In case he does not get any promotion thereafter, then he would get 3rd financial upgradation on completion of further 9 years of service i.e. after 27 years (8+10+9 years).

(18) The next annual increment shall be granted on 1st July of the year falling after grant of ACP.

(19) The word 'Level' shall also include 'Grade Pay and Scale of Pay', if any.

(20) The authority competent to make appointment on the post held by the Corporation employees shall be competent to grant ACP.

(21) Further clarifications, required if any, be addressed to MD/CMD.

**RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN, TILAK MARG JAIPUR**

Ref No. RFC.F. PA- 23(32)/1620

Dated 30.08.2008

ORDER

The Management of the Corporation has decided that the age of superannuation of the Corporation officials in the Class 'A' & 'B' category be enhanced, from 58 years to 60 years, with immediate effect.

With the increase in superannuation age limit, the orders issued for retiring employees after attaining the age of 58 years w.e.f. 31.08.2008 in category of 'A' & 'B' Class may be treated as cancelled.

(ATUL KUMAR GARG)
CHAIRMAN & MANAGING DIRECTOR

Copy to:

1. All BOs/SOs/A&I Offices, Ajmer and Jodhpur
2. Standard Circulation at HO
3. Principal Secretary, Bureau of Public Enterprises, State Enterprises Department, Govt. of Raj., Jaipur.