

SERVICE RULES
OF
BASIC CHEMICALS, PHARMACEUTICALS AND
COSMETICS EXPORT PROMOTION COUNCIL
BOMBAY: 400 039.

" JHANSI CASTLE" , 4TH FLOOR,
7, COOPERAGE ROAD
BOMBAY: 400 039.

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COSMETICS EXPORT PROMOTION COUNCIL
"Jhansi Castle (4th Floor),
7, Cooperage Road,
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SERVICE RULES

GENERAL

1. These Rules shall be called the Service Rules of the Basic Chemicals, Pharmaceuticals And Cosmetics Export Promotion Council. These Rules shall come into force with effect from June 10th, 1968 and will supersede the earlier Service Rules of the Council.
2. These Rules shall apply to every person in the whole time employment of the Council except in so far and to the extent, it is otherwise agreed to between the Council and the employee in the letter of appointment in any case or when there is any other statute for the time being in force and applicable to any employee of the Council.

NOTE: In the case of persons working in the Council who are on deputation on foreign service terms from Government Departments or other Organisations, the rules in these Rules will be deemed to have been superseded by the terms and conditions mutually agreed upon in these cases.

3. In these Rules unless there is anything repugnant to the subject or context.
 - a. 'Council' means Basic Chemicals, Pharmaceuticals And Cosmetics Export Promotion Council.
 - b. 'Committee' means the Committee of Administration for the time being constituted under the Articles 11 & 12 of the Articles of Association of the Council.
 - c. The Chairman means the Chairman of the Basic Chemicals, Pharmaceuticals And Cosmetics Export Promotion Council for the time being, and including a Vice- Chairman authorised by Chairman for the time being to act as such.
 - d. The Secretary means the Secretary for the time being of the Basic Chemicals, Pharmaceuticals And Cosmetics Export Promotion Council and includes any person of the Council authorised by the Chairman of the Council for the time being to discharge the functions of the Secretary.
 - e. "Competent Authority" in respect of a particular member of the staff is the authority competent to make appointment to the post held by him.

4. The Staff shall be classified under the following categories:
- Class I : Secretary and other Officers whose initial pay in their time scales is Rs. 700/- p.m. and above.
- Class II : Other Officers and Staff whose initial pay in their time scales is Rs. 300/- and above.
- Class III : All other Ministerial and non-ministerial staff of the Council.
- Class IV : Daftary-cum-Gestetner Operator, Peons.
5. All appointments shall be made on terms and conditions prescribed in these rules and such other conditions as may be prescribed by the competent authority from time to time.
6. (a) Appointments to posts carrying an initial basic pay of Rs. 225/- and above will be made by the Committee of Administration after advertisement and selection made on the recommendation of a selection Sub-Committee constituted ad-hoc, under the orders of the Committee in the class I Posts, and the Chairman in the case of other. The Committee shall however have in individual cases the power to recruit/appoint a person without resorting to advertisement.
- (b) Appointments coming under Class III category other than posts carrying an initial pay of Rs. 225/- and above will also be made after advertisement except when total number of vacancies is less than three. Advertisements may be dispensed with in the excepted cases only with approval of the Chairman. The Chairman shall be the appointing authority in respect of these cases.
- (c) Appointments coming under Class IV category will be made by the Secretary.
- NOTE:** The Regional Employment Exchange will be contacted if required under the rules in the appointments coming under Classes III and IV.
7. For every post, the period of probation will be prescribed which shall normally be six months, but subject to extension upto twelve months by the appointing authority. The probationary period will be considered to have been automatically extended until the order of the confirmation is issued.
- NOTE:** Temporary posts are those specifically sanctioned for limited periods for specified purposes. The probationary period if the posts are created for a period six months and more shall be 3 months. If a certificate of satisfactory completion of the probationary period is issued in respect of a temporary employee, he will become eligible to all benefits admissible to staff members expecting Provident Fund and gratuity.

8. The Secretary shall perform the functions detailed in Articles 28 of the Articles of Association of the Council.
9. Other Officers and Staff of the Council shall be governed by Article 29 of the Articles of Association i.e. they shall devote themselves entirely to such business and affairs of the Council as may be assigned to them by the Secretary.
10. Every Employee unless prevented by ill-health shall during the tenure of his service, devote his whole time and attention to the business of the Council and in all respects conform to directions and regulations made by superior authorities and obey their order and shall faithfully serve the Council and use his utmost endeavour to promote the interest thereof and serve the Council at such place or places and in such capacity as the appointing authority shall from time to time direct.
11. No employee shall during his term of employment in the Council give his service to any other person or concern whomsoever or become interested or engaged in any other business, trade, politics, etc., without having previously obtained the permission of the appointing authority.
12. All books, records and articles belonging to the Council shall remain in the office premises of the Council and cannot be taken out of the office premises without the written permission of the Secretary.
 - a. "Every member should strictly guard all Trade Secrets and agreements he may come to possess in the course of discharge of his duties in the Council".
13. Except as specially provided under these Rules, no officer, or other employee of the Council shall resign the services of the Council one month's notice in writing of his intention to do so, failing which he should surrender to the Council on month's pay in lieu thereof or pay for the unexplained portion of the notice period provided that it will be open for the appointing authority in deserving cases to dispense with such notice or payment in lieu thereof.

NOTE: See Note under Rule 14 below.

14. After confirmation, the Council shall be entitled to terminate the service of any officer or member of the staff after giving him one month's notice or equivalent pay in lieu thereof or pay for the unexpired period of notice.

NOTE: During the probationary period or temporary service, however, the service of an employee can be terminated without notice. The employee will also be at liberty to leave the services of the Council during the probationary period or temporary service at any time giving a fifteen days' notice in writing.

15. The appointing authority may suspend from office or demote any employee of the Council for good and sufficient reasons. The powers to dismiss or remove an employee from office shall vest with the Committee of Administration. These powers shall, however be exercised by the Chairman in the case of Class IV Staff.
16. Without prejudice to the foregoing clauses, the following grounds shall be deemed sufficient grounds for the termination of service suspension or demotion of an employee contemplated in Rule 15 herein above.
 - a. Wilful insubordination or disobedience whether individually or with another or others of any lawful or reasonable order of Superior Officer.
 - b. Taking or giving bribes, illegal gratification or any consideration in cash or kind for any favour or promise of favour or for doing or not doing any official act.
 - c. Irregular attendance, unauthorised absence without leave and absence without permission.
 - d. Insolence, impertinence, rude or uncivil behaviours.
 - e. Habitual breach of any regulation or instruction for the maintenance of discipline.
 - f. Habitual negligence or neglect of work.
 - g. Conviction of any employee under a criminal offence involving moral turpitude.
 - h. Insolvency or habitual indebtedness/or the arrest of an employee for a civil debt or liability.
 - i. Engaging in private trade or vocation directly or indirectly while in Council's service.
 - j. Failure to serve completely one's connection with any private business or vocation at the time of appointment unless relaxed by the Committee of Administration.
 - k. Failure to give full and correct information regarding his previous history and record or regarding any matter connected with the Council or in connection with any offence committed by himself or another employee within his knowledge when demanded by the superior officer.
 - l. Unauthorised divulgence of any official information or confidential or secret document.
 - m. Drunkenness while on duty or intemperate habits affecting the efficiency of work.

- n. Commission of any act subversive of discipline or good behaviour on the premises of the Council's Office.
17. In case of any misconduct the Secretary shall hand to the employee concerned a charge sheet setting out the misconduct.
18. In the case of proved misconduct the employee be liable to one or more of the following penalties: -
- a. Reprimand.
 - b. Stoppage or postponement of increment.
 - c. Levy of fines, in the case of Class IV only.
 - d. Demotion to a lower post or grade or to a lower stage in the incremental scale.
 - e. Suspension.

NOTE:

- i. An employee can be kept **under** suspension pending further inquiry in to his misconduct also.
 - ii. A person under suspension shall be paid for the period of suspension a subsistence grant at half his pay plus all allowances drawn before being placed under suspension. This shall be paid for a period not exceeding 3 months. In exceptional cases, it shall be paid for a longer period for special reasons with the approval of the competent authority.
- f. Removal from services.
- g. Dismissal.
19. Every employee of the Council shall have the right to be heard in his own defence either orally or in writing in respect of the charge on any of the above counts of misconduct levelled against him and the decision of the competent authority in such case shall final and binding. Before taking action under this rule the appropriate authority shall take into account the extent or gravity of the proved misconduct, previous record of the employee and any other relevant aggravating or extenuating circumstance that may exist.
20. An employee, shall on termination of his service from the Council or on going on leave or at any time during his service as and when called upon by the Chairman or the Secretary to hand over charge of all moneys, files, registers and other properties of the Council in his custody or control and vacate and handover possession of the quarters, if any of the Council have allotted to him, such quarters being deemed to have been occupied by him as a licence of the Council for the convenient

performance of his duty and not as tenant. Failure on the part of the employee to hand over charge and possession as aforesaid shall be deemed to be breach of contract of service by such employee and the Council shall be at liberty to forfeit the salary and other dues, if any, of such employee payable by the Council without prejudice to any other rights of action which Council may have in law against such employee.

21. Every salaried employee of the Council shall, if eligible, become a member of the Staff Provident Fund established by the Council.

NOTE:

The Staff Provident Fund Rules have been passed by the Committee of Administration separately and circulated among the employees of the Council.

P A R T- II
PAY AND ALLOWANCES

22. A record of service of each employee shall be maintained by the Council at its head office. The record shall be kept in such form and shall contain all information as may be required for future consultation.
23. Every officer or employee of the Council while on duty shall draw pay in his grade and acting allowance admissible, if any, when on leave, the payment of salary shall be regulated according to the leave rules of the council in Part III of these Rules.
24. The promotion of an employee will entirely depend upon his work and satisfaction he renders to the Council in the discharge of his duties and his being otherwise useful to the Council.

Subject to the rule above promotions to higher posts will be given to persons from among those holding the immediate lower posts subject however to the condition that departmental promotion shall not exceed 50% of the vacancies in the higher posts, the other 50% being filled up by direct recruitment. For the purpose of this proportion, a progressive account shall be maintained for the promotions and direct recruitments made after 1st April 1968.

25. When any employee is appointed to act in a higher post in a leave or other vacancy for a period of over thirty days, he will draw pay and allowances as if he has been appointed permanently to the post. The additional pay he will be getting will be called acting allowance and will be treated as pay.

26. When an employee in addition to his own normal duties is entrusted with the current charge of another post in his own grade or a higher grade for a period of less than 45 days he shall not be entitled to any charge allowance. If the period of 45 days or more he will get a charge allowance, only if the competent authority specially sanctions the charge allowance which shall be treated as pay. The charge allowance in such cases shall be 20% of the initial basic pay in the time scale of the other post. This charge allowance will be treated as pay.

NOTE: The arrangement of holding current charge of another post should not be resorted to when it is known even at the time of making the arrangement initially that it will be for more than three months.

27. The appointment of an employee in a time-scale of pay shall not ipso facto entitle him to an increment as per the time scale and it shall be open to the appointing authority to stop an employee's increment for any specified period with or without the effect of postponing future increments.

28. The Committee may in recognition of outstanding and meritorious service rendered by an employee grant him one or more advance increments.

29. Dates of increment will be postponed to the extent of the periods of leave without pay, suspension and overstayed of leave not regularised as leave.

30. Dearness allowance shall be in accordance with the rules of the Central Government.

31. City Compensatory allowance shall be paid at the following rates:-

(a) City compensatory allowance shall be paid at the following rates

Below Rs.260/- 6.5 % of the pay subject to a minimum of Rs.12/-, Rs.250/- and above 6% pay subject to a minimum or Rs.16.20 and maximum of Rs.75/-.

(b) House Rent allowance will be paid at 20% of pay.

NOTE: During any kind of leave of less than 90 days both H.R.A. and C.A. will be admissible at the rates drawn immediately before proceeding on leave.

32. Every employee shall have deducted from his pay contribution to the provident fund, income-tax fines, duly imposed and similar authorised deductions.

P A R T - III

LEAVE RULES

33. Leave shall not be claimed as a matter of right and the grant of leave shall depend on the exigencies of work and the Council shall have right to revoke any leave granted to any employee and recall him in case circumstances demand such recalling to duty.
34. The authority competent to grant leave shall be the Chairman in the case of employees coming under class I and the Secretary in the case of others.
35. The following are the different categories of leave admissible to the employees of the Council:-

- (a) Causal Leave.
- (b) Privilege Leave.
- (c) Leave for Private affairs and sickness
- (d) Leave without pay
- (e) Maternity leave.

36. Causal Leave

Causal leave on full pay shall be granted for religious festivals, sickness of members of the family, casual sickness of the employee and for the private or domestic reasons and other urgent and unforeseen reasons. Ordinarily, permission for such leave shall be taken in the advance from the appropriate authority, except in emergent cases where it may not be possible to obtain such permission in advance a leave application for casual leave should always be submitted.

- a. Every employee shall be entitled to 14 days casual leave with full pay and allowances, every year.
- b. Casual leave not taken during the calendar year in which it becomes due shall be considered as having lapsed.
- c. Casual Leave may not be availed of ordinarily for a continues period exceeding 3 working days at a time but in special cases this limitation may be released by the Secretary or the Chairman as the case may be.
- d. A Sunday or holiday falling immediately before or after or in the middle of the period of casual leave will not be counted as casual leave taken.

e. If leave is taken on account of illness of the employee a Medical Certificate from a Medical Practitioner should be produced if the leave is for more than two days.

37. Privilege Leave

- a. Each employee's account of leave should be credited with 30 days in a calendar year. This shall be done in two instalments. The leave account shall be credited by 15 days on 1st January and on 1st July of every year.
- b. The leave at credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to leave so carried forward plus the credit for that half year not exceeding the maximum limit of 180 days.
- c. When an employee of the council is appointed after 1st January privilege leave shall be credited to his leave account at the rate of $2\frac{1}{2}$ days for each completed month of service e.g. if any employee is appointed on 13th March, the number of completed months of his service as on 1st July would be 3 months and leave to his credit will be $3 \times 5/2 = 7\frac{1}{2}$ days rounded to 8 as on 1st July.
- d. The credit for the half year in which a member is due to retire or resigns from the services, shall be afforded only at the rate of $2\frac{1}{2}$ days per completed month in that $\frac{1}{2}$ year upto the date of retirement/resignation. If in the case of a member who resigns from service, the leave already availed of is more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.

NOTE: This rule will apply also to leave on private affair or sickness and leave without pay.
- e. Application for privilege leave shall ordinarily be submitted at least 30 days in advance of the date from which commencement is desired. Failure to observe this rule may render an application liable to be rejected.

38. Leave for Private affairs and sickness

Leave for private affairs and sickness will be admissible at the rate of 20 days for each completed year. The leave salary admissible will be at the rate of half the leave salary admissible for privilege leave.

NOTE 1: No sick leave will be sanctioned unless the application is supported by a medical certificate given by a registered medical practitioner.

NOTE 2: In the case of serious illness of a prolonged nature the authority competent to sanction leave may in his absolute discretion grant sick leave on full pay and debit the private affairs-cum-sick leave account of the employee with the twice the number of days of sick leave on full pay so taken. This "Commutated leave" shall be not be granted unless (i) the medical certificate in support is produced either before the leave is availed of or immediately after the leave commences, (ii) the sanctioning authority is satisfied that the employee shall return to duty after expiry of the leave and (iii) the period exceeds 10 days.

39. Leave without pay

When leave of any of the kinds mentioned above is not admissible to any employee, he may be granted leave without pay. Such leave shall be granted absolutely in the discretion of the appointing authority.

40. Maternity leave

- a. Married women who have been in continuous employment of the Council for not less than six months prior to confinement shall be allowed not more than thrice during the entire service with the Council, maternity leave with full pay which may extend upto 90 days from the date of its commencement.
- b. The authority competent to sanction leave may grant leave of any other kind admissible to the employee in combination with maternity leave if the request for its grant is supported by the medical certificate from such medical practitioner as the sanctioning authority may decide in each case.

NOTE 1: Maternity leave may also be granted upto 6 weeks in case of abortion and miscarriage, if the application is supported by a certificate from the registered medical practitioner.

NOTE 2: Maternity leave is not debited in the leave account of the employee.

41. If an employee on privilege leave or leave on private affairs is compulsorily recalled to duty before the expiry of leave and when the leave curtailed as a consequence is 14 days or more he will be entitled to:
 - i. Receive travelling allowance as on tour for the journey to his head-quarters from the station where he receives the order of recall to duty.
 - ii. To have the period from the date he leaves the station at which he receives the order of recall (limited to the period that will be normally be required to make the journey to his head-quarters) counted as duty.
42. Ordinarily, an employee is to take application to the Secretary for sanction of leave. In case an employee absents himself from duty without previous leave, or overstays after expiry of sanction leave, he shall be required to give valid reasons for the absence; otherwise the same will not be counted as leave.

P A R T - I V

TRAVELLING ALLOWANCE

43. Claims for travelling allowance which are not covered by these Rules shall require prior sanction of the Chairman.
44. Claims for travelling allowance shall be passed by the Chairman in the case of the claims of the Secretary and by the Secretary in the case of all others.
45.
 - a. For journeys from, Head Quarters to place or places, outside the City limits, an employee shall be entitled to claim over and above mileage allowance, daily allowance for one day, provide he has spent a minimum of 8 hours at the place or places of travel for official purpose at the rates prescribed in sub. para (b) below

b. The rates of daily allowance and the class of railway accommodation in respect of journey and tours undertaken in connection with the affairs of the Council will be as shown below:

Pay Range	<u>D.A. Admissible</u> Bombay/Calcutta/ Delhi/Madras	Other Places	Accommodation Entitled.
1	2	3	4
Rs.1000/- & above	50	35	By Air or Air Condition Class by Rail
Rs.660/- or more but less than Rs.1000/-	35	25	I st Class
Rs.330/or more but less than 650/-	25	15	Pay upto 425/- I Class. Pay less than 425/- New IInd class
Below Rs.330/-	20	12	New II Class.

NOTE:

i. Actual cost of transport etc. shall be paid to all employees.
N.B. In case expenditure involved for stay exceeds the amount prescribed Chairman may sanction daily allowance based on actual.

46. If an Officer or other member of the Staff is required to make trips locally within city limits on the business of the Council he shall be paid conveyance charges as below:-

Officers and Officials of the grade of Asstts. Grade I and above Taxi Fares

NOTE: Travelling by taxi will arise only if the staff car is not available

Other officials Bus fares.

NOTE:

1. In cases of urgency or when fairly large amounts of cash or very important documents are to be carried the Secretary may permit an official normally entitled to travel by bus only to travel by taxi fares.
2. When a journey exceeding 12 kms is to be made it should be made by suburban train and taxi fares claimed upto and from the nearest railway stations only.

3. In case of the Secretary or an Officer having his own motorcar or motor cycle which is used for making officials journeys the mileage will be limited to 32 paise per K. M. in the case of a motor car and 16 paise K.M. in case of a motor cycle.

47. For Journey by road during tour or on transfer the following allowances will be admissible: -

If journey is permitted by car or taxi : 60 N.P. per Km
for officers Grade I and II (i.e. pay
upto 650/-)

In other cases : Actual bus fare where
bus is available or
actuals in cases.

48. Ordinarily an employee shall only be paid for the class of accommodation he is entitled to as above. In special cases, where the Chairman or Secretary is satisfied that in the interest of the work the undertaking of a journey by an employee in a class higher than he is entitled to, is necessary or justified, the employee may be allowed the fare by such higher class.

49. When Air Journeys are performed on duty, employees are entitled to be insured by the Council against accidents and the amounts shall be the minimum permitted by the various insurance companies for which policies are issuable excluding the normal insurance covered by the Air Lines.

50. Expenses incurred on telegrams, postage, telephone calls, conveyance etc., used for business purposes are not included in the daily allowance and may be charged for separately. Special entertainment expenses where necessitated shall be allowed at the discretion of the Chairman or Secretary.

51. For Journeys on transfer from one station to another in India one fare of the prescribed class shall be admissible for the employee and each adult member of the family normally resident with him, and half fare for each child between three to twelve years of age provided they actually make the journey by the particular class of accommodation. In addition, a III Class fare for one servant in case of Officers and staff of classes I and II shall be admissible, if such servant actually accompanies the employee or his family and each employee shall be entitled to claim in respect of his servant admissible as above, daily allowance and incidental charges at the rates applicable to staff on the lowest grade on tour, for the purpose of this Rules, the term family includes an employee's wife and Children.

52. On transfer the cost of transporting personal effects will be limited to goods train rate at owners risk as follows :-

<u>Pay range</u>	<u>With family</u>	<u>Without family</u>
1000/- & above	Full wagon	2100 kgs.
650 to 999/-	3000 kgs	1000 kgs.
330 to 649 /-	1500 kgs	750 kgs.
Below Rs. 330/-	600 kgs	250kgs.

53. In the case of the Secretary or an officer travelling on transfer to join a post in which the possession of a motor car is considered advantages from the point of view of his efficiency, he may be allowed to draw the actual cost of transporting the same at lowest owners risk rates from the old to the new station. The Chairman shall decide in whose case such permission shall be given.

54. Transfer grant : A member on transfer will hereafter draws lump sum as follows :-

<u>Pay Range</u>	<u>Rate & Transfer grant</u>
1. Above 2000/-	Rs. 500/-
2. 1000/- and above but less than Rs. 2000/-	Rs. 400/-
3. Rs. 650/- & above but less than Rs. 1000/-	Rs. 300/-
4. Rs. 330/- & above but less than 650/-	Rs. 200/-
5. Class III employees other than those covered by higher grades	Rs. 150/-
6. Class IV employees	Rs. 100/-

55. No travelling allowance shall normally be paid to an employee for joining his or her first employment. Exceptions to this rule may be made by the Committee of Administration.

56. In case of transfer an employee shall be allowed a joining time or preparation time of 7 days in each case of transfer from one station to another in India in addition to the time taken for travel. During this period the employee shall be entitled to payment of daily allowance at half the normal rate of daily allowance admissible to him, in respect of himself, members of the family and servant for a period not exceeding six days.

NOTE: In the case of temporary transfer for less than 6 months only the actual time taken will be allowed as journey time.

57. On application, an advance may be sanctioned by the authority competent to pass the claims on account of T.A. to cover the travelling expenses in respect of journeys on tour to transfer. Such an advance shall be within reasonable limits having regard to the tour / journey to be undertaken.
58. An advance shall be accounted for soon after the completion of the journey on transfer or tour on duty, but in any case not than one calendar month thereafter.

MEDICAL ATTENDANCE

59. The Maximum amount to be reimbursed to an employee in an official year shall not exceed his total emoluments for one month subject to a minimum of Rs. 750/- and maximum Rs. 1,200/- per annum.
60. In case of fresh appointment during the year, the amount reimbursable for the financial year shall be calculated proportionately from the month he is appointed.

Note: The regular monthly emoluments on the 1st April of the year or date of appointment in the case of those appointed during the year shall be taken into account for the purpose of this RULE.
61. No carryover of the unutilised amount to the next year will be allowed.
62. A married female employee of the Council will not be allowed reimbursement of the medical charges incurred in respect of her parents or husband.
63. The reimbursement will be made on production of doctor's prescription indicating the name of the patient, cash memos for medicines purchased in market, hospital and or doctors' receipt duly stamped wherever necessary for the amounts said by the employee indication the name of the patient.
64. In addition to the limit of Rs. 1,200/- actual expenditure incurred on hospitalisation in Government Hospitals shall also be reimbursed at the rates and conditions applicable to Government Servants.
65. The charges for ayurvedic, Unani and homeopathic treatment at a recognized Ayurvedic Hospital or Institution or Registered Practitioner can also be reimbursed.
66. The claim of officers and members drawing pay in pay-scale maximum of which is above Rs. 900/- will be passed by the Secretary and the members drawing pay in pay-scales maximum of which is Rs. 900/- and below will be passed by the Assistant Secretary (Act).
67. The benefits under the Rules in this part will be admissible only to these who have been declared to have satisfactorily completed their probationary period.

68. OVERTIME ALLOWANCE: -

The work of the section has been arranged in such a way that it is capable of being disposed of within the prescribed working hours of the Council. In special cases it is not possible to do so or in case of urgent work, it becomes necessary to detain some of the staff members on duty beyond working hours of the Council / or on Sundays, holidays, and may pay overtime allowances at the rates specified below, for different categories if approved by the sanctioning authority.

<u>Range of emoluments</u>	<u>Rate of O. T. allowance / hr.</u>
a. Below Rs. 275/-	0.95
b. Rs. 275/- & above but below Rs. 325	1.25
C. Rs. 325/- & above but below Rs. 375/-	1.55
d. Rs. 375/- & above but below Rs. 425/-	1.80
e. Rs. 425/- & above but below Rs. 475/-	2.05
f. Rs. 475/-& above but below Rs. 525/-	2.30
g. Rs. 525/-& above but below Rs.575/-	2.60
h. Rs. 575/-& above but below Rs. 625/-	2.90
i. Rs. 625/-& above but below Rs. 675/-	3.20
j. Rs. 675/- & above	3.45

The Officers and employees drawing pay of Rs. 750/- and above are not entitled to overtime allowance.

Emoluments for the purpose of overtime allowance means all allowances including special pay, personal pay, D. A. C.A. excluding HRA.

69. **TUTION FEE**

An employee of the Council drawing basic pay less than Rs. 900/- per month and who has completed probationary period satisfactorily will be entitled to reimburse the tuition fees for every child admitted to School / College at Rs. 10/- per month per child studying in School and Rs. 15/- per month per student in College.

70. The tuition fees are admissible for 3 children only. The fees are admissible for legally adopted children also. Fees are admissible for children below the age of 18 years.

71. Every employee of the Council who claims allowance will have to submit to the Council necessary certificate from school / college authorities twice in a year (i.e. June & October every year). The certificate should also confirm the following information as detailed below :-

- a. Name of the Student
- b. Residential Address
- c. Name of Guardian and Relationship with the Student.
- d. Date of Birth
- e. Standard / Class in which studying.

The Secretary will be the authority to sanction and he is authorised to give execution orders and instructions under this rule by the Committee of Admin.

72. A declaration also should be submitted to the effect that no concession/scholarship is enjoyed by the student. In case where availing such concession/scholarship no reimbursement will be made in case concession/scholarship amount is in excess of the tuition fees admissible and in case where scholarship amount is less than the amount of tuition fee admissible, the difference to the extent may be paid.

In case of illegally adopted children, proof should be submitted to the Council for verification. The payment will be made twice in a year (i.e. July/November).

73. Members of the staff who are eligible to claim tuition fees are required to submit the certificate from Scholl/College authorities in the form given below along with the claim.

C E R T I F I C A T E

This is to Certify that Kum/Master_____residing at _____ is studying in this College/School_____ Std. and his/her date of Birth is _____and our School Fees for the Period _____to _____have been received by us.

74. **LEAVE TRAVEL CONCESSION**

EXTENT OF APPLICATION: -

- i. Leave Travel Concession is admissible to all employees of the Council who have completed a minimum of one year's service on the date of journey for which concession is claimed. The concession is admissible for the journey undertaken by the employee and/or his/her family.

75. **Frequency of entitlement**

2. The concession is admissible once in a period of two calendar years for visiting the hometown (phrase 'once in block of 2 calendar years' should be taken to mean once in period of 2 years commencing from 1974).

- a. In lieu of (2) above, concession is admissible once in a period of 4 years (commencing from 1974) for travelling to any place in India. This concession will be adjusted against the LTC admissible to an employee to visit his/her hometown.
 - b. An employee and his/her family who is/are unable to avail of the concession in a block of 2 years/four years, as the case may be, is permitted to avail of the same before the end of the first calendar year of the next block.
 - c. In the event of return journey falling in the succeeding year, the concession should be counted against the year in which outward journey commences.
3. A member may travel by any class but assistance will be limited to the entitled class of accommodation and in case of travel by lower class the assistance will be limited to the fare of class actually used.
 4. The Council's liability for the cost of railway fare between the HQ and Hometown is limited to the assistance of route calculated on the basis of through ticket. Air fare is not admissible to any officers under the scheme. However, in case of travel by air, assistance will be restricted to railway fare admissible under the service rules of the Council.
 5. The journey need not necessarily be commenced from or end at place of duty but assistance will be admissible for actual distance between the place of duty and hometown or from the place of duty to any place in India in case of concession claimed in a block of 4 years.
 6. A member and his family may travel independently or together as may be convenient to them. However, the return journey must be completed within 6 months from the date of commencement of outward journey.
 7. The concession would be admissible for journey to hometown or any place in India (in case of journey in a block of 4 years) during regular leave or C.L. irrespective of duration of leave.

8. **Home town to be declared:-**

Every employee will have to declare his/her hometown duly supported by reason such as ownership of immovable property, permanent residence of near relatives, parents, etc., and hometown once declared shall ordinarily be treated as final. However, in exceptional cases an employees may be allowed to change his/her hometown, but in any case not more than once during his/her entire service period.

9. **Definition of Family:-**

The word 'family' includes the employee's wife or husband as the case may be legitimate children stepchildren and parents residing with and wholly dependent on the employee claiming the concession.

10. **Payment of advance:-**

The Council may grant an amount not exceeding four-fifths of the estimated assistance under the scheme as an advance to the employees to enable them to undertake the journey.

11. **Record to be maintained:-**

A record of LTC granted under this rule shall be made in the service rules and other service records of the employee concerned. The date of commencement of journey to hometown and block years for which LTC availed of, shall be indicated in this record under the signature of the Assistant Secretary (Admn.) or head of the Council.

12. The amount of expenditure on LTC shall be debited to a separate head of LTC account.

13. **Certificate:**

An employee claiming the concession has to give an undertaking in a form prescribed by the Secretariat.

14. **Govt. rules to apply in case of doubts :-**

In case of doubts or lack of specific provision under those rules the claim will be settled in terms of Central Govt. Rules in this behalf.

15. The Secretary of the Council will be the sanctioning authority in respect of claims of all other employees and the Chairman of the council will be the sanctioning authority for the claims preferred by the Secretary.

76. Loan for Purchase/Building of Flats/House

1. Eligibility:-

An employee of the Council who has been confirmed in the service and has completed 10 years of service in the Council will be eligible to get loan from the Council under this rule.

2. Purchase for which the advance/loan may be granted:-

- i. for constructing new house
- ii. for enlarging the living accommodation in the existing house owned by the employee of the Council.
- iii. To purchase a flat/apartment in cities like Bombay.

3. Amount of Loan:-

- a. Not more than one advance shall be sanctioned under this rule to an employee of the Council during his entire service
- b. applicants may be granted loan/advance according to the following formula: basic pay X No of completed years of service X 2 (subject to maximum of Rs.30,000).
- c. low grade employees, however, may be granted up to Rs.4,800/- in respective of their monthly pay drawn by them.

4. Conditions to be fulfilled:

- a. the cost of building/purchasing houses/flats should not exceed 75 months' pay or Rs.1,00,000/- which ever is less
- b. the employee should not have availed of any other loan from any other govt. agencies.
- c. during the tenure of the loan, no loan from P.F. will be granted to those who are giving security in the form of P.F. assignment.

5. **Disbursement:-** Under the scheme the amount for building new houses and Purchasing flats will be paid on the following basis (a) for constructing new houses, 20% for purchase of land, 30% at the time of starting construction, 40% at the time when construction is reached to plinth level and 10% when the construction reaches roof level. (b) in case of purchase of flat, the amount will be paid according to the percentage requirement on booking of a flat/apartment in case of purchase of a ready flat the entire amount will be paid in one instalment.

6. **Interest:**

Advance/Loan granted under this rule shall be subjected to interest from the date of payment of advance/loan at the rates shown below:

- a. For loan upto Rs. 25,000/- 6 ½ %
- b. For loan Rs. 40,000/- 8%
- c. For loan above Rs. 40,000/- 10%

7. **Re-Payment of Advance/Loan**

Under these rules, the amount of loan and interest thereon should be repaid by monthly equal instalment spreading over not more than 10 years. The number of instalments will not exceed 120 (100 instalments for loan amount and 20 instalments for interest amount). The instalment will be deducted from the monthly salary of the employee.

8. **Security:**

At the time of taking the loan, the employee will give a letter of assignment in favour of the council assigning the amount of his PF dues to the extent of loan taken. Plus interest due thereon.

9. **Procedure for submission of application:**

The application should be submitted by the Council's employees to the Secretary of the Council who will examine the same and place it before the C.A. The Committee of Admn. will be the final authority to approve or reject the application. On acceptance of the application by the C.A. the Secretary will authorise the payment. In case of any doubt or dispute, the Chairman of the Council shall be the final authority to decide

the same. Dispute/doubts will be settled with reference to the Govt. rules framed in this respect.

77. GRATUITY

Trust has been created and the Gratuity Rules have been framed separately and forwarded to the Income Tax Authority for its approval. The same will be circulated among the employees when approved.

78. RETIREMENT

Every employee shall normally retire on attaining the age of 60 years. The Committee of Administration may however, extend the period of service of an Employee beyond the age of 60 years provided he continues to remain fit both mentally and physically.

The above Service Rules is the retyped copy of the original Service Rule of the Council.



**(Shalaka Wakankar)
Section Officer**