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THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

SERVICE RULES

1972

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THE RAJASTHAN SMALL INDUSTRIES CORPORAT
(A Govt. of Rajasthan Concern)

ADDITION . GT, 1989. PRICE

S.No. G. 666-11-170 2

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.,
(A Government of Rajasthan Concern)

SERVICE RULES, 1972

PREAMBLE

Whereas it is necessary to define the terms and conditions of appointment and services of the staff of the Rajasthan Small Industries Corporation Limited and to provide for their duties, leave and remuneration payable to them, etc., the Board of Directors of the Rajasthan Small Industries Corporation Limited have made the following Rules:

CHAPTER - I

1. These rules may be called "The Rajasthan Small Industries Corporation Limited, Service Rules, 1972". They shall come into force with immediate effect.
2. Unless otherwise expressly provided, these rules apply to all employees of the Corporation other than the following:
 - (a) The Chairman, Managing Director and other Directors, whose conditions of appointment and service may be such as may be prescribed by the Rajasthan Government.
 - (b) Persons employed on purely part-time basis.
 - (c) Persons employed on contract to the extent that the terms and provisions of such contracts are inconsistent with these rules.

(d) Persons on deputation from the Government of Rajasthan or from the Government of India: offices or any other statutory Board or Corporation, who will be governed by the rules applicable to them in their parent department and the terms and conditions of deputation, as may be agreed to between the Corporation and the lending department.

(e) Workers covered under the Factory & Mines act.

3. Power to amend and interpret the rules:

The Board of Directors reserves to themselves the right to amend, alter, interpret, vary, modify, remake, rescind or add to these rules or any supplementary rules issued in connection with these rules without previous notice of intention to do so and the right to give effect thereto from any date which it may deem fit, provided that if a rule or order, which affects any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employee(s). The decision of the Board shall be binding on the employee(s).

4. Power to Delegate:

The Board may confer on the Chairman/Managing-Director/any other officer any of its powers in these rules by resolution subject to the Company Act and Memorandum & Articles of Association of the Corporation. The Chairman/Managing Director may with the approval of the Board confer on any officer of the Corporation any of his powers

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including his delegated powers by written authorisation by the Board. Nothing contained in these rules shall have the effect of altering the provision of any special law for the time being in force.

CHAPTER - II

5. Definitions:

- (i) "Age" (a). For the purposes of these regulations, age shall be computed from the date of birth of an employee who shall be required to produce authentic proof thereof at the time of his employment or within three months from the date of his appointment.
- (b). The following proofs may be accepted as authentic date of birth in order of preference:
- (1) Date of birth given in the High School/Higher Secondary Certificate.
 - (2) Date of birth given in the Municipal birth certificate.
 - (3) Date of birth given in the horoscope provided it was prepared soon after the date of birth stated by the employee.
- (c). If an employee is unable to state his exact date of birth but can state the year, or year and the month of birth, the 1st July or the 16th day of the month, respectively, may be treated as the date of birth.

- (d) If an employee is unable to state even the year of birth, a certificate from a Medical Officer approved by the Corporation specifying the approximate year may be accepted for the purpose of computing age.
- (e) When an employee is required to retire on attaining a specified age, the day on which he attains that age is reckoned as non-working day and he must retire with effect from and including that day.
- (ii) "Apprentice" means a person, who according to the rules of the Corporation, is an apprentice or who is declared to be an apprentice by a competent authority.
- (iii) "Board" means the Board of Directors of the Corporation.
- (iv) "Chairman" means the Chairman of the Board of Directors of the Corporation appointed in accordance with Article 86 of the Articles of Association of the Corporation.
- (v) "Competent Authority" in relation to exercise of any power means The Rajasthan Small Industries Corporation or any other authority to which the power is delegated by the Corporation under these rules.
- (vi) "Compensatory Allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.

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- (vii) "Corporation" means the Rajasthan Small Industries Corporation Limited.
- (viii) "Director" means the member of the Board of Directors appointed in accordance with Article 71 of the Articles of Association of the Corporation.
- ix) "Duty" means time spent in discharge of service under the Corporation and includes:
 - (a) (i) Service rendered as probationer or apprentice is followed by confirmation.
 - (ii) Joining time.
 - (b) (i) Time spent in any training sponsored by the Corporation.
 - (ii) Period spent on journey to and from the place of training and the period occupied in attending an optional or obligatory examination at which the employee is permitted to appear by the competent authority.
- (x) "Employee in permanent employment" means a person employed under the Corporation, who holds a permanent post or who holds a lien on a permanent post or would hold a lien on a permanent post had the lien not been suspended.
- (xi) "Family" means the employee, his wife (not more than one wife is included in the family) or her husband wholly dependent on her, legitimate children, step children residing with and wholly dependent upon him.

NOTE: (1). The term "legitimate children" will include adopted children under the Hindu Law.

(2). An employee's legitimate daughters, step-daughters and sisters whose Gauna or Rukhsat has been performed shall not be regarded as wholly dependant upon him.

(xii) "First Appointment" means the appointment of a person who at the time of appointment is not holding any post under the Corporation even though he may have previously held such a post.

(xiii) "Foreign Service" means a service in which an employee receives his substantive pay with the sanction of the Corporation from a source other than from the fund of the Corporation.

(xiv) "Head of office" means the Secretary of the Corporation in the Head Office or any other officer designated by the Board to be a Head of Office.

(xv) "Holiday" means a day on which all or any particular office is ordered to be closed or a specified class of employees is allowed a holiday by a competent authority.

(xvi) "Honorarium" means a recurring or non-recurring payment granted from the Fund of the Corporation to any employee as remuneration for any special work of occasional and intermittent nature which cannot be regarded as part of legitimate duties of the employee.

(xvii) "Joining Time" means the time allowed to an employee in which to join a new post or to travel to the station of his new posting.

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- (xiviii) "Leave" is earned by duty and includes Privilege leave, Maternity leave, Extra-ordinary leave and sick leave.
- (xix) "Leave Salary" means the amount of salary paid to an employee during leave.
- (xx) "Lien" means title of an employee to hold a permanent post substantively and the right to resume on return to duty after a period or periods of absence.
- (xxi) "Management" means the Board of Directors of the Corporation and in relation to any power exercisable by it.
- (xxii) "Managing Director" means Managing Director of the Corporation appointed in accordance with Article 76 of the Articles of Association of the Corporation.
- (xxiii) "Medical Officer" means a Medical Officer, who is appointed by the Corporation whole-time or part-time or any Registered Medical practitioner approved by the Corporation.
- (xxiv) "Month" means a calendar month. A period expressed in terms of months and days is first calculated by complete calendar ^{month} ~~months~~ ^{month} ~~months~~ of the number of days in each and the odd number of days calculated subsequently.
- (xxv) "Office" means headquarters office, unit office or any other office that the Corporation may establish any where in India or elsewhere.

(xxvi) "Officiate" means performance of duties of by an employee on which another employee holds lien. Corporation may appoint an employee to officiate in a vacant post on which no other employee holds a lien or pending a permanent appointment in that post.

(xxvii) "Pay" means the amount to which an employee is entitled to and is drawn by him monthly in respect of the post held by him on a regular basis or in an officiating capacity and includes -

- (1) Personal pay;
- (2) Special pay; and
- (3) Any other emoluments which may be specially classed as pay by the competent authority.

(xxviii) "Permanent post" means a post carrying a definite rate of pay sanctioned without limit of time.

(xxix) "Personal Pay" means additional pay granted to an employee -

- (1) to save him from loss of substantive pay in respect of permanent post due to revision of pay or reduction in such pay or not being a reduction as a disciplinary measure;
- (2) in exceptional circumstances on other personal considerations.

(xxx) "Probationer" means a person employed on probation in or against a permanent vacancy in the Corporation before his appointment substantively.

(xxxi) "Presumptive pay of a post" when used with reference to any particular employee means the pay to which he would be entitled if he held the post substantively and were performing its duties, but it does not include special pay unless the employee performs or discharges the work or responsibility or is exposed to the un-healthy conditions in consideration of which the special pay was granted.

(xxxii) "Senior Executive" means the Senior Executive appointed by the Board of Directors to be the Senior Executive.

(xxxiii) "Service Rules" means the Rajasthan Small Industries Corporation Ltd., Service Rules.

(xxxiv) "Service under the Corporation" means service under the Corporation or any unit under the control of the Corporation.

(xxxv) "Special Pay" means an addition of the nature of pay of a post or of an employee, granted in consideration of -

- (a) the specially arduous nature of duties;
- (b) the specific addition to the work or responsibility; and
- (c) the un-healthiness of the locality in which the work is performed.

(xxxvi) "State Government" means the Government of Rajasthan.

(xxxvii) "Subsistence Grant" means an amount granted monthly to an employee who is not in receipt of pay (other than special pay or personal pay or leave salary).

(xxxviii) "Substantive pay" means the pay, other than special pay or personal pay, emoluments classed as pay under rule 5 (xxxvii) to which an employee is entitled to on account of his appointment substantively to a post under the Corporation.

(xxxix) "Temporary Employees" means an employee, whose services have been engaged for a specified period which may be extended from time to time.

(xli) "Temporary Post" means a post created temporarily for a specified period.

(xlii) "Time scale of pay" means pay which subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum.

Time scales are treated to be identical if minimum, maximum, the period of increment and the rate of increment of the time scales are the same.

(xliii) "Transfer" means the movement of an employee from one headquarter station in which he is employed to another such station to take up the duties of a new post or as a result of a change in his headquarter.

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(xLiii) "Secretary" means the Secretary of the Corporation appointed by the Board of Directors.

NOTE: Words and phrases not defined above will in case of doubt have the same meaning as given to them from time to time by the Board/Managing Director.

Chapter - III

6. Probationer:

Persons recruited direct, in any post and employees promoted from one post to any higher post shall be placed on probation for a period of six months from the date of appointment which may be extended at the discretion of the appointing authority and the Officer promoted to a higher post may be reverted under the orders of the Competent authority without notice of assigning any reasons thereof at any time during the probationary period. The persons recruited direct shall apply in writing for confirmation at the end of the probationary period through the departmental head, giving full details of the work done by him during the probationary period. The probationary period shall continue until the confirmation orders are issued by the competent authority. The confirmation will be at the Board's Managing Directors' discretion, should they find the person suitable. During the period of probation the appointment is liable to termination without notice but after confirmation, the services are liable to be terminated by giving three month's notice from either side or salary in lieu thereof.

7. Creation of Posts:

Consistent with the requirements of the Corporation the Board or the competent authority may create posts from time to time in prescribed scales of pay of each post or class of posts (and prescribe the job specifications).

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8. Appointing Authority:

The authority competent to make appointments to various posts in the Corporation shall be as indicated in the Schedule of Delegation of Powers approved by the Board.

9. Appointments shall be made on the recommendations of the Selection Committee as appointed by the Board of a competent authority.

- 10.* (a) No person shall be appointed to a post in the Corporation without a certificate of good character from a respectable person and a certificate in the following form from the Medical Officer appointed or approved by the Corporation. This certificate must be produced on the first appointment at the time of joining duty and a true copy kept in the personal file of the employee.

HEALTH CERTIFICATE

I do hereby certify that I have examined _____ a candidate for employment in the Rajasthan Small Industries Corporation Ltd., and cannot discover that he/she has any disease, constitutional weakness or bodily infirmity except _____. I do not consider this a dis-qualification for employment in the Corporation. The candidate's age is according to his/her own statement _____ years and, by appearance, about _____ years.

Signature of the
MEDICAL OFFICER

* A.M. No. 10 of 1977, dated 2.2.1977. In the case of 10 (a) to 10 (e) term is 10 (a) to 10 (e) years.

- (b) No person shall be eligible for appointment, who has previously been dismissed, removed or compulsorily retired from the service of the Corporation, or from any Department of the Central Government or any State Government or from any Public Sector Undertaking.
- (c) No person shall be eligible for appointment who has been convicted in a Court of Law for any offence involving moral turpitude.
- (d) No person who has more than one wife living or who has having a spouse living marries and whose such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to the service of the Corporation.
- (e) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the service of the Corporation unless specifically exempted by the Board.
- (f) No person having more than three children will be eligible for appointment on any post in the Corporation either through competition or otherwise including appointment by promotion excepts-
 - (i) Males above 55 years of age and females above 45 years of age.
 - (ii) Males below 55 years of age who have gone in for sterilization for themselves or of their spouse.
 - (iii) Females below 45 years of age who have undergone sterilization or whose spouse has been sterilized.

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(iv) Married persons who had no child for the last ten years preceding the date on which they seek employment.

11. Age on first appointment:

(a) A person whose age exceeds 31 ^{*6} years may not ordinarily be appointed to permanent service of the Corporation. A competent authority may, however, relax the age of entry in individual cases or in the case of specified posts by special or general orders.

(b) No person who is below 18 years shall be appointed to any post in the Corporation.

12. A person appointed in the service of the Corporation may be employed in any manner and his whole time would be at the disposal of the Corporation without any claim -

Provided that nowoman shall be required or allowed to work whether as employee or otherwise during the night -

Provided further that no woman should be knowingly appointed or shall be engaged in employment during the six weeks following the day on which she has delivered a child. Further provided that any woman employed in the Corporation who has delivered a child shall, while she is nursing her child be allowed half an hour twice a day during her working hours for this purpose in addition to regular intervals of rest.

Exemption from 1st of existing license and work 20 years
 vide order of LIC/Genl./0333-0137, dt-20.6.1986.

13. An employee shall neither be appointed to hold two or more posts substantively except as a temporary measure, nor shall he be appointed substantively to a post on which another employee holds lien.

14. Lien:

An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other permanent post.

15. Subscription to Provident Fund:

An employee of the Corporation shall be required to subscribe to the contributory Provident Fund of the Corporation in accordance with such rules, which may be prescribed by the Corporation.

16. Condition of Pay & Allowances:

The pay and allowances of an employee begin when he takes charge of the post in respect of which they are earned and ceases to draw as soon as he ceases to discharge the duties of the post -

Provided that pay and allowances shall be drawn from the date of assuming duties if charge is transferred before noon of that date.

17. Charge of an office:

Unless for special reasons (which must be recorded by the competent authority, the charge of an office must be made over at the headquarters, both the relieving and relieved employees being present.

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18. Every employee selected to undergo training for a specified period before he assumes independent charge of that post shall be required to execute, before the period of training starts, a bond in the form that may be prescribed by the Management.

19. (a) No employee shall be granted leave of any kind for a continuous period exceeding five years.

(b) Unless in exceptional circumstances of the case, the competent authority otherwise determines, an employee shall be deemed to have resigned and shall cease to be an employee of the Corporation if he -

- (i) does not resume duty after remaining on leave for a continuous period of five years; or
- (ii) after the expiry of leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds five years.

20. Unless the period of notice is otherwise agreed to, the service of a temporary employee of the Corporation may be terminated at any time without notice.

20⁵(a) Taking part in Politics & Elections:

1. No corporation employee shall be a member of, or otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
2. It shall be the duty of every Corporation employee to endeavour to prevent any member of his/her family from taking part in, subscribe in aid of, or assist in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established and where a Corporation employee is unable to prevent a member of his/her family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Corporation.
3. If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Corporation thereon shall be final.
4. No Corporation employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislative or local authority:

Provided that:

\$ A/c vide order No. NSIC/Extt./21000-21070, dated 30.10.1973.

i) A Corporation employee qualified to vote at such election may exercise his right to vote, but where he/she does so, he/she shall give no indication of the matter in which he proposes to vote or has voted;

ii) A Corporation employee shall not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct of an election in the due performance of a duty imposed on him/her by or under any law for the time being in force.

Explanation:

The display by a Corporation employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election, within the meaning of this sub-rule.

Note: (1) A Corporation employee who has reason to believe that attempts are being made to induce him to break the provisions of this rule by or on behalf of an official superior or superiors shall report the facts to the Chief Secretary to Government of Rajasthan.

(ii) Proposing or seconding the nomination of a candidate at an election or acting as a Polling Agent shall be deemed as an active participation in the election.

CHAPTER IV

21. An employee shall draw the pay of the post held by him, which has been sanctioned by the competent authority.

22. Pay on first appointment:

The pay of an employee on first appointment to a post in the service of the Corporation shall be fixed at the minimum of the time scale applicable to the post to which he is appointed, or where the post is on a fixed pay, such fixed pay.

Provided that where any person appointed to a post to which a time-scale is applicable has been in continuous service for a period of not less than two years in any department of the Central/any State Government or any Public Sector or Private Sector Undertaking immediately preceding such appointment the appointing authority may in its discretion fix the pay at the stage in the time-scale applicable to the post next higher than the pay last drawn by him in such department or undertaking and may in addition, in his discretion, grant not more than 5 advance increments.

Provided also that in no case shall the pay be fixed at higher than the maximum of the time-scale.

23. Regulation of pay on promotion or appointment to a higher post:

- (i) When an employee holding a post in a substantive, temporary or officiating capacity is promoted to a post in a regular line of promotion in a substantive

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temporary or officiating capacity, 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 actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn.

- (ii) 'S' Where the pay of an employee is fixed under sub-rule (i) above, the next increment shall be granted on the date he would have drawn his increment had he continued in the lower post, provided that where the pay is fixed at the minimum of the time-scale and the pay so fixed exceeds the pay drawn in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completion of service for the full incremental period counting for increment.

Provided that where a Corporation employee is 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 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".

'S' Substituted vide order No.RSIC/Estt./9868-9967, dated 20.10.1986 in place of provided that where an employee.

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24. Increments:

An increment accruing in a time-scale of pay shall ordinarily be drawn as a matter of course unless it is withheld by an authority empowered to withhold such increment.

For appointment on probation or as a probationer drawal of increments shall be regulated as follows:

- (i) No increments shall be allowed during the period of probation.
- (ii) On issue of orders of confirmation effective from the completion of the prescribed period of probation, increments as normally due shall be allowed retrospectively.
- (iii) On issue of orders of confirmation effective from a date beyond the prescribed period of probation, constituting thereby an extension in the period of probation, increments as normally due shall be allowed retrospectively except that the normal date of drawal of first increment shall be extended by the number of days equal to the period of extension of probation.
- * (iv) The increment to the employees of the Corporation will be admitted from 1st of the month in which it would fall due under the operation of the normal rules and order regulating increments.

..... Provided that where an employee is immediately before his promotion or appointment to a higher post, drawal of pay at the maximum of the time scale of the lower post shall be fixed at the stage in that time scale next above such maximum in the lower post.

* Added: vide order No. RSIC/Estt./30518-23, dtd. 23.12.74.

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25. Conditions on which service counts for increments:

Conditions on which Service counts for increments in a time scale are prescribed as under:

- (a) All duty on a post in a time scale counts for increments in that time-scale.
- (b) Service on another post, other than a post carrying less pay on which an employee may be transferred on account of in-efficiency or mis-behaviour or on his written request, whether in a substantive or officiating capacity.
- (c) Service on deputation and all leave other than extraordinary leave counts for increments in the time-scale applicable to the post on which the employee holds a lien, or to the post, if any, on which he would hold a lien had his lien not been suspended. In case an employee was officiating on a post at the time he proceeded on leave or on deputation and would have continued to officiate but for leave or deputation, the period of such leave or deputation shall count for increment.

NOTE: Extra-ordinary leave shall also count for increment in a case in which the competent authority is satisfied that such leave was taken on account of illness or for any other cause beyond the control of an employee or for prosecuting higher scientific and technical studies.

(d) If the employee holding a temporary post or officiating in a post on a time-scale of pay is appointed to hold a higher temporary post or to officiate in a higher post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, or appointed or re-appointed to a post in the same time-scale of pay counts for increments in the time-scale applicable to such lower post. The period of officiation on the higher post which counts for increments on a lower post is, however, restricted to the period during which an employee would have officiated on the lower post, but for his appointment to the higher post, and if he has not actually officiated on a lower post at the time of his appointment to the higher post, he would have so officiated on the lower post, had he not been appointed to the higher post.

(e) (i) If joining time is allowed to join a new post on which an employee is appointed while on duty in his old post or directly on relinquishing charge of that post it shall count for increment in the time-scale of the post on which an employee holds lien or would hold a lien, had his lien not been suspended as well in the time-scale applicable to the post, the pay of which is received by an employee during the joining time period.

(ii) If joining time is granted to join a new post on return from leave or when an employee did not have sufficient notice of his appointment to the new post on return from leave, then in the

time-scale applicable to the post in which the last day of leave before commencement of the journey time counts for increment.

26. Pre-mature increments:

A competent authority having power to create a post in a particular scale of pay may grant a pre-mature increment under special circumstances, which would justify the grant of personal pay to an employee on that time-scale of pay. Next increment in such cases shall accrue after an employee has served for a full year on the new rate of pay.

27. Pay on transfer to a lower post as penalty:

An employee transferred as a penalty from a higher to a lower grade or post may be allowed to draw any pay not exceeding the maximum of the lower grade or post as may be considered proper by a competent authority.

28. Officiating appointments:

Except in the case of combination of appointment, an employee who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post, unless the officiating appointment involves assumption of duties and responsibilities of greater importance than those attaching to his substantive post and unless the time-scale of pay of the officiating post is higher than his substantive post. Where an employee is appointed to a post in addition to his own duties, the grant of additional pay will be regulated as under:

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| (1) Where the post may be subordinate to the post he is holding. | The employee shall not be entitled to any emoluments in addition to what he is drawing. |
| (2) Where the post may be equal to or lower (but not subordinate) than the post he is holding. | The employee may be allowed to draw his pay & special pay not exceeding 5% of the presumptive pay of the other post, if the period of dual charge is upto 60 days but 30 days or more and special pay not exceeding 10% of the presumptive pay of the other post if the period of dual charge is more than 60 days. |
| (3) When the post may be higher than the post he is holding. | If the charge of the higher post is to be held for more than 60 days, special pay to be allowed may be 10% of the presumptive pay of the lower post or 5% of his own pay if the charge of higher post is held for 30 days. |

Dual arrangement should not be allowed to continue beyond a period of 6 months in any case.

* Revised as per State Govt. order in force.

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NOTE: A post will be treated as 'subordinate' to the other post if the work of the incumbent of one post is looked after or supervised by the holder of the other post and also both the posts are located in the same office. In case where an officer happens to hold charge of a non-gazetted post it should be treated as a case of holding charge of a post subordinate to the post he is holding provided the non-gazetted post is under the direct subordination of the officer.

29. Pay of a temporary post:

A person appointed to hold a temporary post shall get pay at the minimum of the pay of such post but if such a post is filled by an employee already in service of the Corporation, his pay shall be fixed with due regard to his existing pay and the character and responsibility of the work to be performed.

30. Sanction for undertaking a private work:

An employee may undertake work of a Government or of private or public body and accept a fee therefor with the specific sanction of the Corporation provided that the work can be undertaken without detriment to his official duties;

Provided that the Corporation may direct an employee to credit to the Corporation's fund any part of such recurring or non-recurring fee.

31. Grant of honorarium:

The Corporation may grant honorarium to an employee from the Corporation's Fund for work performed which is occasional in character and either so labourious or of such special merit as to justify such reward.

The grant of honoraria is not justified if there is temporary increase in work which can be regarded as part of the legitimate duties of an employee.

31. (a) Cash incentive for acquiring professional qualifications:

An employee in permanent employment of the Corporation having acquired the professional qualification mentioned in schedule-I may be sanctioned cash incentive of such value as may be prescribed in Schedule-I of Cash Incentive to Employees (Professional qualification) Rules 1981, M. R. S. I. C.

Added: Vide Order No. R. S. I. C. / Estt. / 3291-3390 dt. 30.5.1981.
(Copy of cash incentive rule appended with these Rules)

32. Payment that can be accepted without permission:

An employee may receive award for any essay or public competition or income derived from literary, cultural or artistic efforts or sale of book written by him with the aid of the knowledge acquired by him during the course of service under the Corporation, provided it is certified by the competent authority that such book(s) is/are not the compilation of the Corporation's rules, regulations or procedures.

CHAPTER V

SUSPENSION

33. Scale of subsistence allowance during suspension:

An employee shall be entitled to the following payments during the period of suspension:

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| (1) | during the period of first twelve months of suspension. | Subsistence allowance equal to the amount of half of leave salary admissible to him on leave and dearness allowance on such reduced salary. |
| (2) | Period of suspension exceeding first twelve months. | (a) Subsistence allowance may be increased upto the extent of 50% of the subsistence allowance admissible during the period of first twelve months if it is established that the period |

of suspension has not been prolonged for reasons not directly attributable to the employee under suspension, or

- (b) Subsistence allowance reduced to the extent of 50% of the subsistence allowance admissible during the period of first twelve months, if it is established that the period of suspension has been prolonged due to reasons directly attributable to the employee under suspension,

- (c) Dearness allowance based on the increased or decreased amount of subsistence allowance as the case may be under sub-clauses 2 (a) and (b), above.

- (d) Any compensatory allowance which an employee under suspension was receiving on the date of suspension provided it is certified by the employee that he continues to meet the expenditure for which it was granted.

When the headquarter of a suspended employee is transferred in public interest, he will draw such compensatory allowance which are applicable at such place of his headquarter.

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34. Pay & Allowances on
re-instatement:

An authority competent to order re-instatement shall make a specific order with regard to pay and allowances to be paid to an employee for the period of suspension and whether or not the said period shall be treated as a period spent on duty.

35. No leave shall be granted to an employee under suspension but in exceptional cases permission to leave headquarters could be granted by a competent authority, keeping in view the state of the enquiry and the possible effects of the absence on the enquiry's progress.

36. * Compulsory Retirement on attaining
the age of superannuation:

- (a) For purpose of compulsory retirement, the age of superannuation in the case of Class IV.....

* Substituted vide order No.RSIC/Estt., dated 17.12.1974 in place of:

- (a) The date of compulsory retirement of an employee shall be the date on which he attains the age of 55 years. He may be retained in service after the date of compulsory retirement with the sanction of the Board in the interest of service of the Corporation and for reasons to be recorded in writing but shall not be retained after the age of 50 years in any case. Provided, however, that in the case of class IV employees the date of compulsory retirement shall be the date on which the employee attains the age of 50 years.
- (b) The date on which an employee attains the superannuation age shall be reckoned as non-working day and the employee must retire with effect from and including that day.

.... employees shall be 60½ years and in case of employees, other than Class IV employees, it will be 50½ years;

Provided that an employee other than a class IV employee may be retained in service after the age superannuation with the sanction of the Board in the interest of the Corporation and for reason(s) to be recorded in writing but shall not be retained after the age of 60½ years in any case.....

\$ Substituted vide order No.RSIC/Estt./8339-8438, dated 20.2.1996:

(i) In Rule 36 (a), the words and figures '58' & '55' years shall be substituted by the words and figures '60' & '50' years respectively.

(ii) The words and figures '50' years appearing under the provision to the above rule shall be substituted by the words and figures '60' years.

Provided further that provisions of age of compulsory retirement as contained in sub-rule shall not be applicable in case of employee who are in service after attaining the age of compulsory retirement either on re-employment or extension in service.

Rule 36 Continued:

- (b) The date of compulsory retirement of an employee shall be the last day (afternoon) of the month in which he attains the age of superannuation: Provided that if the actual date of birth of an employee falls on 1st of a month, he shall be retired in the afternoon of the last day of the preceding month.

36 (A) ? Optional Retirement on completion of 20 years qualifying service:

- (a) An employee of the Corporation may after giving atleast 3 months previous notice in writing to the appointing authority, retire from service on the date on which he completes 20 years of qualifying service or attains the age of 45 years, whichever is earlier or any date thereafter to be specified in the notice:

Provided that it shall be open to the Appointing Authority to withhold permission to retire a Corporation employee:

- (i) who is under suspension;
- (ii) in whose case disciplinary proceedings are pending or contemplated for the imposition of a major penalty and the disciplinary authority having regard to the circumstances of the case is of the view that such disciplinary proceedings might result in imposition of the penalty of removal or dismissal from service;
- (iii) in whose case prosecution is contemplated or may have been launched in a court of law;

* Inserted vide order No. (SIC/Lt. 023)-2330, dated 20.8.1966.

- (b) Corporation employee who has given notice for seeking retirement under clause (a) of this rule, may presume acceptance of the notice of retirement and the retirement shall be effective in terms of the notice automatically unless an order in writing to the contrary has been issued by the competent authority and served upon the employee before the expiry of the period of the notice.
- (c) If a Corporation employee seeks retirement under this sub-rule, while he is on leave-not-due, without returning to duty, the retirement shall take affect from the date of commencement of the leave-not-due and the leave salary paid in respect of such leave shall be recovered from him.
- (d) Corporation employee who seeks voluntary retirement under clause (a) of this sub-rule shall be entitled to:
 - (i) Corporation contribution (bonus and special contribution) which shall be enhanced by the amount that would have accrued by the addition of five years notional service provided his service has been satisfactory and good throughout the service period.
 - (ii) The notional contribution shall be added on the basis of the amount of subscription made immediately before the date of retirement without subscribing to the fund on or after the date of his retirement.
 - (iii) The resultant increase in the aforesaid manner shall in no case be more than the contribution (bonus and special contribution) which could have been credited in his Provident Fund account had he retired on completing 33 years qualifying service or on attainment of the age of superannuation, whichever is less.

- (iv) The benefit of five years' notional qualifying service mentioned in this clause shall not be admissible to a Corporation employee who is retired under sub-rule (B) of this Rule.
- (e) A Corporation employee may withdraw the notice given under clause (a) of this Rule with the approval of the appointing authority provided the request for such withdrawal is made before the expiry of the notice.
- (f) The authority competent to retire a Corporation employee may in deserving cases, accept the notice contemplated under clause (a) of this rule for a period of less than 3 months or waive the period of notice in certain urgent and emergent cases with the concurrence of the Board of Directors.
- (g) A Corporation employee giving notice of voluntary retirement may also apply before the expiry of the notice for the leave standing to his credit which may be granted to him to run concurrently with the period of notice. The period of leave, if any, extending beyond the date of retirement on expiry of the notice but not extending beyond the date on which the Corporation employee would have retired on attaining the age of superannuation may be granted by the appointing authority in his discretion as terminal leave to the extent of privilege leave to his credit not exceeding 180 days.

* 36 (B) : Compulsory retirement after completion of 25 years service:

- (i) The appointing authority shall have the absolute right to retire, in the interest of the Corporation any employee of the Corporation by giving him atleast three months' previous notice in writing, from service on the date on which he completed 25 years of qualifying service or on the date on which he attains the age of 50 years, whichever is earlier or on any date thereafter.

Provided that such Corporation employee may be retired from service forthwith and on such retirement the Corporation employee shall be entitled to claim 3 months' pay and allowances in lieu of notice.

- (ii) The Corporation may publish the order of such retirement in any daily newspaper published from the State in which the employee concerned is posted and the Corporation employee shall be deemed to have retired on such publication if he has not been served with the retirement order earlier.

NOTES

1. This right is intended to be exercised against an employee whose efficiency is impaired, but against whom it is not desirable to make formal charges of inefficiency or who has ceased to be fully efficient but not to such a degree as to warrant his retirement on compassionate allowance. It is not the intention to use this rule as a financial weapon,

Added 36-A & B vide order No. RSIC/Estt./8239-8338, dated 20.8.86.

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that is to say, the provision should be used only in the case of employees who are considered unfit for retention on personal as opposed to financial grounds.

2. Participation in or abetting in any form of strike by an employee shall also be deemed to be included in "Corporation interest" for the purpose of Rule 36 (B).
3. The Appointing Authority shall follow the procedure as prescribed or as may be prescribed by the Corporation from time to time where an employee is retired under this rule for reasons of impairment of efficiency or doubtful integrity.
4. Compulsory retirement under this rule does not attract the provisions of clause (2) of Article 311 of the Constitution because such retirement is not conceived as a penalty but as the exercise of a right reserved to Corporation of retiring an employee after he has served for a certain length of time. Accordingly, the procedure laid down in the Rajasthan Small Industries Corporation Disciplinary and Appeal Rules for formal proceedings against employees before removing them from service is not meant to apply to such cases.
5. (i) The employees who are given pay & allowances in lieu of the notice period are entitled to House Rent Allowance & City Compensatory Allowance at the rates at which they were drawing the allowances immediately before retirement.
 (ii) The pay & allowances to be given in lieu of the notice period would be the pay and allowances drawn by him

immediately before retirement. Since he would stand retired immediately on payment of pay and allowances as such Annual Grade increment if falls due during the period of notice shall not be admissible.

CHAPTER VI.

37. Employees shall be eligible for the following kinds of leave:

- (a) Casual leave.
- (aa) Compensatory Casual leave.
- (b) Privilege leave.
- (c) Sick leave.
- (d) Maternity leave.
- (e) Extra-ordinary leave.
- (f) Quarantine leave.
- (g) Leave not due.

38. General conditions governing the grant of leave:

The following general principles shall govern the grant of leave to employees:

- (i) Leave cannot be claimed as a matter of right. When the exigencies of the Corporation's service so require, the discretion of refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved to the authority competent to grant it.
- (ii) All leave lapses on the cessation of the employee's service in the Corporation whether as a result of discharge, dismissal, retirement, death or otherwise.

37(g) added vide order No. RSIC/Estt./806-906, dated 20.4.1982.

37(aa) added vide order No. RSIC/Estt. 1700-50, dt. 2.1.84.

- (iii) An employee on leave shall not take up any other service or accept any emolument.
- (iv) Leave shall not be availed of without obtaining the prior sanction of the competent authority; application for such sanction shall be submitted in writing to the competent authority sufficiently in advance which in the case of privilege leave shall not be less than 15 days before the date on which the leave applied for is to commence. In case where an employee is compelled to absent himself from duty on account of unforeseen circumstances without obtaining prior sanction, sanction for leave should be applied for at the earliest possible opportunity.

- (v) An employee is expected to avail himself of the leave granted fully before resuming duty and may not return to duty before the expiry of such leave except with the permission of the competent authority;

Provided that an employee who has been granted casual leave may at any time before the expiry of such leave rejoin duty without availing himself of the full period of the casual leave sanctioned.

- (vi) An employee who remains absent after the end of his leave shall be entitled to no leave salary for the period of such absence and the period of over-stayal shall be treated as extra-ordinary leave unless otherwise directed by the competent authority. An employee wilfully absenting from duty after the expiry of leave shall also be liable to disciplinary action.

- (vii) Leave may be prefixed and/or suffixed to a holiday but holidays intervening during the period of leave shall count as part of leave.
- (viii) Leave begins from the day on which charge is handed over if such handing over takes place in the fore-noon of that day or from the next day if such handing over takes place on the afternoon of that day; leave ends on the day preceding that on which charge is resumed if such resumption takes place in the forenoon, and on the day on which charge is resumed if such resumption takes in the afternoon.
- (ix) Any kind of leave may be granted in combination with or in continuation of any other kind of leave. Provided that casual leave cannot be availed of in conjunction or combination with any other kind of leave.
- (x) Unless otherwise provided, employees on deputation shall be governed by the leave rules applicable to their parent department.
- (xi) An employee before proceeding on leave shall intimate to the competent authority his address while on leave and shall keep the said authority informed of any change in the address from time to time.

39. Casual Leave:

- (1) Casual leave may be granted upto a maximum of 15 days during a calendar year. An employee will not ordinarily be permitted to avail himself of more than 10 days casual leave at a time, but the competent authority may, in his discretion, re-

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this condition if the circumstances so warrant.
Casual Leave un-availed of at the end of the calendar year shall lapse.

Note: Sundays, Gazetted holidays and weekly offs which immediately precede a period of Casual Leave or come at the end may be prefixed or suffixed to such leave and those falling within a period of Casual Leave will not be counted as part of the Casual Leave.

(2) Casual leave shall be treated as duty for all purposes, including drawal of pay and allowances.

(3) If an employee joins service during the course of the year, the casual leave shall be regulated as follows:

(a) Upto 5 days for service of three months or less.

(b) Upto 10 days for service of more than three months, but less than six months; and

(c) Upto 15 days for service of more than 6 months.

(4) Permission to leave headquarters during the course of Casual Leave shall be obtained.

(5) A person on Casual Leave continues on duty and, therefore, the grant of Casual Leave is a matter entirely at the discretion of the sanctioning authority. There can thus be no presumption that Casual Leave asked for will always be sanctioned. If the sanctioning authority considers that the work

will suffer, he may refuse Casual Leave. An employee whose application for casual leave is rejected and who is not present on duty will be guilty of wilful absence from duty. Such wilful absence amounts to interruption in service involving forfeiture of past service involving forfeiture of past services rendered as also mis-behaviour.

39(1-A) *

Half-A-Day's Casual Leave:

"Half-a-day's Casual Leave may be granted to employees but in continuation it shall not exceed 10 days' Half-a-day' for this purpose shall be from 10 A.M. to 2 P.M. in the forenoon and from 1.30 P.M. to 5 P.M. in the afternoon. Employees working in such offices of the Corporation where Saturday is observed as a half-working day, shall not be allowed 'Half-A-Day's Casual Leave' on any Saturday".

40. ©

Special Casual Leave:

(1)

Employees undergoing Vasectomy/Tubectomy operations may in addition to Rs. 300/- be granted -

(a) Six days special Casual Leave for Vasectomy Operation,

AND

(b) 14 days special casual leave to female employees for Tubectomy Operation.

(2)

Female employees may be granted one day's special casual leave for I.U.P.

* added vide order No.RSIC/Estt./36245-36280, dated 19.2.1976.

© Added vide No.RSIC/Estt.36161-36207, dated 19.2.1976 in

place of "employees undergoing operations under Family Planning Scheme may be allowed three days special Casual Leave. During this period the employees will draw the Pay & Allowances at full rates."

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(3) An employee whose wife undergoes Tubectomy operation, except in a post-partum case, may be granted 7 days special casual leave.

(4) &1 An employee whose wife undergoes Tubectomy operation may be granted Rs.300/- & 2 - as cash reward provided she is not a salaried employee and does not get a similar benefit from her employer.

40(A) (a) Compensatory Casual Leave:

Compensatory Casual Leave may be admissible to the employees subject to the following conditions:

(1) No compensatory casual leave shall be admissible to the employees working in pay-scales above the scale of Rs.200-450.

(2) No compensatory casual leave shall be earned by the incumbent unless:

a) he is required to attend office on any Sunday or other holiday observed by a particular establishment under an office-order issued by an officer not below the rank of Asstt.Adm.Officer or equivalent.

AND

b) he works for a period of not less than 4(four) hours on such holiday.

(3) No balance of Compensatory Casual Leave shall be allowed.

&1 Added vide order No.RSIC/Estt./26656-98, dated 2.2.77.

&2 Increased from Rs.50/- to Rs.300/- vide order No.18891-18970 dated 1.9.88.

(a) (a) Added vide office order No.RSIC/Estt./17408-50 dated 2.9.1974 (Pay scale 200-450 as obtaining in 1974-75).

to be carried over the next calendar year:
Provided that such leave earned during December
may be allowed to be carried forward and availed
in the next calendar year."

41. (a) (a) Privilege Leave:

- (a) The leave account of every Corporation employee shall be credited with Privilege Leave, in advance in two instalments of 15 days each on the first day of January and July of every calendar year, irrespective of whether it is an even or un-even year.....Cont.....

(a) (a) Replaced vide order No.RSIC/Estt./12329-99, dated 30.1.87 in place of:

- (1) Privilege Leave admissible to an employee in permanent employment, is one-eleventh of the period spent on duty. "Duty" for this purpose shall mean the period spent in the service of the Corporation excluding periods of leave of any kind except casual leave and special casual leave. The maximum period of Privilege leave which can be accumulated by an employee shall be 180 days. Leave upto a maximum of 120 days may be sanctioned at any one time; Provided that an employee shall not be eligible for any leave with pay unless he has been in continuous service for at least 11 months. In special cases, the management may at the discretion, grant proportionate privilege leave before the expiry of the first 11 months of continuous service, and such proportionate privilege leave shall be debited to the employees privilege leave account accruing in the following year.
- (2) In calculating days, fraction of a day shall be omitted.

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- (b) No deduction in leave balance shall be made if a Corporation employee remains on any kind of leave other than Extra Ordinary Leave. If a Corporation employee remain on Extra Ordinary Leave in a half year, deduction shall be made at the rate of one tenth of the period of extra ordinary leave during that half year subject to a maximum of 15 days.
- (c) A Corporation employee shall earn privilege leave at the rate of $2\frac{1}{2}$ days for each completed month of his service in a half year in which he is appointed.
- (d) In case of resignation, termination, discharge, removal or dismissal from service or death while in service or on retirement from Service, the privilege leave shall be re-reckoned with effect from 1st January or 1st July, as the case may be in the half year of occurrence of the event and credited to his leave account at the rate of $2\frac{1}{2}$ days for each completed calendar month upto the end of the month in which he ceases to be in service.
2. An employee on privilege Leave shall, during the period of such leave draw salary which the employee was drawing immediately before proceeding on leave.
42. SICK LEAVE:
- (1) Permanent employees will be eligible for sick leave upto 10 days on full pay for every completed year of service.
- (2) Sick leave will be granted only on production of a certificate of the Corporation's Medical Officer or a certificate of a Medical Practitioner approved by the Corporation.

.....

(3) Only those employees who have been in continuous service for at least 12 months shall be eligible for sick leave.

43. The provision of rules 40 and 41 above, will apply also to an employee not in the permanent employment of the Corporation except that in respect of the first year of service, the privilege leave admissible is one twenty-second of the period spent on duty.

44.* Maternity Leave:

(1) A female employee of the Corporation, who is pregnant on giving notice in writing to the officer concerned that she expects to be delivered of child within six weeks from the date of such notice, shall be permitted if she so desires to absent herself from duty upto the day of her delivery.....Contd...

* Substituted vide order No. RSIC/Estt./26790-834, dated 2.2.1977 in place of:

(i) A female employee of the Corporation, who is pregnant on giving notice in writing to the officer concerned that she expects to be delivered of a child within six weeks from the date of such notice, shall be permitted if she so desires to absent herself from duty upto the day of her delivery.

Provided that the Corporation may on an undertaking to defray the cost of such examination, require the female employee to be examined by a qualified

....

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...Provided that the Corporation may on an undertaking to defray the cost of such examination, required the female employee to be examined by a qualified Medical Practitioner or midwife, and if such employee refuses to submit to such examination or is certified on such examination as not pregnant or not likely to be delivered of a child within six weeks, the competent authority may refuse such permission.

Provided further that the examination under this rule is, if the female employee so desires, carried out by a Lady Doctor/Midwife.

- (2) An employee on maternity leave shall draw leave salary equal to the pay she drew on the day preceding that on which she proceeded on such leave, and allowances appropriate thereto.
- (3) Maternity leave shall not be granted for more than three occasions during the entire service of a female employee.

Contd.... Medical Practitioner or midwife, and if such employee refuses to submit to such examination or is certified on such examination as not pregnant or not likely to be delivered of a child within six weeks, the competent authority may refuse such permission.

- ii) The application for the leave is supported by a certificate from the authorised Medical Attendant. Maternity leave is not admissible in case of incomplete abortion.

Rule 60 Continued.....

- (4) An absence of the female employee during the period of maternity leave shall be treated as authorised leave of absence.
- (5) ^{#1} The maternity leave may be allowed on full pay for a period which may extend upto the period of 90 days from the date of its commencement.
- (6) No female employee shall be entitled to maternity benefit unless She has actually worked for a period of not less than 160 days in the 12 months immediately preceding the date of her expected delivery.

NOTES:

Maternity leave under this rule may also be granted in cases of mis-carriage, including abortion, subject to the condition that;

- (i) Leave does not exceed six weeks immediately following the date of mis-carriage & abortion; and
 - (ii) the application for the leave is supported by a certificate from the authorised Medical Attendant, Maternity leave is not admissible in case of incomplete abortion.
 - (iii) ^{#2} "Abortion" does not include 'threatened abortion' and maternity leave cannot be granted in the case of threatened abortion"
- 44 (7) Maternity leave shall not be granted to a Female employee if She is already having three children on the date of seeking benefit of maternity leave under sub-rules (1) to (6) of this rule, Provided further that the examination under this rule is, if the female employee so desires, carried out by a Lady Doctor/Midwife.

^{#1} Replaced vide order No.RSIC/Estt./7416-7485, dated 30.7.86 in place of:

The maternity leave may be extended to the extent of three months from the date of its commencement or the end of six weeks from the date of confinement whichever is earlier.

^{#2} Replaced vide order No.RSIC/Estt./7416-7485 dt. 30.7.86.

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45. Extraordinary leave:

- (1) An employee may be granted extraordinary leave in special circumstances when no other leave is admissible or when other leave being admissible, the employee applies for the grant of extraordinary leave.
- (2) No leave salary shall be admissible during the period of extraordinary leave.
- (3) Except in case of an employee in permanent employ, the duration of extraordinary leave shall not exceed 3 or 18 months on any one occasion, the longer period being admissible subject to such conditions as the Corporation may, by general or special order prescribe.

Provided that the total period of extraordinary leave (including three months admissible under the rules) should not exceed six months where extraordinary leave is required on account of illness of the employee and where the application for grant of such leave is supported by a medical certificate as required under the rules.

46. Quarantine Leave:

- (1) Where an employee is precluded for attending his duties in consequence of the presence of infectious disease in his household, he may be granted quarantine leave for a period of not exceeding 30 days on a certificate issued by a Government, or Municipal, or Local Public Health Officer. Any leave necessary for quarantine purposes in excess of this period shall be treated as privilege leave or where an

employees has not privilege leave to his credit, as extraordinary leave. Where an employee himself is suffering from infectious disease, he shall not be entitled to quarantine leave. For the purposes of this Rule, Cholera, Small-Pox, Plague, Diphtheria and such other diseases, as may be declared as infectious diseases in the locality concerned, shall be deemed to be "infectious diseases".

- (2) Quarantine leave shall be treated as duty for all purposes including drawal of pay and allowances.

46 (.) Leave Not Due:

An employee of the Corporation who holds a permanent post or who holds a lien on a permanent post that is to say, confined in a pay-scale of the Corporation or who has completed three years' continuous service in a pay-scale of the Corporation may be sanctioned "Leave not due" if the appropriate medical authority reports that the employee is suffering from tuberculosis and the "Leave Not Due" to be so sanctioned shall be regulated by the following conditions:

- (a) "Leave Not Due" shall be sanctioned only if accumulated balance of other kinds of leave, as may be admissible to the employee, stands completely exhausted.
- (b) "Leave Not Due" shall be granted only if the competent authority is satisfied that there is reasonable prospect of the employee returning to duty after availing of the "Leave Not Due" to be

* Partial vide order No. RSIC/Estt./806-906, dt. 20.4.82.

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sanctioned and such satisfaction of the competent authority shall be based on the certificate given by the appropriate medical authority to the above effect.

- (c) Besides the aforesaid certificate of the appropriate medical authority, which shall form as the basis for the eligibility for the "Leave Not Due" the competent authority shall sanction only such amount of "Leave not Due" as may be adjusted against the future accrual of Sick Leave in the account of the employee, keeping in view the period of service left out for such accrual of sick leave, for example, if the employee returning to duty after the leave, has only three years' service before reaching the age of superannuation the "Leave Not Due" to be sanctioned shall not exceed the sick leave that would accrue during the period of the said three years and the year would be computed from the date of his joining as the computation of sick leave is based on every 'completed year of service'. Thus, this sub-rule would determine the reasonable prospect of future accrual.
- (d) The appropriate medical authority for purposes of sub-rule (2) above shall be the Corporation's Authorised Medical Attendant, or the Medical Officer Incharge of a recognised Sanatorium whose treatment is being taken by the employee whether as an outdoor patient or as an indoor patient or any Tuberculosis Specialist recognised by the Corporation or any Tuberculosis Specialist of the Government of Rajasthan or the Central Government or any other Government under the constitution of India".

CHAPTER VII

47 To 51. Joining:

Repealed vide order No.RSIC/Estt./4381-4474, dated 5.6.87 wherein separate RSIC Joining Time Rule 1986 promulgated.

52.* Special grant to the family of the deceased employees:

In case of death of an employee of the Corporation, his nominee (as mentioned in the Provident Fund record) may be paid a cash grant of Rs.5,000/- and on a written request from him/her he/she or his/her family member may be considered for appointment on a suitable post in the Corporation.

* Added vide order No.RSIC/Estt./14556-627, dt. 31.1.1987.

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.,
 (A Government of Rajasthan Concern)
JAIPUR.

PREAMBLE:

In order to keep the joining time rules of the Corporation (as provided in Regulation No.47 to 51 of Chapter vise of Rajasthan Small Industries Corporation Ltd Service Rules,1972). Consistent with those of the Govt. of Rajasthan as issued under notification No.F.1(6)FD/(Gr.2)/81 dated 17.3.81, the Board of Directors in its 190th meeting held on 28.6.86 under Agenda Item No.190(10) has and adopted the following rules pertaining to joining time.

PRELIMINARY:

1. These rules may be called the Rajasthan Small Industries Corporation Limited Service (Joining time) Rules, 1986.
2. These rules shall come into force with immediate effect.
3. These rules shall apply to all the employees of the Corporation other than the following:-
 - (a) The Chairman, Managing Director and other Directors, whose conditions of appointment and services may be such as may be prescribed by the Rajasthan Govt.;
 - (b) Persons employed on purely part time basis;
 - (c) Persons employed on contract to the extent that the terms and provisions of such contracts are inconsistent with these rules;

....2....

- (d) Persons on deputation from the Govt. of Rajasthan or from the Govt. of India offices or any other Govt. statutory Board or Corporation who will be governed by the rules applicable to them in their parent Deptt. and the terms and conditions of deputation as may be agreed to between the corporation and the Lending Deptt.
- (e) Workers covered under the factory and Mines Act.

DEFINITION:

- 2. Unless there is something repugnant in the subject or context, the terms defined in these rules are used in the sense hereinafter explained:
 - 1. Joining time means time allowed to a Corporation employee in which to join a new post or to travel to a station to which he is posted.
 - 2. Transfer means the movement of a Corporation employee from one post to another either within the same station or to another station to take up duties of a new post or in consequence of change of his head-quarters.

REGULATION OF JOINING TIME ON TRANSFER TO GOVT./OTHER ORGANISATION AND VICE VERSA:

- 3. (1) When the Corporation employee to whom these rules apply is transferred to the control of any Govt. or other organisation, which has made separate rules prescribing amount of joining time, his joining time for the journey to join his post under that Govt./Organisation

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and for the return journey, will be governed by those rules, unless different provisions are expressly made in their respective terms of deputation/foreign service by mutual agreement between the lending and borrowing authorities.

- (2) The joining time of Central Govt. servants and Govt. servants of State Govt. or any other Organisation who are appointed to the services and posts under the Corporation on deputation or on foreign service basis, shall, for joining the services and posts under the Corporation for the return journey be regulated in accordance with these rules, unless different provisions are expressly made in their respective terms of deputation/foreign service by mutual agreement between the lending and borrowing authorities.

ADMISSIBILITY OF JOINING TIME:

4. (1) Joining time shall be granted to a Corporation employee on transfer in the interest of the Corporation to enable him to join the new post either at the same or a new station. No joining time is admissible in case of temporary transfer for a period not exceeding 180 days. Only the actual transit time as admissible in case of journeys on tour, may be allowed.
- (2) Employees declared surplus under from time to time shall be eligible for joining time on their transfer from

.....4.....

- (3) Corporation employees who are discharged due to reduction of establishment from any of the Unit/Office or Head Office of the Corporation and reappointed to another unit/office shall be entitled to joining time, if the orders of appointment to the new post are received by them while working in the old post. If they are appointed to the new post after being discharged from the old post, the period of break may be converted into joining time without pay by the Managing Director provided that the break does not exceed 30 days and the Corporation employee has rendered not less than 3 years continuous service on the date of his discharge.
- (4) For appointment to posts under the Corporation on the result of a competitive examination and/or interview open to Corporation employees and others, permanent Corporation employees will be entitled to joining time under these rules. But temporary employees of the Corporation who have not completed 3 years of regular continuous service, though entitled to joining time would not be entitled to joining time pay.

AMOUNT OF JOINING TIME:

5. (1) The joining time shall commence from the date or relinquishment of charge of old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.

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(2) The joining time shall be calculated from old head quarters in all cases including where a Corporation employee receives his transfer orders or makes over charge of the old post in a place other than his old headquarters, or where the headquarters of a Corporation employee while on tour is changed to the tour station itself or where his temporary transfer is converted into permanent transfer.

(3) (a) Not more than one day's joining time shall be allowed to a Corporation employee to join a new post within the same station or which does not involve a change of residence from one station to another. For this purpose, the term 'same station' will be interpreted to mean the area falling within the jurisdiction of the municipality or Corporation including such of sub-urban municipalities, notified areas or cantonments as are contiguous to the named municipality etc.

(b) In the case of a transfer of a Corporation employee within the same station which does not involve a change of residence from one station to another station, the transfer should involve the change of office building at the same station at a distance exceeding 2 Km. for the purpose of admissibility of one days joining time

.....6....

to join a new post under clause (a) of this sub-rule. If an officer hands-over charge in the forenoon/afternoon he shall be required to take over charge of the new post at the same station in the forenoon of the next working day.

- (4) In cases involving transfer from one station to another and also involving change of residence the Corporation employee shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel indicated in the following schedule. When holiday(s) follows joint time, the normal joining time may be deemed to have been extended to cover such holidays(s).

Distance between the headquarters and the new headquarter.	Joining time admissi-ble.	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 Km.
1,000 Km or less	10 days	12 days
more than 1,000 Km	12 days	15 days
More than 2,000 Km.	15 days	15 days

NOTE: (1) Distance means actual distance charged by the Railways.

:: 7 ::

- (2) In cases where transfer of charge of an office consists of several stores or scattered works which the relieving and the relieved Corporation employee are required to inspect together before the transfer of charge is completed, the time taken for this purpose should not in any case exceed 7 days and the period so spent shall be treated as joining time extended under sub-rule (5) of this rule.
- (5) Extension of joining time beyond the limits indicated in Rule 5(4) can be granted upto the maximum limit of 30 days by the Managing Director and beyond 30 days by the Board of Directors, the guiding principle being that the total period of joining time should be approximately equal to 8 days for preparation plus reasonable transit time plus holidays, if any, following the extended joining time. While computing the transit time, allowance could be made for the time unavoidably spent due to disruption of transport arrangements caused by strike or natural calamities, or the period spent awaiting the departure of the steamer.
- (6) (1) When a Corporation employee joins the new post without availing of the full joining time the number of days of joining time, as admissible in sub-rule (4) of Rule 5 subject to the maximum

.....8.....

:: 8 ::

of 15 days, reduced by the number of days actually availed of shall be credited to his leave account as privilege leave.

(2) Joining time may be combined with vacation and or regular leave of any kind or duration except casual leave.

(3) If a Corporation employee in transit on transfer is directed to proceed to a place different from that indicated in the initial transfer orders; he shall be entitled to joining time already availed of upto the date of receipt of revised orders plus fresh spell of full joining time from the revised order. The fresh spell of joining time in such cases shall be calculated from the place at which he received revised orders as if he is transferred from that place.

JOINING TIME PAY:

7. A Corporation employee on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to Dearness Allowance, if any, appropriate to the joining time pay. In addition he can also draw compensatory allowances like city compensatory allowance, House Rent Allowance as applicable

.....9.....

:: 9 ::

to the old station from which he was transferred. He shall not be allowed conveyance allowance or permanent travelling allowance.

PENALTY FOR EXCEEDING JOINING TIME:

8. A Corporation Employee, who does not join his duty within his joining time, is not entitled to pay after the end of joining time. The period of absence from duty after the expiry of joining time admissible under these rules shall amount to interruption in the service involving forfeiture of past service unless, on satisfactory reasons being furnished, such absence is regularised by grant of extension in the normal period of joining time under these rules in the circumstances narrated in Rule 3(5) or is commuted into extra ordinary leave by the authority competent etc. extend the joining time.

MISCELLANEOUS:

9. Where the Managing Director of The Corporation is satisfied that the operation of any of these rules causes undue hardship to any particular case, the Managing Director may by order for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as may consider necessary for dealing with the case in a just and equitable manner provided that no such order shall be made except with the concurrence of the Dy. General Manager (Finance).

.....10.....

10. In any doubt arises as to the interpretation of these rules, it shall be referred to the Deputy General Manager (Finance) of the Corporation.

11. All Rules, orders and instructions on the subject of joining time in force immediately before commencement of these rules and applicable to Corporation Employees to whom these rules apply, are hereby repealed.

Sd/-
GENERAL MANAGER (PERS.)

No. RSIC/Estt./4381-4474

Dated 5 June, 1987

11 3 11

- (a) The applicant is at the time of claiming the Cash Incentive is an employee in the permanent employ of the Corporation.
- (b) The applicant has acquired the professional qualification during the employ of the Corporation meaning thereby that after his/her employment in the Corporation, the entire term required to acquire the qualification has been completed by him/her while in the employment of the Corporation.
- (c) The applicant had obtained the prior permission for prosecution of further studies.
- (d) The copy of the certificate produced by the applicant in token of having acquired the professional qualification is prima-facie reliable.

Issuance of sanction:

After scrutinising the claim for cash incentive the competent authority after having satisfied itself that the claim is eligible, may issue the sanction for cash incentive of such value as may be prescribed in Schedule-I from time to time.

[Signature]

...4...

4

Provided that the applicant has executed the bond, undertaking to serve the Corporation for a minimum period of two years from the date of applying for the cash incentive in the format as prescribed in schedule-II.

5. Powers to sanction:

The competent authority to sanction the cash incentive shall be the Managing Director of the Corporation or an officer authorised in this behalf by the competent authority.

(Contd... 5)

..E...
 : : 5 : :
SCHEDULE-I

S.No.	Qualification	Amount of incentive
1.	Company Secretaryship course from the Institute of Company Secretaries of India.	Rs. 1,000/-
2.	P.G. Diploma in Labour Laws or diploma in Labour Welfare or Personnel Management from University of Rajasthan.	Rs. 500/-
3.	M.B.A. or any equivalent degree from any recognised University.	Rs. 500/-
4.	P.G. Diploma in Cost and Works Accountancy from any recognised University.	Rs. 500/-
5.	Degree or Diploma or Certificate from any recognised Institute like IIFT, NID etc. which is likely to be beneficial to the Corporation for discharging its aims and objectives.	Quantum of incentive & whether the diploma/degree etc. is likely to be beneficial to the Corporation is to be decided in individual cases not covered by 1,2,3, & 4 above, by Estt. Committee

(Contd.) *Stz*

SCHEDULE-II

BOND FOR CASH INCENTIVE

Know all men by these presents that I _____
S/o, D/o, W/o, _____
resident of _____ in the
district of _____ at present employed as
_____ in the services of The Rajasthan
Small Industries Corporation Ltd. (hereinafter
called "the Corporation") do hereby bind myself
and my heirs, executors and administrators to pay
to the Corporation on demand the sum of Rs. _____
(Rupees _____)

along with interest chargeable on conveyance advance ~~for~~
~~the residing family~~
in case of my failure to serve the Corporation
for a period of 2 years from the date of execution
of this deed;

"I the said Shri/Smt./Kumari. _____
do hereby undertake to serve the Corporation
for a period of two years from the date of
execution of this deed in lieu of the cash
incentive amounting to Rs. _____ (Rupees _____)
_____ being sanctioned to me
on account of my self having acquired the profession.
qualification, viz. _____
in accordance with The Rajasthan Small Industries
Corporation Ltd. (Cash Incentive to employees
(professional qualifications) Rules 1981;

In witness whereof this bond has been signed
by me on the _____ day of _____ month
of the year 19 _____

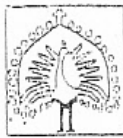
Witness:

Signatures of the employee.

1. _____

2. _____

(YOGESH CHANRA)
GENERAL MANAGER-II



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
Udyog Bhawan, Tilak Marg, C-Scheme,
Jaipur-302005
Phone: 0141-5115760-65 Fax: 0141-5115766

OFFICE ORDER

Pursuant to the decision taken by the Board of Directors in its 294th meeting held on 27th June 2006, it is hereby make the following rules to amend further The Rajasthan Small Industries Corporation Ltd. Service rules 1972:-

1. These rules may be called the Rajasthan Small Industries Corporation Ltd. Service (Amended) rules 2006.
2. They shall be deemed to have come into force with effect from 20-1-2006.
3. In the aforesaid rules:-

(i) Below the existing item (ii) of sub clause (a) of clause (ix) of Rule 5 the following new item (iii) shall be inserted, namely:-

" (iii) Probationer trainee"

(ii) The existing rule 6 shall be renumbered as rule 6 A and the following new rule 6 shall be inserted, namely :-

"6" Notwithstanding anything contained in any rules all be appointments in Corporation service on or after 20-1-2006 shall be made as a probationer-trainee for a period of 2 years and during the period of probation training, he/ she will be paid fixed remuneration at such rates as may be prescribed by the Corporation from time to time. After successful completion of probation training he/she will be allowed minimum pay in the pay scale of the post and the period of probation training shall not count for grant of annual grade Increment(s).

Signature

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(III) Below the existing clause (XXX) of rule 5 the following new clause (XXXA) shall be inserted namely:-

" (XXXA) Probationer trainee": means a person appointed through direct recruitment against a clear vacancy in the cadre of service and placed under training on fixed remuneration for a period of ~~two~~ years or extended period, if any".

(IV) At the end of the existing rule 22, the following new provisos shall be inserted, namely":

"Provided further that a probationer-trainee will receive a fixed remuneration at such rates as may be prescribed by the Corporation from time to time and on completion of period of probation, minimum pay of the pay scale of the post shall be allowed under this rule, from the day following the day of successful completion of the period of probation.

Provided further also that a Corporation servant, who is already in regular service of RSIC, if appointed as probationer-trainee for a period of two years on or after 20- 1-2006 shall be allowed pay in his/her own pay scale of the previous post or fixed remuneration at such rates as may be prescribed by the Corporation from time to time, whichever may be beneficial to him/her and after successful completion of period of probationer-trainee, his/her pay shall be fixed in pay scale of the new post as per provisions of Rule 23".

(V) Below the existing rule 24, the following new rule 24A shall be inserted, namely :-

"24A" The provisions of Rule 24 shall not be applicable to the probationer-trainee. After successful completion of period of probation training, the probationer-trainee shall not earn annual grade increment(s) for the period of probation training".

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(vi) At the end of the existing rules 23, the following new proviso shall be inserted, namely:-

"Provided that during probation training period the provisions of this rule shall not be applicable. The probationer-trainee shall be allowed pay in his/her own pay scale of the previous post or fixed remuneration as per provisions of Rule 22. After successful completion of probation training his/her pay shall be fixed under the provisions of this rule".

(VII) Below the existing clause of (XI) of rule 38 the following new clause shall be inserted namely:-

"(XII)" (I) Probationer-trainee shall earn no leave during the period of probation.

(ii) Female probationer-trainee shall be granted maternity leave as per Rule 44.

CHAIRMAN & MANAGING DIRECTOR

Dated: 14-7-06

NO.RSIC/Persl./2005-06/

Copy to -

5881-911

1. Financial Advisor, RSIC, HO
2. GM, RSIC, HO
3. Secretary, RSIC, HO
4. All Dy. GM, RSIC, HO
5. All AGM, RSIC
6. Manager (F) / AO (TC), RSIC, HO
7. All Managers of RSIC
8. All Units of the RSIC
9. PA to CMD, RSIC, HO
10. Office order file

FINANCIAL ADVISOR (P&A)

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LIMITED,
(A Government of Rajasthan Concern)
JAIPUR.

OFFICE ORDER

PURSUANT to the decision taken in the 217th meeting of the Board of Directors held on 27th June, 1992 the following amendment in the Rajasthan Small Industries Corporation Limited Service Rules, 1972 is hereby made:-

These rules may be called "The Rajasthan Small Industries Corporation Limited Service Rules (Amendment) 1992.

Existing Rule 46-A shall be substituted by the following:-

46-A:- Leave not due:-

An employee of the Corporation who holds a permanent post or who holds a lien on a permanent post that is to say, confirmed in a pay scale of the Corporation or who has completed three years' continuous service in a pay scale of the Corporation may be sanctioned "Leave not due" on medical certificate of the Corporation's Medical Officer or a Medical Practitioner approved by the Corporation and the "Leave not due" to be so sanctioned shall be regulated by the following conditions:-

- (a) "Leave Not Due" shall be sanctioned only if accumulated balance of other kinds of leave, as may be admissible to the employee, stands completely exhausted.
- (b) "Leave Not Due" shall be granted only if the Competent authority is satisfied that there is reasonable prospect of the employee returning to duty after availing of the "Leave Not Due" to be sanctioned and such satisfaction of the competent authority shall be based on the Certificate given by the Corporation Medical Officer or a Medical Practitioner approved by the Corporation to the above effect.
- (c) The Leave not due shall be limited to the sick leave, he is likely to earn thereafter.
- (d) Leave Not Due during the entire service shall be limited to a maximum of 180 days, out of which not more than 90 days shall be admissible at a time.

....2.

- e) Leave Not Due shall be debited against the Sick Leave the employee may earn subsequently.

EXECUTIVE DIRECTOR.

No. SIC/Estt./ 21677-762

Dated: 11/11/72

Copy to:

1. The General Manager(HC)/(Carpet)/(Prod.)/(TAD).
2. The Secretary, RSIC.
3. The Financial Advisor.
4. The Dy. General Manager(GAD & Plan)/(Mktg.)/(SS).
5. All Senior Managers.
6. All AO's/Managers of RSIC.
7. P.S. to Chairman.
8. PA to M.D./E.D.
9. All Units of the Corporation.
10. President, Raj.Laghu Udyog Nigam Karamchari Sangathan.
11. President, Rajsico Karamchari Sangathan.
12. President, Raj.Laghu Udyog Nigam(Sahayak) Karamchari Sangathan.
13. Office order file.

Adm. Officer(Persl.).



(12) 544
THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
Udyog Bhawan, Tilak Marg, C-Scheme,
Jaipur-302005
Phone: 0141-5115760-65 Fax: 0141-5115766

OFFICE ORDER

Pursuant to the decision taken by the Board of Directors in its 294th meeting held on 27th June 2006, it is hereby make the following rules to amend further The Rajasthan Small Industries Corporation Ltd. Service rules 1972:-

1. These rules may be called the Rajasthan Small Industries Corporation Ltd. Service (Amended) rules 2006.
2. They shall be deemed to have come into force with effect from 20-1-2006.
3. In the aforesaid rules:-

(i) Below the existing item (ii) of sub clause (a) of clause (ix) of Rule 5 the following new item (iii) shall be inserted, namely:-
" (iii) Probationer trainee"

(ii) The existing rule 6 shall be renumbered as rule 6 A and the following new rule 6 shall be inserted, namely :-

"6" Notwithstanding anything contained in any rules all be appointments in Corporation service on or after 20-1-2006 shall be made as a probationer-trainee for a period of 2 years and during the period of probation training, he/ she will be paid fixed remuneration at such rates as may be prescribed by the Corporation from time to time. After successful completion of probation training he/she will be allowed minimum pay in the pay scale of the post and the period of probation training shall not count for grant of annual grade Increment(s).

Handwritten signature

- (III) Below the existing clause (XXX) of rule 5 the following new clause (XXXXA) shall be inserted namely:-

" (XXXXA) Probationer trainee": means a person appointed through direct recruitment against a clear vacancy in the cadre of service and placed under training on fixed remuneration for a period of two years or extended period, if any".

- (IV) At the end of the existing rule 22, the following new provisos shall be inserted, namely":

"Provided further that a probationer-trainee will receive a fixed remuneration at such rates as may be prescribed by the Corporation from time to time and on completion of period of probation, minimum pay of the pay scale of the post shall be allowed under this rule, from the day following the day of successful completion of the period of probation.

Provided further also that a Corporation servant, who is already in regular service of RSIC, if appointed as probationer-trainee for a period of two years on or after 20- 1-2006 shall be allowed pay in his/her own pay scale of the previous post or fixed remuneration at such rates as may be prescribed by the Corporation from time to time, whichever may be beneficial to him/her and after successful completion of period of probationer-trainee, his/her pay shall be fixed in pay scale of the new post as per provisions of Rule 23".

- (V) Below the existing rule 24, the following new rule 24A shall be inserted, namely :-

"24A" The provisions of Rule 24 shall not be applicable to the probationer-trainee. After successful completion of period of probation training, the probationer-trainee shall not earn annual grade increment(s) for the period of probation training".

Learn

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(VI) At the end of the existing rules 23, the following new proviso shall be inserted, namely:-

"Provided that during probation training period the provisions of this rule shall not be applicable. The probationer-trainee shall be allowed pay in his/her own pay scale of the previous post or fixed remuneration as per provisions of Rule 22. After successful completion of probation training his/her pay shall be fixed under the provisions of this rule".

(VII) Below the existing clause of (XI) of rule 38 the following new clause shall be inserted namely:-

"(XII)" (I) Probationer-trainee shall earn no leave during the period of probation.

(ii) Female probationer-trainee shall be granted maternity leave as per Rule 44.

CHAIRMAN & MANAGING DIRECTOR

Dated: 14-7-06

NO.RSIC/Persl./2005-06/

5881-911

Copy to -

1. Financial Advisor, RSIC, HO
2. GM, RSIC, HO
3. Secretary, RSIC, HO
4. All Dy. GM, RSIC, HO
5. All AGM, RSIC
6. Manager (F) / AO (TC), RSIC, HO
7. All Managers of RSIC
8. All Units of the RSIC
9. PA to CMD, RSIC, HO
10. Office order file

FINANCIAL ADVISOR (P&A)

(66) 54
43

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.,
(A Government of Rajasthan Concern)
JAIPUR.

OFFICE ORDER

PURSUANT to the decision taken by the Board of Directors in its 193rd meeting held on 27.12.86, it is ordered that the nomenclature of UDC is changed to Senior Assistant and LDC is changed to Junior Assistant.

Nomenclature appearing at S.No.21 and 23 of the schedule appended with Service (Recruitment and Selection) Regulations, 1972 shall stand amended to this extent with immediate effect.

G. M.
GENERAL MANAGER (PERS.)

- No. RSIC/Estt./ 4406-70 Dated: 30/1/87
Copy to:-
1. General Manager (RM)/Export/HC/Carpets/
Production/Co. Affairs/Marketing.
 2. Dy. General Manager (P)/ (Planning) / (GAD).
 3. All Sr. Managers.
 4. All AO's at HO
 5. All units Incharge of the Corporation.
 6. Office order file/Master file.

R. Shrivastava
Adm. Officer (Personnel)

515

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LIMITED,
(A Government of Rajasthan Concern)
JAI PUR.

OFFICE ORDER

In accordance with the decision taken by the Board of Directors in its 217th meeting held on 27.6.92, Rule 26A, shall be inserted below Rule-26 of the RSIC Service Rules, 1972 as under:

"26-A. Stepping up pay of Senior employee":

(1) Wherein a junior employee as a result of promotion to higher post after revision of pay scales w.e.f. 1/9/86 or 1/9/88, starts to get pay higher than that of the Senior employee who was promoted to the higher post prior to the revision of pay scales w.e.f. 1/9/86 or 1/9/88, the pay of senior employee in the revised pay scale for the higher post should be stepped up to the stage equal to the pay of the Junior employee. The stepping-up should be done by the authority competent to make substantive appointment on the post held by the senior employee with effect from the date from which the junior employee starts to get higher pay subject to the following conditions:

- a) Both the Junior and Senior employees should belong to the same cadre and the post to which they have been promoted should be in identical scale in the same cadre.
- b) The pay scale in force prior to 1/9/86 or 1/9/88 and its corresponding pay scale under revised pay scales Rules, 1987/1989 of the lower and higher posts in which they are entitled to draw pay should be identical.
- c) The anomaly should be directly as a result of application of the provisions of Rule 23 of RSIC Service Rules.
- d) The benefits under this rule will be allowed only when it is certified that there is no dispute about the inter-seniority of senior/junior employees and the seniority is not provisional.
- e) Where the pay of the senior employee is stepped up under this rule on account of junior employee being promoted on adhoc basis, it may be done with this condition that if the junior employee's adhoc promotion is not converted into a regular promotion according to rules and he is reverted, then from the date of reversion of the Junior employee the pay of the Senior employee would be re-fixed at the stage at which he would have drawn had his pay not been stepped up.

"The provisions contained in this rule shall not be invoked to step up pay of the senior employee in the following cases:-

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- a) Where the Junior employee is holding the higher post during leave vacancy or a short term vacancy caused due to the holder of the higher post proceeding for training for a period not exceeding 120 days, or in any other situation where the higher post is held for a period of 120 days only.
 - b) Where the Junior employee already draws higher rate of pay than the senior by virtue of grant of advance increments or grant of higher initial pay for possessing qualifications or passing prescribed examinations or for any other reason not attributable to fixation of pay under Rule 23 of RSIC Service Rules or under Revised pay scales Rules 1987 or 1989.
 - c) Where the Junior employee holds a post in a different cadre and is appointed to another cadre/class of posts other than the cadre/class of post to which senior employee is already appointed.
- (2) Order refixing the pay of senior employee in accordance with this rule shall be issued and the next increment of the Senior employee will be drawn on completion of the full requisite qualifying service under rule 25 of RSIC Service Rules from the date of re-fixation of pay."

MANAGING Director

No.RSIC/Estt./ 10704- 83

Dated: 21/7/92

Copy to:-

1. General Manager(HC)/(Prod.)/(Carpet).
2. Financial Advisor.
3. Dy.General Manager(GAD)/(Mktg.).
4. All Senior Managers.
5. All AO's/Managers.
6. AAO, Co.Affairs.
7. President, Raj.Laghu Udyog Nigam Karamchari Sangathan.
8. President, Rajsico Karamchari Sangathan.
9. Office order file.

Admn.Officer(Persl.).

545

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LIMITED
(A Government of Rajasthan concern)
Jaipur.

OFFICE ORDER

In pursuance of the decision taken by the Board in its 251th meeting held on 22.1.98 the following amendment is hereby added in the clause 41-A of the RSIC Service Rule 1972 which shall be effective from 16.8.1994. This rule reads as under:-

1. "CASH PAYMENT IN LIEU OF UNUTILISED PRIVILEGE LEAVE ON THE DATE OF RETIREMENT OR ON THE EVENT OF DEATH WHILE IN SERVICE".

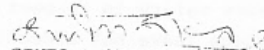
1. A Corporation employee on retirement or on the event of death while in service shall be paid cash equivalent of leave salary in respect of the period of unutilised privilege leave not exceeding 240 days at his credit at the time of retirement or in the event of death while in service.
2. The cash payment of leave salary admissible under sub rule(1) above shall be paid on retirement in one lumpsum as one time settlement or on death while in service as lumpsum to the widow / children of the deceased employee.
3. The cash payment under this rule shall be equal to leave salary as admissible for privilege leave and dearness allowance admissible on that leave salary at the rate in force on the date of retirement or on the event of death while in service. No Compensatory (city) Allowance or House Rent Allowance shall be payable on cash payment.
4. The cash payment of unutilised privilege leave shall be calculated as follows:-

Cash payment	Pay admissible on the date of retirement/ or on the event of death while in service plus Dearness Allowance admissible on that date.	Number of unutilised privilege leave at credit on the date of retirement or in the event of death while in service subject to a maximum of 240 days.
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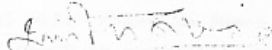
5. The Managing Director of the Corporation shall be competent to grant leave and permit payment of cash equivalent of privilege leave not exceeding 240 days at the credit of the employee on the date of retirement or on the event of death while in service of an employee.
6. The benefit of cash payment under this Rule, shall also be admissible to Corporation employees who are granted extension in service after attaining the age of superannuation. In such cases the benefit shall be granted on the date of final retirement on the expiry of extension.


GENERAL MANAGER (S.A.)

No. RSIC/Estt./97-98/31823-82-
Copy to-

Dated:- 26-3-98

1. General Manager (JB) RSIC Jaipur
2. Financial Advisor RSIC Jaipur
3. All Deputy General Managers, RSIC Jaipur
4. All Assistant General Managers, RSIC Jaipur
5. Secretary RSIC Jaipur
6. PS to MD RSIC Jaipur
7. All units of the Corporation
8. Circular file.


General Manager (S.A.)



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
Udyog Bhawan, Tilak Marg, C-Scheme,
Jaipur-302005
Phone: 0141-380266-68 Fax: 0141-380046

OFFICE ORDER

In pursuance of the decision taken by the Board in their 261st meeting held on 03/08/99, the rate of disturbance allowance payable to the Corporation employees who are transferred from Rajasthan and posted at either Calcutta or Mumbai is hereby amended from 20% to 12% of the revised basic pay w.e.f 01/01/97.

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17/9/99

EXECUTIVE DIRECTOR

NO.RSIC/PERS./99-2000/ 1485-85

Dated 18/9/99

Copy to-

1. General Manager(JB), RSIC
2. Financial Advisor, RSIC
3. Dy. General Manager(HC/EIS/PD/Plan)
4. Secretary, RSIC
5. All Asstt. General Managers/Managers, RSIC
6. AO(F)/AO(TC) RSIC
7. Manager, Rajasthali, Calcutta(Gharihat/Chowangee)/Mumbai/Delhi
8. Office order

[Signature]
MANAGER(HRD & PERS.)



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

Udyog Bhawan, Tilak Marg, C-Scheme,
Jaipur-302005

Phone: 0141-380266-68 Fax: 0141-380046

OFFICE ORDER

In pursuance of the decision taken by the Board of Directors in its 264th meeting held on 28.08.2000, the following amendments are made in the RSIC Service Rules, 1972, namely: -

1. These Rules may be called the RSIC Service (Amendment) Rules, 2000.
2. They shall come into force with immediate effect.
3. The existing Rule 36 (A) & (B) of the RSIC Service Rules, 1972 be and are hereby amended as follows:-

Rule 36 (A) - Optional Retirement

"Wherever the figure 20 years is mentioned is substituted by the figure 15 years".

Rule 36 (B) - Compulsory Retirement

"Wherever the figure 25 years is mentioned is substituted by the figure 15 years".

No. RSIC/Pers./2000-01/

13688 - 13750

MANAGING DIRECTOR

Dated:

16/11/2000

Copy to: -

1. General Manager, RSIC
2. Financial Advisor, RSIC
3. Dy. General Manager (HC)/(EIS)/(PD), RSIC
4. PS to Chairman/MD, RSIC
5. Secretary, RSIC
6. All AGMs, RSIC
7. All Managers, RSIC
8. All Units of the Corporation, RSIC
9. Office order

MANAGER (HRD & Pers.)



The Rajasthan Small Industries Corporation Ltd.

(A GOVERNMENT OF RAJASTHAN UNDERTAKING)
Udyog Bhawan, Tilak Marg, C-Scheme, P.B. No. 180, JAIPUR - 302 005

कार्यालय-आदेश

संजालक मण्डल की 279वीं बैठक दिनांक 6-9-2003 में लिये गये निर्णय की अनुपालना में राज्य सरकार, वित्त विभाग, निम्न डिवीजन के जारी आदेश क्रमांक:स्क। १०/वित्त/निम्न/2002 दिनांक 22-5-2003 के आधार पर निगम में सेवा का परित्याग किये बिना अपना स्वयं का व्यवसाय करने अथवा अन्यत्र नौकरी करने की हविधा प्रदान करने की दृष्टि से नियमित कर्मचारियों के लिए विशेष अवकाश/अवैतनिक योजना निगम के सेवा नियम 1972 के नियम 45/4 में निम्न प्रकार समाहित करने का निर्णय लिया जाता है:-

- 1- निगम कर्मचारी को आवेदन करने पर न्यूनतम दो वर्ष एवं अधिकतम पांच वर्ष तक के लिए विशेष अवकाश/अवैतनिक तवीकृत किया जा सकेगा, लेकिन कर्मचारी के अवकाश पर प्रस्थान के पश्चात् दो वर्ष की अवधि से पूर्व उसे सेवा में नहीं लिया जावेगा। ऐसा अवकाश कर्मचारी के पूरे सेवाकाल में मात्र एक बार ही देय होगा।
- 2- विशेष अवकाश के प्रकरण पर निर्णय हेतु अध्यक्ष एवं प्रबन्ध निदेशक/प्रबन्ध निदेशक, राजस्थान स्माल इण्डस्ट्रीज कारपोरेशन लि० अधिकृत होंगे।
- 3- निगम कर्मचारी इस अवकाश अवधि में भारत अथवा भारत के बाहर स्वरोजगार करने अथवा अन्य रोजगार प्राप्त करने के लिए स्वतंत्र रहेगा, लेकिन यह राजस्थान सरकार के अन्य विभाग अथवा राज्य सरकार के नियंत्रणाधीन कम्पनी, निगम, स्वयंसेवी निकाय, स्थानीय निकाय, संस्थाओं, सहकारी संस्थाओं और राज्य सरकार द्वारा अनुदानित संस्थाओं में कार्य नहीं कर सकेगा। इस अवधि में कर्मचारी राजनीतिक गतिविधियों में भाग नहीं ले सकेगा। कर्मचारी को सम्पर्क हेतु अपना स्थानीय 'भारत में' पता, अवकाश आवेदन-पत्र में अंकित करना होगा।
- 4- विशेष अवकाश अवधि में स्वरोजगार अथवा अन्य संस्थान में नियोजन प्राप्त करने को राजस्थान लिमिटेड सेवा/आयुर्धन/नियम 1958 एवं राजस्थान स्माल इण्डस्ट्रीज कारपोरेशन लि० अनुशासन एवं अपील कल के तहत दुरायुध नहीं माना जावेगा।
- 5- निगम कर्मचारी को उक्त अवकाश अवधि अवैतनिक होगी। यह अवधि अवकाश अर्पित करने के लिए सेवाकाल नहीं मानी जावेगी।



The Rajasthan Small Industries Corporation Ltd.

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इस अवधि के दौरान निम्न कर्मचारी का पद भरा हुआ ही माना जावेगा एवं उस पद पर भर्ती/पदोन्नति नहीं दी जा सकेगी।

- 6- स्वीकृत शप/अग्रिम को किराये स्वयं कर्मचारी द्वारा सम्बन्धित मद में पैसा/नकद राशि द्वारा जमा की जावेगी।
- 7- निम्न कर्मचारी अवकाश अवधि में निम्न सुविधाओं के पात्र नहीं होंगे:-
 - ॥॥ घिकितता पुनर्भरण सुविधा
 - ॥॥ राणकीय टेलीफोन/वाहन की सुविधा
- 8- उपरोक्त विशेष अवकाश अवधि के दौरान निम्न कर्मचारी की मृत्यु होने पर उनके आश्रित को निम्न के अनुकम्यात्मक नियुक्ति नियमों के अनुसार पात्र होने पर नियुक्ति दी जा सकेगी।
- 9- विशेष अवकाश अवधि में कर्मचारी को निम्न में वरिष्ठता प्रभावित नहीं होगी। यदि उक्त अवधि में कर्मचारी को पदोन्नति का अवसर बनता है तो विशेष अवकाश अवधि में विभागीय पदोन्नति समिति द्वारा पदोन्नति हेतु विचार करते समय ऐसे अवकाश काल का वास्तविक वार्षिक कार्य मूल्यांकन प्रतिवेदन नहीं होने से ऐसी अवधि का मूल्यांकन "अच्छा" माना जावेगा। पदोन्नति हेतु योग्य कर्मचारी को **proforma** पदोन्नति देय होगी। कर्मचारी के अवकाश से लौटने पर पदोन्नति का काल्पनिक लाभ पदोन्नति की दिनांक से दिया जावेगा।
- 10-॥अ॥ अवकाश अवधि में या अवकाश को समाप्त पर यदि निम्न कर्मचारी को सेवा 15 वर्ष से कम है तो वह निम्न सेवा से इस्तीफा दे सकेगा और इसके लिए नोटिस अवधि की आवश्यकता नहीं होगी। यदि ऐसा कर्मचारी अवकाश समाप्त पर कार्यग्रहण नहीं करता है तो सम्बन्धित नियुक्ति अधिकारी कर्मचारी को कारण बताओ नोटिस जारी कर अथवा धिन्नु-3 के अनुसार निवात के पते के अनुसार वहां के स्थानीय समाचार पत्र में नोटिस प्रकाशित कराकर सूचित करेगा कि उसकी अनुपस्थिति को क्यों नहीं निम्न सेवा से उसका त्याग **Resignation** इंतमज्जा जाये। जवाब प्राप्त होने पर उसका परीक्षण कर एवं जवाब प्राप्त नहीं होने पर सेवा से पृथक् करने के आदेश जारी करेगा।

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The Rajasthan Small Industries Corporation Ltd.

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॥ब॥ निम्न कर्मचारियों को सेवा अवधि त्वैच्छिक सेवानिवृत्ति हेतु पूरा हो, सेवे कर्मचारी अवकाश अवधि में अथवा अवकाश समाप्ति पर त्वैच्छिक सेवानिवृत्ति हेतु आवेदन कर लेंगे और उन्हें भी त्वैच्छिक सेवानिवृत्ति हेतु नोटिस अवधि के लिए बाध्य नहीं किया जावेगा। नोटिस देने पर भी सेवा पर नहीं लौटने पर अवकाश समाप्ति की तिथि से त्वैच्छिक सेवानिवृत्त मान लिया जावेगा।

अध्यक्ष एवं प्रबन्ध निदेशक

क्रमांक: राजतिको/कार्मिक/2003-04/9381-9441

दिनांक:

25.9.03

प्रतिलिपि:-

- 1- महाप्रबन्धक/कार्मिक/राजतिको, जयपुर
- 2- वित्तीय तलाबदार, राजतिको, जयपुर
- 3- सचिव, राजतिको, जयपुर
- 4- समस्त उप महाप्रबन्धक, राजतिको, जयपुर
- 5- विवेकाधिकारी, राजस्थानी, नई दिल्ली
- 6- समस्त तहसील महाप्रबन्धक, राजतिको, जयपुर/राजस्थानी, जयपुर
- 7- प्रबन्धक/वित्त/ता. प्र. /डि. आर्. रत. /विपणन/वितरण/जन समर्क/केन्द्रीय मण्डार/डि. वि. आर्. ती. डी. तांगानेर/सयर कारगो कामलेख, तांगानेर डी. डी. आर. ती. जयपुर/राजस्थानी, कोलकाता, मुम्बई/उदयपुर/आगरा, आनेर आर्. ती. डी. भोलवाडा/भिलाडी।
- 8- निजी तहसिल, अध्यक्ष एवं प्रबन्ध निदेशक, राजतिको, जयपुर
- 9- निजी तहसिल, महाप्रबन्धक/पी. एम्. ड. स. राजतिको, जयपुर
- 10- कार्यालय आदेश पत्रावली

महाप्रबन्धक/पी. एम्. ड. स. 25.09.03



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
Udyog Bhawan, Tilak Marg, C-Scheme,
Jaipur-302005
Phone: 0141-5115760-65 Fax: 0141-5115766

OFFICE ORDER

In pursuance of the decision taken by the Board of Director's in its 290th meeting held on 20-6-2005, the following amendments are hereby made in the RSIC Service Rules 1972, in accordance with the notification of the Government of Rajasthan Order No. F.1 (43) FD/(Gr.2)/83 dated 6th December 2004 with immediate effect:

1. Amendment of Rule 44 (5)- Maternity Leave

Existing rule shall be substituted by the following namely-

" Maternity leave may be granted to a female employee of the Corporation with less than two surviving children upto a period of 135 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 leave account but such entry should be made in the service book separately."

2. Insertion of Rule 44 -A

After the existing rule 44, the following new Rule 44-A shall be inserted namely-

44 -A. Paternity Leave:

"A Male Corporation employee 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 childbirth, and if such leave is not availed of within this period, it shall be treated as lapsed.

During the period of such leave, the Corporation employee 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 Corporation employee's wife."

CHAIRMAN & MANAGING DIRECTOR

NO.RSIC/PERSL./2005-06/

6094-6143

Dated:

20/7/05

Copy to -

1. GM(Plan & PD),RSIC,Jaipur
2. Financial Advisor,RSIC,Jaipur
3. All Dy.GM,RSIC,HO / Rajasthali,Jaipur
4. Secretary,RSIC,Jaipur / OSD,Rajasthali,New Delhi
5. All AGM, RSIC,Jaipur
6. All Managers of RSIC / Manager (F) / AO(TC),RSIC,HO,Jaipur
7. All Units of the RSIC
8. PA to CMD,RSIC,HO,Jaipur
9. Office order file

DY. GENERAL MANAGER (P&A)



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
Udyog Bhawan, Tilak Marg, C-Scheme,
Jaipur-302005
Phone: 0141-5115760-65 Fax: 0141-5115766

OFFICE ORDER

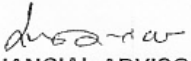
Consequent upon the guidelines of State Enterprises Department (B.P.E.) vide Circular No. F.2 (32)BPE/98/088 dated 26.8.2008 the Rule No. (a) of 36 of RSIC Service Rules 1972 is hereby substituted with immediate effect as under:-

Rule 36 -

- (a) For the purpose of compulsory retirement, the age of superannuation of Corporation employees shall be 60 years.

The enhanced age of retirement will also be applicable in the case of all those employees who are due to retire in the month of August 2008.

This bears the approval of M.D.

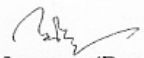

FINANCIAL ADVISOR

No. RSIC/Pers./2008-09/ 7699 - 7734

Dated: 30.8.08

Copy to: -

1. GM, RSIC
2. FA RSIC
3. Co. Secretary, RSIC
4. DGM (PD & Plan)/(Marketing), RSIC
5. AGM (EIS)/(TC)/(HC), RSIC
6. AO (F), RSIC
7. All Units of the Corporation
8. Office order


Asstt. General Manager (Pers.)



The Rajasthan Small Industries Corporation Ltd.

(A GOVERNMENT OF RAJASTHAN UNDERTAKING)
Udyog Bhawan, Tilak Marg, C-Scheme, P.B. No. 180, JAIPUR - 302 005

कार्यालय-आदेश

निगम के समतुल्यक आदेश क्रमांक: राजसिको/कार्मिक/9389-9441 दिनांक 25-9-2003 के द्वारा निगम कर्मचारियों को सेवा का परित्याग किये बिना अपना स्वयं का व्यवसाय करने अथवा अन्यत्र नौकरी करने की सुविधा प्रदान करने की दृष्टि से नियमित कर्मचारियों के लिए विशेष अवकाश अंतर्गत योजना लागू की गई थी।

उक्त योजना को राज्य सरकार, वित्त विभाग नियम डिवीजन के जारी आदेश क्रमांक: सफ. 1/8/वित्त/नियम/2002 दिनांक 1-2-2006 के आधार पर निगम द्वारा आदेश क्रमांक: राजसिको/कार्मिक/9389-9441 दिनांक 25-9-2003 के जारी आदेश दिनांक 1-2-2006 से वापस लिया जाता है।

अध्यक्ष एवं प्रबन्ध निदेशक

क्रमांक: राजसिको/कार्मिक/2010-11/ 2881-2912
प्रतिलिपि:-

दिनांक:
08-6-10

- 1- महाप्रबन्धक/पी. एण्ड. ए/जॉय एवं तत्कालीन राजसिको, जयपुर
- 2- उप महाप्रबन्धक/वितरण/पी. एण्ड. ए./ई. आई. एस. राजसिको, जयपुर
- 3- कंसचिव/विपणन/पी. डी. एण्ड. प्लान राजसिको, जयपुर
- 4- वरिष्ठ लेखाधिकारी, राजसिको, जयपुर
- 5- सहा. महाप्रबन्धक/ई. आई. एस. /पी. एण्ड. ए./वितरण/जी. सी. /सी. सी. राजसिको, जयपुर
- 6- विशेषाधिकारी/हस्तशिल्प/आर्टिजन सोर्टिंग हब/पी. आर. /डी. डी. आर. सी. राजसिको, जयपुर
- 7- प्रबन्धक, आई. सी. डी. जयपुर/राजस्थानी, जयपुर
- 8- निजी सहायक, अध्यक्ष एवं प्रबन्ध निदेशक, राजसिको, जयपुर
- 9- तमस्त इकाई
- 10- कार्यालय आदेश प्रति।

महाप्रबन्धक/पी. एण्ड. ए. :