

राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, जयपुर

सूचना का अधिकार – 2005
के अनुच्छेद – 4 (1) (ख) के अन्तर्गत

राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड
से संबंधित मैनुअल

दिनांक 08.08.2022

राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड से संबंधित मैनुअल

1.1 यह हस्तपुस्तिका सूचना का अधिकार अधिनियम 2005 के अध्याय 2 की धारा 4(1) में निहित प्रावधानों के अनुरूप जारी की जा रही है। सूचना का अधिकार अधिनियम 2005 दिनांक 15 जून 2005 से कानूनी रूप ले चुका है इस अधिनियम के माध्यम से भारत के सभी नागरिकों को सूचना का अधिकार दिया गया है।

सूचना का अधिकार के अन्तर्गत नागरिक निर्धारित शुल्क सहित आवेदन कर लोक प्राधिकरण के पास संधारित सूचना यथा अभिलेख, दस्तावेज, मीमो, ई-मेल, विचार, परामर्श, प्रेस रिलीज, परिपत्र, आदेश, लॉग बुक, संविदा, प्रतिवेदन, कागजात, नमूने किसी भी रूप में रखी गई इलैक्ट्रॉनिक सांख्यिकी सामग्री प्राप्त कर सकते हैं, निरीक्षण कर सकते हैं तथा प्रमाणित प्रतियाँ या सारांश या उद्धरण ले सकते हैं।

इस अधिनियम के तहत प्रत्येक लोक प्राधिकरण से यह अपेक्षा की गई है कि वह अपने विभाग/संगठन के उद्देश्य, कार्यकलाप योजनाएँ क्रियाविधि, कार्यरत अधिकारियों एवं कर्मचारियों तथा कार्य प्रणाली के संबंध में सूचना प्रकाशित करावें। इसी परिपेक्ष्य में राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड के उद्देश्य कार्यकलाप एवं कार्य प्रणाली को स्पष्ट करते हुए यह हस्तपुस्तिका प्रकाशित की जा रही है।

1.2 उद्देश्य

इस हस्तपुस्तिका का उद्देश्य यह है कि राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड के संगठनात्मक ढाँचे एवं क्रियाकलापों के संबंध में संकलित जानकारी नागरिकों को उपलब्ध कराई जा सके तथा विभाग से संबंधित सूचना के अधिकार के तहत माँगी गई सूचना जनता को उपलब्ध कराई जा सके।

1.3 हस्तपुस्तिका किन व्यक्तियों/संस्थाओं/संगठनों के लिए उपयोगी है:-

यह हस्तपुस्तिका राज्य में देशी मदिरा के अनुज्ञाधारियों, गन्ना उत्पादकों व आम नागरिकों जो कम्पनी के उत्पाद का उपयोग करते हैं या कम्पनी के कार्यकलापों से संबंध रखते हैं, के लिए उपयोगी सिद्ध होगी।

1.4 सूचना का अधिकार अधिनियम, 2005 की धारा 4, विशेष रूप से धारा 4(1)(ख) के 17 बिन्दु :-

1. संस्थान का विवरण
2. सम्पर्क व्यक्ति
3. सूचना प्राप्त करने की विधि
4. सूचना प्राप्त करने हेतु शुल्क

5. विभाग के संगठन की विशिष्टियाँ कृत्य एवं कर्तव्य
6. अधिकारियों एवं कर्मचारियों की शक्तियाँ एवं कर्तव्य
7. कृत्यों के निर्वहन हेतु नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख
8. नीति निर्धारण व कार्यान्वयन के संबंध में जनता या जन प्रतिनिधियों के परामर्श के लिए बनाई गई व्यवस्था का विवरण।
9. लोक प्राधिकरण के पास या उनके नियंत्रण में उपलब्ध दस्तावेजों का प्रवर्गों के अनुसार विवरण
10. निर्णय की प्रक्रिया
11. अधिकारियों एवं कर्मचारियों की निर्देशिका
12. प्रत्येक अधिकारी और कर्मचारी द्वारा प्राप्त मासिक पारिश्रमिक और उनके निर्धारण की पद्धति
13. प्रत्येक अभिकरण को प्राप्त आवंटित बजट
14. कृत्यों के निर्वहन के लिए स्थापित मानक/नियम
15. इलैक्ट्रॉनिक रूप में उपलब्ध सूचनाएँ
16. विभाग द्वारा विभिन्न कार्यक्रमों से संबंधित जानकारी इलैक्ट्रॉनिक फॉरमेट में
17. लोक सूचना अधिकारियों के नाम, पदनाम एवं विशिष्टियाँ

1. संस्थान का विवरण :-

राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, कम्पनीज एक्ट 1956 के तहत रजिस्ट्रार ऑफ कम्पनीज के यहाँ एक रजिस्टर्ड कम्पनी है, इसका रजिस्टर्ड कार्यालय है:- राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, चौथी मंजिल, नेहरू सहकार भवन, भवानी सिंह रोड, जयपुर-302006(राजस्थान)

2. सम्पर्क व्यक्ति :-

हस्तपुस्तिका में समायोजित विषयों के सम्बन्ध में विस्तृत जानकारी तथा अन्य जानकारी के लिए महाप्रबन्धक मुख्यालय जयपुर/महाप्रबन्धक शुगर फैक्ट्री श्रीगंगानगर, जिन्हें कम्पनी के आदेश क्रमांक 6704-732 दिनांक 02.06.2007 द्वारा लोक सूचना अधिकारी नियुक्त किया गया है, से है।

3. सूचना प्राप्त करने की विधि :-

सूचना का अधिकार नियम 2005 के अन्तर्गत उक्त सूचना प्राप्त करने हेतु आवेदन पत्र के साथ समुचित राशि के पेटे नगद के रूप में या लोक अधिकारी को संदेय माँगदेय ड्राफ्ट या बैंकर चैक या पोस्टल आर्डर के रूप में 10/- रुपये की फीस के साथ आवेदन करना होगा। आवेदन पत्र के साथ चाहे गये प्रलेख/प्रलेखों की सूची संलग्न करनी होगी।

4. सूचना देने की फीस :-

धारा 7 की उप धारा (1) के अधीन सूचना देने के लिए समुचित रसीद के पेटे नकद के रूप में या लोक प्राधिकारी को संदेय माँगदेय ड्राफ्ट या बैंकर्स चैक या पोस्टल आर्डर के रूप में फीस निम्नलिखित दरों से प्रभारित की जावेगी :-

- I. बनाये गये या नकल किये गये प्रत्येक पृष्ठ (ए-4 या ए-3 आकार के कागज में) के लिए 2/- रुपये

- II. बड़े आकार के कागज में किसी प्रतिलिपि का वास्तविक प्रभार या लागत कीमत
- III. सैम्पल या मॉडल के लिए वास्तविक लागत कीमत और
- IV. अभिलेखों के निरीक्षण के लिए प्रथम घंटे के लिए कोई फीस नहीं है और उसके पश्चात् प्रत्येक 15 मिनट या उसके भाग के लिए 5/- रुपये की फीस

(2) धारा 7 की उप धारा 5 के अधीन सूचना देने के लिए समुचित रसीद के पेटे नकद के रूप में या लोक प्राधिकारी को संदेय माँगदेय ड्राफ्ट या बैंकर्स चैक या पोस्टल आर्डर के रूप में फीस निम्नलिखित दरों से प्रभारित की जावेगी :-

- I. डिस्क या फ्लोपी में दी गई सूचना के लिए प्रति डिस्क या फ्लोपी 50/- रुपये
- II. मुद्रित रूप में दी गई सूचना के लिए ऐसे प्रकाशन के लिए नियत कीमत पर या प्रकाशन उद्धरणों की फोटो प्रति के प्रत्येक पृष्ठ के लिए दो रुपये

5. विभाग के संगठन की विशिष्टियाँ कृत्य एवं कर्तव्य :-

5.1 कम्पनी के मुख्य उद्देश्य निम्न प्रकार हैं -

- (1) गन्ने से चीनी का उत्पादन, मोलेसिस से शोधित प्रासव का निर्माण तथा गन्ना, चीनी एवं मोलेसिस क्रय करना, बेचान करना और अन्य प्रकार से व्यापार करना।
- (2) श्रीगंगानगर एवं हनुमानगढ़ क्षेत्र में गन्ने की बिजाई कर अच्छी गुणवत्ता के गन्ने की फसल प्राप्त करना ताकि अधिक से अधिक चीनी का उत्पादन किया जा सके।
- (3) ब्रेवर्स, डिस्टलर्स के रूप में बीयर, देशी मदिरा तेज शराब, परिशोधित मद्यसार का निर्माण, व्यापार तथा डीलर्स के रूप में व्यवसाय करना तथा शोधित प्रासव/ई.एन.ए. (एक्सट्रा न्यूट्रल अलकोहल) से देशी मदिरा तथा भारत निर्मित विदेशी मदिरा का उत्पादन करना व्यापार करना तथा बिक्री करना।

5.2 मिशन/विजन :-

कम्पनी की श्रीगंगानगर शहर में स्थापित शुगर मिल द्वारा क्षेत्र के किसानों को गन्ने की अच्छी फसल तैयार करने के लिए प्रोत्साहित कर अतिरिक्त पानी किसानों को उपलब्ध करवा कर गन्ने की अच्छी किस्म तैयार करना तथा शुगर मिल में गन्ने की पिराई से अच्छी रिकवरी प्राप्त करना तथा किसानों को गन्ने की उचित कीमत दिलाना। राज्य में अच्छी गुणवत्ता की देशी मदिरा का निर्माण कर उपभोक्ताओं को आबकारी नीति के तहत बन्दोबस्त अनुसार अनुज्ञाधारियों के माध्यम से विक्रय कराना तथा आबकारी नीति को सफल बनाने में राज्य सरकार के दिशा निर्देशों अनुसार देशी मदिरा की आपूर्ति कराना।

5.3 लोक प्राधिकरण का संक्षिप्त इतिहास एवं इसके गठन का प्रसंग :-

श्रीगंगानगर में स्थापित शुगर फैक्टरी संयंत्र वर्ष 1904 का निर्मित है जिसकी क्षमता 600 टन गन्ना प्रतिदिन पिराई की थी। यह संयंत्र प्रथमतः जावा (डच ईस्ट इण्डिया) में स्थापित किया गया था। इसके पश्चात् भारत के बिहार राज्य तथा बूटारी (पंजाब) में स्थापित किया गया और अन्त में वर्ष 1935 में निजी उद्यमियों द्वारा श्रीगंगानगर में लगाया गया। 10 वर्ष तक यह संयंत्र काम में नहीं लिया जा सका तदोपरान्त वर्ष 1945 में मैसर्स पोद्दार बाफना लिमिटेड बम्बई द्वारा क्रय किया जाकर बीकानेर इण्डस्ट्रीयल कारपोरेशन के नाम से कम्पनी स्थापित कर चलाया गया और इसमें एक डिस्टलरी एवं

एक ऑयल मिल भी लगाई गई। वर्ष 1945 से 1951-52 तक गन्ने की कमी व अन्य कठिनाईयों की वजह से इस संयंत्र को बिहार राज्य में स्थापित किये जाने का निर्णय लिया गया। इस पर स्थानीय काश्तकार एवं जन साधारण के विरोध के मध्येनजर राज्य सरकार तथा केन्द्र सरकार के हस्तक्षेप से राज्य सरकार द्वारा उक्त कम्पनी के अंश खरीद कर 01.07.1956 से अधिग्रहण किया गया तथा फैक्टरी का नाम दी गंगानगर शुगर मिल श्रीगंगानगर कर दिया गया तथा पिराई क्षमता आवश्यक संयंत्र जोड़ कर 1000 मै0 टन प्रतिदिन कर दी गई। उसी दौरान देशी मदिरा की आपूर्ति का कार्य भी राज्य सरकार द्वारा गंगानगर शुगर मिल्स को दिया गया जिससे शुगर मिल श्रीगंगानगर को आर्थिक सम्बल प्राप्त हुआ तथा शुगर मिल में हो रहे घाटे की पूर्ति भी संभव हो सकी। वर्ष 1993 में कम्पनी का नाम बदल कर राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड किया गया।

वर्तमान में शुगर फैक्टरी श्रीगंगानगर में चीनी का उत्पादन किया जाता है तथा डिस्टलरी श्रीगंगानगर में मोलेसिस से शोधित प्रासव तथा राज्य में स्थापित 17 मदिरालयों पर शोधित प्रासव से आबकारी नियमों के अनुसार देशी मदिरा का उत्पादन किया जा रहा है। राज्य में देशी मदिरा की आपूर्ति राज्य सरकार की आबकारी नीति के तहत कम्पनी द्वारा की जानी है अतः राज्य के विभिन्न जिलों में 17 रिडक्शन सेन्टर (मदिरालय) पर कम्पनी द्वारा शुगर मिल से प्राप्त शोधित प्रासव एवं उत्तर प्रदेश व अन्य पड़ोसी राज्यों से शोधित प्रासव क्रय किया जाकर देशी मदिरा का उत्पादन किया जा रहा है जिसे कम्पनी में स्थापित 89 अण्डरबाण्ड डिपो के माध्यम से अनुज्ञाधारियों को प्रदायगी की जा रही है।

कम्पनी द्वारा हाल ही में राज्य के राजा महाराजाओं व ठिकानेदारों से रेसीपी प्राप्त कर रॉयल हैरिटेज लिंकर का निर्माण किये जाने की महत्वाकांक्षी योजना लागू की है। इस योजना के तहत पुराने घरानों से ली गई रेसीपी के आधार पर राजा महाराजाओं द्वारा अपनाई गई पद्धति के अनुसार रॉयल हैरिटेज लिंकर का उत्पादन कर राजस्थान स्टेट ब्रेवरेज कारपोरेशन जयपुर के माध्यम से भारत निर्मित विदेशी मदिरा कैटेगरी में रॉयल हैरिटेज लिंकर की बिक्री अनुज्ञाधारियों को की जा रही है।

5.4 लोक प्राधिकरण के कृत्य :-

लोक प्राधिकरण राजस्थान स्टेट गंगानगर शुगर मिल्स के कर्तव्यों में मुख्यतः राज्य सरकार की आबकारी नीति के तहत राज्य में देशी मदिरा का उत्पादन, विपणन एवं विक्रय करना है तथा श्रीगंगानगर तथा हनुमानगढ क्षेत्र के किसानों द्वारा उत्पादित गन्ने की पिराई कर शुगर मिल श्रीगंगानगर में चीनी का उत्पादन का चीनी का विक्रय करना है।

5.5 लोक प्राधिकरण के मुख्य कृत्य :-

- (1) श्रीगंगानगर एवं हनुमानगढ क्षेत्र के किसानों द्वारा उत्पादित गन्ने से शुगर मिल श्रीगंगानगर में चीनी का उत्पादन करना।
- (2) शुगर मिल से प्राप्त मोलेसिस व क्रय किये गये मोलेसिस से डिस्टलरी श्रीगंगानगर में शोधित प्रासव का उत्पादन करना।

- (3) डिस्टिलरी से उत्पादित शोधित प्रासव तथा उत्तर प्रदेश व अन्य पड़ोसी राज्यों से शोधित प्रासव क्रय कर देशी मदिरा का उत्पादन करना तथा ई.एन.ए. से उच्च गुणवत्ता की देशी मदिरा तथा रॉयल हैरिटेज मदिरा का उत्पादन कर बिक्री करना।
- (4) राज्य सरकार की आबकारी नीति की अनुपालना में राज्य में देशी मदिरा के अण्डर बाण्ड डिपो के माध्यम से देशी मदिरा का अनुज्ञाधारियों को प्रदायगी करना तथा राज्य के जनजाति क्षेत्रों में तथा ठेके टूटने अथवा पडत दुकानों में देशी मदिरा की दुकानों का संचालन करना, देशी मदिरा की आपूर्ति/ विक्रय करना।
- 5.6 लोक प्राधिकरण द्वारा प्रदत्त सेवाओं की सूची एवं उनका संक्षिप्त विवरण निम्न प्रकार है :-
- (1) श्रीगंगानगर एवं हनुमानगढ़ क्षेत्र के किसानों द्वारा उत्पादित गन्ने का राज्य सरकार द्वारा निर्धारित मूल्य पर क्रय किया जाकर शुगर फैक्टरी में चीनी का उत्पादन करना।
- (2) उत्पादित चीनी का भारत सरकार द्वारा जारी आदेशों के अनुसार लेवी चीनी एवं खुले बाजार में निर्धारित मूल्य पर विक्रय करना।
- (3) शुगर मिल से प्राप्त मोलेसिस से शोधित प्रासव का उत्पादन करना तथा शोधित प्रासव से देशी मदिरा का उत्पादन करना।
- (4) राज्य सरकार की आबकारी नीति की अनुपालना में राज्य में स्थापित 17 रिडक्शन सेन्टर्स पर देशी मदिरा का उत्पादन करना तथा अनुज्ञाधारियों को निर्धारित मूल्य पर विक्रय करना।
- (5) राज्य सरकार की नीति अनुसार जनजाति क्षेत्र में देशी मदिरा की दुकानों का संचालन कर निर्धारित मूल्य पर देशी मदिरा का विक्रय करना
- (6) आबकारी ठेकों के टूटने पर अथवा पडत रही दुकानों का राज्य सरकार के निर्देशानुसार संचालन करना व देशी मदिरा का विक्रय करना।
- (7) राजा महाराजाओं/पुराने ठिकानेदारों से प्राप्त रैसीपी के आधार पर रॉयल हैरिटेज मदिरा का उत्पादन करना तथा राजस्थान स्टेट ब्रेवरेज कारपोरेशन के माध्यम से विक्रय करना।
- 5.7 लोक प्राधिकरण की विभिन्न स्तरों(शासन, निदेशालयों, क्षेत्र, जिला, ब्लॉक आदि) पर संगठनात्मक ढाँचा :-

संस्थान का संगठनात्मक ढाँचा अनुसूची – 1 पर संलग्न है।

सूचना के अधिकार अधिनियम 2005 में निहित प्रावधानों के अन्तर्गत आदेश संख्या 6704-723 दिनांक 02.06.2007 के द्वारा निम्न अधिकारियों को अपीलेट अथोरिटी, पब्लिक इन्फोरमेशन आफिसर/असिस्टेंट इन्फोरमेशन ऑफिसर नियुक्त किया गया:-

क्र. सं.	यूनिट का नाम	पब्लिक अथोरिटी /अपीलेट लेवल	राज्य सूचना अधिकारी	सहायक लोक सूचना अधिकारी
1.	शुगर फैक्ट्री एवं मदिरा संभाग श्रीगंगानगर	प्रभारी संचालक	महाप्रबन्धक, शुगर फैक्ट्री, श्रीगंगानगर	उप महाप्रबन्धक, शुगर फैक्ट्री, श्रीगंगानगर
2.	मुख्यालय व अन्य यूनिट/मदिरा संभाग	प्रभारी संचालक	महाप्रबन्धक, मुख्यालय जयपुर	संबन्धित यूनिट प्रभारी, झोटवाड़ा, उदयपुर, अजमेर, कोटा, भरतपुर, मण्डौर (जोधपुर) एवं मुख्यालय के लिए कार्यव्यवस्थानुसार

5.8 लोक प्राधिकरण की कार्यक्षमता बढ़ाने हेतु जनसहयोग की अपेक्षाएं :-

श्रीगंगानगर एवं हनुमानगढ़ क्षेत्र के किसानों से यह अपेक्षा है कि वे कम्पनी द्वारा निर्धारित फसल यथा शीघ्र पकने वाली किस्म, मध्यम समय में पकने वाली किस्म तथा देर से पकने वाली किस्म के निर्धारित अनुपात में गन्ना बिजायें तथा अच्छी किस्म का गन्ना उत्पादन कर अधिक से अधिक चीनी रिकवरी में कम्पनी को सहयोग दें।

5.9 जन सहयोग सुनिश्चित करने की विधि/व्यवस्था :-

समय समय पर जिलाधीश श्रीगंगानगर व महाप्रबन्धक शुगर फैक्टरी श्रीगंगानगर की मध्यस्थता में की जाने वाली बैठकों में भाग लेकर कम्पनी द्वारा निर्धारित फसल क्रम तथा बिजाई के शिड्यूल के अनुसार गन्ने की बिजाई करें तथा पिराई सत्र में शुगर मिल द्वारा जारी निर्देशों की पालना कर समय पर अच्छी किस्म का गन्ना उपलब्ध करावें।

5.10 जन सेवाओं के अनुश्रवण एवं शिकायतों के निराकरण की व्यवस्था:-

सूचना के अधिकार अधिनियम 2005 की अनुपालना में कम्पनी के मुख्यालय, शुगर फैक्टरी श्रीगंगानगर तथा सभी इकाई कार्यालयों पर सूचना पट्ट लगा कर लोक सूचना अधिकारी व सहायक लोक सूचना अधिकारी बाबत समस्त सूचनाएं प्रदर्शित की गई है तथा किसी भी प्रकार की शिकायत प्राप्त होने पर इकाई स्तर पर अथवा मुख्यालय या शुगर फैक्टरी श्रीगंगानगर में पदस्थापित महाप्रबन्धक के स्तर पर शिकायतों का निराकरण किया जाता है।

5.11 मुख्य कार्यालय तथा विभिन्न स्थानों पर कार्यालयों के पते :-

क्र. सं.	नाम स्थान	पता
1.	मुख्यालय	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, चौथी मंजिल, नेहरू सहकार भवन, भवानीसिंह रोड, जयपुर
2.	शुगर फैक्टरी श्रीगंगानगर	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, शुगर फैक्ट्री, श्रीगंगानगर
इकाई कार्यालय :-		
1.	अजमेर	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, रामगंज अजमेर
2.	झोंटवाडा, जयपुर	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, ढेर का बालाजी, रेल्वे स्टेशन के सामने, झोंटवाडा, जयपुर
3.	उदयपुर	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, अपोजिट उदयपुर डिस्टिलरी, उदय सागर रोड, उदयपुर
4.	मण्डोर, जोधपुर	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, मण्डोर (जोधपुर)
5.	कोटा	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, शुक्ला भवन, सिविल लाइन्स, नयापुरा, कोटा
6.	भरतपुर	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, 48, ओल्ड इण्डस्ट्रीयल ऐरिया, भरतपुर
7.	हनुमानगढ़	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड, एस.पी.-5-ए.बी., रिको

		इण्डस्ट्रीयल ऐरिया, फे-11, हनुमानगढ़ जक्शन.
	रिडक्शन सेन्टर :-	
1.	झोंटवाड़ा, जयपुर	झोंटवाड़ा पुलिस के पास, जयपुर
2.	सीकर	प्लॉट नं. ई-17, रीको इण्डस्ट्रीयल ऐरिया, सीकर
3.	झुन्झुनू	प्लॉट नं. 97-98, रीको इण्डस्ट्रीयल ऐरिया, वारिसपुरा रोड़, झुन्झुनू
4.	अजमेर	तारागढ़ रोड़, अजमेर
5.	भीलवाड़ा	कृषि उपज मण्डी के पीछे, भीलवाड़ा
6.	उदयपुर	रोड़ नं.1, इण्डस्ट्रीयल ऐरिया, मादड़ी, लक्ष्मी इंजीनियरिंग के पास, उदयपुर
7.	भरतपुर	प्लॉट नं. 48, ओल्ड इण्डस्ट्रीयल ऐरिया, भरतपुर
8.	धौलपुर	जेल रोड़, धौलपुर
9.	अलवर	प्लॉट नं. ई-617, मत्स्य इण्डस्ट्रीयल ऐरिया, अलवर
10.	सवाईमाधोपुर	प्लॉट नं. 3-4, रीको इण्डस्ट्रीयल ऐरिया, रणथम्बोर रोड़, सवाईमाधोपुर
11.	कोटा	कुबेर औद्योगिक क्षेत्र, रानपुर, कोटा
12.	बाँरा	रेल्वे स्टेशन के पास, बाँरा
13.	बून्दी	पुलिस लाईन के पास, बून्दी
14.	मण्डौर, जोधपुर	रेलवे क्रोसिंग के पास, मण्डौर (जोधपुर)
15.	सिरोही	सर्वेश्वर इण्डस्ट्रीयल ऐरिया, जुबली पेट्रोल पम्प के सामने, पाली रोड़, सिरोही
16.	हनुमानगढ़	एस.पी.-5-ए.बी., रिको इण्डस्ट्रीयल ऐरिया, फे-11, हनुमानगढ़ जक्शन
17.	बीकानेर	स्पेशन-78, रीको ग्रोथ सेन्टर, रिको इण्डस्ट्रीयल ऐरिया, खारा, बीकानेर

5.12 कार्यालय खुलने एवं बन्द होने का समय :-

मुख्यालय का समय प्रातः 9.30 बजे से साँयकाल 6.00 बजे तक।

श्रीगंगानगर कार्यालय का समय प्रातः 9.30 बजे से साँयकाल 6.00 बजे तक।

6. अधिकारियों एवं कर्मचारियों की शक्तियाँ एवं कर्तव्य :-

(1)

पद का नाम	प्रभारी संचालक :- शासन सचिव, वित्त (राजस्व) पदेन प्रभारी संचालक का पदभार ग्रहण करते हैं	
शक्तियाँ	प्रशासकीय	विभागाध्यक्ष में निहित समस्त प्रकार की शक्तियाँ
	वित्तीय	कम्पनी के संचालक मण्डल द्वारा प्रदत्त समस्त सामान्य, वित्तीय, प्रशासनिक एवं अनुशासनिक तथा क्रय संबंधी सम्पूर्ण शक्तियाँ
	अन्य	कम्पनी के विरुद्ध तथा कम्पनी के द्वारा कोई भी वाद प्रस्तुत करना, समझौता करना तथा कम्पनी का पक्ष प्रस्तुत करने संबंधी सम्पूर्ण अधिकार
कर्तव्य	कम्पनी के प्रभारी संचालक के रूप में कम्पनी से संबंधित सम्पूर्ण कार्यकारी, प्रशासनिक पर्यवेक्षीय तथा प्रवेद्यकीय कार्य सम्पन्न करना	

(2)

पद का नाम	महाप्रबन्धक (मुख्यालय) :- राज्य सरकार के आदेशानुसार राजस्थान प्रशासनिक सेवा के अधिकारी महाप्रबन्धक, मुख्यालय, जयपुर का कार्यग्रहण करते हैं।	
शक्तियाँ	प्रशासकीय	कम्पनी के मुख्यालय एवं मदिरा संभाग में कार्यरत् समस्त अधिकारियों/कर्मचारियों से संबंधित समस्त प्रशासनिक एवं प्रबंधकीय कार्य। विभागाध्यक्ष के सम्पूर्ण कार्य वरिष्ठ प्रबन्धक तक के अधिकारियों एवं कर्मचारियों के लिए उपार्जित अवकाश, उपप्रबन्धक तक के कर्मचारियों के संबंध में अनुशासनिक कार्यवाही के समस्त अधिकार तथा पदस्थापन एवं स्थानान्तरण
	वित्तीय	वित्तीय सलाहकार की सहमति से क्रय संबंधी 25.00 लाख रुपये तक के आदेश जारी करने तथा 10.00 लाख रुपये तक के मरम्मत एवं रखरखाव खर्चा स्वीकृत करना, कर्मचारियों को अग्रिम राशि स्वीकृत करना, महालेखाकार एवं राज्य सरकार से सम्पूर्ण पत्राचार (संलग्न प्रपत्र ए)
	अन्य	
कर्तव्य		उपरोक्त सम्पूर्ण कार्य ।

(3)

पद का नाम	महाप्रबन्धक (शुगर फैक्टरी, श्रीगंगानगर) :- राज्य सरकार के आदेशानुसार राजस्थान प्रशासनिक सेवा के अधिकारी महाप्रबन्धक, शुगर फैक्टरी श्रीगंगानगर का कार्यग्रहण करते हैं।	
शक्तियाँ	प्रशासकीय	शुगर फैक्टरी श्रीगंगानगर में पदस्थापित कर्मचारियों/ अधिकारियों के संबंध में नियंत्रक अधिकारी की समस्त शक्तियाँ, शुगर मिल के सफल संचालन हेतु दिन प्रतिदिन के समस्त प्रशासनिक कार्य, उप प्रबन्धक स्तर तक शुगर मिल श्रीगंगानगर में पदस्थापित कर्मचारियों से संबंधित अनुशासनिक अधिकारी की शक्तियाँ, कम्पनी द्वारा व कम्पनी के विरुद्ध दायर किये गये अधिनस्थ न्यायालयों तक के मुकदमों से संबंधित सम्पूर्ण कार्य।
	वित्तीय	25.00 लाख रुपये तक के टेण्डर स्वीकृत करने, शुगर फैक्टरी से संबंधित कार्यों हेतु क्रय की जाने वाली सामग्री, स्टोर आर्टिकल्स व अन्य सामान 10.00 लाख रुपये तक टेण्डर के माध्यम से स्वीकृत करने की शक्तियाँ। शुगर मिल श्रीगंगानगर में कार्यरत् अधिकारियों/ कर्मचारियों को अग्रिम राशि स्वीकृत करना तथा नियंत्रण अधिकारी के रूप में समस्त शक्तियाँ।
	अन्य	
कर्तव्य		उपरोक्त सम्पूर्ण कार्य ।

(4)

पद का नाम	<u>वित्तीय सलाहकार :-</u> राज्य सरकार के आदेशानुसार राजस्थान लेखा सेवा के अधिकारी वित्तीय सलाहकार मुख्यालय, जयपुर का कार्यग्रहण करते है।	
शक्तियाँ	प्रशासकीय	कम्पनी में कार्यरत् समस्त लेखा कर्मचारियों से संबंधित नियंत्रण अधिकारी संबंधी कार्य, कम्पनी के वार्षिक लेखे तैयार करना, प्रभारी संचालक महोदय व महाप्रबन्धक द्वारा धारित शक्तियों के मामलों में वित्तीय सहमति प्रदान करना, आन्तरिक अंकेक्षण, वैधानिक अंकेक्षण तथा महालेखाकार अंकेक्षण संबंधी समस्त कार्य का संचालन एवं पर्यवेक्षीय कार्य।
	वित्तीय	कम्पनी में मुख्यालय के समस्त कर्मचारियों/अधिकारियों के वेतन भुगतान तथा पार्टियों के बिलों के भुगतान संबंधी कार्य, कम्पनी के समस्त कार्यालयों में भुगतान, कम्पनी में समस्त बैंकों में खातों का संधारण चैक के द्वारा भुगतान व बैंकों से पत्र व्यवहार संबंधी समस्त कार्य
	अन्य	
कर्तव्य		

(5) उपमहाप्रबन्धक (उत्पादन एवं वितरण) :-

कम्पनी के सात यूनिट कार्यालयों के माध्यम से 17 रिडक्शन सेन्टर्स पर शोधित प्रासव से देशी मदिरा का उत्पादन एवं वितरण संबंधी समस्त कार्य। कम्पनी के 89 अण्डरब्राण्ड डिपोज के माध्यम से अनुज्ञाधारियों को देशी मदिरा की प्रदायगी संबंधी कार्य। देशी मदिरा के उत्पादन में प्रयुक्त कच्चे माल, शोधित प्रासव, पैकिंग मैटेरियल यथा कॉच की बोतलें अद्धे एवं पच्चे, सील्स एवं लेबल्स के क्रय आदेश के अनुसरण में सप्लाय शिड्यूल जारी करना तथा यह सुनिश्चित करना कि सभी रिडक्शन सेन्टर्स पर आवश्यक कच्चा माल उपलब्ध रहे, 89 मदिरा डिपो से अनुज्ञाधारियों को जारी की गई देशी मदिरा से संबंधित क्रय आदेश के अनुसरण में देशी मदिरा सप्लायर को सप्लाय शिड्यूल जारी करना तथा यह सुनिश्चित करना कि सभी मदिरा डिपोज पर मॉग अनुसार मदिरा उपलब्ध रखना।

(6) उपमहाप्रबन्धक (प्रशासन एवं कार्मिक) :-

कम्पनी के मुख्यालय तथा मदिरा संभाग में कार्यरत् सभी अधिकारियों एवं कर्मचारियों से संबंधित संस्थापन कार्य, सहायक प्रबन्धक प्रथम स्तर तक के समस्त कर्मचारियों से संबंधित अनुशासनिक अधिकारी के समस्त कार्य, कम्पनी में नियमानुसार पदोन्नति, चयनित वेतनमान तथा पदस्थापन आदेश स्वीकृति अनुसार जारी करना, कर्मचारियों एवं अधिकारियों की सेवा संबंधी समस्त रिकार्ड संधारित करना, विधिक प्रकरणों, न्यायिक कार्यवाहियों, अधिवक्ताओं की नियुक्ति तथा कम्पनी की ओर से पक्ष प्रस्तुत करने संबंधी प्रक्रियानुसार समस्त कार्य व न्यायिक प्रकरणों की समय समय पर समीक्षा संबंधी कार्य, लोक सभा, विधान सभा प्रश्नों से संबंधित समस्त कार्य एवं विधान सभा प्रकोष्ठ के प्रभारी के रूप में समस्त कार्य, वैधानिक प्रावधानों के तहत भविष्य निधि, ग्रेच्युटी, ई.एस.आई. संबंधी समस्त प्रकरणों का निस्तारण।

(7) कम्पनी सचिव :-

कम्पनी लॉ संबंधी समस्त कार्य। बोर्ड ऑफ डायरेक्टर्स की बैठकें, एग्जीक्यूटिव कमेटी की बैठकें तथा वार्षिक साधारण सभा की बैठकें आयोजित करना, एजेंडा तैयार करना तथा कार्य वृत्त विवरण तैयार कर स्वीकृति अनुसार जारी करना अनुपालना संबंधी समस्त कार्य। कम्पनी लॉ के वैधानिक प्रावधानों के तहत रजिस्ट्रार ऑफ कम्पनी को कम्पनी के समस्त वैधानिक रिटर्न्स तैयार करना व फाईल करना व कम्पनी में कम्पनी लॉ बोर्ड के समस्त प्रावधान लागू कराने संबंधी समस्त कार्य करना। कम्पनी में विज्ञापन एजेंसीज की नियुक्तियाँ तथा निविदाएँ जारी करने संबंधी कार्य का पर्यवेक्षीय कार्य संचालन।

(8) उपमहाप्रबन्धक (क्रय) :-

क्रय शाखा से संबंधित समस्त कार्य। मदिरा निर्माण संबंधी रॉ मैटेरियल क्रय हेतु निविदाएँ आमंत्रित करना, व सक्षम अधिकारी की स्वीकृति प्राप्त कर नियमानुसार क्रय आदेश जारी करना तथा क्रय बिलों के भुगतान संबंधी कार्य, निजी डिस्टलरियों से देशी मदिरा का क्रय आदेश जारी करना तथा बिलों का सत्यापन करना, क्रय आदेश के अनुसार प्राप्त माल के बिलों का प्रमाणीकरण से व भुगतान से संबंधित समस्त कार्य।

(9) उपमहाप्रबन्धक (अंकेक्षण एवं कर) :-

कम्पनी के आन्तरिक अंकेक्षण, वैधानिक अंकेक्षण एवं महालेखाकार अंकेक्षण से संबंधित समस्त कार्य। कम्पनी के वार्षिक लेखे समय पर तैयार कराना। ए.जी. ऑडिट कमेटी तथा कम्पनी लॉ के तहत सम्बन्धित कार्य संचालकों की ऑडिट कमेटी की बैठक कराना तथा इससे सम्बन्धित सभी कार्य सम्पन्न कराना। विधानसभा की पब्लिक अण्डरटेकिंग कमेटी (PUC) से सम्बन्धित समस्त कार्य कराना।

(10) उप महाप्रबन्धक (मार्केटिंग) :-

निजी आपूर्तिकर्ताओं की देशी मदिरा, रॉ-मैटेरियल/पैकिंग मैटेरियल की शिड्यूल इत्यादी जारी करने व मार्केटिंग सम्बन्धी समस्त कार्य।

(11) एनालिस्ट-कम-प्रोग्रामर :-

कम्प्यूटरीकरण एवं वेबसाईट से सम्बन्धित समस्त कार्य तथा कम्पनी के मुख्यालय, मदिरालय एवं डिपोज में स्थापित कम्प्यूटर्स का संचालन कराना तथा इनसे संबंधित समस्त कार्य।

(12) समस्त इकाई प्रभारियों द्वारा सम्पादित किये जाने वाले कार्य (झोंटवाडा, जयपुर, मण्डोर

(जोधपुर), हनुमानगढ़, कोटा, उदयपुर, भरतपुर, अजमेर) :-

यूनिट कार्यालय तथा मदिरालयों में पदस्थापित कर्मचारियों एवं श्रमिकों से संबंधित संस्थापन कार्य, कर्मचारियों के वेतन बिलों का भुगतान। यूनिट कार्यालय के अधीन रिडक्शन सेन्टर्स (मदिरालयों) पर शोधित प्रासव से देशी मदिरा का उत्पादन एवं आबकारी विभाग द्वारा जारी परमिट अनुसार मदिरा निर्गमन संबंधी समस्त कार्य एवं जिला एवं तहसील डिपोज के माध्यम से देशी मदिरा का अनुज्ञाधारियों को विक्रय संबंधी समस्त कार्य। यूनिट कार्यालय के अधीन रिडक्शन सेन्टर्स, फिल्ड गोदाम एवं अण्डरबाण्ड डिपो के कार्य संचालन तथा पर्यवेक्षीय निरीक्षण संबंधी कार्य। यूनिट के लेखा संधारण तथा बैलेन्स शीट संबंधी समस्त कार्य। यूनिट कार्यालय तथा रिडक्शन सेन्टर व मदिरा डिपोज पर प्राप्त

सामग्री का रिकार्ड संधारण कराना, मुख्यालय द्वारा समय समय पर मॉगी गई सूचनाओं का संकलन कर उपलब्ध कराना।

(13)शूगर फैक्टरी श्रीगंगानगर में कार्यरत् अधिकारियों/कर्मचारियों की शक्तियाँ एवं कर्तव्य :-

(क) उप महाप्रबन्धक शुगर फैक्टरी, श्रीगंगानगर :-

- (1) शुगर फैक्टरी श्रीगंगानगर में पदस्थापित कर्मचारियों/अधिकारियों के संस्थापन संबंधी समस्त कार्य तथा प्रशासनिक कार्य।
- (2) विभिन्न न्यायालयों में लम्बित शुगर फैक्टरी से संबंधित समस्त वादों से संबंधित कार्य।
- (3) शुगर फैक्टरी के अधिकारी/कर्मचारी/श्रमिक संगठनों से संबंधित कार्य।
- (4) लोक सूचना अधिकार के तहत शुगर फैक्टरी श्रीगंगानगर में लोक सूचना अधिकारी के कार्य।

(ख) कार्यकारी गन्ना विकास अधिकारी :-

- (1) गन्ना बिजाई क्षेत्र में साफ सुथरा गन्ना तथा उत्तम गुणवत्ता के गन्ने की बिजाई करवाना व फील्ड का सर्वे कर काश्तकारों को रोगमुक्त गन्ना उत्पादन हेतु सुझाव देना।
- (2) गन्ने के सीजन के दौरान नियमित एवं मैच्योरिटी की सप्लाई सुनिश्चित करना।
- (3) काश्तकारों से सम्पर्क कर समय समय पर गन्ने की किस्म एवं छिडकाव आदि कर जानकारी उपलब्ध कराना।
- (4) गन्ना बिजाई से पूर्व गन्ने के बीज का ट्रीटमेंट करवा कर काश्तकारों को उपलब्ध कराना।
- (5) राज्य सरकार से प्राप्त पानी का काश्तकारों को उचित वितरण कराना तथा सिंचाई विभाग से सम्पर्क कर पानी की आपूर्ति सुनिश्चित करना।
- (6) काश्तकारों से अनुबन्ध कर गन्ना प्राप्त करना, गन्ने की नई किस्म कृषि अनुसंधान केन्द्र से सम्पर्क कर तैयार कराना और क्षेत्र के काश्तकारों को उपलब्ध कराना।

7. कृत्यों के निर्वहन हेतु नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख

लोक प्राधिकरण अथवा उसके अधिकारियों एवं कार्मिकों द्वारा अपने कृत्यों के निर्वहन के लिए धारित तथा प्रयोग किये जाने वाले नियम,विनियम, अनुदेश, निर्देशिका और अभिलेख की सूची।

अभिलेख का नाम	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड कर्मचारी सेवा नियम 2000	अभिलेख का प्रकार (नियम)
अभिलेख का संक्षिप्त परिचय	कम्पनी में कार्यरत् समस्त अधिकारियों/कर्मचारियों के लिए संचालक मण्डल द्वारा अनुमोदित सेवा नियम, (जो अधिकांश राज्य सरकार के सेवा नियमों के अनुरूप हैं) तथा तदनुसार कर्मचारियों की सेवा शर्त निर्धारित कर अनुशासनिक कार्यवाही की जाती है।	राज. स्टेट गंगानगर शुगर मिल्स सेवा नियम 2000—लिखित नियम
नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख की प्रति कहाँ से प्राप्त कर सकते हैं।	कार्मिक एवं प्रशासनिक शाखा मुख्यालय जयपुर में नियमानुसार शुल्क देकर प्राप्त की जा सकती है।	

अभिलेख का नाम	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड क्रय नियम	अभिलेख का प्रकार (नियम)
अभिलेख का संक्षिप्त परिचय	कम्पनी के संचालक मण्डल द्वारा अनुमोदित राज. स्टेट गंगानगर शुगर मिल्स क्रय नियम की प्रक्रिया अनुसार सामग्री क्रय की जाती है।	राज. स्टेट गंगानगर शुगर मिल्स क्रय नियम लिखित नियम
नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख की प्रति कहाँ से प्राप्त कर सकते हैं।	मुख्यालय में लोक सूचना अधिकारी को आवेदन कर नियमानुसार शुल्क देकर नियमों की प्रति प्राप्त की जा सकती है।	

8. नीति निर्धारण एवं कार्यान्वयन के सम्बन्ध में जनता या जन-प्रतिनिधि से परामर्श के लिए बनायी गई व्यवस्था का विवरण

1 क्या लोक प्राधिकरण द्वारा नीति निर्धारण के सम्बन्ध में जनता या जन प्रतिनिधि से परामर्श/भागीदारी का कोई प्रावधान है।

नहीं

यदि है तो व्यवस्था का विवरण इस प्रारूप में प्रस्तुत करें

क्रम संख्या	विषय/कृत्य का नाम	क्या इस विषय में जनता की भागीदारी अनिवार्य है (हाँ/नहीं)	जनता की भागीदारी सुनिश्चित करने के लिए की गई व्यवस्था
लागू नहीं			

2 क्या लोक प्राधिकरण द्वारा नीति के कार्यान्वयन के सम्बन्ध में जनता या जन प्रतिनिधि से/की परामर्श/भागीदारी का कोई प्रावधान है।

नहीं

यदि है तो व्यवस्था का विवरण इस प्रारूप में प्रस्तुत करें।

क्रम संख्या	विषय/कृत्य का नाम	क्या इस विषय में जनता की भागीदारी अनिवार्य है (हाँ/नहीं)	जनता की भागीदारी सुनिश्चित करने के लिए की गई व्यवस्था
लागू नहीं			

9. लोक प्राधिकारी के पास या उनके नियंत्रण में उपलब्ध दस्तावेजों का प्रवर्गों के अनुसार विवरण

1 लोक प्राधिकरण के पास या उसके नियंत्रण में उपलब्ध दस्तावेजों का प्रवर्गों अनुसार विवरण :-

क्र. सं.	प्रवर्ग	दस्तावेज का नाम एवं एक पंक्ति में परिचय	दस्तावेज प्राप्त करने के लिए प्रक्रिया	धारक/ नियंत्रणाधीन
1.	प्रतिवेदन	कम्पनी द्वारा उत्पादित निम्न उत्पादकों संबंधित प्रक्रिया व दस्तावेज चीनी एवं संशोधित प्रासव – महाप्रबन्धक श्रीगंगानगर देशी मदिरा, महाप्रबन्धक मुख्यालय हैरिटेज लिबर, मुख्यालय	सूचना के अधिकार अधिनियम में वर्णित प्रक्रियानुसार	नियंत्रणाधीन
2.	परिपत्र	कर्मचारियों के बारे में, क्रय प्रक्रिया, शोधित प्रासव, देशी मदिरा संबंधी अभिलेख	“	“
3.	कार्यालय आदेश	कम्पनी द्वारा जारी प्रशासनिक व कार्य व्यवस्था संबंधी आदेश	“	“
4.	लोग बुक	कम्पनी के वाहन व लोग बुक	“	“
5.	संविदा	सफाई, सुरक्षा,कम्प्यूटर की सूचना व रखरखाव, मदिरा भराई, कम्पनी द्वारा क्रय की गई समस्त सामग्री, देशी मदिरा आपूर्ति संबंधी संविदा	“	“
6.	पत्रावली	संस्थापन, क्रय शाखा, वितरण शाखा, व लेखा संबंधी पत्रावलियाँ	“	“

10. निर्णय लेने की प्रक्रिया

1. किसी विषय पर निर्णय लेने के लिए लोक प्राधिकरण में क्या प्रक्रिया अपनाई जाती है (सचिवालय मैनुअल और बिजनैस मैनुअल के नियमों, आदि नियमों का उपयोग किया जाता है।) :-

- (1) राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड में श्रीगंगानगर व हनुमानगढ ऐरिया के काश्तकारों से गन्ना संचालक मण्डल की स्वीकृति उपरान्त राज्य सरकार द्वारा अनुमोदित क्रय मूल्य अनुसार क्रय किया जाता है। तथा शुगर फैक्टरी श्रीगंगानगर से प्राप्त मोलेसिस से डिस्टिलरी श्रीगंगानगर में शोधित प्रासव का उत्पादन किया जाता है। इनसे संबंधित समस्त निर्णय महाप्रबन्धक शुगर फैक्टरी श्रीगंगानगर के स्तर पर लिये जाते हैं।
- (2) मुख्यालय में समस्त अधिकारी/कर्मचारियों के संस्थापन संबंधित मामलों में कम्पनी के नियमानुसार निर्णय किया जाकर कार्यवाही की जाती है। विभिन्न मदिरालयों पर शोधित प्रासव से देशी मदिरा निर्माण प्रक्रिया में प्रयुक्त कच्चे माल यथा शोधित प्रासव, पैकिंग मैटरियल बोतल, अद्दे, पच्चे, सील्स, एवं लेबल्स आदि के क्रय संबंधी सम्पूर्ण कार्य कम्पनी क्रय नियमों के अनुसार टेण्डर प्रक्रिया अपना कर किये जाते हैं। किसी भी विषय में निर्णय लेने हेतु निर्धारित प्रक्रिया नियमानुसार संबंधित अनुभाग अधिकारी द्वारा पत्रावलियाँ प्रस्तुत कर महाप्रबन्धक स्तर पर तथा प्रभारी संचालक महोदय द्वारा प्रदत्त शक्तियों अनुसार निर्णय लिया जाता है।

कम्पनी के मुख्य अनुभाग निम्न प्रकार हैं :-

(1) लेखा एवं अंकेक्षण शाखा :-

कम्पनी के समस्त लेखा संबंधी कार्य तथा आन्तरिक अंकेक्षण, लागत अंकेक्षण एवं महालेखाकार अंकेक्षण संबंधी समस्त कार्य लेखा शाखा में किया जाता है। कम्पनी की आय व्यय लाभ हानि लेखा संबंधित सम्पूर्ण अभिलेख लेखा शाखा में उपलब्ध है। यह शाखा वित्तीय सलाहकार के सीधे नियंत्रण व पर्यवेक्षण में कार्य करती है तथा लेखा संबंधी मामलों में निर्णय लेने का अधिकार वित्तीय सलाहकार को प्राप्त है।

(2) संस्थापन शाखा :-

कम्पनी में समस्त अधिकारियों/कर्मचारियों के अभिलेख, संस्थापन संबंधी कार्य इस शाखा में किये जाते हैं। समस्त कर्मचारियों की सेवा पुस्तिकाएँ, गोपनीय प्रतिवेदन संबंधी अभिलेखों का संधारण किया जाता है। कम्पनी में कार्यरत् 5500-9000 तक की वेतन श्रंखलाओं में कार्यरत् कर्मचारियों के नियोक्ता अधिकारी तथा डिस्सीप्लेनरी अथोरिटी उपमहाप्रबन्धक (प्रशा. एवं का.) को प्राप्त है। तथा अपीलैट अथोरिटी की शक्तियाँ महाप्रबन्धक में निहित हैं। 6500-10500 तक की वेतन श्रंखला में कार्यरत् कर्मचारियों से संबंधित नियुक्ति व डिस्सीप्लेनरी अथोरिटी की शक्तियाँ महाप्रबन्धक में निहित हैं तथा अपीलैट/रिव्यू अथोरिटी की शक्तियाँ प्रभारी संचालक महोदय में निहित हैं। 6500-10500 की वेतन श्रंखला से उपर के अधिकारियों से संबंधित नियुक्ति व डिस्सीप्लेनरी अथोरिटी की शक्तियाँ प्रभारी संचालक और अपीलैट अथोरिटी एग्जीक्यूटिव कमेटी में निहित हैं।

पत्रावलियों पर निर्णय लेने हेतु निर्धारित प्रक्रिया अनुसार संबंधित लिपिक/सहायक द्वारा तथ्यात्मक टिप्पणी सहित प्रकरण प्रस्तुत किये जाते हैं जिन पर प्रशासनिक एवं डिस्सीप्लेनरी अधिकारी में निहित शक्तियों के अनुसार पत्रावलियों का निष्पादन नियमानुसार समुचित निर्णय लेकर किया जाता है।

(3) उत्पादन एवं वितरण शाखा :-

इस शाखा में राज्य के समस्त जिलों में स्थापित मदिरालयों पर मदिरा निर्माण संबंधी समस्त अभिलेख, सूचनाएँ तथा संबंधित पत्रावलियाँ संधारित की जाती हैं। देशी मदिरा के उत्पादन में प्रयुक्त सामग्री तथा पैकिंग मैटेरियल की आपूर्ति सुनिश्चित करने हेतु समस्त कार्य इस शाखा द्वारा संचालित किया जाता है। देशी मदिरा की आपूर्ति निजी डिस्टलरियों के माध्यम से प्राप्ति हेतु समय समय पर आदेश (सप्लाई शिड्यूल) जारी किये जाते हैं तथा राज्य के समस्त अनुज्ञाधारियों को देशी मदिरा की आपूर्ति समय समय पर किये जाने हेतु सम्पूर्ण कार्य का संचालन व पर्यवेक्षण इस शाखा द्वारा किया जाता है। संबंधित लिपिक/सहायक द्वारा पत्रावलियाँ प्रस्तुत की जाती हैं जिन पर उपमहाप्रबन्धक (उत्पादन एवं वितरण) द्वारा नियमानुसार कार्यवाही कर आवश्यक निर्णय लिये जाते हैं तथा जो इनके अधिकार क्षेत्र में नहीं है उन प्रकरणों को उच्च अधिकारियों के स्तर पर निर्णय लिये जाकर कार्यवाही की जाती है।

(4) क्रय शाखा :-

क्रय शाखा में कम्पनी द्वारा उत्पादित देशी मदिरा में प्रयुक्त कच्चे माल यथा शोधित प्रासव, पैकिंग मैटेरियल, बोतल, अद्धे पच्चे, सील्स लेबल्स, कलर, कार्टन बॉक्सेज, केसर, मसाले आदि तथा लेखन सामग्री के क्रय संबंधित समस्त कार्य निर्धारित प्रक्रिया अनुसार अर्थात् निविदाएँ आमंत्रित कर क्रय किये जाते हैं। क्रय शाखा में सामान्य लेखा एवं वित्त

नियम(जी.एफ एण्ड आर) के नियम तथा कम्पनी के क्रय नियमों के अनुसार क्रय प्रक्रिया अपनाई जाकर समस्त सामग्रियों का क्रय किया जाता है। कम्पनी के महाप्रबन्धक को प्रदत्त अधिकारों एवं शक्तियों के तहत क्रय शाखा की पत्रावलियों का निष्पादन महाप्रबन्धक स्तर पर तथा जो क्रय अधिकार महाप्रबन्धक के स्तर से उच्च अधिकारी में निहित है उनके लिए पत्रावलियाँ निश्चित प्रक्रिया अनुसार वित्तीय सलाहकार एवं महाप्रबन्धक के माध्यम से प्रभारी संचालक महोदय को प्रस्तुत की जाती है। जिसमें नियमानुसार निर्णय लिया जाकर क्रय आदेश जारी कर सामग्रियाँ क्रय की जाती है।

(5) आई.टी. शाखा :-

संस्थान में कम्प्यूटराईजेशन का कार्य आई.टी. शाखा द्वारा किया जाता है। संस्थान की बिजनेस गतिविधियों के संचालन हेतु ऑनलाईन मॉड्यूल विस्तार कर संपादन किया जाना।

संस्थान के मदिरालयों पर मदिरा उत्पादन एवं वितरण ऑनलाईन सॉफ्टवेयर के माध्यम से किये जाना एवं डिपोज पर मदिरा का संधारण एवं निर्गमन ऑनलाईन सिस्टम से संपादन कराया जाना इत्यादि।

11. अधिकारियों एवं कर्मचारियों की निर्देशिका

CHAPTER-I

PRELIMINARY

Short title, commencement and applications

- 1.1 **Short title :** These rules may be called “Rajasthan State Ganganagar Sugar Mills Ltd. Employees Services Rules, 2000” (Amended up to 01.01.2019)
- 1.2 **Commencement :** They shall come into force with effect from the date of notification.
- 1.3 **Extent of application:** Except in so far as and to the extent, it is otherwise agreed upon by agreement or letter of appointment in any case or there are Standing Orders under the Industrial Employment (Standing Orders) Act of 1946 or where it is otherwise expressed or implied, these rules shall apply to all employees who are in the service of the Company and its branches including the Sugar Factory and Distilleries and who may be recruited to the service of the Company in future :

Provided that these rules shall not apply –

- (i) To officers on deputation from the Government or other organizations, who will be governed by the rules applicable to them in their substantive appointments;
- (ii) To persons paid from contingencies;
- (iii) To work charged on daily wages or casual employees;
- (iv) To workers covered under the Standing Orders;
- (v) To officers on contract or on deputation in matters regulated by the contract or terms of deputation;

Provided further that nothing in these rules shall affect the application of any other law, statutory rule or regulation for the time being in force.

Decision of the Company

It has been decided by the Company that these rules, so far as they are not repugnant to the provisions of the Standing Orders, shall also be applicable to the staff of Sugar Factory other than operational workers. The holders of the following category of posts shall be covered in this decision:-

1. Officers and supervisory posts.
2. Ministerial posts.
3. Subordinate service posts
4. Class IV posts.

In case of any doubt about the applicability of these rules on any category of employees, the matter shall be referred to the Director Incharge and his decision shall be final and binding on the employees as well as the Company.

- 1.4 **Power to interpret** : The Company reserves to itself the right of interpreting these rules and in case of any dispute, the decision of the Board shall be final.
- 1.5 **Power to alter or amend** : The Company may, subject to the limits of its powers to make such rules or orders, relax the provisions of these rules in such manner as may appear to it to be just and equitable.
- 1.6 **Power to delegate** : The Company may delegate, to any of its officers subject to any conditions which, it may think fit to impose, any power conferred upon or taken under these rules.
- 1.7 **Repeal of saving** : With the coming into force of these rules, the service rules, orders, instructions etc., if any in force in the Company shall automatically cease to operate but action taken or deemed to have been taken or initiated or deemed to have been initiated shall be deemed to have been taken under these rules.

CHAPTER II

DEFINITIONS

2.1 **Definitions** : In these rules unless otherwise stated or the context otherwise requires, the terms defined in this Chapter are used in the rules in the way here explained :-

- 1 **'Act'** means the Companies Act, 1956; and Industrial Employment (Standing Orders) Act, 1946 and any amendments thereto.
- 2 **'Age'** when an employee is required to retire, revert or cease to be on leave, on attaining a specified age, the day on which he attains that age is reckoned as a non-working day and the employee must retire, revert or cease to be on leave, as the case may be, with effect from an including that day.
- 3 **'Appellate authority'** means the authority to which an appeal lies under the provisions of these Rules.
- 4 **'Appointing Authority'** in relation to an employee means –
 - (i) the authority empowered to make appointments to the category of post on which the employee is for the time being a member or to the grade in which the employee is appointed for the time being included or the post which the employee for the time being holds, or
 - (ii) the authority which appointed the employee to such grade or post, as the case may be, or whichever authority is the higher authority.
- 5 **'Appointment on probation'** means temporary appointment made on probation. During this period if the work and conduct are found to be unsatisfactory, his service may be terminated without following the procedure laid down in disciplinary Rules.
- 6 **'Board'** means the Board of Directors of the Company constituted under the Article of Association of the company to control, supervise and manage the affairs, administration and business etc. of the Company.
- 7 **'Bye-Laws'** means the Articles of Association of the Company and includes their amendments, if any, as may from time to time be adopted at the time of General Body Meeting, under the provisions of Companies Act.
- 8 **'Cadre'** means the strength of a service or a part of a service sanctioned as a separate unit.
- 9 **'Category of Posts'** means a whole time post or group of posts having identical or equated scales of pay with similar nature of duties, qualifications and responsibilities and which are interchangeable. Two or more posts, whose scales of pay are marginally different, or may have different designations, may be declared equated by the Director Incharge.
- 10 **'Committee'** means any Committee or Sub Committee of the Board appointed under the bye-laws/provisions of the Company and to whom all or any of the powers have been delegated for the enforcement of these Service Rules.
- 11 **'Company'** means Rajasthan State Ganganagar Sugar Mills Ltd. and / or any of the branches under their management and such other units or organizations to whom these Rules may by an order be extended or applied by the Board.
- 12 **'Compensatory Allowance'** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a traveling allowance but does not include a sumptuary allowance.

- 13 **'Competent Authority'** in relation to exercise of powers under these Service Rules means the Board of Directors or the Director Incharge or any other authority to whom the powers are delegated by or under these rules.
- 14 **'Consolidated Salary'** means the monthly fixed remuneration, which does not fall on any time scale of pay.
- 15 **'Date of first appointment'** means the date of assumption of the duties or his first date in the Company's service before noon. If he assumes duties in the afternoon, the date of his first appointment shall be the next day.
- 16 **'Departmental Promotion Committee (DPC)'** means a Committee appointed by the Company for the purpose of promotion of departmental candidates.
- 17 **'Director Incharge'** means the Director Incharge for the time being and from time to time of the Rajasthan State Ganganagar Sugar Mills Limited to be incharge of the affairs of the Company.
- 18 **'Direct Recruitment'** means the appointment made on selection from open market or from within serving employees of the company, otherwise than by promotion.
- 19 **'Disciplinary Authority'** in relation to the imposition of a penalty on an employee means the authority competent under these rules to impose on him that penalty as specified in the Schedule.
- 20 **'Duty'** includes –
- (i) Service as a probationer provided that such service is followed by confirmation,
 - (ii) Joining time,
 - (iii) Any other period specially declared as such by the Company.
- 21 **'Employee'** means and includes a person who is in the whole time service of the Company either permanently or temporarily including Officers or Officials but does not include a person employed by the Company on casual or daily wages, learner or apprentice, it also does not include workers governed by the Industrial Employment (Standing Orders) Act 1946.
- 22 **'Employee on deputation'** means an employee of any authority whose services are obtained by the Company on loan for a specified period from Government or other institutions.
- 23 **'Enquiry Officer'** means a person or a Committee appointed to enquire into the charges against an employee.
- 24 **'Fee'** means a recurring or a non-recurring payment to an employee from a source other than the funds of the Company or any Government or any Corporation, or Board or institution of the Government.
- 25 **'General Manager, Headquarters'** means General Manager, Head Office of the Company.
- 26 **'General Manager, Sugar Mills Ganganagar'** means General Manager, Sugar Mills Unit at Sriganganagar.
- 27 **'Government'** means the Government of the State of Rajasthan;
- 28 **'Head Office'** means Registered office of the Company situated at Jaipur which is presently at 4th floor, Nehru Sahkar Bhawan, Bhawani Singh Road, Jaipur.
- 29 **'Holidays'** means a holiday declared by the Company.

- 30 **'Honorarium'** means a recurring or a non-recurring payment granted to an employee from the funds of the Company or of the Government of any State or India, or any Corporation / Board / Institution of Government as a remuneration for special work of an occasional intermittent in character.
- 31 **'Joining Time'** means the time allowed to an employee of the Company in which to join a new 'post or to travel to or from a station to which he is posted.
- 32 **'Leave'** includes Earned leave, Sick leave, Maternity leave, Extraordinary leave, Terminal leave and Casual leave.
- 33 **'Leave Salary'** means the monthly amount paid by the Company to an employee on leave.
- 34 **'Month'** means an English Calendar month. In calculating the period expressed in terms of months and days, complete English Calendar months should be calculated and the odd number of days added thereto.
- 35 **'Officer'** means an employee appointed by the Company to any office, department or section of the Company to give direction, to supervise or inspect the work or to carry out the functions, execute and or administer for smooth conduct of the business or work of the Company and includes the General Manager, Managers, Deputy Managers, Officer in charge of branches or Sections, Accounts Officers and those persons classified and included in the list of Officers grade but does not include the elected Chairman, if any, etc. for the purpose of these Service Rules.
- 36 **'Officiating Appointment'** means an appointment which confers on the employee benefit of pay etc. only for the period during which he renders duty in the higher post and is an appointment generally on a post on which another person holds a lien.
- 37 **'Pay'** means the amount drawn monthly by an employee as the pay, other than special pay or pay granted in lieu of his personal qualification; special pay; personal pay and any other emoluments which may specially be classed as pay by the Company.
- 38 **'Permanent Post'** means a post carrying a definite rate of pay sanctioned without limit of time.
- 39 **'Personal Pay'** means additional pay granted to an employee to save him from the loss of substantive pay in respect of a permanent post.
- 40 **'Probationer'** means a person appointed provisionally against a substantive vacancy in the cadre of service or on a substantively vacant post.
- 41 **'Regularly appointed'** means a person, appointed otherwise than by adhoc/urgent temporary appointment.
- 42 **'Salary'** means the fixed or ascertained monthly remuneration actually received by an employee from the Company exclusive of any bonus, commission, overtime allowance, compensatory allowance, traveling allowance, compensation etc. but shall include special pay, personal pay and dearness allowance.
- 43 **'Selection Committee'** means a committee or committees formed by the Company for the purpose of selection of candidates in order to fill up the post/posts in the company.
- 44 **Service Rules** means the 'Rajasthan State Ganganagar Sugar Mills Ltd. Employees Service Rules, 2000.
- 45 **'Schedule'** means schedule attached to these Rules.
- 46 **'Special Pay'** means an addition to the monthly emoluments of a post granted in consideration of the specially arduous nature of duties or as specific addition to the work or responsibility.

- 47 **'Standing Orders'** means the Standing Orders under the Industrial Employment (Standing Orders) Act, 1946 as applicable from time to time.
- 48 **'State'** means the State of Rajasthan;
- 49 **'Subsistence grant'** means a monthly grant made to an employee under suspension who is not in receipt of pay or any leave salary.
- 50 **'Substantive appointment'** means an appointment made under the provisions of Recruitment Rules / Service rules in a permanent vacancy after, due screening, recruitment or appointment on regular basis in accordance with the rules and regulations in force at that time and includes an appointment on probation if followed by confirmation but does not include appointment on adhoc or urgent temporary basis or as an apprentice.
- 51 **'Substantive Pay'** means the pay other than special pay, personal pay or emoluments classed as pay, which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.
- 52 **'Temporary Appointment'** means an appointment carrying a definite rate of pay for a limited period.
- 53 **'Temporary Post'** means a post carrying a definite rate of pay sanctioned for a limited time.
- 54 **'Time Scale of Pay'** means pay which subject to any conditions prescribed in these service rules, rises by periodical increments from a minimum to maximum.
- 55 **'Transfer'** means the movement of an employee from the headquarters station in which he is employed to another station, either –
- (a) to take up the duties of a new post, or
 - (b) in consequence of a change of the headquarters.
- 56 **'Year'** means financial year, beginning from the 1st day of April till the 31st day of March.

CHAPTER-III
GENERAL CONDITIONS OF SERVICE

A. General Conditions

- 3.1 1 **Fundamental Conditions of Service** : The whole time of an employee shall be at the disposal of the Company and he may be employed by the Company for the performance of such duties as may be assigned to him from time to time, without any claim for additional remuneration.
- 2 No employee shall, during the tenure of his employment, while on duty or on leave, give his services or advice to any other person or company whomsoever or become interested or engaged in any enterprise or undertaking whether directly or indirectly either alone or jointly with others in any business or trade, without having previously obtained the consent in writing of the Director Incharge or any other Officer authorized by him.
- 3 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 Company and in all respects conform to the directions and regulations made by the superior authorities and obey their orders and shall faithfully and honestly serve the Company and use his utmost endeavor to promote the interest thereof and serve the Company at such place or places and in such capacity as the company shall from time to time decide and that he shall always maintain discipline.
- 3.2 Without prejudice to the generality of Rule 3.1 above, an employee may be :-
- 1 required to undergo a course of study or instruction within or outside India;
- 2 required to serve the Company at any place in the country and at any post not lower than the post to which he is substantively appointed, except on his own request.
- 3.3 The competent authority for administering these rules shall be the Director Incharge. The Board may, however, delegate any of the powers under these rules to any of the officers in employment of the Company.
- 3.4 The employees shall pledge themselves to maintain strict secrecy and shall not divulge any secret except to their direct superior authorities and shall be bound to secrecy in all matters pertaining to the affairs of the Company that might come to their knowledge during the course of their service.
- 3.5 An employee will be responsible and accountable for all his acts, deeds and things done in connection with the work or duties entrusted to him and he should not act, work or behave in any way and manner which may harm the cause of the Company and may prove prejudicial to or against the interest of the Company.
- 3.6 All books, records and articles belonging to the Company shall remain in the office/factory premises of the Company and Section-incharges will see that these are safely kept and maintained.
- 3.7 No employee shall remove even temporarily any of the books, record, paper etc. of the Company from the office and factory premises, to any other place without the previous permission of the Director Incharge/General Manager/Secretary/Financial Advisor in the case of the Head Office and General Manager at Sriganganagar.

- 3.8 (1) No employee shall, unless previously authorized in writing –
- (i) For the Head Office by the Director Incharge / or General Manager of the Company.
 - (ii) For the Ganganagar Office by the General Manager; receive, collect or realize any cash, property or assets of the Company or sign on behalf of the Company or any other corporate or non corporate business managed by the Company.
- (2) Every employee shall, before the close of the day deposit with the cashier, or any other person authorized to receive cash, as the case may be, all the cash received or collected by him during the course of the day.
- (3) Any employee disregarding the above provisions relating to the receipt, collection or realization of cash, property or other assets of the Company or signing on behalf of the Company, and deposit of cash shall render himself liable to immediate disciplinary action in addition to such other legal action as the Company may be advised to take against him.

- 3.9 **Age on first appointment** : Unless otherwise provided in the rules or orders of the Company governing recruitment of any post or class of posts, the minimum and the maximum age for entry into the Service of Company shall be 18 years and 40⁽¹⁾ years respectively. The upper age limit in case of woman candidates shall be 40 years. The upper age limit of 40 years in cases of candidates belonging to scheduled castes and scheduled tribes shall be relaxed upto five years. The Director Incharge shall be competent to relax the upper age where work experience is required.

Provided that no upper age limit shall be applicable :-

- a. in case of widows & divorced woman;
- b. in case of dependent widows of the deceased employees appointed under rules laid down by the Company.

Provided further that –

- i. Upper age limit for dependents other than widows of the deceased employees, shall be as prescribed under rules made by the Company for this purpose;
- ii. Upper age limit shall be relaxed by 10 years for blind and deaf and 5 years for orthopedically and speech handicapped persons, who are declared as physically handicapped person under the rules in force under the Government of Rajasthan.

<i>(1) Inserted vide Order No. 14069-74 dated 19.07.2018 in pursuance Board's Resolution No. 483.15 dated 29.06.2018</i>

- iii. Upper age limit shall be relaxed by a period equal to the service rendered on the N.C.C. in the case of Cadet Instructors, not exceeding three years; and
- iv. Upper age limit shall be relaxable upto 45 years for employees of the company, other than those working as Apprentice or on adhoc or on urgent temporary basis only.

Note : In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available cumulatively subject to a maximum limit of 45 years of age.

(a) (2) Notwithstanding anything contained in any rules all appointments in Company 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 Government 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).

(b) *Provisions of Finance Department (Rule Division) issued vide notification No.F12 (6)FD/Rules/2005 dated 23rd September, 2014 shall apply relating to following posts regarding probation and Pay wherein 20 years experience has been prescribed as per consent received vide letter No.P.11(64)Fin/Ex/2016 dated 4th January, 2017 **(Inserted vide office order no. 3487-90 dated 27.04.2017 as per BOD meeting dated 29.03.2017) :-**

S.No.	Name of Department	Name of Post Running Pay Band & Grade Pay	No. of Post
1.	Engineering	Chief Engineer (HOD) 15600 – 39100 GP – 8200 Fixed Remuneration Rs.35,180/-	01
2.	Sugar Manufacturing	Chief Chemist (HOD) 15600 – 39100 GP – 7600 Fixed Remuneration Rs.31,620/-	01
3.	Distillery	Chief Distillery Chemist (HOD) 15600 – 39100 GP – 7600 Fixed Remuneration Rs.31,620/-	01
4.	Cane	Cane Development Officer (HOD) 15600 – 39100 GP – 7600 Fixed Remuneration Rs.31,620/-	01

3.10 The age of Company employee with reference to rule 3.9 above shall be determined with reference to the date of birth entered in the High/Secondary/Higher Secondary School Certificate or in the first certificate issued by any Board of Education, where minimum qualification prescribed is

below Secondary or equivalent, the date of birth shall be determined with reference to the certificate of date of birth issued by the Municipality or Panchayat or School according to the entry made in their respective records.

3.11 **Educational and other Qualifications** : The minimum educational, professional and other qualifications including previous experience etc. necessary in respect of each post shall be as indicated in the Recruitment Rules of the Company.

3.12 **Verification of Character** : No person recruited directly shall be appointed to any post under the Company unless his moral character and previous antecedents have been verified to the satisfaction of the appointing authority.

3.13 **Disqualification for appointment** : No person shall be eligible for appointment –

- who has, previously been dismissed from the service of Central / State Government or from any Government Institution or Public Sector Organization or a Local or a Statutory authority; or
- who has been convicted in a court of law for any offence involving moral turpitude, criminal offence or any offence serious in nature; or
- who is of unsound mind or lunatic; or
- who is declared insolvent by a court of law; or
- who is a member of a political party.

- 3.14 **Production of Medical Certificate on first appointment** : No person shall be appointed by direct recruitment unless he has been certified by a Medical Officer of a specified rank under the employment of the State Government to be of sound constitution and medically fit to discharge his duties. The fee, if any, for such medical certificate shall be paid by the employee concerned.

The rank of Medical Officer(s) for grant of fitness certificate for various category of employees shall be specified by the Director Incharge unless otherwise laid down in the rules or regulations.

- 3.15 **Security** : Every employee shall furnish a security / Bond / Surety as is prescribed under these rules for each category of posts, from time to time.
- 3.16 **Letter of appointment and acceptance thereof** : Every person to be appointed under terms and conditions of these rules as an employee of the company will be given a letter of appointment stating his monthly pay, scale of pay and other emoluments, if any, the period of service (for temporary post) and the period of probation etc. Any person to whom a letter of appointment has been issued shall confirm in writing his acceptance of the offer within the prescribed time limit as stipulated in the aforesaid letter of appointment.
- 3.17 **Joining Report** : Every person to whom a letter of appointment has been issued and who has accepted the employment with the Company as per his letter of acceptance shall report himself for duty at the place and time specified in the aforesaid letter of appointment and shall give his joining report on his first appointment.
- 3.18 **Basic Conditions for substantive appointment** : Any employee shall be a temporary employee of the Company until he is appointed substantively to a permanent post under the Company. No employee shall be appointed substantively to any post unless -
- (i) such post is permanent and vacant meaning thereby that nobody has been substantively appointed against the same; and
 - (ii) the service of the employee under the Company is approved by the Director Incharge or any other authority empowered in this regard.
- 3.19 **Lien** : An employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post. An employee holding substantively a permanent post retains a lien on that post while performing the duties of that post, during joining time, during leave, during suspension, or on foreign service or holding a temporary post or officiating in another post. The company may transfer to another permanent post in the same cadre the lien of an employee who is not performing the duties of the post to which the lien relates.
- 3.20 **Service Record of employees** : The Company shall maintain a Service Book and confidential dossier of each employee in the forms and in such manner as may be prescribed by the Director Incharge from time to time.
- 3.21 Details of leave availed of by him and all changes affecting the rank, emoluments, transfer from one Branch, Unit or Office to another, annual verification of service rendered and other allied matters shall be recorded in the Service Book and attested by the Director Incharge / General Manager or any other Officer as may be authorized by the Director Incharge.
- 3.22 The entries in the confidential dossier of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by such authority as may be specified by the Director Incharge.
- 3.23 **Residuary conditions of Service** : Any matter relating to the condition of service of an employee for which no provision is made in the rule shall be determined by the Board of Directors / or the Director Incharge subject to his making a report to the Board in the next meeting.

3.24 **Office Hours:**

- (1) The working hours of the office of the Company and Factory and Unit Offices shall be as may be notified by the Director Incharge from time to time.
- (2) Director Incharge / General Manager Sriganganagar in respect of Mill at Sriganganagar, may prescribe different office timings for office/field staff, staff working at Despatch, Godowns, Warehouses, Class IV staff, chowkidars, Guest House/Maintenance Attendants, Drivers etc. in case it is felt that such work has to be performed continuously for a sufficiently longer period and it is not possible to do that work within the prescribed office timings.

3.25 **Attendance Register :**

- (1) There shall be an Attendance Register in the Office of the Company. The Director Incharge or any other officer(s) authorized by the Director Incharge shall mark late attendance by means of cross mark against the officials who attends late. Ten minutes time may be allowed.
- (2) Similarly in each subordinate office, there will be an Attendance Register which may be kept Department / Sectionwise, as may be directed by the concerned General Manager. Cross marking for late attendance shall be made by the General Manager or the Officer authorized by him.
- (3) One day's casual leave shall be deducted if an employee comes to office late on three occasions.
- (4) Disciplinary action may be taken against employees who habitually come late in the office.

3.26 **Security deposit by employees :**

- (1) Every employee on his first appointment shall deposit with the Company an amount equivalent to one month's pay and allowances. The exact amount of security in each case shall be indicated in the appointment order by the appointing authority. The amount shall be expressed in hundreds.
- (2) The security Deposit shall carry simple interest at the rates to be decided by the Director Incharge from time to time.
- (3) The amount of security shall be refunded on an employee leaving the job by resignation, termination, retirement, death or otherwise, the Company shall have a right to adjust the dues of the Company from this amount.

3.27 **Refund of payment made during training period ;**

- (1) (I) where an employee on appointment to a post categorized as Officer's post, is required to undergo training for any specified period before he assumes independent charge of that post, such an officer shall, if he resigns or takes up another employment during the period of such training or within two years after the completion thereof, refund to the Company the emoluments paid to him during the period of such training together with other expenses incurred by the company on such training but excluding the amount paid to him by way of traveling and daily allowances under the relevant Rules.
 - (ii) Every such Officer shall be required to execute, before the period of his training starts, a bond in the form prescribed by the Director Incharge.
- (2) (i) An employee who is deputed for training within India for a period of more than 3

months and is treated as on duty shall if he resigns or takes up another employment during the period of such training or within one year in case the training period is upto six months and two years in case the training period exceeds six months, after the completion thereof, refund to the Company the emoluments paid to him during the period of such training together with other expenses incurred by the Company on such training but excluding the amount paid to him by way of traveling and daily allowances under the relevant rules.

- (ii) Every such employee shall be required to execute, before the period of his training starts, a bond in the form prescribed by the Director Incharge, to serve the Company after completion of the training for a period indicated in sub clause (i) above.
- (3) Notwithstanding anything contained in sub rules (1) and (2), the Director Incharge may, if in his opinion the training imparted to the employee is likely to prove useful in a new appointment under the Government or a Public Sector etc., may relax the provisions of refund of payments made and expenses incurred.

A. Tenure

3.28 Probation:

- (1) A person entering the service by Direct Recruitment against a clear vacancy shall be placed as Probationer-trainee for a period of two years.

Provided that any period after such appointment during which a person has been on deputation on a corresponding or higher post shall count towards the period of probation.

- (2) (a) During the period of probation specified in sub-rule (1), each probationer trainee may be required to pass such Departmental Examination and to undergo such training as the Company may, from time to time, specify."
- (b) A probationer trainee appointed to the service by direct recruitment, shall be paid monthly fixed remuneration during the period of probation at such rates as may be fixed by the Company from time to time.

****(c) The appointing authority may, if it thinks fit, in the case of any employee, extend the period of probation by a specified period not exceeding half of the period prescribed in sub rule (1) above.***

- (3) ****However, when a person, appointed to a post, under the company on probation is, during his period of probation, found unsuitable for holding that post, then the appointing authority may –***
 - (a) in the case of person appointed by promotion revert him to the post held by him/her immediately before such appointment;
 - (b) in the case of person appointed by direct recruitment terminate his/her services under the Company without notice.
- (4) The appointing authority may allow the counting of any temporary service rendered by an employee before being placed on probation in a post, towards the probationary period, if it does not affect employees senior to him.

- (5) An employee appointed to a permanent post under the Company shall be eligible for a substantive appointment in that post on satisfactory completion of the probation period. If, however, as per sub rule (3), it appears to the Appointing authority at any time, during or at the end of the period of probation, that the employee has not made sufficient use of his opportunities or that he has failed to give satisfactory service, the Appointing Authority may revert him to the post held immediately preceding his promotion or in other cases may discharge or terminate him from service.
- (6) During the probationary period, the services of an employee will be terminable by the Company by giving fifteen days notice or salary in lieu thereof. The employee will also be at liberty to leave the service of the Company during the probationary period at any time upon giving fifteen days notice to that effect or on paying an amount equivalent to fifteen days in lieu of notice. The same shall apply to the temporary staff.

** Substituted vide Order No. 32108-32112 dated 09.01.2020 in pursuance of Board Resolution No. 489.8 dated 16.12.2019*

3.29 Termination of Service :

- (1) The service of a temporary employee shall terminate :
- (a) if his appointment is made for a specified period, on the expiry of such period:
 - (b) If his appointment has been made against a temporary post, on the abolition, of the post or on expiry of the period for which the post is created.
- 3.30 After confirmation unless otherwise agreed upon in the letter of appointment, any member of the staff belonging to the categories of either Officers, Subordinate, or Ministerial Service shall be at liberty to resign from the service of the Company at any time on giving the Company one month's notice in writing of his desire to do so or surrender of equivalent salary in lieu thereof or salary for the unexpired period of notice.
- 3.31 After confirmation unless otherwise agreed upon in the letter of appointment, the Company shall be entitled to terminate the tenure of office of any member of the staff, belonging to (1) Officers, (2) Subordinate and (3) Ministerial Service after giving him one month's notice in writing or a month's salary in lieu thereof or salary for the unexpired period of notice. However, no such notice or payment in lieu thereof will be required when an employee is retired in accordance with the provisions of Rule 3.36.
- 3.32 The services of an employee shall be terminated without any notice forthwith in the following circumstances -
- (a) Absence from duty for ten days or more without notice in writing or without sufficient reasons;
 - (b) Willfully causing loss or damage to the business / property of the Company;
 - (c) The service of an employee shall be retrenched in accordance with the provisions of Industrial Disputes Act, 1947;
 - (d) Going on or abetting a strike in contravention of any law for the time being in force;
 - (e) When he acts or behaves in contravention of rules 3.1, 3.4 and 3.5;
 - (f) For any other kind or misconduct or misbehaviour.
- 3.33 Service of an employee may be terminated on account of any proved mis-appropriation.
- 3.34 In case where an employee has done any act which has adversely affected the credit or goodwill of the Company, the services of such an employee shall be terminated.

3.35 The services of an employee shall be terminated if it is found that he is carrying out the same business as is carried out by the Company irrespective of the fact that such business is carried out in his own name or in the name of his family members.

3.36 **Retirement** : Every employee shall retire on attaining the age of 60⁽¹⁾ years on the last date of the month in which his date of retirement falls. The Company, however, at its sole discretion may re-employ such of the retired employees as it may consider necessary, on such terms and conditions that may be decided at that time.

Note:- An employee whose date of birth is the first of a month shall retire from service on the afternoon of the last date of the preceding month on attaining the age of 60⁽¹⁾ years.

3.37 An employee shall retire from the service of the Company on his being declared medically unfit for service by a Medical Officer(s) of a specified rank under the employment of the State Government. The rank of the Medical Officer(s) for various category of employees shall be specified by the Director Incharge.

3.38 An employee to whom the Service Rules of the Company apply may after giving three months previous notice in writing to the Company, retire from the service on the date on which he completes 15 years of qualifying service or the date on which he attains the age of 50 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 an employee -

- (a) Who is under suspension;
 - (b) In whose case disciplinary proceedings are pending or contemplated for the imposition of a major penalty and the disciplinary authority is of the view that such disciplinary proceedings might result in imposition of the penalty of dismissal;
 - (c) In whose case prosecution is contemplated or may have been launched in a court of law.
- 3.39 (i) Notwithstanding anything contained in these rules, the Company may, after giving at least three months' previous notice in writing or by payment of three months pay and allowances in lieu of such notice, retire and employee to whom the Service Rules of the Company apply from the service on the date on which he completes 15 years of qualifying service or the date on which he attains the age of 50 years whichever is earlier or any date thereafter.

<p>(1) The date of Retirement enhanced from 58 years to 60 years vide Order No. 13406-36 dated 30.08.2008.</p>

^[1](ii) **Compulsory Retirement:**

The CEO of a Public Sector Enterprise shall have the right to retire a PSU employee in Public interest, if he/she has more than three children on or after 15.10.2003 and in such case the PSU employee shall be entitled to proportionate retirement benefits/or service gratuity, as the case may be.

Provided that where a PSU employee has only two children from the earlier delivery(ies); but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

Provided further that the provisions of this rule shall not be applicable to a PSU employee who has more than three children so long as the number of children he/she has on 14.10.2003 does not increase.

Note:

- (a) It has been further directed that in such a case, the appointing authority/CEO shall retire the PSU employee after giving him/her a one/three months notice as per service rules applicable.
- (b) If the order of retirement could not be served to the employee within 15 days from the date of its issue, the appointing authority shall publish the order of such retirement in Rajasthan Rajpatra and the employee shall be deemed to have retired on such publication."

The above Rules shall be applicable to all the employees and also to labours of the Company governed by the Standing Orders after following due process of Law.

[1] Added vide Order No. RSGSM/Estt./HO/1427-93 dated 28.4.2003 in pursuance of Board of Directors Resolution No. 387.6 dated 7.4.2003.

3.40 **Terminal payments :**

- (1) The terminal payments available to an employee who seeks voluntary retirement under the Retirement Scheme would be :-
 - (a) the balance in his Provident Fund Account payable as per the Employees P.F. Regulations;
 - (b) gratuity as per the GSM Group Gratuity Fund Trust Rules applicable to the employees;
 - (c) Notice pay as per conditions of service applicable to employees maximum of which shall not exceed equivalent to 6 months notice pay;
 - (d) an exgratia payment equivalent to 1.5 months emoluments (Pay + D.A.) for each completed years of service or the monthly emoluments at the time of retirement multiplied by the balance months of service left before normal date of retirement whichever is less;
 - (e) travel by the entitled class to the place where he intends settling down;
 - (f) cash equivalent of accumulated earned leave subject to a maximum of 300 days.
- (2) The voluntary retirement scheme would be applicable to all employees, workers and executives. Where there is surplus manpower, the vacancy caused by Voluntary Retirement Scheme may not be filled up.
- (3) The Director Incharge of the company shall be the final authority to accept/reject any application of voluntary retirement. Director Incharge is also authorized to form Committee/Committees of Officers to examine/scrutinize applications of voluntary retirement of employees of different units.
- (4) The Director Incharge shall be competent to alter the above scheme on the lines of amendments made or modified by the State Government.

3.41 **Resignation ;**

- (1) A temporary employee may resign from the service of the company by giving notice prescribed as under:-
 - (a) one month in case he has completed three years of service;
 - (b) 15 days if he has completed less than three years of service;

He may resign by paying a sum equivalent to the notice period if he is unable to give the notice.
- (2) Resignation will be deemed to be operative only after it has been accepted by the appointing authority. In case where the appointing authority is higher than the Director Incharge, the Director Incharge in his discretion, owing to special circumstances of each case may accept the resignation and thereafter obtain ex post facto approval of the appointing authority.
- (3) Except with the specific sanction of the Director Incharge, resignation will not be permitted while the conduct of an employee is under investigation or until all the departmental claims are settled. While placing before the Board an application for resignation, it should be stated whether there is anything adverse to the applicant or whether there is anything due from him to the Company.
- (4) The authority receiving an application from an employee asking for permission to resign should at once adjust all claims of the company outstanding against the applicant and his resignation should not be accepted until his accounts are fully adjusted and charge of his office is formally made over.
- (5) If without formally tendering resignation or having sent his resignation, an employee quits his post before receiving intimation of acceptance or before expiry of the requisite period of notice, one month's salary will be recovered from the dues payable to him or from the security deposit, and if no sums are due the competent authority may take recourse to such legal action as may be necessary.

13.42 Conditions of Deputation to other PSUs/Autonomous Bodies:

The terms and conditions of Company employees transferred on deputation/ foreign service to other PSUs/Autonomous Body (whether incorporated or not) and other bodies wholly and substantially controlled by the Govt. etc. shall be regulated in accordance with the rules given hereunder:-

1. The term of deputation will cover only appointment made by transfer on temporary basis. It does not cover permanent appointment made by transfer or final absorption or by direct recruitment in competition with open market candidates to the aforesaid bodies.
2. The deputation allowance shall be @ 5% of the basic pay of the employees subject to a maximum of Rs. 500/- per month.
3. The 'basic pay' for above purpose shall mean pay drawn in the scale of pay of the substantive appointment held or the pay in the scale of pay of the officiating appointment in an employee's parent cadre provided that it is certified by the appointing authority that but for the deputation the employee would have continued to hold officiating appointment indefinitely.
4. Personal pay, if any, drawn by any employee in his parent department shall be allowed in addition. This will not be absorbed in deputation allowance but will be absorbed in other increases of pay, e.g., increment or increase in pay on promotion or for any other reason.

(5) Pay & D.A. on Deputation:

- (i) An employee sent on deputation/foreign service shall be allowed his basic pay in the pay scale of parent department plus personal pay, if any plus deputation allowance at the rate mentioned in para (2) above.
- (ii) Dearness Allowance will be regulated under the rules of the parent department.
- (iii) Company employee on deputation/foreign service may elect to draw pay in the pay scale of the post of deputation to which he is deputed, as may be fixed under Rule No. 26 of RSR subject to prior approval of parent Department.
- (iv) With a view to ensuring that Company employee on deputation does not get his abnormal increase in the pay because of the option exercised as at clause (iii) above, where the minimum of the scale of pay of the deputation post is substantially in excess of the deputationist's basic pay plus deputation allowance @ 5%, the appointing authority may restrict the pay of the deputationist even below the minimum of the deputation post under Rule 36 of RSR. In such a case the pay allowed under Rule 36 of RSR should not exceed by more than 7% of the basic pay of deputationist.
- (v) Dearness Allowance will be regulated under the rules of the parent department or under the rules of borrowing department/ PSU & /Foreign Employer accordingly as per pay is drawn in the parent pay scale or any pay scale of the post held on deputation.
- (vi) House Rent Allowance/Travelling Allowance/Compensatory (City) Allowance /Medical Concession etc. shall be granted under the rules of borrowing department/PSU/Foreign Employer or under the rules of parent department, whichever is more beneficial.

<p>[1] Added vide Office order No. RSGSM/Admn./2006-07/2243-47 dated 22.04.2006 in pursuance of Board of Directors Resolution No. 411.4 dated 27.03.2006.</p>

1. General Conditions:

- (i) **Joining time, pay and transfer, Travelling Allowance:** He will be entitled to travelling allowance and Joining time both on joining the post on deputation or on reversion to the parent department under the rules of the Company/foreign employer to which he is deputed. The expenditure on this account shall be borne by the borrowing authority/foreign employer.
- (ii) **Leave and P.F. Contribution:** During the period of deputation he will be governed by leave and P.F. Rules of the lending authority/parent employer applicable to him before such transfer.

The P.F. contribution shall be paid by the borrowing authority/foreign employer in accordance with the provisions contained in the Company Service Rules.

- (iii) **Beginning and end of deputation:** The deputation will commence from the date on which he hands over the charge of the post under the Company and shall end on the date he assumes charge of the post under the Company.
- (iv) **Payment of Bonus or Ex-gratia:** A Company employee on deputation shall have an option to elect between the deputation allowance plus adhoc bonus, if admissible in terms of the order issued by the Company for the Company employee for the relevant year (if adhoc bonus for Company employee is not admissible, deputation allowance only) and the bonus and/or ex-gratia payable to the employees of the borrowing organization in terms of the order issued by the borrowing organization in the relevant year. Such an option should be exercised within one month declaring bonus and/or ex-gratia by the borrowing organization. Deputation allowance would be payable with salary but if any employee opts the bonus and/or ex-gratia as above, the amount of difference would be paid/recovered as the case may be.

2. Duration of Deputation:

The maximum period for which a Company employee may remain on deputation shall in no case exceed four year's, provided that in cases where it is considered absolutely necessary in public interest and in special circumstances, to extend the period of deputation on foreign service beyond the maximum period of four years, the Administrative Department shall be competent to extend the period of deputation upto one year more i.e. upto 5 years in all without any prior reference to the Finance Department. But for the period exceeding fifth years, prior permission of parent department for extension in deputation period would be necessary and that:-

- (a) No deputation allowance or deputation pay shall be payable for the extended period beyond four years.
- (b) No proposal for extension in the period of deputation beyond 5 years shall be considered even without deputation allowance/deputation pay, if the proposal for extension in the existing term of deputation is not moved at least two months before the expiry of the term of deputation giving full justification; and
- (c) If no request is received within the time limit prescribed in (b) above, the competent authority should issue the posting orders at least 30 days before the expiry of the period of deputation. The Company employee on deputation will seek permission 30 days before the expiry of period of deputation from the lending authority for reporting back to the parent department and shall act according to the directions received.

3. Clarification :

- 1. The maximum ceiling of 4 years deputation would be for at a time for one or more than one organization. No deputation allowance beyond this period would be admissible in any case.
- 2. Continued deputation even on promotion in parent cadre will be considered as part of the total maximum period of 5 years on deputation, at a time.

Note: The basic rules of the deputation and its terms and conditions, as applicable to the State Govt. employees under RSR shall be applicable mutatis mutandis for Company employees as may be notified by the Govt. from time to time."

CHAPTER-IV

CLASSIFICATION

- 4.1 **Classification and number of employees** : The Board shall from time to time determine the categories of staff, the strength of the Staff of various categories necessary for carrying out the functions of the Company and scales of Pay admissible to holder of each post thereof.
- 4.2 **Classification of Posts** : The work and functions of the Company will be divided into any number of departments or sections and the cadre strength of each department or section will be determined and fixed by the Company from time to time after taking periodical review of the Department or section.
- 4.3 **Category of posts** : The posts in different cadres are generally divided into two categories i.e. Temporary and Permanent.
- 4.4 Appointments to the temporary posts shall generally be officiating.
- 4.5 Appointments to the permanent posts shall generally be of two types –
(a) Substantive (b) Officiating/Contractual.
- 4.6 **Categories of employees** : There shall be following categories or employees engaged by the Company:-
(i) Officers Service;
(a) Class I -- Executive Senior Level
Senior Managers & above.
(b) Class II -- Executive Junior Level
Managers & others.
(ii) Subordinate Service;
(iii) Ministerial Service;
(iv) Class IV Service;
- Note: Labour including highly skilled labour, is generally covered in the Standing Orders, to whom these rules do not apply.
- 4.7 The categories of employees covered in each of the above Services shall be as included in the Schedules I,II, III and I V.
- 4.8 All the employees of the Company who are in the Service of the Company at present or who may be recruited in future shall be classified / categorized only in the heads given in rule 4.6 and their classification shall be treated as final and binding on them.

SCHEDULES ATTACHED TO CHAPTER IV - CLASSIFICATION

Schedule I – Officers Service

(a) Class I – Executive Senior Level

1. General Manager
2. Financial Advisor
3. Dy. General Manager
4. Sr. Manager
5. Company Secretary
6. Chief Engineer
7. Additional Chief Engineer⁽¹⁾
8. Thermal Power Engineer
9. Dy. Chief Engineer⁽¹⁾
10. Chief Chemist (Sugar Manufacturing)
11. Dy. Chief Chemist (Sugar Manufacturing)
12. Cane Development Officer
13. Cane Development Officer (Addl. Ladder)⁽¹⁾
14. Chief Distillery Chemist
15. Dy. Chief Distillery Chemist (Addl. Ladder)⁽¹⁾

(b) Class II – Executive Junior Level

1. Manager
2. Manager (Accounts)
3. Labour Welfare Officer
4. Senior Engineer
5. Senior Chemist (Sugar Manufacturing)
6. Dy. Cane Development Officer-cum-Sr. Extension Officer
7. Senior Chemist (Distt.)⁽¹⁾

(1) Posts added vide Order No. A.11(45)Fin./Exc./89 dated 12th November 2009 of Finance (Exc.) Department sanctioning the proposal of Board of Directors approved vide Resolution No. 418.8 dated 23.06.2007.

Schedule II – Subordinate Service

1. Deputy Manager
2. Deputy Manager (Accounts)
3. Dy. Manager-I (Legal)⁽²⁾
4. Assistant Manager-II (Legal)
5. Service Engineer (Pouch Machine)
6. Computer Operator.
7. Driver
8. Data Entry Operator
9. Assistant Engineer Civil/Elec./Mech. (Shift Engg.)

10. Junior Engineer Mech./Elec./Civil.
11. Chemist (Sugar Manufacturing)
12. Laboratory Incharge (Sugar Manufacturing)
13. Senior Extension Officer (Cane)⁽¹⁾
14. Extension Officer⁽¹⁾
15. Compounder/Nurse
16. Cook
17. Accountant/Jr. Accountant/Accounts Clerk
18. Draftsman.
19. Security Officer.
20. Electrician.

21. Chemist-cum-Blender/Lab Incharge (Distt.)

Schedule III – Ministerial Services

1. Assistant Manager –I
2. Assistant Manager – II/Senior Assistant
3. U.D.C./Assistant
4. L.D.C./Jr. Assistant
5. Senior Personal Secretary⁽¹⁾
6. Personal Secretary
7. Senior Personal Assistant
8. Personal Assistant
9. Stenographer

(1) Posts added vide Order No. A.11(45)Fin./Exc./89 dated 12th November 2009 of Finance (Exc.) Department sanctioning the proposal of Board of Directors approved vide Resolution No. 418.8 dated 23.06.2007.

(2) Post of Dy. Manager (Legal) created abolishing the post of Asstt. Manager-I (Legal) vide above order.

(3) Post of Sewing Teacher abolished vide above order.

Schedule IV – Class IV Services

1. Mate/Jamadar
2. Class IV/Gardener/Watchman/Sweeper/Cleaner/Dak Runner/
Pump Sprayer/ Duplicating/Photo Copier Operator.

(1) Post added vide Order No. A.11(45)Fin./Exc./89 dated 12th November 2009 of Finance (Exc.) Department sanctioning the proposal of Board of Directors approved vide Resolution No. 418.8 dated 23.06.2007.

CHAPTER-V

RECRUITMENT AND PROMOTION

STAFF (RECRUITMENT & OTHER CONDITIONS OF SERVICE) RULES

PART I - GENERAL

5.1 **Preliminary :** In exercise of the power conferred by clause 4 of Article 156 of the Articles of association of Rajasthan State Ganganagar Sugar Mills Ltd. And all other power enabling it in this behalf, the Board of Directors of the said Mills hereby makes the following Rules to govern and regulate the recruitment, appointment and conditions of service ancillary thereto of employee appointed to regularly sanctioned posts under it, viz:-

5.2 **Short title, commencement and application :**

- (1) These Rules may be called Rajasthan State Ganganagar Sugar Mills Limited (Recruitment and other conditions of Service) Rules, 2000 and shall come into force with effect from the date of notification.
- (2) Unless otherwise stated, these rules shall apply to all employees as given in Rule 1.3 of Rajasthan State Ganganagar Sugar Mills Ltd. Employees Service Rules, 2000, except to the Director Incharge and Directors of the Board and such other persons for whose appointment and conditions of service special provisions may be made hereafter by an order of the Government or Board or by agreement with the Board.

PART II - DEFINITIONS

Definitions

- 5.3 (1) Unless otherwise stated or the context otherwise requires in these Rules, the words and expressions used but not defined herein, shall have the same meaning as assigned to them in the Service Rules of the Company.
- (2) (i) 'Financial Advisor' means the Financial Advisor of the Company.
- (ii) 'Qualifying Service' or 'Service' means a continuous period of whole time service rendered on the post/posts or equated post from which promotion is made, reckoned from the date of appointment after regular selection before the commencement of these Rules and/or by any of the methods of recruitment prescribed under these Rules, but does not include service rendered on adhoc or urgent temporary basis unless and until it is whole time appointment with full pay and is followed by regular selection without any break.
- (iii) 'Divorcee woman' means a woman legally divorced by a decree of the competent court.

PART III - CLASSIFICATION, NATURE, CHARACTER & STRENGTH OF CADRE, SERVICE AND TRANSFER.

5.4 **Classification :** The provision contained in Chapter IV of Service Rules of the company shall apply in this regard.

5.5 **Constitution of Service :** Each service specified in the Schedule shall separately consist of :

- (a) All persons regularly recruited to a category of post(s) in a Service/Cadre, otherwise than in a purely officiating, ad-hoc, fortuitous, stoop gap or urgent temporary measure. They shall be deemed to have been appointed under the provisions of these Rules but such of them as have not been confirmed till the coming into force of these Rules or are on probation shall continue in the same capacity and they shall be subject to the same conditions as a person recruited according to the corresponding method of recruitment prescribed under these Rules.

- (b) All persons recruited to a Service/Cadre after selection in accordance with the provisions of these Rules, except persons appointed or promoted on urgent temporary or officiating basis.

5.6 **Methods of Recruitment :** Except as otherwise provided in these Rules or any other Rules specially made in this behalf, normally recruitment to any category of posts, shall be made by one or more of the following methods as specified in the schedules:-

- (a) By Direct Recruitment, which may, subject to the provisions of these Rules, be either by interview alone or by process of interview after holding of a written competitive examination or a trade test, in accordance with the syllabus and procedures which may be prescribed or authorized by the Director Incharge.
- (b) By promotion in accordance with the procedure prescribed in part V of these Rules.
- (c) By deputation of an officer of the Government or local authority or a Government Controlled Body, other Public Sector undertaking and other similar organization.
- (d) By special selection out of employees of the Company on the basis of Merit alone by the Director Incharge on the recommendations of a Committee consisting of the :-
 - (i) Director Incharge (Chairman)
 - (ii) General Manager
 - (iii) Two members to be nominated by DIC.

Provided that notwithstanding the fact that a vacancy would be filled by direct recruitment or by promotion, the Director Incharge may fill that vacancy by deputation.

- (e) **By contract** A person may be appointed to any post on contract for a fixed period on such terms and conditions as the Board/Director Incharge, as the case may be, may deem proper as under:-
 - (i) For posts carrying pay Board of Directors.
Scale of above
Rs. 10000-325-15200
(Revised Running Pay Band
Rs. 15600-39100+Grade Pay of
Rs. 6600/- i.e Pay Matrix level L-16
as per the 7th Pay Commission)
 - (ii) For posts carrying pay Director Incharge.
Scale of Rs. 10000-325-15200
and below.
(Revised Running Pay Band
Rs. 15600-39100+Grade Pay of
Rs. 6600/- i.e Pay Matrix level L-16
as per the 7th Pay Commission)

5.7 **Employment of a dependent of Company's deceased employee:**

The recruitment and appointment of a member of the family of deceased company employee shall be done as per rules and guidelines on the subject as in State Government subject to the condition that in case of a member of the family of a deceased seasonal employee may be considered for recruitment and appointment only as a seasonal employee.

5.8 **Determination of Vacancies:**

- (a) Subject to the provisions of these Rules the Appointing Authority shall after reducing the number of vacancies filled in, if any, by appointment of dependent of deceased employee under rules 5.7, determine as on 1st April every year the number of actual vacancies and those anticipated or likely to occur till the end of the financial year in each category of post in the schedule.

- (b) He shall apportion vacancies so determined to be filled by different methods of recruitment and criteria of promotion by maintaining the prescribed proportion taking into account the number of posts already filled and fraction left, if any by a particular method by adopting a continuous cyclic order and running roster year after year. After such appointment, he shall further allocate vacancies required to be reserved for scheduled castes and scheduled tribes according to rule 5.9.

5.9 **Reservation of vacancies for the scheduled castes, Scheduled Tribe and other backward classes**

- (a) Reservation of vacancies for the Scheduled Castes, Scheduled Tribes and other Backward Classes as declared by the Government from time to time, shall be according to the orders and instructions of the Government, which shall mutates mutandis apply in case of vacancies to the various posts in the Schedule.
- (b) The vacancies so reserved for promotion shall be filled by seniority-cum- fitness or merit indicated in the schedule for a particular post.

5.10 **Nationality** : A candidate for appointment to any service of the Company must be either a citizen of India, Nepal or Bhutan or permanently settled or migrated persons in India or from certain other countries as laid down by the Government of Rajasthan for appointment to posts from time to time.

5.11 **Character and disqualification for appointment** : See the provisions contained in rules 3.12 and 3.13 of Service Rules of the Company.

5.12 **Physical Fitness** : In addition to the provisions contained in Rule 3.14 of Service Rules of the Company -

- (a) A candidate for direct recruitment to the service must be in good mental and bodily health and free from any mental and physical defect likely to interfere with the efficient performance of his duties as member of a service and if selected, must produce a certificate to that effect from one of the Government Medical Officers specified by the Director Incharge for the purpose or in these Rules or in the Service Rules of the Company :

Provided that the Appointing Authority may dispense with production of such certificate in the case of a candidate who is already serving in connection with the affairs of the Company and if he has already been medically examined and the essential standards of medical examination of the two posts are held to be comparable for efficient performance of duties of the new post and his age has not reduced his efficiency for that purpose.

- (b) The standards and procedure of medical examination of candidate shall be the same as have been laid down by the Government and as may be adopted by the Company from time to time.
- (c) The standard of physical fitness may be relaxed for the particular type of physically handicapped person upto 3% of a category of posts in a service for posts which may be earmarked by the Director Incharge and be declared by him to be corresponding to those which have been similarly earmarked by the Government for their service, under the Rajasthan Employment of the physically handicapped Rules, 1976 as may be amended from time to time. The definition of the 'physically handicapped' shall be the same as laid down by the Government in the aforesaid Rules and who hold an identity card issued by the Social Welfare Department of the Government or such authority as may be specified by the Government.
- (d) Fees for the above mentioned Medical Examination shall be paid by the candidate at such rates as may be laid down by the Government.

- 5.13 **Ratio between Direct Recruitment and Promotion** : The ratio for appointment by direct recruitment and by promotion shall be as prescribed in the Recruitment Schedule attached. If suitable persons(s) for promotion are not available, the appointing authority may fill the remaining posts by direct recruitment.
- 5.14 **Age and Relaxation thereto** : Rule 3.9 of Chapter III of Service Rules shall apply.
- 5.14A **Strength of Posts** : The strength of post of each category shall be as approved by the Board of Directors from time to time. The Director Incharge/Executive Committee shall be competent to leave unfilled or hold in abeyance any post/posts without entitling any person/employee to compensation.
- The existing sanctioned strength is as per Chapter XX of Service Rules.
- 5.15 **Academic and Technical Qualifications & Experience** : A candidate for recruitment to the various posts enumerated in the respective schedule of the Service shall possess on the last date fixed for making the application, the prescribed qualification and experience.

PART IV

5.16 **Procedure for Direct Recruitment :**

- (a) **Inviting of Applications** : Applications for Direct Recruitment of posts in the various services shall be invited by the Appointing Authority by advertising the vacancies to be filled, in the news papers and notifying it to the employment Exchange and in such other manner as may be deemed fit.
- (1)"The advertisement shall contain a clause that a candidate who accepts the assignment on the post being offered to him/her shall be paid monthly fixed remuneration at the rate fixed by the State Government from time to time during the period of probation and the scale of pay of the post as shown else-where in the Advertisement shall be allowed only from the date of successful completion of the period of probation mentioned in the Recruitment Rules:"
- (b) **Scrutiny of Applications, Competitive Examination and interviews** : The Appointing authority shall scrutinize the applications received and call such of the applicants who fulfill the conditions of eligibility to appear in the competitive examination wherever necessary. The number of candidates called for interview shall be ordinarily 3 times the number of advertised vacancies.

(1) Added vide order No. 26415-434 dated 03.11.2006 in pursuance of Board's Resolution No. 415.13 dated 22.09.2006

In case of selection prescribed otherwise than through competitive examination, after a preliminary screening or practical test of the eligible candidates, if taken, the Appointing Authority shall prepare a list of candidates who are found fit in it and subject to availability of such candidates, he shall call them for interview but not more than five times the number of vacancies. The decision of the Appointing Authority about the eligibility or otherwise of a candidate and limiting their number for interview shall be final.

- (c) **Recommendations of Selection Committee** : The candidates included in the list under sub-rule (b) above, except for ministerial posts, shall be required to appear for interview before a Selection Committee. A list of the candidates found suitable shall be prepared by the Selection Committee, in the order of merit and forwarded to the Appointing Authority. The Selection Committee for this purpose shall be as below, provided that the Director Incharge may co-opt one or more experts in the Committee.

Constitution of Selection Committee / Departmental Promotion Committee for Direct Recruitment / Promotion.

- I. For posts falling within the competence of Executive Committee (pay scale the maximum of which exceeds Rs. 15,200) (Revised Rs. 39,100 with Gr.Pay 6600/-)

- (1) Members of Executive Committee, and
- (2) Subject expert to be nominated by Director Incharge.

II **For Class I Senior Administrative Level Posts :**

- (1) Director Incharge Chairman
- (2) Subject experts to be nominated Two members
By Director Incharge
- (3) Three officers to be nominated by DIC.

III **For Class II Junior Administrative Posts :**

- (1) Director Incharge Chairman
- (2) Three officers to be nominated by DIC

IV **For Subordinate / Ministerial Posts :**

- (1) Director Incharge Chairman
- (2) Three Officers to be nominated by DIC.

V **For Class IV Posts :**

- (1) General Manager Chairman
- (2) Two Officers to be nominated by DIC.

- (d) A reserve list up to the extent of 50% of the finally determined vacancies, containing names of suitable candidates in order of merit, if found, may also be prepared and such candidates shall, on the occurrence of further vacancies be appointed from this list in the order of their names in the list within 12 months from the date on which the original list is made or till the date of next advertisement, whichever is earlier :

Provided that the appointing authority would be competent to appoint persons out of the list furnished by the RPSC for direct recruitment to posts in equivalent pay scales in Government as authorized/decided by the Director Incharge.

(e) **Appointment by the Appointing Authority ;**

- (i) The Appointing Authority shall select and appoint candidates who stand the highest in the order of merit in the list made by the Selection Committee, as referred to in Sub-rule (c) above.
- (ii) The inclusion of a candidate's name in the select list shall confer no right to appointment unless the appointing authority is satisfied after such enquiry as it may be deem fit that the candidate is suitable in all other respects for appointment to the post concerned.

PART V

5.17 **Procedure for Appointment by Promotion :**

Criteria, Eligibility and Procedure, etc. for Promotion

- (a) As soon as the Appointing Authority determines the number of vacancies under rule 5.8 to be filled and decided the number of posts to be filled by promotion according to the quota laid down in the schedule and shall have prepared a correct and complete seniority list of persons who held the next lower post, from which promotion is prescribed, who are eligible and qualified under these Rules for promotion.

- (b) Persons possessing minimum qualifications and qualifying service, as indicated in this Schedule, on the first day of the month of April of the year of selection shall be eligible for promotion.

Provided that in the event of Non-availability of persons with the requisite period of service, the committee with prior approval of Director Incharge who may consider and grant relaxation upto 50% in the prescribed period of service in exceptionally deserving cases if they fulfill the qualifications and other conditions for promotion prescribed elsewhere in these rules, and are found otherwise suitable for promotion on the basis of merit.

- (c) Selection for promotion to each post shall be considered on the basis of seniority-cum-merit and merit and in such proportion as specified in the schedule, by a Promotion Committee, which shall be constituted as given above sub-rule (c) of rule 5.16 of these Rules.

- (d) The Zone of eligibility i.e. maximum eligible persons to be considered for promotion for total number of vacancies determined for a year shall be as below

- | | | | |
|-----|-----------------|---|---------------------------------|
| i. | For 1 vacancy | : | 5 candidates |
| ii | For 2 vacancies | : | 8 candidates |
| iii | For 3 vacancies | : | 10 candidates |
| iv | For 4 or more | : | 3 times the number of vacancies |

- (e) Provided that the above zones shall be extended for Scheduled Castes/Scheduled Tribes only upto 5 times of vacancies if adequate number of Scheduled Castes or Scheduled Tribes Candidates are not available within the above mentioned zones for promotion against their quota.

- (f) (i) The Promotion Committee shall consider the cases of all persons who are eligible and qualified and fall within the zone of consideration in order of their seniority, separately of the Scheduled Castes, Scheduled Tribes, and of others and shall prepare a list containing names of persons found suitable on the basis of seniority-cum-merit and merit, as the case may be according to the criteria for promotion and proportion laid down in the schedule for the post, equal to the number of vacancies determined under rule 5.8 of these rules. A Reserve list upto 50 %of the vacancies shall also be prepared according to the same criteria for officiating appointment against any likely vacancies occurring during the course of the year but the appointment of persons out of the

Reserve List shall be subject to review and revision at the time of next meeting of the Promotion Committee. The list of selected candidates of all the castes and those prepared on the basis of seniority cum merit or by merit as the case may be/shall be rearranged in the order of seniority of the category of posts from which selection is made.

- (ii) The Promotion committee will consider the cases of promotion on the basis of their record, which shall inter-alia consist of their personal files and annual Performance Appraisal Reports etc. these reports, including adverse remarks, if any, shall be maintained for each year according to such instructions and in a form as may be prescribed by the Director Incharge, Adverse remarks, if any, shall be communicated to the employee and he shall be offered an opportunity to make a representation within a month against it to the Authority next higher to the Reviewing Authority.

Note: Norms for assessment of the service records may be laid down by Director Incharge. The Promotion Committee may interview the candidates at its discretion.

Explanation For purpose of selection and promotion on the basis of merit, officials whose record is assessed by the Promotion Committee as 'Meritorious' only shall be selected but their names after selection shall be arranged in the order of seniority of the lower post.

- (g) Appointment shall be made by appointing Authority taking persons out of the lists approved under the preceding sub-rule in the order in which they have been placed in the list and in the case of reserve list, till such list is exhausted or reviewed and revised, as the case may be provided the list will be valid only for 12 months from the date of DPC. Inclusion of a candidate's name in the lists prepared by the Promotion Committee will confer no right to appointment by promotion.
- (h) The Board may lay down general guiding principles to be followed for considering promotion by the promotion committee.
- (i) **Cases of persons who may be under suspension or against whom criminal or disciplinary proceedings are/have awaited or have been decided to be initiated :** Cases of persons who are either under suspension or against whom criminal proceedings or departmental enquiry under the rule for imposing major penalty are pending at the time of consideration for promotion to a post, to which they are eligible or would have been eligible but for such suspension or proceeding etc. shall be dealt with in an equitable and fair manner. Their cases may be considered provisionally and if they are found otherwise suitable for promotion such a recommendation of the Promotion Committee shall ordinarily be kept pending in a sealed cover and on conclusion of proceedings be opened and if either they are honorably acquitted by the court or no major penalty is imposed, their cases may be reviewed by the promotion committee in the light of the Court's order or finding in the enquiry as the case may be, and final order be passed. If the departmental enquiry proceedings which are pending are under the rule for minor penalty, they may be promoted provisionally and the position be reviewed similarly. Their promotion, if made, shall be effective from the original date or consideration of their next junior.

- 5.18 **Restriction on consideration of persons foregoing promotions:** In case a person, on his appointment by promotion to the higher post or on urgent temporary appointment, foregoes such an appointment, he shall be considered again for appointment, by promotion only after a period of two years (both on the basis of urgent temporary appointment or on regular basis) on the recommendation of the Promotion Committee.

Part VI

Urgent Temporary appointments, Probation and Confirmation etc.

- 5.19 **Urgent Temporary Appointments** : A vacant post, which is required to be filled in urgently but if it can not be filled in immediately either by direct recruitment or by promotion or by deputation, as prescribed under these Rules, it may be filled up by the Appointing authority by appointing in an officiating capacity thereto an officer eligible for appointment to the post by promotion for a period not exceeding three months.
- 5.20 **Period of probation and unsatisfactory progress during probation** : The provisions contained in Rule 3.28 of Chapter III of Service Rules of the Company shall be applicable on this subject.

- 5.21 **Confirmation** : a person appointed on probation shall be confirmed in his appointment if he has successfully completed the period of probation, subject to the condition that :-
- (a) He is entitled to a permanent vacancy according to quota, and
 - (b) The Appointing Authority is satisfied that his integrity is unquestionable and he is otherwise fit for confirmation.

5.22 **Seniority :**

- (1) Seniority of persons appointed by Direct Recruitment or by promotion in the lowest category of posts shall be determined by the Appointing Authority separately for each Service and cadre as constituted in the Schedules on the basis of the year in which they are regularly appointed, but in respect of persons appointed by promotion to higher posts in the same service/cadre, it shall be determined on the basis of the year of their regular promotion to such higher post.
- (2) The seniority shall be determined with reference to the date of appointment to a particular post or grade or equivalent post or grade. If the date of appointment is the same, then the person who joins prior will be senior to the person joining afterwards if the merit is not determined by the appointing authority.
- (3) When the appointments are made on the basis of a competitive examination or test and interview, names of the successful candidates shall be arranged in the order of merit as determined by the number of marks obtained in the examination, test and the interview and their seniority will be in the order of merit so determined.
- (4) When appointments are made on the basis of interview only, names of the selected candidates shall be arranged in the order of preference determined by the Selection Committee and appointment shall be made in that order and their seniority will be determined accordingly.
- (5) The seniority of persons promoted from the lower post shall follow the order of seniority of the post held by them immediately preceding their appointment to the new posts unless otherwise recommended by the Departmental Promotion Committee.
- (6) Seniority in the case of deputationists from the State Government or Public Sector Undertakings on their permanent absorption in the Company shall be fixed in a particular grade with effect from the date of his permanent absorption in the Company in that grade.
- (7) The candidates appointed by promotion shall be senior to those appointed by direct recruitment in the same financial year.
- (8) In the case of persons appointed in the same grade and having joined on the same day and not covered by sub-rules above, the person older in the age will be senior to that other.
- (9) The seniority of an employee who resigns from the Company's service but is later re-appointed, shall be determined from the date he joins his duty on his reappointment in the particular pay scale to which he is reappointed :

Provided that -

- (a) a tentative seniority list of holders of such category of post shall be issued and notified to each employee concerned and objections shall be invited against it, but not against the principles, and after considering such objections, a final seniority list shall be issued.
- (b) That inter-seniority of persons appointed by different methods of recruitment to a category of post during the same year shall be arranged by giving first precedence to promotion and then to the direct recruitment and so on.
- (c) That the seniority inter-se of persons appointed to a post in a particular category by direct recruitment on the basis of one and the same selection shall follow the same order in which their names have been arranged in the list prepared under sub rule (c) of Rule 5.16.

- (d) That the seniority inter-se of persons selected on the basis of merit or on the basis of seniority-cum-merit or on the basis of both in the same selection shall be same as in the next below grade.
- (e) That the persons appointed by promotion as a result of a selection (which is not subject to review and revision) for vacancies of a year shall rank senior to the persons who are selected and appointed as a result of selection for subsequent year.
- (f) That the integrated seniority list of persons holding posts in different Services / Cadres shall be determined if required on the basis of continuous length of service on the post after regular selection where scales of pay are identical. In case where scales of pay are also different, the persons drawing pay in higher scale of pay shall be enblock senior to persons drawing pay in lower scales of pay. Posts carrying higher maximum pay of a scale shall be treated in higher scale.

PART VII - SELECTION GRADE TO ISOLATED POSTS

- 5.23 The Company may provide selection grades to the employees directly recruited to the service of the Company on isolated posts which have no promotional avenues and provide for fixation of pay. The Board may prescribe categories of posts and conditions under which selection grades shall be allowed.
- 5.24 The Scheme shall be applicable to employees who are not eligible for Selection grade Scheme which has already been adopted by the Company on the Govt. Pattern for the employees of State Govt. for providing of Selection grades after completion of 9, 18 & 27 years of service.
- 5.25 **Conditions for grant of Selection Grades:**
- (1) Selection grade shall not be admissible to employees who are eligible for promotion.
 - (2) Only one selection grade shall be allowed.
 - (3) Selection grade shall be granted from the day following the day on which the specific employee covered in Rule 5.23 completes service of nine years or number of years decided by the Board from time to time, provided that the employee has not got any promotion earlier.
 - (4) Service of nine years shall be counted from the date of first regular appointment in the existing cadre / service in the Recruitment Rules. The period during which an employee remained / remains on Extra Ordinary Leave with or without medical certificate shall also be counted for reckoning the period of service for grant of selection grade.
 - (5) The Director Incharge would be competent to grant selection grades to the individuals covered under these rules.
 - (6) Selection grade shall be granted only to an employee whose record of service is satisfactory. The record of service which makes one eligible for promotion on the basis of seniority shall be considered to be satisfactory for the purpose of grant of the selection grade.
 - (7) Grant of Selection grade shall not affect the sanctioned strength of any category of posts in the cadre.
 - (8) When an employee is granted the selection grade, his initial pay in the Selection Grade shall be fixed as per provisions contained in Rule 6.7 of Chapter VI of Service Rules.
 - (9) The next increment in the Selection Grade shall be granted to an employee as per provisions contained in Rule 6.8 of Chapter VI.

- (10) In case an employee is promoted, no benefit of pay fixation as indicated in Rule 6.7 of Chapter VI shall be admissible.
- (11) No arrear shall accrue to an employee who has been granted Selection Grade under this rule.

(1) The provision allowing selection grade to Company employees shall not be applicable to the employees, who are appointed through direct recruitment on or after 20.1.2006."

(1) Added vide order No. 26415-434 dated 22.09.2006 in pursuance of Board's Resolution No. 415.1.22..09.2006.

PART VIII - MISCELLANEOUS

- 5.26 **Removal of doubts** : If any doubt arises relating to the application, interpretation and scope of these Rules, the decision of the Board shall be final.
- 5.27 **Repeal and Savings** : Except as otherwise stated, all rules, regulations, orders relating to matters covered by these Rules in force immediately before the commencement of these Rules, so far as these are repugnant, are repealed : provided that any action taken under the Rules or Orders so superseded shall be deemed to have been taken under the provisions of these Rules.
- 5.28 **Power to remove difficulties** :
- (a) If any difficulty arises in giving effect to the provisions of these Rules, the Director Incharge as the occasion arises, but not later than one year from the date of notification of the Rules, by order do anything, not inconsistent with the principles contained in the Rules, which appears to him to be necessary or expedient for the purpose of removing the difficulty.
- (b) The Director Incharge may adopt to these Rules any corresponding amendment of general nature which may be made by the State Government to their Service Rules and for which provision does not exist or is not contrary to these Rules.

Rajasthan State Ganganagar Sugar Mills Ltd. Jaipur						
SCHEDULE - 1						
S. No	Name of Posts & Pay Scales	Methods of Recruitment with percentage	Post from which Promotion is to be made.	Qualification & experience for promotion	Qualification and experience for direct recruitment.	Remarks
1	2	3	4	5	6	7
<u>Group 'A'</u>						
<u>1. Senior Administrative Posts</u>						
1.	General Manger 13500-17500 (Revised 15600-39100+ GP 8200 [PB-3] i.e Pay Matrix level L-20)	IAS or Selection grade RAS on deputation/promotion on merit basis only.	Dy. General Manager	5 years experience on the post mentioned in Col. NO. 4.	--	--
2.	Dy. General Manager 12000-16500 (Revised 15600-39100+ GP 7600 [PB-3] i.e Pay Matrix level L-19)	100% promotion on the basis of merit only/on deputation.	Sr. Manager	5 years experience on the post mentioned in Col. 4	--	--

3.	Sr. Manager 10000-15200 (Revised 15600-39100+ GP 6600 [PB-3] i.e Pay Matrix level L-16)	100% by promotion on the basis of Seniority-cum-Merit in the ratio of 1:1 in cyclic order.	Manager Manager A/c.	5 years experience on the post mentioned in Col. 4	--	The seniority inters of officers eligible for promotion shall be determined on the basis of length of service after regular selection.
4.	Company Secretary 10000-15200 (Revised 15600-39100+ GP 6600 [PB-3] i.e Pay Matrix level L-16)	100% by direct recruitment.	--	--	(1) Membership of the Institute of Company Secretaries of India with atleast 05 years working experience in any company of repute.	--

(1) Amended by Board Of Directors in its Meeting held on dated 21.01.2015.

1	2	3	4	5	6	7
5.	Analyst-Cum-Programmer PB3 (15600-39100) GP6600 ⁽¹⁾ i.e Pay Matrix level L-16)	50% by Promotion 50% by Direct Recruitment	Programmer	5 Years Service on the post mentioned in column 4.	<p>“(1) M.C.A. or B.E/B. Tech in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>OR</p> <p>M.Tech. degree in Information Technology or Computer science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>OR</p> <p>M.B.A. (IT) from a University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>AND</p> <p>(2) 5 years’ post qualification work experience in System Designing, System Development, Programming in JAVA/Dot Net/VB/J2EE, System Management in a Government organization/ Government undertakings/ Public Limited/ Private Limited companies:</p> <p>Provided that in case sufficient number of candidates possessing riences are not available the condition in regard to experience may be relaxed to the extent of three years.</p>	

^[1] The post was sanctioned by Board Of Directors in its Meeting held on 20.03.2013 and approved by the State Government vide letter no. P11(45)FIN/EX/ 1999 dated 27th April, 2013 with the condition that officer will be taken on deputation by the State Government.

1	2	3	4	5	6	7
Section II Junior Administrative Posts						
1.	Manager (8000-13500) (Revised 9300-34800+ GP 5400 [PB-2] i.e Pay Matrix level L-13)	100% by promotion on seniority-cum-merit. ⁽¹⁾	Dy. Manager	5 years experience on the post mentioned in Col. 4	1. MBA/Diploma in Industrial Fermentation & Alcohol Tech. From NSI. 2. Two years experience.	If candidates from Direct Recruitment not available, post will be filled in by promotion from Graduates preferable professionally qualified on the basis of merit only. OR From deputation from State Govt./PSU.
2.	Manager A&P ⁽¹⁾ (Labour Welfare Officer) 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	100% by direct recruitment.	--	--	As per Rajasthan Welfare Officer (Recruitment & Conditions of Service) Rules.	--
3.	Manager (Accounts) 8000-13500 (Revised 9300-34800+ GP 5400 [PB-2] i.e Pay Matrix level L-13)	100% by promotion on seniority-cum-merit. ⁽²⁾	Dy. Manager A/c.	5 years experience on the post mentioned in Col. 4	1. CA/ICWA/MBA (Finance) 2. Two Years experience.	If candidate from Direct Recruitment not available, post will be filled in by promotion from Commerce Graduates preferably having professional qualification on the basis of merit only. OR From deputation from State Govt./PSU.
Group 'B' Subordinate Service Post						
1.	Dy. Manager 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	50% by direct recruitment and 50% by promotion.	Asstt. Manager-I	5 years experience or MBA with 3 years experience on the post mentioned in Col. 4	--	MBA or Diploma in Industrial Fermentation & Alcohol Technology from NSI.

2.	Dy. Manager (A/c.) 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	50% by direct recruitment & 50% by promotion on seniority-cum-merit.	Accountant	5 years experience or 3 years experience with MBA (Finance)/CA/ICWA on the post mentioned in Col. 4.	CA/ICWA	--
3.	Dy. Manager (Legal.) ⁽³⁾ 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	By Deputation (Amended by Office order No. 11713-36 dated 14.07.2020 as per BOD meeting dated 26.05.2020)				

(1) Amended by office order No. 32332-35 dated 10.11.2016 .

(2) Amended by Board of Directors Resolution No. 418.8 dated 23.06.2007 from 50% direct recruitment & 50% by promotion .

(3) Post of Dy. Manager (Legal) created abolishing the post of Asstt. Manager-I (Legal) vide Order No. A.11(45)Fin./Exc./99 dated 12th November 2009 of Finance (Exc.) Department sanctioning the proposal of Board of Directors approved vide Resolution No. 418.8 dated 23.06.2007.

Accounts Division						
1.	Accountant 5500-9000 (Revised 9300-34800+ GP 4200 [PB-2] i.e Pay Matrix level L-11)	100% by promotion	Jr. Accountant	5 years experience on the post mentioned in Col. 4.		
2.	Jr. Accountant 5000-8000 (Revised 9300-34800+ GP 3600 [PB-2] i.e Pay Matrix level L-10)	100% by promotion.	Accounts Clerk.	5 years experience on the post mentioned in Col. 4.		
3.	Accounts Clerk 4000-6000 (Revised 5200-20200 + GP 2800 [PB-1] i.e Pay Matrix level L-8)	100% by promotion.	Asstt. Accounts Clerk.	5 years experience on the post mentioned in Col. 4.	--	
4.	Asstt. Accounts Clerk 3050-4590 (Revised 5200-20200 + GP 2400 [PB-1] i.e Pay Matrix level L-5)	(1) 50% vacant posts by direct recruitment & 50% by internal selection from qualified Class IV and Labour category of employees..	--	--	(2) B.Com or Inter CA/Inter ICWA/DCWA with Rajasthan State Certificate Course in information Technology (RSCIT) conducted by Vardhman Mahaveer Open University Kota under control of Rajasthan Knowledge Corporation Ltd. And other alternative 4 qualifications as mentioned in Govt. of Rajasthan, DOP Notification No. F.7(2)DOP/A-II/ 2006 dated 5.7.2010.	

(1) Amended by Board of Directors Resolution No. 425.06 dated 28.06.2008 from 50% direct recruitment & 50% by promotion. Officer Order No. 21691-94 dated 28.01.2010.
 (2) Amended vide Office Order No. RSGSM/HO/14075-79 dated 19.07.2018 in pursuance of Board of Directors Resolution No. 483.15 dated 29.06.2018.

General						
1.	Asstt. Manager-I (Legal) 5500-9000 (Revised 9300-34800+GP 4200 Matrix level L-11)	(Post abolished)	Asstt. Manager-II	5 years experience on the post mentioned in Col. 4.	--	--
2.	Asstt. Manager-II (Legal) 5000-8000 (Revised 9300-34800+ GP 3600 [PB-2] i.e Pay Matrix level L-10)	By Deputation (Amended by Office order No. 11713-36 dated 14.07.2020 as per BOD meeting dated 26.05.2020)	--	--	*LLB (Professional) with 5 years experience of work in law Department of Central/ State PSUs or practicing law in various judicial courts (Inserted vide Office Order No. 36500-503 dated 14.02.2020 in pursuance of Board of Directors Resolution No. 483.12 dated 29.06.2018)	--
Subordinate Service Posts						
1.	Driver 3050-4590 (Revised 5200-20200+ GP 2400 [PB-1] i.e Pay Matrix level L-5)	(1)50% direct recruitment & 50% by promotion.	Khalasi/Class IV/ Labour.	Qualification as prescribed in Col. 6.	8 th Class pass from a recognized school. Motor driving license in Heavy duty & light duty vehicles. 3 years experience as driver. Weight not more than 55 kg. Eye sight 6 x 6	

2.	Programmer PB2 (9300-34800) GP 4200 <i>i.e Pay Matrix level L-11</i>)	50% by Promotion 50% by Direct Recruitment	Assistant Programmer	5 years' experience on the post mentioned in column 4.	<p>(1) M.C.A. or B.E./B.Tech./M.Sc. in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>OR</p> <p>M.Tech. degree in Information Technology or Computer Science or Electronics and Communications from a recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>OR</p> <p>M.B.A. (IT) from a University established by law in India or a qualification recognized as equivalent thereto by the Government.</p> <p>AND</p> <p>(2) 2 years' post qualification work experience in programming in JAVA/Dot Net/VB/J2EE in a Government Organization/ Government undertaking/Public Limited/Private Limited Company:</p> <p>Provided that in case sufficient number of candidates possessing prescribed experiences are not available the condition in regard to experience may be relaxed to the extent of one year.</p>	
3.	Assistant Programmer PB(9300-34800) GP 3600 <i>i.e Pay Matrix level L-10</i>)	100% by Promotion	Informatics Assistant	5 years service on the post mentioned in column 4.	--	

4.	Informatics Assistant PB1 (5200-20200) GP 2800 i.e Pay Matrix level L-8)	100% by Direct Recruitment	--	--	<p>(i) Graduate or higher degree in Computer Science / Computer Engineering / Computer Applications / Computer Science & Engineering or Electronics or Electronics & Communication or Information Technology or equivalent of a University established by law in India.</p> <p>OR</p> <p>Post Polytechnic Diploma in Computer Applications or 3 years Diploma in Computer Science & Engineering / Computer Applications / Information Technology or equivalent from a Polytechnic institution recognized by the Government.</p> <p>OR</p> <p>Graduate of a University established by law in India with Diploma in Computer Science / Computer Applications / Information Technology or equivalent of a University established by law in India or of an Institution recognized by the Government.</p> <p>OR</p> <p>Graduate of a University established by law in India with "O" or Higher Level Certificate course conducted by DOEACC under the control of Department of Electronics, Government of India.</p> <p>OR</p> <p>Graduate of a University established by law in India with Computer Operator & Programming Assistant (COPA) / Data preparation and Computer Software (DPCS) Certificate organized under National / State Council of Vocational Training Scheme, and</p> <p>(ii) Speed of 8000 key depression per hour on computer in Hindi & English"</p>	--
5.	Electrician 3050-4590 (Revised 5200-20200+ GP 2400 [PB-1] i.e Pay Matrix level L-5)	100% by direct recruitment.	--	--	I.T.I. in Electrician Trade.	

6.	Duplicating/ Photostat Machine Operator 2650-4000 4750-7440 GP - 1900 <i>i.e Pay Matrix level L-3)</i>	100% by promotion from Class IV, Jamadar, Chowkidars, knowing duplicating/ Photostat machine operation.	Class IV, Jamadar, Chowkidar s	Middle class pass. 5 years experience on the post mentioned in col. 4. Practical experience in operating duplicating/ Photostat machine.		
Group 'C' Ministerial Posts						
1.	Asstt. Manager-I 5500-9000 (Revised 9300- 34800+ GP 4200 [PB-2] <i>i.e Pay Matrix level L- 11)</i>	100% by promotion.	Asstt. Manager- II/ Sr. Asstt.	5 years experience on the post mentioned in col. 4.	--	--
2.	Asstt. Manager- II/ Sr. Assistant 5000-8000 (Revised 9300- 34800+ GP 3600 [PB-2] <i>i.e Pay Matrix level L- 10)</i>	100% by promotion.	Asstt./U.D. C.	5 years experience on the post mentioned in col. 4.	--	--
3.	U.D.C. / Asstt. 4000-6000 (Revised 5200- 20200+ GP 2800 [PB-1] <i>i.e Pay Matrix level L-8)</i>	100% by promotion.	LDC/Jr. Asstt.	5 years experience on the post mentioned in col. 4.	--	--

4.	LDC/Jr. Asstt. 3050-4590 (Revised 5200-20200+ GP 2400 [PB-1] i.e Pay Matrix level L-5)	(1)50% vacant posts by direct recruitment & 50% by internal selection from qualified Class IV and Labour category of employees.	--	--	(2)Graduate with Rajasthan State Certificate Course in information Technology (RSCIT) conducted by Vardhman Mahaveer Open University Kota under control of Rajasthan Knowledge Corporation Ltd. And other alternative 4 qualifications as mentioned in Govt. of Rajasthan, DOP Notification No. F.7(2)DOP/A-II/ 2006 dated 5.7.2010.	<u>For appointment on compassionate ground/Internal Selection :-</u> 10+2 or equivalent with Rajasthan State Certificate Course in information Technology (RSCIT) conducted by Vardhman Mahaveer Open University Kota under control of Rajasthan Knowledge Corporation Ltd. & other alternative 4 qualifications as mentioned in Govt. of Rajasthan, DOP Notification No. F.7(2)DOP/A-II/ 2006 dated 05.7.2010. (Amended by Board of Directors Resolution No. 465.11 dated 28.08.2014 by Officer Order No. 16612-741 dated 10.09.2014).
----	----------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------	----	----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Section II

1.	Senior Personal Secretary 10000-15200 (Revised 15600-39100+ GP 6600 [PB-3] i.e Pay Matrix level L-16)	100% by promotion.	Personal Secretary	5 years experience on the post mentioned in col. 4.	--	--
2.	Personal Secretary 8000-13500 (Revised 9300-34800+ GP 5400 [PB-2] i.e Pay Matrix level L-13)	100% by promotion.	Senior P.A.	5 years experience on the post mentioned in col. 4.	--	--
3.	Senior P.A. 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	100% by promotion	P.A.	5 years experience on the post mentioned in col. 4.	--	--
4.	P.A. 5500-9000 (Revised 9300-34800+ GP 4200 [PB-2] i.e Pay Matrix level L-11)	100% by promotion	Stenographer	5 years experience on the post mentioned in col. 4.	--	--

5.	<p>Stenographer 5000-8000 (Revised 9300-34800+ GP 3600 [PB-2] i.e Pay Matrix level L-10) Now re-designated as Junior PA (English)</p>	100% by direct recruitment	--	--	<p>*Graduation from any university established by law in India or its equivalent in any discipline. Proficiency in English dictation and typing. Must have basic knowledge of Computer.</p> <p>AND</p> <p>"O" or Higher Level certificate course conducted by DOEACC under control of the Department of Electronics, Government of India.</p> <p>OR</p> <p>Certificate course on computer concept by NIELIT, New Delhi. OR Computer operator & Programming Assistant (COPA)/Data Preparation and computer software (DPCS) certificate organized under National/ State council or Vocational Training Scheme.</p> <p>OR</p>	<p><i>*(Amended by Office order No. 11713-36 dated 14.07.2020 as per BOD meeting dated 26.05.2020)</i></p>
----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------	----	----	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

					<p>Degree/Diploma/Certificate in Computer Science / Computer application from a university established by law in India or from an institution recognized by the Government.</p> <p>OR</p> <p>Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with the computer Science/ Computer Application as one of the subjects.</p> <p>OR</p> <p>Diploma in computer Science & Engineering from a polytechnic institution recognized by the Government.</p> <p>OR</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited"</p> <p>AND</p> <p>Stenography test will be conducted on computer Shorthand Speed Assessment test etc as per rules.</p>	
--	--	--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

(1) Amended vide order no. 21691-94 dated 28/01/2010 in view of Board of Directors Resolution No. 425.6 dated 28/06/2008 from 80% direct recruitment & 20% by promotion .

(2) Amended vide Office Order No. RSGSM/HO/Estt./12636-777 dated 11.08.2011 in pursuance of Board of Directors Resolution No. 445.13 dated 28.07.2011 from 'Graduate with typing speed of 35 w.p.m. for English or 20 w.p.m. for Hindi.'

1	2	3	4	5	6	7
Group 'D' Class IV Posts						
1.	Mate/Jamadar 2610-3540 (Revised 4750-7440 GP - 1750 [PB-1] i.e Pay Matrix level L-2)	100% by promotion.	Class IV	5 years experience on the post mentioned in col. 4.	--	--

2.	Class IV 2550-3200 (Revised 4750-4750-7440 & GP - 1700 [PB-1] i.e Pay Matrix level L-1)	Direct recruitment	--	--	Literate	--
Sugar Division : A – Engineering Supervisory Posts						Schedule - II
1.	Chief Engineer 13500-17500 (Revised 15600-39100+ GP 8200 [PB-3] i.e Pay Matrix level L-20)	Direct recruitment/ Deputation	N.A.	N.A.	B.E. (Metch.) with ANSI sugar Engineering and minimum experience of 20 years in a Vacuum Pan Sugar Factory out of which atleast 5 years as Dy. Ceor presently holding the post of Addl. CE.	
2.	Dy. Chief Engineer 10000-15200 (Revised 15600-39100+ GP 6600 [PB-3] i.e Pay Matrix level L-16)	100% by promotion.	Sr. Engineer	5 years experience on the post mentioned in col. 4.	--	--
3.	Sr. Engineer 8000-13500 (Revised 9300-34800+ GP 5400 [PB-2] i.e Pay Matrix level L-13)	100% By promotion	Asstt. Engineer/ Shift Engineer	5 years experience on the post mentioned in col. 4.	Degree in Mech. Engg. With 3 years experience or Diploma in Mech. Engg. With 10 years experience.	--
4.	Senior Engineer (Electrical) 9,300-34,800 + GP 5400 i.e Pay Matrix level L-13	100% By promotion	Asstt. Engineer (Electrical)	5 years experience on the post mentioned in col. 4.		
5.	Senior Engineer (Civil) 9,300-34,800 + GP 5400 ^[1] i.e Pay Matrix level L-13	100% By promotion	Asstt. Engineer (Civil)	5 years experience on the post mentioned in col. 4.		
Subordinate Service Post						
1.	Asstt. Engineer/ Shift Engineer (Mech.) 6500-10500 (Revised 9300-34800+ GP 4800 [PB-32] i.e Pay Matrix level L-12)	50% by promotion and 50% by direct recruitment.	Jr. Engineer	5 years experience on the post mentioned in col. 4.	Degree in Mech. Engg. And atleast two years apprenticeship in Sugar Ind. Or completion of the Sugar Engg. Course of 2 years from the NSI Kanpur.	
2.	Asstt. Engineer (Elect.) 6500-10500 (Revised 9300-34800+ GP 4800 [PB-32] i.e Pay Matrix level L-12)	50% by promotion and 50% by direct recruitment.	Jr. Engineer	5 years experience on the post mentioned in col. 4.	Degree in elect. Engg. And atleast 2 years experience in maintenance & running of power station & maintenance of elect. Equipments.	

3.	Asstt. Engineer (Liquor Division) 9,300 – 34800+ GP 4800 ^[1] i.e Pay Matrix level L-12)	100% by direct recruitment.	Jr. Engineer	5 years experience on the post mentioned in col. 4.	Diploma holder in Electrical/ Electronics with 2/3 years experience of operating Pouch Filling Machine. Preference will be given to degree holders.	
4.	Jr. Engineer (Mech.) 5000-8000 (Revised 9300-34800+ GP 3600 [PB-2] i.e Pay Matrix level L-10)	100% by direct recruitment.	N.A.	N.A.	Degree in Mech. Engg. Or Diploma in Mech. Engg. From a recognized Institute with 2 years experience in a sugar factory.	
5.	Junior Engineer (Elect.) 5000-8000 (Revised 9300-34800+ GP 3600 [PB-2] i.e Pay Matrix level L-10)	100% by direct recruitment	N.A.	N.A.	Degree in Elect. Engg. Or Diploma in Elect. Engg. From a recognized institute with 2 years experience in a Sugar Factory.	
6.	Junior Engineer (Civil) 9300-34800 GP 3600 (L-10)	By Deputation	-	-	-	*(Inserted by Office order No. 11713-36 dated 14.07.2020 as per BOD meeting dated 26.05.2020)

[1] Post of Additional Chief Engineer was downgraded as Senior Engineer Electrical by BOD's meeting held on 26 July, 2013 and approved by the State Government vide letter no. F.11/44/FIN/EXC./2013 Dated 24.09.2012

[2] Post of addl. Chief engineer was earlier added vide Order No. A.11(45)Fin./Exc./89 dated 12th November 2009 of Finance (Exc.) Department sanctioning the proposal of Board of Directors approved vide Resolution No. 418.8 dated 23.06.2007.

1	2	3	4	5	6	7
B. Sugar Manufacturing Department. (Supervisory Post)						
1.	Chief Chemist 12000-16500 (Revised 15600-39100+ GP 7600 [PB-3 i.e Pay Matrix level L-19])	100% by direct recruitment/ Deputation	N.A.	N.A.	Degree in Science with Physics, Chemistry and Mathematics with Associate Membership of National Sugar Institute, Kanpur in Sugar Technology and total experience of 20 years out of which 5 years as Dy. Chief Chemist in a Sugar Factory of repute, knowing double sulphitation and carbonation process.	--
2.	Dy. Chief Chemist 10000-15200 (Revised 15600-39100+ GP 6600 [PB-3 i.e Pay Matrix level L-16])	100% by promotion	Sr. Chemist	5 years experience on the post mentioned in col. 4.	--	--

3.	Sr. Chemist 8000-13500 (Revised 9300-34800+ GP 5400 [PB-2 i.e Pay Matrix level L-13])	100% By promotion.	Chemist/Lab Incharge	5 years experience on the post mentioned in col. 4.	Degree in Science with Physics, Chemistry & Mathematics and Associate Membership of NSI, Kanpur with 5 years experience in a Sugar Factory as Chemist.	--
Subordinate Posts						
1.	Chemist 6500-10500 (Revised 9300-34800 + GP 4800 [PB-2 i.e Pay Matrix level L-12])	100% by direct recruitment.	N.A.	N.A.	Degree in Science with Physics, Chemistry and Mathematics and associate membership of National sugar Institute, Kanpur or associate membership of Deccan Sugar Institute, Puna.	
2.	Laboratory Incharge 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	100% by direct recruitment	N.A.	N.A.	Degree in Science with Physics, Chemistry and Mathematics as subject and associate membership of National Sugar Institute, Kanpur or Associate membership of Deccan Sugar Institute, Puna.	--
C. Cane & Beet Department (Supervisory Post)						
1.	(2) Chief Cane Development Officer 12000-16500 (Revised 15600-39100+ GP 7600 [PB-3 i.e Pay Matrix level L-19])	100% by direct recruitment/Deputation	N.A.	N.A.	B.Sc. (Agri.) with total 20 years experience out of which 5 years as Dy. CDO.	--
2.	(2) Cane Development Officer (Addl. Ladder) 15600-39100+ GP 6600 (PB-3 i.e Pay Matrix level L-16)	100% by promotion				
3.	Dy. Cane Development Officer cum Sr. Ext. Officer 8000-13500 (Revised 9300-34800+ GP 5400 [PB-2 i.e Pay Matrix level L-13])	100% by promotion	Sr. Extension Officer.	5 years experience on the post mentioned in col. 4.	--	--
Subordinate Posts						
1.	Sr. Extension Officer 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	100% by promotion	Extension Officer	5 years experience on the post mentioned in col. 4.	--	--
2.	Extension Officer 5000-8000 (Revised 9300-34800+ GP 3600 [PB-2] i.e Pay Matrix level L-10)	100% by direct recruitment	N.A.	N.A.	B.Sc. (Agri.) of a University established by law in India.	--

3.	Security Officer 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	100% by direct recruitment.	N.A.	N.A.	Must have retired from Army/Navy/Air Force as a Junior Commissioned Officer. Preference will be given to candidates who have worked as Security Officer in Industrial Organisation.	--
4.	Compounder/ Nurse 4000-6000 (Revised 5200-20200+ GP 2800 [PB-2] i.e Pay Matrix level L-8)	100% by direct recruitment	N.A.	N.A.	Compounder training certificate or Diploma in Pharmacy.	--
5.	Draftsman 4000-6000 (Revised 5200-20200+ GP 2800 [PB-2] i.e Pay Matrix level L-8)	100% by direct recruitment.	N.A.	N.A.	Draftsman Certificate from Industrial Training Institute.	

[1] Amendments in permanent order No. 15412-32 dated 23.09.2013.

[2] Designation changed from Cane Development Officer to Chief Cane Development officer vide Order No. A.11(45)Fin./Exc./89 dated 12th November 2009 of Finance (Ex.) Department sanctioning the proposal of Board of Directors approved vide Resolution No. 418.8 dated 23.06.2007.

1	2	3	4	5	6	7
6.	Sewing Teacher 3050-4590 (Revised 5200-20200+ GP 2400 [PB-2] i.e Pay Matrix level L-5)	100% by direct recruitment	N.A.	N.A.	Diploma in tailoring.	--
7.	Cook 3050-4590 (Revised 5200-20200+ GP 2400 [PB-1] i.e Pay Matrix level L-5)	100% by direct recruitment	N.A.	N.A.	Knowledge of preparing & cooking of various kinds of dishes & to do works incidental thereto.	--

Distillery (Supervisor Posts)

1.	Chief Distillery Chemist 12000-16500 (Revised 15600-39100+ GP 7600 [PB-3] i.e Pay Matrix level L-19)	100% by direct recruitment.	N.A.	N.A.	Degree in Science of a University. Diploma in Industrial Fermentation & Alcohol Technology from National Sugar Institute, Knapur with experience of working 20 years, out of which 5 years as Addl. /Dy. Chief Chemist in reputed distillery. Experience in manufacturing Indian Made Foreign Liquor.	--
2	⁽¹⁾ Dy. Chief Distillery Chemist (Addl. Ladder) 15600-39100+GP 6600 (PB-3) i.e Pay Matrix level L-16)	100% by promotion				

Subordinate

1.	Sr. Chemist 8000-12500 (Revised 9300-34800+ GP 5400 [PB-2] i.e Pay Matrix level L-13)	100% by promotion	Chemist	5 years experience on the post mentioned in col. 4.	--	--
2.	Chemist cum Blender/Lab Incharge. 6500-10500 (Revised 9300-34800+ GP 4800 [PB-2] i.e Pay Matrix level L-12)	100% by Promotion. <i>*(Anended by Office order No. 11713-36 dated 14.07.2020 as per BOD meeting dated 26.05.2020)</i>	N.A.	N.A.	Degree in Science of a University. Diploma in Industrial Fermentation & Alcohol Technology from National Sugar Instt., Knapur Experience of production of Indian Made Foreign Liquor in reputed distillery and possess adequate knowledge about lab. Analysis and spent was affluent treatment.	--
3	Assistant Distillery Chemist 9300-34800 GP 4200 (L-11)	100% by direct recruitment.	-	-	*Degree in Science from a recognized University & Post Graduate Diploma in Industrial Fermentation & Alcohol Technology or equivalent from National Sugar Instt., Kanpur/VSI Pune.	<i>*(Inserted by Office order No. 11713-36 dated 14.07.2020 as per BOD meeting dated 26.05.2020)</i>
4	Laboratory Assistant 9300-34800 GP 2800 (L-8)	100% by direct recruitment	-	-	**B.Sc (Bio)	<i>** (Inserted by Office order No. 11713-36 dated 14.07.2020 as per BOD meeting dated 26.05.2020)</i>

- (1) Post added vide Order No. A.11(45)Fin./Exc./89 dated 12th November 2009 of Finance (Exc.) Department sanctioning the proposal of Board of Directors approved vide Resolution No. 418.8 dated 23.06.2007.
- (2) Pay Matrix level added as per 7th Pay Commission vide Order No. 41505-536 dated 9th October 2018 in pursuance of FD order F.6(4)FD(Rules)/2017 dated 30.10.2017.
- (3) Amended vide office order 32101-107 dated 07.01.2020 as per BOD meeting 16.12.2019 (item no. 489.9) approving educational qualification from VSI, Pune has been considered as equivalent to NSI Kanpur for direct recruitment on various posts under Schedule - I of RSGSM Service Rules, 2000.

CHAPTER-VI

PAY, INCREMENTS, ADDITIONS TO PAY

STAFF (RECRUITMENT & OTHER CONDITIONS OF SERVICE) RULES

A. PAY

61. Pay not to exceed the pay of the post :

- (1) A person appointed in the service of the Company to a post on a time scale of pay shall draw as initial pay the minimum of the scale or at such stage as may be approved by the board provided that it shall not exceed the pay sanctioned by the board for the post held by him. Higher start may be considered by the Board on the recommendations of the Senior Appointment Committee.
- (2) No special pay or personal pay shall be granted to an employee without the sanction of the Board.

6.2 **Pay during the course of training :** When an employee is deputed for training, he may be granted such pay as the appointing authority not below the rank of Director Incharge may consider equitable but in no case exceeding the pay which he would have drawn had he been on duty.

6.3 **Pay during the period of awaiting posting orders :** An employee who is kept under awaiting posting orders by the Board or the Director Incharge shall be entitled to the pay and allowances at the rate at which he was drawing immediately before relinquishing charge in the previous post.

6.4 An employee shall be entitled to draw pay of the post to which he is appointed from the date on which he assumes charge.

6.5 If an employee resigns from the services of the company, without giving notice prescribed, he shall not, unless the Director Incharge directs otherwise, be allowed to draw the pay due to him:

Provided that the pay so not allowed to be drawn shall not exceed his pay of one month.

6.6 **Regulation of pay when pay of the post is changed :** Whenever the pay scale of a post is revised, the pay of an employee shall be fixed in accordance with the orders of fixation contained in the revision orders. If there are no specific orders, the pay shall be fixed at a stage equal to the state of the pay last drawn by him and there is no such stage, at the next lower stage plus personal pay equal to the difference to be absorbed in future increments provided that he may at his option retain his old pay scale until the date on which he is to earn his next or any subsequent increments in the old scale, or until he vacates his post or ceases to draw pay on that time scale. The option once exercised will be final.

6.7 Regulation of pay on promotion

- (1) When an employee holding a post in a substantive, temporary or officiating capacity is promoted to a post in the regular line of promotion in his service, cadre or department, in a substantive, 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:

Provided that where an 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 the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the pay drawn at the maximum in the lower post by an amount equivalent to the last increment in the lower post.

- (2) (i) In case where an employee gets his regular promotion after getting the Selection Grade (identical to or lower than the pay scale of the promotion post), his pay shall be fixed in the pay scale of the promotion post at the equal stage and if there is no equal stage at the next higher stage.
- (ii) In case where the Selection Grade (second or third) already granted to an employee is higher than the pay scale of the promotion post, the employee shall continue to draw pay in the selection grade and his pay shall not be fixed in the pay scale of the promotion post.

6.8 **Regulation of next increment on promotion :**

- (1) (i) Notwithstanding the provisions contained in Rule 6.20 in 'Increment Section', where the pay of employee is fixed under rule 6.7(i), 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 is more than the pay drawn in the lower post by an amount equal to the amount of the next increment in the lower post plus the amount of first increment in the higher post, the next increment shall be admissible after completion of service for the full incremental period of one year under rule 6.20 in 'Increment Section'.
- (ii) Where an employee while drawing pay at the maximum of the pay scale of the post is promoted to a post in regular line of his promotion and his pay is fixed under Rule 6.7(i), the next increment subject to clause(i) of this sub-rule shall accrue to him on the date he would have drawn his increment had he continued in the lower post.

Explanation : The expression in the regular line of promotion means appointment by promotion in a service or cadre in accordance with the method of appointment provided in the recruitment and promotion rules framed by the Board.

- 6.9 **Regulation of special pay on promotion :** Notwithstanding anything contained in these rules where an employee has drawn a special pay granted for higher responsibilities or specially arduous nature of duties continuously for a period of not less than two years and his pay, on promotion or appointment to a post carrying duties and responsibilities of greater importance than those attached to the post held by him, under the provisions of other rules in this Chapter plus special pay attached to the higher post, if any, works out to less than the pay of the post held by him, the difference shall be allowed as personal pay to be absorbed in future increments.

Note: The continuous period of two years referred to in this rule will include all periods of leave taken by an employee provided it is certified by the appointing authority that the officer would have continued to draw special pay but for his proceeding on leave.

- 6.10 **Regulation of initial pay of an employee on appointment to another post in a time scale :** When an employee of the Company is appointed to another Service or Cadre etc. in accordance with the rules contained in Recruitment Rules, by selection/direct recruitment etc. and not by way of promotion, he shall have his pay fixed in the following manner :

- (i) If the maximum of the scale of new post is higher than the maximum of the old post. : Pay shall be fixed at the stage of the time scale of the new post next above the last pay in the old post and the date of increment shall remain unchanged.

- (ii) If the maximum of the scale of new post is equal to the maximum of the old post: Pay shall be fixed at the stage of the time scale of the new post which is equal to his last pay on the old post or if there is no stage, the stage next below that pay plus personal pay equal to the difference and his date of increment shall remain unchanged.
- (iii) If the maximum of the scale of the new post is lower than the maximum of the old post: Pay shall be fixed at the stage which he would have been entitled to as if the period of service rendered on the old post would have been counted as rendered against the new post subject to the condition that the pay so fixed shall be restricted to the pay last drawn in the old post. In no case he will draw more than the maximum of the new post even though he was getting more than that in the old post. His date of increment shall remain unchanged.

6.11 **Regulation of pay of an adhoc employee on appointment/selection to another post :**
the pay of a temporary employee having been appointed adhoc without following the procedure laid down in the Recruitment Rules, on appointment to another post – higher, equal or lower, shall be fixed at the minimum of the scale or such higher stage as may be approved by the Board/ Director Incharge on the recommendations of the Selection Committee as provided in Rule 6.1.

6.12 **Regulation of pay during probation :**

- (1) No increments shall be allowed during the period of probation.
- (2) On confirmation effective from the completion of the prescribed period of probation, increments as normally due shall be allowed retrospectively.
- (3) 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 drawl of first increment shall be extended by the number of days equal to the period of extension of probation.
- (4) An employee who has satisfactorily completed the period of probation, increments as normally due may be allowed to him even if no specific order of confirmation or extension in the period of probation has been issued on the expiry of the period of probation for one or the other reason, provided it is certified by the authority competent to order this substantive appointment that no communication about unsatisfactory progress during the period of probation was sent to the probationer.

6.13 **Regulation of pay in the time scale of employee on consolidated salary :**

If a person appointed on consolidated salary is sanctioned the time scale of pay on any subsequent date, his initial pay in that time scale as on the said date should be fixed at appropriate stage by splitting the consolidated salary into two components, namely, basic pay and dearness allowance with or without personal pay.

6.14 **Pay of Officiating employees :**

- (1) An employee who is appointed to officiate in a post will draw the presumptive pay of that post.

- (2) From the date the officiating pay of an employee becomes equal or lower than the substantive pay, the officiating pay shall be refixed at the stage next above the substantive pay. The next increment of the employee concerned will be drawn on completion of requisite qualifying service counting under rule 6.20 under head increments with effect from the date of such re-fixation of pay.

B. INCREMENTS

- 6.15 **Increments to be drawn as a matter of course** : Unless otherwise specified in the letter of appointment, an increment in a time scale shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld by a competent authority if the conduct of the employee has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.
- 6.16 **Drawl of increment from first of the month** : the increments of employees may be admitted from the first of the month in which it would fall due under the operation of the normal rules and orders regulating increments.

CLARIFICATIONS

1. In the month and year of promotion, the increment will be allowed from a date other than first of the month, but from next year onwards the increment will be brought over to the first of the month.
 2. The actual date of increment under rules regulating the grant of increment remains unchanged. Only the payment becoming due on the date of formal increment is admitted from 1st of the month. Accordingly the actual date of increment shall be shown in all records, as only payment due to increment is made from 1st of the month.
 3. In cases of postponement of date of increment due to extra ordinary leave or other reasons, the due date of increment will be arrived at by adding the period of non-qualifying service with reference to last date of increment in the previous year and only the payment due on the normal date of increment under rule 6.20 of these rules so arrived at will be admitted from 1st of the month.
- 6.17 **Increments of employees on deputation** : The annual increments of the employees who are appointed on deputation or on contract basis, shall be granted in accordance with their terms and conditions of deputation / contract.
- 6.18 **Premature increments** : the Board may in recognition of the exceptional merit of any employee sanction to him such additional increments as it may deem fit.
- 6.19 **Crossing of Efficiency Bar** : Where a time scale contains an efficiency bar, the person working in the time scale shall not draw the pay at higher stage beyond the efficiency bar, unless he has been permitted under special orders to do so with a declaration that such person is fit to cross the Efficiency Bar. The Director Incharge shall be competent to pass such special orders.
- 6.20 **Service counting for increments in time scale** : The following provisions prescribe the conditions on which service counts for increments in a time scale :
- (i) All duty in a post on a time scale counts for increment in that time scale;
 - (ii) Service in another post other than a post carrying less pay counts for increment in the time scale applicable to the post on which he holds a lien;

- (iii) All leave except extraordinary leave otherwise than on medical certificate counts in the time scale applicable to a post in which an employee was officiating at the time he proceeded on leave;
 - (iv) Provided that the Director Incharge may in special circumstances order for counting of extraordinary leave taken by an employee on grounds other than medical;
 - (v) Service rendered on a higher post on temporary or officiating basis counts for increment in the time scale applicable to lower post on reappointment to the lower post;
 - (vi) Foreign service counts for increments in the time scale applicable to the post in the company on which he holds a lien or would have worked on officiating basis;
 - (vii) Joining time counts for increments;
 - (viii) While officiating on a post, the period spent on training or course of instructions counts for increment on the post;
 - (ix) Service rendered on ex-cadre post will count for increment in the time scale applicable to the post on which the employee would hold a lien or would have continued to officiate in that post but for his posting on ex-cadre post.
- 6.21 A period of overstay of leave does not count for increment in a time scale unless it is, by an order of the competent authority, commuted into leave, which shall than be regulated by rule 6.20
- 6.22 Stepping up of pay : Consequent upon the fixation , the pay of an employee who in the existing scale was drawing pay immediately prior to the date of fixation more pay than another employee junior to him in the same cadre gets fixed in the highest scale at a stage lower then that of such junior, his pay shall be stepped upto the same stage in the higher scale as that of a junior who started drawing more pay this stepping up will be subject to the conditions as the Director In Charge may prescribe from time to time. In prescribing such conditions, he will generally be guided by the conditions prescribed by the Government in Rajasthan Service Rules for their employees.

C. COMBINATION OF APPOINTMENTS

- 6.23 Arrangements for combination of appointment : Whenever a post falls vacant, the following course shall be open to the appointing authority:
- (a) To distribute the work among other members of the staff and to keep the post unfilled
 - (b) To fill up the post by making fresh appointment or promotion
 - (c) To appoint or assign the full duties of the post to another employee in addition to the duties of his own post
 - (d) To fill up the post according to clause (b) leaving a consequential vacancy, but assign the full duties of the vacant post to the employee appointed to the previously vacant post
- 6.24 Regulation of pay when more than one post is held: The company may appoint an employee to hold substantively, as a temporary measure, or to officiate in two independent posts at any one time. In such cases, he will be entitled to dual charge allowance as under:

- (i) Dual charge allowance will be admissible to an employee for performing duties of another employee of equivalent or higher post in addition to one's own normal duties. This allowance will be admissible for a period not less than 30 days and for not more than six months. On the expiry of the period of six months, regular appointment or promotion should be made to fill up the post failing which the vacant post shall be deemed to be in abeyance. In exceptional cases where dual charge allowance has to be paid for a period exceeding six months, approval of the Board shall be necessary to be taken in advance.
- (ii) Dual charge allowance shall be granted for not more than one post held additionally.
- (iii) In addition to the pay of his own post, the employee holding additional charge of equivalent or higher post, may be allowed to draw a special pay not exceeding the percentage mentioned below :
 - (a) If the charge is held for a period of less than 30 days. NIL
 - (b) If the charge is held for a period of 30 days or more but upto 60 days. 1.5% of own pay.⁽¹⁾
 - (c) If the charge is held for more than 60 days but upto 6 months. 3% of own pay.⁽¹⁾
- (iv) The dual charge allowance shall be treated a special pay but shall not be considered for carrying other additional allowances thereon whatsoever.
- (v) The underlying idea for grant of this allowance is that whenever a situation arises where it becomes difficult to carry on the normal work in the absence of a particular employee, it would be specifically entrusted to someone else in the exigencies of office work as it may not be feasible to appoint anew person for short duration. In such cases, however, prior approval from the Director Incharge in case of officers and General Manager concerned in case of employees other than officers, may invariably be obtained.

(1) Revised in pursuance of notification No. F1(5) F.D. (Rules)/96 dated 12 th September, 2008 of Govt. of Rajasthan.

CHAPTER-VII

A.

List of Revise Pay Scale & Special Pays Etc.

Sl. No.	Existing Grade Pay	Existing Grade Pay No.	Existing Amount of Fixed Remuneration	Corresponding Level	Amount of Fixed Remuneration per month with effect from 01.10.2017	Remarks
1	1700	2	6670	L-1	12400	
2	1750	3	7000	L-2	12600	
3	1900	4	7400	L-3	12800	
4	2000	5	7790	L-4	13500	
5	2400	9	8910	L-5	14600	
6	2400	9A	8910	L-6	15100	
7	2400	9B	8910	L-7	15700	
8	2800	10	11820	L-8	18500	
9	2800	10A	11820	L-9	20100	
10	3600	11	13200	L-10	23700	
11	4200	12	14660	L-11	26500	
12	4800	14	17230	L-12	31100	
13	5400	15	22180	L-14	39300	
14	6000	16	24030	L-15	42500	
15	6600	17	26670	L-16	47200	
16	6800	18	28120	L-17	49700	
17	7200	19	29840	L-18	52800	
18	7600	20	31620	L-19	56000	
19	8200	21	35180	L-20	62300	
20	8700	22	48710	L-21	86200	
21	8900	23	51350	L-22	90800	
22	9500	23A	54120	L-23	102100	
23	10000	24	57820	L-24	104200	

Note:-

(1) The probationer-trainee shall be entitled only to fixed remuneration as above and he/she will not be entitled to Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Non-Practicing Allowance, Non-Clinical Allowance, Rural Allowance, Project Allowance, Mess Allowance, Washing Allowance or any other allowance(s) called by whatever name.

Similarly, he/she will not be eligible for grant of Ad-hoc Bonus and uniform/liveries except wearing of uniform is a legal compulsion under the rules.

(2) No Travelling Allowance shall be admissible for joining as a probationer-trainee. In case journey on duty, he/she shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.

(3) Probationer-trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months.

(4) No deputation allowance shall be admissible to a probationer-trainee, if, deputed to "Foreign Service" for training etc.

(5) No selection grade shall be applicable to the Company employees, who are appointed through direct recruitment on or after 20.1.2006.

(6) Probationer-trainee shall earn no leave during the period of probation.

(7) Female probationer-trainees shall be granted maternity leave as per rules.

(8) For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his/her new appointment), whichever is beneficial to him/her while he/she is under probation training. After successful completion of probation training period, pay may be fixed as per the rules, where such a Company employee will get due advantage of being in a regular pay scale earlier, and will get due protection of his/her pay.

B.	<u>SPECIAL PAYS</u>
1.	Special pay shall be admissible to the following categories of employees:-
	NIL

C.	<u>HARD DUTY ALLOWANCE</u>	
<u>LIST OF HARD DUTY ALLOWANCE ALLWED TO VARIOUS POSTS</u>		
Sl No.	POSTS/WORKS	Amount per month
1.	Fax operating work	Rs. 50/-
2.	Typist doing the work of Steno	Rs. 100/-
3.	Hazard Fund Work	Rs. 40/-
4.	Old Record keeping (Peon)	Rs. 150/-
5.	Computer Work	Rs. 200/-
6.	Driver on DIC Car	Rs. 250/-
7.	Driver on Staff Car	Rs. 150/-
8.	Machine Operator	Rs. 75/-
9.	Handicapped Allowance	As per Govt. Rules.

CHAPTER-VIII

ALLOWANCES

8.1 **Nature of allowances** : the following allowances shall be admissible to an employee of the Company in accordance with the provisions of these rules.

1. Dearness Allowance.
2. House Rent Allowance.
3. Travelling Allowance.
4. City Compensatory Allowance.
5. Local Conveyance.
6. Dual Charge Allowance.
7. Allowance in the nature of Special pay like cash allowance.
8. Any other allowance that may be sanctioned by the Board from time to time.

8.2 **Dearness Allowance :**

(1) 'Pay' for the purpose of grant of dearness allowance will mean only basic pay drawn by an employee in a time scale of pay as defined in rule 2.1 (48) of these Service Rules.

(2) Regulation of allowance in different conditions –

(i) During Leave :

(a) The allowance may be drawn during any period of leave other than (i) extra ordinary leave, in or outside India and (ii) any portion of leave preparatory to retirement spent outside India except that in case of leave preparatory to retirement in India, it will be admissible only during the first 300 days.

Note : An appropriate amount of dearness allowance shall be paid on the cash equivalent of leave salary paid to the families of deceased employee under rule 13.24 Leave Rules.

(b) The allowance during leave will be based on leave salary actually drawn minus the amount of special pay, if any, taken into account for determining leave salary, both for the purpose of monetary limits within which the allowance is admissible and for calculation of the amount of the allowance.

(ii) During joining time : During joining time the allowance will be based on the joining time pay i.e. the basic pay last drawn at the time of handing over charge to join a new post.

(iii) During suspension : an employee under suspension may be granted dearness allowance on the basis of the subsistence allowance paid from time to time.

(iv) Treatment of fraction of a rupee in the amount of the allowance : The payment on account of dearness allowance involving fractions of 50 paise and above shall be rounded off to the next higher rupee and the fractions of less than 50 paise ignored.

(3) **Rates of dearness allowance** : Dearness Allowance would be admissible to the employees of the company covered by these rules, at the same rates and conditions as may be declared by the Government of Rajasthan for its employees from time to time.

The rates of dearness allowance admissible per month with effect from 1.1.1999 are 32% of basic pay. The terms and conditions for drawal of the allowance shall be the same as are laid down by the Government for their employees from time to time.

- (4) Impounding of dearness allowance for credit to GPF Accounts : Every time the rates of dearness allowance are declared for the employees of the Company, a part or whole of the arrears etc. shall be impounded and credited to the GPF A/c. if any of the employee, or any other scheme approved by DIC, or otherwise, in accordance with the orders issued by the State Government for its employees, with the same terms and conditions and rates.

8.3 House Rent Allowance :

- (1) Pay means as defined in rule 2.1(48) of these Service Rules but does not include Special Pay and Personal Pay.

(2) **When admissible :**

- (i) An employee who is living in a rented accommodation shall be entitled to house rent allowance at the rates mentioned in sub rule (4) of these Rules.
- (ii) In cases where both husband and wife are in the service of the Company or either of them in the State Government or other similar organization where house rent allowance is payable, are living together in a rented/owned accommodation, both of them or the one servicing in the Company, shall be entitled to claim house rent allowance at the rates mentioned in sub rule (4) of these rules, subject to the fulfillment of other conditions for drawal of the allowance i.e. furnishing of certificate as required in sub rule (6) of these rules.
- (iii) The allowance shall be granted to him from the date of occupation of the rented accommodation on his making an application in accordance with the procedure prescribed under these rules provided, however that if the said application is not made within one month of the date of occupation of the accommodation, the allowance shall be admissible from the date of application.
- (iv) An employee living in a house owned by him, his wife, children, father or mother or in a house owned by a Hindu undivided family in which he is a co-parcener shall also be entitled to house rent allowance at the rates mentioned in sub rule (4) of these rules subject to his furnishing certificate that he is paying/ contributing towards house or property tax or maintenance of the house.
- (v) In case of an employee who owns a house at a place of duty but resides in a rented house instead, house rent allowance shall be paid in respect of the rented house, if otherwise admissible.

- (3) **When not admissible :** The House Rent Allowance shall not be admissible to an employee –

- (i) Who is provided with residential accommodation by Company, hired or its own; or an accommodation belonging to any other department of the Government;
- (ii) Who accepts allotment of Company accommodation from the date of occupation or from eighth day after the date of allotment of Company accommodation whichever is earlier.
- (iii) (a) who shares company accommodation allotted rent free to another employee or resides in accommodation allotted to his wife/her husband or to his/her parents/son/daughter by the Company, Government or autonomous body, or public undertakings of bodies or Corporations or semi Government Organizations such as Municipalities etc.

- (b) If his wife/her husband has been allotted family accommodation at the same station by the Central Government, State Government or autonomous public undertaking or body or Corporation, semi Government organization such as Municipalities etc.

4. **Rates of House Rent Allowance :**

- (i) The House Rent Allowance to an employee admissible under these rules, shall be granted at the rates indicated below:-

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

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

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

The rates of HRA will be revised to 18% & 9% for Y & Z class cities respectively when Dearness Allowance crosses 25% & further revised to 20% & 10% when Dearness Allowance crosses 50%

(1) House Rent revised with Pay Scales Revision in 7th Pay Commission vide Order No. 41505-536 dated 9th October 2018 in pursuance of FD order F.6(4)FD(Rules)/2017 dated 30.10.2017.

*The existing classification has been retained for the purpose of payment of House Rent Allowance till further orders.

- (ii) House rent allowance may be paid as a matter of routine along with salary without insisting upon production of receipt of payment of house rent or rental valuation certificate in case of own house.
- (iii) If an employee who is living in rented house and has sub let a part of the accommodation and if the sub letting amount is equivalent to or more than the house rent being paid by him, no house rent allowance shall be payable.
- (5) **Regulation of House Rent Allowance in different circumstances** : the drawl of house rent allowance shall be regulated as follows in the following cases :-
- (a) During leave or temporary transfer : an employee shall be entitled to draw House Rent allowance during leave or temporary transfer at the same rate at which he was drawing before proceeding on leave.

Note:

1. Leave means total leave of all kinds not exceeding 120 days and the first 120 days of the leave if the actual duration of the leave exceeds that period and in the case of leave preparatory to retirement, earned leave not exceeding 120 days taken as L.P.R. but does not include extra ordinary leave, study leave, terminal leave whether running concurrently with the notice period or not.
 2. Temporary Transfer means a transfer to duty in another station which is expressed to be for a period not exceeding four months. It includes deputation. Subject to the limit of four months, the total house rent allowance if the temporary duty is subsequently extended beyond four months in all will remain intact upto the date of the order of suspension.
- (b) **During training within India** :- An employee who is sent on training in India and whose period of training is treated as duty under rule 2.1(30) of these Rules, shall be entitled to draw House Rent allowance during the period of such training at the same rates at which he was drawing at the station from which he proceeded.
- (c) **During suspension** :- an employee who is under suspension shall be entitled to draw House Rent Allowance at the rates at which it was paid to him on the date of suspension subject to the fulfillment of the conditions laid down for drawl of the same.

Note:

If the headquarters of an employee under suspension are changed in the Company's interest by order of the competent authority, he shall be entitled to allowance as admissible at the new station and not otherwise.

(6) **Certificates:**

- (i) Every employee shall furnish along with his first claim for house rent allowance a certificate in the form given in Annexure 'B'.
- (ii) The drawing and disbursing officer shall record a certificate after obtaining the same from the concerned authority if necessary, in January and July on every establishment pay bill in which House Rent Allowance is drawn by him that the employees for whom House Rent Allowance is drawn in this bill have not been provided with Company accommodation etc.

(7) **Procedure:**

- (i) Every employee who is eligible for grant of House Rent Allowance under these rules shall make an application in the prescribed form given in Annexure 'A' to the Head of Office and if he is himself the Head of Office, to the General Manager & in case of General Manager, to the Director Incharge, as the case may be.
- (ii) The authority receiving the application as (i) above shall invariably send a copy of the application form submitted by the employee to the authority competent to allot Company accommodation so that the name of the employee is enlisted for the purpose of allotment of Company accommodation immediately.

(8) **Hiring of accommodation by the Company for its employees:** Board may specify posts or categories of employees for whom it may hire accommodation on own account. The accommodation shall be hired at rentals not exceeding the following limits :

- (i) At towns having population exceeding : 30% of the maximum of the pay scale in 16 lakhs which an officer is posted.

- (ii) At towns having population exceeding 4 lakhs but upto 16 lakhs and all State Capitals not covered under category (i) above. : 25% of the maximum of pay scale in which an officer is posted.
- (iii) At all district head qrs. not covered by category (i) and (ii) above and towns having population exceeding 50000 but upto 4 lakhs : 20% of the maximum of pay scale in which an officer is posted.
- (iv) All other places : 15% of the maximum of pay scale in which an officer is posted.

The Director Incharge shall have the discretion of crossing the above limits upto 5% in specific cases recording reasons for relaxation. Where an employee prefers hiring of accommodation by the Company, the rental of which exceeds the above limits, the difference shall be borne by the employee himself. This would be in addition to the recovery of house rent as per rules in force.

In regard to the hiring of accommodation at the expense of the Company, for the Chairman and the Director Incharge of the company, the guidelines issued by the Bureau of Public Enterprises, Government of Rajasthan, shall be followed.

- 8.4 **City Compensatory Allowance :** City Compensatory Allowance will be admissible to the employees of the company at places, at rates and other terms and conditions as are made applicable by the State Government from time to time in respect of Government servants.
- 8.5 **Other Allowances** : allowances other than Dearness Allowance, House Rent Allowance and City compensatory Allowance will be paid to the employees of the Company as may be decided by the Board from time to time.
- 8.6 **Allowance when payable :**
 - (1) Dearness allowance, C.C.A and H.R.A. admissible to an employee for any month shall be payable on the first working day of the month following the month to which it relates along with his pay.
 - (2) Traveling allowance shall ordinarily be payable on the return of the employee to his headquarters.
- 8.7 **Traveling Allowance** : An employee performing a journey on duty and on transfer shall be entitled to traveling allowance on the rates as admissible under the Traveling Allowance rules of the company in force from time to time.
- 8.8 **Local Conveyance :** Short distance journeys in a city or a town shall be paid for as per Local Conveyance Rules.
- 8.9 **Dual Charge Allowance** Dual charge Allowance shall be admissible as per rules in Chapter VI Pay, Increments and Additions to Pay of these rules.
- 8.10 **Allowance regarded as Special Pay** : Allowances regarded as Special Pay shall be payable as indicated in Chapter VII – on Pay Scales and Special pays and as may be sanctioned by the Board from time to time.
- 8.11 **With holding of payment of allowances on resignation** : an employee resigning from service of the Company without notice shall not, unless the company/Director Incharge directs otherwise, be allowed to draw the allowances due but not drawn :

Provided that the allowances not drawn shall not exceed the allowances for one month or any other shorter period as the Director Incharge may decide.

- 8.12 **Fixed Conveyance Allowance to the employees of Head Office, Jaipur:** The employees holding following posts shall be entitled to the payment of fixed conveyance allowance till further orders on the terms and conditions laid down by the DIC.

S.No.	Category of Post/Work	Amount per month
1.	PS to DIC	Rs. 250/-
2.	Caretaker	Rs. 500/-
3.	Cashier	Rs. 250/-
4.	Excise Work	Rs. 250/-
5.	Income Tax Work	Rs. 250/-
6.	Permit work	Rs. 250/-
7.	AM-I (Legal)	Rs. 250/-
8.	P.F. &E.S.I. work	Rs. 250/-
9.	Store Keeper	Rs. 250/-
10.	Cycle Sawar	Rs. 75/-
11.	Peon at Secretariat	Rs. 125/-

Till further instructions are issued, conditions etc. contained in Company's order No. 22873 dated 24/25th March 1998 (Appendix I to this Chapter) shall apply.

Director-in-Charge is authorised to add/delete the category or post and also to increase the allowance with the approval of the Govt.

RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD. JAIPUR

No. 22873-96

24/25th March, 1998**OFFICE ORDER**

It has been observed that Conveyance Charge on local journeys claimed by various employees at Head Office, Jaipur are quite high and it needs to be controlled to the extent possible.

In order to reduce the expenses on Conveyance Charge and also to facilitate the employees who are required to undertake frequent local visits for official work the Director Incharge is pleased to pass the following orders:-

- (a) The employees who are required to look after the following work will be allowed a fixed amount of conveyance allowance as per details given below :-

<u>S.No.</u>	<u>Nature of Work</u>	<u>Fixed amount of conveyance allowance.</u>
1.	Excise and Permit work	Rs. 250/-
2.	Income Tax, Sales Tax, Loan & Building Tax works etc.	Rs. 250/-
3.	Treasury Bills work	Rs. 250/-
4.	Legal and Court Work	Rs. 250/-
5.	PF, ESI and LIC works	Rs. 250/-
6.	Cashier (Cash and Bank work) (Enhanced from the existing amount of Rs. 100/- to Rs. 250/- per month)	Rs. 250/-

NOTE : No conveyance Charges in addition to the fixed amount stated above would be allowed to these employees. It is also made clear that the above fixed amount of conveyance allowance is not personal for the individuals but relates to the work performed. As such in case the employee concerned is transferred from the work, he will not be entitled to the fixed conveyance charges. Also if the employee concerned remains on leave/tour etc. the above amount will be reduced proportionately for the relevant month.

- (b) For other employees, the Controlling Officers, General Manager, Financial Advisor, the Dy. General Managers, Sr. Manager (Pers. & Legal), & Company Secretary will ensure that the conveyance charges allowed to the employees for official work should be kept minimum & in any case should not exceed Rs. 250/- (Two hundred fifty) per month for an individual employee.

The above orders shall be effective from 1st April, 1998. Other terms & conditions for conveyance charges shall remain unchanged.

Sd/-
General Manager
RSGSM Ltd. Jaipur

Annexure A to Chapter VIII**Form 'A'****APPLICATION FORM FOR CLAIMING HOUSE RENT ALLOWANCE IN RESPECT OF EMPLOYEES
LIVING IN RENTED ACCOMMODATION/OWN HOUSE**

1.	Name	
2.	Designation and department/section/ unit in which employed.	
3.	Pay : as per Rule ____ of these rules.	
4.	(i) Full address of the house. (ii) Whether rented or own.	
5.	Details of accommodation (No. of rooms, kitchen, w.c., bath, veranda etc. to be shown separately)	
6.	Amount of house rent allowance claimed as admissible under rules.	
7.	Whether certificates required under rules are attached.	
8.	Date of occupation of accommodation.	
		Signature..... Designation..... Department/Unit/Section.....

FOR USE IN THE OFFICE OF THE SANCTIONING AUTHORITY**Certified that :-**

1. I have examined the claim for house rent allowance and I am satisfied that the claim is in accordance with the rules. The certificates prescribed by the Company have been obtained from the employee.
2. House Rent Allowance of Rs. _____ is hereby sanctioned.

Signature.....
(Sanctioning Authority)
Designation.....
Date.....

Copy forwarded to the authority competent to allot Company accommodation if available at that place.

Annexure 'B' to Chapter VIII

FORM 'B'

**CERTIFICATE TO BE FURNISHED BY COMPANY EMPLOYEE WHO IS APPLYING FOR GRANT
OF HOUSE RENT ALLOWANCE**

Certified that –

1. I am living in a rented house situated within municipal limits of _____ (Name of City/Town) and incurring some expenditure on rent/contributing towards rent.
2. The portion of accommodation in respect of which house rent allowance is claimed has not been sub-let/ has been sub-let and the monthly rent which is received is Rs. _____ p.m.
3. I am living in a house situated within municipal limits of _____ (name of City/Town) and owned by me/my wife/husband/children/father/mother/Hindu undivided family in which I am co-parcener and paying/contributing towards house or property tax or maintenance of the house.
4. I have not been provided with Company accommodation or accommodation by the Central/State Government or Autonomous or Public Undertaking or Body or Corporation or Semi Government organization such as Municipality etc.
5. I am not living in an accommodation which has been allotted to another employee by the Company or the State Government or Autonomous Body or Public Undertaking or Body or corporation or semi Government organization etc.

Signature of the employee
(Name.....)
Designation.....
Department/Section/Unit...

Dated:

CHAPTER-IX

BONUS / EX GRATIA

- 9.1 **Minimum Benefits of Bonus :** Employees of the company shall be entitled for minimum benefits of bonus in accordance with the provisions of the Bonus Act.
- 9.2 **Bonus over and above minimum rates :** Bonus over and above the minimum rate can be paid after the approval of the Board/Bureau of Public Enterprises, Government of Rajasthan.
- 9.3. **Payment of ex gratia :** Ex gratia to the employees not covered under the payment of Bonus Act can be paid with the prior approval of the Board and the Bureau of Public Enterprises/Government of Rajasthan in accordance with the guidelines issued by B.P.E.
- 9.4 **Model Draft :** A draft of the model order granting minimum bonus and equivalent ex-gratia if agreed containing general terms and conditions is enclosed at annexure I to this chapter, which may be suitably modified where necessary in accordance with the approval of the Board/Director Incharge. If higher rates of bonus/ex-gratia are sanctioned by the Board in accordance with the provisions contained in this Chapter, the draft may be modified accordingly.

ANNEXURE I TO CHAPTER IX**RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD., JAIPUR**

No.

Dated:

ORDER

The management of Rajasthan State Ganganagar Sugar Mills Ltd., is pleased to grant payment of bonus to its employees for the financial year ____ drawing their monthly wages/pay upto Rs. 3,500/- p.m. in accordance with provision of Payment of Bonus Act, 1965 @ 8.33% (and ex-gratia @ ____). The ex-gratia @ ____ shall also be payable to the RSGSM employees drawing their monthly salary and wages exceeding Rs. 3500/- p.m. for the financial year ____ subject to the following terms and conditions:-

1. Salaries/Wages mean all remuneration (other than overtime) capable of being expressed in terms of money and payable to an employee, in respect of his employment. This will include Basic Pay, Personal Pay, Special Pay or permanent nature and dearness allowance, but will not include any other allowance of commission or incentive and subsistence allowance during suspension, or
2. any other allowance which the employee is for the time being entitled to e.g. conveyance allowance, house rent allowance, dual duty allowance, washing allowance, hard duty allowance and interim relief etc.; or
3. The value of any house accommodation or of supply of light, water, medical attendance or other amenity of the service or of any concessional supply of food grains or other articles ; or
4. Any traveling concession ; or
5. Any contribution paid or payable by the employer to any pension fund or provident fund or for the benefit of the employees under any law for the time being in force ; or
6. Any retrenchment compensation or any gratuity or other retirement benefit payable to the employee or any ex-gratia payment made to him; or
7. Any commission payable to the employee ; or
8. Any bonus including incentive production and attendance bonus.
9. The Bonus/Ex-gratia shall be payable only to the employees who have worked in the Company in the financial year during which it is sanctioned for not less than 30 working days or more during the year.
10. For purpose of bonus/ex-gratia payment, the term "employee" includes a person employed on daily wages basis or on consolidated wages or on work charged basis. The apprentices shall not be entitled for bonus/ ex-gratia payment.
11. In case of an employee whose salary and wages is more than Rs. 2500/- p.m. the bonus/shall be calculated as if his salary is only Rs. 2500/- p.m.
12. The period of leave with wages or salary or maternity leave with wages or salary will be treated as period on duty, but period of Extra Ordinary Leave would not be treated as duty.
13. For the employees remained under suspension during the year amount of subsistence allowance paid to them shall not qualify for the purpose of computation of bonus/ ex-gratia.

14. All RSGSM employees as indicated above shall be entitled for the payment of bonus/ ex-gratia except in case of those who have been terminated, removed discharged or dismissed from the service on account of mis-conduct, fraud, theft or misappropriation of the Company funds.
15. Payment of bonus/ex-gratia to the employees shall be made from the office where he is presently posted. In case the due drawn statement for an employee transferred from other office has not been received, such an employee shall be paid bonus/ex-gratia on the basis of the amount of minimum of the pay scale of the post held by the employee, subject to the regularization of the same on receipt of the due drawn statement.
16. The subsistence allowance given to an employee under suspension shall not be treated as emoluments. Such an employee will become eligible for the benefit of ex-gratia bonus if he is re-instated with benefit of full emoluments for the period of suspension, and in other cases such period will be excluded for the purpose of eligibility as in the case of employees on leave without pay.
17. Payment of said ex-gratia shall also be made to the employees/Officers on deputation as per Finance (Gr. 2) Department, Rajasthan, Jaipur order No. F.1(65) (Gr. 2) dated 05.01.1991 issued on the subject from time to time.
18. The amount of ex-gratia shall be adjusted in the accounting year _____.
19. The employees posted at Hi-Tech Glass Factory, Dholpur will not be entitled for ex-gratia.

BY ORDER

Rajasthan State Ganganagar Sugar Mills Ltd.

Copy forwarded for information and necessary action.

CHAPTER-X

GRATUITY

- 10.1 Employees of the Company shall be entitled to the payment of gratuity in accordance with the Payment of Gratuity Act, 1972 and the Rules made 'there under'.
- 10.2 In accordance with the Payment of Gratuity Act 1972 and the Rules made thereunder, the Company has notified a Scheme entitled as 'Rules of the Rajasthan State Ganganagar Sugar Mills Ltd. Employees \ ' Group Gratuity-cum-Life Assurance Scheme'. Each eligible employee must join the Scheme at the time of appointment or any subsequent date when he becomes eligible. The Scheme is annexed to this Chapter as Annexure-I. Those who are already the members of the Scheme shall continue to be its members even after the commencement of these rules.

ANNEXURE I TO CHAPTER X

Rules of Rajasthan State Ganganagar Sugar Mills Ltd. Employees Group Gratuity-cum-Life Assurance Scheme.

SECTION – I

DEFINITIONS, ELIGIBILITY & REQUIREMENTS FOR MEMBERSHIP

1. DEFINITIONS:

In these Rules the headings shall not effect the construction and unless repugnant to the subject or context, masculine shall include feminine and the following words and expressions shall have meaning assigned to them as follows:-

- i) **“Annual Renewal Date: in relation to the Scheme**, shall mean the 1st day of March 1983 and the day of March in each subsequent year.
- ii) **“Eligible employees”** shall mean the persons who shall be eligible to benefit by these Rules as more particularly set forth in Rule 3 below;
- iii) **“Entry Date”** shall mean (a) in relation to the Original Members, the Effective date and (b) in relation to new Members, admitted to the Scheme after the Effective Date, the 1st day of the month which is coincident with or which next follows the date on which they become eligible ;
- iv) **“Members”** shall mean persons who, as Eligible Employees join the Scheme and become entitled to benefits hereunder:
- v) **“Nominee”** shall mean the person nominated by the Member from among the members of his family which for the purpose of the employees covered by Payment of Gratuity Act, 1972 shall be deemed to consist of:
 - (a) in the case of a male member, himself, his wife, his children whether married or unmarried, his dependent parents and the widow and children of his predeceased son, if any, and
 - (b) in the case of a female member herself, her husband, her children whether married or unmarried, her dependent parents and the dependent person of her husband and the widow and children of her predeceased son, if any,

NOTE;

The employees who are not covered by the Payments of Gratuity Act, the “family” means the employee’s spouse, legitimate children, step children and dependent parents, sisters and minor brothers.

The employee who do not have a family at the time of making a nomination, he may make the nomination in favour of any person or persons.

- vi) **“Original Members”** shall mean eligible Employees who become members of the scheme on the Effective Date;
- vii) **“Renewal Date”** in relation to the Member, shall mean the relevant Annual Renewal Date subsequent to the Entry Date ;

- viii) **“Salary/Wages”** shall mean all emoluments which are earned by the member while on duty or on leave, in accordance with the terms and conditions of his employment and which are paid or are payable to him in case and shall include Dearness Allowance but shall not include bonus, commission, house rent allowance, over-time and any other allowance.
- ix) **“Service”** shall mean continuous and uninterrupted service rendered by the Member to the Employer and includes service which is interrupted by sickness, accident, leave, lay-off, strike or lock out or cessation of work not due to any fault of the Member concerned. For the purpose of calculating the amount of Gratuity, a period of 6 month or over shall be reckoned as one year, in the case of a Member who is not in uninterrupted service for one year, he shall be deemed to be in continuous service if he has been actually employed by the Employer during the period for not less than 240 days.
- x) **“Superannuation Date”** shall mean in respect of the Member, the date on which he attains the age of 60 years attainment of which the member shall vacate the employment;
- xi) **“the Commissioner of Income-tax”** shall mean the person appointed as such under sub-section 1 of Section 117 of the Income-Tax Act, 1961 and having jurisdiction over the Fund;
- xii) **“the Company/the Employee”** shall mean Rajasthan State Ganganagar Sugar Mills Ltd. And shall include any Company, Corporation or Association which may and shall include by purchase, amalgamation or otherwise, take over in whole or in part the business of the Company and which shall enter into a Deed in such form as the Trustees shall require undertaking to continue the obligations of the Company under these presents and releasing the Company from all further liabilities thereof.
- xiii) **“the Corporation”** shall mean the Life Insurance Corporation of India, established under Section 3 of the Life Insurance Corporation Act, 1956.
- xiv) **“the Effective Date”** in relation to the Scheme, shall mean the 1st day of March 1982, the date as from which the Scheme takes effect;
- xv) **“the Employees”** shall mean the ‘permanent Employees’ of the Employer other than apprentices, personal and domestic servants and shall be deemed to include whole time bonafied working Directors who do not own beneficially shareholding carrying more than 5% voting rights in the Company; and seasonal employee / workers of the company.
- xvi) **“the Fund”** shall mean the Gratuity Fund as described in the Trust Deed;
- xvii) **“the Policy”** shall mean the Master Policy, which incorporates the Assurance affected under these Rules for the benefit of the Members and which Policy shall be held by the Trustees;
- xviii) **“the Rules”** shall mean the Rules of the Scheme as set out below and as amended from time to time;
- xix) **“the Scheme”** shall mean Rajasthan State Ganganagar Sugar Mills Ltd. Group Gratuity-cum-Life Assurance Scheme, described in these Rules;
- xx) **“the Trust and Deed”** shall mean the Trust Deed executed by the Company and all amendments made thereof from time to time;
- xxi) **“the Trustees”** shall mean the Trustees for the time being of the Fund;

2. **The Trustees to act for the employer and members:**

The trustees shall act for and on behalf of the Employer and the Member and every act done by the Trustees, in consultation with or on instructions of the employer, in matters where the Employer has discretion under the Rules or is concerned, shall be binding on the Employer and the Members. Every act done by agreement made with and notice given to the Corporation by Trustees, shall be binding on the employer and the Member.

3. (a) **Eligibility:**

The Employees who satisfy the following conditions shall be eligible to participate in the Scheme. "Employees who, on the Entry Date" are aged not less than 18 years and have been actually employed by the Employer for not less than 240 days.

Employees who are in the service of the employer on the Effective Date and satisfy the above conditions shall join the Scheme as from that date. Present Employees who do not satisfy the above condition on the Effective Date and Employees appointed by the employer after the Effective Date, shall join the Scheme on the Entry Date which is coincident with or which next follows the date on which they satisfy the said condition.

It shall be a condition of service for future employees that they must join the Scheme on the Entry Date coincident with or next following the date on which they become ELIGIBLE.

(b) No Member shall withdraw from the scheme while he is still an Eligible Employee in the service of the Employer.

4. **Evidence of Age :**

Evidence of age of every Eligible Employee, satisfactory to the Corporation shall be furnished before he is admitted to the membership of the scheme and if the age of the Member be conclusively proved later to have been incorrectly stated in the evidence submitted, the members shall not be entitled to any more benefits under the Assurance effected under the Scheme than what he would have received had his correct age been stated on the Entry Date. The corporation shall have the right to make such adjustment in the benefits as it may in its absolute discretion decide having to the normal practice in this behalf for the time being in force.

5. **Evidence of Insurability:**

For the purpose of effecting Assurance under Term Assurance Plan in respect of the Member, evidence of insurability satisfactory to the Corporation will be required prior to each Eligible Employee's entry into the Scheme and on each occasion when an increase in Sum Assured under the Assurance is to be granted.

If, in the opinion of the Corporation, the evidence submitted is not satisfactory or other special hazards exist the Corporation may vary the terms of acceptance of the risk in respect of the Member. In case the evidence submitted makes the life of the Member ineligible for insurance on his Entry Date for initial Sum assured or on any subsequent Renewal Date on which the member is declared to be uninsurable, the Corporation's decision about the insurability of the employee shall be final and binding on the Member and the Trustees.

SECTION - II

DEFINITIONS, ELIGIBILITY & REQUIREMENTS FOR MEMBERSHIP

6. **Contributions:**

- (i) **Annual Contributions:** There shall be duly paid for each member annually in advance on the Entry Date and subsequent Annual Renewal Dates, such contributions as are required to secure the Assurances hereinafter described. The Contributions shall be paid through out the future service of the Member until his Superannuation Date, unless determined earlier under the Rules.

When the sum Assured under Assurance is changed, the annual contributions payable for the Member shall be appropriately adjusted. The contributions shall be ascertained by the Corporation under the appropriate plans of Assurances.

- (ii) **Additional Contributions:** In addition to the contributions payable under paragraph (i) above, the Employer shall pay to the Trustees contributions of an amount which shall be determined by the Corporation and the Corporation shall require the employer to pay these additional contributions to the Trustees for the purpose of the Scheme. The said contributions shall, however, not be paid to the Corporation but shall be held by the Trustees in the Surplus Account or any other Account as the Trustees may deem appropriate. The Trustees shall have absolute and uncontrolled discretion to utilize out of these contributions or the Surplus Account any sum which together with the benefits under the Scheme, may be required to make up the whole of the amount of gratuity due to the Member under the provisions of appendix (I) hereto.

PROVIDED HOWEVER that if the balance to the credit or surplus Account together with the sum payable under the provisions of the Rules is insufficient to make up the whole of the amount accrued and payable to the Member according to the said Appendix (I), the Employer shall pay to the Trustees such additional contribution as may be required to make up the deficiency in the gratuity payable to the Member.

- (iii) **Special Contribution :** Subject to any general or specific directions given by the Commissioner of Income Tax, the Employer may pay any sums to the trustees by way of special LUMP SUM contributions and upon paying such sums shall give instructions to the Trustees as to their allocation for the benefit of all or specified members or their dependents and the dates as of which the said contributions may be appropriated. The contributions shall be paid by the employer to secure the benefits vesting absolutely or contingently in the Member in respect of the member's service prior to the date of his admission to the Membership of the Scheme.

PROVIDE THAT in any case the contributions payable by the Employer in respect of any Member in terms of paragraph (i) and (ii) and (iii) hereof shall not exceed 8.33% of the salary of the Member for the year in respect of which the contribution is paid.

- (iv) The expenses of administration of Fund and the Scheme incurred by the Trustees shall be borne by the Employer, the Employer shall not claim such expenses as deductible expenses in computing his business profits or losses for the purpose of Income-Tax Assessment.

SECTION – III

DEFINITIONS, ELIGIBILITY & REQUIREMENTS FOR MEMBERSHIP

7. (a) Assurance : Subject to the provisions of Rule 5, appropriate assurances on the Life of each Member under a Plan suitably combining One Year Renewable Group Term Assurance with Pure Endowment (with return of premiums) will be effected to secure the benefits as described in Section IV below. All assurances necessary to provide the benefits shall be effected only with the Corporation.
- (b) Changes in assurances : Subject to the provisions of Rule 5, when the Member's salary is changed, the Assurance effected in respect of him will be appropriately adjusted. Such adjustment in Assurance shall be effected on the Annual Renewal Date which is coincident with or which next follows the date on which the change in salary becomes effective.

- (c) Limitation of Assurance : If the contribution payable in respect of the Member under rule 6 are not sufficient to secure the benefits as described in section IV below, the benefits in respect of the Member shall be reduced to an amount as can be secured by the contributions.

SECTION – IV

8. **BENEFITS ON Survival to Superannuation Date :**

Upon a Member's retirement at Superannuation Date, there shall become payable to the Trustees, for the benefit of the Member, an amount equal to 15 days (7 days in respect of seasonal workers) wages/salary as on the Annual Renewal Date last preceding the Superannuation Date multiplied by the total number of years of service completed by the Member.

The Trustees shall pay the benefits to the member in accordance with the provisions of appendix (I).

Members who have not rendered 5 years' service, shall not be entitled to any benefit hereunder. The Assurance effected in respect of such member would be surrendered by the Trustees and the Surrender Value credited to Surplus Account.

9. **Benefits on death while in service before superannuation date:**

In the event of death of the Member before superannuation date whilst he is Service of the Employer, there shall be paid to the Trustees a sum which shall be the total of :

- (i) The sum, if any, for which the Member's life was insured under Term Assurance on the date of death, and
- (ii) The value of Assurance under Pure Endowment.

The Trustees shall pay to the Nominee the benefits in accordance with the provisions of Appendix (I).

10. **Benefits on retirement after Superannuation Date of Death whilst in Extended Service:**

If, with the consent of the Employer, a Member remains in service after Superannuation Date, no further contribution will be payable in respect of him. The payment of benefits will be deferred until his actual retirement or death during such extended service. Upon the Member's actual retirement or death, there shall be paid to the Trustees the sum that would have become payable had the Member retired at Superannuation Date, together with interest thereon at the rate to be determined by the Corporation on the said date calculated upto the date of his actual retirement or upto the date of death, as the case may be, and the Trustees shall pay to the Member or the nominee as the case may be, the benefits in accordance with provisions of Appendix (I).

11. **Retirement prior to Superannuation Date or Resignation for Disablement due to accident or disease :**

If the Member retires before the Superannuation Date, the Surrender value of the Pure Endowment effected in respect of him shall become payable to the Trustees and the Trustees shall pay to the member the benefits in accordance with the provisions of Appendix (I).

Term Assurance cover shall cease as from the date the Member ceases to be in Service.

Contribution of Life Assurance during absence of Member:-

- (i) In the case of absence due to injury, illness, etc. risk cover may be continued during the period of absence provided that such period shall not exceed (a) or (b) as stated below, whichever expires earlier :-
 - (a) The actual period from which the employer retains the insured employee in his service in terms of the service conditions.
 - (b) From the date on which the insured employee first remains absent due to injury, illness, etc; till the next policy anniversary and two more policy years.
- (ii) In case absence is result of strike/lock out etc. insurance cover may be granted on payment of appropriate premium for (a) the period of strike/lock out etc. or (b) for a period of six months which ever expires earlier.

12. **Adjustment in the Benefits on cessation of Service :**

- (a) Any balance of the value of assurance remaining over after payment of the Gratuity as ascertained according to provisions of Appendix (I) thereto having regard to the total service completed by the Member and the Circumstances in which he ceases to be in the service shall be transferred by the Trustees to the Surplus Account.
- (b) If the amount of Gratuity payable to the Member according to the provisions of Appendix (I) hereto exceeds the value of the benefits payable to the Trustees under the assurance effected, the Trustees shall be entitled to pay the excess due to the Member out of the Surplus Account.
- (c) If the funds in the hands of the Trustees in the Surplus Account and the value of the Assurance hereunder are not sufficient to pay the whole of the Gratuity payable to the Member under Appendix (I) the Trustees shall utilize the Additional Contributions payable in respect of the Member to make up the difference in the amount of Gratuity.
- (d) If a member is not entitled to any benefits under the provisions of Appendix (I) hereto, the Trustees shall surrender the Assurance effected on his life for immediate cash value and the surrender value so realized shall be transferred to the Surplus Account.

13. **Surrender Value :** Pure Endowment effected under the Scheme will acquire Surrender Value immediately upon payment of the first year's premium in full. The surrender value will be calculated in accordance with the Rules of the Corporation. One year Renewable Term Assurance are not entitled to any surrender value.

SECTION V

14. **Miscellaneous Provisions :**

The benefits assured under the Scheme are strictly personal and cannot be assigned, charged or alienated in any way or shall not be liable to attachment in execution of any decree or order of any Civil, Revenue or Criminal Court.

15. **Surplus Account :**

Any additional contributions paid by the Employer under Rule 6 and the value of any of the Assurances in respect of a Member, which do not vest in him for any reason and lapse to the Fund, shall be transferred to an account which shall be called the "SURPLUS ACCOUNT".

The Trustees may, at their discretion, utilize the amounts lying to the credit of the Surplus Account in part or full payment of the Contributions payable in any year in respect of all or any of the current assurances or to provide additional benefits to all the Members or their nominees.

16. **Discontinuance of their Contributions:**

- (a) In the event of discontinuance of the contributions to the Scheme, the Trustees hereunder shall, however, continue until the assets of the Scheme have been distributed as provided in the Trust Deed.
- (b) The Pure Endowment Assurance will be converted into paid up Assurances for reduced benefits which will become payable on the Superannuation Date of the Member or the Value of Assurance shall be done payable on cessation of service or on the death of the member. Alternatively, the trustees may surrender the Master Policy and realise the surrender value thereof.

17. **Jurisdiction :**

All Assurances issued under the Scheme shall be Indian contracts. They will be subject to the Laws of India including the Indian Insurance Act, 1938, as amended, the Estate Duty, Act, 1953 as amended the Life Insurance Corporation Act, 1956 the Income Tax Act, 1961, the Payment of Gratuity Act, 1972, wherever applicable and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should anything contained in these rules, or in any amendment made thereof, be repugnant to any provision or provisions of the Income Tax Act, or the Income Tax Rules, 1962, it shall be ineffective to the extent of such repugnance. Any such repugnance shall be removed by the Trustees, if so directed by the Commissioner of Income-Tax.

If anything contained in these Rules is in contravention of the provisions of the payment of Gratuity Act, 1972, or the Rules made there under, wherever applicable the provisions of the said act and Rules shall prevail.

18. **Rates of Premium and Conditions of Assurance :**

The rates of premium and conditions under which the Corporation is prepared to arrange the scheme shall be subject to an agreement between the Trustees and the Corporation. By giving three months written notice, taking effect on and from the next following Annual Renewal Date, the conditions of Assurance and rates of premium may be amended from time to time in respect of all Assurances on the lives of new entrants to the Scheme and additions to Assurances of existing members to be effected on and from the date of expiry of such notice. Assurance existing

- 18 at the time of such alteration or alterations shall not be effected in any way.

By giving three months' notice in writing effective on the next following Annual Renewal Date, the Corporation has the right to terminate the Term Assurance and reissue them on such terms and conditions as the Corporation shall decide.

19. **Master Policy:**

The Corporation will issue a Single Master Policy incorporating all the Assurances effected by the Trustees for the benefit of the existing and new Members of the Scheme.

20. **Income Tax and Other Taxes:**

- (a) In any case where Trustees or the Corporation are liable to account to the Income-Tax authorities for Income tax or any payment made under the Rules, the Corporation or the Trustees shall deduct a sum equivalent to such tax from any such payment made and the Corporation or the Trustees shall not be liable to the Members for the sum so deducted.
- (b) Estate Duty : Where any liability to Estate Duty arises in respect of any benefits, the Trustees shall apply the benefit or part of it in payment of such duty including any interest thereon and deduct the amount so paid from the benefits or may postpone the payment of the benefits until the liability has been provided for, to their satisfaction.

PROVIDED THAT if the Nominee satisfies the Trustees that duty has been paid or shall be paid or that no duty is due, the Trustees shall have the discretion to pay the benefits subject to the Nominee furnishing Indemnity or indemnities in the form and manner prescribed by them.
- (c) If the Gratuity Fund and Scheme for any reason cease to be approved by the Commissioner of Income –Tax, the trustees shall nevertheless remain liable of tax on any benefits paid to any member or his Nominee.

21 **Nomination :**

- (a) Every Member will be allowed to make a nomination conferring on one or more members of his family the right to receive the benefits in the even of his death before the benefits become payable or having become payable, have not been paid. The nomination shall be made in the Form given in Appendix (II) or Appendix (III) as the case may be, and shall be delivered to the Trustees.
- (b) If a member nominates more than one person, he shall in his nomination, specify the amount or share payable to each of the nominees in such manner as to cover the whole of his benefits that may be payable in the event of his death.
- (c) Where a Member has a family at the time of making a nomination, the nomination shall be in favour of one or more members belonging to his family. Any nomination made by the Member in favour of a person not belonging to his family shall be invalid.
- (d) If at the time of making nomination, the Member has no family, the nomination may be in favour of any person or persons, but if the member subsequently acquires the family ; such nomination shall forthwith be deemed to be invalid and Member may be allowed to make a fresh nomination in favour of one or more members of his family.
- (e) A nomination made by a member may, at any time, be modified by him, after giving a written notice to the Trustees in the manner as prescribed by the Payment of Gratuity Act, 1972, wherever applicable. If the nominee predeceases the Member, who may thereupon make a fresh nomination in respect of such interest. If the Member has not made a nomination, then the benefits shall be paid to his heirs.
- (f) A nomination or its modification shall take effect to the extent if it valid on the date on which it is received by the Trustees.

22. **Interpretation of Rules:**

It shall be condition of membership of the scheme that on any question arising on any point of interpretation of these rules or any point relating to admission of new members and cessation of membership, the decision of the trustees shall be final. If the decision has any bearing on the provisions of part 'C' of the fourth schedule of the Income Tax Act, 1961, or the rules made there under, it shall be forthwith reported to the Commissioner of Income Tax and if the Commissioner of income Tax so requires, the trustees shall review the decision.

Appendix (I)

Contingencies on the Happening of which Benefits become payable.

1. After the Member has rendered service of not less than 5 years upon his retirement on or after Superannuation Date. : 15 Days (7 days in respect of Seasonal Workers) Salary/Wages of the Member as on the date of retirement for each year of service.
2. Upon death of the Member whilst in service after Superannuation Date or upon the Member becoming disabled due to accident or disease (rendering the employee incapable of performing work which he was capable of performing before the accident or disease resulting in such disablement). : 15 Days (7 days in respect of Seasonal Workers) Salary/Wages of the Member as on the date of death or disablement for each year of service.
3. In the event of the death of the Member before Superannuation Date whilst in the service of the Employer. : (a) In respect of a member who is declared to be insurable and for whom life cover has been granted.

15 days (7 days for seasonal workers) salary/wages of the Member as on the Annual Renewal Date last preceding the date of death for each year of his Anticipated Service upto the Superannuation Date but for his earlier death Provided that the benefits payable hereunder shall not be less than the benefits in paragraph (c) below.

Note-Anticipated Service shall mean the service which the member would have completed had he lived upto his superannuation Date.

- (b) In respect of a member who is declared to be insurable on the Entry Date and/or Annual Renewal Date, but uninsurable on subsequent annual Renewal Dates.

- (i) Sum for which the Member's life was assured by the corp'n. Under Term Assurance on the date of death of the Member, and

- (ii) The Value of Assurance under Pure Endowment.

Provided that the total benefits payable vide (i) and (ii) above shall not be less than the benefits in paragraph (c) below.

- (c) In respect of Member who is declared to be uninsurable on the Entry Date and Annual Renewal Dates :

15 days (7 days in respect of Seasonal Workers) Salary/ wages of the Member as

on the date of death for each year of service upto the date of death.

- 4) After the Member has rendered service for not less than 5 years, upon his retirement or resignation from service of employer, prior to superannuation date. : 15 days (7 days in respect of Seasonal Workers) Salary/wages of the Member as on the date of leaving service, for each year of service.

Note :-

1. Gratuity shall be wholly forfeited in case of termination of service of the Member (a) riotous or disorderly conduct or any other act of violence on his part, or (b) for any act which constitutes an offence involving moral turpitude, provided such offence is committed by him in the course of his employment.
2. In case of termination of service for any act willful omission, or negligence by the Member causing any damage or loss to or destruction of property belonging to the Employer, gratuity above shall be forfeited to the extent of the damage or loss so caused.
3. All gratuity benefits payable in respect of any member under the Scheme shall be paid on Lump sum.
4. Salary for the purpose of this Appendix shall mean salary as defined in Rule 1(xxi).
5. Service for the purpose of this Appendix shall mean service as defined in Rule 1 (xx)
6. Maximum amount of gratuity payable is Rs. 85,000/- (Resolution No. 9 dated 04.05.1992)

Amended

Maximum amount of Gratuity payable of Rs. 1,00,000/- (As per resolution 6 dated 05.09.1995).

Further Amended

Maximum amount of Gratuity of Rs. 2,50,000/- w.e.f. 24.09.1997 (As per order No. 502 dated 26.11.1997).

Further Amended

Maximum amount of Gratuity of Rs. 3,50,000/- w.e.f. 24.09.1997 (as per order No. 12 dated 06.10.1998).

Further Amended

Maximum amount of Gratuity of Rs. 20,00,000/- w.e.f. 29.03.2018 (as per order No. 3739 dated 26.04.2018).

FORM OF NOMINATION

The Trustees,

1. I Shri/Smt./Kum. _____ whose particulars are given in the statement below, hereby nominate the person(s) mentioned below, to receive the gratuity standing to my credit, in the even of my death before that amount has become payable or having become payable, has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is /are a member(s) of my family :
3. I hereby declare that I have no family.
4. (a) My father/mother/parents is/are not dependent on me:
(b) My husband's father/mother/parents is/are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the _____.
6. Nomination made herein invalidates my previous nomination.

NOMINEE(S)

Name in full with full address of Nominee(s)	Relationship with the Member.	Age of the Nominee	Proportion by which the Gratuity will be shared.
<u>STATEMENT</u>			
7. Name of the Member in full.			
8. Sex.			
9. Whether Married/unmarried/widow/widower.			
10. Religion.			
11. Department/Branch			
12. Post held with Ticket or Serial No. if any,.			
13. Date of appointment.			
14. Permanent Address.			
Village _____ Thana _____ Sub Division _____			
Post Office _____ District _____ State _____			
PLACE; DATE:			
Signature/Thumb Impression of the MemberContd. 2.....			

DECLARATION OF WITNESS

Nomination signed/thumb impressed before me:

Name in full and full
Address of witnesses.

Signature of
Witnesses.

1.

1.

2.

2.

Place:

Date:

Certified by the Trustees.

Certified that the particulars of the above nomination have been verified and recorded.

Date:

Place:

Signature of the Trustees.

ACKNOWLEDGEMENT OF THE MEMBER

Received the duplicate copy of nomination filled in by me and duly certified by the trustees.

Date :

Signature of the Member

NOTE; STRIKE OUT THE WORDS/PARAGRAPH NOT APPLICABLE.

TO BE FILLED IN WHERE PAYMENT OF GRATUITY ACT 1972 IS NOT APPLICABLE

APPENDIX – III
FORM OF NOMINATION

Name of Fund :

Gratuity Fund :

1. Name of Employee _____ Surname _____
(IN BLOCK LETTERS)

2. Sex _____.

3. Religion _____.

4. Father's Name _____.

5. Husband's Name _____ (for married woman only)

6. Marital Status _____ (Mention unmarried, married,
widow or widower)

7. Date of birth. Day _____ Month _____ Year _____.

8. Permanent Address:

Village _____ Thana _____ Taluka/Sub Division _____

Post Office _____ District _____ State _____

I hereby nominate the person (s) mentioned below to receive the amount of Gratuity in the even of my death before that amount becomes payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said person(s) in the manner Shown against their names :

Name and address of Nominee or nominees.	Nominee's relationship with member.	Age of Nominee.	Amount of Share of Gratuity to be paid to each Nominee.

--	--	--	--

*1. Certified that I have no family and should I acquire family thereafter, the above nomination should be deemed as cancelled.

** Certified that my father/Mother/sister(s)/minor bother(s) is/are dependent upon me.

Dated this _____ day of _____ 2000 at _____.
Two witnesses to signature.

1. _____ Signature of the Member

2.

Certified that the above declaration has been signed by Shri/Smt. _____ before me after he/she has read the entries./*the entries have been read over to him/her me.

Dated_____.
(Signature of the trustees or any
Person authorized by the trustees on his behalf.)

* Delete inapplicable words.

** This column should be filled in so as to cover the whole of the amount of gratuity that may be payable in the event of his death.

CHAPTER-XI

CONTRIBUTORY PROVIDENT FUND

- 11.1 An employee other than an employee on deputation from other organization, shall be entitled to the benefits of the Employees' Provident Fund Scheme as provided in the Act and as approved by the Board from time to time.

CHAPTER-XII

RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD.

MEDICAL ATTENDANCE RULES, 2000

- 12.1 **Short title :** These Rules may be called the 'RSGSM Medical Attendance Rules, 2000.
- 12.2 **Extent of application :** Unless otherwise specifically provided these Rules apply to all employees of the Company other than the following :
- (i) employees covered by the Employees State Insurance Scheme;
 - (ii) employees appointed on daily wages/part time basis;
 - (iii) employees appointed on contract;
 - (iv) persons on deputation from the Government of Rajasthan or any other State or the Government of India or any Statutory Board or body Corporate, etc. who will be governed by the terms and conditions of deputation as may be agreed to between the Company and their respective employees.
- 12.3 **Sanctioning Authority :**
- (1) The sanctioning authority for the reimbursement of the medical expenses shall be the Director Incharge or such other officer(s) as are authorized by him in this behalf.
 - (2) The medical claim for hospitalization expenses or for over and above the limits prescribed for long duration diseases or diseases of serious nature shall be sanctioned by the Director Incharge.
- 12.4 **Definitions :** In these rules unless there is anything repugnant on the subject or context –
- (1) 'Authorized Medical Attendant' means a Medical Officer / Vaid/ Hakim / Homeopath attached to a hospital or Institution or Dispensary of the Rajasthan Government or of the recognized hospitals or a Registered Medical Practitioner or a Vaid or Hakim approved and declared by the Company to be a Medical Attendant in respect of its employees;
 - (2) 'Family' means an employee's wife (not more than one)/husband in the case of woman employee, son(s) including son(s) adopted legally, unmarried daughters and parents if wholly dependent on the employee.

Parents shall be regarded as wholly dependent upon the employee if they normally reside with the employee at the place of his duty and their total monthly income from all sources does not exceed or as decided by the State Govt. time to time. Non-recurring income e.g. Contributory Provident Fund, Gratuity, Government of India Prize Bonds, Insurance benefits etc. shall not be regarded as income for the purpose of this clause, but recurring monthly income from sources such as house rent and holding etc. should however be taken into account for the purpose of asserting income. The family falling ill at place other than the headquarters of the employee shall also be entitled to treatment at such places.
 - (3) 'Government Hospital' means a medical or ayurvedic or Unani or Homeopathic Hospital, Dispensary or Institution maintained by the Government for the purpose of allopathic, ayurvedic, unani or homoeopathic treatment and also includes a dispensary or a hospital maintained by a local authority, or a hospital within or outside the State of Rajasthan, with which arrangements have been made by the Rajasthan Government for the treatment of their employees.

- (4) 'Head of a Government Hospital' means Chief Administrative Medical Authority not below the rank of a Professor of a Government Medical College.

Notes:

- (i) A declaration regarding income and the residence of the parents shall be furnished by the employees once in the beginning of every calendar year. In case the declaration is submitted subsequently, the reimbursement shall be admissible in respect of parents who undergo treatment after the date of submission of the declaration.
 - (ii) Every employee shall declare in advance the list of such members of his family as may be covered by the above definition.
 - (iii) An identity card will also be issued to each employee which will be filled in by him at the time of claiming medical reimbursement and got initialed by the authorized medical attendant. This identity card may be asked for by the Company for further verification of claims submitted by the employee as and when required.
- (5) 'Medical Attendance' means in respect of an employee, attendance in a Government Hospital or the clinic of the Authorized Medical Attendant or in the case of illness which compels the patient to be confined to his residence, at the residence of the employee by the Authorized Medical Attendant, and includes :
- (a) Such pathological, bacteriological, radiological or other method of examination for the purpose of diagnosis as are available in any Government Hospital or laboratory recognized by the Company and are considered necessary by the Authorized Medical Attendant, and
 - (b) Such consultation with any other Medical Officer specialist in the service of the Government as the Authorised Medical Attendant certifies to be necessary, to such extent and in such manner as the Medical Officer or the Specialist may, in consultation with the Authorised Medical Attendant, determine.
- (6) 'Patient' means an employee and his family as given in rule 12.4(4) who has fallen ill and to whom these rules apply.
- (a) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in Government Hospital,
 - (b) Provision of accommodation in Government Hospital or clinic of Authorised Medical Attendant on the scale and subject to the conditions mentioned in Rule 12.6.
 - (c) (i) consultation fee charged by a Medical Officer of the Government (Authorised Medical Attendant) from the employees for attendance at the residence of the patient in accordance with the scale of fees laid down by the Government for them and also fee charged by Compounder/Nurse for administering injection at the residence of the employee as per rates laid down by the Government for them; and as may be amended from time to time.
 - (ii) consultation fee paid to an Authorised Medical Attendant other than a Medical Officer of the Government, and the fee charged by the Compounder/Nurse for administering injection at the residence of the company employee as per rates laid down by the Company.
- (7) 'Pay' means the pay as defined under Rule 2.1 (48) of these Rules (Chapter II).
- (8) 'Visiting Fee' means a fee charged by the Authorised Medical Attendant from an employee for attendance at the residence of the patient at rates specified for them in the Rajasthan Medical Officers Fee Rules, as may be amended from time to time.

12.5 **Medical Attendance and Treatment of Employees:**

(1) An employee shall be entitled to medical attendance and treatment free of charge in accordance with the provisions of these rules.

(2) (i) The expenses incurred by an employee on account of medical attendance and treatment shall, on production of essentiality certificate from the Authorized Medical Attendant in the prescribed form, be reimbursed to him to the extent and in the manner provided in these rules.

(ii) The following charges paid by the employees for treatment are reimbursable :

(a) Cost (including sales tax paid by the employee on medicines purchased) of Allopathic drugs, medicines, vaccines, sera or other therapeutic substance not ordinarily available in Government Hospital or with the approved Medical Attendant.

List of allopathic drugs, medicines which are not reimbursable shall be the same as is laid down by the Government of Rajasthan for its employees. This list shall be subject to revision/modification as per amendments made by the Government of Rajasthan from time to time.

(b) Cost (including sales tax paid by the employees on medicines purchased) of Ayurvedic/Unani drugs of approved 'Rasayanshalas not ordinarily available in Government Hospital or with the approved Medical attendant.

List of Ayurvedic and Unani drugs with Rasayanshalas which are reimbursable shall be the same as is laid down by the Government of Rajasthan for its employees with amendments and revisions made from time to time.

(c) Cost (including sales tax paid by the employee on medicines purchased) or homeopathic drugs and medicines prescribed by the Authorised Medical Attendant.

List of homeopathic drugs and medicines which are reimbursable and the approved manufactures shall be the same as is laid down by the Government of Rajasthan for its employees with amendments and revisions made from time to time.

(d) For all those places where Government of Rajasthan has provided the purchase of medicines from Upbhokta Bhandar and/ or medical shops of wholesale Cooperative stores for its employees, reimbursement of medicines shall be made only for the medicines purchased from such Upbhokta Bhandar and/or whole sales Cooperative stores. When medicines are not available at such Upbhokta and/or wholesales Cooperative Store, the same shall be reimbursable if purchased from other shop after obtaining non availability certificate from such Upbhokta or wholesale Cooperative Store.

(e) The ceiling for normal reimbursement shall be one month's pay per annum. All cases beyond, this limit shall be subject to thorough enquiry and detailed checking, as per procedure prescribed by the Director Incharge.

(f) Ambulance charges incurred to carry the patient from residence to a Government hospital and vice-versa or from one Government hospital to another for treatment or examination. If the ambulance belongs to Government, or the Government hospital where patient is admitted.

(g) Blood transfusion charges.

- (h) cost of wholly or partly of hearing aid or artificial limb (including cost of replacing a limb) or calipers after obtaining the concurrence of the Director Incharge and if a hearing aid equipment is required to be purchased again on the opinion of the competent authorized medical attendant and that the earlier equipment is beyond repairs, the reimbursement of cost would be limited to 50% only.
- (i) Consultation fee charged by a Medical Officer of the Government (Authorised Medical Attendant) from the employees for treatment of employees at their residence to the extent and on the scale laid down for them by the Government of Rajasthan, and fee paid to Compounder/Nurse per visit for administering injection at the residence of the employee to the extent and on the scale laid down for them by the Government of Rajasthan.
- (j) consultation fee paid to an Authorised Medical Attendant other than a Medical Officer of the Government and the fee charged by the Compounder/Nurse for administering injection at the residence of the employee as per rates and conditions laid down by the Company.
- (k) X-ray charge paid by the employee in a Government Hospital/ Dispensary or approved clinic at the rates and conditions laid down by the Company.

12.6 Treatment at Government Hospital or Clinic of the Authorised Medical Attendant as Indoor/Outdoor patient etc.:

- (1) An employee who receives Medical Attendance and treatment at a Government Hospital or Clinic of the Authorised Medical Attendant as an Indoor patient shall be entitled to the following concessions :

- (i) accommodation in Government Hospital as classified below shall be provided free of charge subject to availability; and the rental charges paid by him shall be reimbursed to him on production of receipt duly verified along with the essentiality certificate.

Basic Pay	Class of accommodation
Employees drawing pay of Rs. 10500 and above in Company's Pay scales.	Deluxe or Cottage Ward.
Employees drawing pay of Rs. 6500 p.m. and above but below Rs. 10500, in company's Pay Scales;.	Cottage Ward.
Employees drawing pay below Rs. 6500 in Company's Pay Scales; all Employee covered in Sugar Wage Board.	Rental Ward of lowest category.

- (ii) If the class of accommodation to which the employee is entitled under sub clause (i) above is not available, accommodation of a higher class may be provided if the admission of patient cannot be delayed without danger to his health. A certificate to this effect from the Superintendent/ Principal Medical Officer of the Hospital be furnished with the claim for reimbursement.
- (iii) Class of accommodation and its charges in respect of private clinics approved by the Company shall be determined by the Director Incharge in each case separately.
- (iv) Ordinary nursing facilities available in a Government Hospital.

- (v) Medical Attendance and treatment as provided in Rule 12.5.
- (2) An employee who receives Medical Attendance and treatment at a Government Hospital or a Clinic of an authorized medical attendant as an Outdoor patient shall be entitled to benefits provided in these Rules.
- (3) Treatment at residence :- If the Authorised Medical Attendant is of opinion that owing to absence or remoteness of a suitable hospital/clinic or to the severity of the illness, an employee cannot be given treatment as provided in sub rule (1) and sub rule (2) of this rule, he may receive medical attendance at his residence under rule 12.5.
- (4) **Admissibility of traveling allowance to ailing employees in certain circumstances :**
 - (i) If an employee falls ill at a place which is not the headquarters of the Authorised Medical Attendant, he shall be entitled to traveling allowance as on tour except the halting allowance for the journey to and from such headquarter provided that he does not undertake journey for attendance by a Dentist or an Oculist. In case the condition of the ailing employee is so serious that he cannot be carried to the headquarter of the Authorised Medical Attendant in any conveyance, the Authorized Medical Attendant attending the patient at his residence shall be entitled to traveling allowance as on tour for forward and return journey from his headquarters to the place of the residence of the ailing employee under the Travelling Allowance Rules of R.S.G.S.M.
 - (ii) If the Authorised Medical Attendant is of the opinion that the condition of the patient is so serious or of a special nature as to require medical attendance by a special Medical Officer other than himself, he may send the patient to the nearest specialist or other Medical Officer concerned. The ailing employee sent to another station from the headquarters of the A.M.A. shall be entitled to traveling allowance without any halting allowance for the forward and return journey from and to the headquarters of the Specialist or Medical Officer. An attendant/escort accompanying the patient under written instructions from the A.M.A. for the safety of the patient shall also be entitled to Traveling Allowance on the scale admissible to the employee himself on tour without halting allowance. In case an employee travels by air or in air conditioned class for this purpose, the traveling allowance shall be limited to traveling allowance admissible to him for journey by Rail (except in air conditioned Coach)/Road under R.S.G.S.M. T.A. rules as on tour without any halting allowance.

12.7 **Medical Attendance and Treatment of Members of Family of employees:**

- (1) The members of the family of an employee shall be entitled to medical attendance and treatment at a Government Hospital or Clinic of an Authorised Medical Attendant on the scale and conditions allowed to an employee himself under Rule 12.5 and sub rules (1), (2) and (3) of Rule 12.6, for the purpose of admissibility of concessions under this Rule, it is not necessary that the member(s) of the family of the employee should reside with him at the time of illness.
- (2) In case the wife/husband of an employee is working in an organization/office where medical aid is not provided to employees, the employee will be entitled to claim reimbursement in respect of treatment of his/her wife/husband, where both husband and wife are Company's employees they shall be entitled to medical attendance and treatment as independent entities according to his/her status under these rules. In such a case the claim for reimbursement of medical expenses of the members of family dependent upon them shall be preferred by either husband or wife whoever is in receipt of higher pay.

Note :- A certificate in the prescribed proforma shall have to be produced while claiming reimbursement for the member(s) of the family by an employee.

- (3) If the husband or wife of an employee, as the case may be, is employed in a service outside other than service under the Company which provides medical facilities of its own then the Company employee would be entitled to choose, in respect of husband/wife the medical facilities, either under these rules or if the service in which he/she is employed does not provide for medical facilities, then the employee would be entitled to claim medical facilities as provided in sub rule (1) to rule 12.7.

Note :- Such an employee is required to give a declaration electing the medical facilities of the Company or otherwise duly countersigned by the Head of the Office/Department.

12.8 **Medical Attendance and Treatment Outside Rajasthan:**

- (1) An employee including member(s) of his family posted to a station or sent on duty or spending leave at a station outside Rajasthan in India and who falls ill shall be entitled to Medical Attendance and treatment as indoor and outdoor patient in a Hospital maintained by the Central Government or other State Governments on the scale and conditions which would be admissible to him under these Rules had he been on duty or on leave in Rajasthan.
- (2) For the purpose of this rule 'Authorised Medical Attendant' in respect of an employee or class of employee at a station outside Rajasthan shall mean an Officer of Medical Department of the Central or other State Governments (as the case may be) on duty in a Government Hospital or Dispensary at that station.

12.9 **Treatment of a disease for which treatment is not available in Rajasthan:** An employee suffering from a disease for which treatment is not available in any Government Hospital in Rajasthan shall be entitled to medical attendance and treatment to the extent indicated below in a Hospital/Institution outside the State recognized by the State Government/Rajasthan State Ganganagar Sugar Mills:

- (i) Medical Attendance and treatment in such cases shall be allowed at such Hospital/Institutions outside the State as the Specialist may recommend for any particular disease. A certificate to this effect be enclosed with the claim.
- (ii) (a) Reimbursement of sums actually paid to the Hospital/Institution including charges for surgical operations and nursing facilities.
- (b) For the purpose of reimbursement under this rule, the original receipt issued by such Hospital/Institution shall be countersigned by the Specialist on whose advice the treatment outside the State was undertaken.
- (c) Cost of allopathic drugs, medicines, vaccines, sera, or therapeutic substances reimbursable under these rules.
- (iii) The treatment and medical attendance would be permissible only when it is certified by the Principal Medical College/Director Medical & Health Services Rajasthan on the basis of opinion of the Authorised Medical Attendant/Specialist to the effect that the treatment of a particular disease from which patient is suffering is not available in any Government Hospital in the State and it is considered absolutely essential for the recovery of the patient to have treatment at a hospital outside the State.
- (iv) The patient shall be entitled for journey by rail/road from duty point station or at the station at which he fell ill to the place of treatment outside the State and back, to a single fare of the class to which his classification entitles him under the R.S.G.S.M. Travelling Allowance Rules. Such traveling allowance shall also be admissible for an attendant if the A.M.A. certifies in writing that it is unsafe for the patient to travel unattended and that an attendant is necessary to accompany the patient to the place of treatment and back.

12.10 **Grant of advance for medical attendance and treatment** ⁽¹⁾

- (1) An employee and members of his family, who are entitled to medical attendance and treatment may be granted advances to meet the expenses of treatment in respect of disease/illness which is necessary to be attended immediately & it is essential to safeguard life of such an employee/member of his family.
- (2) The advance shall be sanctioned by the authority as indicated below-

1.	Advance upto Rs.1.00 Lac	General Manager,HO/ Sugar Factory, Sriganganagar
2.	Advance upto Rs.2.00 Lacs	Director Incharge
3.	Advance more than Rs. 2.00 Lacs	Board of Directors

The authority as specified will decide on the basis of a certificate relating to disease, its treatment & seriousness issued by the Principal of Medical College/Director, Medical Health or Head of the department of the respective treating hospital.

- (3) After the advance has been sanctioned under sub-rule (1&2) above, further advance shall not be sanctioned unless the medical reimbursement claim to the extent admissible has been submitted in adjustment against the previous advances.
- (4) The entire amount of advance shall finally be adjusted against the due medical reimbursement claims under these rules not later than the expiry of a period of one month from the date of release of the patient from the hospital. The unspent amount of advance, if any, shall invariably be paid in cash.

(1) Added vide order No. 45577-600 dated 15.03.2017 in pursuance of Board's Resolution No. 477.18.8 dated 29.12.2016.

12.11 **Procedure for claiming reimbursement** : The procedure to be followed for claiming reimbursement of expenses incurred by an employee on account of medical attendance and treatment under these rules shall be as follows:-

- (1) Every employee claiming reimbursement of medical expenses incurred on account of medical attendance and treatment for himself and/or members of his family, shall make an application in the form prescribed. All claims for medical reimbursement should be submitted by the claimant duly countersigned by the A.M.A. within six months from the date of completion of treatment. The claim is to be submitted in duplicate.
- (2) (i) Each form of application referred to in clause (1) shall be accompanied by an Essentiality Certificate from the A.M.A. in the form prescribed along with any other certificate(s) required to be attached under any rule.
- (ii) The cash memo(s) attached to the medical bills for purchase of medicines shall be verified and signed by the authorized medical attendant prescribing the medicines.
- (iii) The employee or member of his family who receives medical attendance and treatment at his residence under sub rule (3) of rule 12.6 shall be reimbursed the consultation fee paid to an Authorised Medical Attendant as prescribed or fee paid to Compounder/Nurse for administering injection as prescribed on production of a certificate from the Authorised Medical Attendant in the prescribed form and shall be attached with the application form.

- (iv) Every Authorised Medical Attendant while signing the Essentiality Certificate shall make an entry in the register maintained by him. He shall indicate the serial number (with date) at which the entry has been made in the aforesaid register. The Register maintained by the Authorised Medical Attendant in the prescribed form shall be available for inspection and check without notice to an officer appointed by the Director Incharge.
- (3) (i) (a) The bill for medical expenses shall be drawn in the form prescribed for drawing pay and allowances of employees and charged to appropriate account head.
- (b) Claim for traveling Allowance admissible to ailing employee and/or attendant/escort under sub rule (4) of Rule 12.6 of these rules shall be drawn on Travelling Allowance bill form. Such a traveling allowance claim shall be accompanied by a certificate from the Authorised Medical Attendant permitting the employee along with attendant/escort, where necessary to undertake journey.
- (ii) The bill shall be countersigned by the authority competent to sign traveling allowance bill of the employee concerned.
- (4) An employee shall present a consolidated claim for reimbursement of medical expenses not earlier than once in a month in respect of all the members of his family including himself/herself after the treatment is over. In cases where treatment continues over a long period a part claim for reimbursement of medical expenses may be presented by the employee as follows:

<u>Basic Pay</u>	<u>Amount of per claim</u>
(a) Above Rs. 6700 p.m.	Rs. 500 and above.
(b) Upto Rs. 6700 p.m.	Rs. 250 and above.

- (5) The claims for reimbursement of medical expenses upto ¹⁷/Rs. 500 or state govt. rules in case of allopathic medicines presented by the employee for himself and members of his family under these rules shall be paid on the basis of prescription of Authorised Medical Attendant if the treatment is taken in a Government Hospital/Dispensary; and the cost of medicines prescribed by the Authorised Medical Attendant approved/recognized by the Company.

The procedure for claiming reimbursement in the type of claims referred to in sub rule of this rule shall be the same as laid down in these rules except the provisions of rules 12.11(1) and (2) (i) (ii) & (iv) shall not be made applicable in such cases.

The procedure for reimbursement of medical expenses upto ¹⁷/Rs. 500 (as per Govt.) in case of allopathic medicines presented by the employees as mentioned in sub rule (1) will be as under :

The prescription of the Authorised Medical Attendant referred to in sub rule (5) shall bear OPD Registration Number and date of the Hospital/Dispensary/Clinic where treatment is taken and the Authorised Medical Attendant shall subscribe his signature on such prescription under this official seal and the same shall be enclosed with the bill.

12.12 Special concessions to employees suffering from tuberculosis and cancer :- An employee suffering from tuberculosis and cancer shall be entitled to the following special concessions :

- (1) Special efforts shall be made by the company to get reasonable facilities for admission to Government Sanatorium, in cases where institutional treatment is considered necessary under advice of the Authorised Medical Attendant.

- (2) An employee admitted as an indoor patient in a Government hospital/T.B. Sanatorium shall, in addition to the expenses on medicines reimbursement in accordance with the provisions contained in Rule 12.5 of these Rules, be allowed reimbursement of the expenses incurred by the employee on non reimbursable medicines i.e. medicines having more food value on the following conditions :

(1) Amended vide Order No. Rsgsm/Estt/2009-10/8022-34 dated 08.07.2010 in pursuance of Board's Resolution No. 438.11 dated 30.06.2010 from Rs. 250 to Rs. 500.

- (i) The medicines are prescribed by the Medical Officer of the Government T.B. Hospital/sanatorium.
- (ii) The amount to be reimbursed under this clause shall not exceed Rs. 50 per month.
- (iii) The amount shall be reimbursable on production of vouchers duly countersigned by the Medical Officer attending the case along with a certificate from the Medical Officer in the prescribed form.
- (iv) The traveling allowance shall be admissible for any journey undertaken in the circumstances in Rule 12.6 of these Rules to the extent admissible under the rail concessions allowed to a T.B. and cancer patient by the Railways.

An allowance not exceeding Rs. 75 per month shall be paid towards the cost of special diet, if any, prescribed by the Authorised Medical Attendant to the employee (where pay does not exceed Rs. 6700 per month) subject to production of a certificate signed by the employee and countersigned by the Medical Officer attending on him as prescribed for Government Servants by the State Government in similar cases.

- (3) The concession outlined in clause 2 shall also be admissible to a Company employee who is on leave and is being treated as an outdoor patient on the advice of the Medical Officer in charge of a Government Hospital/T.B. Sanatorium or clinic.

Note: Concession provided under sub rule (2) of this rule 12.12 shall not be admissible to the members of the family of employees when they are treated as outdoor patients.

- (4) When an employee is admitted in a private sanatorium in Rajasthan after he has obtained a certificate from the Medical Officer Incharge of a Govt. Hospital/T.B. Sanatorium or Clinic for non availability of accommodation, the Company shall assist in payment of the following charges in respect of employees whose pay does not exceed Rs. 6700/- p.m. :
- (i) Amount not exceeding Rs. 50 per month for charges on ordinary accommodation in the private sanatorium, if paid by him.
 - (ii) Amount not exceeding Rs. 75 per month, towards the cost of special diet, if any, prescribed by the Medical Officer of the Sanatorium under the conditions laid down in sub clause (v) of clause 2 above for such employees.
 - (iii) Charges for non reimbursable medicines not exceeding Rs. 50 per month shall also be paid on the conditions laid down in clause (2) above for such charges.
 - (iv) Travelling Allowance as provided in sub clause (iv) of clause (2) of this rule.
 - (v) During institutional treatment in a private Sanatorium, ordinary medicines reimbursable under the Rule shall also be reimbursable on certification by the Medical Officer Incharge of the private Sanatorium.

- (5) The concession laid down in this Rule shall also be admissible to the members of family of the employee on conditions on which they are admissible to employees themselves provided the treatment is taken as indoor patient and not otherwise.
- 12.13 The company may, if it considers proper, provide for a scheme for medical attendance and treatment for its employees retired either on pensionary benefits or CPF benefits or for both, with such conditions and on such scale as it may consider appropriate.
- 12.14 **Approval of any hospital run by Charitable Institution, private practitioner, clinic or laboratory and Clinic/Nursing Home:**
1. (a) The Board may, if it considers necessary, approve on such conditions as it may think proper :
 - (i) A private registered medical practitioner/vaidya/Hakim/ Homeopath as Authorised Medical Attendant who in its opinion is considered suitable/qualified to become Authorised Medical Attendant in respect of Company employees, for outdoor treatment on terms and conditions to be laid down by the Company;
 - (ii) A Clinic or Laboratory for pathological, bacteriological, radiological etc. tests as are considered necessary by the authorized Medical Attendant and to prescribe the charges which will be reimbursed to employees;
 - (iii) A private Clinic/Nursing Home for the treatment of Company employees which in its opinion is suitable and prescribe the charges which would be reimbursed to the employees; and
 - (iv) Any other hospital run by a Charitable institution and to prescribe the charges which would be reimbursed to the employees.
 - (a) While according approval as prescribed in sub clause (a) above, the Board shall also keep in view the charges levied by S.M.S. Hospital, on private paid patients.
 2. ⁽¹⁾The following are the approved charitable institutions to provide additional facility to employees:

- (i) Okay Diagnostic Centre, Okay Diagnostic Research Centre Pvt. Ltd., 4, Vivekanand Marg, C-Scheme, Jaipur.
- (ii) Getwell Diagnostic Centre, Jawahar Lal Nehru Marg, Opp. J.K. Lone Hospital, Jaipur.
- (iii) Dr. B. Lal Medical Imaging Centre, Opp. Hotel Laxmi Vikas Pallavi Apartment, Narain Singh Road, Jaipur.
- (iv) SRL Ranbaxy Laboratory, 10, Narain Singh Circle, Jaipur.
- (v) Vardhman Imaging Centre Pvt. Ltd., SDMH Campus, Bhawani Singh Road, Jaipur for CT Scan and MRI.
- (vi) S.K. Soni Hospital Lab, Vidhyadhar Nagar, Jaipur.
- (vii) Camberwell Diagnostic Centre, 1, Narain Singh Road, Trimurti Circle, Jaipur.
- (viii) Redcross, Sanganeri Gate, Jaipur.
- (ix) Amar Jain Relief Society, Chaura Rasta, Jaipur.
- (x) Santokba Durlabhi Memorial Hospital, Bhawani Singh Marg, and Opposite S.M.S.Hospital

The reimbursement of the charges of above laboratories shall be limited to the rates of Santokhba Durlabhji Memorial Hospital, Jaipur.

- (3) The Director Incharge would be competent to withdraw the recognition of any Authorised Medical Attendant/Clinic/Laboratory/Nursing Home approved under the above rules without assigning any reason. He would also be competent to add any other charitable institution to the above list as contained in sub rule (2).
- (4) Detailed conditions for treatment in S.D.M.H. shall be as contained in Annexure – I attached to these Rules.

12.15 Limit on reimbursement of expenses on medical attendance and treatment :

- (1) The expenses incurred by an employee on account of medical attendance and treatment under the above rates shall be reimbursed to the extent given in Rule 12.5(2)(ii)(e).
- (2) An employee suffering from T.B. or Cancer shall be entitled to the special concession under Rule 12.12 of these Rules regardless of any limit laid down under sub rule (1)
- (3) An employee suffering from T.B. shall be entitled to take treatment as T.B. patient only at Chest Clinic/Hospital which are specialist units of Government for treatment of T.B. and from no other A.M.A. of the Company.
- (4) In deserving cases, the Director Incharge would be competent to allow the medical expenses incurred by an employee on account of Medical Attendance and treatment on himself or any member of his family in full over the limit provided in sub rule (i) above.

<p>(1) Laboratories/Diagnostic Centres approved vide Order No. 9115-59 dated 21.07.2008.</p>

- 12.16 The forms prescribed by the government for their employees in the R.C.S. (Medical Attendance) Rules shall be applicable mutates mutandis in the case of Company employees under these rules.

- 12.17 **Savings** : Nothing in these rules shall be deemed to (i) entitle a company employee to reimbursement of any cost incurred in respect of medical services obtained by him or to traveling for any journey performed by him otherwise than as expressly provided in these rules; (ii) prevent the company from granting to an employee any concessions relating to medical treatment on attendance or traveling allowance for any journey performed by him which is not authorized by these rules.
- 12.18 **Interpretation:** If any question arises as to whether any service is included as medical attendance or treatment, it shall be referred to the Director Incharge whose decision thereon shall be final and binding.
- 12.19 In cases where it is found to the satisfaction of the Director Incharge that the privileges granted under these rules have been misused, suitable penalty may be imposed on the employee concerned which may include debarring the person concerned from the benefits under these rules forever or for a shorter period of time.
- 12.20 These rules shall supersede the existing Medical Attendance Rules and all orders issued there under and the cases of treatment taken applicability of rules shall be dealt with in accordance with the provisions of these rules.
- 12.21 **(NEW MEDICAL SCHEME for retired persons)**

Annexure – I to Chapter XII

Conditions for treatment in SDMH & other approved Hospitals
(Rule 12.14(4))

In case of treatment taken in Santokhba Durlabhji Memorial Hospital-cum-Research Institute:

- i. The employee and officers of the Company not covered under the ESI Scheme/Act shall be eligible for the reimbursement of the cost of treatment taken in SDMH, Bapu Nagar, Jaipur, the cost of treatment would include:-
 - a. Cost of Medicines.
 - b. Consultancy charges.
 - c. Pathological tests, X-ray tests, ECG tests and all other tests.
- ii. In case of indoor patient where the patient is admitted in SDMH, the rental charges shall be reimbursed to the extent of monetary entitlement of the employee concerned for indoor treatment in SMS Hospital, except for the general ward, where the actual rental charges may be charged by SDM Hospital shall be allowed irrespective of the monetary entitlement.
- iii. In the case of treatment is taken from SDM Hospital the medicines may be purchased from the shop situated in the premises of SDM Hospital. If the medicines are not available at the shops, the same shall be purchased from the shops run by Sahkari Upbhokta Sangh after obtaining Non-availability certificate from such shop, medicines could be purchased from other medical shops.
- iv. Reimbursement of medical expenses shall be made on verification of concerned Medical Officer of SDM Hospital and countersigned on essentiality certificate by the Medical Superintendent of SDM Hospital or Medical Officer of Rajasthan State Ganganagar Sugar Mills.
- v. The charges of CT Scan Centre situated in the premises of SDMH is allowed for reimbursement on the prescription of SDMH/Govt. Doctors or Medical Officers authorized by the Company subject to the reimbursement ceiling as per Government Rules (Board of Directors decision dated 28.11.1995).
- vi. Reimbursement of Actual charges at SDMH,Jaipur to the employees in case of patient is admitted/shifted to intensive Care Unit/Cardiac Care Unit/Pediatric Care Unit due to serious conditions, the above facility will be available to the employees of the Company and their dependents family members not covered under ESI.

CHAPTER XIII

LEAVE

1. GENERAL CONDITIONS OF LEAVE

- 13.1 **Leave earned by duty** : Leave is earned by duty only.
- 13.2 **Leave cannot be claimed as right** : Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to grant leave or refuse or postpone, or curtail or to revoke leave at any time according to the exigencies of the Company's service, work and circumstances.
- The nature of leave due and applied for by a Company employee cannot be altered at the option of the sanctioning authority, and so while it is open to the authority competent to refuse or revoke leave due and applied for under this rule, it is not open to him to alter the nature of such leave.
- 13.3 **Commencement and end of leave** : Leave begins from the day on which charge is handed over, if such handing over takes place in the forenoon of that day or from the next day of such handing over, if it takes place in the afternoon of that day, and leave ends on the day preceding that on which charge is resumed if such resumption takes place in the forenoon and on the same day on which charge is resumed if such resumption takes place in the afternoon.
- 13.4 **Address while on leave** :
- 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.
- 13.5 **Combination of holidays with leave** : Leave may be prefixed or suffixed to a holiday but holiday(s) intervening during the period of leave shall count as part of leave except in the case of casual leave.
- 13.6 **Combination of leave of various kinds** : Any kind of leave may be granted in combination with or in continuation of any other kind of leave except casual leave which cannot be availed of in conjunction or in continuation with any other kind of leave.
- 13.7 **Acceptance of employment on leave** : an employee on leave shall not take up any other service or accept any employment during the period of leave, without obtaining previous sanction of the Director Incharge.
- The leave salary of an employee permitted to take up employment during leave shall be subject to the restrictions as the Director Incharge may by order prescribe.
- 13.8 **Application for leave to whom made** : An application for leave or extension of leave must be made to the authority competent to grant such leave or extension.
- 13.9 **Submission of leave application in advance** : Leave shall not be availed without obtaining prior sanction of the competent authority. Application for leave as provided in rule 13.8 may be submitted in the form prescribed for the purpose, sufficiently in advance, which in the case of earned 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, the sanction for leave should be applied for at the earliest possible opportunity.
- 13.10 **Leave not admissible to an employee who ought to be dismissed** : Leave should not be granted to an employee who ought at once to be dismissed or removed from service for misconduct or general incapacity.

- 13.11 **Lapsing of leave on cessation of employment** : all leave lapses on the cessation of employee's service in the Company whether as a result of discharge, dismissal, retirement, death or otherwise.
- 13.12 **Return from leave before due date** : An employee is expected to avail leave granted to him before resuming duty and may not return to duty before the expiry of such leave without the specific permission of the competent authority in writing.
- An employee who has been granted casual leave may at any time before the expiry of such leave rejoin duty without availing leave of the full period of the casual leave sanctioned.
- 13.13 **Application for extension of leave** : If an employee after proceeding on leave desires an extension thereof, he shall apply by letter or telegram to the sanctioning authority, in sufficient time for the reply to reach him before the date on which the employee would have to start back to resume his duties.
- If on account of sickness, accident or the like, an employee is unable to resume his duties by the due date, he shall send the leave application to the sanctioning authority, without any delay and produce certificate from the prescribed medical officer in case of illness.
- 13.14 **Recall from leave** : An employee shall be liable to be recalled from leave other than medical and maternity leave if the exigencies of work so required.
- 13.15 **T.A. on recall from leave** : In case an employee who is on leave for a period of two months or more and is recalled from leave before expiry of half or less than half of the period of sanctioned leave, he may, at the discretion of the Director Incharge be granted traveling allowance for self only as on tour from the place where the order is received by him. In all other cases, no traveling allowance shall be admissible.
- 13.16 **Leave to employees under transfer** : An employee who is under orders of transfer shall ordinarily be not allowed leave of any kind. In case of exceptional circumstances, permission of the Director Incharge shall be required for grant of leave.
- 13.17 Formal joining of duty at the end of leave with the intention of taking leave again within a short spell should not be permitted.
- 13.18 **Maintaining of Leave Account**: The Company shall maintain leave account in respect of every employee in the prescribed form. Such a leave account shall be maintained in different units in respect of employees working in Units except the General Manager Sriganganagar, and Officer Incharges of Units, and in respect of those working in the Head Office, the same shall be maintained in the Company Office, as per Rule No. 13.25
- 13.19 (1) **Medical certificate for leave** : An application for leave on medical grounds shall be accompanied by a medical certificate from a Medical Officer of the Rajasthan Medical Department on duty in a hospital or dispensary or approved by the Company. If no Medical Officer is stationed at the place where he falls ill, a certificate from any registered medical practitioner indicating registration number may be submitted.
- (2) **Medical certificate does not confer right to leave** : The grant of a certificate under sub rule (1) does not in itself confer upon the employee concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave and the orders of that authority should be awaited.
- 13.20 **Fitness Certificate** : An employee who has taken leave on medical certificate may not return to duty until he has produced/submitted a medical certificate of fitness from a Medical Officer of the Rajasthan Medical Department or the one approved by the company who must be a registered medical practitioner, as the case may be.
- 13.21 **Entitlement of leave only after 240 days service** : No employee shall be eligible for any leave with pay unless he has been in continuous service for at least 240 days.

13.22 **Leave not admissible to an employee under suspension** : An employee under suspension shall not be entitled to any kind of leave during the period of suspension.

13.23 **Absence after expiry of leave** :

- (1) An employee who is absent from duty without leave or before leave applied for has been sanctioned by the competent authority shall be treated to have remained willfully absent from duty; and such absence shall amount to interruption in service involving forfeiture of past service unless, on satisfactory reasons being furnished, the absence is regularized by grant of leave due or is commuted into extra ordinary leave by the authority competent to sanction leave.
- (2) (a) An employee who remains absent from duty after the expiry of sanctioned leave or after communication of refusal of extension of leave, is not entitled to any pay and allowances for the period of such absence and the period of such absence shall be commuted into extraordinary leave unless on satisfactory reasons being furnished, the period of absence is regularized by grant of leave due by the authority competent to grant leave.

(b) Willful absence from duty after the expiry of the leave renders an employee liable to disciplinary action.
- (3) Notwithstanding the provisions contained in sub rules (1) and (2) above, the disciplinary authority may initiate departmental proceedings under Disciplinary Rules against an employee who remains absent from duty for a period exceeding one month and if the charge of willful absence from duty is proved against him, he may be removed from service.

Notes :-

1. Willful absence from duty, even though not covered by grant of leave does not entail loss of lien. The period of absence not covered by grant of leave shall have to be treated as 'dies non' for all purposes, viz. increment and leave. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service and the entire past service will stand forfeited.
2. It is clarified that the aforesaid rule does not take away the power of disciplinary authority/appointing authority to take appropriate disciplinary action for any misconduct and impose one of the penalties under the Disciplinary Rules. Action can, therefore, be taken under these rules for unauthorized absence from duty or over stay of leave even for one day, treating it as misconduct, if the facts and circumstances of the case warrant such an action.

13.23A **Leave to employees on deputation** : Unless otherwise provided, employees on deputation shall be governed by the leave rules applicable in their parent departments or as per the terms and conditions of deputation.

13.24 **Leave Salary** : an employee shall be entitled to draw leave salary as under:

- (a) An employee during casual leave shall draw pay as on duty.
- (b) An employee on earned leave or sick leave (medical leave) is entitled to leave salary equal to the pay on which the employee is entitled immediately before the commencement of leave.
- (c) An employee shall not be entitled to any pay on extra ordinary leave i.e. leave without pay.

- 13.25 **Authority competent to grant leave** : Authorities competent for granting various kinds of leave in relation to employees shall be as under. However, if any substitute is required, the power to grant leave shall be exercised by an authority competent to appoint/provide a substitute.

	Authority	Kind of leave	Category of employees
1	D.I.C.	All types of leave.	i. Self ii. G.M. iii. F.A.
2	G.M.	All types of leave.	i. Dy. GMs. ii. Head of Departments.
3	F.A.	Casual Leave	Officials of Accounts Section.
4	Dy. G.M./Head of Deptts.	Casual Leave	Sr. Managers and all the employees of his Department.
5	Dy. G.M. (P&S)	Casual Leave	All Liquor Unit; Sr. Managers/Managers.
6	Sr. Manager/Manager of Liquor Units.	All types of leave	All officials working under his control including Dy. Managers posted at Reduction Centres.
7	Dy. Managers of Reduction Centers	Casual leave All types of leave	All employees posted under his control. All employees in workers category.

- NOTES :
1. Casual Leave Records will be kept by each Department of Head Office and Reduction Centres of Liquor Division.
 2. Records of all other leave will be kept by the Administrative Section of Head Office/Sriganganagar and Liquor Units/Sr. Manager/Manager. All the leave (other than C.L.) will be sanctioned by these officers on the recommendation of respective Heads of Departments/Dy. Managers of Reduction Centre.
 3. No officer will be sanctioning authority in his own case and the authority next higher will be authorized to grant leave where explicit provision has not been indicated above.

II. KINDS OF LEAVE

13.26 The following kinds of leave shall be admissible to an employee :-

- (I) **Casual Leave:**
 - (a) Casual Leave.
 - (b) Compensatory Casual Leave.
 - (c) Special Casual Leave for welfare.
- (II) **General Leave**
 - (a) Earned Leave
 - (b) Sick Leave (Medical Leave)
 - (c) Extra Ordinary Leave
- (III) **Special Leave**
 - (a) Maternity Leave
 - (b) Paternity Leave
 - (c) Study Leave
 - (d) Terminal Leave.

13.27 **Casual Leave :**

- (1) the amount of casual leave admissible to the employees of the Company in a calendar year will be 15 days.
- (2) Casual leave cannot be accumulated or carried forward from English Calendar year to year and shall be deemed to have lapsed if not availed of during the calendar year.
- (3) Application for casual leave should be submitted in advance and employee should proceed on leave only after obtaining prior sanction excepting in cases covered under rule 13.27 (4).
- (4) If an employee remains absent for one day or more days due to unavoidable circumstances beyond his control he should intimate his intention of remaining absent by any possible communication such as phone, postcard, oral message etc. and should submit the application for sanction of casual leave already enjoyed immediately after he resumes his duties.
- (5) Casual leave is treated as duty. It cannot be prefixed and suffixed to any other kind of leave.
- (6) Casual leave is granted at the discretion and convenience of the Company and cannot be claimed as a matter of right.
- (7) Not more than ten working days casual leave can be granted at a time, for private reasons or on account of sickness.
- (8) In case of fresh/new appointment during a calendar year, casual leave shall be admissible at the rate of one day for every full calendar month worked during the calendar year of service.
- (9) Unauthorised casual leave should be treated as leave 'Without Pay', apart from any disciplinary action that the management may consider necessary to be taken.
- (10) Permission to leave headquarters during the course of Casual leave shall be obtained.
- (11) Half day's casual leave may be granted and be regulated from 9.30 a.m. to 1.30 p.m. and from 2.00 p.m. to 6.00 p.m. for the time being. The Director Incharge would be competent to change the timings of regulating half day's casual leave.

13.28 **Compensatory Casual Leave** :

- (1) An employee of Ministerial and Class IV service who is required to perform duties on Saturday or Sunday or a closed holiday at his headquarters by a specific order in writing by his superior officer shall be eligible for compensatory leave for a corresponding number of days. This leave shall not be admissible to personal staff attached with the officers and to the employees included in the supervisory staff and officers.
- (2) The compensatory leave shall be treated as casual leave and shall be credited to the casual leave account and all the conditions attached with the casual leave shall be applicable in this case also.
- (3) As far as possible, this leave shall not be granted during crushing season. Compensatory holidays in lieu of holidays falling during the crushing season shall be given during the off-season.

13.29 **Special Casual Leave for Welfare** : The Director Incharge shall be competent to grant special casual leave to the employees who participate in seminars, conferences relating to Company's affairs, sporting events, tournaments and conference of service Associations. The Director Incharge while granting this special Casual leave will be largely guided by the rules framed by the Government of Rajasthan for its employees.

II General leave

13.30 Earned Leave :

- (1) the leave account of every employee shall be credited with earned leave, in advance, in two installments of 15 days each, on the first day of January and July of every calendar year irrespective of whether it is an even or uneven year.
- (2) No deduction in leave balance shall be made if an employee remains on any kind of leave other than extraordinary leave. If an employee remains 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.
- (3) An employee shall earn earned leave at the rate of two and half days for each completed month of his service in a half year in which he is appointed or he resigns, is terminated, discharged, removed, dismissed, retired or dies while in service.
- (4) An employee shall be entitled to accumulate leave upto a maximum period of 300 days. ⁽¹⁾Provide that where the Earned Leave at the credit of the Company employee as on the last day of December or June is 300 days of less but more than 285 days, the advance credit of 15 days Earned Leave shall be made. The leave account of such advance credited Earned Leave shall be kept separately and against which Earned Leave, utilized/taken by Company employee during the half year, shall first be adjusted during the half year and balance, if any, shall be credited to the leave account at the end of half year, subject to the condition that balance of such advance credited Earned Leave + Earned Leave already at credit of such Company employee do not exceed the maximum limit of 300 days.
- (5) The maximum amount of earned leave that may be granted to an employee at a time shall be 120 days.

<p>(1) Added vide Office Order No. RSGSM/HO/A&P/2013/7865-78 dated 01.07.2013 in pursuance of Government of Rajasthan Notification no.F1(4)FD/Rules/98 dated 12th December, 2012</p>

13.31 Sick Leave :

- (1) Permanent employee will be eligible for sick leave upto 10 days on full pay for every completed year of service subject to a maximum of 240 days during the entire period of service: Provided that the sick leave already availed under the old rules shall be adjusted against the future leave under these rules.
- (2) Sick leave will be granted only on production of certificate of the Company's Medical Officer or a certificate of a Medical Officer on duty in any Government Hospital or Dispensary.
- (3) Only those employees who have been in continuous service for atleast 12 months shall be eligible for sick leave.

13.32 **Extra Ordinary Leave** : Extra ordinary leave may be granted to an employee only in exceptional circumstances mentioned below:-

- (1) When no other leave is, by rule, admissible.
- (2) This kind of leave shall be sanctioned as leave without pay.
- (3) It shall be at the discretion of the sanctioning authority to fix the amount of extraordinary leave to be granted in each case, but ordinarily the period of leave shall not exceed three months at any one time and six months in case the leave is taken on medical grounds on submission of certificate from the prescribed medical officer. Leave beyond these limits shall require the sanction of the Director Incharge.
- (4) Leave upto two years may be granted for the purpose of prosecuting higher studies in the interest of the Company, by the Director Incharge with such conditions as he may like to impose relating to Bond etc.
- (5) When any other kind of leave is due but the employee applies for extra ordinary leave.
- (6) If an employee fails to resume duty on the expiry of extraordinary leave without giving any intimation, he shall unless the Director Incharge in view of the exceptional circumstances of the case otherwise determine, be removed from service after following the procedure laid down in the Disciplinary Rules.
- (7) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- (8) During the period of extraordinary leave the employee is strictly forbidden to accept or take any private employment.
- (9) "At the discretion of the Authority competent to grant leave an employee may be granted long leave without pay and may be allowed to accept private employment prohibited in the foregoing part of this rule.

III. Special Leave

- 13.33 **Maternity Leave** : A competent authority may grant maternity leave to a female employee twice during the entire period of her service. However, if there is no surviving child even after availing of it twice, Maternity Leave may be granted on one more occasion.
- 13.34 Maternity leave shall be granted on full pay for a period which may extend upto the period of ⁽¹⁾135 days from the date of its commencement.
- 13.35 Maternity leave under this sub section may also be granted in cases of miscarriage including abortion, subject to the conditions that –
- (a) the leave does not exceed 45 days in entire service period; and
 - (b) the application for the leave is supported by a certificate from the prescribed Medical Officer.
- 13.36 Maternity leave is also admissible to temporary female employees.
- 13.37 Maternity leave is not admissible in case of incomplete or threatened abortion.

<p>(1) Amended vide Order No. 11158-91 dated 24.10. 2005 in pursuance of Board's Resolution No. 408.4 dated 23.09.2005 from 120 days.</p>

- 13.38 **Combination of other leave with maternity leave:** Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request be supported by a Medical Certificate.

Note :- Earned leave to the extent admissible under rule 13.30 may be granted in continuation of maternity leave if the request for such leave is supported by a Medical Certificate.

- 13.39 Maternity leave shall not be debited against the leave account of the employee.

- ⁽¹⁾13.39(A) **Paternity Leave:** A Male 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 Company 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 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 Company employee's wife."

<p>[1] Added vide Order No. 11158-91 dated 24.10.2005 in pursuance of Board's Resolution No. 408.4 dated 23.09.2005.</p>

- 13.40 **Study Leave** : A confirmed employee of the Company who has completed three years of continuous service may be granted study leave not exceeding 24 months in total on the following conditions:
- (a) The study proposed to be undertaken by the employee shall benefit in the improvement of the efficiency in the employment of the Company.
 - (b) He will have to produce satisfactory evidence of his admission/registration in the recognized institution.
 - (c) After completion of his studies he will produce documentary evidence of having attended the studies.
 - (d) During study leave, the employee will not be entitled to any benefit, financial or otherwise from the Company for the period of leave (excepting leave salary equivalent on earned leave plus dearness allowance thereon).
 - (e) During the period of study leave, the employee shall not accept any other part time or full time employment.
 - (f) The leave will be at the discretion of the Company and will be sanctioned after considering that the work of the Company shall not suffer.
 - (g) An employee may be allowed study leave in continuation of any other kind of leave at his credit.
 - (h) A bond to serve the Company for a period of three years shall have to be executed in the form prescribed by the Director Incharge, by the official who avails himself of this leave.
 - (i) The study leave shall not be given more than twice in the entire period of service in the Company, but the total period shall not exceed twenty-four months.
 - (j) Before sanctioning study leave, one month pay of the employee will be kept in the Company as security and the same will be released after completing three years of service after return from leave.

13.41 **Terminal Leave:**

- (1) Terminal leave to the extent of earned leave due and admissible not exceeding 240 days may be granted at the discretion of the Director Incharge to an employee whose service is terminated by the Company.

This leave shall not be admissible to those employees whose services are terminated as a result of punishment. In case where any notice of termination of service is required to be given, such notice or the unexpired portion thereof will run concurrently with the leave granted.

- (2) An employee who resigns on his own may at the discretion of Director Incharge be granted terminal leave not exceeding earned leave at his credit subject to a maximum of 120 days.

CHAPTER XIV

ENCASHMENT OF EARNED LEAVE

A. WHILE IN SERVICE

- 14.1 An employee of the Company may, on surrender of earned leave not exceeding ⁽¹⁾15 days only once in a financial year i.e. April to March, be granted leave encashment equal to the period of leave surrendered :
- Provided that no encashment of earned leave may be allowed to a temporary employee unless he has completed one year of service.
- 14.2 The number of days of earned leave surrendered shall not be referred to any particular period but may be reckoned as surrendered on the date of application of leave for encashment benefit and debited against the leave account of the employee.
- 14.3 The Director Incharge and the General Managers and any other Officer authorized by the Director Incharge shall be competent to accept surrender of earned leave and grant encashment benefit thereof, to the staff working under them.
- 14.4 The leave salary and allowances admissible for leave surrendered shall be computed on the basis of the pay which an employee is drawing immediately before the date of sanction of leave.
- 14.5 A month for the purpose of calculation of leave salary and allowance shall mean 30 days.

(1) Amended vide office order No. RSGSM/1240-64 dated 23/25 April, 2008 pursuant to Finance Department (Rules Division) order no. F.1(12)FD/Rules?2005 Dated 3rd April, 2008 from on surrender of earned leave not exceeding 30 days only once in a block of two years.

- 14.6 The number of employees in Head Office or Ganganagar or Distilleries to whom leave encashment benefit is sanctioned during a financial year under this rule shall not exceed 50% of the total employees of the concerned head office/ unit office, as the case may be.
[IT IS INEFFECTIVE NOW]
- 14.7 The amount of leave salary for the period for which leave is surrendered shall be calculated in accordance with the provisions of Rule 13.24 and 14.12 and in addition dearness allowance at the rates in force from time to time shall be paid. No City Compensatory Allowance or House Rent Allowance or any other allowance shall be payable on cash payment of the leave salary.
- 14.8 No deduction on account of P.F. subscription, House rent and repayment of any advance etc. shall be made from this amount.

B. ON RETIREMENT

- 14.9 An employee on retirement from service other than compulsory retirement shall be paid cash equivalent to leave salary in respect of the period of unutilized earned leave not exceeding 300 days at his credit at the time of retirement.
- 14.10 The cash payment of leave salary admissible under Rule 14.9 above shall be paid on retirement in lump sum as one time settlement.
- 14.11 The cash payment under this rule shall be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No City Compensatory Allowance or House Rent Allowance or any other allowance shall be payable on cash payment of leave salary.

14.12 The cash payment for unutilized earned leave shall be calculated as follows:

$$\begin{array}{rcccl} \text{Cash} & & \text{Pay admissible on the date} & & \text{Number of unutilized earned} \\ \text{Payment} & = & \text{of retirement plus dearness} & \times & \text{leaved at the credit on the date of} \\ & & \text{allowance admissible on} & & \text{retirement subject to a maximum} \\ & & \text{that date} & & \text{of 300 days.} \end{array}$$

14.13 The Managing Director/General Manager or any other authority so authorized by the Director Incharge, as the case may be, shall be competent to grant leave and permit cash equivalent of earned leave not exceeding 300 days at the credit of the employee working under them on the date of retirement.

C. ON DEATH

14.14 In the event of death of an employee while in service, a lump sum amount equal to the amount of the salary admissible in respect of earned leave that may be due to the deceased employee on the date of death not exceeding 300 days earned leave, may be paid to the widow/children of the deceased employee. The lump sum amount payable shall include only leave salary and dearness allowance admissible on it at the rates in force on the date of death. The provisions of Rule 14.12 and 14.13 shall apply mutatis mutandis in the case of death also.

CHAPTER XV

JOINING TIME

15.1 Definitions:

- (1) Joining time means time allowed to an employee in which to join new post or to travel to a station to which he is posted.
- (2) Transfer means the movement of an employee from one post to another either within the same station or to another station to take up the duties of a new post or in consequences of change of his headquarters.

15.2 Regulation of joining time on deputation:

- (1) When an employee is transferred to the control of another organization which has made separate rules prescribing the amount of joining time, his joining time for the journey to join his post under that organization and for the return journey will be regulated by those rules unless different provisions are expressly made by mutual consent.
- (2) The joining time of employees of other organizations on deputation to the Company shall, for joining and return journey, be regulated in accordance with these rules unless different provisions are expressly made by mutual consent.
- (3) The joining time of employees of other organisations on deputation to the Company shall, for joining and return journey, be regulated in accordance with these rules unless different provisions are expressly made by mutual consent.

15.3 Admissibility of joining time:

- (1) Joining time shall be granted to an employee on transfer in the company's interest to enable him to join the new post either at the same or a new station.
- (2) No joining time will be admissible in case of temporary transfer (change of headquarters etc.). Only the actual transit time, as admissible in case of journey on tour will be allowed.

15.4 Amount of joining time:

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

- (2) Not more than one day's joining time shall be allowed to an employee to join a new post within the same station or which does not involve a change of residence from one station to another. One day's joining time would be allowed only when the transfer involves the change of office building at the same station at a distance exceeding two kilometers. If an employee 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 afternoon of the same day/forenoon of the next working day.
- (3) When an employee is transferred from one station to another, he will be allowed a joining time of three days plus the time taken for journey by the shortest route. In case of emergency no joining time will be allowed to an employee but he will be allowed to bring his family and luggage etc. at Company's expenses according to Rules.
- (4) When an employee under Awaiting Posting Orders is transferred from one station to another station and involving change of residence, the employee shall be allowed only three days joining time including journey period, irrespective of distance and mode of travel.
- (5) Where the transfer of charge of an office consists of several stores or scattered works which the relieving and the relieved employees are required to inspect together before the transfer of charge is completed, the Director Incharge would be competent to extend the joining time not exceeding seven days, as he may deem fit, by a general order or in individual cases and the period so spent shall be treated as joining time extended under sub rule (6) of this rule.
- (6) Extension of joining time beyond the limit indicated in rule 15.4(3) can be granted upto the maximum limit of 30 days by the Director Incharge, 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 holiday, 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.

15.5 **Crediting unavailed joining time to leave account:**

- (1) Where an employee joins the new post without availing of the full joining time, the number of days of joining time, as admissible under rule 15.4(3) and 15.4(4) reduced by the number of days actually availed of, shall be credited to his leave account as earned leave.

15.6 **Combination of joining time with leave :** Joining time may be combined with regular leave of any kind or duration except casual leave.

15.7

Joining time pay:

- (1) An employee availing 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 allowance like City Compensatory allowance, House Rent Allowance applicable to the old station from which he was transferred, but he shall not be allowed any conveyance allowance or permanent traveling allowance.
- (2) An employee returning from extraordinary leave shall not be entitled to any pay during the joining time and in case of leave other than Extra Ordinary Leave he shall be entitled to the salary at the rate at which he was paid leave salary while on leave.

15.8

Penalty for exceeding joining time: When an employee does not join his duty within his joining time, he is not entitled to pay after the end of joining time. The period of absence shall be treated as willful absence and shall be dealt with as such as misconduct.

CHAPTER XVI

CONDUCT, DISCIPLINE AND APPEALS

A. CONDUCT

16.1 General:

- (1) Every employee shall at all times:-
 - (i) Maintain absolute integrity;
 - (ii) Maintain devotion to duty;
 - (iii) Maintain dignity of office; and
 - (iv) Do nothing which is unbecoming of an employee of the Company.
- (2) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.
- (3) No employee shall, in the performance of his official duties or in the exercise of the power conferred on him, act otherwise than his best judgment except when he is acting under the direction of his superior officials.
- (4) Every employee shall abide by and comply with the orders of the superiors/seniors.
- (5) Every employee shall discharge his duty to the best of his ability in the interest of the Company.

16.2 Improper and unbecoming conduct: Any employee who

- (i) is convicted of an offence involving moral turpitude whether in the course of the discharge of his duties or otherwise; or
 - (ii) behaves in public in a disorderly manner unbecoming of his position as a Company's employee; or
 - (iii) is proved to have sent an anonymous or pseudonymous petition to any person in authority; or
 - (iv) leads an immoral life;
- shall be liable to disciplinary action.

16.3 Employment during leave : an employee on leave shall not take any service or accept any employment.

- 16.4 **Taking part in politics and elections** :
- (1) No paid employee of the Company shall be a member of or be otherwise associate with any political or any organization which takes part in politics nor shall he take part in elections, subscribe in aid of, or assist in any other manner, any political movement or activity.
 - (2) An employee qualified to vote at such election may exercise right to vote, and where he does so, he shall give no indication of the manner in which he proposes to vote or his voted.
 - (3) No employee shall canvass or otherwise interfere with or use his influence in connection with, or take part in, election to any legislature or Local Authority.
 - (4) No employees of the Company shall canvass or otherwise use his influence in any election of the members to the Board or other office bearers of the Company or its Committee or any other Public Sector Undertaking or similar organization or institution.
- 16.5 **Joining of Association by Employees** : No employee shall join, or continue to be member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality or to the interests of the Company.
- 16.6 **Demonstration and strikes** : No employee shall engage himself or participate in any demonstration or strike which is prejudicial to the interest of the Company, of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality or which involve contempt of court, defamation or incitement to an offense.
- 16.7 **Criticism of Company** : No employee shall, in any radio broadcast or T.V. broadcast or any document published in his own name or anonymously or pseudonymous or in the name of any other person or in any public utterance, make statement of fact or opinion which has the effect of any adverse criticism of any policy or action of the Company or may embarrass the relations amongst the Company, the Central Government and Government of Rajasthan or any other organization related to the Company.
- 16.8 All employees of the Company shall conduct themselves in office and outside in manner that may be befitting to self and the Company.
- 16.9 **Evidence before Committee or any other Authority** :
- (1) Save as provided in sub rule (3), no employee shall except with the previous sanction of the Director Incharge, give evidence in connection with any enquiry conducted by any person, committee or authority.
 - (2) Where any sanction has been accorded under sub rule (1), no employee while giving such evidence shall criticize the policy or any action of the Company.

(3) Nothing in this rule shall apply to ;

- (a) evidence given at any enquiry before an authority appointed by the Company, Government, Parliament or State Legislature; or
- (b) evidence given in any judicial enquiry;
- (c) evidence given at any departmental enquiry ordered by the Director Incharge, or any Committee of the Board, or any other officer empowered to order a departmental enquiry.

16.10 **Unauthorised communication of information** : No employee shall, except in accordance with any general or special order of the Company or in the performance in good faith of the duties assigned to him, communicate directly or indirectly, to any other employee or any person to whom he is not authorized to communicate, any document or information which has come into his possession in the course of his duties or has been prepared or collected by him whether from official sources or otherwise.

No employee shall lend or otherwise part with any property or documents of the Company to anybody outside the office except with the written permission of the Director Incharge or any other authority to whom power have been delegated by the Director Incharge.

16.11 **Subscriptions** : No employee of the Company shall, except with the previous sanction or order of the Director Incharge ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

16.12 **Gifts** :

(1) No employee shall accept or permit any member of his family or any person acting on his behalf, directly or indirectly, to accept any :

- (i) illegal gratification,
- (ii) pecuniary advantage or gifts etc. from any person or agent having dealing with the company.

(2) On occasions, such as wedding, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the specified authority in the Company if the value of any such gift exceeds the limits specified by the Company from time to time.

Note : The limits for accepting gifts beyond which a report shall be made and the authority to whom the report shall be made, will be prescribed by the Director Incharge.

16.13 **Private trade or employment** : No employee shall engage himself directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may without such sanction, undertake honorary work of a social or charitable nature or work of literary, artistic or scientific or cooperative or education character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake, or shall discontinue, such work if so directed by Company.

16.14 **Bigamous marriages** :

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

16.15 **Dowry** : No employee shall –

- (1) give or take or abet the giving or taking of dowry; or
- (2) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

16.16 **Consumption of intoxicating Drinks and Drugs** : Every employee shall –

- (1) strictly abide by the law relating to intoxicating drinks or drugs in force in the area in which he may happen to be for the time being;
- (2) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink and drug;
- (3) not appear in a public place in a state of intoxication;
- (4) not habitually use any intoxicating drink or drug to excess.

16.17 **Insolvency and Habitual Indebtedness** :

- (1) An employee shall manage his private affairs so as to avoid habitual indebtedness or insolvency.
- (2) An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Company.

Note: The burden of proving that the insolvency or indebtedness was the result of the circumstances which with the exercise of ordinary diligence, the employee could not have foreseen or over which he has no control and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

16.18 **Acceptance of the hospitality of the Subordinate staff while on tour:**

- (1) An employee on tour must make his own arrangement for accommodation and food at places of halt and should not accept the hospitality of the subordinate staff, nor should subordinate officers offer such hospitality to their official superiors.
- (2) An employee while on tour should see that adequate payment is made for the arrangements made for his/her stay and that all the bills in that connection are paid before he/she leaves the place.

16.19 **Canvassing of non official or other influence** : No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the company.

16.20 No employee shall have pecuniary transactions with individuals or institutions coming in contact with him in the course of his official duties or accept directly or indirectly either on his own behalf or on behalf of any person with whom he may have to deal in his official capacity :

Provided that this rule shall not apply to the borrowings by an employee on the security of his deposits, savings, insurance policy or other documents from other institutions.

- 16.21 Every employee shall have to work solely and exclusively for the company to protect its interests and while in service he/she shall not deal or have any connections with any firm or individual business concern either directly or indirectly and he/she shall be strictly prohibited to conduct or engage himself/herself in running as a private concern any business or trade activities in which the Company itself is engaged. An employee should not have directly or indirectly any interest in any subsisting contracts or in any work, or business being done for the Company.
- 16.22 No employee of the Company shall have any interest directly or indirectly otherwise than as official :
- (1) in any contract made with the company or in any property sold or purchased by the Company;
 - (2) in any other transaction of the Company except as investment made or as loan taken from the Company or the provision of the residential accommodation by the Company, if any, to any paid employee of the Company.
- 16.23 All employees are bound to serve the Company in such capacity and in such place as may from time to time be directed by the company, Director Incharge or any Officer authorized by him in this behalf.
- 16.24 All employees should attend the office punctually and do the work allotted to them sincerely and honestly during office hours. He may take such recess during office hours as may be admissible.
- 16.25 Every employee should conduct himself while in office in a disciplined manner and behave with all including his colleagues whether superior or inferior to him in rank as also with the members of the public.
- 16.26 He should discourage persons from seeing him except strictly on official business. He should also refrain from indulging in unnecessary talk across the table with his colleagues as well as chatting/gossiping in groups.
- 16.27 He must not lose his temper or speak in a loud or harsh tone, however great the provocation. If he has reason for provocation, he should report the matter to his immediate superior and leave the matter to be dealt with by him. So also, if he has a grievance of any kind, he should bring it to the notice of his immediate superior either in writing or orally according to the importance of the grievance.
- 16.28 An employee shall not without the previous sanction of the competent authority have recourse to any court or to the press for the vindication of his public acts or character in which the name or interest of the Company is directly or indirectly involved from defamatory attacks. Nothing in this rule shall limit or otherwise effect the right of any employee to vindicate his private acts or character.
- 16.29 Every employee shall be responsible for all his acts, deeds and things connected with the affairs of the Company which he will do as an employee of the Company and shall be liable and accountable for such acts, deeds or things which may cause harm to damage to or may prove prejudicial to the interest of the Company.
- 16.30 **Investment, Lending and Borrowings:**
- (1) No employee shall speculate in any stock, share or other investment.
 - (2) No employee shall make or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.

- (3) No employee shall, save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf :–
 - (i) lend or borrow money from any person with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person, or
 - (ii) lend money to any person on interest or in a manner whereby return in money or in kind is charged or paid.
- (4) Every employee shall report within a period of one month to the authority prescribed in this regard, every loan advanced or received by him whether in his own name or in the name of a member of his family, if the amount of such loan exceeds Rs. 5000 and in case of any officer Rs. 10000.

16.31 **Movable and Immovable property, Debts and other liabilities :**

(1) **Immovable property:**

- (a) In the first instance, all employees will be required to file a declaration of their immovable properties, in the form prescribed by the Director Incharge.
- (b) All employees shall file a declaration of their immovable properties at the end of each calendar year in the form prescribed by the Director Incharge.
- (c) Wherever any immovable property is acquired/disposed of, the same shall be declared within one month of the date of such acquisition or disposal.
- (d) Prior sanction shall be sought in cases where the transaction is with a person having official dealings with the employee or other wise through a regular or reputed dealer.

(2) **Moveable Property :**

- (a) In the first instance all employees will be required to file a declaration of their movable properties costing Rs. 10000 or more in case of officers and Rs. 7000 or more in case of other employees, in the prescribed proforma. The value of items worth less than the above limit may be added and shown as a lump sum.
- (b) Wherever any movable property costing Rs. 10000 or Rs. 7000 or more for officers and employees respectively is acquired disposed of, the same shall be declared within one month.

- (c) Prior sanction shall be sought in case of a transaction of above mentioned values with a person having official dealings with the employee, or otherwise than through a regular or reputed dealer.

NOTE : Moveable property includes jewellery, insurance premium, share, securities, debentures, motor, motor cycle or other conveyance, refrigerators, radios or radiograms, T.V., Tape Recorders etc.

- (3) **Debts and other Liabilities** : An annual return in respect of debts and other liabilities shall be filed by the employee at the end of each calendar year in the prescribed form.
- (4) **Filing of first return** : The first return in respect of Moveable, Immovable Property and Debts & other liabilities as on 31st December 2000, shall be submitted by the employees by 31st March, 2001 in the prescribed forms. The new employees shall, however, file these returns at the time of their first appointment, latest within one month of their joining.

16.32 **Forwarding applications** :

- (1) No employee shall submit any application for employment elsewhere, except through proper channel and after approval of the Director Incharge or any other Officer authorized by him.
- (2) No employee shall submit an application for an award of a fellowship, scholarship etc. directly to the authority concerned, unless he is sponsored by the Company or is permitted to take up such scholarship or fellowship.

16.33 **Misconduct** : Without prejudice to the general meaning of the term 'misconduct', it shall deem and mean, all acts of misconducts and other acts of commissions specifically provided herein below :

- (1) Insubordination, refusal to work or disobedience whether alone or with others, of any lawful and responsible orders of supervisors including the orders which the Director Incharge may issue under these Service Rules.
- (2) Theft, fraud or dishonesty in connection with the employer's business o

- (3) Soliciting or collecting contribution for any purpose whatsoever including Union dues or subscription or canvassing Union membership at any time in the Company without the written permission of the Director Incharge.
- (4) Engaging in trade including money lending or borrowing within the premises of the Company without the written permission of the Director Incharge.
- (5) Riotous, disorderly or indecent behaviour or wrongfully interfering with the work of other employees or any improper act within the Company premises or preaching or inciting violence.
- (6) Damage, whether willful or due to irresponsible action or negligence to any plant, machinery or work in process or to any property of the Company.
- (7) Disclosing to any unauthorized person any information in regard to the process or relating to business of the Company which may come into possession of employee in the course of his employment.
- (8) Distributing or exhibiting or causing to distribute or exhibit hand bills, pamphlets, posters and/or such other things or causing to be displayed by means of signs or writing or other visible representation of any matter within factory premises / Company premises without previous sanction of Director Incharge.
- (18) r property, the theft or property of another person or employee on the premises of the Company or unauthorized retention of any property or quarters of the Company.
- (19) Habitual absence without leave or absence without leave for more than ten consecutive days or over staying the sanctioned leave without sufficient cause.
- (20) Breach of any Service Rule or any law applicable to the Company or any rule made there under.
- (21) Habitual late attendance for more than 3 times in a month.
- (22) Resorting to illegal strike or inciting others to resort to such strike.

- (23) Smoking at workshop floor and places where smoking is prohibited.
- (24) Sleeping, napping or dozing while on duty.
- (25) Willful or deliberate or intentional or knowingly slowing down of production of inciting others to slow down.
- (26) Conviction by a court of law for any offence involving moral turpitude.
- (27) Committing or including in anti-social act or involvement in act or moral turpitude.
- (28) Threatening, intimidating, insulting, abusing, using abusive language or assaulting any superior or co-employee in connection with the employee's business, either inside or outside the factory/office.
- (29) Preaching or inciting to violence likely to jeopardize the safety of the Company or threatening, intimidating any person inside the factory/office.
- (30) Borrowing money from a subordinate.
- (31) Tempering with any safety devices installed in the Company or not following the given instructions pertaining to safety or refusal to use safety apparatus/equipment.
- (32) Drunkenness or intoxication or gambling while on duty.
- (33) Refusal to undertake training in First-Aid, fire fighting and Air Raid precaution without cogent reasons.
- (34) Distributing of pamphlets and holdings of meetings in the premises without permission.
- (35) Refusal to receive official communication.
- (36) Willful absence from duty or making application for leave on false grounds.
- (37) Unauthorised occupation or use of Company's quarters, telephones, conveyance or other property.
- (38) Going on strike, joining or calling others to go on strike without giving 15 days notice.
- (39) Making false complaints, statements, representations to any body which is likely to bring the Company and officers of the Company into disrepute or defamation in public or in the eyes of laws.
- (40) Refusal to be transferred from one job to another, from one shop to another, from one work to another.

- (41) Acting, agitating against or breaking / violating any agreement / settlement or award, applicable to and binding upon the Company and the employee.
- (42) Divulging of official secret or trade secret, giving out information which may come to his notice during the course of employment.
- (43) Operating or attempting to operate or use of any machine without specific permission or instruction of the Head of the Department.
- (44) Any other act subversive of discipline.

NOTE :- The above list is only illustrative and not exhaustive. The other acts and commissions will also be misconduct as provided anywhere else.

16.34 **Duties of an employee on termination of service :**

- (1) An employee under orders of transfer or on termination of his service must return and submit forthwith and in any case within 24 hours of such orders of termination all books, papers, documents, files, diaries, drawings, maps, charts, instruments, tools, cash and other articles whatsoever, belonging to the Company in his possession, given charge of the same to the person or the persons duly authorized to receive them.
- (2) He shall vacate the house within 24 hours of termination if provided by the Company unless specifically permitted in writing to stay longer.
- (3) His accounts will be settled and final payment will be made to him on getting a clearance certificate in respect of above items.

16.35 **Handing over of property :** Every employee shall on termination of his service or on retirement or at any time during his term of service as and when called upon by the Company shall hand over of all the money, files, registers, and other properties of the Company in his custody or control and vacate handover possession of the accommodation or quarter, if any, or the Company allotted to him, the said accommodation or quarter being deemed to have been occupied by him under lease/licence of the Company for convenient performance of his duty and not as a tenant.

Failure on the part of the employee to hand over charge and possession as aforesaid shall entitle the Company to forfeit the salary, security deposit and other dues, if any, of such employee payable by the Company without any prejudice to the rights of action which the Company may have in law or under its regulations against such employee.

B. PUNISHMENT AND PROCEDURE THEREFOR

16.36 **Punishment for misconduct :** Any employee who is found, after proper enquiry, to be guilty of misconduct, shall be liable for the imposition of the penalties specified in rule 16.37 of these rules.

16.37 **Penalties** : The following penalties for good and sufficient reasons and as hereinafter provided, be imposed on an employee, namely :-

(i) **Minor penalties**

- (1) Censure,
- (2) Fine,
- (3) Withholding of increments without cumulative effect upto three increments,
- (4) Recovery from pay of the whole or part of any pecuniary loss caused to the Company by negligence or breach of orders or rules or instructions.

(ii) **Major penalties:**

- (1) withholding of increments with cumulative effect, or more than three increments without cumulative effect,
- (2) Reduction in rank to a lower grade in service or post or to a lower time scale or to a lower stage in a time scale.
- (3) Compulsory Retirement,
- (4) Removal from service which shall not be a disqualification for future employment under the Company.
- (5) Dismissal from service which shall be a disqualification for future employment under the Company.

16.38 The following shall not amount to a penalty within the meaning of this rules :

- (1) Stoppage of an employee at the efficiency bar in the time scale of pay, if any, on the ground of his unfitness to cross the bar.
- (2) Withholding of increments or promotion of an employee for failure to pass departmental examination in accordance with the rules or orders governing the service or post or the terms of his appointment.
- (3) Non promotion on account of unsuitability or failure to pass the prescribed departmental examination.
- (4) Reversion to lower grade or post of an employee officiating in a higher grade or post for want of vacancy or administrative ground unconnected with his conduct.
- (5) Reversion to a lower service, grade or post on account of juniority, unsuitability or unfitness or failure to pass the prescribed departmental examinations.

- (6) Reversion to his permanent service, grade or post of an employee appointed on probation to another service, grade or post during or at the end of the period of probation.
- (7) Termination of service of an employee appointed on probation/ probationer during or at the end of period of probation, on grounds arising out of the specific condition laid down by the appointing authority, e.g. want of vacancy, failure to acquire prescribed special qualification or to pass the prescribed test, or on account of unsuitability or unfitness.
- (8) Termination of service of a person appointed to hold a temporary appointment on the expiration of the period of that appointment.
- (9) Termination of service of any employee employed temporarily or under the terms of such agreement or at one month's notice for abolition of the post or otherwise.
- (10) Termination of service of a person engaged under contract in accordance with the terms of the contract.

16.39 **Authorities competent to impose punishments** **:

For the purpose of imposing penalties mentioned in rule 16.37 above, the 'Disciplinary Authority' i.e. the authority competent to award punishment shall be as follows :-

Company pay scale analogous to Govt. Pay Scale.	Appointing Authority	Disciplinary Authority	Appellate Authority/ Review Authority.
1	2	3	4
Upto 5200 - 20200 GP 2400	Sr. Manager /Manager Personnel), HO, Jaipur	Manager/ Sr. Manager (Personnel), HO, Jaipur	Dy.General Manager (A&P)
Upto 5200 - 20200 GP 2800	Dy.General Manager (A&P)	Dy.General Manager (A&P)	General Manager
Upto 9300 - 34800 GP 4200	Dy.General Manager (A&P)	Dy.General Manager (A&P)	General Manager
Upto 9300 - 34800 GP 4800	General Manager	General Manager	Director Incharge
Above 9300 - 34800 GP 4800	Director Incharge	Director Incharge	Executive Committee
<p>Note: A. Higher authority will be Appointing/Disciplinary authority for all the posts/category for which officer lower to him is such authority indicated above.</p> <p>B. Intermediately pay scale will be inclusive upto the higher pay scale indicated.</p>			

**** Amendment vide order 43152-162 dated 17.02.2017 in pursuance of Board of Directors Resolution No. 477.4 dated 29.12.2016**

16.40 **Procedure for imposing minor penalties :**

- (1) No order imposing any of the penalties specified in sub clauses (1) to (4) of 16.37 (i) minor penalties, shall be passed except after :-
 - (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make within a specified period which may not ordinarily be less than 7 days;
 - (b) such representation, if any, is taken into consideration by the disciplinary authority.
- (2) The record of proceedings in such cases shall include:-
 - (a) a copy of the intimation to the employee of the proposal to take action against him.
 - (b) A copy of the statement of allegations and charges communicated to him.
 - (c) His representation, if any.
 - (d) The orders on the case together with the reasons thereof.

16.41 **Procedure for imposing major penalties :**

- (1) No order imposing on an employee of the Company any of the penalties specified in sub clause (5) to (9) of rule 16.37 major penalties, shall be passed except after a departmental enquiry is held, as far as may be, in the manner hereinafter provided.
- (2) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held, such charges, together with statement of allegations on which they are based, shall be communicated in writing to the employee and he shall be required to submit within such time as may be specified by the disciplinary authority :-
 - (a) to such authority, or
 - (b) where a Board of Inquiry or Inquiry Officer has been appointed under these rules, to the Inquiry Officer, a written statement of his defense and also to state whether he desires to be heard in person.
- (3) The disciplinary authority may enquire into the charges itself, or if it considers it necessary to do so, it may either at the time of communicating the charges to the employee under sub rule (2) or at any time thereafter appoint a board of inquiry or inquiry officer for the purpose.

- (4) The employee shall, for the purpose of preparing his defence be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing in the opinion of the Disciplinary Authority such records are not relevant for the purpose or it is against the public interest or the Company's legitimate interest to allow access thereto.
- (5) On receipt of the written statement of defence or if no such statement is received within the time specified, the disciplinary authority or as the case may be, the Board of Enquiry or the Enquiry Officer may enquire into such of the charges as are not admitted.
- (6) The disciplinary authority may nominate any person to present the case in support of the charge before the authority enquiring into the charges (hereinafter referred to as the Enquiring Authority). The employee may present his case with the assistance of any other employee approved by the disciplinary authority, but should not engage any outsider or legal practitioner for the purpose, except for special reasons to be recorded in writing and in consideration of the circumstances of the case.
- (7) The Enquiry Officer or the Inquiring Authority shall, in the course of the enquiry summon such documentary evidence including the records of the company and take such oral evidence in the presence of the employee as may be relevant or material to the charges.
- (8) The employee shall be entitled to cross examine the witnesses examined in support of the charges and to give evidence in person and the person presenting the case in support of the charges shall be entitled to cross examine the employee and the witnesses examined in his defence.
- (9) Documents shall be admitted in evidence in original and secondary evidence in respect thereof shall be admissible only when it is proved or attested in the presence of the employee concerned.
- (10) The Inquiring Authority may, if he considers that the evidence of any witness, is not material to the subject matter of the enquiry, refuse to examine such witness, recording the grounds for the refusal.
- (11) The Enquiry Officer shall record the statement of the employees concerned.
- (12) In conducting the enquiry, the Inquiring Authority shall act in a quasi Judicial manner.
- (13) The Inquirng Authority may alter the charges originally made.

16.42 **Enquiry Report:**

- (1) At the conclusion of the enquiry, the Inquiring Authority shall prepare an enquiry report recording his finding of 'guilty' or 'not guilty' as the case may be, on each of the charges together with reasons thereof.
- (2) If in the opinion of such authority the proceedings of the enquiry establish charges different from those originally framed it may record findings on such charges provided that findings on such charges shall not be recorded unless the employee has admitted the facts constituting them or has had an opportunity of defending himself against them.
- (3) The Inquiring Authority shall not under any circumstances make recommendations relating to the nature or quantum of penalties or punishments that may be imposed.
- (4) The Inquiring Authority shall, at the conclusion of the enquiry, send his report with other records of the enquiry as referred to rule 16.43 to the Disciplinary Authority.

16.43 **Record of Enquiry** : The records of the enquiry shall include :-

- (1) the charges framed against the employee and the statement of allegations furnished to him under sub rule (2) of the rules 16.41.
- (2) his written statement of defense, if any,
- (3) the oral evidence taken in the course of the enquiry.
- (4) The documentary evidence considered in the course of the enquiry.
- (5) The orders, if any, made by the disciplinary authority and the inquiring authority in regard to the enquiry.
- (6) A report setting out the findings on each charge and the reasons thereof.

16.44 **Action by the Disciplinary Authority** :

- (1) The Disciplinary Authority shall, if it is not the enquiring authority, consider the record of the enquiry and record its findings on each charge.
- (2) The Disciplinary Authority, may while considering the report of the Enquiring Authority for just and sufficient reasons to be recorded in writing remand the case for further/de-novo enquiry, in case it has reason to believe that the enquiry already conducted has been laconic in some respect or the other.

16.45 **Special provisions in respect of certain cases** : The procedure laid down in rule 16.41 to 16.44 may not be followed and all or any of its provisions may be waived in the following cases :-

- (1) When the order imposing punishments specified in clauses (5) to (9) of rule 16,37 (ii) is to be based on facts which have led to the conviction of the employee charged in a criminal court. In such cases, the order of punishment may be passed on the facts as disclosed in the criminal cases.
- (2) When the employee charged has absconded or when it is for other reasons impracticable to communicate with him.
- (3) In exceptional cases when there is difficulty in observing the exact requirements of rules 16.41 to 16.44. The requirements of these rules should not, however, be waived unless it can be done without injustice to the person charged. In such cases the Inquiring Authority should record his reasons in writing for waiving the requirements of rules 16.14 to 16.44.
- (4) Where the Disciplinary Authority is satisfied that in the interest of the security of the Company or State, it is not expedient to hold any enquiry in the manner provided in these rules.

16.46 **Enquiry not to be entrusted to any other person** : The officer appointed to conduct the enquiry shall not entrust the enquiry to any other person.

16.47 **Procedure regarding suspension** :

- (5) An employee in whose case an enquiry has been ordered may be suspended by the competent authority pending departmental enquiry under the following circumstances :-
 - (i) the allegations made against the employee are of a serious nature and on the basis of the evidence available there is a prima facie case for his dismissal, or one of the major penalties; or
 - (ii) there is reason to believe that his continuance in active service is likely to cause embarrassment or to hamper the investigation of the case.
 - (iii) Where a case against him in respect of any criminal offence is under investigation or trial.
- (6) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Appointing Authority or any authority higher to it, and such employee shall remain under suspension until further orders.
- (7) Appointing Authority will be the authority competent to place an employee under suspension. The Director Incharge may suspend officers where the Board or Executive Committee is the appointing authority and the General Manager may suspend the employees under him where the Director Incharge is the appointing authority, in emergent circumstances, subject to confirmation of the Board/Director Incharge, as the case may be, within as short a period as is possible.

- (8) No employee who has been suspended is entitled to absent himself from his station during the period of his suspension without the written permission of the competent authority.
- (9) The authority competent to place an employee under suspension may order the employee to mark his attendance in the register in token of his being present at the headquarters. If no such order has been passed, an employee who is suspended shall not during the period of his suspension enter the mill/factory/office premises without the permission of the Management in writing.
- (10) An order of suspension shall continue to remain in force until it is modified or revoked by the authority who suspended him or by an authority superior to him.
- (11) An employee under suspension on a charge of misconduct shall retire on the date of compulsory retirement but the payment of retirement benefits shall be subject to the final outcome of the enquiry, which shall continue to be conducted.
- (12) The resignation of an employee under suspension and during the pendency of the departmental enquiry shall not be accepted. The appointing authority not below the rank of D.I.C. shall be competent to accept the resignation in the interest of the Company for reasons to be recorded in writing.

16.48 **Subsistence Allowance during suspension:**

- (1) An employee under suspension pending departmental enquiry shall be entitled to subsistence allowance as under :
 - (i) Subsistence allowance at an amount equal to the 50% of leave salary which the employee would have drawn had he been on earned leave and in addition dearness allowance based on such leave salary;

Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first six months as follows:-
 - (a) the amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of first six months if, in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee;

- (b) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of first six months if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee;
 - (c) the rate of dearness allowance will be based on the increased or the decreased amount as the case may be under sub clauses (a) or (b) above.
 - (ii) any other compensatory allowance i.e. House Rent Allowance, City Compensatory Allowance, admissible from time to time on the basis of pay which the employee was in receipt on the date of suspension subject to the fulfillment of other conditions laid down for the drawl of such allowances.
- (2) No payment under sub rule (1) above shall be made unless the employee furnishes a certificate to the effect that he has not been engaged in any other employment, business, profession or vocation.
- (3) An employee under suspension shall continue to be governed by these conduct and discipline Rules even while under suspension and as such it shall not be permissible for him to accept any private employment or to do business while under suspension. If he does so, apart from non payment of subsistence allowance, he shall be liable for disciplinary action on this count.

16.49 **Reinstatement :**

- (1) When an employee who has been dismissed or suspended is reinstated or would have been reinstated but for his retirement on superannuation while under suspension, the authority competent to order the reinstatement shall consider and make a specific order regarding pay and allowances and treating the period on duty or otherwise.
- (2) Where such competent authority holds that the employee has been fully exonerated or, in the case of suspension that it was wholly unjustified, the employee shall be given the full pay and dearness allowance to which he would have been entitled had he not been dismissed, or suspended as the case may be, less the subsistence allowance already paid. The period of absence from duty shall be treated as a period spent on duty for all purposes.
- (3) In other cases, the employee shall be given such proportion of such pay and dearness allowance as such competent authority may prescribe less the subsistence allowance already paid. The period of absence from duty shall not be treated as a period spent on duty unless the competent authority specifically direct that it shall be so treated for any specified purpose.

16.50 **Grant of leave during suspension :**

- (1) Leave may not be granted to an employee under suspension.
- (2) A suspended employee is required to remain at his headquarters. He can be asked by the suspending authority to mark his attendance daily in the attendance register of the concerned office situated at the station fixed for him as his headquarters during the period of suspension, as provided in rule 16.47(5).
- (3) In exceptional circumstances looking to the stage of enquiry he can be permitted to leave headquarters for a limited period. Leave of headquarters without permission will amount to additional misconduct calling for disciplinary action against him.

16.51 **Appeals:**

- (1) Notwithstanding anything contained in this part, no appeal shall lie against any order made by the Board, imposing any of the penalties specified in rule 16.37.
- (2) An employee may appeal against an order of suspension to the authority to which the authority which made the order is immediately subordinate.
- (3) An employee may appeal against an order imposing upon him any of the penalties specified in rule 16.37 to the authority to which the authority which made the order is immediately subordinate. Appeal against the order passed by the Director Incharge shall lie to the Board or a Committee of the Board to whom the powers are delegated by the Board.
- (4) In the case of any order which is appealable, the authority passing the order shall, within a reasonable time give a certified copy of the order free of cost to the person against whom the order is passed.
- (5) No appeal under this rule shall be entertained unless it is submitted within a period of sixty days from the date on which the appellant receives a copy of the order appealed against :
- (6) Provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.
- (7) Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom the appeal lies, and shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful or improper language, and shall be complete in itself.
- (8) Every appeal shall be submitted through the proper channel to the authority which made the order appealed against:

Provided that a copy of the appeal may be submitted direct to the appellate authority.

- (9) The authority which made the order appealed may withhold the appeal if:
- (i) It is an appeal against an order from which no appeal lies; or
 - (ii) It does not comply with any of the provisions of these rules; or
 - (iii) It is a repetition of an appeal already decided and no new facts or circumstances are addressed :
- Provided that an appeal withheld on the ground only that it does not comply with the provisions of sub rule (6) shall be returned to the appellant and, if resubmitted within fifteen days thereof after compliance with the said provision, shall not be withheld.
- (iv) Where an appeal is with held, the appellant shall be informed of the fact and reasons thereof.
 - (v) No appeal shall lie against the with-holding of an appeal by a competent authority.
- (10) The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under sub rule (8) above together with its comments thereon and the relevant records.
- (11) On receipt of the appeal, the appellate authority shall consider :
- (i) whether the procedure prescribed in these rules has been complied with and if not, whether such non compliance has resulted in failure of justice.
 - (ii) Whether the facts on which the order was based have been established.
 - (iii) Whether the findings are justified and the facts established afford sufficient ground for taking action, and
 - (iv) Whether the penalty imposed is adequate, excessive or inadequate.
- (12) After considering the appeal in the light of the above points, the appellate authority shall pass orders:
- (i) setting aside, reducing, confirming or enhancing the penalty, or

- (ii) directing that further enquiry be held in the case, or
- (iii) making such other order in the case as it may deem fit:

Provided that where it is proposed to impose enhanced penalty, the employee concerned shall be given an opportunity of showing cause against the proposed enhancement.

- (13) Every order passed by the Appellate Authority, after consideration of the appeal shall be final and binding.
- (14) (i) The Director Incharge shall give effect to the orders passed by him or any other higher authority in appeal in respect of employees working in Head Office & head quarter units of the Company.
- (ii) The General Manager of the Sugar Mills shall give effect to the orders passed by the appellate authority, in respect of employees working in Mills and Distillery in Sriganganagar.

16.52 **Review** : The authority to which an appeal against an order imposing any of the penalties specified in these rules or any authority superior to him lies, may of its own motion or otherwise, call for the records of the case in a disciplinary proceedings, review any orders passed in such cases and pass such orders as it deem fit, as if the employee had preferred an appeal against such order and provided that no action under this rule shall be initiated more than six months after the date of the order to be reviewed. Similarly, the Board may review its own orders, within the aforesaid time limits.

CHAPTER-XVII

TRAVELLING ALLOWANCE RULES

Part I - Preliminary or Introductory

17.1 Short title, commencement and applicability ::

- (1) These rules may be called “Rajasthan State Ganganagar Sugar Mills Ltd. Travelling Allowance Rules, 2000”.
- (2) They shall come into force with effect from the date of notification.
- (3) These rules shall apply to all the employees of the Company except those paid from the Contingencies; those appointed on contract basis where the terms of contract specifically provide otherwise; employee on deputation where the terms of deputation provide for application of other rules.

17.2 Definitions : For the purpose of these rules, the following terms used in the rule shall have the meaning herein explained unless otherwise specifically stated:-

- (1) ‘Actual expenses’ means expenses actually incurred by the employee and for claiming which necessary supporting vouchers are submitted with the bill.
- (2) ‘Competent Authority’ means the Board or any authority to which the power is delegated by the Board under these Rules.
- (3) ‘Conveyance charges’ means charges actually incurred in the interest of the Company for conveyance within the local territories of a city or place during the period on tour.
- (4) ‘Day’ means a calendar day, beginning and ending at mid night.
- (5) ‘Family’ means an employee’s wife or husband, as the case may be, legitimate children and step children residing with and wholly dependent upon the employee. Not more than one legally married wife is included in a family for the purpose of these rules. The term ‘legitimate children includes widowed daughter residing with and wholly dependent upon the employee but does not include adopted children unless adoption is recognized under the personal law of the employee. For the purpose of transfer traveling allowance, the term ‘family’ shall also include parents, sisters and minor brothers residing with and wholly dependent upon the employee.

Example :- A legitimate child or step child/parent/minor brother/widowed daughter/sister who resides with the employee and whose income from all sources including pension or in case of members of Contributory Provident Fund, pension equivalent of employer’s contribution with interest thereon and employer’s contribution with interest thereon and special contribution does not exceed Rs. 1000 per month may be deemed to be wholly dependent upon the employee.

- (6) 'Halting Allowance' means daily allowance granted to meet the cost of lodging and boarding and other incidental expenditure necessitated at the place of halt.
- (7) 'Headquarter' means the place where the employee, has been posted for carrying out his normal duties.
- (8) 'Journey on tour' means a journey undertaken on duty to a place other than headquarter, either within or beyond his sphere of duty.
- (9) 'Mileage allowance' means an allowance granted to an employee to meet the cost of a particular journey on the basis of distance traveled by Rail, Road or Air.
- (10) 'Pay' means pay as defined in rule 2.1(48) but excludes special pay and deputation allowance. It also does not include Dearness Allowance, House Rent Allowance, City Compensatory Allowance or any other allowances.

Note: In case of an employee drawing consolidated pay, the term pay for these rules means the amount which is equal to 60% of the consolidated pay.

- (11) 'Period of absence from headquarters' means the period beginning from the date of leaving the headquarter and ending on the date of return thereto.
- (12) 'Public conveyance' means a railway train or other conveyance which plies regularly for the conveyance of passengers but it does not include a taxi car, hackney carriage or other conveyance which is hired for the particular journey.
- (13) 'Transfer' means movement of an employee in the interest of the Company from the headquarter / station at which he is employed to another station to take up the duties of a new post or as a consequence of a change of the headquarters of his post.

Note: Words and phrases neither defined above nor in Ch. II of these Rules will, in case of doubt, have the same meaning as given to them from time to time by the Director Incharge.

'Travelling allowance' means and includes mileage allowance, halting allowance and permanent traveling allowance.

Part II - Categorization of employees

[1] 17.3

[1] 17.4

<p>[1] Removed vide Office order No. RSGSM/HO/A&P/2013/12241-53 dated 19.08.2013 in pursuance of Board of Directors Resolution No. 459.9 dated 26.07.2013</p>

Part III - Principles of Calculation of mileage allowance

- 17.5 **General** : Travelling allowance is a compensatory allowance and is so regulated that it is not on the whole a source of profit to the recipient.
- 17.6 An employee's claim to traveling allowance shall be regulated by the rules in force at the time of journey in respect of which they are made.
- 17.7 No revision of claims of Travelling Allowance is permissible in case where an employee is promoted to or reverted or is granted an increased rate of pay with retrospective effect in respect of the period intervening between the date of promotion or reversion or of increased rate of pay and that on which it is notified, unless it is clear that there has been an actual change of duties.
- 17.8 Director Incharge may prescribe the limits or the sphere of duty and a place as a headquarter of an employee. In case of doubt, the competent authority may decide whether particular absence from headquarters is to be treated as journey on tour for the purpose of these rules. The Director Incharge may delegate the power to prescribe the limits or sphere of duty etc. to Officers subordinate to him, under this rule.
- 17.9 **Principles of calculation** : For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes.
- 17.10 The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling. If an employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated by the route actually used.
- 17.11 The Director Incharge may for special reasons which should be recorded permit mileage allowance to be calculated on a route other than the shortest or the cheapest, provided that the journey is actually performed by such route. The Director Incharge would be competent to delegate this power to the General Manager/Financial Advisor.
- 17.12 Where an employee performs journey by road in a public conveyance or in a motor car or in a motor cycle/Scooter/moped owned by him between the places connected by rail, he shall be entitled to mileage allowance as admissible for road journey limited to rail mileage allowance unless the road mileage allowance works out to be less than the rail mileage allowance. The Director Incharge would be competent to permit calculating mileage allowance by road even though it is not cheaper, in the interest of the Company for reasons to be recorded in writing. The Director Incharge would also be competent to delegate this power to General Manager/Financial Advisor with such limitations as he may think necessary.
- 17.13 A journey on transfer is held to begin or end at the actual residence of the employee concerned. Any other journey is held to begin or end in any station at the duty point in that station.

Part IV - Travelling Allowance for journey on tour

- 17.14 **Rates of mileage allowance and halting allowance** :The rates of mileage allowance for journeys on tour performed by rail or road or air admissible to an employee of the Company shall be subject to the conditions and rates mentioned in Appendix I attached to this part of the Rules.
- 17.15 No travelling allowance is admissible for any day on which an employee does not reach a destination outside the limits of his headquarters, the distance of which is more than 8 kms. from his duty point or return thereto from a distance exceeding 8 kms. The limit of headquarters in case of a town or city extends upto municipal limits of the town or city.
- 17.16 If short journeys are undertaken by an employee on tour in all State Capitals cities in India except Jaipur including Delhi/New Delhi within the municipal limits between the place of his actual stay and the place(s) or office(s) visited by him in connection with the Company work, he shall be entitled to actual amount spent by him in payment of fare for taxi, tonga, scooter and rail, tram or bus fare as the case may be, subject to the condition that the entitlement for car taxi shall be restricted to Categories I and II employees only. The employee concerned shall submit a detailed statement of journey undertaken with a certificate of actual payment made by him.
- 17.17 The Halting Allowance shall be admissible at the rates and subject to the conditions mentioned in Appendix II appended to this Chapter.
- Road Mileage by own vehicle will be permissible on prior approval of DIC only in cases where the place of journey is not connected either by rail or bus. However, powers relating to employees of Cane Department of Sugar Mill is delegated to the General Manager, Sri Ganganagar upto Rs. 3.00 Lakh. Permission will be taken from DIC for expenses above Rs. 3.00 Lakh.

(1) Inserted vide Order No. 18486-489 dated 24/29.09.2015

<u>Appendix I to Chapter XVII</u>				
<u>[2] A. Categorization of Employees and rate of admissibility of Mileage Allowance</u>				
Appendix I				
<u>Categorization of Employees and rate of admissibility of Mileage Allowance</u>				
Sl. No.	Cate gory	Company Pay Scale	Road Mileage by own vehicle	Rates
1.	A	DIC/Directors and Company Employees drawing basic pay of Rs.95,000/- per month or above.	(i) Journey in a motor car owned by an employee - (ii) Journey by a Scooter/motor cycle/moped Etc. by an employee - (iii) Journey by any other means of conveyance like Rickshaw, Tonga, Motor Rickshaw etc. -	Rs. 9.00 per K.M. Rs. 3.00 per K.M. Rs. 6.00 per K.M.
2.	B	Company Employees drawing basic pay of Rs.49,000/- or above but below Rs.95,000/- per month	(i) Journey in a motor car owned by an employee - (ii) Journey by a Scooter/motor cycle/moped Etc. by an employee - (iii) Journey by any other means of conveyance like Rickshaw, Tonga, Motor Rickshaw etc. -	Rs. 9.00 per K.M. Rs. 3.00 per K.M. Rs. 6.00 per K.M.
3.	C	Company Employees drawing basic pay of Rs.39,000/- or above but below Rs.49,000/- per month	(i) Journey by a Scooter/motor cycle/moped etc. owned by an employee - (ii) Journey by a Tonga/Rickshaw, Motor Rickshaw etc. - (iii) Journey on cycle or on foot -	Rs. 3.00 per K.M. Rs. 6.00 per K.M. Rs. 2.00 per K.M.
4.	D	Company Employees drawing basic pay of Rs.26,000/- or above but below Rs.39,000/- per month	(i) Journey by a Scooter/motor cycle/moped etc. owned by an employee - (ii) Journey by a Tonga/Rickshaw, Motor Rickshaw etc. - (iii) Journey on cycle or on foot -	Rs. 3.00 per K.M. Rs. 6.00 per K.M. Rs. 2.00 per K.M.
5.	E	Company Employees drawing basic pay below Rs.26,000/- per month	(i) Journey by a Scooter/motor cycle/moped etc. owned by an employee - (ii) Journey by a Tonga/Rickshaw, Motor Rickshaw etc. - (iii) Journey on cycle or on foot -	Rs. 3.00 per K.M. Rs. 6.00 per K.M. Rs. 2.00 per K.M.

Note:

(A) The above rates are permissible subject to the following conditions:-

1. Every employee entitled to travel by Air/1st Class, AC 1st Class/AC IInd Class/Sleeping/Sitting, IInd class sleeping accommodation, shall be required to produce evidence of having actually performed the journey in the above class. He/She shall either produce receipt from the Railway/Air Lines or ticket issued by them or ticket number.
2. For AC/Super Deluxe/Deluxe Bus, tickets will have to be enclosed with the T.A. Bills.
3. Employees performing the journey by own car/motor cycle/ scooter between the places not connected by Rail/Bus and who bear propulsion charges thereof, shall be entitled to mileage allowance shall be limited to the fare of the class of accommodation to which he is entitled by Rail. In case the places are connected by Bus only, the mileage allowance shall be limited to the fare of the class of accommodation to which he is entitled by bus.
4. The Director Incharge shall have the power to allow any employee to travel by a class higher than the one to which the said employee is entitled, under special circumstances.
5. In all cases, an employee shall be eligible for a single fare only.
6. Return journey tickets should be purchased wherever available on concessional rates.
7. In case an employee travels by a class higher than to which he is entitled, he may claim railway fare of the category to which he belongs.
8. Claims for refund on unused tickets should be preferred to the concerned Railway authorities/ Roadways authorities. The amount of cancellation charges shall be reimbursed by the Company to the employee on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of the employee like sudden illness or death of a near relative etc.
9. The T.A. claims shall be submitted in the form prescribed by the Company for the purpose.

(B) Mileage allowance to reach Railway Station/Bus Stand/Air Port/different places on tour :-

1. The employees covered into Category A, B & C as per entitlement under appendix I shall be entitled to perform short journeys to and from Air/Railway Station/Bus Stand as also for visit to different places at the station on tour on official work by taxi and claim reimbursement for actual expense/expenses in respect thereof. Employees falling in Category D shall be entitled to perform short journey as above by Scooter Rickshaw (Auto), whereas employees covered under Category E shall be entitled to perform short journey by Bus/Cycle Rickshaw/Tonga/Tempo (12 sitters etc.) only.
2. For claiming the actual conveyance charges, the employees will have to furnish along with the T.A. bills the date wise details of places visited, purpose of visiting such places and the actual amount paid for taxi/conveyance.

Appendix – II

Halting Allowance : Conditions for admissibility of Halting Allowance i.e. Daily Allowance:
halting allowance to the employees of the Company performing journey on tour shall be admissible subject to the following conditions:-

- (1) Halting Allowance may not be drawn except during a period of absence from Headquarters on duty.
- (2) The Daily allowance will be calculated from the time of start of the journey to the time of return at the Head Quarters. The daily allowance will be calculated as under:
 - (a) For 8 Hours or more at Full rates.
 - (b) For less than 8 hours at half the rate but exceeding 4 hours.
- (3) Halting allowance shall be admissible upto a period of 30 days for continuous halt at a particular station. Beyond this period, special sanction of the Director Incharge would be necessary.
- (4) If an employee is allowed or avails of free boarding and lodging during halt at a particular station provided by the Company, Government or any organization or body responsible for causing the halt, the rate of halting allowance shall be 25% of the normal rates prescribed at that station.
- (5) Halting allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No halting allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any other leave including casual leave while on tour.
- (6) If an employee travels in a car or by other means of conveyance which is not his own, he shall, irrespective of whether he returns to the headquarters on the same day or not, be entitled to one halting allowance if the absence from the headquarters is more than eight hours; to half halting allowance if the absence from headquarters is more than four hours but not more than 8 hours.
- (7) Employees in receipt of fixed traveling allowance will not be entitled for halting allowance for the journeys undertaken in respect of the field work for which such an allowance has been sanctioned.

Rates of Halting Allowance:

- (1) The halting allowance shall be admissible subject to the conditions mentioned above at the following rates.

(2) Conditions for drawing halting allowance at split rates are as under:

- (a) The split rates for lodging shall be admissible only if an employee stays Hotel/Circuit House/Dak Bungalow or any institutions which provide for lod arrangements at Scheduled tariff and produces vouchers/receipts in token of pay made on account of hotel accommodation charges. In case the actual charges paid on account of hotel accommodation are less than the ceiling prescribed, actual charges for hotel accommodation shall only be admissible.
- (b) No vouchers are to be presented for allowance for means.
- (c) If the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed for both items, the actual charges paid only shall be admissible.
- (d) The Director Incharge while on tour may be allowed reimbursement of lodging charges at actual, on production of vouchers and Halting allowance at one fourth of composite rate as applicable for the place of stay.
- (e) The category of officers who are entitled to stay in RTDC Tourists Bungalows, shall be entitled to stay at Government Dak Bungalow/Circuit House (including Rajathan House, New Delhi) on actual reimbursement basis. They will also be allowed to stay at Government House/Hotels of Other Public Sector Undertaking subject to reimbursement ceiling RTDC rates.
- (f) Entitlement of facility in RTDC Tourist Bungalows/RTDC Hotels on official tours.

S.No.	Company Pay Scale	Entitlement of facility
01.	Company employees drawing pay in any pay level Basic Pay Rs.53100 and below 60700.	Ordinary Rooms.
02.	Company employees drawing pay in any pay level Basic Pay Rs.60700 and below 79900.	Air Cooler Semi Deluxe Rooms.
03.	Company employees drawing pay in any pay level Basic Pay Rs.79900 and above.	A.C./Deluxe Rooms
04.	Financial Advisor/General Manager irrespective of their in any pay level.	A.C./Deluxe Rooms

Director Incharge may allow officers of the Company in special circumstances to stay in RTDC/Other Hotels in relaxation of prescribed norms.

Rates of Daily Allowance

When a Company Employee (including employees on deputation) on tour stays in Government/Public Sector Circuit House/Guest House or makes his own arrangements for stay :-

S. No.	Category	Revised Pay Range	For all State/Union Territory Capitals Amount (Rs.)	For All places other than Column (4)
(1)	(2)	(3)	(4)	(5)
1.	A	DIC/Directors and Company Employees drawing basic pay of Rs.95,000/- per month or above.	Rs.800/-	Rs.600/-
2.	B	Company Employees drawing basic pay of Rs.49,000/- or above but below Rs.95,000/- per month	Rs.700/-	Rs.500/-
3.	C	Company Employees drawing basic pay of Rs.39,000/- or above but below Rs.49,000/- per month	Rs.600/-	Rs.400/-
4.	D	Company Employees drawing basic pay of Rs.26,000/- or above but below Rs.39,000/- per month	Rs.550/-	Rs.350/-
5.	E	Company Employees drawing basic pay below Rs.26,000/- per month	Rs.350/-	Rs.250/-
<u>Note:</u>		1. Admissibility of Daily Allowance is subject to the conditions mentioned in the Rules. 2. Salesman/Casual Labour on Consolidated wages shall be entitled to TA & Halting Allowance as applicable to lowest category		

Daily Allowance for Boarding & Lodging

When the Company Employee stays in a hotel or other establishment providing Boarding and/or Lodging on tour at fixed rate provided that such hotel/institution is registered/has obtained a license from the Competent Authority viz. Nagar Nigam, Sales Tax Authority, Service Tax Authority etc. :-

Sl. No.	Category	Revised Pay Range	For all State/Union Territory Capitals Amount (Rs.)	For All places other than Column (4)
(1)	(2)	(3)	(4)	(5)
1.	A	DIC/Directors and Company Employees drawing basic pay of Rs.95,000/- per month or above.	Rs.3000/-	Rs.2000/-
2.	B	Company Employees drawing basic pay of Rs.49,000/- or above but below Rs.95,000/- per month	Rs.2500/-	Rs.1800/-
3.	C	Company Employees drawing basic pay of Rs.39,000/- or above but below Rs.49,000/- per month	Rs.2000/-	Rs.1500/-
4.	D	Company Employees drawing basic pay of Rs.26,000/- or above but below Rs.39,000/- per month	Rs.1500/-	Rs.1000/-
5.	E	Company Employees drawing basic pay below Rs.26,000/- per month	Rs.1000/-	Rs.700/-
Note:		<p>1. Admissibility of Daily Allowance is subject to the conditions mentioned in the Rules.</p> <p>2. Conditions for Drawing Daily Allowance:</p> <p>(a) The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel/Circuit House/Dak Bungalow/or any other institutions like Young-Men's Christian Association, Cricket Club of India, Youth Hostels etc. which provide for Lodging arrangement at Scheduled tariff and produces vouchers/receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than the ceiling prescribed in column 4 & 5 of this Appendix, actual charges paid shall only be admissible.</p> <p>(b) Where the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under column 4 & 5 the actual charges paid shall only be admissible.</p>		
		<p>3. In case accommodation is not available in Rajasthan State Guest House, Chanakyapuri, and at RTDC Hotels New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 4 of this appendix, subject to the conditions mentioned in Note 2 above.</p>		
		<p>4. Actual taxi charges/admissible in addition to Daily Allowance.</p> <p>5. These rates are inclusive of all types of taxes.</p> <p>6. In case accommodation is not available in Rajasthan House, Rajasthan State Guest House, Chanakyapuri, New Delhi & RTDC Hotels officers/Employees can stay in</p>		

	hotel/institution, at prescribed rates.
	Salesman/Casual Labour on Consolidated wages shall be entitled to TA & Halting Allowance as applicable to lowest category.

Part V - T.A. for journey on transfer:

17.18 Conditions:

- (1) An employee who is transferred from one station to another in the Company's interest and not on his own request shall be entitled to traveling allowance and cost of transportation of personal effects and conveyance at the rates and conditions given in Appendix III appended to this part of the Rules.
- (2) An employee who takes leave not exceeding 120 days after he has given over charge of his old post and before he has taken over charge of his new post is entitled to Travelling Allowance under these rules irrespective of the fact whether the order of transfer is received before or after the commencement of leave.
- (3) An employee deputed for a temporary duty at a place other than the station of his posting or transferred temporarily for short period not exceeding 30 days shall not be treated to have been transferred for the purpose of claiming Travelling Allowance under this rule. In the absence of any orders to the contrary, the journey performed by the employee in such cases shall be treated as journey on tour.
- (4) In case an employee covered under categories I to IV in Appendix III travels by rail in a class lower than his/her entitlement, he/she will get actual fare of the class actually traveled plus one extra fare of the class for which he/she is entitled.

Appendix III to Chapter XVII**[1] Travelling Allowance admissible to Company Employees on Transfer**

Category of Company employees	Mileage allowance by rail		Mileage allowance by Road		Road Mileage allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer	Cost of carriage of personal affects by Rail or Road (For one side only)
	For Self	For Family	For Self	For Family	For Self	For Family		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Category 'A', 'B', 'C', 'D' and 'E'	Two fares of the class for which entitled to tour except travel by Air/Rajdhani Express and Shatabdi Express	(One extra fare for each member of the family, However, in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff Regulations of Railways shall be admissible.)	Two bus fares of class for which entitled on tour for journey performed by road	(One extra fare for each member of the family. However, in respect of the children accompanying the employee, half fare or full fare actually paid as per the tariff regulations shall be admissible).	Rs.9.00 Per KM.	Addition al mileage allowance at the rate of Rs. 9.00 per KM for the members of his family if the number of family is more than three other than the self.	Category 'A' Rs.10,000 Category 'B' Rs.8,000 Category 'C' Rs. 6,000 Category 'D' Rs.5,000. Category 'E' Rs. 3,500	Category 'A' Rs.30/- per KM. Category 'B' Rs.30/- per KM. Category 'C' Rs.18/- per KM Category 'D' Rs.14/- per KM Category 'E' Rs.12/- per KM.

Note :

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

- (i) The term "personal effects" is not subject to definition but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.
- (ii) Charges for the transport of personal effects and conveyance of a Government servant on Transfer will be admissible even if they precede him by a period not exceeding a month or follow him by a period not exceeding six months from the date of his relieve at his old station. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of the Department under whose control the Government servant is serving for the time being.
- (iii) A member of a Government servant's family who follows him within six months or precedes him by not more than one month from the date of his relieve at his old station may be treated as accompanying him. These limits may be extended by the Head of Department in individual cases attendant with special circumstances in respect of Government servants serving under his administrative control.
- (iv) When a Government servant, as a result to his transfer to a new station is obliged to move his family to some other station or when a Government servant and his family are at the time of transfer to a new station living in different places and he desires to move them to his new station or to some other station for reasons which the competent authority considers sufficient, then the Government servant shall receive the actual expenses of the journey which his family undertakes upto the amount which he might have drawn, had his family travelled direct, from his old station to his new provided that the journey is undertaken within a month prior to the date of Government servant's relieve at his old station or within six months subsequent the date. Cases in which the aforementioned time limits are exceeded will require the sanction of the Head of Department in respect of Government servants serving under his administrative control or of the Administrative Department in case of the Head of Department himself.
- (v) For the purpose of this rule the category of a Government servant will be determined with reference to the facts on the date of his transfer while the number of fares admissible will be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed, subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer.
- (vi) Children of Government servants who are studying in educational institutions at a place other than the Government servant's headquarters at the time of transfer shall be considered as members of Government servants families for the purpose of Travelling Allowance Rules and they shall be entitled to Travelling Allowance from the place where they are studying to the new Station limited to rail/road fare from old station to new station or actual rail/bus fare whichever is less;
- (vii) A Government servant who travels in a Government vehicle free of charge on transfer from one station to another shall get Travelling Allowance as follows :-
 - (1) If the family of Government servant travels with him.

For self - One mileage allowance for journey by road at the rates given in column No. 4

For family - No Travelling Allowance
 - (2) If Government servant travels alone :-

For self - One mileage allowance for journey by road at the rates given in column No. 4

For family - As admissible under column No. 5
- (viii) The provisions contained in column No. 2 shall not apply to a Police Officer using free rail passes. Their Travelling Allowance shall be regulated in accordance with provision of para 123 and 128 of Railway Manual.
- (ix) Where both husband and Wife are in Government employment and are transferred at the same time or within 6 months of his her transfer from one and the same old station to another same new station, either of them shall only be entitled to transfer Travelling Allowance, the other member (s) being treated as a member of his/her family not in Government employment on furnishing the certificate prescribed for this purpose in Chapter IX of these rules.

7. Admissible cost of carriage of conveyance shall be applicable as given below :-

Category of the Government Servants	Admissible cost of carriage of conveyance
Category A, B, C, D & E	By Rail :-
	<ol style="list-style-type: none"> 1. Actual cost of transportation of Motor car, Two Wheeler (with or without side car) at owner's risk. 2. A single fare of the lowest class is allowed to chauffeur or cleaner actually employed for Motor Car and if he actually travels by rail. 3. The conveyance may be transported by passenger train or goods train at his option. In latter case, cost of packing and transporting the conveyance to and from goods shed at the station of departure and arrival are allowed in addition to freight charges provided the total amount claimed does not exceed the freight chargeable for transporting conveyance by passenger train.
	By Road:-
	<ol style="list-style-type: none"> 1. If a Government servant transports Motor Car, Two Wheeler under its own power, an allowance @ Rs. 9.00 per km. for motor car and Rs. 3.00 per km. for Two Wheeler is admissible for the distance between two stations by ordinary route. If the Government servant himself and/ or any member(s) of his family travel(s) by the vehicle he may, in lieu of this allowance, draw railway fare which would have been admissible if the journey had been performed by rail and if the two places are not connected by rail. the allowance in such a case shall be calculated at the special rates shown in column 2 of Appendix-II appended to Chapter 4 of State Government TA Rules but no separate road mileage for family shall be admissible in such a case as shown in column. 2. If Motor Car is loaded in a truck, actual cost of transportation limited to freight charges by passenger train in respect of places connected by rail and an allowance @ Rs.8.00 per km. in respect of places connected by road shall be admissible. 3. Cycle is covered under "personal effects", therefore, no extra cost of carriage for cycle shall be admissible

17.19 **Cost of carriage of conveyance :** Following charges would be admissible as cost of carriage of conveyance :

Category I & II

By Rail

Actual cost of transportation of Motor Car, Scooter, Moped or Motor Cycle at owner's risk.

- (1) A single second class fare is allowed to chauffeur or cleaner actually employed for motor car and if he actually travels by rail.
- (2) If distance between two stations is 400 kms. or less and they are connected by metalled road, allowance for transportation by road only for the aforesaid distance

shall be admissible whether the vehicle is actually moved by rail or by road.

- (3) The conveyance may be transported by passenger train or goods train at the option of the officer. In case of goods train, cost of packing and transporting the conveyance to and from goods shed at the station of departure and arrival are allowed in addition to freight charges provided the total amount claimed does not exceed the freight chargeable for transporting conveyance by passenger train.

By Road:

If an employee transports Motor Car, Scooter, Moped or Motor Cycle under its own power, an allowance of Rs. 1.30 per kilometer for motor car and Rs. 0.50 per km. for motor cycle etc. is admissible for the distance between two stations by ordinary route.

Notes :

If an employee and/or any member(s) of his family travel(s) by the vehicle he may, in lieu of the allowance draw railway fares which would have been admissible if the journey had been performed by rail; and if two places are not connected by rail, the allowance in such a case shall be calculated at the rates shown in column 4 of Appendix I of these rules but no separate road mileage for family shall be admissible in such a case as shown in Appendix III under heading – Mileage Allowance by Rail (column 6).

Category III

Cost of carriage of Motor Cycle/Scooter/Moped shall be admissible as admissible to category I & II, provided above.

Actual cost of transportation of cycle at owner's risk shall be admissible. If he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owner's risk shall be admissible.

Category IV

Actual cost of transportation of cycle at owner's risk shall be admissible. If he transports it by road, the actual cost of its transportation by road upto the limit of the amount admissible for its carriage by rail at owner's risk shall be admissible.

Note :-

1. Charges for the transport of personal effects and conveyance of an employee on transfer will be admissible even if they precede him by a period not exceeding a month or follow him by a period not exceeding six months from the date of his relieving at his old station. The Director Incharge would be competent to relax these limits.
2. The limits prescribed in note (1) above shall also be applicable in case of family of the employee.
3. For the purpose of this rule, the category of the employee will be determined with reference to the facts on the date of his transfer while the number of fares admissible will be determined with reference to the facts on the date of his transfer while the number of fares admissible will be determined with reference to the facts on the date of the journey in respect of which the traveling allowance is claimed.
4. An employee who travels in a Company car or any other organisation's vehicle free of charge on transfer from one station to another shall get traveling allowance as follows :

if the family of the employee travels with him :-

For self : One bus fare plus lump sum grant admissible for his category.

For family : No traveling allowance.

If the employee travels alone :

For self : One bus fare plus lump sum grant admissible for his category.

For family ; As admissible under normal rules.

Part VI - Instructions for drawing and controlling officers

17.20 Following instructions shall be observed by the drawing and controlling officers in respect of traveling allowance claims:-

- (1) Director Incharge would be competent to declare as to what authority shall be the Controlling Officer for traveling purposes of each employee or category of employees. He may, if he thinks fit, declare that any particular employee shall be his own Controlling Officer. The Director Incharge shall be his own Controlling Officer.
- (2) A bill for traveling allowance of an employee shall not be paid unless countersigned by the Controlling Officer.
- (3) **Duties of Controlling Officer :** It is the duty of the Controlling officer, before signing or countersigning the traveling allowance bill –
 - (a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and to disallow the whole or any journey or halt if he considers that a journey was unnecessary or unduly protected or that a halt was of excessive duration;
 - (b) to scrutinize carefully the distance entered in the traveling allowance bills;
 - (c) to satisfy that the claim has been prepared in accordance with these rules and to disallow any claim which in his opinion does not fulfill the conditions laid down in the rules;
 - (d) to satisfy himself that the traveling allowance is not on the whole a source of profit to the recipient;
 - (e) to observe any subsidiary rules or orders which a competent authority may make for his guidance.
- (4) Following instructions should be followed by all Drawing and Controlling Officers, in addition to the duties laid down under these rules:
 - (a) The bill should indicate clearly the full purpose of the journey, Vague phrases like 'On company's Duty' should not be used.
 - (b) The actual pay, designation and place of headquarter of the employee should be clearly mentioned in the bill.
 - (c) In the case of transfer traveling allowance bill, the full relationship of the members of the family to the employee & their ages should be stated in the bill.
 - (d) If the journey is undertaken to attend a Departmental Enquiry, the certificate from the Enquiry Officer must be attached with the bill.
 - (e) If free board and lodging is allowed at the expense of the Company or Government or organization or body causing the halt, the fact should be indicated in the bill.
 - (f) Travelling allowance bills of employees other than officers are certified by the Officer under whose instructions the journey was performed.
 - (g) Following certificates may be recorded wherever necessary:
 - (i) Certified that the payment of this bill has not been received before. (in all

cases).

- (ii) Certified that the members of my family in respect to whom T.A. has been claimed are residing with me and are wholly dependent on me. (in case of transfer T.A. bills).
- (iii) Certified that the road journey for which mileage allowance has been claimed at the rates indicated in col. 4 of Appendix I Journey was performed in my own car and the entire propulsion charges were borne by me (in case of journey by own car).
- (iv) Certified that entire running/hire charges on Car No..... engaged for road journey were paid by me (in case of journey by taxi).

Part VII - Travelling Allowance for Special Journeys

17.21 **Journey undertaken to join first appointment :** Travelling expenses will not be allowed to any person for the journey to join his first appointment.

17.23 **Travelling allowance to the employees and members of their families on retirements:**

1. The traveling allowance to employees and members of their family on retirement from the Company's service will be admissible from the last station of duty to their 'Home towns' and charges in respect of transportation of their personal effects will be granted subject to the following conditions :-

- (a) Actual fares of the class of accommodation to which the employee was entitled on the date when he was last on duty in respect of himself and the members of his family as defined in these rules. No allowance for incidental expenses would be admissible except actual cost of transportation of personal effect on the scale admissible under these rules.
- (b) For journey by road –
 - (i) Actual fare of the class of accommodation in bus to which the employee was entitled immediately before the date of retirement in respect of self and members of his family.
 - (ii) Actual cost of transportation of personal effects on the scale admissible under Rule 17.18 appendix III.
- (c) For journey partly by one mode and partly by another – as provided in clause (a) and (b) above in so far as they are respectively applicable.

Note :-

The actual cost of transportation of a motor car or other conveyance maintained by the employee before his retirement is not reimbursable under these rules but the motor car or any other conveyance may be treated as part of the personal effects for the purpose of application of the scale referred to in clause (a) to (c) above.

- (d) For journey performed in the employee's own car or in a private car between stations connected by rail :

As provided under clause (b) limited to the amount admissible under clause (a) read with para (ii).

2. The grant of concession will be further subject to the following conditions, qualifications and subsidiary instructions :-

- (a) The concession will be admissible by the shortest route from the last place of duty of the employee to his home town.

- (b) The term 'Home town' referred to in these rules shall be the permanent home town as entered in the service books or other appropriate record of the company.
- (c) This concession may be availed of by an employee eligible for it, any time during his leave preparatory to retirement, or during refused leave or within six months of the date of his retirement.
- (d) These concessions will not be admissible to an employee who owns or has constructed a house at the last station of his duty from where he retires:

Provided further that it will not be admissible to an employee who quits service by resignation or who is dismissed or removed from service or who is compulsorily retired as a measure of punishment.
- (e) These rules do not apply to persons who are not in the whole time employment of the Company.

17.24 **Journey undertaken by an employee during suspension :**

For journeys performed during suspension, an employee will be allowed traveling allowance as follows:-

- (i) His traveling allowance will be regulated by the category to which he belongs prior to his suspension.
- (ii) He will get traveling allowance as per rules except lodging charges, if called by the Enquiry Officer or the competent authority. In case the journey has been performed at his own request, he will not be entitled to any traveling allowance.
- (iii) In case the journey is undertaken to out stations with the permission of the Enquiry Officer to pursue the official record for preparation of his defence, he will be entitled to the mileage allowance and no halting allowance.
- (iv) No traveling allowance would be admissible if the enquiry is held at the out station at the request of the employee.

17.25 **Travelling allowance to the family of the employees who die while in service :** The family members of the deceased employee will be entitled to the following concessions provided the journey is performed within six months from the date of death;-

- (i) The traveling expenses will be admissible by the shortest route from the last headquarters of the employee to his normal place of residence being permanent home as entered in the Service book/record or declared as home town by the deceased employee while in service.
- (ii) Actual traveling expenses by rail or road:-
 - (a) Actual Railway fare of each member of the family.
 - (b) Actual bus fare.
 - (c) Actual cost of transportation of personal effects as admissible in case of transfer.

17.26 **Journey occasioned by recall to duty from leave:** For this purpose, see rule 13.15.

17.27 **Journey performed by experts/professionals:**

- (1) Professionals/Expert who are employed in Public/Private sector will be allowed TA & HA per rules applicable to them in their parent organization.
- (2) Professional/Experts will be allowed T.A. and H.A. by shortest and cheapest route as admissible in the case of Company's category I Officers (except air traveling).
- (3) In case of professional/Experts whose services are already being utilized by the other

public sector undertaking (State or Centre) rates paid to them by these organizations may be approved by the Board/D.I.C., as the case may be.

17.28 **Grant of compensatory allowance during training :**

- (1) Employees deputed for training within the country shall not be entitled to get halting allowance.
- (2) Employees deputed for training other than those posted for initial training necessary for performing the job for which appointment has been made, shall instead of halting allowance, be given compensatory allowance which shall be equal to the amount of halting allowance admissible for that place, subject to the condition that the maximum amount of compensatory allowance shall not exceed:
 - (i) Rs. 500 per month if the training is within the State other than Jaipur.
 - (ii) Rs. 600 p.m. if the training is in Jaipur.
 - (iii) If the training is outside the State, then for the first three months it shall be equal to the amount of halting allowance and if the period exceeds three months, at the rate of Rs. 600 p.m. in excess of three months.
- (3) If an employee is allowed or avails of free lodging and boarding during training, the rate of compensatory allowance admissible shall be reduced by 75% and if he is allowed or avails of free accommodation only, the rate will be reduced by 15%.
- (4) No compensatory allowance shall be admissible if the training is at the place where the employee is posted.
- (5) Travelling allowance for outward and return journey from the place of training at the commencement and end of training will be admissible at tour rate only.

17.29 **Fixed conveyance charges to Government directors :** When Government Officers are required to attend local meetings of the Board or Committees/Sub-Committees of the Board, they shall be entitled to get fixed conveyance charges of Rs. 100 for each such meeting. This fixed conveyance shall not be admissible to a nominated Government Directors or Officers who uses Government vehicles or Company vehicles for attending such local meetings.

For journey to attend meeting outside the headquarters of Government Officers in connection with the meetings of the Company or otherwise, he shall be entitled to traveling allowance for journey on tour as per Government Rules.

17.30 **Journey undertaking by an employee summoned to appear before Selection Committee for testing his fitness for promotion or a particular employment:** The employee shall be paid traveling allowance as for journey on tour. No halting allowance shall be admissible.

17.31 **Permanent Travelling Allowance :** Board may, if it considers necessary, prescribe permanent traveling allowance for specified employees or categories of employees where duties require frequent traveling within the jurisdiction prescribed, subject to such conditions as may be considered appropriate by it.

17.32 **TRAVELING ALLOWANCE TO RETIRED COMPANY EMPLOYEES:**

When Retired Company employees if required to attend the Court/Enquiries for evidence as witnesses etc. for Company's cases, following allowance shall be payable:-

- (a) Proportionate Daily Allowance at the rate of last Pay + DA (revised from time to time).
- (b) To & Fro fare by Rail or Bus as per entitlement during the service period.

(c) Actual conveyance charges incurred in local journey.

(d) Halting allowance as per entitlement during the service period.

[1] Replaced "Revision in the rates of TA/DA under TA Rules of the vide Office order No. RSGSM/HO/A&P/2018/13897-14024 dated 18.07.2018 in pursuance of Board of Directors Resolution No. 483.8 dated 29.06.2018.

CHAPTER-XVIII

LOCAL CONVEYANCE RULES

- 18.1 **APPLICABILITY** : These rules shall be applicable to the employees who are to carry out local tours within the limits of Municipal Council or a Municipal Board on the place of posting.
- 18.2 **Types of conveyance allowance/charges:**
- (1) Local tour means tour undertaken within the limits of Municipal Corporation or Board by various members of the staff of the Company in the course of conducting official business.
 - (2) Keeping in view the duties attached to various posts, two types of conveyance allowance/charges may be considered by the Board/Director Incharge, as the case may be, at their discretion.
 - (i) Conveyance Allowance.
 - (ii) Conveyance Charges.
- 18.3 **Conveyance Allowance:**
- (1) This allowance may be granted to an employee whose duties require extensive traveling at or within a short distance from the headquarters, under conditions which do not entitle him to Travelling Allowance.
 - (2) This allowance can be drawn all the year round except when the person remains on leave, joining time, temporary transfer etc.
 - (3) Drawl of allowance is subject to the employee's owning and maintaining a Car, scooter or motor cycle in good running condition and uses it for all official journeys.
 - (4) No allowance shall be admissible during any period of more than 7 days at a time, if the employee does not maintain the vehicle or it remains out of order or is not used for official journey.
 - (5) Allowance granted under these orders will cover all journeys by road on official duty within the local jurisdiction of the employee, irrespective of whether the points of duty reached lie within or beyond 8 kms.
- 18.4 **Minimum Journey during a month** : No allowance mentioned in rule 18.2 above shall be admissible unless the average monthly running on duty is more than 200 kms. Journeys between residence and normal place of work shall not be reckoned as running on official duty.
- 18.5 **Authority competent to sanction conveyance allowance** : The Board shall be competent to sanction Conveyance Allowance to Officers/employees of the Company subject to the above conditions. The Director Incharge may, if he considers it urgent and necessary, exercise these powers subject to Ex-post facto confirmation from the Board.

- 18.6 **Rate of Conveyance Allowance** : The rates of conveyance allowance if fixed by the Board as per para 18.5, shall be applicable after obtaining approval from F.D. and BPE.
- 18.7 **Other conditions for conveyance allowance:**
- Where fixed local conveyance allowance is paid, the Officer/employee concerned will not be entitled to use of staff vehicles for undertaking official journeys within the limits of the town in which he is posted or within a radius of 8 kms. from office, whichever is higher.
- 18.8 Conveyance Allowance for Car/Jeep; Scooter/Motor Cycle and Moped shall not be granted to employees drawing pay below Rs. 11,500; Rs. 6,500 and Rs. 5,500 p.m. respectively.
- 18.9 **Conveyance Charges :**
- The reimbursement of local conveyance charges shall be regulated as under:
- (a) **Own Vehicle** : Where conveyance allowance is not paid/payable, employees required to undertake local journeys on official work shall be reimbursed expenses incurred by them at the following rates:
- | | |
|--------------------------|------------------|
| (i) Car/Jeep | Rs. 2.60 per km. |
| (ii) Scooter/Motor Cycle | Rs. 1.20 per km. |
| (iii) Moped | Rs. 1.00 per km. |
| (iv) Cycle | Rs. 0.50 per km. |
- (b) **Hired Vehicle:**
- | | |
|---------------------------------------|---------------------|
| (i) Car/Taxi | Actual expenditure. |
| (ii) Three Wheeler
(Auto Rickshaw) | Actual expenditure |
| (iii) Others | Rs. 1.50 per km. |
- 18.10 Reimbursement of expenses at the above rates in respect of own and hired vehicles for the use of car shall be admissible to those employees who are in receipt of basic pay not less than Rs. 11,500 p.m. and for Scooter/Motor Cycle or Moped shall be admissible to those who are in receipt of basic pay not less than Rs. 6,500 or Rs.5,500 p.m.
- 18.11 The Director Incharge shall be competent to relax the above conditions of rule 18.9 in urgent situation for reasons to be recorded in writing.
- 18.12 The Director Incharge shall also be competent to pay the rates higher than those mentioned in rule 18.9(b) in exceptional circumstances to provide for reimbursement of actual expenses.
- 18.13 A conveyance for local journey should only be hired when staff car is not available. Reasons for traveling by hired vehicle should be recorded in writing by the claimant & should be verified by the respective sectional heads, at the Head Office level and by Unit Officers at the unit level.
- 18.14 Prior permission of the Sectional Heads to undertake local journeys will invariably be obtained.
- 18.15 As soon as the journey is performed, the touring officer shall inform the sanctioning authority about the work done, verbally or in writing, and submit a conveyance bill, duly verified by the Officer, for sanction.

- 18.16 Persons who are in receipt of conveyance allowance shall have to maintain a daily diary giving details of each journey with places visited and mileage covered each day.
- 18.17 In order to economise on such expenditure, local tours should only be undertaken by officers and staff when absolutely necessary in the interest of the Company. When staff car is not available, the officers entitled to travel by taxi, should as far as possible, use a cheaper mode of conveyance keeping in view the urgency of the matter or business. Likewise other employees should also use cheaper modes of conveyance. Maximum use of public transport system be made.
- 18.18 Details of local journeys performed are required to be mentioned in brief in the conveyance bills. Officers and employees are further required to mention the number of Taxi/own vehicle in which journey is performed in the conveyance bill.
- 18.19 The conveyance claim shall be preferred by the employee once in a month for the charges incurred during the past month indicating actual distance of places visited, mode or conveyance used and purpose of visits etc. in the proforma to be prescribed by the Director Incharge.

CHAPTER-XIX
ADVANCES TO EMPLOYEES

PART A - INTEREST FREE ADVANCES:

- 19.1 **Introductory** : These rules deal with the interest free advances to the employees of the company, like leave salary advance, advances on tour/transfer, festival advance, medical attendance advance etc.
- 19.2 **General Conditions** :
- (1) Unless otherwise provided the General Manager, Head Office/Ganganagar may grant advance in accordance with the provisions contained in these rules.
 - (2) The Director Incharge would be competent to delegate powers of sanction to any other officer of the Company.
 - (3) In case an advance is sanctioned to the temporary employee, the authority sanctioning such advance should be satisfied that the same could be fully recovered or adjusted during the period of temporary employment of the Company employee concerned, otherwise the same would be sanctioned only when he produces a surety in the form prescribed by the Director Incharge from a permanent employee.
 - (4) For the purpose of advance on travel, the pay means the basic pay as defined in rule 2.1(48) of these Rules.
- 19.3 **Kinds of Advances** : the following kinds of interest free advances shall be admissible to the employees of the Company:-
- (i) Leave Salary Advance.
 - (ii) Festival Advance.
 - (iii) Advance for travel –
 - (a) Advances for journeys on tour.
 - (b) Advances for journeys on transfers.
 - (c) Advance of salary on transfer.
 - (iv) Advance for medical attendance and treatment outside the State.

I. Leave Salary Advance:

19.4 Leave salary advance to the employees of the Company may be granted on the following terms and conditions :

1. The Director Incharge or any other Officer to whom powers have been delegated either under these rules or by the Director Incharge, may sanction an advance in lieu of leave salary to an employee who proceeds on earned leave which is due for a period not less than 30 days and has made specific request for grant of advance.
2. **Amount of advance:** The amount of advance so granted under sub rule (1) of rule 19.4 shall be fixed in whole rupees and shall not exceed the net amount of leave salary, including allowance, for the first 30 days of leave, that is clearly admissible to him after usual deductions on account of income tax, EPF, House Rent, Recovery of advances, insurance, court attachment etc.
3. When an employee proceeds on leave for more than a month from about the middle of the month, the advances in lieu of leave salary may be made on the basis of leave salary payable for one month of leave from the date of commencement of the leave.
4. **Recovery of advance:** The usual deductions on account of Income Tax, EPF, House Rent, recovery of advances, insurance, court attachment etc. shall be effected from the duty pay which the employee will draw for the portion of the month in which the leave commences if the period of duty is for the major part of a month. Otherwise, such deductions may be made from the leave salary.
5. **Adjustment of advance:** The amount of advance granted shall be adjusted in full in the leave salary bill in respect of leave availed of by the employee concerned. If the amount of advance cannot be adjusted the balance shall be recovered from the next payment of salary or/and leave salary.
6. **Account head:** The amount of advance will be debited to the detailed head 'Salaries' to which the pay etc. of the employee is debited.
7. **Advance to temporary employees:** Temporary employees will also be entitled to the advance on their furnishing surety of a permanent employee of the Company.

II. Festival Advance:

19.5 **Admissibility:** Festival Advance Rules shall be applicable to all regular employees of the Company whose basic pay does not exceed Rs. 6500/- per month.

19.6 **Sanctioning Authority:** Festival Advance shall be sanctioned by the General Manager, Head Office/Ganganagar in respect of staff working in the Head Office & Distilleries and Ganganagar Factory and Distillery in Ganganagar, respectively.

19.7

Amount of Advance:

1. An employee may be given advance as notified by the State Government for their employees from time to time and would be given only once in a calendar year.
2. Only those employees whose basic pay is Rs. 6500 per month or below are entitled to this advance.
3. The advance shall be interest free.
4. The advance should be drawn and paid before the festival in connection with which it is sanctioned. An application for advance should be submitted at least 10 days before the festival to the sanctioning authority.
5. A second festival advance shall not be sanctioned until the earlier advance sanctioned for the purpose has been recovered in full.

19.8

Festivals defined: The festival advance may be sanctioned to the employees on the occasion of any one of the following festivals:

- (i) Diwali.
- (iii) Dushera.
- (iv) Rakshabandhan.
- (v) Holi.
- (vi) Idulfitar
- (vii) Idul Zuha.

The Director Incharge would be competent to add, delete or amend the above occasions specified above.

19.9

Advances to temporary employees: The advance shall be admissible to temporary employees on furnishing of security of a permanent employee.

19.10

Recovery of Advance: the advance shall be recovered in not more than four installments commencing with the pay of the month following that in which the advance is drawn.

19.11

Maintenance of accounts: The account of the festival advance should be properly maintained and recovery watched.

III. Advance for travel:

(A) Advance for journey on tour:

(a) First Advance:

19.12

Conditions of eligibility:

- (i) Advances may be made to an employee proceeding on tour upto an amount necessary for a particular journey to cover his traveling expenses for a period not exceeding 30 days as admissible under the Travelling Allowance Rules of the Company as well as his expenses on contingent charges arising out of the need like hire of conveyance for carriage of records, or other Company property.

NOTE : Travel expenses include road mileage, halting allowance, and fare incidentals for the journey both ways.

- (ii) Advance may also be paid to an employee when he is not getting his pay for want of competent sanction for continuance of his post for extension in his appointment.
- (iii) Advance may be sanctioned by the General Manager or any other officer to whom powers are delegated by the Director Incharge. The General Managers may sanction advance for themselves.

(b) Second Advance:

Conditions of eligibility:

- (i) A second advance shall not be given to an employee until an account of previous advance has been given by him.
- (ii) An employee who has taken an advance under this rule for any particular journey may not take payment of traveling allowance or other bills drawn in respect of the same journey while the advance on any portion of it still remains unadjusted.

Exception:

In cases where an employee is required to proceed on tour frequently under emergent circumstances or at short notices necessitating the undertaking of a journey soon after completing of earlier journey, thus leaving little time for him to prepare his T.A. Bill, a second T.A. advance may be sanctioned by the competent authority subject to the following conditions :

- (a) the second journey is required to be undertaken soon after the first one, that is, within a week after completion of the first tour.
 - (b) The bill for the advances drawn are submitted atleast within a week after completion of second journey and if no bill is submitted within the specified period, the same shall be recovered from the next salary bill; and
 - (c) In any case, not more than two advances are allowed to remain outstanding at a time.
- (3) **Adjustment of Advance:-** The amount of advance granted shall be adjusted within 15 days from the completion of tour or the date on which employee resumes duty after completion of tour.
- (4) **Account head and drawal:-** The advance and recovery shall be accounted for in the detailed head 'Travel Expenses' and drawn in the prescribed T.A. bill form.

(B) Advance for journey on transfer:

- 19.13 **Eligibility :-** An employee who has been transferred from one station to another in the Company interest, and not on his own request, may be granted an interest free advance to meet the expenses likely to be incurred by him on travel. This will also include the lump sum transfer grant.
- 19.14 **Sanctioning authority :-** The General Manager shall be competent to sanction such advances.
- 19.15 The transfer advance shall ordinarily be sanctioned seven days prior to the date of departure of the employee to the place to which he is transferred.
- 19.16 **Recovery and adjustment:-** Travelling allowance bill for journey on transfer shall be submitted immediately after the journey is completed but not later than 30 days so as to enable the Company to effect recoveries of the transfer advance from the bill within the reasonable time limit.
- 19.17 If the amount of the advance exceeds the amount of the T.A. Bill, the employee concerned shall deposit the amount and attach the receipt of the amount so deposited, with the T.A. bill.
- 19.18 The transfer advance shall be recoverable within 30 days from the date of completion of the journey on transfer from the transfer T.A. bill or from the monthly pay of the employees.

- 19.19 **Advance shown in the L.P.C.:-** The amount of advance shall be shown as outstanding in the Last Pay Certificate and recovery accordingly made by the Unit Office/Head Office concerned where he is transferred. The Officer recovering the advance will inform the fact of recovery to the Officer who sanctioned the advance for record.

(C) Advance of salary on transfer :

- 19.20 **Eligibility:-** An employee on transfer in the Company's interest may, on his application, be granted an interest free advance of one month's basic pay.
- 19.21 **Sanctioning authority:-** The General Manager shall be competent to sanction this advance. The Director Incharge may delegate powers to sanction the advance to other officers.
- 19.22 **Advance to temporary employees:-** The advance shall be admissible to temporary employees only on production of surety of another permanent employee of the Company.
- 19.23 **Recovery/adjustment of advance:-** The advance shall be recoverable in three equal installments commencing from the pay of the following month in which the employee is transferred.
- 19.24 The recovery shall be made by the office to which he is transferred. The recovering officer shall intimate the fact of recovery to the officer who has paid the advance.
- 19.25 **Advance to be shown in the L.P.C. :-** The amount of advance shall be shown as outstanding in the last Pay Certificate.
- 19.26 **Interest free advance :-** The advance shall be free of interest.

IV. Advance for medical attendance and treatment outside the State:

- 19.27 **Conditions of eligibility and sanctioning authority:**
- (1) The Director Incharge or any other officer to whom the powers may be delegated by him, may sanction an advance to an employee for him or for members of his family, who are entitled to medical attendance and treatment outside the State under Medical Attendance Rules contained in Chapter XII of these Rules, to meet the expenses of treatment in respect of the following diseases:
- (i) Kidney transplantation,
 - (ii) Cardiac vascular surgery including providing a pace maker of heart,
 - (iii) Cancer surgery including brain tumor,
 - (iv) body scanner as diagnostic method for identifying the location of the disease for proper diagnosis.
- (2) The advance shall be sanctioned on the basis of a certificate issued by the Principal of Medical College or the Director of State Medical & Health Department.
- 19.28 **Maximum amount of advance :-** The amount of advance shall not exceed Rs. 10,000.
- 19.29 The Director Incharge on the advice of the Financial Advisor shall be competent to sanction a higher amount of advance than that provided in rule 19.28 on such conditions as it may deem fit to impose, in special circumstances justifying the higher advance.
- 19.30 No further advance shall be sanctioned unless the medical reimbursement claim to the extent admissible has been submitted in adjustment against the previous advance or the amount deposited back.

- 19.31 **Recovery/adjustment of advance:** the entire amount of advance shall finally be adjusted against the due medical reimbursement claims under these rules not later than the expiry of a period of one month from the date of discharge of the patient from the hospital. The unspent amount of advance, if any, shall be refunded in cash immediately.
- 19.32 The advance and recovery shall be accounted for in the detailed head to which the expenses of medical reimbursement of the employees are debited.

PART B - INTEREST BEARING ADVANCES TO EMPLOYEES :-

- 19.33 **Kinds of advances:-** Subject to Bureau of Public Enterprises guidelines the following kinds of advances shall be admissible to the employees of the Company, which will bear interest as per rules or as may be notified by the Company from time to time.

- I. Food Grain Advance.
- II. Conveyance Advance.
- III. House Building Advance.

I. Food Grain Advance:

- 19.34 **Regulation of advance:** The grant of Food grain Advance to the employees of the Company shall be regulated in accordance with the rules laid down in this Chapter.

- 19.35 The Food Grain Advance shall be admissible to employees in receipt of pay not exceeding Rs. 6500 per month and in case of employees drawing pay in the pre-revised pay scales, the pay not exceeding Rs. 2100 p.m. Pay for this purpose shall mean only basic pay drawn in a pay scale and will not include personal pay, special pay and allowance.

- 19.36 It shall not be admissible to a temporary employee who has put in less than two years continuous service and also to an employee under suspension.

- 19.37 The amount of advance shall be Rs. 1500 only.

- 19.38 **Conditions for grant :** The grant of food grain advance shall be subject to the following conditions:-

- (i) No advance shall be sanctioned till the previous advance, if any, has been recovered in full.
- (ii) Advance shall be admissible and paid only once in a financial year, during the period from 15th of April to 31st of August.
- (iii) Every employee who takes advance shall produce a receipt and stamped voucher from the firm or dealer from whom the food grains are purchased within a period of two months from the date of drawal of the advance in token of the proof that the advance has been utilized. The receipt voucher should indicate quantity of the food grain purchased, rate and the total amount paid. In the alternative, he may submit a certificate as under:-

"I _____, _____ (designation) certify that I have purchased the food grains for the full amount of Rs. _____ sanctioned to me as food grain advance, on dated _____."

- 19.39 In case food grains are not purchased within the period prescribed in rule 19.38 above, the entire amount of advance together with penal interest of three percent shall be repaid in one installment and it shall be recovered from his pay bill immediately thereafter. The unutilized balance of the Food grains Advance shall also become repayable immediately after the purchase of food grains in one installment and it shall be recovered from the next issue of pay.

When it is not possible to recover the entire amount of advance from the pay bill in one installment due to various reasons, e.g. net amount of pay bill falls short of the amount of advance recoverable etc. the balance amount shall be recovered from the subsequent pay bill(s).

- 19.40 Advance to temporary employees shall be sanctioned only after obtaining surety from a permanent employee or any other form of security of adequate value.

- 19.41 **Interest:** Simple interest @ 10.5% shall be charged on the amount of advance. The interest shall be calculated on the balance outstanding on the last day of each month. The Director Incharge shall be competent to change the rate of interest in accordance with the rate notified by the Government for their employees.

- 19.42 **Recovery of advance and interest thereon:** The amount of advance and interest thereon shall be recoverable in 8 monthly installments or by 28th February of the financial year during which the advance is drawn, whichever is earlier.

- 19.43 The amount of advance shall be recovered through monthly pay bills. The first installment shall commence from the first issue of pay after the advance is drawn. The amount of repayment installment shall be fixed in whole rupees except in the case of last installment when the balance in rupees and paisa should be recovered in one installment along with the last repayment installment.

- 19.44 **Sanctioning authority:** General Managers shall be competent to sanction the advance in respect of employees working under them.

- 19.45 **Accounting of advance:** Proper accounts of the advance paid to the employees shall be maintained in the Head Office/Ganganagar Office, as the case may be, and recoveries watched. The sanctioning authority shall be responsible to ensure recovery of the advance sanctioned to the employees.

- 19.46 **General:** When an employee is transferred from one office to another, the advance shall be shown in the last pay certificate. The Officer in charge of the office to which the employee has been transferred will make recoveries as shown in the L.P.C. and inform the Officer in charge of the concerned office.

- 19.47 Every year in the first week of April, the Director Incharge of the Company, looking to the availability of surplus own funds, shall decide whether advance may be sanctioned to the employees during that financial year and shall issue orders accordingly. While issuing such orders, the Director Incharge shall be competent to vary the above conditions, wherever necessary.

II Conveyance Advance :

- 19.48 **Regulation of advance:** The Company may grant conveyance advance to its employees as per the conditions and limits laid down in the following rules. The advance shall be granted subject to the availability of sufficient own funds. The advance will not be granted out of Government share capital, loans and subsidy and the working capital of the Company.

- 19.49 Such advance will not exceed three percent of the total own funds of the Company.

- 19.50 **Eligibility:** The following advances may be granted to permanent employees of the Company:
- (a) By-Cycle Advance.
 - (b) Motor Cycle/Scooter/Moped Advance.
 - (c) Motor Car Advance.
- 19.51 Temporary employees of the Company may also be granted advance for purchase of bi-cycle/motor cycle etc. but not for motor car, subject to the following additional conditions:-
- (i) The employee should have completed two years of service in case of bi-cycle advance and three years in case of motor cycle/scooter/moped respectively.
 - (ii) An adequate and acceptable surety of a permanent employee of a comparable or a higher status having five years service in the Company in the prescribed form on a non-judicial stamp paper or prescribed value must be produced before the advance is sanctioned.
 - (iii) The sanctioning authority must record in writing that the employee is likely to continue in service till advance with interest thereon is fully recovered. In the event of his discharge before complete repayment of advance, the outstanding balance shall be recoverable from him in one lump sum before discharge.
 - (iv) Mortgage deed in prescribed form will be executed by the employee.
- 19.52 **Sanctioning authority:** The Director Incharge is the competent authority to sanction the advance. The Director Incharge may delegate the powers of sanctioning the advance to his General Managers if considered proper.
- 19.53 **General conditions for grant of advance:** Employees desirous of getting advance for purchase of a conveyance may apply in the prescribed form to the Director Incharge or the authority to whom the powers have been delegated, through proper channel.
- 19.54 Advance for purchase of a conveyance cannot be claimed as a matter of right. It may be granted to an employee where in the opinion of the sanctioning authority, the possession of a conveyance is likely to add to the efficiency of the employee. No advance shall be granted to an employee who is due to be super annuated within a period of three years from the date of issue of advance.
- 19.55 The conveyance purchased with the aid of advance shall be considered to be the property of the Company.
- 19.56 The grant of advance is subject to repayment in installments in accordance with the provisions of these rules. If an employee to whom an advance has been sanctioned is dismissed or retired from service before the advance is fully paid, he shall be required to pay the balance of the amount of the outstanding advance with interest in one installment.
- 19.57 It will be obligatory on the part of the employee to get the conveyance insured on comprehensive basis where necessary under these rules until the advance together with interest thereon is fully paid.

- 19.58 Contravention of the provisions of these rules shall render an employee liable to refund the whole amount of advance in one installment. If an employee fails to repay the entire amount of advance in one lump sum the amount of advance shall be recovered from monthly pay bill @ 50% of his pay (excluding allowances) and interest at penal rate on the whole amount of advance will be charged till the entire amount of advance is repaid in full. In case where the whole amount of advance is repaid in one installment, simple interest at penal rate shall be charged on the outstanding amount from the date of contravention for the period from the date of receipt of advance upto the date immediately preceding the date of actual repayment.
- 19.59 The conveyance purchased with the aid of an advance taken under these rules shall be insured on comprehensive basis against full loss, by fire theft or accident or natural calamities and the insurance continues until the advance together with the interest thereon is fully paid. The amount of insurance shall not be less than the amount of advance outstanding against the Company on the date of effecting/renewal of insurance. The sanctioning authority shall obtain from the employee taking an advance, a letter addressed to the insurance company with which the vehicle is insured to notify the fact that the Company is interested in the insurance policy secured. He will then forward the letter to the insurance company and obtain acknowledgement.
- 19.60 Every employee who purchases a conveyance with the aid of advance sanctioned under these rules shall be required to execute a mortgage deed on a non judicial stamp paper of required value in the prescribed form within a period of one month from the date of purchase of conveyance and submit it to the sanctioning authority who will examine it and sign on behalf of the Company. The mortgage deed hypothecating the vehicle to the Company as security for the advance should be kept in the safe custody of the sanctioning authority. When the advance has been fully repaid the bond should be returned to the employee concerned duly cancelled after obtaining a certificate from the Accounts Department as to the complete repayment of the advance and interest.
- 19.61 An employee who draws an advance for purchase of conveyance should purchase the same within one month from the date of drawal of advance. Immediately on completing purchase of conveyance every employee shall furnish cash receipt and bill to the sanctioning authority who will scrutinize that advance has been utilized for purchase of conveyance within the prescribed period and that the actual price paid is not less than the amount of advance. The cash receipt and bill will be returned to the employee by the Sanctioning authority.
- 19.62
1. Ordinarily an employee shall not sell or otherwise dispose of the conveyance purchased with the aid or advance, till the advance together with the interest thereon, has been fully paid.
 2. The sanctioning authority may, however, permit an employee to sell or dispose of conveyance before the advance taken for its purchase from the company together with interest thereon has been fully paid. Where such a permission is accorded, the sale proceeds must be applied towards repayment of entire outstanding balance.
 3. In case where permission to sell conveyance is sought to enable an employee to purchase another conveyance, the sanctioning authority may permit an employee to apply sale proceeds towards such purchase subject to the following conditions:-
 - (i) The amount outstanding shall continue to be repaid at the rate previously fixed, and
 - (ii) The new conveyance be insured and mortgaged to the Company required by these rules.
 - (iii) The amount of outstanding shall not be permitted to exceed the cost of the new conveyance.

19.63 The conditions or payment by Bank Draft, comprehensive insurance and mortgage of the conveyance purchased with the aid of the advance will not be applicable in case of by-cycle, but the bi-cycle will be considered to be the property of the Company till advance is fully repaid together with interest.

19.64 **Amount of advance:** The amount of advance for purchase of conveyance and the number of installments in which it shall be payable, shall be as follows:-

Category of employees drawing basic pay.	Kind of conveyance.	Amount of advance	Number of installments of advance with interest thereon.
1	2	3	4
1. All employees	By-cycle	Not exceeding Rs. 1500/- or the cost of cycle which ever is less.	50
2. Rs. 2650 & above.	Motor Cycle/ Scooter/ Moped	6 months pay or Rs. 30000 or 80% of the cost of the conveyance, whichever is less.	120
3. Rs. 10500 & above	Motor Car (New)	Rs. 1.80 lakh or 11 months pay or 80% of the cost of conveyance, whichever is less.	180
	Motor Car (Old)	Rs. 1.00 lakhs or 6 months pay or 80% of the cost of conveyance, whichever is less.	180

In case the amount of advance drawn by an employee is more than the actual price paid, the balance shall be refunded to the Company immediately after completion of the purchase.

19.65 **Interest on advance :** Simple interest at the rate fixed by the Board from time to time shall be charged on the amount of advance. The interest shall be calculated on the balance outstanding on the last date of each month.

19.66 **Penal Interest:** The rate of penal interest will be 3% per annum over and above the prescribed rate of interest.

19.67 **Recovery of advance and interest :** The amount of advance shall be recovered in prescribed number of installments through monthly bills of pay. The first installment shall commence with the first issue of pay after the advance is drawn. The monthly recovery towards repayment of advance shall also be made from the leave salary or subsistence allowance payable to an employee while on leave of any kind or under suspension.

19.68 The amount of repayment of installments shall be fixed in whole rupees except in the case of last installment when balance of rupees should be recovered.

19.69 The amount of interest will be recovered in one or more installments, each installment being not more than the installment in which principal is recovered. The recovery of interest will commence from the month following that in which repayment of principal has been completed.

19.70 **Other conditions :** The authority competent to sanction the advance shall satisfy himself that funds are available out of the allocation placed at its disposal in the year in which advances are made before issuing sanction for grant of conveyance advance.

- 19.71 The sanctioning authority shall obtain an agreement in the prescribed form duly executed by the employee. The agreement shall be signed by the sanctioning authority on behalf of the Company and shall remain in the safe custody of the sanctioning authority. The sanctioning authority shall mention in the sanction itself that the agreement in the prescribed form has been executed.
- 19.72 The amount of advance shall be drawn only after the employee has received a written assurance from the dealer that supply is likely to be available within a month.
- 19.73 The amount shall not be paid to the employee in cash but in the form of Bank Draft or Bank Pay Order in the name of the firm or company or dealer and after obtaining the receipt of the employee. The Demand Draft/Pay Order shall be handed over to the employee for purchase of conveyance.
- 19.74 The Company may sanction conveyance advance to an employee to clear off a temporary loan raised from a Bank for purchase of conveyance pending issue of sanction of advance under these rules provided that has been purchased within a period of three months from the date of making the application for sanction of advance.
- 19.75 The physical verification of the vehicle shall be made by the sanctioning authority. The borrower shall be required to produce the vehicle for physical verification on demand by the competent authority.
- 19.76 A priority register for applications received for grant of conveyance advance shall be maintained for different kinds of vehicles i.e. Motor Car, Motor Cycle/Scooter/Moped and bi-cycle.

III. Housing Building Advance:

- 19.77 **Enabling provisions for Housing Building Advance:**
Advance for the purpose of construction of house shall not be granted by the Company.
- 19.78 Company may, however, guarantee the advance being taken by the permanent employee of the Company from the Housing Development Finance Corporation.
- 19.79 The guarantee shall be either for the purchase of a house from the Rajasthan Housing Board, or for extension to the existing accommodation on a clear title etc. No advance shall be guaranteed for purchase of the land alone.
- 19.80 The Company would undertake to make recoveries of instalments from the pay of the employee who has taken advance from HDFC, Banks or any other reputed public financial institutions, as approved by the Company and remit the same to them.
- 19.81 The installment shall not exceed 50% of the salary including other deductions, i.e. after all deductions, the employee must carry home 50% of the salary.
- 19.82 The amount of loan shall be advanced in three or four installments, the second and subsequent installments to be released after certification by an officer of the Company that the amount already advanced has been utilized on the construction of house.
- 19.83 The Company would be authorized by the employee to effect recoveries of due amount of principal along with interest from any amount due to him, like pay, allowances, bonus, ex-gratia etc., general provident fund, contributory provident fund or any other dues/deposits.
- 19.84 The property constructed/purchased along with land apartment thereto, shall be mortgaged to the HDFC etc. and the Company and shall not be disposed of, leased or mortgaged without the permission of the Company. The Company shall have a parri passu charge on the same.

- 19.85 The Director Incharge of the Company would issue detailed instructions and lay down further procedures for grant of the same after consulting HDFC etc.

CHAPTER-XX**LIST OF OLD SANCTIONED STRENGTH**

Sl. No.	Post/Department	Pay Scale (Revised w.e.f. 01.09.06)	Sanctioned Strength As on 01.01.2000	Sanctioned Strength As per Cadre Review dated 12.11.09
1.	2.	3.	4.	5
A. Admn. & General				
1.	General Manager	13500-17500 (15600-39100+GP 8200) PB-3	2	2
2.	Dy. General Manager	12000-16500 (15600-39100+GP 7600) PB-3	4	6
3.	Sr. Manager	10000-15200 (15600-39100+GP 6600)PB-3	7	6
4.	Company Secretary	10000-15200 (15600-39100+GP 6600)PB-3	1	1
5.	Manager	8000-13500 (9300-34800+GP 5400)PB-2	3	6
6.	Dy. Manager	6500-10500 (9300-34800+GP 4800)PB-2	20	21
7.	Dy. Manager (Legal)	6500-10500 (9300-34800+GP 4800)PB-2	-	1
8.	Asstt. Manager-I	5500-9000 (9300-34800+GP 4200)PB-2	16	15
9.	Asstt. Manager-I (Legal)	5500-9000 (9300-34800+GP 4200)PB-2	1	Abolished
10.	Asstt. Manager-II	5000-8000 (9300-3200+GP3600)PB-2	54	50
11.	U.D.C.	4000-6000 (5200-20200+GP 2800)PB-1	54	75
12.	L.D.C.	3050-4590 (5200-20200+GP 2800)PB-1	103	90
13.	Computer Operator Downgraded to Data Entry Operator	5000-8000 downgraded in 4000-6000 (5200-20200+GP 2800)PB-1	1	1
14.	Sr. P.S.	10000-15200 (15600-39100+GP 6600)PB-3	1	1
15.	P.S.	8000-13500 (9300-34800+GP 5400)PB-2	1	2
16.	Sr. P.A.	6500-10500 (9300-34800+GP 4800)PB-2	3	3
17.	P.A.	5500-9000 (9300-34800+GP 4200)PB-2	3	1
18.	Stenographer	5000-8000 (9300-34800+GP 3600)PB-2	1	3
19.	Asstt. Manager-II (Legal)	5000-8000 (9300-34800+GP 3600)PB-2	1	1
20.	Peons/IV Class/Gardener/ Watchman/Sweeper/Cle aner/ Dak Runner/Pump	2550-3200 (5200-20200+GP 1700)PB-1	180	94

	Sprayer etc.			
21.	Driver	3050-4590 (5200-34800+GP 2400)PB-1	20	15
22.	Jamadars	2610-3540 (5200-20200+GP 1700)PB-1	11	4
23.	Cook	3050-4590 (5200-34800+GP 2400)PB-1	1	1
24.	Compounder/Nurse	4000-6000 (5200-20200+GP 2800)PB-1	2	2
25.	Sewing Teacher	3050-4590 (5200-34800+GP 2400)PB-1	1	Abolished
26.	L.W.O.	6500-10500 (9300-34800+GP 4800)PB-2	1	1
27.	Security Officer	6500-10500 (9300-34800+GP 4800)PB-2	1	1
28.	Seasonal L.D.C.	3050-4590 (5200-34800+GP 2400)PB-1	16	7
29.	Seasonal Class IV	2550-3200 (5200-20200+GP 1700)PB-1	21	8
B. Accounts:				
1.	Financial Advisor	On deputation	1	1
2.	Manager	8000-13500 (9300-34800+GP 5400)PB-2	4	5
3.	Dy. Manager	6500-10500 (9300-34800+GP 4800)PB-2	12	12
4.	Accountant	5500-9000 (9300-34800+GP 4200)PB-2	16	16
5.	Jr. Accountant	5000-8000 (9300-34800+GP 3600)PB-2	20	20
6.	Accounts Clerk	4000-6000 (5200-20200+GP 2800)PB-1	23	20
7.	Asstt. Accounts Clerk	3050-4590 (5200-20200+GP 2400)PB-1	10	9
B (a) IT :				
1.	Analyst-Cum-Programmer	15600-39100	-	1
2.	Programmer	9300-34800	-	2
3.	Assistant Programmer	9300-34800	-	8
4.	Informatic Assistant	5200-20200	-	27
C. Engineering:				
1.	Chief Engineer	13500-17500 (15600-39100+GP8200)PB-3	1	1
2.	Addl. Chief Engineer	12000-16500 (15600-39100+GP7600)PB-3	-	1
3.	Thermal Power Engineer	10000-15200 (15600-39100+GP6600)PB-3	1	1
4.	Dy. Chief Engineer	10000-15200 (15600-39100+GP6600)PB-3	1	1
5.	Sr. Engineer	8000-13500 (9300+34800+GP5400)PB-2	1	1
6.	AEN	6500-10500 (9300-34800+GP4200)PB-2	5	4
7.	JEN	5000-8000 (9300-34800+GP3200)PB-2	5	4
8.	Asstt. Engineer (Liquor Division)	5000-8000 (9300-34800+GP3200)PB-2	2	2
9.	Draftsman	4000-6000	1	1

		(5200-20200+GP2400)PB-1		
--	--	-------------------------	--	--

D. Sugar Manufacturing:				
1.	Chief Chemist	12000-16500 (15600-39100+GP7600)PB-3	1	1
2.	Dy. Chief Chemist	10000-15200 (15600-39100+GP6600)PB-3	1	1
3.	Sr. Chemist	8000-13500 (9300+34800+GP5400)PB-2	1	1
4.	Chemist/Lab. Incharge	6500-10500 (9300+34800+GP4200)PB-2	3	3
			4	
E. Cane & Beet:				
1.	C.D.O.	12000-16500 (15600-39100+GP7600)PB-3	1	1
2	C.D.O. (Addl. Ladder)	10000-15200 (15600-39100+GP6600)PB-3	-	1
3	Dy. C.D.O. cum Sr. Ext. Officer	8000-13500 (9300+34800+GP5400)PB-2	4	2
4.	Sr. Extension Officer	6500-10500 (9300+34800+GP4200)PB-2	2	1
5.	Extension Officer	5000-8000 (9300-34800+GP3200)PB-2	-	1
F. Distillery				
1.	C.D.C.	12000-16500 (15600-39100+GP7600)PB-3	1	1
2.	Dy. C.D.C.(Addl.Ladder)	10000-15200 (15600-39100+GP6600)PB-3	--	1
3.	Sr. Chemist	8000-13500 (9300+34800+GP5400)PB-2	-	1
4.	Chemist-cum-Blander	6500-10500 (9300+34800+GP4200)PB-2	4	3
3.	Lab. Incharge	6500-10500 (9300+34800+GP4200)PB-2	1	1
G. Workers				
1.	Distillery		51	
2.	Liquor Division including 51 Pouch Machine Operators/ Electricians		1326	
3.	Sugar (Permanent)		101	
4.	Sugar (Seasonal)		172	
Note: <ol style="list-style-type: none"> 1. Pay scales to the workers shall be admissible as per orders of the Company issued from time to time. 2. Asstt. Manager or Dy. Manager can be posted as Incharge of Reduction Centre and similarly Dy. Manager/Manager/Sr. Manager can be posted as Incharge of Liquor Unit, keeping in view responsibility, exigencies of work and strength employed etc. at the discretion of Director Incharge. 3. Total strength shall not be increased in case of opening of new Reduction Centre or increase of normal production activity etc. 4. As amended by BOD in its meeting on dated 26.06.2015 				

NEW SANCTIONED STRENGTH

Sl. No	Name of the post	Pay Scale/Level	Old Sancd. Post	New Sancd. Post	Increase	Decrease
1	2	3	4	5	6	7
1	महाप्रबन्धक	प्रतिनियुक्ति पद	2	2		
2	उप महाप्रबन्धक	15600-39100/7600, L-19	6	5		1
3	कम्पनी सचिव	15600-39100/6600, L-16	1	1		
4	वरिष्ठ प्रबन्धक	15600-39100/6600, L-16	6	5		1
5	प्रबन्धक	9300-34800/5400, L-13	6	5		1
6	उप प्रबन्धक	9300-34800/4800, L-12	21	20		1
7	सहायक प्रबन्धक-।	9300-34800/4200, L-11	15	15		
8	सहायक प्रबन्धक-।।	9300-34800/3600, L-10	50	31		19
9	वरिष्ठ लिपिक	5200-20200/2800, L-08	75	45		30
10	कनिष्ठ लिपिक	5200-20200/2400, L-05	90	90		
11	उप प्रबन्धक (लीगल)	9300-34800/4800, L-12	1	1		
12	सहायक प्रबन्धक-।।/लीगल	9300-34800/3600, L-10	1	2	1	
13	सहायक अभियन्ता (मदिरा इकाई)	9300-34800/4200, L-11	2	2		
14	वाहन चालक	5200-20200/2400, L-05	15	10		5
15	सुरक्षा जमादार	5200-20200/1700, L-01	4	0		4
16	सुरक्षा संतरी	5200-20200/1700, L-01	0	2	2	
17	चतुर्थ श्रेणी कर्मचारी	5200-20200/1700, L-01	94	44		50
18	वरिष्ठ निजी सचिव	15600-39100/6600, L-16	1	1		
19	निजी सचिव	9300-34800/5400, L-13	2	1		1
20	वरिष्ठ निजी सहायक	9300-34800/4800, L-12	3	2		1
21	निजी सहायक	9300-34800/4200, L-11	1	2	1	
22	स्टेनो ग्राफर	9300-34800/3600, L-10	3	4	1	
23	ए.सी.पी. (उपनिदेशक)	15600-39100/6600, L-16	1	1		
24	प्रोग्रामर	15600-39100/4800, L-12	2	2		
25	सहायक प्रोग्रामर	9300-34800/3600, L-10	8	2		6
26	सूचना सहायक	5200-20200/2800, L-08	26	27	1	
27	वित्तीय सलाहकार	प्रतिनियुक्ति पद	1	1		
28	प्रबन्धक (लेखा)	9300-34800/5400, L-13	5	3		2
29	उप प्रबन्धक (लेखा)	9300-34800/4800, L-12	12	10		2
30	लेखाकार	9300-34800/4200, L-11	16	10		6
31	कनिष्ठ लेखाकार	9300-34800/3600, L-10	20	12		8
32	लेखा लिपिक	5200-20200/2800, L-08	10	15	5	
33	सहायक लेखा लिपिक	5200-20200/2400, L-05	19	18		1
34	मुख्य अभियन्ता	15600-39100/8200, L-20	1	1		0
35	उप मुख्य अभियन्ता	15600-39100/6600, L-16	1	1		0
36	वरिष्ठ अभियन्ता (विद्युत)	9300-34800/5400, L-13	1	1		
37	वरिष्ठ अभियन्ता (सिविल)	9300-34800/5400, L-13	1	0		1
38	वरिष्ठ अभियन्ता (मैकेनिकल)	9300-34800/5400, L-13	1	1		
39	सहायक अभियन्ता	9300-34800/4200, L-11	3	2		1
40	कनिष्ठ अभियन्ता (सिविल)	9300-34800/3600, L-10	4	1		3
41	कनिष्ठ अभियन्ता (इन्स्ट्रुमेन्टेशन)	9300-34800/3600, L-10	1	1		
42	ड्राफ्टमैन	5200-20200/2800, L-08	1	0		1
43	मुख्य रसायनिज्ञ	15600-39100/7600, L-19	1	1		

44	उप मुख्य रसायनिज्ञ	15600-39100/6600, L-16	1	1		
45	वरिष्ठ रसायनिज्ञ	9300-34800/5400, L-13	1	1		
46	कैमिस्ट / लैब इंचार्ज	9300-34800/4800, L-12	3	3		
47	मुख्य गन्ना विकास अधिकारी	15600-39100/7600, L-19	1	1		
48	गन्ना विकास अधिकारी	15600-39100/6600, L-16	1	0		1
49	उप गन्ना विकास अधिकारी कम वरिष्ठ प्रसार अधिकारी	9300-34800/5400, L-13	2	1		1
50	वरिष्ठ गन्ना प्रसार अधिकारी	9300-34800/4800, L-12	1	0		1
51	गन्ना प्रसार अधिकारी	9300-34800/3600, L-10	1	1		
52	मुख्य डिस्टिलरी कैमिस्ट	15600-39100/7600, L-19	1	1		
53	उप मुख्य डिस्टिलरी कैमिस्ट	15600-39100/6600, L-16	1	0		1
54	वरिष्ठ कैमिस्ट	9300-34800/5400, L-13	1	2	1	
55	कैमिस्ट कम ब्लैन्डर लैब इंचार्ज	9300-34800/4800, L-12	3	3		
56	सहायक डिस्टिलरी कैमिस्ट	9300-34800/4200, L-11	0	10	10	0
57	प्रयोगशाला सहायक	5200-20200/2800, L-08	0	2	2	
58	कुक	5200-20200/2400, L-05	1	0		1
59	कम्पाउंडर / नर्स (प्रतिनियुक्ति)	5200-20200/2800, L-08	2	1		1
60	प्रबन्धक (प्रशासन एवं कार्मिक)	9300-34800/4800, L-12	1	0		1
61	सुरक्षा अधिकारी	9300-34800/4800, L-12	1	1		
62	सीजनल कनिष्ठ लिपिक	5200-20200/2400, L-05	7	2		5
63	सीजनल च०श्रे०कर्म०	5200-20200/1700, L-01	8	0		8
	कुल योग		572	431	24	165

Note:

1. Pay scales to the employees shall be admissible as per orders of the Company issued from time to time.
2. As amended by approval of FD & BOD in its meeting on dated 26.05.2020.

**RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD.
Registered Office - 4th, Floor, Nehru Sahkar Bhawan,
Bhawani Singh Road, Jaipur - 302006 (Rajasthan)**

No.

Date : 5th Sept.2014

CIRCULAR

Rajasthan State Ganganagar Sugar Mills Ltd. Employees Service Rules,2000 were implemented after due approval by Board of Directors in its meeting held on 04.09.2000 vide resolution No.373.15.

That various amendments were carried out in due course of time as per approval by Board of Directors, required for successful operation of business activities of the Company and to meet out administrative requirements.

Now the amendments carried out since application of Rules,2000 have been incorporated appropriately and Rules 2000 has been re-typed and attached/placed below accordingly.

The re-typed Rules i.e. Rajasthan State Ganganagar Sugar Mills Ltd. Employees Service Rules, 2000 are submitted for kind perusal of all concerned. It is requested that any discrepancy in addition/amendment/removal etc. put in these Rules, placed below, may kindly be intimated to the addresses mentioned below within 30 days of the issue of this Circular :-

RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD
REGISTERED OFFICE - 4th FLOOR,
NEHRU SAHKAR BHAWAN, BHAWANI SINGH ROAD,
JAIPUR - 302006
Mail ID - dgmadmin.rsgsm@rajasthan.gov.in

**General Manager
Raj. State Ganganagar Sugar Mills Ltd.**

Index

Sl.No.	Title	Page No.
1.	Preliminary	1-3
2.	Definitions	4-12
3.	General Conditions Of Service	13-36
4.	Classification	37-41
5.	Recruitment And Promotion	42-78
6.	Pay, Increments, Additions To Pay	79-90
7.	List of Revised Pay Scales And Special Pays Etc.	91-92
8.	Allowances	93-108
9.	Bonus / Ex Gratia	109-112
10.	Gratuity	113-139
11.	Contributory Provident Fund	140
12.	Medical Attendance Rules, 2000	141-168
13.	Leave	169-186
14.	Encashment Of Earned Leave	187-189
15.	Joining Time	190-193
16.	Conduct, Discipline And Appeals	194-228
17.	Travelling Allowance Rules	229-260
18.	Local Conveyance Rules	261-265
19.	Advances To Employees	266-289
20.	List of Sanctioned Strength	290-293

12. प्रत्येक अधिकारी और कर्मचारी द्वारा प्राप्त मासिक पारिश्रमिक और उनके निर्धारण की पद्धति

- उक्त सूचना प्रपत्र 'बी' पर संलग्न है।

13. प्रत्येक अभिकरण को प्राप्त आवंटित बजट

- उक्त सूचना प्रपत्र 'सी' पर संलग्न है।

14. कृत्यों के निर्वहन के लिए स्थापित मानक/नियम

लोक प्राधिकरण अथवा उसके अधिकारियों एवं कार्मिकों द्वारा अपने कृत्यों के निर्वहन के लिए धारित तथा प्रयोग किये जाने वाले नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख की सूची।

अभिलेख का नाम	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड कर्मचारी सेवा नियम 2000	अभिलेख का प्रकार (नियम)
अभिलेख का संक्षिप्त परिचय	कम्पनी में कार्यरत समस्त अधिकारियों/ कर्मचारियों के लिए संचालक मण्डल द्वारा अनुमोदित सेवा नियम, (जो अधिकांश राज्य सरकार के सेवा नियमों के अनुरूप हैं) तथा तदनुसार कर्मचारियों की सेवा शर्त निर्धारित कर अनुशासनिक कार्यवाही की जाती है।	राज. स्टेट गंगानगर शुगर मिल्स सेवा नियम 2000— लिखित नियम
नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख की प्रति कहाँ से प्राप्त कर सकते हैं।	कार्मिक एवं प्रशासनिक शाखा मुख्यालय जयपुर में नियमानुसार शुल्क देकर प्राप्त की जा सकती है।	

अभिलेख का नाम	राजस्थान स्टेट गंगानगर शुगर मिल्स लिमिटेड क्रय नियम	अभिलेख का प्रकार (नियम)
अभिलेख का संक्षिप्त परिचय	कम्पनी के संचालक मण्डल द्वारा अनुमोदित राज. स्टेट गंगानगर शुगर मिल्स क्रय नियम की प्रक्रिया अनुसार सामग्री क्रय की जाती है।	राज. स्टेट गंगानगर शुगर मिल्स क्रय नियम लिखित नियम
नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख की प्रति कहाँ से प्राप्त कर सकते हैं।	मुख्यालय में लोक सूचना अधिकारी को आवेदन कर नियमानुसार शुल्क देकर नियमों की प्रति प्राप्त की जा सकती है।	

15. इलैक्ट्रॉनिक रूप में उपलब्ध सूचनाएँ

- वेबसाइट www.rajexcise.gov.in पर उपलब्ध है।

16. विभाग द्वारा विभिन्न कार्यक्रमों से संबंधित जानकारी इलैक्ट्रॉनिक फॉरमेट में

- वेबसाइट www.rajexcise.gov.in पर उपलब्ध है।

17. लोक सूचना अधिकारियों के नाम, पदनाम एवं अन्य विशिष्टताएँ

8.1 लोक प्राधिकरण का नाम :- राजस्थान स्टेट गंगानगर शुगर मिल्स लि० जयपुर लोक सूचना अधिकारी :-

सूचना के अधिकार अधिनियम 2005 के प्रावधानों के अनुसार आदेश संख्या 6704-723 दिनांक 02.06.2007 के द्वारा निम्न अधिकारियों को अपीलेट अथोरिटी, लोक सूचना अधिकारी तथा सहायक लोक सूचना अधिकारी नियुक्त किया गया :-

क्र० सं०	नाम	पदनाम		(STD) कोड	दूरभाष कार्यालय	ई-मेल	पता
1.	श्री कृष्ण कान्त पाठक	शासन सचिव वित्त राजस्व विभाग शासन सचिवालय जयपुर	अपीलेट अथोरिटी	0141	2740068 2227711		शासन सचिवालय जयपुर
2.	धर्मपाल सिंह	महाप्रबंधक	लोक सूचना अधिकारी	0141	2740068	gmh@rsgsm.in	आर.एस.जी.एस.एम 4 वीं मंजिल नेहरू सहकार भवन, भवानी सिंह रोड जयपुर
3.	श्री भवानी सिंह पंवार	महाप्रबंधक शुगर फैक्ट्री श्रीगंगानगर	-do-	0154	2470062	gmsgngr@rsgsm.in	शुगर फैक्ट्री श्रीगंगानगर
4.	श्री सुधीर कुमार	उप-महाप्रबंधक शुगर फैक्ट्री श्रीगंगानगर	सहायक लोक सूचना अधिकारी	0154	2471075	dygmsgn@rsgsm.in	शुगर फैक्ट्री श्रीगंगानगर
5.	श्री जयपाल सिंह	प्रभारी मदिरालय अजमेर	-do-	0145	2440651	AJMERRC.RSGSM@	तारागढ रोड, रामगंज चुन्नी, अजमेर
6.	श्री अमित वशिष्ठ	प्रभारी मदिरालय अलवर	-do-	0144	2881914	ALWARRC.RSGSM@	ई-617 एम०आई०ए० रोड, अलवर
7.	श्री मो० हनीफ खान	प्रभारी मदिरालय बारां	-do-	07453	230304	BARANRC.RSGSM@	4 मूर्ति चौराहा के पास, बारां
8.	श्री विकास कुमार	प्रभारी मदिरालय भरतपुर	-do-	05644	238392	BHARATPURRC.RSGSM@	48 ओल्ड इण्ड एरिया, भरतपुर
9.	श्री प्रभाकर शर्मा	प्रभारी मदिरालय भीलवाड़ा	-do-	01482	228050	BHILWARARC.RSGSM@	ई-281-82 हमीरगढ भीलवाड़ा
10.	श्री कैलाश राठौड	प्रभारी मदिरालय बीकानेर	-do-	01522	260182	BIKANERRC.RSGSM@	रोड नं० 5 रीको इण्ड एरिया, खांरा (बीकानेर)
11.	श्री विनोद सैनी	प्रभारी मदिरालय बूंदी	-do-	0747	2456665	BUNDIRC.RSGSM@	पुलिस लाईन के पास, बिवनवा रोड, बूंदी
12.	श्री गीतेश भारती	प्रभारी मदिरालय धौलपुर	-do-	05642	223745	DHOLPURRC.RSGSM@	जेल फाटक, रेलवे स्टेशन के पास, धौलपुर

13	श्री राजेश खुशीजा	प्रभारी मंदिरालय हनुमानगढ	-do-	01522	263212	HANUMANGARHRC.RS GSM	रीको फेज-11, सांगरिया बाईपास फाटक के पास, हनुमानगढ
14	श्री सुरेश कुमार बोहरा	प्रभारी मंदिरालय सिरोही	-do-	02972	225040	SIROHIRC.RSGSM@	ई-5 रीको इण्ड एरिया, सिरोही
15	श्री सुरेश सिधला	प्रभारी मंदिरालय झोटवाड़ा	-do-	0141	2233849	JAIPURRC.RSGSM@	ढेर का बालाजी, रेल्वे स्टेशन के सामने, झोटवाड़ा जयपुर
16	श्री देवेन्द्र सिंह	प्रभारी मंदिरालय झुंझुनू	-do-	01592	250041	JHUNJHUNURC.RSGSM @	प्लॉट नं0 97-98, रीको इण्ड एरिया बारिशपुरा रोड, झुंझुनू
17	श्री नरेन्द्र संखवार	प्रभारी मंदिरालय कोटा	-do-	0744	2845071	KOTARC.RSGSM@	प्लॉट नम्बर एस0पी0एल0 1 रानपुर कोटा
18	श्री गोपाल सिंह भाटी	प्रभारी मंदिरालय मण्डोर	-do-	0291	2571358	MANDORERC.RSGSM@	रेल्वे स्टेशन के पास मण्डोर (जोधपुर)
19	श्री आनन्द सिंह	प्रभारी मंदिरालय सवाई माधोपुर	-do-	07462	221205	SWMRC.RSGSM@	रणथम्भौर रोड दूध डेयरी के पास, सवाई माधोपुर
20	श्री मातादीन सिंह	प्रभारी मंदिरालय सीकर	-do-	01572	245758	SIKARRC.RSGSM@	ई-17 रीको इण्ड एरिया, सीकर
21	श्री भवानी सिंह	प्रभारी मंदिरालय उदयपुर	-do-	0294	2491957	UDAIPURRC.RSGSM@	पी0आई0 इण्ड मागडी इण्ड के पास, उदयपुर

-----X-----X-----