

Rajasthan Financial Corporation (Staff)

Regulations 1958

(Amended upto Dec. 95)



RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN, JAIPUR



RAJASTHAN FINANCIAL CORPORATION (STAFF) REGULATIONS, 1958

Index

Chapter No.	Name of Chapter	Page No.
1.	Perliminary	1-3
2.	Appointments, Probation and Termination of Service	4-7
3.	Record of Service, Seniority & Promoting	8
4.	Conduct, Disipline and Appeals	9-15
5.	Pay, Allowance, Other Concessions	16-18
6.	Leave	19-23
7.	Compensatory Allowances	24-31
8.	Medical Attendance	32
9.	Advance to Employees for Purchase of Conveyance	33-36
10.	To Join Civil Defence Service	37
11.	Advance to Employees for Purchase of Foodgrains	38
12.	Encashment of Ordinary Leave	39-41
13.	Order of Finance Deptt. for Privilage Leave Surrender	42-44
14.	Annexuer A to R	45-82

RAJASTHAN FINANCIAL CORPORATION (STAFF) REGULATIONS, 1958

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

Chapter - 1

Preliminary

1. **Short title** : These Regulations may be called the "Rajasthan Financial Corporation (Staff) Regulations, 1958."
2. Applications : (1) these Regulations shall apply to :-
 - (a) every whole time employee of the Corporation ;
 - (b) staff employed temporarily or advisers, Officers or other staff recruited on special contracts, unless such contracts contain any different provisions.(2) Nothing in these Regulations shall apply to the Managing Director, unless the application to him of all or any of these regulations has been approved by the Rajasthan Government.
(3) The Corporation may, with the previous sanction of the State Govt. and in consultation with the Reserve Bank, enter into a special agreement or arrangement with an employee, with terms and conditions which may vary from the provisions of these Regulations.
3. **Definitions** : In these Regulations unless, there is anything repugnant in the subject or context :-
 - (a) "The Board" means the Board of Directors of the Corporation and in relation to any powers exercisable by it, includes the Executive Committee.
 - (b) "The Managing Director" in relation to any powers exercisable by him, includes any Director or Officer who is authorised by the State Government to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.
 - (c) "The Secretary" in relation to any powers exercisable by him, includes an Officer authorised by the Managing Director to exercise the powers of the Secretary during the temporary absence of the Secretary.

- (d) "Pay" means the amount drawn monthly by an employee as :-
(i) The pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
(ii) Special pay and personal pay;
(iii) Any other emoluments which may be specially classed as pay by the Board.
- (e) "Substantive Pay" means the pay other than special pay and personal pay and any other emoluments classed as pay by the Board under Clause (iii) of sub-Regulation (d) of Regulation 3 to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.
- (f) "Special Pay" means an addition, in the nature of pay, to the emoluments of a post or of an employee granted in consideration of :-
(i) The specially arduous nature of the duties or
(ii) A specific addition to the work or responsibility.
- (g) "Personal Pay" means an additional pay granted to an employee :-
(i) To save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure or
(ii) In exceptional circumstances, on other personal considerations.
- (h) "Average Pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee who has not been on duty for more than a year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave provided that when the substantive pay of an employee on leave is less than Rs. 200/- per mensem, and the period of leave taken does not exceed two months, his average pay shall mean the pay which he would draw in the post substantively held by him at the time of taking leave, if this pay be more than his average pay.
- (i) "Compensatory allowance" means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed;
- (j) "Duty" includes;
(i) Service as a probationer;
(ii) Period spent on casual leave duly authorised.
- (k) "Family" means an employee's wife or husband and children ordinarily residing with and wholly dependent on him or her.
- 4.(a) "Circulation of Amendment" Any new Regulation or alteration in an existing Regulation shall be issued in the form of a Circular for circulation among the staff.

provided that no new Regulation or an alteration in an existing regulation shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day then new regulation or alteration comes into force.

(b) Power to interpret and implement Regulations :-

The power to interpret the regulations vests in the Managing Director who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to and carry out the purpose of the provisions of these Regulations provided that if as a result of any decision of the Managing Director as regard the construction of any regulation or regulations an employee feels aggrieved he shall have a right to appeal against such decision of the Managing Director to the Board whose decision shall be final and binding on all concerned.

5. Managing Director's power to delegate :-

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

CHAPTER - II

Appointments, probation and Termination of service SECTION-1-Appointments

6. Classification of permanent staff-(1) The permanent staff of the corporation shall be grouped as follows:-
- | | | | |
|-------|---|---|-------------------|
| Class | A | - | Officers |
| Class | B | - | Assistants |
| Class | C | - | Subordinate staff |
- (2) The Board shall fix, from time to time, the number of posts in all categories, and the pay scales of the officers, the assistants and subordinate staff shall be as laid down in Appendix-I* hereto.
7. Temporary Staff - Notwithstanding anything contained in these Regulation, the Managing Director may employ staff in classes B and C on a temporary basis for a period not exceeding three months on the pay scales laid down in Appendix I* to these Regulations.
- **8. **Power to appoint :-** All appointments to the service of the corporation shall be made as under :-
- | | <u>"A" Class of employee</u> | <u>Appointing authority</u> |
|------|--|---|
| (a) | PRO, Managers & above | MD with the approval of the Board. |
| (b) | Dy. Managers & Asstt. Managers | Managing Director |
| (c) | <u>"B" Class</u>
(Stenographer/Sr. Asstt./Stenotypist/
Assistant/Typist/Jr. Assistant) | General Manager |
| (d) | <u>'C' CLASS</u>
(Zamadar/Daftri/Driver/Messenger) | At Head office-Manager (P&A)
At Branches-Branch Managers
At Regional office-Dy. General
Manager (Region) |
9. **Certificate of Health and Good character :-**
Every person appointed to the service of the corporation, shall be produce (a) a certificate of health by a qualified medical practitioner approved by the corporation and (b) Certificates of good character from two respectable persons, before he is permitted to join duties.
10. **Age:-** The age of a person at the time of his first appointment to the service of the corporation shall not ordinarily exceed 25 years provided that the appointing authority may in special cases appoint or authorise the appointment of person above the said age limit to obtain the service of the experienced staff.
11. **Grant of initial increments on first appointment :-** The Board may in exceptional

* Pay Scales have been revised as per RFC staff(Revised pay scale) Regulation,1989.

** Amended vide notification dated 14.11.1985.

cases, grant initial increments to an employee in class 'A' on his first appointment. Similar Powers can be exercised by the Managing Director in case of employee whom he can appoint provided that all such cases are subsequently reported to the Board.

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

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

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

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

SECTION 2 - PROBATION

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

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

SECTION 3 - TERMINATION OF SERVICE:-

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

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

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

- (a) three months in the case of an employee in Class 'A' and
 - (b) one month in the case of an employee in any other class.
- (3) An employee who contrivances the provisions of the foregoing sub- regulations of this

Regulation shall be liable to pay to the corporation as compensation a sum equal to his substantive pay for the period of notice required of him, provided that the Board may at its discretion waive such payment of compensation in case of employee in class 'A' and the Managing Director may at his discretion waive such payment of compensation in any other case.

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

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

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

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

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

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

*17 **Superannuation and Retirement :-**

(i) An employee except in class 'C' shall retire at 58 years of age provided that he may be re-employed in the service of the Corporation with prior approval of the Board beyond the age of 58 years in the interest of the Corporation and for reasons to be recorded in writing for a period not exceeding one year at a time upto the age of 60 years on the pay and allowance last drawn.

(ii) In case of an employee in class 'C' the retirement age shall be 60 years.

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

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

before the date of retirement either :-

- (i) formally applied for leave and been refused it, or
- (ii) Ascertained in writing from the Managing Director that leave, if applied, for, would not be granted, he may be permitted to avail of the leave so refused and in that case the employee would be deemed to have retired, from service on the date of compulsory retirement or the expiration of extension and shall become eligible for retirement benefits from the date of such retirement or the expiration of such extension as the case may be.

*17.

- (iii) (a) A Corporation employee on retirement from service on superannuation shall be paid cash equivalent to leave salary in respect of the period of unutilised ordinary leave not exceeding 240 days at his credit at the time of retirement from service.
- (b) The cash payment shall be equal to pay and dearness allowance admissible on the date of retirement.
- (c) The cash payment for unutilised ordinary leave shall be calculated as follows:-
cash payment = $\frac{\text{Pay admissible on the date of retirement plus dearness allowance admissible on that date}}{\text{Number of unutilised ordinary leave at credit on the date of retirement subject to a maximum of 240 days.}}$

* Amended vide notification dated 21 st sept. 1992.

* Amended vide Board decision dt. 30-10-84 and 29-8-85.

** added vide notification dated 18-06-1984.

CHAPTER - III

RECORD OF SERVICE, SENIORITY AND PROMOTION

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

* Amended w.e.f. 26-10-1978

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

CHAPTER -IV

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

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

absence or overstay. Such unauthorised absence would be treated as misconduct and the employee shall further be liable to such penalties/misconduct as the Managing Director may deem fit. The period of his absence or overstay may, if not followed by termination of service under Regulation 16 or dismissal under regulation 37 be treated as period spent on ordinary, sick, special or extraordinary leave, as the Managing Director may determine.

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

30. **Absence from station** :-

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

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

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

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

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

(1) An employee shall not borrow money from or in any way place himself under a pecuniary obligation to a broker or an employee of the Corporation subordinate to him or any firm or persons having dealings with the Corporation.

(2) No employee shall make nor permit any member of his 'family' to make any investment likely to embarrass or influence him in the discharge of his official duties.

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

35. **Employee in debt** :-

- (1) When an employee of the Corporation is adjudged or declared an insolvent or when a moiety of the salary of such employee has been attached frequently or has been continuously under attachment for a period exceeding two years, or, is attached for a sum which in ordinary circumstances having regard to his personal resources and unavoidable current expenses cannot be repaid within a period of 2 years, he shall be liable to dismissal.
- (2) In such cases the Managing Director shall report the matter to the Board.
- (3) Where a moiety of an employee's salary is attached the report shall show what is the proportion of his debts to the salary how far they detract from the debtor's efficiency

as an employee of the Corporation; Whether debtor's position is irretrievable, whether in the circumstances of the case it is desirable to retain him in the post occupied by him at the time when the matter is brought to notice or in any other post in the Corporation.

- (4) In every case under the Regulation the burden of proving that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary diligence the debtor could not have foreseen or over which he had no control, and has nor proceeded from extravagant or dissipated habits, shall be upon the debtors.
- (5) Notwithstanding anything contained in the preceding sub-regulation this regulation, the Managing Director may at any time, call for a statement of his debts from any employee and after considering the facts and explanations, he may, with the previous approval of the Board and after giving sufficient notice in the behalf, terminate the services of such employee.

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

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

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

*37. **Penalties :-**

- (1) Without Prejudice to the provisions** of other Regulations, an employee who commits a breach of Regulations of the Corporation or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest or prestige of the Corporation or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct or misbehaviour, shall be liable to the following penalties:-
- (a) censure ;
 - (b) With-holding or postponement of increments or promotion,
 - (c) Permanent stoppage of increment,
 - (d) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders;

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

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

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

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

*37 (B) During such suspension, the employee shall be entitled to the following payment namely :-

- (i) Subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay and in addition dearness allowance based on such leave salary.

Provided that where the period of suspension exceeds twelve months the authority made or is deemed to have made the order of suspension shall be competent to vary the

* Amended w.e.f. 15-03-1980

** Disciplinary power delegated vide P.G. circular No- 50/84 (Annexure 'B')

amount of subsistence allowance for any period subsequent to the period of first twelve months as follows :-

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

* Amended vide gazette notification dt. 03.05.1988

SECTION 2 - APPEALS

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

44. **No appeal lies against orders withholding appeal** :- No appeals shall lie against the withholding of an appeal.
45. **Appeals not to be addressed to Director or the state Government** :- Appeal shall not be addressed to the Ministers or officers of the State Government, or to the Director of the Board personally and any such action shall be deemed to be a breach of discipline.
46. **Joint Petitions** :- The provisions of Regulations 40 to 45 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the corporation. A joint petition shall not be entertained if :-
- (a) it relates to a subject on which the Managing Director is authorised to pass order, and no application for redress has been made to him.
 - (b) It relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instructions issued by the corporation; or
 - (c) It relates to an individual and is not submitted by him.

CHAPTER -V

PAY, ALLOWANCE AND OTHER CONCESSIONS

SECTION I - Pay and Allowances

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

may instead of such over-time allowance be given by the Corporation another holiday in lieu of such Sunday or holiday.

(2) The rate at, and the circumstances, in which such allowances may be drawn shall be determined by the Board.

56. **Increment** :- (1) In an incremental scale, the increment shall accrue on the completion of each specified period of service on each stage of that scale, whether such service be probationary, officiating or substantive. Acting service in a higher grade will count for increment in an employee's substantive grade as well as in the higher grade in which he is acting and if there is an intermediate grade between the two in which he would have officiated had he not been appointed to officiate in the higher grade, also in the intermediate grade, but the period during which an employee is on leave without pay will not count for increment unless so authorised by the Managing Director for reasons to be recorded in writing. *Sanction to draw increments will be given by the Managing Director in the case of Officer, and by the Secretary in the case of other employees.

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

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

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

(i) That where an employee immediately before his promotion to a higher post drawing pay at the maximum of the time scale of the lower post his initial pay in the time scale of the higher post shall be fixed at a stage in that time scale next above such maximum in the lower post.

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

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

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

60. **Refixation of pay on transfer from one scale of pay to another** :- When an employee is transferred from one scale pay of to another on the revision of the scale or otherwise

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

and such transfer does not involve the assumption of duties or responsibilities of greater importance, his initial pay on the new scale shall be fixed :-

- (a) In case his substantive pay on the old scale is lower than the minimum of the scale to which he is transferred at the minimum of the new scale.
 - (b) In other cases, at a stage which is equal to his substantive pay in the old scale, or if there is no such stage in the new scale, the stage below that pay plus personal pay equal to the difference, such personal pay equal to be drawn until such time as it is absorbed by subsequent increments in the new scale.
61. **Pay and allowances** :- The scales of pay attached to the various posts under the Corporation shall be those laid down in Appendix I to these Regulations and the same shall not be varied without first amending the relevant regulation.
62. **Special pay** :- The grant of special pay to an employee shall require the sanction of the Board.
63. **Personal pay** :- The grant of personal pay in the circumstances referred to in regulation 3 and also in any other case shall be subject to the prior sanction of the Board.

* Ammended with effect from 01-04-1978.

** Regulated vide PG 44 dt. 05-03-1985 (Annexure-E)

CHAPTER -VI
SECTION I - LEAVE

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

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

shall unless otherwise instructed to the contrary return for duty to the place at which he was last working.

72. **When medical certificate of fitness may be demanded** :- The Managing Director may require an employee who has availed himself of leave for reason of health to produce a medical certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate.
73. **Leave not admissible to an employee under suspension** :- Leave may not be granted to an employee under suspension or against whom proceedings are pending under Chapter IV of these regulations.

SECTION -'2'

ORDINARY LEAVE

74. **When applications should be submitted :-**

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

75. **Scale on which ordinary leave is earned :-**

- (1) The amount of ordinary leave earned shall be one eleventh part of duty provided that an employee will cease to earn such leave when the ordinary leave due aggregates to 240 days.*

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

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

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

- (a) Three months or more in the event of his being a class A or B employee;
 - (b) 60 days or more in the event of his being a class C employee:
- Provided that such employee shall avail of such refused leave if given during the said period of twelve months and after getting such leave he shall cease to earn the extra leave earned under this Regulation.

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

* Amended vide notification dated 21st September, 1992

**Substituted vide notification dated 21st September, 1992

SECTION -'3'

CASUAL , SICK, EXTRAORDINARY AND MATERNITY LEAVE

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

Explanation :-

(1) In computing casual leave intervening public holidays shall not be reckoned as days of casual leave.

(2) If the absence of an employee is extended beyond the limits laid down in this regulation, or if any, of the other conditions laid down in this regulation is not fulfilled the employee shall be treated as on ordinary leave for the entire period of his absence.

(3) Notwithstanding anything contained in this regulation the Managing Director may, when the absence is necessitated by reason of an employee being a member of auxiliary forces, having to attend annual camp or be on training, grant casual leave which may not be debited to leave account of such an employee.

(4) when there are other exceptional circumstance necessitating the grant of casual leave in excess of the prescribed limits the same may be granted, provided that total period of casual leave granted to an employee in a one calender year shall in no case exceed 30 days and in the grant of casual leave under this sub-regulation shall result in the total period being extended beyond 30 days, any period of absence in excess of 30 days shall be treated subject to the provisions of regulation 80 as ordinary, sick, special or extra ordinary leave as the employees concerned may request.

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

** (1) During the full period of service an employee of the Corporation irrespective of any class may be granted special leave on private affairs and sick leave on medical certificate, for a period calculated @ twenty days for each completed year of service.

(2) In case an employee is absent from duty on account of quarantine the Corporation may, at the request of the employee concerned, treat such absence, upto a maximum period of three months, as ordinary, sick or special leave if such leave is otherwise permissible. Special or sick leave under this sub-regulation may be availed of, even if ordinary leave is admissible.

81. **Pay during sick and special leave** :- Sick and special leave shall be on half average pay, subject to the maximum of Rs 500/- per month and such pay shall be reduced (unless the Board sanctions otherwise) to one quarter of average pay after twelve months in the case of sick leave and six months in the case of special leave; provided that where an employee has served the Corporation for atleast a period of five years, he

* Amended vide notification dated 10-11-1988.

** Amended vide notification dated 02-06-1988.

may; if he so requests, be permitted to avail himself of sick leave on average pay upto a maximum period of six months during the full period of his service such leave on average pay being entered as twice the amount of leave taken on his sick leave account.

82. Extraordinary leave :-

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

*82. A Maternity leave :-

A female employee may be granted maternity leave on full pay for a period not exceeding 3 months but the period of such leave shall not extend beyond six weeks from the confinement of the employee, provided that such leave shall not exceed nine months in all during the entire period of her service.

CHAPTER VII
COMPENSATORY ALLOWANCES
SECTION -1-GENERAL

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

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

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

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

SECTION - 2
DEARNESS ALLOWANCE

85. **At what rate to be paid** :- (1) Until the Board otherwise determines the D.A. shall be paid to the employees of the Corporation at the same rate and subject to the same conditions on which such allowance is paid to its employees by the Rajasthan Government.
- (2) **Dearness Allowance during leave** :-
A dearness allowance may be drawn during leave, not being extraordinary leave, provided that the duration of the leave does not exceed four months. If leave taken exceeds four months, the allowance shall cease after leave for four months has been availed of.

SECTION -3 TRAVELLING ALLOWANCE

***86.(i) Employees on tour :-**

An employee travelling on inspection or other duty shall be reimbursed his travelling expenses on the following scales each way :-

Category	Fare (means of travel allowed)	Incidental charges	Conveyance Charges.
1.	2.	3.	4.
Employees drawing pay Rs. 1750/- and above.	Air/Air conditioned or 1st Class Railway Coach/any other public conveyance including reservation charges if any.	In case of Air journey incidental charges shall be admissible equal to 20% of actual air fare (excluding the element of tax as surcharge on fare, if any) limited to one Halting Allowance. Incidental charges @ 4 Paisa per km. shall be admissible for rail or road journey limited to one Halting Allowance.	Actual expenses incurred on hire taxi or other means of conveyance for performing Journey to and from Airport/Railway Station/ Bus Stand as also for visits to different place at the station of tour on official work.
Employees drawing pay Rs.1250/- and above but below Rs. 1750/-	1st Class Railway Coach/III Class Air-conditioned Chair Car/any other Public conveyance plying on road plus reservation charges, If any.	4 Paisa per km. by rail or road journey limited to one Halting Allowance.	-----do-----
Employees drawing Rs.750/-	-----do-----	-----do-----	-----do-----

* Amended with effect from 17-09-80

Rates of TA/DA, incidental charges and local Journey charges are regulated vide Board decision dt. 07-11-92 (Annexure H)

1.	2.	3.	4.
and above but below Rs. 1250/-			
Employees drawing pay Rs.650/- and above but below Rs.750/-only and Asstt. Manager (Incharge Branch) irrespective of their pay.	1st Class Railway Coach/III Class Air conditioned chair Car/any other public conveyance plying on road plus reservation charges, if any.	4 Paise per km. by rail or road journey limited to one Halting Allowance.	-----do-----
Employees drawing pay Rs.400/- and above but below Rs.650/-	II Class Railway Coach/any public conveyance (non air conditioned plying on road plus reservation charges (including sleeper charges), if any.	3 Paise per km. by rail or road journey limited to one Halting Allowance.	Actual expenses incurred on hire of auto rickshaw other cheaper means of conveyance for performing journey to and from Railway Station/Bus Stand as also for visits at the Station of tour on official work.
Employees drawing pay Rs.225/- and above but below Rs.400/-	II Class Railway Coach/any public conveyance (non air conditioned plying on road plus reservation charges (including sleeper charges), if any.	3 Paise per km. by rail or road journey limited to one Halting Allowance.	Actual expenses incurred on hire of auto rickshaw other cheaper means of conveyance for performing journey fo and from Railway station/Bus stand as also for visits at the Station of tour on official work.
Employees drawing pay less than Rs.225/-	II Class Railway Coach/any public conveyance (non-air conditioned plying on road	2 Paise per km. by rail or road limited to one Halting Allowance.	-----do-----

1.

2.

3.

4.

plus reservation charges (including sleeper charges), if any.

Note:-(i) The Managing Director may permit any employee drawing pay less than Rs.1,750/- to travel by Air or higher class of railway coach, if in his opinion such journey is considered to be in the interest of the Corporation. The rates of extra fare, halting allowance etc. will however remain unchanged except that in case of travel by Air, the extra fare will be payable @10% of the air fare.

(ii) Employees who are in receipt of pay of Rs. 1,250/-p.m. and above only may perform journey in their own car on duty and can claim road mileage allowance, @*1.30 paise per k.m. provided the places of journey are not connected by train. Mileage allowance for road journey undertaken in a hired or borrowed car or Scooter shall not be admissible.

(iii) An employee performing the journey by a private car, motor cycle or Scooter at his own expenses in cases not covered by Note (ii) above shall be entitled to receive, in lieu of mileage allowance, amount equal to fare and incidental charges as would have been admissible to him, had the journey been performed in public conveyance by road.

86.

(2) **Employees on transfer** :- Employees of the Corporation on transfer shall be reimbursed travelling expenses on the basis of the transfer Travelling Allowance rules, as followed by the State Government for their employees.

*For the purpose the categories of the employees shall be as follows :-

1. Category A Employees drawing pay Rs 1,750/- and above.
2. Category B Employees drawing pay Rs 1,250/- and above but below Rs.1750/
3. Category C Employees drawing pay Rs.750/- and above but below Rs.1,250/
4. Category D Employees drawing pay Rs 400/- and above but below Rs.750/-
5. Category E Employees drawing pay Rs 400/- and below.

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

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

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

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

*Amended vide Board decision dated 07.11.92 Annexed as Annexure 'H'.

89. **Route by which travelling allowance is admissible** :-

Travelling allowance is admissible on the basis of a journey by the shortest route, that is to say the route by which an employee can reach his destination in the shortest possible time by the ordinary modes of travelling. Travelling allowance by a route costlier than the shortest may not be admitted even though the employee actually travels, by that route, but if an employee travels by a route which is not the shortest but is cheaper than the shortest, his travelling expenses shall be calculated on the route actually used. The expression 'Journey by the shortest route' shall not include a travel by air.

90. **Obligation to travel by the class of accommodation for which travelling allowance is admissible.**

(1) An employee must travel by the class of accommodation for which travelling allowance is admissible to him and if he shall travel in a lower class he shall be entitled to the fare of the accommodation actually used plus the extra fare admissible for the journey of the class by which he is entitled to travel.

(2) An employee may not be paid travelling allowance on the basis of journey in a higher class unless he is specifically, authorised to travel in a higher class by the Managing Director in the interest of the Corporation.

91. **Not admissible to join first Appointment** :-

Except with the sanction of the Board, no travelling allowance may be paid to a person to join his first appointment in the Corporation.

92. **Employee using their own Conveyance** :-

An employee who travels on duty in a conveyance owned by him may be reimbursed his travelling expenses on the basis and in the manner laid down in this section as if the journey had been performed by one of the ordinary modes of transport.

93. **Employees travelling in a conveyance supplied by the Corporation or another employee** :-

An employee who travels in a conveyance supplied by the Corporation or by another employee of the Corporation will have the travelling allowance to which he is entitled reduced by the amount of fare or fares which, but for such free transit, he would have paid.

94. **Employees travelling by bus etc.** :-

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

95. **Calculation to be based on ordinary rates** :-

Where a railway system has the fares, one for journey by mail or express, and the other ordinary, the travelling allowance shall be calculated on the basis of ordinary fares unless the employee actually travels by mail or express in which case an increase may be allowed in his bill to the extent of the additional cost of the fares actually incurred by him.

96. **Employee travelling within Municipal limits** :-

An employee travelling on duty within five miles of headquarter, or within the municipal limits, whichever is further, shall be entitled only to the actual amounts, limited to the

amount of halting allowance admissible to an employee under Regulation 104 which he may spend (in payment of ferry and other tolls, if any) and fare for journeys by rail or other public conveyance.

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

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

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

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

SECTION 4 **HALTING ALLOWANCE**

99. **Defination :-**

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

100. **To whom admissible :-**

Halting allowance may be granted :-

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

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

- (1) The maximum period for which Halting allowance may be drawn shall not exceed 10 days at any one time, provided that in special circumstances the limit of 10 days may be extended at the discretion of the Managing Director on such conditions as he thinks fit if he is satisfied :-
 - (i) That prolonged absence from headquarters is necessary in the interest of the Corporation and:-
 - (ii) The grant of halting allowance for a further period is essential to avoid hardship to the employee.
- (2) In any case, in which the limit is extended in pursuance of the proviso to sub-regulation (1), it shall be open to the Managing Director to reduce the rate of allowance to such extent as he may deem appropriate.

102. **Halting allowance during leave or holidays :-**

Halting allowance may be drawn for holidays occurring during a tour but no halting allowance shall be admissible during casual leave or other leave unless the leave is necessitated by illness and is supported by medical certificate.

103. **Employees summoned to give evidence in court :-**

An employee who is summoned to give evidence in a court of law in respect of any facts which have come to his knowledge in the discharge of his duties shall be entitled

to a halting allowance under regulation 104 but in all such cases any subsistence allowance paid by the Court shall be credited to the Corporation.

*104. **Rate of halting allowance** :-

The halting allowance shall be paid to the employee at the following rates :-

Category	Rates of Halting Allowance	In Rajasthan (Including Jaipur).
	All state Capitals (excluding Jaipur) and places having a population of 5 lakhs and above outside Raj.	
Employees drawing pay Rs. 1,750/- and above	Rs. 50/- per day	Rs. 22/- per day
Employees drawing pay Rs. 1,250/- and above but below Rs. 1,750/-	Rs. 40/- per day	Rs. 20/- per day
Employees drawing pay Rs. 750/- and above but below Rs. 1,250/-	Rs. 30/- per day	Rs. 16/- per day
Employees drawing pay Rs. 650/- and above but below Rs. 750/- only Asstt. Manager irrespectively of their pay.	Rs. 25/- per day	Rs. 13/- per day
Employees drawing pay Rs. 400/- and above but below Rs. 650/-	Rs. 25/- per day	Rs. 13/- per day
Employees drawing pay Rs. 150/- and above but below Rs. 400/-	Rs. 20/- per day	Rs. 10/- per day
Employees drawing pay less than Rs. 150/-	Rs. 12/- per day	Rs. 5/- per day

NOTE:-

1. An employee who travel in a car or by other means of conveyance which is not his own or hired shall, irrespective of whether he returns to the headquarters on the same

*Rate of Halting allowance is regulated vide Board decision dated 07-11-92(See Annexure 'H')

day or not, be entitled to halting allowance as follows :-

- (i) If the absence from the headquarters is more **(One halting allowance)** than eight hours.
- (ii) If the absence from headquarters is more than **(Half halting allowance)** four hours but not more than 8 hours.
- (iii) If the absence from the headquarters is not more than four hours **(No halting allowance)**.

In such cases, the admissibility of the above halting allowance will be subject to the condition that not more than one halting allowance for every absence of 24 hours from headquarters shall be admissible.

- (iv) The existing provisions relating to travelling with regard to powers to sanction conferred on the Managing Director under the Rajasthan Financial Corporation (Staff) Regulations, 1958, shall continue to be in force.
- (v) The halting allowance for visiting the places within India and outside Rajasthan but not covered in column 2 above shall be paid as per the rates indicated in column.
- (vi) The Corporation may reimburse the actual charges paid by the Officers of the Corporation on account of room rent in the Rajasthan House and Bikaner House at New Delhi on the production of official bills/receipts issued by them.
In case of such reimbursement, the halting allowance normally admissible shall be reduced to half. The admissibility of accommodation to the Officers of the corporation will be on the pattern of the State Government rules applicable to their own Officers.
- *(vii) If an employee of the Corporation is allowed or avails of free boarding and lodging during halt at a particular station provided by the Corporation or any other agency responsible for causing the halt, the rate of halting allowance shall be 25% of the normal rates prescribed for that station.

** Explanation :-

'day' means a calendar day beginning and ending at mid-night, but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day at whatever hours the absence begins or ends.

***105. Authority to pay halting allowance at a higher rate :-

The Managing Director may authorise the payment of halting allowance at a rate higher than admissible under regulation 104 where an employee had to halt at a place which is considered to be specially expensive provided that this discretion shall not be exercised unless of proof being furnished, the Managing Director is satisfied that the grant of halting allowance at a higher rate is essential to avoid hardship to the employee, and provided further that the increase shall not, for any day exceed 50% over the rate admissible under regulation 104.

106. Advance to meet halting allowance :-

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

*Inserted vide notification dated 16th July, 1992.

**Amended with effect from 17-9-80.

Rate of Halting allowance is regulated vide Board decision dated 07.11.92 (see Annexure 'H')

*** Revised Vide Board decision No 416/14/95 Date 30.8.1995 and office order No Rfc/PA-23 (8)/2481 Date 15.11.95 (Annexure "R")

CHAPTER -VIII MEDICAL ATTENDANCE

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

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

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

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

*Regulated vide circular No-PG/44 dt.5.3.84 and PG/73 dt,12-7-1984 (Annexure-I) and further revised vide circular No-PG619/ 1995/ and PA-7 PA-23 (10)/Vol III/1997 dt,22-9-1995 (Annexure-I)

CHAPTER -IX
ADVANCE TO EMPLOYEES FOR PURCHASE OF CONVEYANCE

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

*109.(a) Eligibility for conveyance advance will be as follows :-

S. No.	Pay range	Kind of conveyance	Amount of Advance	Recovery instalments with interest thereon.
1.	Rs.3000/-p.m. and above.	(i) For purchase of a new motor Car/Jeep.	20 months pay or Rs.75,000/-or 80% or the cost of Motor Car/Jeep whichever is less.	120/-
		(ii) For purchases of old motor Car/ Jeep.	13 months pay or Rs.50,000/-or 80% of the cost of Motor Car/Jeep whichever is less.	120/-
<p>Note :-The officer concerned will submit an affidavit stating the price paid by him for the car alongwith otherprescribed details, make of the Car and year of manufacture.</p>				
(2)	Rs.800/-p.m. and above.	(i) Scooter/ Motorcycle/ Moped.	8 months pay or Rs. 12,000/- or 80% of the cost of Scooter/ Motorcycle/Moped etc. whichever is less.	100
		(ii) Tricycle for disabled and handicapped persons.		
3.	All Corporation employees.	Cycle	Not exceeding Rs.500/-	35

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

(a) The previous advance (s) has/have been repaid in full together with interest thereon.

(b) The conveyance purchased with the aid of advance has been sold, after obtaining

*Amendment vide Notification dated 11-09.91 effective from 23-03-90
further Revised vide office order No. Ref./PA-23 (II)/250 Dated 25.4.1995 (Annexure "N")

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

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

(c) The advance shall be admissible for purchase of a new or second hand Motor/Car/ Motorcycle or Scooter etc.

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

110.(i) Advance for purchase of a conveyance shall be repaid in not more than 120 instalments in the case of Car, 100 instalments in case of Motor-Cycle/Scooter, or Moped and 35 instalments in the case of Cycle.

It shall be open to an employee to repay the advance in a lesser number of instalments.

(ii) The first instalment shall commence with the first issue of pay after the advance is drawn.

(iii) If an employee to whom an advance has been issued retires, resigns or otherwise leaves services before the advance is fully repaid, he shall be required to repay in one instalment, the amount outstanding together with the interest.

(iv) The amount to be recovered monthly towards the repayment of the advance shall not be affected if the employee proceeds on leave with full average pay. If the employee proceeds on leave on half average pay or is placed under suspension, the sanctioning authority may, during such period of leave on half pay and of suspension suspended the recovery of advance, provided the total period for which the recover is suspended does not exceed a year in all i.e. the period prescribed for the recovery and the entire amount is also not exceeded by more than one year.

(v) The amount to be recovered monthly shall be fixed in whole rupee except in the case of the last instalment when the fraction of a rupee shall be recovered.

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

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

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

***111. INTEREST :-

Simple interest at the rate of 10% per annum will be charged on the balance outstanding on the last day of each month. The amount of interest will be recovered in one or more instalments, each such instalment being not appreciably greater than the instalments in which the principal is recovered. The recovery of interest will commence from the month following that in which the repayment of the principal has been completed.

112. HYPOTHECATION OF MOTOR CARS AND MOTOR CYCLE :-

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

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

114. INSURANCE:-

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

115. SALE OR TRANSFER :-

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

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

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

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

117. GENERAL :-

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

118. An employee of the Corporation who purchases a conveyance after he applied for advances and arranges to pay for it by raising a temporary loan from private resources or by arrangements with his bankers is also permitted to draw the advance, subject to other conditions being satisfied, provided the conveyance was purchased within three months of applying for an advance.

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

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

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

*Replaced Vide Notification Dt. 5.8.1986 (Annexeure 'M'-1)

CHAPTER - X

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

Chapter -XI

Advance to employees for purchase of foodgrains

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

CERTIFICATE

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

Signature of the employee

*Amended Vide Office Order No Rfc/PA-24(3)/68 Dt. 21.4.1995 (Annexure 'O')

CHAPTER XII
ENCASHMENT OF ORDINARY LEAVE

130. Any employee of the Corporation whether in class A, B or C, who takes ordinary leave for a period of not less than 30 days will be allowed to surrender the balance of ordinary leave to his credit on the date of commencement of leave or any portion thereof, at his option, subject to a maximum of thirty days and will be sanctioned leave salary and allowances for the leave so surrendered.
131. The concession of encashment of ordinary leave surrendered shall be allowed once in a block of two years, first block commencing from 1.4.1974.
- *132. The total of the ordinary leave actually availed of and the ordinary leave surrendered shall not exceed 120 days.
133. The numbers of days of ordinary leave surrendered under these Regulations need not be referred to any particular period but may be reckoned as surrendered on the date of commencement of the actual leave taken and debited against the leave account of the employee of the Corporation.
134. The authorities who are empowered to sanction ordinary leave will be competent to accept surrender of ordinary leave. The number of the employees in any Section at the Head Office or in the Branches of the Corporation to whom ordinary leave will be sanctioned at a time for the purpose of enabling surrender of leave shall be determined by the Managing Director. In deciding the priorities of claims of ordinary leave under these regulations, the considerations laid down in rule 80 of the Rajasthan Service Rules shall invariably be taken into account while permitting surrenders of leave for encashment.
135. In the cases of the employees of the Corporation who are at the verge of retirement, the period of leave surrendered should not exceed the period of duty between the date of expiry of the ordinary leave actually availed of the date of compulsory retirement.
136. (a) The amount for leave salary for the period for which leave is surrendered will be calculated in accordance with provisions contained in Rule 97 of the Rajasthan Service Rules in addition, dearness allowance adhoc relief and additional dearness allowance shall be admissible.
- (b) The leave salary and allowances admissible for the leave surrendered will be equivalent to the leave salary and allowances for the first thirty days of the leave enjoyed.

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

137. The leave salary and allowances for the period of surrendered leave will be paid alongwith the leave salary and allowance for the ordinary leave of not less than thirty days actually availed of by the employee of the Corporation. If the leave salary for the first thirty days of the actual leave availed of is drawn in two instalments, consequent on the leave falling partly in two months, the leave salary for the surrendered leave will be drawn alongwith the second spell of such leave salary. This leave salary is not liable to deductions on account of P.F. subscription, repayment of loans to Corporation, house rent and repayment of any dues to cooperative society, etc. Income tax shall be deducted on this additional income.
138. The concession shall apply to employees of the Corporation who are in foreign services or on deputation to the Government of India or other State Government or any non government body or institution or have been sent on training within the country or abroad.
139. The benefit of surrender of ordinary leave shall not be allowed in the cases of leave preparatory to retirement or refused leave granted under the leave regulations of the Corporation. This concession shall also not be available to re-employed persons or those under extension of service.
140. If an employee of the Corporation not on the verge of retirement applies for ordinary leave for 30 days more and intimates a desire to encash a portion of his ordinary leave and is not permitted to proceed on leave in public interest, permission for encashment should not be given to him. It is, however, desired that unless it is absolutely necessary to refuse leave, in public interest in such cases, application for leave and surrender of leave should be considered liberally.
141. If an employee of the Corporation who is permitted to surrender leave, voluntarily returns to duty before the expiry of thirty days leave, he should not ordinarily be permitted to rejoin duty, the orders regarding surrender of leave should be cancelled.
142. If an employee of the Corporation has proceeded on ordinary leave for not less than 30 days and has intimated a desire to encash a portion of his ordinary leave, then encashment should be permitted even if he is recalled from leave before he actually remained on leave for 30 days.
143. In case of compulsory recalled to duty, the employee of the Corporation may be allowed to enjoy the balance of his leave as soon as he is spared.
144. The term "leave" used in this chapter for the purpose of surrender of leave means "ordinary leave" and not any other kind of leave.
145. In order to guard against omission to post a debit in the leave account,

in respect of the leave surrendered, the block year to which such leave pertains shall be noted in the body of the service book and in the leave account in red ink, when the leave salary is drawn a certificate to the effect that necessary entries have been made in the service book and the leave account should be enclosed with the salary sheet in which the leave salary for the surrendered leave is drawn.

146. Payment on account of surrender of leave shall be drawn on a separate salary sheet. A statement of the leave availed of and encashed shall be attached to the said salary sheet.
147. Any further orders and amendments made by the State Government in the rules for encashment of privilege leave to their employees, shall automatically apply to the employees of the Corporation for encashment of ordinary leave.

GOVERNMENT OF RAJASTHAN
FINANCE (Gr.2) DEPARTMENT

.....

ORDER

No. F. 1 (38)FD(ER)/65-11 Jaipur dated, the 29th dec., 80

Sub : Privilage leave surrender and encashment of.

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

2. With a view to obviate difficulties that arose from time to time in the actual operation of the above orders, the Governor has been pleased to order that it will now be not obligatory on the part of a Government servant to proceed on privilege leave for a period of 15 days in order to get the benefit of leave encashment under the aforesaid orders once in a block of two years. Accordingly Government servants who have not already availed of the leave encashment benefit during th current block 1980-82 may be allowed leave encashment benefit on surrender of privilege leave of 30 days from the date of their application under the aforesaid orders. The leave salary and allowances for the leave surrendered will be calculated on the basis of monthly rate of pay which a Government servant is drawing immediately before the date of his application for leave encashment benefit on surrendering of 30 days privilege leave. A month for the purpose of calculation of leave salary and allowances shall mean 30 days as at present.
3. It has also been decided that Government servant who could not avail of the concession of leave encashment during the extended period upto 31.12.80 as envisaged in Finance Department order No. F. 1 (38) FD (E-R)/65-II dated 7.2.1980 will also be eligible for the liberalised concession of leave encashment referred to in Para 2 above.
4. The Finance department order of even number dated 12.9.74 as amended

from time to time shall be deemed to have been modified to extent indicated in para 2 & 3 above.

By order of The Governer

Sd/-M.L. Guar
Deputy Secretary to Government

RAJASTHAN FINANCIAL CORPORATION
STAFF REGULATION - 1958
APPENDIX-I

*Scale of Pay

S.No.	Cadre	Existing	Revised
1.	Messenger	720-1000	775-13-840-15-1005-20-1025.
2.	Jamadar/Daftari/DMO	760-1350	825-15-900-20-1200-25-1350.
3.	Driver	880-1680	950-20-1150-25-1400-30-1640-40-1680.
4.	Jr. Asstt./Typist/ Head Driver	895-1720	975-25-1100-30-1640-40-1720.
5.	Assistant/Stenotypist.	1160-2360	1400-40-1800-50-2300-60-2360.
6.	Stenographer Gr.II/ Sr.Asstt.	1400-2825	1640-60-2600-75-2900.
7.	Asstt. Manager/ Stenographer Gr.I	1550-3250	**2000-60-2300-75-3200-100-3500.
8.	Dy. Manager/Private Secretary to E.D.	2200-3775	2650-75-2800-100-4000-125-4500.
9.	Manager/Secy. to CMD.	2600-4150	3200-100-3500-125-4625.
10.	Dy. General Manager.	2975-4700	3700-125-4700-150-5000.
11.	General Manager.	3350-5000	4100-150-5300.

(Amended as on 1-9-1988)

*Revised as per Rajasthan Financial Corporation (Revised Pay Scale) Regulation, 1989.

**The Higher initial start of Rs. 2180/- shall be given to persons possessing professional Qualifications of ACA, AICWA, MBA, BE or LL.M, Existing employees if drawing pay less than Rs. 2180/- Shall be refixed at Rs 2180/- on their acquiring any of the above qualifications.

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

289/12/85

Regarding delegation of powers

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

Appointments & Promotion

Powers

To 'A' class posts
(upto Manager)

Managing director

To 'B' class posts
(Sr. Asstt., Asstt., Stenographers,
Steno-typists, Jr. Assistants and
and Typists)

General Manager.(A)

To 'C' class cadre (Jamadar,
Daftari & Driver).

General Manager (A)

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN,
TILAK MARG,
JAIPUR-302 005

Ref : RFC/PA-20 (3)/84

Dated : 11.4.1984.

RFC : PROCEDURES & GUIDELINES

Re : Procedures & Guidelines - Personnel Matters

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

<u>Class of Staff</u>	<u>Appointing authority</u>	<u>Disciplinary authority</u>	<u>Appellate authority</u>
<u>'B' CLASS</u> Jr. Asstt./Asstt./ Typist/Steno typist Sr.Asstt./Steno- graphes.	General Manager	Dy. General Manager (Region), for employees working in Regional offices, Full powers except dismissal, removal or reduction in rank.	G.M.
<u>'C' CLASS</u> Messengers, Daftari, Drivers	i) Mgr. (p&a) For emplo- yees in H.O. ii) Br.Managers for employees	Manager (P&A) Full powers Branch Managers Full powers	G.M. G.M.

in Branches.
 iii) Dy. GM.(Region) for employees in Regional Offices.

Dy.GM (Region)
 Full Powers

G.M.

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

Sd/-
 (Anil Kumar)
 MANAGING DIRECTOR

Encl : Annexure - A.

CC:-

1. All Branches. 2) All Regional offices. 3) Standard circulation in HO. Revised para 2.1 of Circular No-PG/44/84 (Reference PA-21(1)/6276 dated 5.3.1984)
- 2.1 Delegation of powers to impose penalties on the 'A', 'B' & 'C' Class employees are as under :-

<u>Category of Staff</u>	<u>Disciplinary Authority</u>		<u>Authority</u>
	<u>Name of officer</u>	<u>Extent of Powers</u>	
<u>Class 'A'</u>			
Asstt. Managers/ Dy. Managers	Managing Director	Full powers	Board of Directors
Others 'A' Class Officers	Managing Director	Minor penalties	Board of Directors
<u>CLASS 'B' EMPLOYEES</u>			
Working Anywhere in the Corporation	General Manager	Full powers	Managing Director
Working at Head office	Manager (P&A)	Minor Penalties	General Manager
Working at Regional offices	Dy. GM (Region)	Minor Penalties	- do -
Working at Branches	Branch Manager	Minor Penalties	- do -

CLASS 'C' EMPLOYEES

Working anywhere in the Corporation	General Manager	Full powers	Managing Director
Working at Head office	Manager (P&A)	Full powers	General Manager
Working at Regional Offices	Dy. GM(Region)	Full powers	- do -
Working at Branches	Branch Manager	Full powers	- do -

RAJASTHAN FINANCIAL CORPORATION

Udyog Bhawan
Tilak Marg,
Jaipur-302 005

Ref : RFC/PA-21(1)/3285

Dated : 29.10.1984.

CIRCULAR ORDER

RFC : PROCEDURES & GUIDELINES

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

"III Grade increments

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

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

Sd/-

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

C.C. :

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

RAJASTHAN FINANCIAL CORPORATION

Udyog Bhawan
Tilak Marg,
Jaipur-302 005

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

Dated : 24.11.1984.

Reg : PROCEDURE AND GUIDELINES PERSONNEL MATTERS.

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

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

Sd/-

GENERAL MANAGER(A)

C.C. :

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

- VI Officiating arrangements (Circular N0-PG/44/84 Reference No-PA-21(1)6276 dt.5-3-84)
14. The following instructions would regulate officiating arrangements during the temporary vacancy arising on account of persons being on leave/ training etc.
1. Officiating arrangements would be considered only if felt necessary and recommended by the Manager concerned.
 2. Officiating chance will be allowed on the basis of seniority in the section/ branch and without prejudice to any other person's seniority. Further this will be purely temporary and adhoc arrangements and shall not give any right to any person for regular selection for promotion.
 3. Officiating arrangements will be considered when the vacancy is likely to exist at least for a period of more than 30 days.
 4. The person allowed to officiate on higher post will be discharging such duties in addition to his own duties.
 5. The officiating allowance will be admissible only when the person has officiated for more than 30 days. The allowance will be admissible at the rate of 10% of his own pay upto 60 days and thereafter at the rate of 20% of his own pay. However, no such allowance will be admissible after a period of 6 months.

NATURE OF LEAVE V. LEAVE

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

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

SANCTION OF CASUAL LEAVE

5.2 Casual leave

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

SANCTION OF LEAVE OTHER Than Casual leave

5.3 Leave other than casual leave

- (i) Ordinarily, leave of any nature other than casual leave should be applied well in advance stating the reasons therefore.
- (ii) All types of leave to 'B' and 'C' class employees working in Regional/Branch offices, may be sanctioned by Dy. GM(Region) and Branch Manager concerned respectively.
- (iii) All types of leave to 'B' Class employee working in H.O

Circular No-PG/44/84 (Reference No-PA-21(1)6276 dt.5.3.84)

Circular No-PG/53/84 dated 16.4.84.

Circular No-PG/64 dt.16.6.84

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

may be sanctioned by the Manager/Dy. Manager (Section Head as the case may be, Subject to title Since the leave record of such employees is maintained in P&A Section, the section-Head should send the leave application to P&A section, where after necessary entries in the leave record, leave sanction order will be issued.

- (iv) Joining reports submitted by 'B' Class employees in Head office to their section heads should be sent to P&A Section.
- (v) All types of leaves including casual leave to Messengers will be sanctioned by DM (SB) and to Drivers by DM(GAD) subject to title. leave applications with suitable endorsements by section-Head should be sent to P&A section for issue of leave sanction order (other than casual leave).

Note:-Instructions regarding sanction of casual leave to Branch Managers have already been issued in PG (Refer PA-8).

- (vi) All types of leave upto 30 days (at a time to the Assistant Managers and Dy. Managers (including those who have satisfactorily completed the period of probation) working in the Branches/Regional offices may be sanctioned by the Branch Manager/Dy. General Manager (Region) respectively subject to title - A copy of sanction order as well as handing over/taking over reports may be sent to H.O (P&A Section).
- (vii) All types of leave other than casual leave to employees (in category 'A') on probation will be sanctioned by General Manager (A).
- (viii) Whenever Branch Managers are allowed by Dy. General Managers to leave head quarter on leave (of any nature), leave address as well as duration of leave will be intimated by the latter to General Manager (A).
- (ix) No leave would be sanctioned by Dy.General Manager (Region) to Branch Managers in continuation of their official journeys outside the region. such leave will be sanctioned only be General Manager (A).
- (x) In all cases of employees where the employee proposes to leave headquarters during the course of leave (of any nature) leave address would be indicated in the leave

application.

- (xi) In case of employees working in field offices (Branch office/ Regional office) while sanctioning or recommending the leave, the Branch Manager/Regional Manager should record a certificate that the work will not suffer on account of sanction of leave to the employee (particularly when some special campaign or activities of important nature are going on).
- (xii) Ordinary leave should not be granted as a course and frequently. There should be a reasonable gap, of say atleast a period of 6 months, between the two spell of ordinary leave.
- (xiii) Leave of any nature other than casual leave should be applied for by the employee in the proforma perscribed.

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN, TILAK MARG,
JAIPUR-302 005

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

Dated : 21.02.1983.

OFFICE- ORDER

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

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

Sd/-

(ANIL KUMAR)
Managing Director

Copy to :-

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

ANNEXURE 'H'

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

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

Dated : 14-12-92

OFFICE ORDER

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

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

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

COMPOSITE RATES OF DAILY ALLOWANCE

<u>Cate- gory.</u>	<u>pay slab</u>	<u>For all localities within the State & out side the State except towns Included in columns 4 & 5</u>	<u>For all State capitals including Jaipur but ex- cluding Capital towns includded in column</u>	<u>For Bombay Calcutta/ Madras/ Kanpur/Delhi Hyderabad/ Banglore Lucknow/ Ahamdadad/ Nagpur/ patna</u>
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5. Allah-
abad &
hill Sta-
tions out
side the
State.

1.	2.	3.	4.	5.
I.	Rs. 5100 & above	78	85	106
II	Rs. 2800 & above but less than Rs. 5100	70	84	105
III	Rs. 1900 & above but less than Rs. 2800	60	75	98
IV	Rs. 1400 & above but less than Rs. 1900	53	68	83
V	Rs. 1100 & above but less than Rs. 1400	45	60	75
VI	Below Rs. 1100	30	38	53

SPLIT RATES OF DAILY ALLOWANCE

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

	below Rs. 1800				
D	Below Rs. 1200	18	13	40	35

Category & Pay slab	State Capitals other than Jaipur & Matropolitan Cities Hill Stat- ions and towns having population of more than 10 lacs	other places out- side the State & Jaipur
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		Lodging Allow.	Allow. for meals	Lodging Allow.	Allow. for meals
A-I	Rs. 3700 & above	250	60	150	45
A-11	Rs. 3000 & above but below Rs. 3700	200	50	120	40
B	Rs. 1800 & above but below Rs. 3000	100	45	75	35
C	Rs. 1200 & above but below 1800	60	40	50	30
D	Below Rs. 1200	30	25	25	18

The Officers of the Corporation shall be entitled to stay in RTDC hotels/ tourist bungalows in Rajasthan on single occupancy basis and would be entitled to claim reimbursement of the actual room rent paid which should be minimum room rent charged by the tourist bungalows if the officer is not otherwise eligible to claim higher room rent prevalent in tourist bungalows. INCIDENTAL CHARGES shall continue to be paid as per the existing rates. The rates of MILEAGE ALLOWANCE for journeys while on tour outside the Head Quarters if undertaken by road and by own conveyance have been approved as follows :-

<u>TYPE OF VEHICLE</u>	<u>RATE OF MILEAGE ALLOWANCE</u>
Motor Car/Jeep	Rs.2.00 per km.
Scooter/Motorcycle/	Rs.1.00 ..

Moped etc.

Cycle Rs. 0.25 ,,

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

OWN VEHICLE

Car/Jeep Rs. 2.00 per km.

Scooter/Motorcycle Rs. 1.00 ,,

Moped Rs. 0.60 ,,

Cycle Rs. 0.50 ,,

HIRED VEHICLE

Car/Taxi Actual Expenditure

Scooter/Taxi ,, ,,

others Rs. 1.50 per km.

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

Sd/-

EXECUTIVE DIRECTOR.

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

RAJASTHAN FINANCIAL CORPORATION

Udyog Bhawan,
Tilak Marg,
Jaipur-302 005

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

Dated : 22.09.1995

CIRCULAR

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

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

(JAGDISH CHANDRA)
EXECUTIVE DIRECTOR.

c.c.to:-

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

POLICY OF THE CORPORATION FOR REIMBURSEMENT OF MEDICAL EXPENSES

2.1 Extent of Application

i) This policy shall apply to all the corporation employees whose condition of service are regulated or deemed to be regulated by rejassthan financial corporation (Staff) Regulations, 1958 when they are on duty or on leave (including the leave preparatory to retirement) in the Rajasthan or while under suspension.

ii) Re-employed on deputation from the State Government and vice versa unless anything otherwise is provided in the terms of deputation.

iv) In case the husband/wife of the employees is engaged in service in other department/establishment and if that department/establishment is having the facility of reimbursement of Medical expinses in such cases also the working spouse may avail the facility of the reimbursement of medical expenses from the corporation after giving an option which is to be approved by the corporation.

2.2(a) Definition & other related Issues

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

(b) Declaration of dependance

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

8.3 Admissibility of treatment :

- (i) Treatment taken from all Govt. Doctors/Govt. Ayurved Vaidis/Govt. Homeopaths of Hospitals and dispensaries will be admissible. In addition to these allopathic treatment taken from any Nursing Home/Clinic/Doctors possessing qualifications of M.B.B.S or equivalent or more would also be admissible.
- (ii) In the case of Dental diseases treatment taken from medical practioners possessing the qualifications of B.D.S. (recognised by Govt. for practising as Dentist) or higher qualifications would also be admissible.
- (iii) Govt. Doctors/Govt. Ayurved Vaidis/Govt. Homeopaths/Private Nursing Home/

Clinmic doctors and also the Homeopaths mentioned below would be treated as authorised medical attendant for the purpose of reimbursment of medical claims and also for the purpose of medical fitness/sickness certificate.

8.4 Homeopathic system of treatment :

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

- 1) Dr. K.G.Rajvanshi
- 2) Dr. M.L.Jain (Mani)
- 3) Dr. S.N.Koowal
- 4) Dr. G.N. Chauhan
- 5) Dr. R.P.Mathur
- 6) Dr. Uma Kishore
- 7) Dr. M.L.Gupta
- 8) Dr. S.D.Dhanetwal
- 9) Dr. L.C.Sharma
- 10) Dr. Brijendra Kumar Agnihotri

8.5 Cost or treatment-eligible expenses :

- (i) The Cost of treatment would include:-
 - (a) Cost of medicine purchased
 - (b) Consulting charges paid
 - (c) Expenses incurred on pathological tests, X-Rays, ECG etc.
- (ii) Rembursement of cost of medicines : In the case of Homeopathic treatment the reimbursement would continue to be at the existing rates of Rs.1/ per day for Indian medicines and Rs. 2/- per day for foreign make medicines also the cost of per-prepared medicines, combinations, mother tinchures of cash memo or verification of the same by the medical officer.
- (iii) Rembursement of allopathic and Ayurvedic medicines would continue to be as per list of admissible medicines of state Govt. The medicines should be purchased by the employees from the Upbhokta sahakari Sangh medical shops/ S.M.S. Medical relief Society/S.D.M.H. Medical shops. However, in cases where the medicines are not available on Upbhokta Sangh sahakri shops then the same could be purchased from any other medical shops but after obtaining N.A.C. In places where the Upbhokta Sahkari Sangh shops are not available then the medicines could be purchased from any other medical store.

- (iv) For employees of the corporation whose Head Quarters are at Jaipur/Jodhpur/Ajmer (and also other places where Upphokta sangh medical shops exist) reimbursement of only those medicines will be allowed which have been purchased from Rajasthan Rajya Sahakari Upphokta sangh medical shops or from other shops after obtaining a Non-availability certificate from a shop of RRSus. Medicines purchased by employees residing in Jaipur would also be eligible for reimbursement if the same are purchased from any of the undermentioned shops :-
- (a) Medical Relief Society at S.M.S. Hospital.
 - (b) SDM Medical shop (incase treatment is taken from SDMH Hospital).
 - (c) Shree Amer Jain Drug store (in case treatments is taken from Shri Amer Jain Hospital).
 - (v) The employees would be entitled to purchase two days requirement of medicines from non approved shops subjaect to the following conditions :-
 1. There should not be in existance any shop which is otherwise approved for purchase of medicines in the vicinity fo the hospital/clinic from where the treatment is taken or at the place where the employee resides.
 2. The medicines to be purchased should be of exxential nature and should not exceed two days requirement.
 3. The drugs in the nature of tonics would not be covered by the above relaxation. Tonics etc. purchased from non-approved shops would not be considered as admissible for reimbursement.
 - (vi) Ambulance charges incurred to take the patient from residence to hospital/clinic/institution and vice-versa or from one hospital to another for treatment or examination is reimbursable if the Ambulance belongs to the concerned hospital where the pateint is admitted.
 - (vii) Cost of hearing aid or artificial limb (including cost of replacing a Limb) or calipers would also be reimbursable but if a hearing aid equipment is required to be purchased again on the opinion of the competent authorised medical attendant and that the earlier equipment is beyond repairs the reimbursiment of cost would be limited to 50% only.
 - (viii) Entitlement of accomodation in Govt. hospital/private Hospital/Clinic/Nursing Home-

The accommodation charges in a Government Hospital/private Hospital/Clinic/Nursing Home would be reimbursable on actual basis (except service charges/registration charges) on production of reciept within standard limit.
- Sub : Rajasthan Medical officer fee Rules, 1961

<u>Designation</u>	<u>Day</u> <u>6 AM to 8 Pm</u>	<u>Night</u> <u>(After 8 PM but</u> <u>befor 6 PM)</u>
CAS	15/- (per visit)	20/- Per visit)
C.A.S. (Selection Grade)	25/- "	30/- "
Jr. Specialist on Clinical side	25/- "	30/- "
Lecturers of Medical Colleges on Clinical Side	25/- "	30/- "
Readers of Medical Colleges on clinical Side.	30/- "	40/- "
Sr. Specialist on Clinical Side.	30/- "	40/- "
Professors, including Prinicipal & Addl. Principle of medical Colleges on clinical side.	40/- "	50/- "

private Practitioners

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

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

Private Hospital/Nursing Home/Clinics

Actual on production of receipt of the Hospital.

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

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

2.6 Concessions To T.B. & Cancer Patients

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

*Modified and substituted vide PG No- 525 dt. 29th March, 1993.

and/or special diet on the following conditions :-

1. The Medicine/Spl. diet have been prescribed by the Govt. Medical officer of the Govt. T.B. Hospital/Sanatorium.

2. Only the amount to be reimbursed under the clause shall not exceed Rs.75-P.m. for a period ordinarily not exceeding 12 months (except in case where the patient is hospitalised).

3. The amount shall be reimbursable on production of vouchers duly countersigned by the Medical officer attending the case.

4. Charges for non reimbursable Medicines not exceeding Rs. 50/-p.m. shall also be allowed to an indoor patient prescribed by the medical officer of the Govt. T.B. Hospital/sanatorium. Amount not exceeding Rs.50/- p.m. for the charges on ordinary accommodation in a pvt. sanatorium if paid by him shall also be reimbursed.

2.7 Procedure of Passing of the Bills :-

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

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

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

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

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

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

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

2.8 LIMIT OF REIMBURSEMENT OF MEDICAL EXPENSES

Extent of reimbursement

STANDARD LIMIT

Upto Rs. 4,000/-p.a.

Competent authority

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

EXCESS LIMIT

a) Rs. 4,000/- to

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

Rs. 50,000/- p.a.

Board of Directors.

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

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

2.9 Treatment Taken Out Side The State

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

a) The treatment for the particular disease is not available within the state.

b) The treatment is taken in an authorised hospital as approved by the state Govt. and indicated in its Medical Reimbursement Rules.

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

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

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

2.10 Applicability of Government Rules

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

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

Ref : RFC/PA-23(7)692

Dated : 17.06.1986.

CIRCULAR

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

Sd/-

MANAGER (P&A)

CC TO:-

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

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

Dated : 24th April, 1986.

NOTIFICATION

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

Regulation NO- 36 (1)

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

By order of the Board of Directors,

Sd/-

O.P. BHARGAVA,

General Manager-cum-Secretary.

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

RAJASTHAN GAZETTE DATED 21.8.86

ANNEXURE 'K'

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

Dated : 5th Aug,1986.

NOTIFICATION

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

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

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

By order of the Board of Directors,

Sd/-

(S.N.THANVI)
GENERAL MANAGER-CUM-SECRETARY.

ANNEXURE 'L'

RAJASTHAN GAZETTE DATED 15.5.86

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

NOTIFICATION

JAIPUR, APRIL 24, 1986

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

Regulation No- 109 (a) :-

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

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

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

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

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

By order of the Board of Directors,

Sd/-

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

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

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

Dated : 17.6.1986

CIRCULAR

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

Manager (P&A)

CC. to :-

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

RAJASTHAN GAZETTE DATED 21.8.86

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

Dated : 5th August, 1986

NOTIFICATION

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

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

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

- (a) The Corporation employee shall be liable to refund the whole amount of advance in one instalment.
- (b) If whole amount of advance is repaid in one instalment. interest @ 13% p.a. shall be charged for the period from the date of receipt of advance upto the date of receipt of advance upto the date immediately preceding the date of actual repayment.
- (c) If a Corporation employee fails to repay the entre 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 @ 15% p.a on the whole amount of advance will be charged till the entire amount of advance is repaid in full.

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

By order of the Board of Directors,

Sd/-

(S.N. THANVI)

GENERAL MANAGER-CUM- SECRETARY.

राजस्थान वित्त निगम

अधिसूचना

जयपुर, मई 2, 1994

संख्या एफ लां-3 (10)/ 1036 :- दी स्टेट फाइनेन्शियल कारपोरेशन्स एक्ट, 1951 की धाना 48 में प्रदत्त शक्तियों का प्रयोग करते हुए राजस्थान वित्त निगम के संचालक मण्डल ने भारतीय औद्योगिक विकास बैंक से विचार विमर्श करने के पश्चात् तथा राज्य सरकार की पूर्वानुमति लेकर "दी राजस्थान फाइनेन्शियल कारपोरेशन (स्टाफ) रेग्यूलेशन, 1958 के रेग्यूलेशन क्रमांक 111 को निम्न द्वारा प्रतिस्थापित किया गया है। यह प्रतिस्थापना दिनांक 28.8.93 से प्रभावी होगा।

III-INTEREST:

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

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

संचालक मण्डल की आज्ञा से,

ह.

(एम.बी.पारीक)

महाप्रबन्धक एवं सचिव,

राजस्थान वित्त निगम,

उद्योग भवन, तिलक मार्ग,

जयपुर ।

RAJASTHAN FINANCIAL CORPORATION

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

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

Dated : 25.04.1995

OFFICE ORDER

Reg: Grant of advance for purchase of conveyance.

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

Category of Government Servants drawing pay	Kind of conveyance	Amount of Advance	No. of Instalments of recovery of advance With interest thereon.
1.	2.	3.	4.
1. Rs. 3000/- per month and above	i) For Purchase of a new Motor Car/ Jeep	28 months pay or Rs. 1.30 lacs or 80% of the cost of Motor Car/ Jeep Whichever is less	180
	ii) For purchase of old Motor Car/Jeep	16 months pay or Rs. 75,000/-or 80% of the cost of Motor Car/Jeep Whichever is less	180

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

2.	Rs. 800/- per month and above	i) Scooter/Motor Cycle/Moped	10 months pay or Rs. 20,000/- or 80% 80% of the cost of 120 Scooter/Motor Cycle/Moped etc. Whichever is less
		ii) Tricycle (for disabled and handicapped persons only) etc.	16 months pay or 180 Rs. 75,000/-or 80% of the cost of Motor Car/Jeep Whichever is less
3.	All Corporation employees	Cycle	Not exceeding Rs.800/- 50
4.	camel sawars	Camel	Rs. 1500/-or the cost of camel whichever is less 90

(S.S. Jain)
General Manager (A)

Copy to:-

1. All Ros/Bos/Sos.
2. Standard circulation at Ho.
3. Notice Board.

RAJASTHAN FINANCIAL CORPORATION

ANNEXURE 'O'

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

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

Dated : 21.04.1995

OFFICE ORDER

SUB: FOOD GRAIN ADVANCE.

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

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

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

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

CERTIFICATE

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

Signature of the employee

GENERAL MANAGER (A)

Copy to :-

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

RAJASTHAN FINANCIAL CORPORATION

ANNEXURE 'P'

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

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

Dated : 17.12.1992

OFFICE ORDER

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

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

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

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

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

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

EXECUTIVE DIRECTOR

Copy to:-

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

RAJASTHAN FINANCIAL CORPORATION

ANNEXURE 'Q'

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

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

Dated : 15.11.1995

OFFICE ORDER

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

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

<u>Type of Vehicle</u>	<u>Rate of Mileage/ Conveyance Allowance</u>
Car/Jeep	Rs. 2.60 per Km.
Scooter/Motor-cycle	Rs. 1.20 per Km.
Moped	Rs. 1.00 Per Km.

The above rates shall come into force with immediate effect.

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

Copy to:-

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

RAJASTHAN FINANCIAL CORPORATION

ANNEXURE 'R'

UDYOG BHAWAN
TILAK MARG,
JAIPUR-302 005

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

Dated : 15.11.1995

OFFICE ORDER

This office order is being issued under Regulation No.105(Pending amendment in the Staff Regulations) and in Pursuance of the Board decision No. 416/14/95 dated 30th August, 1995. In View of the rise in cost of stay and Hotel the entitlement of looging charges at Delhi, Bombay and other places outside and within Rajasthan for officers and staff of the corporation are revised. The revision has been done in the light of circular No.F.9-B (5) CSE/84/Pt.IV/1319 dated 15th April, 1995 issued by Bureau of public Enterprises regarding rationalisation of allowances, perquisites and benefits to the employees of the Public Sector Undertakings. This order is supplement to the order No.PA-23(8)2500 dated 14.12.1992

S.No.	Category	Entitlement
(A)	For Delhi	
1.	Dy.Gen Managers & above	ITDC Hotel Samrat, Janpath, Lodhi & Ranjeet.
2.	Managers	ITDC Hotel not above 3 Star Category
3.	Dy. Managers	ITDC Hotel Lodhi & Ranjeet
4.	Asstt. Managers	Ashok Yatri Niwas or equivalent Hotels.
5.	Other Staff	Ashok Yatri Niwas or equivalent Hotels.
(B)	For Bombay	
1.	Dy. Gen. managers & above	Hotels equivalent to ITDC hotels Janpath & Samrat
2.	Managers	Hotels equivalent to ITDC hotels Janpath & Samrat

3.	Dy. Managers	Hotels equivalent to ITDC
4.	Asstt. Managers	Hotels equivalent to ITDC hotels Lodhi & Ranjeet
5.	Other Staff	Hotels equivalent to Ashok Yatri Niwas
(c)	For other places outside Rajasthan (excluding Delhi & Bombay)	
1.	Dy. Gen. Managers & above	ITDC Hotels not above 3 Star category or other equivalent hotels.
2.	Managers	ITDC Hotels not above 3 Star category or other equivalent hotels
3.	Dy. Managers	Hotels equivalent to ITDC hotels Lodhi & Ranjeet
4.	Asstt. Managers	Hotels equivalent to ITDC hotels Lodhi & Ranjeet
5.	Other Staff	Hotels equivalent to Ashok Yatri Niwas
(D)	For other places within Rajasthan	
1.	Dy. Gen. Managers & above	R.P.V.N. Hotels/Tourist Bungalows & Circuit House.
2.	Managers	R.P.V.N. Hotels/Tourist Bungalows & Circuit House.
3.	Dy. Managers	R.P.V.N. Hotels/Tourist Bungalows (Delux Room) & Circuit House
4.	Asstt. Managers	R.P.V.N. Hotels Tourist Bungalows (Ordinary Room)
5.	Other staff	As per split rate.

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

(S.S. JAIN)
General Manager (ADMN.)

Copy to:-

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