

THE WOOL DEVELOPMENT BOARD SERVICE REGULATIONS, 1993

TITLE: These Regulations may be called "The Wool Development Board Service Regulations."

COMMENCEMENT: The Regulations will come into force with effect from date the same are approved by the Board and sanctioned by President of India.

DEFINITIONS: In these Regulations, unless the context indicates otherwise: -

- a) "Appointing Authority" in relation to an employee, means the authority specified as such in the schedule appended to these Regulations.
- b) "Board" means the Central Wool Development Board.
- c) "Chairman" means the Chairman of the Central Wool Development Board.
- d) "Vice-Chairman" means Vice-Chairman of the Central Wool Development Board.
- e) "Member Secretary" means Member Secretary of the Central Wool Development Board.
- f) "Employee" means any person appointed to service or post in connection with the affairs of the Board but will not include a person appointed on casual basis. A casual worker shall mean a person who is not a regular employee and is employed for work that is essentially of occasional, casual or seasonal nature.
- g) "Regulations" means the Central Wool Development Board Service Regulations.
- h) "Service" means service in connection with the affairs of the Board.

NOTE: Words and phrases not defined above will in case of doubt have the same meaning as given to them in Fundamental Rules and Supplementary Rules of the Government of India.

SCOPE:

The Regulations have been framed by the board to define the terms and conditions of service of the employees of the Board including their pay and allowances and shall apply to every employee of the Board.

Provided the Board shall have power to vary the terms and conditions in regard to any or all of the service matters mentioned herein, in respect of employees of any class of category or of employees posted at any of its offices, centers or agencies established by the Board.

EXCEPTION:

Employees, whether of the Union or the State Government or State-owned Undertaking, whose services are placed at the disposal of the Board on Foreign Service shall be governed by such terms as may be laid down for the purpose by the Board.

DELEGATION OF POWERS:

The Board may, by a resolution confer on any Committee, Chairman, Vice-Chairman and Member Secretary or on any other officer of the board any of its powers in

these Regulations. The Member secretary may with the approval of the Board confer on any officer of the Board any of his powers. Delegated powers shall be exercised subject to such conditions and the Board may prescribe limits as in the resolution or authorization by the Board.

CLASSIFICATION:

The employees of the board shall be classified as follows:

- a) Group A – Post carrying a scale of pay with a maximum of Rs. 4,000 and above
- b) Group B – Post carrying a scale of pay with a maximum of Rs. 2,900-Rs. 3,999
- c) Group C – Post carrying a scale of pay with a maximum of Rs. 1,151-Rs. 2,899
- d) Group D – Post carrying a scale of pay with a maximum of Rs. upto Rs. 1,150

RECRUITMENT RULES:

In regard to recruitment to the various posts in the Board and matters connected thereto, the provisions of the recruitment Rules of the Board as may be amended from time to time shall be applicable to the employees of the Board.

CRETION OF POSTS, APPOINTMENTS AND MEDICAL CERTIFICATE OF FITNESS:

1. Consent with the requirement of the Board, the Board will recommend creation of all posts irrespective of scales of pay for approval by the Government. Government approval shall be necessary for creation of all post and to the appointment of persons who attained age of superannuating whether they are from public or private sector, where pay proposed to be fixed including pension and pensioner equivalent of other retirement benefits exceeds Rs. 3,000/- or the posts carrying scales of pay of Rs. 3000/- to Rs. 4,500/-. Appointments shall be made on the recommendations of the Selection Committee constituted for the purpose under Recruitment/Promotion Rules.
2. No person shall be taken in service unless he furnishes to the Board a medical certificate of fitness in the prescribed form from the Approved Medical Officer/Medical Board either before appointment or within such time as may be permitted, after joining service, by the Appointing Authority.

Explanation: Medical Certificate of fitness shall not be required in the cases of following employees: -

- a) Permanent employees of the Central or State Government on deputation/foreign service to the Board.
- b) Temporary Government Servants, who have already been medically examined if transferred to the board without break in service, provided the Head of the Office from which they are transferred has certified that the employees have already produced the requisite medical certificate of fitness.
- c) Persons appointed to posts, carrying a scale of pay with a maximum of not less than Rs. 750/- & above and which are not likely to last for more that 3 months.

- d) A person appointed to a post, carrying a scale of pay, the maximum of which is less than Rs. 750/-, for a period not exceeding six months.
- e) Retired Government Servants/Ex-Servicemen re-employed immediately on retirement without break in service.

NOTE:

If the persons initially appointed for a specified period of 3/6 months, as indicated at (C) and (D) of above, are subsequently retained in service with the Board beyond the stipulated period without break, they shall, however, be required to produce Medical Certificate as prescribed under this Regulation.

PROBATION:

- a) Persons recruited direct in any 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. During the period of probation or extended period of probation, the Appointing Authority may terminate the appointment of a direct recruit without assigning any reason therefore.
- b) During the period of probation, a person shall be liable to be discharged by a month's notice. Similarly during the period of probation, if a person desires to leave the services of the board, he shall give a month's notice in writing to the appointing authority or in lieu of one month's notice, pay a sum equivalent to his pay plus allowances for the notice period or such part of the notice period by which the actual notice falls short of one month, unless the appointing authority relaxes the condition of notice either in full or in part in special circumstances to be recorded in writing.
- c) Provided that the board may terminate the appointment of a person on probation forthwith without such notice on payment to him a sum equivalent to the amount of his one month pay plus allowances at the same rate at which he was drawing them immediately before the termination of his service, for the period of the notice or, for the period by which such notice falls short of one month as the case may be.

SENIORITY:

The Board may prepare a gradation list in respect of each category of the employees indicating their seniority on the basis of the principles as may be determined by the Board. The gradation lists so prepared should be circulated to the concerned employees. The lists will become final only on approval by the Board after circulation to the concerned employees.

PROMOTIONS:

Promotions to all posts shall be made in accordance with the Recruitment Rules.

RESIGNATION OF SERVICE:

An employee who has completed his period of probation shall not resign his service in the board without first giving three months notice of his intention to do so.

Failure to give adequate notice shall make the employee liable to pay to the Board as compensation a sum equivalent to his pay plus allowances for the period by which the notice falls short.

Provided the Appointing Authority shall have power to waive the notice period either in full or in part in special circumstances to be recorded in writing.

Provided further that notwithstanding the provision contained above, the appointing authority shall have power not to accept resignation of any employee who has completed probation, if any disciplinary proceedings are pending against the employee or if it is considered in the interest of the Board.

NOTE:

The expression "Month" used in this Regulation means 30 days, which shall be reckoned according to the Gregorian calendar, and shall commence from the day following that on which the employee or the Board gives notice as the case may be.

RETIREMENT/TREMINATION OF SERVICES:

- a) Every employee of the Board shall retire on the last day of the month in which he attains the age of fifty-eight.
- b) The retention of an employee beyond the age of fifty-eight years in the board's service where such retention is considered to be in the interest of the Board shall require the approval of the Board.

Explanation:

1. Approval of the Central Government shall be necessary in the case of re-employment of persons after the age of Superannuating of the pay proposed to be fixed exceeds the amount of Rs. 3000/- including pension and pensioner and retirement benefits of the posts carrying scales of pay of Rs. 3000/- to Rs. 4500/-.
2. Notwithstanding the provisions contained in clause (1) above, the board may retire or terminate the service of an employee, in the interest of the board, by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice.
3. Nothing in this regulation shall affect the right of the Board to terminate the service of an employee by giving him a notice of three months or pay in lieu thereof on his being declared mentally or physically disabled for further continuance in service by the approved medical officer. An appeal may lie against the opinion of the Medical Officer provided that it is preferred within a period of one month. The Board to such Medical Authority may refer the appeal as the Board may decide and the opinion of such Medical Authority shall be considered as final and conclusive. The approved Medical Officer shall not be below the rank of Civil Surgeon and the appellate medical authority shall be the authority superior to Civil Surgeon.
4. An employee of the board may also voluntarily retire, by giving notice of not less than three months in writing to the Board, after he has attained the age of fifty years. Provided he has completed at least 20 years service in the board.

PROVIDENT FUND:

Every employee who is appointed in the service of the Board shall become a member of the Wool Development board contributory Provident Fund in accordance with the rules on the subject.

SERVICE RECORD:

- a) A Service book shall be maintained, in the prescribed form, in respect of each employee of the Board. The service book shall contain the name of the employee, date of birth, permanent address, residential address, educational qualifications, the substantive post held by the employee, the name of the post in which the employee is officiating, pay scale of pay, date of joining the board, next date of increment, amount of leave availed of from time to time and such other particulars as may be considered necessary.
- b) Every event in an employees' official career must be recorded in the Service Book and shall be attested by the appointing Authority or by an officer authorized by him.

CONFIRMATION OF STAFF:

All the employee other than those appointed on purely temporary basis, for specified periods will be eligible for confirmation on satisfactory completion of the period of probation.

GENERAL:

- i) The Board may for reasons to be recorded in writing waive or modify the operation of any of these regulations in respect of any employee.
- ii) Whenever there is any doubt about the meaning or extent of application of any of these regulations, the decision of the Board thereon shall be final and binding.
- iii) No additions or alternations to these regulations shall have force until passed by a Resolution of the Board.

APPLICATION OF OTHER RULES:

- i) Such of the Rules and Regulations which have not been referred to herein but are in force in the Board from time to time, shall apply to the employees of the board except where the said provisions have become repugnant due to any of the provisions laid down in these regulations.
- ii) The following matters concerning the service conditions of the employees of the Board viz. entitlement to leave, Traveling Allowance, House Rent Allowance/City compensatory Allowance, Medical facilities, Pay fixation, Leave Travel Concessions, Children's educational allowance, Reimbursement of tuition fee, Advances to staff under General Financial Rules, increments and other allied matters shall be governed, to the extent not specifically covered by these regulations, or by other rules and orders of the Board or by specific decisions of the Board, by the Rules and Regulations set forth in the Government of India

Fundamental Rules and supplementary Rules including Government of India orders, decisions and audit instructions cited there under till such time the Board's own rules on each subject come into force.

REPEAL AND SAVING:

- a) Any regulations or rules corresponding to these regulations in force immediately before the commencement of these regulations and applicable to the Board's employees to whom these regulations apply are hereby repealed, provided that any order made or action taken under the Regulations or Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.
- b) All appointments made in the Board prior to the coming into force of these regulations shall be deemed to have been made under these regulations and all the present employees of the Board shall be governed by these regulations.

SCHEDULE:

Sr.No.	Classification of Posts	Appointing Authority
1	Group A – Post carrying a scale of pay with a maximum of Rs. 4,000 and above	Chairman
2	Group B – Post carrying a scale of pay with a maximum of Rs. 2,900-Rs. 3,999	Chairman
3	Group C – Post carrying a scale of pay with a maximum of Rs. 1,151-Rs. 2,899	Member Secretary
4	Group D – Post carrying a scale of pay with a maximum of upto Rs. 1,150	Member Secretary