RAJASTHAN STATE SEED CERTIFICATION AGENCY

EMPLOYEES SERVICE REGULATIONS

CHAPTR-1

1. Short title and commencement: These regulations may be called 'The Rajasthan State Seed Certification Agency Employees' Service Regulations. They shall come into force with effect from Nov. 1980.

2. (A) Extent of complication: Unless otherwise expressly provided, these regulations apply to and be binding on all employees of the Agency other than the following:

(a) Daily wages Employees not on the regular strength.

(b) Persons on deputation from the Government of any State, the Government of India or any Statutory Board or Corporation, who will be governed by the terms and conditions of deputation.

(c) Employees appointed on contract.

(d) Any class of employees or any individual employed in connection with the affairs of the Agency who may be specifically exempted from the application of these regulations.

(B) Screening of the persons under the Rules of the Agency and their absorption.

The Govt. Servants, who are working in the Agency on deputation and are qualified for different categories of post as per the qualifications prescribed under the rules of the Agency will be eligible for permanent absorption. Their cases will be screened by a committee to be nominated by the Board and the Procedure of screening shall be as under:

(i) The Employee who are on deputation in the Agency will be required to give their option for the services of the Agency.
(ii) The Government Employees who have given their action for the service's services will then be supplied by the selection committee on the basis of their record. They may also be interviewed if deemed necessary. The selection committee shall have full power to select or reject any candidate.

(iii) The selected candidate will thereafter be absorbed in the service of the Agency as per rules at Annexure (I).

3. Power to relax Regulations: The Board may, subject to the limits of its powers to make such regulations, relax the provisions of these regulations to such extent and subject to such conditions as it may consider necessary in a just and equitable manner.

4. Power to amend the Regulations: The Board may amend or delete any regulation or frame any new regulation as it may think fit, from time to time.

5. Interpretation: The Board shall have absolute right of interpreting these regulations and its decision shall be binding on Agency employees.

6. Power to delegate: The Board may declare any of its Officer as Competent Authority and delegate to him, subject to any conditions which it may impose, any power under these regulations;

Provided that no person other than the Competent Authority so declared, shall exercise or delegate powers under these regulations without specific or general orders from the Board.

CHAPTER - II
DEFINITION

7. (A) Unless there be something repugnant in the subject or context the terms defined in this Chapter are used in the regulations in the sense herein explained:

(a) Age (a) For the purposes of these regulations age shall be computed from the date of birth of an employee who shall be required to produce authentic proof thereof at the time of employment .............
The date of birth once recorded at the time of entry in service will not be changed.

(b) The following proofs may be accepted as authentic evidence of date of birth in order of preference:

(i) Date of birth given in the School leaving Certificate.

(ii) Date of birth given in the Municipal birth Certificate.

(iii) Date of birth given in the horoscope provided it was prepared soon after the date of birth stated by the employee.

(c) When an employee is required to retire on attaining Superannuation age, the first of the following months from the date on which he attains that age is reckoned as non-working day and he must retire with effect from the said date.

(2) Apprentice - Means a person not employed in or against a substantive vacancy and who is deputed for training by the Agency with a view to employment under the Agency, irrespective of the fact whether he draws any stipend or allowance or not during the period of such training.

(3) Agency - Means the Rajasthan State Seed Certification Agency.

(4) Chairman - Means the Chairman of the Board of Directors of the Agency appointed in accordance with Articles of Association of the Agency.

(5) Board - Means the Board of Directors of the Agency.

(6) Cadre - Means the strength of a service or part of a service sanctioned as a separate unit.

(7) Compensatory Allowance - Means an allowance granted by the Board to his employees from time to time to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance paid under Travelling allowance Regulations.

(8) Competent Authority - In relation to exercise of any power means the Board of Directors of the...
Rajasthan State Seed Certification Agency or any other authority to whom the power is delegated by the Board under these rules.

(9) Duty - Means time spent in discharge of service under the Agency and includes:

(a) (i) Service rendered as a probationer or apprentice, provided such service is followed by confirmation.

(ii) Joining Time.

(b) The Agency may issue orders declaring that in the following circumstances or in circumstances similar there to an employee may be treated as on duty.

(i) time spent in any training or course of study sponsored by the Agency.

(ii) the period of compulsory waiting by an employee returning from leave or after handing over charge of a post for posting on another post.

(iii) reasonably necessary period spent on journey to and from the place of examination and the period occupied in attending an obligatory examination or an optional examination at which the employee is permitted to appear by the Competent Authority.

(iv) the interval between the date of report at the seat of the Agency or any other specified station on the first appointment and the date on which the charge of duty is actually taken, provided that report at the seat of the Agency or any other specified station was under orders of the appointed authority.

(v) Any other service which the Board may declare as duty.
(10) Class IV Service - Means service in respect of posts enumerated in Schedule IV (Class IV services) of Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958.


(12) Director - Means the Director of the Agency appointed by the Board in accordance with the Articles of Association of the Agency.

(13) Employee - Means a person appointed to any service or post in connection with the affairs of the Agency to work on a monthly rate of pay.

(14) Employee in permanent employ - Means a person employed under the Agency who holds substantively a permanent post or who holds a lien or a permanent post or would hold a lien on permanent post had the lien not been suspended.

(15) Foreign Service - Means a service in which an employee receives his substantive pay with the sanction of the Agency from a source other than from the Fund of the Agency.

(16) A Gazetted Officer means a officer:- who is either (i) a member of an All India Service or (ii) is the holder of any of the posts shown in Schedule I (State Service) of the Rajasthan Civil Service (Classification, Control and Appeal) Rules 1958 or (iii) is a person appointed in accordance with the terms of a contract or agreement and whose appointment is gazetted by Government and or (iv) is a Government servant holding a post which may be declared by Government to be a Gazetted post (Appendix XII, Part II, State Service).

(17) "Half pay leave" - Means leave earned in respect of completed years of service. "Half pay leave due" means the amount of half pay leave calculated as prescribed in Rule 46 for the entire service diminished by the amount of leave on private affairs and leave on medical certificate or any other kind of leave on half pay taken before.................
(18) Holiday - Means the Gazetted Holiday declared by the Govt. of Rajasthan as such.

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

(20) Joining time - Means the time allowed to an employee to join a new post or to travel to the station of his new posting.

(21) Leave - Includes privilege Leave, Maternity Leave Extra ordinary Leave, Half Pay Leave, commuted Leave and Study Leave, Special disability Leave, Hospital Leave, Leave not due, Extra ordinary Leave.

(22) Leave Salary - Means the amount of salary paid to an employee during Leave.

(23) Lien - Means title of an employee to hold a permanent post substantively and the right to resume on return to duty after a period or periods of absence.

(24) Month - Means a calendar month. A period expressed in terms of months and days is first calculated by complete calendar months, irrespective of the number of days in each and the add number of days calculated subsequently.

(25) Ministerial Servant - Means an Employee of a subordinate service whose duties are entirely clerical, and any other class of servants specially defined as such by general or special order of Govt. (Appendix XII part II Ministerial Service).

(26) Officiate - Means performance of duties of a post by an employee on which another employee holds a lien. Agency may however appoint an employee to officiate in a vacant post on which no other employee holds a lien or pending a permanent appointment in that post.

(27) Official in permanent employ - Means an Employee who holds substantively a permanent post or who holds a lien on a permanent post or would hold a lien on a permanent post had the lien not been suspended.
(28) Pay - Means the amount to which an employee is entitled to and is drawn by his monthly in respect of the post held by him substantively or in officiating capacity, according to the pay scale as per Agency rules as amended by the Board from time to time.

(i) any special pay or personal pay, and

(ii) any other emoluments which may be specially classed as pay by the Competent Authority.

(29) Permanent post - Means a post carrying a definite rate of pay, sanctioned without limit of time.

(30) Personal Pay - Means additional pay granted to an employee.

(i) To save him from loss of substantive pay in respect of a permanent post due to revision of pay or reduction in such pay not being a reduction as a disciplinary measure; or

(ii) In exceptional circumstances on other personal consideration.

(31) Privilege Leave - Means leave earned in respect of periods spent on duty.

(32) Presumptive pay - Means the pay of particular employee to which he would be entitled if he held the post substantively and performed its duties; but it does not include special pay unless the employee performs or discharges the work or responsibility or works under such conditions in consideration of which the special pay was sanctioned.

(33) Probationer - Means a person employed provisionally against a substantive vacancy in a cadre under the Agency before his substantive appointment.

(34) Regulations - Means the Rajasthan State Seed Certification Agency Employee's Service Regulations.

(35) State Government - Means the Government of Rajasthan,

(36) Special pay - Means an addition to the nature of pay of a post or of an employee granted in consideration of -

(a) the specially arduous nature of the duties;
(b) the specific addition to the work or responsibility;
(c) conditions hazardous to health in which the work is performed.

(37) Subsistence Grant - Means an amount monthly granted to an employee who is not in receipt of pay or leave salary.

(38) Substantive pay - Means the pay (other than special pay or personal pay or emoluments classed as pay under Regulation 7 (22) to which an employee is entitled to an account of his appointment substantively to a post or cadre under the Agency.

(39) Substantive appointment - Means appointment on the substantive post where an employee acquires a lien.

(40) Superior Service - Means any kind of service which is not Class IV.

(41) Temporary post - Means a post created temporarily for a specified period.

(42) Time scale of pay - Means pay which subject to any condition prescribed in these Regulations, rises by periodical increments from a minimum to a maximum

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

(43) Transfer - Means the movement of a Employee from one headquarter station in which he is employed to another such station, either -
(a) to taken up the duties of a new post, or
(b) in consequence of a change of his headquarters.

CHAPTER - II A - APPOINTMENTS

CONDITIONS OF RECRUITMENT AND PROMOTION:

(1) The posts created from time to time will be filled up in the following manner:-
(a) by direct recruitment;
(b) by promotion
(c) by employing officers and officials on deputation from the Central or State Government or any state or Public Sector Undertaking, and
(d) by contract,

(e) by absorption of such employees who have worked on any post on deputation in the Agency.

If any employee working on deputation on any post desires his permanent absorption on that post in order to opt for the services of the Agency, the Selection Committee of the Board shall consider his claim keeping in view the record of service of the incumbent total number of posts created and vacant in that category and overall interest of the Agency. The Selection Committee shall assign necessary seniority to such applicant after taking into consideration various aspects of the matter.

Provided further that such number of percentage of posts in each category for direct recruitment and promotion shall be kept reserved for scheduled caste and scheduled tribes candidates as are kept reserved by the Govt. of Rajasthan for its own employees from time to time.

(2) The ratio of direct recruitment and promotion of employees in the service of the Agency and qualifications and experience required for various posts will be in accordance with the "Schedule" appended to these Regulations.

(3) Direct Recruitment:

The age of the candidates for direct recruitment will be as per the provisions of Regulations of "The Rajasthan State Seed Certification Agency Employees Service Regulations". This may, however, be relaxed by the Chairman in suitable cases by general or specific order.

(4) (a) Probation:

Persons recruited directly on any post and employees promoted from one post to any higher post shall be placed on probation for a period of two years from the date of such appointment which may be extended at the discretion of the appointing Authority and the official/officer promoted to a higher post may be reverted under the order of the competent Authority without notice or assigning any reasons thereof at any time during the probationary period.
(4) (b) Confirmation:

A probationer shall be confirmed in his appointment at the end of his period of probation if:

(a) He has undergone such training as the Agency may from time to time specify.
(b) He has passed the departmental examination/test if so required.
(c) The Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

(5) (a) Promotion:

In respect of first promotion to higher post promotion of eligible persons will be made on the basis of Seniority-cum-merit. Second promotion shall be made purely on the basis of merit and performance.

(b) Seniority lists for each category of employees will be prepared and maintained.

(c) Merit of employees will be judged on the following basis:-

(i) Capacity to do hard work with sincerity, honesty, objectivity & result orientation.
(ii) Originality of thinking to increase productivity and efficiency in the organisation.
(iii) Sense of alertness combined with courage, initiative and decision making power, tact and organising capacity.
(iv) Previous record of service.

(d) While considering promotions on the basis of merit with due regard to seniority, list of senior most employs eligible for promotion, not exceeding five times the number of vacancies, will be taken into consideration.

(e) The Departmental Promotion Committee to consider the cases of Promotion of employees shall consist of Chairman, two members of the Board, subject matter specialist and Member Secretary of the Board in case
of officers. For other categories of staff a committee appointed by Chairman shall consider the cases of promotion.

(6) Seniority:

Amongst the persons recruited in the same year, the promotees will rank senior to those who will be appointed by direct recruitment. Amongst the promotees those who are appointed on the basis of seniority cum merit with rank senior to those who are appointed on the basis of merit with due regard to seniority. The interest seniority of those appointed on the basis of merit will be in accordance with their relative seniority in the lower cadre.
CHAPTER - III

GENERAL CONDITIONS OF SERVICE

8. Age on first appointment - (a) Minimum and maximum age of entry into the service of the Agency shall be 18 & 28 years respectively.

Provided that the Agency may relax the upper age limit upto 35 years in case of women candidates and upto 5 years in case of schedule caste and schedule tribe candidates.

9. Condition of medical fitness - All direct appointments in the Agency shall be subject to the production of certificate of health by the candidates concerned from the Authorised Medical Attendant not below the rank of District Medical Health Officer. In the case of a woman candidate, a competent authority may accept a certificate signed by a woman medical practitioner.

Board may, in individual cases, dispense with the production of a certificate, or may, by general orders exempt any specified class of Employees from the operation of this rule.

10. Basic conditions of service - A person appointed in the service of the Agency may be employed in any manner and his whole time will be, at the disposal of the Agency without claim for additional remuneration;

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

12. Lien - An employee on substantive appointment to a permanent post shall acquire a lien on that post and cease to hold any lien held previously on any other permanent post. The lien of an employee who is on Foreign Service will exist in this Agency.

13. Subscription to Provident Fund: An employee of the Agency shall be required to subscribe to the contributory Provident Fund of the Agency in accordance with such regulations as may be prescribed by the Agency.
14. Condition of Pay & Allowances: The pay and allowances of an employee begin when he takes charge of the post in respect of which they are earned and cease to draw as soon as he ceased to discharge the duties of the post.

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

15. (a) An Employee who is deputed for training within India for a period of more than one month and is treated as on duty under rule 7 (9) (b), shall if he resigns or takes some other employment within two years in case of training in India or three years in case of training abroad after the completion of such training abroad after the completion of such training he shall have to refund to the Agency the emoluments paid to him during the period of such training together with other expenses incurred on such training.

(b) An employee who is deputed for training abroad shall execute a bond in the prescribed form irrespective of the period of training involved. The lump amount of refund to be specified in the bond should include all monies paid to the Employee concerned or expended on his account e.g. pay and allowance, leave salary, cost of fees, travelling and other expenses, cost of International travel and cost of training abroad met by the foreign Employee concerned. The bond executed by the Employee deputed for training abroad shall be kept in the custody of the appointing authority.

The Employee proposed to be sponsored for training abroad under the various training schemes will be screened by a Committee appointed by the Board.

16. Conditions in which an employee ceases to be in Agency Service:

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

Provided in exceptional circumstances of the case the Board otherwise determines, an employee shall be deemed to have resigned and shall cease to be the employee of the Agency if he.
(i) does not resume duty after remaining on leave for a continuous period of five years; or

(ii) after the expiry of leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds five years.

17. Termination of service of a temporary employee:

(a) Unless the period of notice is otherwise agreed to, the service of a temporary employee of the Agency may be terminated at any time by one months notice in writing given by the appointing authority or the employee himself.

(b) The Agency may terminate the service of such temporary employee forthwith by payment to him a sum equivalent to the amount of his pay and allowances for the period of one month or for the period by which such notice falls short of one month or any longer period agreed to;

Provided that where the temporary employee fails to give one month's notice, the Agency will not insist upon the employee tendering resignation to deposit a sum equivalent to the amount of pay and allowances of the notice period but may debar him from future employment under the Agency.

17. A. Special Condition:

On screening of the 5 years confidential reports of an employee:

(i) If it is found unsatisfactory the service may be terminated of permanent employees after giving three months notice and a temporary employee on one month notice without any further disciplinary proceedings.

(ii) If found outstanding the proposals may be put-up before the Board to this effect for necessary award.
CHAPTER - IV
PAY AND ADDITIONS TO PAY

18. An employee shall draw such pay for the post held by him which may be sanctioned by the competent authority, provided that in no case shall the pay be fixed at higher than the maximum of the time scale.

19. An employee awaiting posting order will draw the pay of old post or on his taking over charge of the new post, whichever is less.

20. (i) The initial pay of an employee when appointed to post in the same or another class, cadre or unit of service (other than deputation) by direct recruitment or selection, according to service regulations; shall be fixed in the manner laid down below:-

Category (a)
Substantive on a permanent post and not officiating on a higher post.

(i) IF the maximum of the scale of the new post is higher than maximum of the old post which was held in substantive capacity pay shall be fixed at the stage of the time scale of the new post next above last substantive pay in the old post:

(ii) IF the maximum of the scale of the new post is equal to or lower than the maximum of the old post, the pay shall be fixed at the stage of the time scale of the new post which is equal to his last substantive pay on the old post or if there is no such stage, the stage next below plus personal pay equal to the difference;

(iii) IF the minimum pay of the new post is higher than pay admissible under clause (i) * (ii) above, the minimum pay shall be allowed.

Category (b)
(i) Substantive on a lower post but officiating on a higher post in the same class; cadre or unit, provided that such officiating appointment was made after following the procedure of promotion laid down for promotions in the service cadre or unit.

(i) At the minimum of the time scale of the new post if such minimum is equal to or higher than the officiating pay of the old post.
(ii) Temporary on a permanent or temporary post, provided such appointment was made in the process of absorption of persons declared 'surplus' due to the abolition of posts but the pay drawn on the abolished post was of the type described in paragraphs of categories (a) & (b) (i) & (ii).

Category (c)

(i) Temporary on a permanent or temporary post having been appointed adhoc, without following the procedure (laid down in regulations relating to direct recruitment) or having been appointed in the process of absorption of persons declared 'surplus' due to abolition of posts but pay drawn on the abolished post was not of the type described in paragraphs of categories (a) and (b) (i) & (ii).

(ii) If the minimum pay in the scale of the new post is lower than the last pay in the old post than pay shall be fixed at that stage in the time scale of the new post which is equal to his old post or if there is no such stage, the stage next below plus personal pay equal to the difference:

Provided that if fixation of pay on the basis of pay admissible on substantive post in accordance with paragraph (i) * (ii) above is more advantageous, pay shall be fixed under the said paragraphs.

Minimum of the time scale or at such higher stage as may be approved by the Agency.

(ii) Temporary on a permanent or temporary post other than the type described in paragraph (i) above.

(2) Pay for the purpose of sub-regulation (i) shall mean substantive or officiating pay and pay on temporary post, as the case may be, and shall not include special pay.
(3) When a permanent employee is appointed to a lower post at the written request of the employee himself, or in the process of absorption of persons declared 'surplus' he shall draw pay at the stage in the time scale of the lower post equal to his substantive pay in the previous post and if there is no such stage, then at the stage next below plus personal pay, provided that in no case any personal pay shall be allowed, if the maximum pay in the time scale of the new post is lower than his last pay in the old post and he will draw that maximum of the new post arsenical pay.

(4) (a) An employee, holding a post in a substantive, temporary or officiating capacity when promoted to a post in the regular line of promotion in his service/cadre/unit in a substantive, temporary or officiating capacity shall have his initial pay in the time scale of the higher post 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;

Note: 1. That on subsequent re-appointment after reversion from officiating or temporary promotion to the same higher post or a higher post in the same time scale or identical time scale in the regular line of promotion, the initial pay shall be fixed afresh in the manner laid down in clause (a) above, without taking into consideration the pay which he drew on the last such occasion and the period during which he drew that pay on such last occasion shall not count for increment in the stage of the time scale equivalent to that pay.

(b) Where the pay of an employee is fixed under sub-regulation (4) (a) above, the next increment shall be granted on the date he would have drawn his increment had he continued in the lower post provided that where the pay is fixed at the minimum of the time scale and the pay so fixed exceeds the pay drawn in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completion of service for the full incremental period of twelve months.
CLARIFICATIONS

(1) The personal pay under this regulation is admissible to an employee for the purpose of initial pay and not at any subsequent stages in the time scale of the new post. It shall be reduced by any amount by which an employee's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

(2) Higher post within the scope of this regulation shall mean a post having a higher maximum in the time scale of the pay than the maximum of the time scale of pay of the lower post.

(3) When an employee is appointed to a higher post on the date on which his increment in the lower substantive post falls due, his substantive pay in the lower post for the purpose of fixing his initial pay in the higher post shall be inclusive of his increment accruing on that date.

(4) A time scale of pay of a cadre or class or service may be replaced by another time scale and if an employee holding substantively or officiating in a post in the cadre or class of service prior to the introduction of the new time scale has drawn pay equal to a stage or intermediate between two stages, in the new time scale, then the initial pay in the new time scale may be fixed at the pay last drawn and the period during which it was drawn may be counted for increment in the same stage or if the pay was intermediate between two stages in the lower stage of that time scale.

21. Regulation of pay where pay of a post is changed:

An employee holding a post, in substantive or officiating capacity the pay of which is changed, shall be treated as if transferred to a new post on the next pay, provided that he may at his option retain his old pay until the date on which he has earned his next increment, or any subsequent increment on the old scale or until he vacates his post or ceases to draw pay on that time scale. The option once exercised shall be final. Failure to exercise option shall entail for feature of benefit of this regulation.
22. Option to elect revised pay during suspension:

An employee under suspension may elect the revised scale of pay under regulation 2 above, in the following cases:

(i) If revised scales of pay takes effect from a date prior to the date of suspension, or

(ii) If the revised scales of pay takes effect from a date falling within the period of suspension.

As a result of option in the former case he shall be entitled to benefit of increase in pay, if any, during duty period before suspension and also in subsistence allowance during suspension; whereas in the later case the benefit of option will, however, accrue to him in respect of the period of suspension, only after his reinstatement depending on the fact whether the period of suspension is treated as duty or not.

23. Increments:

Subject to the provisions of regulation 20 & 24 an increment accruing in a time scale of pay shall ordinarily be drawn as a matter of course unless it is withheld by an authority empowered to withhold such increment in accordance with provisions of Rules. Any order withholding an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

24. Efficiency Bar:

Where an efficiency bar is prescribed in any time scale the increment next above shall be given to an employee, with the specific sanction of the authority empowered to withhold increments. If an efficiency bar previously enforced against an employee is allowed to be crossed, he shall draw the pay in the time scale at such stage which may be fixed by the authority empowered to withhold increment, provided that the pay so fixed shall not exceed the pay that he would have drawn he not been stopped at the efficiency bar.

25. Condition on which service counts for increments:

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

(a) All duty in a post on a time scale counts for increments in that time scale.

(b) Service in another post, other than a post carrying less pay on which an employee may be transferred on........
account of inefficiency or punishment or on his written request, whether in substantive or officiating capacity, service on deputation out of India and all leave other than extra-ordinary leave taken otherwise than on medical certificate counts for increments in the time scale applicable to the post of which the employee holds a lien or in case an employee was officiating in a post at the time he proceeded on leave except extra-ordinary leave taken otherwise than on medical certificate or on deputation out of India, and would have continued to officiate but such leave or deputation out of India shall count for increment.

(c) Extra-ordinary leave taken otherwise than on medical certificate shall also count for increment in any case in which the competent authority may be satisfied that such leave was taken for any cause beyond the control of an employee or for prosecuting higher scientific study beyond the stage of Master's Degree in Science and Technical study beyond the stage of Bachelor's Degree in Engineering.

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

(e) (i) If joining time is allowed to join a new post on which an employee is appointed while on duty in his old post; or directly on relinquishing charge of that post it shall count for increment in the time scale of the post on which an employee holds a lien as well as in the time scale applicable to the post, the pay of which is received by an employee during the joining time period.

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

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on which the last day of leave before commencement of the joining time, counts for increments.

(f) Foreign service counts for increments in the time scale applicable to:

(i) the post on which an employee holds a lien.

(ii) the post on which an employee was officiating immediately before his transfer to foreign service so long as he would have continued to officiate on that post or a post on the same time scale but for his going on foreign service.

(g) Any period treated as duty in a post under Regulation 7 (9) (b) counts for increment if an employee drawn pay of that post during such period. A period of overstay of leave does not count for increment unless it is by an order of competent authority commuted into extraordinary leave and such leave is specially allowed to count for increment.

26. Premature increments:

A competent authority may grant premature increments in the time scale of pay.

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

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

28. Future increments on reduction to lower stages etc.

(a) A competent authority ordering reduction of an employee to a lower stage in his time-scale of pay as a measure of penalty shall state the period for which the reduction shall be effective and whether on restoration the period of reduction shall operate to postpone future increments and if so, to what extent;

Provided that when an employee is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction.

(b) If an employee is reduced as a measure of penalty to a lower service, cadre, class, post or to a lower time scale of pay, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective; but where the period is specified, that authority shall also state whether on restoration, the period of reduction shall operate to postpone future increments and if so, to what extent.
29. (a) A competent authority imposing penalty of reduction to a lower stage in a time scale of pay under regulation 28 (a) shall indicate in the order-

(i) The date from which it will take effect and the period (in terms of year and months) for which the penalty shall be operative;

(ii) the stages in the time scale (in terms of rupees) to which employee is reduced; and

(iii) the extent (in terms of years and months) if any; to which the period referred to at (i) above shall operate to postpone future increments.

(b) After the expiry of the period of reduction the pay of the employee shall be regulated as under:

(i) if the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the employee shall be allowed the pay which he would have drawn in normal course but for this reduction. However, if the pay drawn by him immediately before reduction was below the efficiency bar, he shall not be allowed to cross the bar except in accordance with regulation 24 of these Regulations.

(ii) if the order specifies that the period of reduction was to operate to postpone future increments for any specified period, the pay of an employee shall be fixed in accordance with (i) above but after treating the period for which the increments were to be postponed as not counting for increments.

30. Pay when reduction is set aside on appeal or review -

Where an order of penalty of withholding of increments of an employee or his reduction to lower service, grade or post or to a lower timescale or to a lower stage in a time scale is set aside or modified by the competent authority in appeal or review, the pay shall be regulated in the following manner:-

(a) If the said order is set aside, he shall be given for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn.

(b) If the said order is modified, the pay shall be regulated as if the order as so modified had been made in the first instance.

Explanation:

If the pay drawn by an employee in respect of......
any period prior to the issue of the orders of the competent authority under this regulation is revised, the leave salary and all wages (other than travelling allowance) if any, admissible to him during that period shall be revised on the basis of the revised pay.

31. **Officiating appointments**

Subject to the provisions of regulation 20 (4), an employee who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post, unless the officiating appointment involves assumption of duties and responsibilities of greater importance than those attaching to his substantive post and unless the time scale of pay of the officiating post is higher than his substantive post.

**NOTE:**

(i) officiating appointment is made to a post which is on the same time scale of pay as the permanent post on which an employee holds lien or on a scale of pay identical therewith, such officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater importance.

(ii) Higher officiating pay is not admissible to an employee in service where different posts on different pay scale have been merged into a single time scale for new entrants.

32. **Officiating promotion when out of regular line**

(a) An employee, for his being in service out of his regular line, shall not be deprived of his officiating promotion which he would otherwise have received, had he remained in his regular line, except in the following circumstances:

(i) When the junior employee is allowed fortuitous officiating promotion.

(ii) When all employees senior to the employee claiming officiating promotion on account of his being out of regular line, have not been given promotion.

(iii) When the junior employee has been given promotion because the employee claiming officiating promotion for being out of his regular line has not been given such promotion because of inefficiency, unsuitability or leave.

(iv) When the officiating promotion of the junior employee is for three months and the employee claiming officiating promotion under this regulation is deprived
of the same owing to it being impracticable for the time being to release him from the post out the regular line.

(b) In circumstances other than those mentioned in sub-regulation (a), an employee claiming officiating promotion owing to his being out of regular line, shall be allowed pay of the higher posts concerned for the period exceeding three months where the period of officiating promotion lost exceeds three months and he shall not be retained in the lower post for more than six months beyond the date on which he becomes entitled to officiate continuously in a higher post.

33. Sanction for undertaking private work:
An employee may undertake work of Government or of private or public body and accept fee with the specific sanction of the Agency provided that the work can be undertaken without detriment to his official duties;

Provided that the Agency may direct an employee to credit to the Agency's Fund one-third or more of such recurring or non-recurring fee as may be decided while sanctioning undertaking of private work.

34. Grant of honorarium -
Agency may grant honorarium to an employee from the Agency Fund as remuneration for any work performed which is occasional or intermittent in character and either so laborious or of such special merit as to justify such reward. The grant of honoraria is not justified if there is temporary increase in his work which can be regarded as part of the legitimate duties of an employee.

35. Payment that can be accepted without permission -
An employee may receive award for any essay or public competition or income derived from literary, cultural or artistic efforts or scale of book written by him with the aid of the knowledge acquired by him during the course of service under the Agency, provided it is certified by the competent authority that such book is not a compilation of Agency rules, regulations or procedures.

36. An employee whose duties in the agency, involve carrying out of scientific and technical research shall not apply for or obtain cause or permit any other person to apply or obtain patent for an invention made by such employee save with permission of the agency and in accordance with such conditions as the Agency may fix.
37. Combination of Appointment:

"The Board or a competent authority may appoint an employee to hold additional charge of second post and allow special pay not exceeding 1/10 of his own pay if dual arrangement continue for more than 60 days but upto a maximum period of 6 months provided that:

(1) The second had been occupied by a whole time incumbent before it fell vacant.

(2) The Duration of the dual charge is not less than one month and

(3) One of the posts is not directly subordinate to the other.

(4) The additional charge involve assumption of duties and responsibilities which, in the opinion of the competent authority, are of equal or greater importance than those of his own.

CHAPTER - V

SUSPENSION AND COMPULSORY RETIREMENT

38. The pay and allowances of an Employee who is dismissed or removed from service cease from the date of such dismissal or removal.

38.1 A Scale of subsistence allowance during suspension.

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

1 During the period of first six months of suspension Subsistence allowance equal to the amount of half pay, leave salary admissible to him on leave on half pay and in addition dearness allowance on such reduced salary.

2 Period of suspension exceeding first six months

(a) Subsistence allowance may be increased up to the extent of allowance admissible during the period of first six months, if it is established that the period of suspension has not been prolonged for reasons not directly attributable to the employee under suspension, or

(b) Subsistence allowance reduce to the extent of 50 percent of the subsistence allowance admissible during the period of suspension has been prolonged due to reasons directly attributable to the employee under suspension.

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

Any compensatory allowance which an employee under suspension was receiving on the date of suspension, provided it is certified by the employee that he continues to meet the expenditure for which

39. Pay & Allowances on reinstatement:

1. An employee who is fully exonerated or where suspension was wholly unjustified the employee shall get full pay and allowances to which he would have been entitled, had he not been suspended and the entire period of absence from duty shall be treated as a period spent on duty.

2. In other cases, the employee may be given such proportion of such pay and allowances as the competent authority may prescribe and who may also specifically direct whether the period of absence from duty shall be treated as period spent on duty or not for any specified purpose.

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

41. Compulsory retirement on attaining age of superannuation.

(a) The date of compulsory retirement of an employee shall be the date on which he attains the age of 55 years. He may be retained in service after the date of compulsory retirement with the sanction of the Board in the interest of the service of the Agency and for reason to be recorded in writing but shall not be retained after the age of 58 years in any case.

(b) The date of compulsory retirement of a Class IV employee shall be the date on which he attains the age of 58 years.

(c) The first day of the following month in which an employee attains the superannuation age shall be reckoned as non-working day and the employee must retire with effect from and including that day.

Note: The authority competent to appoint a person shall be empowered to retire him after attaining the age of 55/58 years the case may be.
CHAPTER VI

42. Employee shall be eligible for the following kinds of leave:

(a) Casual Leave
(b) Privilege Leave
(c) Half pay leave
(d) Leave not due
(e) Extraordinary Leave
(f) Quarantine Leave
(g) Study Leave
(h) Terminal Leave
(i) Maternity Leave
(j) Refused Leave

43. General condition governing grant of leave:

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

(i) Leave cannot be claimed as matter of right. When the exigencies of the situation or the interests of the employee's welfare require such action, any employee already on leave is subject to the authority competent to grant it.

(ii) All leave lapses on the cession of the employee's service in the Agency as result of discharge and dismissal. But an employee who dies while in service or retires on superannuation will be granted the due leave at his credit up to the maximum of 180 days.

(iii) An employee on leave shall not take up any other service or accept employment.

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

Provided that an employee, who has been granted casual leave, may, at any time, before the expiry of such leave, rejoin duty without availing himself of the full period of the casual leave sanctioned.
(v) An employee who remains absent after the end of his leave shall be entitled to no leave salary for the period of such absence and the period of overstay shall be treated as extra ordinary leave unless otherwise directed by competent authority.

An employee will-fully absent himself from duty after the expiry of leave shall also be liable to disciplinary action.

(vi) Leave may be prefixed and on/suffixed to a holiday but holidays intervening during the leave shall, except in the case of casual leave, count as part of leave.

(vii) Leave begins from the day on which charge is handed over is such handing over takes place on the afternoon, of that day, leave ends on the day preceding that on which charge is resumed if such resumption takes place in the forenoon, and on the day o which charge is resumed, if such resumption takes place in the afternoon.

(viii) Any kind of leave may be granted in combination with or in continuation of any other kind of leave. Provided that casual leave cannot be availed of in conjunction or combination with any other kind of leave.

(ix) Except in exceptional circumstances, the total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days.

(x) An employee before proceeding on leave shall intimate to the competent authority his address while on leave and shall keep the said authority informed of any change in the address from time to time.

(xi) Leave is earned by duty only. For the purpose of his rule a period spent in foreign service counts as duty contribution towards leave, salary is paid on account of such period.
(xi) A. Unless in any case it be otherwise expressly provided by or under these, an employee transferred to a service or post the which these rules apply form a service or post to which they to do not apply is not ordinarily to leave under these rules in respect of duty performed before such transfer.

(xii)(a) If an employee, who quits the Agency service is re-employed he may, at the discretion of the authority sanctioning the re-employment and to such extent as that authority may decide count his former service towards leave.

(b) An employee who is dismissed or removed from the Agency service, but is re-instated on appeal or revision, is entitled to count his former service for leave.

(xiii) Unless the competent authority in any case otherwise directs:

(a) If holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances take effect from the first day after the holidays, and

(b) If holidays are affixed to leave (   ) time, the leave (   ) is treated as having terminated on, and any consequent re-arrangement of pay and allowances take effect from the day on which the leave (   ) would have ended if holidays had not been affixed.

(xiv)(1) When an Employee who has proceeded on leave preparatory to retirement before the date of compulsory retirement is required for employment during such leave in any post under Agency and he is aggreesable to return to duty, he will be recalled to duty and the unexpired portion of his leave from the date of rejoining the duty will be cancelled. The leave so cancelled will be treated as leave refused and shall be granted from the date of compulsory retirement or after the expiry of
re-employment if the Employee continues in service up to the date of compulsory retirement or beyond the aforesaid date, as the case may be.

(xv) All order recalling an Employee to duty before the duty of his leave should state whether the return to duty is optional, the Employee is entitled to no concession. If it is compulsory, he is entitled to be treated as on duty from the date on which the Employee starts for the station to which he is ordered and to draw travelling allowance for the journey under the Travelling Allowance Rules but to draw, until he joins his post, leave salary only.

(xvi) An application for leave or extension of leave must be made to the authority competent to grant such leave or extension.

(xvii) An employee transferred to foreign service must, before taking up his duties in foreign service, make himself acquainted with the rules or arrangements which will regulate his leave during such service.

(xviii) Before a Gazetted Employee can be granted leave or an extension of leave, on medical certificate, he must obtain a certificate in the following form:

MEDICAL CERTIFICATE FOR GAZETTED OFFICER

Statement of the case of ____________________ Name (to be filled in by the applicant in the presence of the Civil surgeon or official Medical attendant).

Appointment ____________________

Age ____________________

Total service ____________________

Previous periods of leave if absence on medical certificate.

Habites ____________________

Disease ____________________

I, Civil Surgeon of Medical Officer at or of after careful personal examination of the case hereby certify that ____________ is in a bad state of health and I solemnly and sincerely declare that according to the best of
my judgment the period of absence from duty is essentially necessary for the recovery of his health and recommend that the
may be granted __________ month's leave with effect from __________ (In my opinion it is/is not necessary for
the officer to appear before a Medical Board).

Date ________________

Civil Surgeon

The ________________ of official Medical Attendant.

(xix) Having secured such a certificate, the Employee must, except in cases covered by Rule / 43 (xxii) obtain the
permission of the Head of his office or, if his Department to appear before a Medical Committee. He
should then present himself with two copies of the statement of his case before such a committee. The
committee will be assembled under the orders of the Director of Medical and Health services. The
committee will be assembled either at Jaipur or at other place as the Agency may appoint.

(xx) Before the required leave or extension of leave can be
granted, the Employee must obtain from the committee
a certificate to the following effect:-

"We hereby certify that, according to the best of
our profession al judgment, after careful personal
examination of the case, we consider the health of

__________________ to be such as to render leave of
absence for a period of __________ months absolutely necessary for his recovery".

(xxi) Before deciding whether to grant or refuse the
certificate, the committee may, in a doubtful case,
detain the applicant under the professional observation
for a period not exceeding 14 days. In that case, it
should grant to him a certificate to the following
effect:-

"having applied to us for a medical certificate
recommending the grant to him of leave, we consider it
expedient, before granting or refusing such a certificate,
to detain __________ under professional
observation for ________ days".
(xxii)  (1) If the state of the applicant's health is certified by a Medical Officer of Govts or above the rank of a district Medical Office to be such as to make it inconvenient for him to present himself at any place in which a Committee can be assembled, the authority competent to grant the leave may accept in lieu of the certificate prescribed in Rule 43 (xx) either:

(a) A certificate signed by any two Medical Officers being Medical Officers of or above the rank of District Medical Officer; or

(b) If the authority considers it unnecessary to required the production of two medical opinions a certificate signed by an officer of or above the rank of a District Medical Officer and countersigned by the collector of the district or the Commissioner of the division.

@ (2) Notwithstanding any thing contained in sub-rule (1) the authority competent to sanction leave may dispense with the procedure laid down in rules 43 (xix) and (xx):

(i) When the leave recommended by the authorised Medical Attendant is for a period not exceeding two months, or

(ii). When the applicant is undergoing treatment in a hospital as an indoor patient and the leave is recommended by the Medical Officer-in-charge of the case in the hospital not below the rank of District Medical and Health officer for the period of hospitalisation or convalescence:

Provided that such a Medical officer certificates that in his opinion it is unnecessary for the applicant to appear before a Medical Committee.

(xxiii) The grant of a certificate under Rule 42 (xx) or Rule (xxii) does not in itself confer upon the employee concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave the orders of that authority should be awaited.

(xxiv) (a) Every application for leave on Medical tificate made by a non-gazetted Employee in superior
service shall be accompanied by a Medical Certificate in the form prescribed below this rule
given by a registered medical practitioner defining
the nature and probable duration of the illness, or by a request for the issue
of a requisition for examination by a Medical Officer of Govt.

(b) The authority competent to sanction leave may, at
its discretion secure a second medical opinion by
requesting the District Medical Officer to have the
applicant medically examined. Should it decide to
do, so it must arrange for the second examination
to be made on the earliest possible date after the
date on which the first medical opinion was given.

(c) It will be the duty of the district Medical Officer
to express an opinion both as regards the facts of
the illness and as regards the necessity for the
amount of leave recommended and for this
purpose he may either require the applicant for
leave to appear before himself of require the
applicant for leave to appear before a medical
officer nominated by himself.

"Signature of applicant"

Medical Certificate for Non-Gazetted officers
recommended for leave or extension or
commutation of leave.

I ____________ after careful personal
examination of the case hereby certify that ____________
whose signature is given above, is suffering from
_______________ and I consider that
a period of absence from duty of ________________
with effect from ________________ is
absolutely necessary for the restoration of his
health.

Dated

The Government Medical Attendant
or Other Registered Practitioner

Note: In support of an application for leave or for an extension
derived, an Medical Certificate furnished should be
accompanied with an Application to Grant Leave as given under
this Rule, and the return of leave is also
required to grant the leave only when such
application as it may deem necessary.
(xxvi) Medical officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Employee concerned will ever be fit to resume his duties. In such cases the opinion that the employee is permanently in the Medical Certificate.

(xxvii) Every certificate of Medical Committee or a Medical officer recommending the grant of leave to an employee must contain a proviso that no recommendation contained in it shall be evidence of a claim to any leave not admissible to the Employee under the terms of his contract or of the rules to which he is subject.

Grand of Leave

(xxviii) In case where all application for leave cannot, in the interest of the public service, be granted an authority competent to grant leave should, in deciding which application should be granted take into account the following considerations:

(a) The employees who can, for the time being, best be spared,

(b) the amount of leave due to the various applicants,

(c) the amount and character of the service rendered by each applicant since he last returned from leave,

(d) the fact that any such applicant was compulsorily recalled from his last leave,

(e) the fact that any such applicant has been refused leave in the public interests.

(xxix) (1) When a medical authority has reported that there is no reasonable prospect that a particular Employee will ever be fit to return to duty, leave should not, necessarily be refused to such Employees. It may be granted, if due by a competent authority on the following conditions:

(a) If the medical authority is unable to say with certainty that employee will never again be fit for service, leave not exceeding twelve
months in all may be granted. Such leave should not be extended without further reference to a medical authority.

(b) If an Employee is declared by a medical authority to be completely and permanently incapacitated for further service, leave or an extension to leave may be granted to him after the report of the medical authority has been received, provided that the amount of leave as debited against the leave account together with any period of duty beyond the date of the medical authority's report does not exceed six months.

(xxx) Leave should not be granted to an Employee who ought at once to be dismissed or removed from agency. A service for misconduct or general incapacity.

(xxxi) An employee who has taken leave on Medical certificate may not return to duty until he has produced a medical certificate of fitness in the following form:-

We, the members of a Medical Committee Civil Surgeon of Registered Medical Practitioner of do hereby certify that We/ I have carefully examined of the _______ department and find that he has recovered from his illness and is now fit to resume duties in the Agency service. We/ I also certify that before arriving at this decision we/ I have examined the original Medical Certificate(s) and Statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decisions.

The original Medical Certificate(s) and statement(s) of the case on which the leave was originally granted or extended should be produced before the authority asked to issue the above certificate. For the purpose the original certificate(s) and statement(s) of the case should be prepared in duplicate, one copy being retained by the Employee concerned.

(xxxii) If the employee on leave is a Gazetted officer, such certificates should be obtained from a Medical Committee except in the following case:

(a) Cases in which the leave is for not more than three months.
(b) Cases in which leave is for more than three months or leave three months or less is extended beyond three months, and the Medical Committee granting the original certificate or the certificate for extension state at the time of granting such certificate that the Employee need not appear before another Medical Committee for obtaining the certificate of fitness.

In the excepted cases the certificate may be obtained from a District medical officer or of equivalent rank.

If the employee on leave is not Gazetted officer the competent authority may, in its discretion accept a certificate signed by any registered medical practitioner.

44. Causal Leave:

(1) Causal Leave may be granted up to a maximum of 15 days during a Calendar year. An employee will not ordinarily be permitted to avail himself of more than 10 days causal leave at a time.
Causal Leave unveiled of at the end the calendar year shall leaps.

(2) Causal leave shall be treated at duty for all purposes including drawal of pay and allowances.

(3) If an employee joints services during the course of the year, the casual leave shall be regulated as follows;
   (a) Upto 5 days for service of three months or less.
   (b) Upto 10 days for service of more than three months, but less than six months and
   (c) Upto 15 days for service of more than six months.

4 Permission to leave had quarters during the course of the casual leave shall be obtained.

Privilege Leave:

(1) Privilege leave shall accrue to an employee at the rate of 1/22 in the first year of his service and there after, 1/11 of the period spent on duty. "Duty" for this purpose shall mean the period spent in the service of the Agency excluding period of leave which can be accumulated by an employee shall be 180 days. Leave upto a maximum of 120 days may be sanctioned at any one time;

Provided that an employee shall not be eligible for any leave with pay unless he bas been in continuous service for atleast 11 months. In special cases, the competent authority may at its discretion grant proportionate privilege leave before the expiry of the first 11 months of continuous service and such proportionate privilege leave shall be debited to the employees leave account accruing due in the following year.

(2) In calculating days, fraction of a day shall be omiteed.

(3) An employee on privilege leave shall during the period of privilege leave draw salary which the employee was drawing immediately before proceeding on leave.
46. **Half Pay leave:**

(a) Half pay leave admissible to an Employee in respect of each completed year of service is 20 days.

(b) The half pay leave due may be granted to an officer on Medical certificate or on private affairs.

(c) Commuted leave not exceeding half the amount of half pay leave due maybe granted on Medical certificate only to a Employee in permanent employee subject ot the following conditions:

(i) commuted leave during the entire service shall be limited to a maximum of 240 days;

(ii) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due;

(iii) (Save as provided in sub-clause (iv) the total duration of % (privilege) leave and commuted leave taken in conjunction shall not exceed 240 days.

Provided that no commuted leave may be granted under this rule, unless the authority competent to sanction leave has reason to believe that the employee will return to duty on is expiry.

(iv) The total duration of privilege leave and commuted leave taken in conjunction by a employee, who is undergoing treatment for tuberculosis/ Leprosy/ Cancer/Mental disease in a recognised sanatorium / Hospital shall not exceed 300 days.

47. **Leave not due:**

Save in the case of leave preparatory to retirement leave not due may be granted to an officer in permanent employ for a period not exceeding 360 days during his entire service, but of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the officer may earn subsequently.
An officer on half pay leave not due will be entitled to leave salary equal to half the amount specified in sub-rule (3) of rule 45 subject to maximum of Rs. 750/-.

(ii) An officer on commuted leave will be entitled to leave salary as admissible during the privilege leave.

(iii) An employee on extraordinary leave is not entitled to any leave salary.

48. Extraordinary Leave

(1) As employee may be granted extraordinary leave in special circumstances when no other leave is admissible or when other leave being admissible but the employee applies for the grant extraordinary leave;

(2) No leave salary shall be admissible during the period of extraordinary leave.

(3) Except in the case of employee in permanent employee, the duration of extraordinary leave shall not exceed 3 or 18 months on any one occasion the longer period being admissible subject to such condition as the agency may be general or special order prescribe.

49. Quarantine leave:

(1) Where an employee is precluded from attending office in consequence of the presence of infectious disease in his house hold, he may be granted quarantine leave for a period not exceeding 30 days on a certificate issued by Govt. or Municipal or Local Public Health Officers. Any leave necessary for quarantine purposes in excess of this period shall be treated as privilege leave or where an employee has no privilege leave to his credit, as extra ordinary leave. Where an employee himself is suffering from infectious disease, he shall not be entitled to quarantine leave. For the purpose of this Rule, cholera, Small-pox, plague, Diphtheria and such other diseases as may be declared as infectious disease in this behalf by the State Government in the locality concerned shall be deemed to be "infectious disease"
(2) Quarantine Leave shall be treated as duty for all purposes including dearness of pay and allowance.

50. Study Leave:

The following rules relates to study leave only. They are not intended to meet the case of Employees deputed to other countries at the instance of Board, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties.

(2) Study leave will be admissible to a permanent employee to pursue a course of study which is necessary in the public interest for the working of the Agency.

(3) Study leave will be granted only if the sanctioning authority is of the opinion that leave should be granted in the public interest to pursue a special course of study or investigation of a scientific or technical nature. It will not admissible to a employee who has completed 20 years of service.

(4) Study leave for the purpose of study may be taken either in India or outside India. It may be combined with such other leave as the employee is entitled to. In no case should the grant of this leave, in combination with leave other than extraordinary leave, leave on medical certificate, involve an absence of over nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period as a suitable maximum and should not be exceeded save for exceptional reasons.

(5) Study leave is extra leave on half pay and leave salary during such leave shall be regulated in accordance with help leave Rules.

(5) An Employee where study leave combined with any other kind of leave, except leave for which an employee is required to take leave on medical certificate, be treated as leave on leave salary even if otherwise the employee is not required to take leave on leave salary.
(6) When an employee has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent his absence from duty should be reduced by the excess period of study leave unless he produce the assent of the sanctioning authority to take it as ordinary leave.

(7) All applications for study leave should be submitted to the competent authority and the course of courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein. In the case of study leave outside India if he wishes to make any changes in the programme which has been approved by the competent authority he should submit particulars of changes to the sanctioning authority and should not, unless prepared to do so at his own risk, commence the course of study, nor incur any expenses in connection therewith until he receive approval to the course.

(8) Employee on leave in Europe or America who wishes to convert part of the leave in to study or to undertake a course a study during leave should before commencing study and before, incurring any expenses in connection therewith, submit a programme of their proposed course of study to the Agency the Programme should be accompanied by an official syllabus of the course, if accompanied by any documentary evidence of the particular course.

(9) Agency may prescribe the rate of study allowance for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

(10) Study allowance e admissible upto 14 days for any period of vacation. A period during which an employee interrupts his course for his own convenience cannot be considered as vacation. Study allowance may be given at the discretion of the agency for any period upto fourteen days at one time during which the officer
is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of an employee retiring from the service without returning to duty after a period of study leave the study allowance will be forfeited. The study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above, which cannot be so converted will be excluded in reckoning service for pension.

(11) Employees who are granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the Agency will be prepared to consider proposals that such fees should be paid by agency.

(12) On completion of a course of study a certificate on the proper form, together with certificates of examinations passed or of special study shall be forwarded to Agency.

(13) A. Those who avail of the study leave admissible under the A.S.R. for training should execute bond to serve the agency after conclusion of the training for a period shown in the following scale.

<table>
<thead>
<tr>
<th>Period of study leave</th>
<th>Period for which bond is to executed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three months</td>
<td>One year</td>
</tr>
<tr>
<td>Six months</td>
<td>Two years</td>
</tr>
<tr>
<td>One year</td>
<td>Three years</td>
</tr>
<tr>
<td>Two years</td>
<td>Five years</td>
</tr>
</tbody>
</table>

The form of the bond to be executed should be as given in the appendix XVIII.

51. Terminal Leave:

Terminal Leave to the extent of privilege leave due and admissible may be granted at the discretion of the authorities competent to sanction leave, even when it has not been applied for and refused in the public interest to the following categories of employees on the termination of their service.

(a) a temporary employee whose service are terminated by Quincy on account or retrenchment or on
the abolition of post before attaining the age of superannuation;

(b) re-employee .................. who are treated as new enterants in the matter of leave subject to the condition that such pensioners will not be entitled to draw their pension during the termination leave if the pension was held in abeyance during the period of re-employment;

(c) Persons employed for a period exceeding one year on contract basis in terms of Appendix II of the Rajasthan Service Rules;

(d) unqualified persons who have to vacate their temporary posts to make room for qualified candidates and

(e) persons whose services may have to be dispensed with as a matter of administrative convenience as an alternative to the initiation of disciplinary proceeding against them.

The above decision is not applicable to:

(i) apprentices and persons in non-contours employment of agency who will continue to be governed by the normal rules applicable to them or

(ii) Where the services of the employee have been terminated for taking part in any antinational movement.

If a temporary employee resigned his post on his own violation he may at the discretion on the sanctioning authority, be granted leave not exceeding half the amount of privilege leave at his credit, & (which he can avail at a time. Past cases decided otherwise will, however not be re-opened.

It is not necessary to extend the temporary post to tenure of re-employment or period of this re-employment.

In all cases where any notice of termination of service is required to be given under the terms of employment of the temporary employee concerned and that employee is relieved before the expiry of notice, such notice or the unexpired portion therefore should run concurrently with leave granted.
52. Maternity Leave:

(i) A female employee of the agency who is pregnant on giving notice either orally or in writing to the controlling officer that she expects to deliver a child within six weeks from the date of such notice, shall be permitted if she so desires to absent herself from work up to the day of her delivery.

Provided that the agency may on undertaking to defray the cost of such examination require the woman to be examined by a qualified medical practitioner or midwife, and if the woman refused to submit to such examination or certified on such examination as not pregnant or not likely to deliver a child within six weeks, the controlling officer may refuse such permission.

Provided that the examination under this rule if the female employee so desires be carried out by a lady doctor/midwife.

(ii) An employee on maternity leave shall draw leave salary equal to the pay she drew on the day preceding that on which she proceeded on such leave, and allowances appropriate there-to.

(iii) Maternity leave shall not be granted for more than three occasions during the entire service of the female employees.

(iv) An absence of the female employee during period of maternity leave shall be treated as authorised leave of absence.

(v) Maternity leave shall be restricted to 12 weeks at a time that is to say, six weeks, up to a including the day of her delivery and six weeks immediately following that day.

(vi) No women shall be entitled to maternity benefit unless she has actually worked for a period of not less than 160 days in the months immediately preceding the date of her expected delivery.

Note: Maternity leave under this rule may also be granted in case of miscarriage including abortion subject to the conditions that:

(i) Leave does not exceed six weeks immediately following the day miscarriage and abortion.
(ii) The application for the leave is supported by a Certificate from the authorised Medical Attendant. Maternity leave is not admissible in case of incomplete abortion.

53. Refused Leave:

No leave shall be granted beyond the date on which a Employee must compulsorily retire:

Provided that if insufficient time before the date of compulsory retirement an officer has been denied in whole or in part on account of exigencies of public service, any leave applied for at the date of compulsory retirement, the amount of privilege leave which was due to him on the said date of compulsory retirement, subject to the maximum limit of 120 (or 180 days in case of person enjoying leave ex-India), as prescribed in rule 45 so long as the leave so granted, including the leave granted to him between the date from which the leave preparatory to retirement to commence and the date of compulsory retirement does not exceed the amount of leave preparatory to retirement actually denied, the half pay leave, if any, applied for by an officer preparatory to retirement and denied in the exigencies of public service being exchanged with privilege leave to the extent such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement.

Provided further that an officer whose service has been extended in the interests of the public service beyond the date of his compulsory retirement may be granted privilege leave as under:-

(i) during the period of extension, any privilege leave due in respect of the period of such extension and to the extent necessary; the privilege leave which could have been granted to him under the preceding proviso had he retired on the date of compulsory retirement;

(ii) after the expiry of the period of extension:

(a) the privilege leave which could have been granted to him under the preceding proviso, had he retired on the date of compulsory retirement, diminished by the amount of
Such leave availed of during the period of extension.

(b) Any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the extension and refused to him on account of the exigencies of the public service.

54. Special Disability Leave:

Subject to the conditions specified in this section Agency may grant special disability leave to an employee who is disabled by injury intentionally inflicted or caused in or in consequence of the due performance of his official duties or in consequence of his official position.

(ii) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice. But the Agency if it is satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more than three months after occurrence of its cause.

(iii) The period or leave granted shall be such as is certified by medical Board to be necessary.

(iv) It shall not be extended except on the certificate of a Medical Board, and shall in no case exceed 24 months.

Such leave may be combined with leave of any other kind.

(v) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.

(vi) Leave salary during such leave shall be equal:

(a) For the first 120 days, (3) of any such leave including a period of such leave granted to employees in Superior Service under clause (v) of this rule leave salary in accordance with Privilege Leave.
b) for the remaining remised of any such leave (to Employee in Superior Service) to half pay X (in accordance with proviso to privilege leave).

In the case of a person who is entitled under any law for the time being in force to compensation for disability in respect of which provision is made in this chapter the amount of leave salary payable under disability leave rule will be reduced by the amount of compensation payable to him under such law.

Board may extend the application of the provisions of this section to an employee who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk attaching to the civil post which he holds. The grant of this concession is subject to the further conditions:

(i) that the disability, if due to disease, must be certified by a Medical Board to be directly due to the performance of the particular duty; and

(ii) that if the employee has contracted such disability during service, otherwise than with a military force, it must be in the opinion of the Board, so exceptional in character, or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave and.

(iii) that the period of absence recommenced by the Medical Board may be covered, in part by other leave under this rule and in part by other leave under this rule and in part by other leave, and that the amount of special disability leave granted may be less than 120 or 60 days according as the service is superior or Class IV.

55. Hospital Leave:
In the case of a person to whom the workmen’s compensation Act, 1923 applies, the amount of leave
salary payable under these rules shall be reduced by the amount of compensation payable under the said law.

2. In the case of person to whom the provisions of Employees State Insurance Act, 1948 apply, leave salary payable under these rules shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.

A competent authority may grant hospital leave to a Class IV Employee and to such Ministerial and Subordinate Employees whose pay at the time of admission to hospital is less than Rs. 350/- and whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs etc or the performance of hazardous tasks, while under medical treatment for illness or injury if such illness or injury is directly due to risks incurred in the course of their official duties.

Hospital leave may be granted on leave salary equal to either average or half average pay and for such period as the authority granting it may consider necessary.

Hospital Leave is in addition to other forms of leave that may be admissible to an Employee under these rules.

CHAPTER VIA

56. Deputation out of India.

When an Employee is, with proper sanction, temporarily deputed for duty out of India either in connection with the post held by him in India or in connection with any special duty on which he may be temporarily placed, his pay and allowances, shall be regulated ordinarily in accordance with rules applicable to officers of the Government of India, reproduced below.

Government of India Rules according to which the pay and allowances of Employees deputed for duty out of India are regulated:-

@ F.R. 51 (1) When an Employee is, with proper sanction, temporarily deputed for duty out of

Contd....49
India either in connection with the post held by him in India or in connection with any special duty on which he may temporarily be placed, he may be allowed by the President to draw during the period of deputation the same pay which he would have drawn had he remained on duty in India.

Provided that an Employee, who is placed on deputation while already on leave out of India on average pay, may be required by the President to continue to be on leave in which case he shall be given during that period, in addition to his leave salary, an honorarium of one-sixth of the pay which he would have drawn had he remained on duty in India; the cost of passages from and to India shall be borne by him.

Note :- The portion of the pay which an Employee may be permitted to draw in foreign currency while on deputation abroad will be determined in accordance with the orders issued by the President in this regard from time to time.

(2). An Employee on deputation may also be granted a compensatory allowance in a foreign country of such amount as the President may think fit.

The foreign exchange equivalent of the pay, honorarium, or compensatory allowance admissible under sub-rule (1) of sub-rule (2) shall be calculated at such rate of exchange as the President may by order prescribe.

CHAPTER VII

Joining Time

57. An employee may be granted joining time to enable him:

(a) To join a new post to which he is appointed while on duty in his old post, or directly on relinquishing charge of that post.

(b) To join a new post.

(i) On return from leave or

(ii) When he has not sufficient notice of his appointment to the new post on return from leave other than that specified in such clause (i) above.

Contd....50
58. (a) Time reasonably required for the journey between the places of training and the stations to which an employee is posted immediately before and after the period of training is treated as part of that period.

(b) An employee who is appointed while on leave to a post other than that from which he took leave, may be granted full joining time.

(c) Where an order of appointment to join a new post does not involve a change of residence from one station to another not more than one day shall be allowed to join such new post. A holiday counts as a day for the purpose of this sub-regulation.

59. Period of Joining time admissible:

Six days time shall be granted for preparation and in addition a period to cover the actual journey will be calculated as follows:

(a) For the portion of journey

(i) By rail

(ii) By Motor car or Bus plying for Public hire

(iii) In any other way

(b) for a fraction of any distance prescribed in (a) above, a day will be allowed.

(c) A sunday will not be counted as a day for the purpose of these calculations, but Sundays will be included in the maximum period of joining time of 30 days.

(d) Travel by road not exceeding 8 Kms to and from railway or bus station at the beginning or the end of the journey will not count for calculating joining time.

(e) Joining time shall be calculated by the route which is ordinarily used for travel unless competent authority for special reasons otherwise orders.

(f) Joining time shall be calculated from the place other than the employees head quarters, if he is authorised to make over charge of the post at such other places.

Contd...51
(g) If an employee is appointed to a new post while in transit from one post to another his joining time, excluding second period of six days begins on the day following that on which he receives the order of appointment.

(h) If an employee takes leave while in transit from one post to another, the period which has elapsed after handing over of charge of old post shall be included in his leave.

(i) An employee while on leave will be entitled to joining time when appointed to a new post provided that the joining time will be calculated from his old station or from the place in which he receives order of appointment whichever calculation will entitled him to less joining time.

60. Joining time may be extended by a Competent Authority, upto the maximum limit of 30 days on such conditions as he may think fit in the following circumstances:

(i) When an employee falls sick on the journey on transfer.

(ii) When an employee has spent more time on joining than is allowed under rule 59 for the reasons beyond his control and not with standing due diligence on his part.

61. Payment during joining time:

An employee during joining time shall be treated as on duty and shall draw his pay as under:

(a) If joining time under clause (a) of rule 59 he will draw the pay on which he would have drawn had he not been transferred or the pay which he will draw on taking charge of his new post, whichever is less.

(b) If on joining time under clause (b) of rule 57 he will draw leave salary at the rate at which he last draw it on leave, other than extra ordinary leave. However, no payment will be made if he is on joining time after returning from extra-ordinary leave.

(c) If the transfer to the new post is not made in the interest of the Agency but at the request

Contd....52
6.1 **Service Book of an employee**

Service book, as may be prescribed, shall be maintained for each employee of the Agency from the date of his first appointment. Cost of service book will not be charged from the employee.

62. The service Record of an employee shall be maintained by the authority under who he is working and shall be transferred to the employee's new headquarters within three days after the employee has handed over charge of his post at the old headquarter.

63. Every step in an employee's official life must be recorded in his service book and each entry attested erasures or over-writing shall be made in the service book. Corrections if any shall be neatly made and attested.

64. **Scrutiny of service by the official concerned**:

(a) The authority who maintains the service record will permit an employee to examine his service book at any time he desired to do so with a view to ensuing that it is properly maintained.

(b) A duplicate copy of the service book in the prescribed from will remain in possession of the employee and it will be his duty to see that entries from service book maintained in the Agency are got entered in his copy of service book under attestation of the authority who maintains the service book from time to time.

(c) The cost of the duplicate service book will be fixed by the Agency and charged from the employee.
of the employee himself no payment will be allowed while on joining time but a Competent Authority may grant leave admissible to him to cover period between the date of handing over charge at his old station and that of taking over charge at another station, if he applies for such leave.

(d) An employee transferred to a post on return from level shall during the period of taking over charge draw the presumptive pay of the post held by him substantively before proceeding on leave and if he was holding the post in officiating capacity, he will draw the officiating pay of that post of the pay which will be admissible to him taking over charge which will be admissible to him after taking over charge which ever is less.

(e) No pay or leave salary shall be admissible if an employee who does not join his new post after the expiry of joining time: willful absence from duty after they expiry of joining time will be treated as misbehaviors.

Note: Competent authority being satisfied with the reasons furnished by the employee may commute this period into extraordinary leave to avoid interruption in service
CHAPTER IX

DELEGATIONS

65. (a) Board may delegate any of its powers to competent authority under the various regulations, and for that purpose list of delegated power is attached at Annexure1.

(b) Accept where the Board by general or special order directs otherwise, a power may be exercised by a competent authority to which it is delegated in respect of those employees of the Agency only who any under administrative control of that authority.

(c) The nature of power delegated shall be clearly specified by any other regulation of sub regulation.

(d) If any power conferred upon a competent authority by the regulation is not specified, it is to be understood that such power is not delegated to any authority of the Agency.

(e) Delegation of powers to a competent authority under this chapter shall not operate to restrict upon the Board to exercise any powers conferred by these regulations.

66. In the circumstances not covered in these Rules or conditions or clarification the same will be governed with Rajasthan Service Rules.

67. These Rules are supplement to Rajasthan State Seed Certification Agency Rules, and not in supersession to them. Any change addition, Alteration and amendment if any ever made will be in accordance to Rajasthan State Seed Certification Agency Rules.
CHAPTER X

FOREIGN SERVICE

68. No. Employ may be transferred to foreign service against his will.

69. A transfer to foreign service is not admissible unless-

(a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by an Employee, and

(b) The Employee transferred holds, at the time of transfer, a post paid from the Agency Fund, or hold a lien on such a post hand his lien not been suspended.

70. If an Employee is transferred to foreign service while on leave, he ceases, from the date of such transfer, to be on leave and to draw leave salary.

An Employee transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer and may be given such substantive or officiating capacity immediately before his transfer and may be given such substantive or officiating promotion in those cadres as the authority competent to order promotion may decide. In giving promoting, such authority shall take into account:

(a) the nature of the work performed in foreign service, and

(b) the promotion given to juniors in the cadre in which the question of promotion arises.

Nothing in this rule shall prevent a member of a subordinate service from receiving such other
promotion in Agency service as the authority who would have been competent to grant the promotion, had he remained in Agency service may decide.

71. An Employee in foreign service will draw pay from the foreign employer from the date on which he relinquishes charges of his post in Agency service. Subject to any restrictions which the Agency may, be general order impose, the amount of his pay, the amount of joining time admissible to his and his pay during such joining time will be fixed by the authority sanctioning his transfer in consultation with the foreign employer.

72. (a) The deputation of officers will be Govern by the term and conditions decided by the Board.

73. (a) While an Employee is in foreign service contribution towards the contributed provident Fund must be paid to the Agency Fund on his behalf.

(b) If the foreign service is in India, contributions must be paid on account of the cost of leave salary also.

(c) Contribution due under clause (a) and (b) above shall be paid be the Employee himself, unless the foreign employer consents to pay them.

They shall not be payable during leave taken while in foreign service.

73. The rate of contributions payable on account of Provident Fund and leave salary be such as the Agency may be general orders prescribe.

74. Agency may while sanctioning a transfer to foreign service :-

(a) remit the contributions due in any case or class or cases, and

(b) make rules prescribing the rate of interest, if any to be levied on over due contributions,
75. If a contribution for leave salary or provident fund due in respect of an Employee in foreign service is not paid within 15 days from the end of the month in which it is based has been drawn by the Employee concerned, interest must be paid to Agency on the unpaid contribution, unless it is specifically remitted by the Agency at the rate of (two naye paisa) a day per Rs. 100/- from the date expiry of the period of fifteen days up to the date on which the contribution is finally paid. The interest shall be paid by the Employee or the foreign employer according as the contribution is paid by the former or the latter.

76. An Employee in foreign service may not be granted leave otherwise than in accordance with the rules applicable to the service of which he is a member and may not take leave or receive leave salary form Agency unless he actually quits duty and goes on leave.

77. (a) An Employee in foreign service out of India may be granted leave by his employer on such conditions as the employer may determine. In any individual case the authority, sanctioning the transfer may determine before hand, in consultation with the employer, the employer. The leave salary in respect of leave granted by the employer will be paid by the employer and the leave will not be debited against the employees leave account.

(b) In special circumstances the authority sanctioning the transfer to foreign service out of India may make arrangement with the foreign employer, under which the leave may be granted to the Employee in accordance with the rules applicable to him as an Employee if the foreign employer pays to Agency Fund leave contribution at the rate prescribed.
78. An Employee in foreign service if, appointed to officiate in post in Agency, will draw pay calculated on the they of the post in Agency service on which he holds a lien or would hold a lien had his lien not been suspended and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.

79. An Employee reverts from foreign service to Agency Service on the date on which he takes charge of his post in Agency service provided that if he takes leave on the conclusion on foreign service before rejoining his post, his reversion shall take effect from such date as the Agency on whose establishment he is borne may decide.

80. When an employee reverts from foreign service to Agency service, his pay will cease to be paid by the foreign employer, and his contributions will be discontinued with effect from the date of reversion.
SCHEDULE

The services of a number of G.Servants have been transferred from time to time to the Autonomous Bodies / Public Sector Corporations mentioned below:

1. The University of Rajasthan
2. The University of Udaipur.
3. The University of Jodhpur
4. The Malviya Regional Engineering College, Jaipur.
5. the Board of Secondary Education, Ajmer.
6. The Rajasthan Small Industries Corporation, Jaipur.
7. The Rajasthan Financial Corporation, Jaipur.
8. The Rajasthan State Hotels Corporation, Jaipur.

While in the case of G. Servant transferred to some of these Bodies and Public Sector Corporations, specific orders have been passed in regard to the leave, Pensionary, and Other benefits admissible to them on such transfer no such orders have been issued in respect of Govt. Servants transferred to the other Bodies. Even where such orders have been issued it has been found that the benefits so given were either not uniform or the orders were not comprehensive. With a view to ensure uniformity in the matter, and to cover all cases of such transfers in the past and also cases which may arise hereafter; the Governor has been pleased to lay down the following uniform terms for the transfer of the services of G. Servants to any of the Autonomous Bodies/Public Sector Corporations mentioned above and to any other Autonomous Body/Public Sector Corporation which may in future be constituted by the Government of Rajasthan.

1. **Permanent G. Servants who have put in not less than 25 year's service on the date of transfer** - The services of this category of G. Servants will not unless they so desire, be transferred to the Autonomous Body, Public Sector Corporation, but they will be treated as on deputation till they attain the age of compulsory retirement prescribed in the Rajasthan Service Rules. All contributions to the State Government on account of leaves, Pension etc. will be borne by the new
employer. On retirement they shall be granted Pensionary/provident fund benefits as may be due under the Rajasthan Service Rules/Jodhpur Contributory Provident Fund Rules. They will, however, not be allowed any deputation allowance except under a specific order of Government.

In the event of such an G. Servant opting for the permanent transfer of his services to the Autonomous Body / Corporation the transfer of service shall be governed by Clause II below.

II. Permanent G. Servants who have not put in 25 years' service on the date of transfer :- The services of Govt. Servants belonging to this category shall on their exercising option be transferred permanently on the Autonomous Body/ Public Sector Corporation with the following benefits :-

(A) Protection of substantive pay and scale of pay by the Autonomous Body/Corporation. The substantive pay and scale of pay in which such pay is drawn immediately before the date of transfer of services will be protected as if the Employee had continued to serve under the Government, provided that the Autonomous Body/Public Sector Corporation may allow substantive or officiating pay and scale better than the protected pay and scale.

(B) Leave :- The amount of privilege leave standing at the credit of the G. Servant on the date of transfer his services may be availed of by him while under the service of the Autonomous Body/Public Sector Corporation. When leave of similar nature is applied for and is admissible under the rules of the new employer, no amount of leave salary from the Government shall be paid. However, if similar leave applied for on any particular occasion is in excess of the leave due Under the new employer and such excess leave is sanctioned against the amount of leave due at the time of transfer from Government service, the Government shall reimburse to the Autonomous Body/Corporation the amount of leave salary in respect of the excess leave so availed of, according to the Rajasthan Service Rules, as existing on the date of his transfer to the Autonomous Body/Public Sector Corporation.

Contd... 3
(C) Pensionery/Provident Fund benefits :- (1) An employee who is under Pension scheme shall have the option to accept either of the following benefits :-

(i) to receive proportionate pension / gratuity according to rules, for service rendered under the Govt. of

(ii) to accept in lieu of pension and any other form of retiring benefits or gratuity that may be admissible under (i) above, Govt. contribution to the Provident Fund maintained by the Autonomous Body/ Public Sector Corporation of an amount equal to 8% of his monthly pay drawn from time to time during service under Govt. with simple interest at the rate applicable from time to time and also special contribution if admissible to employees governed by Jodhpur Contributory Provident Fund Rules. The amount of the contribution together with interest thereon will earn simple interest at two per cent per annum from the date of transfer of service till such time it becomes payable:

Provided that if option at (1) above is exercised by the G. Servant concerned will not be eligible to received family pension benefits admissible to him under Chapter XXIII, XXIII A, & XXV of Rajasthan Service Rules on the date of transfer of his services to Autonomous Bodies/Public Sector Corporations etc. No deduction of portion of gratuity where it is required to be surrendered in terms of Rule 268 Govt. of Taj. Service Rules will be made in their case.

(2) In the case of a G. Servant who is no Jodhpur Contributory Provident Fund Scheme, the amount standing at his credit along with Govt. contribution plus interest thereon and also special contribution if admissible under the Jodhpur Contributory Provident Fund Rules on the date of transfer of his service to Autonomous Body/Public Sector Corporation etc. shall be transferred to the Provident Fund Account of the employee under that body, provided that the amount equivalent to Govt. contribution plus interest thereon and special contribution so transferred shall not be payable to the employee if he resigns, or in any

Contd...4
other manner voluntarily leaves the service of the Autonomous Body/Public Sector Corporation etc. before reaching the age of 55 years. The amount of Government Contribution plus interest thereon and special contribution payable by the Govt. will earn simple Interest at two Per cent from the date of transfer his service till such time the amount is actually transferred to Provident Fund Account of the employee concerned in the body.

Note: Where the amount of Govt. contribution plus interest thereon and special contribution is not payable in the circumstances mentioned in this clause, it shall be retransferred to Govt. by that body together with interest earned on the amount so transferred during the period the amount remained with the body concerned.

(3) The amount of pensionary and provident fund benefits referred to in Clauses (1) and (2) above shall become payable on the Government Servant:
(a) attaining the age of 55 years, or completing 30 years qualifying service (including his service Under the Govt.) in the Autonomous Body/Public Sector Corporation concerned, or
(b) Retiring prematurely under circumstances which would not have resulted in a forfeiture of pensionary benefits, had he continued in Govt. Service.

III. Temporary G. Servants: The services of temporary G. Servants shall be deemed to have been terminated from the date of transfer of their service to the Autonomous Body/Public Sector Corporation etc. and they shall be paid such gratuity as may be admissible under the Govt. Service Rules.

2. Recovery of Govt. dues: The erstwhile G. Servant shall continue to be liable to pay all sums due to Govt. at the time of his transfer to the Autonomous Body/Public Sector Corporation and such Body/Corporation shall effect recovery thereof on behalf of the Government.

3. Discharge from Govt. Service: If a permanent Govt. Servant whose services have been taken over by an Autonomous Body/Public Sector Corporation etc. consequent upon the transfer to such Body/Corporation or the functions of the Department in which he held a lien
elects not to serve such Body/Corporation, he shall, with effect from the date of his relief therefrom, be treated as a G. Servant selected for discharge owing to the abolition of his permanent post.

4. Non-applicability to certain categories of employees: These orders will not apply to -

(i) G. Servant who have been deputed to the Autonomous Body/Public sector Corporation for a specified period on standard terms of deputation, prescribed under the Raj. Service Rules.

(ii) G. Servant who have already opted to remain in the service of the Autonomous Body/Public Sector Corporation under terms superseded by this order and who do not exercise a fresh option to be governed by these orders.

(iii) G. Servant who have been recruited directly by any of the above mentioned bodies, except by the Malviya Regional Engineering College, other than as a consequence of Government department or institution being transferred to or converted into Autonomous Bodies or Public Sector Corporation, the cases of such directly recruited persons being governed by Government Order No. F. 7A (43) Fd(Rules) 60 dated 18.4.1962.

(iv) G. Servant's transferred to Rajasthan State Electricity Board and Rajasthan State Road Transport Corporation.

5. Options :- (1) The options available under this order should be exercised within the period mentioned below :-

(a) Option under Clause I of paragraph 1. Any time during service under the Autonomous Body/Public Sector Corporation prior to reaching age 55.

(b) Option under main Clause II of Paragraph 1. Within 3 Months of the transfer of services to the Autonomous Body/Public Sector Corporation or within 3 months of the framing by the Autonomous Body/Corporation of Rules governing the conditions of employment under them or within 3 months of the publication of this order whichever may be later.

Contd....6
Option under Sub-Clause Any time during Service (1) of clause II of prior to reaching age 55 paragraph 1.


All options should be exercised through an application in writing addressed to the Head of the Department under which the G. Servant was last serving a copy thereof being endorsed to the administrative head of the Autonomous Body/Public Sector Corporation wherein service is being rendered. Where the Head of Department has ceased to function, the copy may be sent to the Secretary to the Govt. in the Department dealing with such Autonomous Body/Public Sector Corporation. In the case of Gazetted Officers, copies should be endorsed also to the Secretary to the Govt. in the concerned Administrative Department and to the Accountant General, Rajasthan, Jaipur.

Attention is invited to Finance Department order dated 23.7.1968 (Decision No.4) above lay down the terms for transfer of the services of G. Servant to Autonomous Bodies/Public sector corporation. A question has been raised as to what treatment would be accorded to Govt. Servants who, on their own accord applied for direct recruitment and have already been appointed, went initially on deputation by their own choice and were subsequently given regular appointment or may be appointed in future by direct recruitment or transfer of services in Public Sector Undertakings/ Autonomous bodies. The matter has been considered and it is clarified that the provisions of the aforesaid order do not apply to such Government Servants.

2. However, with a view to cover all such cases of transfers or appointments by direct recruitment in the past and also cases, which may arise hereafter, the Governor has been pleased to order that in the case of permanent or temporary G. Servant whose appointments under Govt. were made in accordance with provisions of relevant Service Rules regarding recruitment, promotion etc. promulgated under proviso
to Article 309 of the Constitution of India, or on the recommendations of the Rajasthan Public Service Commission or Departmental Selection Committee and who have completed not less than 5 years continuous service under Govt. at the time of transfer of their services to autonomous bodies/public sector corporations, the transfer of their services may be treated in public interest and retirement benefits, subject to provisions contained in paragraph 3 and 4 below may be allowed to such Govt. Servants.

3. The term "transfer in public interest" referred to in paragraph 1 above, shall for the purpose of these orders, mean:-

(a) Transfer to a Public Sector Undertaking or Autonomous Body, situated in Rajasthan and in which Rajasthan Government money is invested either in shares or loans,

(b) Transfer to a public sector undertaking or Autonomous body, situated in Rajasthan in which Government money may not be invested, but the existence of such an undertaking/body may be beneficial for the economic development of Rajasthan. This will also apply to autonomous bodies or public sector corporations under the control of the Government of India.

4. Retirement benefits:-

(a) Where the G. Servant is under pension scheme in lieu of pensionary benefits, an amount equal to what the Govt. would have contributed had the officer been on Jodhpur Contributory Provident Fund Scheme together with simple interest at the rates applicable from time to time, and also special contribution if admissible to employees governed by Jodhpur contributory Provident Fund Rules, in respect of his pensionary service under Govt. may be credited to his Provident Fund Account under the body, at the time the Officer attains the age of superannuation as existing at the time of his transfer to the public sector undertakings or autonomous body,

(b) In the case of a G. Servant who is on Jodhpur Contributory Provident Fund Scheme, the amount standing to his credit along with Govt. contribution plus inter-
est thereon and special contribution if admissible, shall be payable to him on his attaining the age of superannuation as existing at the time of his transfer to the Public Sector Undertakings or autonomous body.

(c) The amount payable under (a) and (b) above will also earn simple interest @2% per annum from the date of transfer of his service till such time it becomes payable.

(ii) Leave: The amount of privilege leave standing at the credit of the G. Servant on the date of transfer of his services may be availed of by him while under the service of the autonomous body/public sector corporation. When leave of similar nature is applied for and is admissible under the rules of the new employer, no amount of leave salary from the Govt. shall be paid. However, if leave applied for on any particular occasion is excess of the leave due under the new employer and such excess leave is sanctioned against the amount of leave due at the time of transfer from Government Service, the Govt. shall reimburse to the Autonomous Body/Corporation the amount of leave salary in respect of the excess leave so availed of, according to the Agency Service Rules, as existing on the date of his transfer to the Autonomous Body/Public Sector Corporation.

(iii) The provisions contained in clause (i) and (ii) above shall not apply to the G. Servant transferred to Public Enterprises under the control of the Government of India. He shall, however, on his permanent absorption, be entitled to:

A. Pension: (A) Pension and/or gratuity as admissible under the Rajasthan Service Rules for service rendered by him under the Government at the end of period of Two years of his absorption, provided that if the G. Servant concerned attains the age of superannuation, within these two years, he shall be entitled to receive the benefits from the date of superannuation. He shall not be entitled to family pension under Chapter XIII, XIII A, XIV of the Raj. Service Rules.

b. In lieu of monthly pension admissible under (a) above the G. Servant concerned may opt to receive Contd.....
a lump sum amount worked out with reference to commutation able obtaining on the date from which pension will be admissible and payable. The option will be exercised within six months of absorption.

(c) Any further Liberalisation of pension rules decided upon by the Govt. after the permanent absorption of the G. Servant in the Public Enterprises would not be extended to him.

(d) In cases where a G. Servant at the time of absorption has less than 10 years qualifying service he will only be eligible to proportionable service gratuity in lieu of pension and to Death-cum-Retirement Gratuity based on length of service.

3. Provident Fund: The amount of Government contribution and/or subscription together with interest thereon, standing in the Provident Fund Account of a Government Officer, be transferred to his new Provident Fund Account under the enterprise, if he so desires, provided the concerned enterprise also agrees to such a transfer. If, however, the concerned enterprise does not operate a Provident Fund, the amount, in question shall be refunded to the subscriber. Once such a transfer of Provident Fund balance has taken place, the Officer will be governed by the Provident Fund Rules of the concerned enterprise and not by the Provident Fund Rules of the Government.

5. These concessions may not be claimed as a matter of right, but may be sanctioned by the Government in individual cases where the same are merited. Individual cases will be dealt with by the Administrative Department concerned, in consultation with the Finance Department.

6. The decision contained in preceding paragraphs will apply only where the service of a G. Servant is transferred permanently to Autonomous Bodies or Public Sector Undertakings and it will not apply to case of transfer to a Private Institution or Private Sector Corporation.
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post</th>
<th>Method of Recruitment</th>
<th>Pay Scale</th>
<th>Qualification for selection</th>
<th>For Deputation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Director</td>
<td></td>
<td>1700-60-2000</td>
<td>Minimum II Class M.Sc (Botany/Agri, Botany) with plant Breeding Agronomy/Horticulture (Vegetable)/Seed Technology with minimum 15 years experience of research and Farm Management Seed Production/or Experience of Development &amp; Agriculture Extension Programme. 10 years experience of Officer cadre alongwith Experience of all Seed Production Programmes to prepare plants etc. with the knowledge of Administration and Technical Job.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>S.C.O.</td>
<td>100% Promotion</td>
<td>1150-50-1650</td>
<td>Minimum II class M.Sc. Botany/Agri-Botany with Plant Breeding/Agronomy/Horticulture (Vegetables) and Minimum 7 Years experience in seed Technology Research Farm Management Seed Production Development and Agri Extension. Out of this minimum, 5 years experience of responsible gazetted post.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Dy. S.C.</td>
<td>40% Selection 60% Promotion</td>
<td>750-30-1020-40-1300-50-1350</td>
<td>M.Sc Botany/M.Sc Agriculture with plant breeding and genetics, M.Sc (Agronomy), M.Sc (Seed Technology) or Horticulture Vegetable with at least 5 years experience in Seed Production/Seed Certification in N.S.C. State Department of Agriculture of University of Udaipur.</td>
<td>V</td>
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</tbody>
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<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post</th>
<th>Method of Recruitment</th>
<th>Pay Scale</th>
<th>Qualification for selection</th>
<th>For Deputation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Accounts Officer</td>
<td>Deputation or by Promotion</td>
<td>750-30-1020-40-1300-50-1350</td>
<td>From amongst Accountant Qualified Comm. years expert having 5 post of Acc on the accountant.</td>
<td>Selected by R.P.S.C. Rajasthan Accounts Service having 3 years experience in any Public undertaking.</td>
</tr>
<tr>
<td>6.</td>
<td>Accountant</td>
<td>Selection or on Deputation or by promotion</td>
<td>500-20-740-25-940</td>
<td>Qualified having 5 year Accountant ence on the are experi- Jr. Accountant post of</td>
<td>Selected by R.P.S.C. as Commercial Accountant.</td>
</tr>
<tr>
<td>7.</td>
<td>Gnomographer Gr. 1</td>
<td>Selection/ Promotion</td>
<td>550-20-710</td>
<td>Graduate has of Shortnhern the sped 120/60 word and Typing having 5 year per minute or of Grade I pars experience with the stenographer w.p.m. sped of 120/60</td>
<td></td>
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<tr>
<td>8.</td>
<td>Stenographer Grade II</td>
<td>Selection/ Promotion</td>
<td>450-10-490</td>
<td>Graduate has sped of shing the and typign 100/40 having 3 year or ence if Mat experi-</td>
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<td>6</td>
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<tr>
<td>10.</td>
<td>Office Supdt.</td>
<td>Deputation/Or by Promotion</td>
<td>550-20-710-25-1010</td>
<td>From amongst tenographer Grade I or pice Assistant having years experience of Office Assistant.</td>
<td>Permanent Govt. Employees working as Office Supdt. Grade I in any Govt. Department.</td>
</tr>
<tr>
<td>11.</td>
<td>Office Assistant</td>
<td>Promotion</td>
<td>460-10-490-20-770</td>
<td>Minimum3 yer experience on the part of U.D.C.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Upper Division Clerk</td>
<td>Promotion</td>
<td>385-10-415-15-480-20-650</td>
<td>Graduate having 3 years experience having 7 years experience of L.D.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Lower Division Clerk</td>
<td>Direct Recruitment</td>
<td>355-10-415-15-550-20-570</td>
<td>Minimum 1hr. condary with Hindi or English typing having the speed of 30 &amp; 40 word per minute respectively.</td>
<td></td>
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<tr>
<td>15.</td>
<td>Peon cum Cycle Sawar</td>
<td>Direct Recruitment</td>
<td>240-3-270-4-290</td>
<td>Litrante the cycle Knowing.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Chowkidar</td>
<td></td>
<td>240-3-270-4-290</td>
<td>- do -</td>
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WITH REFERENCE TO RULE 8 FOLLOWING AUTHORITY HALL
EXERCISE THE POWERS OF A COMPETENT AUTHORITY UNDER RULES.

A-GENERAL

<table>
<thead>
<tr>
<th>S.No.</th>
<th>No. of Service Rules</th>
<th>Nature of Power</th>
<th>Authority to which the power is delegated.</th>
<th>Authority</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>9 (9) (b)</td>
<td>Power to issue orders that the employee should in certain circumstances be treated as on duty.</td>
<td>DIRECTOR</td>
<td>Full powers,</td>
<td>(1) the temporal</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>(2) the appoint</td>
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<tr>
<td>2.</td>
<td>18</td>
<td>Power to fix pay and allowances of an employee treated as on duty under rules 7 (9) (b).</td>
<td>Any authority empowered to treat the employee concerned as on duty under rules 7 (9) (b).</td>
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<td>3</td>
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<td>5</td>
</tr>
<tr>
<td>23</td>
<td>Power to allow an employee to count extra ordinary leave for increment on account of special reasons beyond control of the employee.</td>
<td>Appointing Authority</td>
<td>Full Powers.</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Power to make officiating appointment in respect of clear temporary/permanent vacancies.</td>
<td>Appointing Authority</td>
<td>Full Powers.</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Power to sanction the order taking the work for which fee is offered and he acceptance of fee</td>
<td>Director</td>
<td>Full powers up to a maximum of Rs. 1200/- to individual in a year.</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Power to Appoint an employee to hold two independent posts at any one time and to fix the pay.</td>
<td>Director</td>
<td>Full powers provided that they have power to appoint an employee substantively to each of the posts concerned and provide further that the post have a clear and well defined charge and sphere of responsibility.</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Lower to grant leave of all kinds.</td>
<td>(i) Board</td>
<td>(A) Full powers for the employees for which he is authorised to make substantive appointment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Director</td>
<td>(B) Upto four months for other employee working under him.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(iii) S.C.O./Dy. S.C.O.</td>
<td>Upto four months for all members of the staff subordinate to him.</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Power to extend. Joining time.</td>
<td>(i) Board</td>
<td>Full powers within maximum limit in 30 days in circumstances narrated in rules 53.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Director</td>
<td>Upto 10 days in addition to the normal joining time admissible under rules in the circumstances narrated in rules 53.</td>
<td></td>
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</tbody>
</table>

Note: These powers will be exercised in respect of non gazetted employee only and reasons for extension of joining time shall be recorded in the orders.
### Proposed Amendments in RSSOPCA Rules-1980

#### Subject

<table>
<thead>
<tr>
<th>Rule in RSSOPCA</th>
<th>Rules of State Govt.</th>
<th>Proposed Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Chapter-III (Rule-8)</strong>&lt;br&gt;Age of the First Appointment</td>
<td>Minimum and Maximum age of entry into the Service of the Agency shall be 18 &amp; 28 year respectively provided that the Agency may relax the upper age limit up to 35 years in the case of Women Candidates and up to 5 Year in case of Schedule Caste and Schedule tribe candidates.</td>
<td><strong>Prabhām nīyukti kē samāv āraṇya rajārājīvī sēvā mē prakṣuṭh hōnē kē ṅūntam āraṇya sēma krama: 16 vṛṣh ṇv 33 vṛṣh nīyukti hī dīnēk 24.05.2004 sē 35 vṛṣh kē gāṛī hī.</strong>&lt;br&gt;18 vṛṣh kē āraṇya sē kām āraṇya kē karmanvādikā kō ṅun pādo pē nānāh lānā jāna chāhīye jīn pē pratiṣmōta (jāmanā) līya jāna āavātāhī hō. Māhīlāō kē liṇē rajā sēvā mē pravēṣ kē liṇē, āvikātām āraṇya sēma 40 vṛṣh hōṛī. Anuṣūyā ṇīyukti jānti ēy āva jānte kē āvikātām kē liṇē nīyukti kē āvikātām sēma sē 5 vṛṣh āvīk hōṛī. Āryaṭ jīnā nīyām mē jō āhyā āvikātām āraṇya sēma nīyukti hī usmā 5 vṛṣh jōḍkār āhyā āvikātām kē nīyukta kīya jī sākṣhī hā.</td>
</tr>
</tbody>
</table>

<p>| Rule 37: Officiating Allowance | Combination of appointment: The Board or a competent authority may appoint an employee to hold additional charge of second post and allow special pay not exceeding 1/10th of his pay if dual arrangement continue of more than 60 day but up to a maximum period of 6 months. | कार्यवाहक मात्र की दर 1.1.1998 से (1) जब दूसरे धारण किए गये पद के समान या निम्न है किन्तु अधीनस्थ नहीं है। अतिरिक्त पद का 3 %, 60 दिन तक किन्तु अधी अधिक 30 दिन से कम नहीं और 60 दिन से अधिक होने पर 6 %। (2) जब दूसरा पद अपने द्वारा धारण किए गये पद से उच्च है। 30 दिन तत्का इससे अधिक किन्तु 60 दिन तक उच्च पद का 50(क) के अधी रथापन बेलन तत्का अपने पद के प्रारंभिक वेतन का 3 % तक. | As per State Govt. Rules (RSR) |</p>
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>3. Chapter-VI: Rule 45</td>
<td>Privilege leave (1) Privilege leave shall accrue to an employee at the rate of 1/22 in the first year of his service and there after 1/11 of the period spent of the duty. &quot;Duty&quot; for this purpose shall mean the period spent in the service of the Agency excluding period of leave which can be accumulated by an employee shall be 180 days. Leave up to a maximum of 120 days may be sanctioned at any one time.</td>
<td><strong>दिनांक 1.1.1985 से राज्य कर्मचारी के उपाधिजीवित अवकाश के त्योहारों में प्रत्येक कलेंडर वर्ष में दो बार 1 जनवरी को 15 दिन का तथा 1 जुलाई को 15 दिन का उपाधिजीवित अवकाश अधिम रूप में जमा किये जायेंगे। सेवा नियम-59 के प्रावधानों को ध्यान में रखते हुए एक राज्य कर्मचारी को एक साल में अधिकतम 120 दिन का उपाधिजीवित अवकाश स्वीकृत किया जा सकेगा। यदि उसे ऐसे अवकाश को किसी कारण दूरे पेट्रोलियम/अस्पताल में जी.सी.के. केंट्रल अथवा भारतीय रेल निदेशक अधीक्षण लेने के लिए आवश्यक हो तो एक समय में 180 दिन का उपाधिजीवित अवकाश स्वीकृत किया जा सकता है।</strong></td>
<td>As per State Govt. Rules (RSR)</td>
</tr>
</tbody>
</table>
| 4. Chapter-VI [Rule 46] Half Pay Leave | Save as provided in Sub-Clause IV the total duration of % (Privilege) Leave and commuted leave taken in conjunction shall not exceed 240 days. | **(क) एक राज्य कर्मचारी की प्रत्येक वर्ष की पूर्ण सेवा पर 20 दिन का अर्थव्यवस्थान अवकाश अर्थित होगा।
(ख) उपरोक्त (क) के अनुसार देय अर्थव्यवस्थान अवकाश विधिनिष्ठ प्रमाण पत्र के अधार पर अर्थ निजी कारण के अधार पर स्वीकृत किया जा सकता है।** | As per State Govt. Rules (RSR) |
<p>| 5. Chapter-VI [Rule 52] Maternity Leave | A female employee of the Agency who is pregnant on giving notice either orally or in writing to the controlling officer that the expects to deliver child within six weeks from the date of such notice, shall be permitted if she so desire to absent herself from work up to the day of her delivery. | <strong>दो से कम उत्तरजीवी संताने वाली किसी महिला सरकारी कर्मचारी को प्रसूति अवकाश उसके प्रारंभ की तारीख से 135 दिन को कारणी कत मंगूळ की जा सकेगी तथापि यदि इसका दो बार उपयोग करने के परवरण भी कोई उत्तरजीवी संतान नहीं हो तो प्रसूति अवकाश एक बार और मंगूळ की जा सकेगी। सेवा पुरस्कार में इसकी प्रतिष्ठा पूरक से की जाेगी। प्रसूति अवकाश की अन्य शर्तें यथावत रहेगी।</strong> | As per State Govt. Rules (RSR) |</p>
<table>
<thead>
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<th>Rules of State Govt.</th>
<th>Proposed Rule</th>
</tr>
</thead>
</table>
| 6. Chapter-VII: Rule 57 | Period of Joining Time admissible six days time shall be granted for preparation and in addition a period to cover the actual journey will be calculated as follows:  
(a) For the portion of Journey- One day for each.  
(i) By Rail- 500 Kms  
(ii) By Motor Car or Bus plying for Public hire-150 Kms  
(iii) If any other way-25 Kms  
(b) for a fraction of any distance prescribed in (a) above a day will be allowed.  
(c) A sunday will not be counted as day for the purpose of these calculation but sunday will be included in the maximum period of joining time of 30 days. | (क). पदमार ग्रहण काल की गणना— एक कर्मचारी को दे य स्थीराय पदमार ग्रहण काल की गणना उसके पुराने पद स्थान (ओल्ड हेड क्वार्टर्स) से की जावेगी चाहे वह अपने पद का कार्यभार किसी भी दूसरे स्थान पर समाप्त जो दूरे दूरा स्थान हो या अस्थायी स्थायात्मक वाला अन्य स्थान हो। स्थायात्मक होन पर पद भार ग्रहण काल की गणना तिम प्राकार से की जावेगी:—  
1. 1000 कि.मी. या उससे कम दूरी पर –10 दिन  
2. 1000 कि.मी. से अधिक दूरी पर–12 दिन  
3. 2000 कि.मी. से अधिक दूरी पर 15 दिन  
यदि उत्तर दूरियों के भीतर रहते हुए एक कर्मचारी को 200 कि.मी. से अधिक (निर्देश) सड़क भार पर चलना पड़े तो पदमार ग्रहण काल की अवधि कमश:12, 15, एवं 15 दिवस हो जावेगी।  
दूसरी कि.मी. का तात्पर्य वास्तविक रेल दूरी से है। | As per State Govt. Rules (RSR) |

C:\Documents and Settings\Acer OEM User\My Documents\B.L.TAK\BOARDMEETINGS\Board Rules.doc
As per agenda item No. 59.6 of 59th General Meeting of Board of Directors of Rajasthan State Seed & Organic Production Certification Agency dated 12.9.2007, amendment in Rule 21 of Rajasthan State Seed Certification Agency Rules 1976 and Service Regulations became effective 1.11.1980 ispso facto be placed before the Board all over again and have its approval. The enclosed draft regulation is hereby approved by the Board as such.

Encl: As above
OFFICE ORDER

As per agenda item No. 59.6 of 59th General Meeting of Board of Directors of Rajasthan State Seed & Organic Production Certification Agency dated 12.9.2007, amendment in Rule 21 of Rajasthan State Seed Certification Agency Rules 1976 and Service Regulations became effective 1.11.1980 ipso facto be placed before the Board all over again and have its approval. The enclosed draft regulation is hereby approved by the Board as such.

Encl: As above

DIRECTOR
DRAFT RESOLUTION

WHEREAS draft of the Employees Service Regulations were placed before the Board of the Rajasthan State Seed Certification Agency on 1.11.1980.

WHEREAS the Regulations were required to be got approved by the Central Seed and Certification Board in terms of Rule 21(3) then existing.

WHEREAS Rule 21 of the Rajasthan State Seed Certification Agency 1976 was amended as apparent from Office Memorandum dated 30th April 2007 so as to vest power in the Governing Body of the Rajasthan State Seed Certification Agency.

WHEREAS by the said amendment the Regulations became effective w.e.f. 1.11.1980 ipso facto.

WHEREAS the Rajasthan State Seed Certification Agency has been advised that although it in not necessary so to do by way of abundant caution the Employees Service Regulations be placed before the Board all over again and have its approval.

WHEREAS it is necessary to have legally made Employees Service Regulations without which there will be total chaos in the matter of services of the employees.

Now therefore, by way of abundant caution the Board of the Rajasthan State Seed and Organic Production Certification Agency affirm and approve all over again the said Regulations as the Employees Service Regulations of the Rajasthan State Seed Certification Agency
GOVERNMENT OF RAJASTHAN
Cabinet Secretariat

Sd/-Regarding copy of a comparative statement of the existing and the proposed rules.

With reference to the Cabinet Decision sent to HE the Governor for approval of rules and notification at the time of making new rules or amendment in the rules, a comparative statement of the existing rules and the modified rules is required to facilitate the processing of such Cabinet Decision by the Governor's Secretariat for seeking orders of HE the Governor.

It is, therefore, requested that a comparative statement of the existing rules and the modified rules be sent to this Secretariat along with proposal seeking approval of HE the Governor in case of new rules or amendment of rules, as the case may be.

(Tapesh Paywar)
Secretary to Government

All Additional Chief Secretaries/
Pr. Secretaries/ Secretaries
U.O. Note No. F.2(1)Cab/2007
Jaipur, dated: 18-12-2007
GOVERNMENT OF RAJASTHAN
AGRICULTURE (Gr. I) DEPARTMENT

No.F.1(5)Agri.I/09  Jaipur, dt. 21.8.07

ORDER

Sanction is hereby granted for creation/upgradation of the following posts in Rajasthan State Seed and Organic Production Certification Agency:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the post</th>
<th>No. of post</th>
<th>Details</th>
<th>Rules for Mode of filling the posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director</td>
<td>1</td>
<td>Addl. Director in place of Jt. Director</td>
<td>On deputation from Agri. Department</td>
</tr>
<tr>
<td>2</td>
<td>Chief Seed Certification Officer</td>
<td>1</td>
<td>Upgradation</td>
<td>On deputation from Agriculture Department</td>
</tr>
<tr>
<td>3</td>
<td>Seed Certification officer</td>
<td>4</td>
<td>New creation</td>
<td>100% by promotion of RSSOPCA Rules, 1989.</td>
</tr>
<tr>
<td>4</td>
<td>Dy. Seed Certification Officers</td>
<td>6</td>
<td>New creation</td>
<td>50% by promotion of RSSOPCA officers</td>
</tr>
<tr>
<td>5</td>
<td>Asstt. Seed Certification Officer</td>
<td>20</td>
<td>New creation</td>
<td>Deputation from Agri. Deptt.</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>32</td>
<td></td>
<td>Direct recruitment</td>
</tr>
</tbody>
</table>

The level of upgradation and cadre of officers for the aforesaid posts would be as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the post</th>
<th>Cadre of officer and level of upgradation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director</td>
<td>Jt. Director, Agri. upgraded to the level of Addl. Director, Agriculture</td>
</tr>
<tr>
<td>2</td>
<td>Chief Seed Cert. Officer</td>
<td>Jt. Director, Agri. (Botany)</td>
</tr>
<tr>
<td>3</td>
<td>Seed Certification Officer</td>
<td>Dy. Director, Agri.</td>
</tr>
<tr>
<td>4</td>
<td>Dy. Seed Certification Officer</td>
<td>Agri. Res. Officer</td>
</tr>
<tr>
<td>5</td>
<td>Asstt. Seed Certification Officer</td>
<td>Asstt. Agri. Res. Officer</td>
</tr>
</tbody>
</table>

Contd., 2
साजस्थान राज्य बीज एवं जैविक उत्पादन प्रमाणीकरण संस्था
पत्र कृषि भवन, जयपुर

क्रमांक एक्स'5( ) पीए / बीजप्रसं / बोलमिण / 71.21 / 2015 /

दिनांक

कार्यालय आदेश

संस्था के संचालक मण्डल की 71वीं बैठक दिनांक 9.10.2015 के बिन्दु संख्या 71.21 पर संचालक मण्डल के अनुमोदन के अनुसार संस्था के संस्था दिनियन 1980 में संलग्न अनुसूची के क्रमांक 3 के साथ संबंध सं 3 में विधान प्रविष्टि के स्थान पर निम्नांकित प्रविष्टि अन्त:स्थापित की जाती है :-

“संस्था के सहायक बीज प्रमाणीकरण अधिकारी एवं कृषि विभाग में सहायक कृषि अनुसंधान अधिकारी (संस्थापती) के पदों से 80:20 के अनुपात में शह-प्रतिशत पदोन्नति”

यह आदेश पूर्व में जारी सभी आदेशों/निर्देशों को अतिक्रमित करते हुए दिनांक 9.10.15 से प्रभावी होगा।

(गणपूरडान शर्म) निदेशक

क्रमांक एक्स'5( ) पीए / बीजप्रसं / बोलमिण / 71.21 / 2015 /

दिनांक 8।12।15

प्रतिलिपि सुचनार्थ एवं आवश्यक कार्यवाही हेतु --
1. निजी सचिव, श्रीमान अध्यक्ष एवं सचिव,कृषि, शासन सचिवालय, जयपुर
2. श्रीमान शासन सचिव एवं आयुक्त,कृषि एवं उद्योगी, कृषि विभाग, जयपुर
3. मुख्य बीज प्रमाणीकरण अधिकारी,जयपुर
4. बीज प्रमाणीकरण अधिकारी, संस्थापन
5. लेखाधिकारी, मुख्यालय, जयपुर
6. गार्ड फाइल

निदेशक