

Orissa State Financial Corporation (Staff) Regulations, 1975

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ORISSA-STATE-FINANCIAL-CORPORATION-STAFF-REGULATIONS-1 of 1975

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Orissa State Financial Corporation (Staff) Regulations, 1975Published vide Notification Orissa Gazette Part 7, dated 19.3.1976, page 701Preamble. - Whereas it is necessary to define the terms and conditions of appointment and service of the staff of the Orissa State Financial Corporation and to provide specifically the nature of their duties, official conduct and discipline and the remuneration payable to them, the Board of Directors, in exercise of the power conferred by Section 48 of the State Financial Corporations Act, 1951 (LXIII of 1951) and after consultation with the Reserve Bank of India and with the previous sanction of the Government of Orissa has made the following Regulations, namely ;Chapter-I Preliminary

1. Short title.

- These Regulations may be called the Orissa State Financial Corporation (Staff) Regulations, 1975. It shall come into force with effect from the 26th May, 1975.

2. Application.

(1)These Regulations shall apply to;(a)Every whole time employee of the Corporation;(b)Staff employed temporarily or advisers, Officers or other staff recruited on special contracts, unless the contracts contain different provisions.(2)Nothing in these regulations shall apply to the Managing Director, unless the application of him on all or any of these regulations has been approved by the Orissa State Government.(3)The Corporation may, with the previous sanction of the State Government and in consultation with the Reserve Bank of India enter into a special agreement or arrangement with an employee with terms and conditions which may vary from the provisions of these Regulations.

3. Definitions.

- In these regulations, unless there is anything repugnant in the subject or context;(a)"Corporation" means the Orissa State Financial Corporation;(b)"The Board" means the Board of Directors of the Corporation and in relation to any powers exercisable by it and includes the Executive Committee;(c)"The Managing Director" in relation to any power exercisable by him, includes any Director or officer who is authorised by the State Government, to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.(d)"The Secretary" in relation to any power exercisable by him includes any officer authorised by the Managing Director to exercise the powers of the Secretary during the temporary absence of the Secretary;(e)"Pay" means the amount drawn monthly by an employee of the Corporation as the pay which has been sanctioned for a post held by him /her substantively or in an officiating capacity or to which he/she is entitled, by reason of his/ her position in a cadre, and includes;(i)Special pay and personal pay;(ii)any other recurring emoluments which may be specially classed as pay by the Board.(f)"Substantive Pay" means the pay other than special pay and personal pay and other emoluments classed as pay by the Board under Regulation 3 (ii) to which an employee is entitled on account of a post to which he/she has been appointed substantively or by reason of his/her substantive position in a cadre;(g)"Probationary pay" means the pay other than special pay and personal pay and other emoluments classed as pay by the Board under Regulation 3 (e) (ii) to which an employee is entitled on account of a post to which he/ she has been appointed on probation;(h)"Special pay" means an addition, of the nature of pay to the emoluments of a post or of an employee of the Corporation granted in consideration;(i)of the specially arduous nature of the duties; or(ii)of a specific addition to the work or responsibility;(i)"Personal pay" means an additional pay granted to an employee-(i)to save him/her from a loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or(ii)in exceptional circumstances, or other personal considerations.(j)"Average pay" means the average monthly pay earned while on duty during the ten complete calendar months immediately preceding the month in which the employee proceeds on leave and in the case of an employee who has not been on duty for more than a year the average monthly pay earned while on duty during the calendar months immediately preceding the months in which he/she proceeds on leave;(k)"Compensatory allowance" means allowances granted in consideration of personal expenditure or loss of amenities or private practice, necessitated by the special circumstances in which duty is performed;(l)"Duty" includes-(i)Service as a probationer,(ii)period spent on casual leave duly authorised;(m)"Family" means an employee's wife/husband, son and stepsons, if they are legitimate and below 21 years of age, daughters and step daughters, if they are legitimate and either unmarried or widowed.When an employee dies while on duty or for the purpose of gratuity "Family" includes parents, sisters and minor brothers if actually they are residing with him and wholly dependent on him/her.

4. Circulation of Amendment.

- Any new Regulation or alteration in an existing Regulation shall be issued in the form of a circular for circulation among the staff :Provided that no new Regulation or an alternation in an existing Regulation shall operate to reduce the scale of any of an employee on which he/she is entitled to

draw pay in a substantive capacity on the day the new Regulation or alteration comes into force.

5. Power to interpret and implement Regulations.

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

6. Managing Director, power to delegate.

- The Managing Director may, subject to such restrictions and for so long as he may deem fit, delegate to the Secretary or any other Officer appointed by him in this behalf, any of the powers conferred on him by these regulations in relation to employees except the powers referred to an Regulations 7(iii), 8, 15, 16, 17, 21, 44, 56, 87. Chapter-II Appointment, Probation and Termination of Services (See Section 8 - Appointments)

7. Classification of staff.

- (i) The Staff of Corporation shall be grouped as follows : Class - "A" Officers Class - "B" Officers Class - "C" Subordinate Staff. (ii) Classification of Staff. - The Board shall fix from time to time the number of posts in all categories, the service conditions, the method of recruitment/ promotions, the criteria for eligibility for recruitment/promotion etc., required for each post. The pay scale of the officers, the Supervisory and ministerial staff and the subordinate staff shall be as laid down in the Appendix hereto. (iii) Temporary staff. - Notwithstanding anything contained in these regulations the Managing Director may employ staff in Class B, and on a temporary basis for a period not exceeding 3 months on the pay scale laid down in the Appendix to these regulations.

8. [Power of Appointment. [Substituted vide Orissa Gazette Extraordinary No. 631/26.5.1986.]

- All appointment to the service of the Corporation shall be made by the Managing Director provided that no person in Class 'A' shall be appointed to the services of the Corporation unless a Selection Committee appointed by the Board has selected him/her : Provided that no person shall be appointed as an officer unless his/ her appointment is first approved by the Board : Provided further that no person shall be appointed unless he is found medically fit for service under the Corporation : Provided further that the terms and conditions of the appointment fixed by the Selection Committee/Managing Director shall be final subject to any reference under Regulation 45 in case of first appointment : Provided further that the provisions of Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 (Orissa Act 38 of 1975) and the rules made thereunder and the provision for reservation of posts and services for physically

handicapped persons as may be made by the State Government from time to time shall be followed mutatis mutandis] :Provided further that the provisions for reservation of posts and services for ex-servicemen as may be made by the State Government from time to time shall be followed mutatis mutandis.

9. Certificate of the health and good character.

- No person shall be appointed to the service of Corporation unless -(a)he/she has been certified by a qualified medical practitioner approved by the Corporation to be of sound construction and medically fit and free from all communicable diseases and is fit for employment under the Corporation.(b)he/she produces certificates of good character from two respectable persons.

10. Age.

- The age of a person at the time of his/her first appointment to the service of the Corporation shall not exceed 25 years provided that the Board may in special cases appoint or Authorise the appointment of persons above the said age limit to obtain the service's of experienced staff:Provided further that the maximum age limits for entry in to the Corporation service shall be as follows :

Class of employee Minimum age

1. Class "A" 21 years
2. Class "B" & "C" 18 years.

11. Grant of advance increment on first appointment.

- The Board may grant in exceptional cases advance increments to an employee on his/her first appointment.

12. Re-appointment in the Corporation Service.

(1)No person who has been dismissed or has otherwise ceased to be in the service of the Corporation shall be re-employed without the specific approval of the Board:Provided that no Government servant who has been dismissed from Government services would be re-employed by the Corporation without the specific approval of the Board.(2)Except as otherwise provided by the Board at the time of his/her re-employment, these regulations shall apply to a person who is re-employed in the Corporation service as if he/she had entered the service for the first time on the date of his/her re-employment.

13. Commencement of Service.

(1)Except as otherwise provided by or/under these Regulations, 'Service' of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these Regulations at the place and time intimated to his/her by the Managing Director provided that he/she reports before noon otherwise his/her service shall

commence from the next following working day.(2)Definition of Service. - 'Service' includes the period during which an employee is on duty as well as on leave duly authorised by the Managing Director but does not include any period during which an employee is absent from duty without permission or overstay his/ her leave, unless specially permitted by the Managing Director.Section IIProbation

14. Period of probation.

(1)An officer directly recruited to the Corporation's service shall be required to be on probation for a period which shall not be less than six months and more than one year as may be fixed at the time of appointment.(2)Employees not included in Sub-Regulation (1) of this Regulation shall, on their first appointment in the Corporation's service, be required to be on probation for one year or for any lesser period as the Board may decide.

15. Discharge during probation.

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

16. Managing Director's power to extend probationary period.

- The period of probation of an employee may be extended at the discretion of the Managing Director, if its work is not found satisfactory during the probationary period. In the case of officers the approval of the Board should be taken and in other cases the Managing Director should extend the period on his own authority, but in no case shall the total probationary period exceed two years.Section IIITermination of Service

17. Termination of Service by notice.

(1)During the probationary period an employee shall not leave or discontinue his/her service in the Corporation without giving prior notice in writing to the Managing Director or his/her intention to leave or discontinue the service. The period of such notice shall not be less than 15 days.(2)After confirmation an employee shall not leave or discontinue his/her service in the corporation without giving prior notice in writing to the Managing Director his/her intention to leave or discontinue the service The period of such notice shall not be less than three months except in cases where special contract is executed.(3)An employee who shall contravene the provisions of the foregoing Sub-regulation shall be liable to pay to the Corporation as compensation a sum equal to his/her probationary substantive pay for the period of notice required of his/her.(4)The Corporation may terminate the service of any employee after expiry of the period of his/her probation on giving

him/her : (a) three months' notice, or substantive pay in lieu thereof, if he/she is a confirmed employee. (b) 15 days' notice or substantive pay in the lieu thereof if he/she is an employee under probation. The power to terminate the services of an employee shall be exercised by the Managing Director, subject to in the case of an officer, with the prior approval of the Board. (5) Nothing in this regulation shall effect the right of the Corporation: (a) to retire or dismiss an employee without notice on pay in lieu thereof in accordance with the provision of the Regulations 18 and 44; (b) to determine the service of an employee without notice or pay in lieu thereof on his/her being certified by the Corporation's Medical Officer to be permanently incapacitated for further continuous service in the Corporation. Explanation I. - The expression 'month' used in this Regulation shall be reckoned according to the English Calendar and shall commence from the day following that on which notice is given by the employee or the Corporation, as the case may be. Explanation II. - A notice given by an employee under sub-regulations (1) and (2) shall be deemed to be proper only if he/she remains on duty during the period of the notice, and an employee shall not be entitled to seat of any leave earned and not availed of by him/her against the period of such notice. Explanation III. - If an employee to whom notice is given by the Corporation in pursuance of this Regulation absents himself/ herself from duty without permission during the period of notice he/she shall not be entitled to receive any pay or allowance during the period of absence and shall further be liable to such further penalties as the Managing Director may deem fit to impose.

18. Superannuation and retirement.

- An employee shall retire at fifty eight years of age provided that the Board may/at its discretion sanction from time to time the extension of employment of an employee for a period not exceeding one year at a time until he/she attains the age of sixty years. Explanation I. - For the purpose of these Regulations service shall not be included any period of service rendered by an employee before attaining the age of twenty one year; Explanation II. - Notwithstanding anything contained in this Regulation, where an employee has at the credit of his/her leave account, ordinary leave earned and has in sufficient time before the date of retirement either-(1) formally applied for leave and been refused it; or (2) ascertained in writing from the Managing Director that leave if applied for would not be granted he/she may be permitted to avail of the leave so refused and in that case the employee would be deemed to have retired from service on the expiry of the leave.

18A. [Premature Retirement of OSFC employees. [Inserted vide O.G.E. No. 162 dated 17.2.2006.]

- Scheme and procedure for premature retirement of Corporation Employees.

1. Notwithstanding anything contained in Regulation 18, the Corporation shall have the right to review the employees and order for premature retirement of an employee on his/her attaining the age of 50 years or 55 years as the case may be or on his/her completing 30 years of regular service in the Corporation as per the procedure laid down hereunder.

(a) Cases of 'A' Class employees who have attained the age of 50 years or 55 years, as the case may be, on the 30th June and 31st of December of a year shall be reviewed by Review Committees constituted by the Board of Directors comprising M.D. as Chairman and two other Directors. This Committee shall ordinarily meet in July and January of the year on the dates to be fixed by their Chairman, but if the meetings cannot be held either because of non-availability of records or any other administrative difficulty, the Chairman of the Committee may fix meetings on other dates which shall, in no event, be later than the 31st of August or 28th of February, as the case may be. If the case of any employee cannot be considered because his records are not available, the Committee shall proceed to consider other cases; the case of the employee whose work could not be reviewed shall be considered in the next meeting. Reviews should not be postponed merely because the report for the immediately preceding year is not available; if the reports for the period ending with the second preceding year are not such as to justify premature retirement, the Committee may take a view on the basis of available reports. In other words, deferment of the review till the latest report is available will be justified where the earlier reports do not clearly establish either the suitability or unsuitability of an employee for continued employment and the Committee would like to consider the latest report on his work and conduct before arriving at a firm conclusion. This will ensure that reviews take place expeditiously and employees are spared of the uncertainty inevitable on unspecified deferment of reviews.

(b) Cases of 'B' and 'C' class employees should be reviewed only once during a year by the Review Committee formed by the Board in this regard comprising the M.D. as Chairmen and three senior most officers. Those who have attained the age of 50 or 55 years on the 30th of June will be subject to the review, which should ordinarily be completed before the 31st of August of the year. If there are difficulties in completing the review by this date, every effort should be made to ensure that the review is completed before the 31st of December.

(c) Once an employee's case has been reviewed and he has been found by the competent authority to be deserving for continued employment after attaining 50 years of age, there shall be no further review of his case till he attains 55 years of age. Similarly, the case of an employee who was not prematurely retired in pursuance of the review conducted on his attaining 55 years of age shall not be reviewed thereafter. If, however, review was deferred in any case, it may be reviewed in the meeting held after records were available.

(d) Premature retirement in pursuance of Regulation 18(A) of these Regulations can be ordered in public interest only and not as a penalty to the employee concerned.

(e) It will not be in interest of the Corporation to retain an employee in service, if - (i) he is clearly lacking in integrity, or (ii) although his integrity is not in doubt, his physical or mental condition is such as to make him inefficient for further service, or (iii) even though his work in a lower grade was satisfactory, he clearly lacks in the standard of efficiency required to discharge the duties of the post he presently holds.

(f) The objective of the review is to weed out persons of doubtful integrity or patent inefficiency from the Corporation. In order however that no such decision is taken arbitrarily or without very careful appraisal of facts, the Review Committee shall, wherever it recommends premature retirement of an employee, record the reasons of its findings in adequate detail.

(g) The Committee shall consider each case in the light of entries in the employee's character roll and such other authentic reports as may be available. While the reports earned by an employee throughout his career may be considered for purposes of formulating a general opinion on his integrity and efficiency, no recommendation for premature retirement should be based on stray entries or on entries except the more recent. Entries of the last five years should be assigned the highest importance and if these reports are not on the whole adverse, viz. do not indicate that the

employee's case falls under either of the three criteria referred to in paragraph (e) above, he should, unless there are overwhelming reasons to the contrary be recommended for continuance in service either till the next review or till the date of normal superannuation, as the case may be. (h) Notwithstanding certain adverse entries in the employee's confidential character roll, he was promoted to a higher post, adverse entries prior to his promotion should be ignored. It would be absurd and wholly inequitable to retire an employee prematurely on the strength of such entries when these entries were not found important enough to debar him from promotion. (i) No adverse entries should be used to recommend an employee's premature retirement unless it has been communicated to him and unless—(i) either the time-limit for representation against the remark has expired without his submitting a representation, or (ii) after considering his representation the original remark has been allowed to stand or has been modified in such a manner that even those entries that are allowed to stand constitute an adverse assessment of the officer's work. (j) At the time of Review of performance as per this regulation by the Review Committee, the Committee may call for the records from The Department dealing with the Departmental Inquiries and other inquiries and may take into consideration those completed reports relating to lack of integrity of that employee or his/her physical or mental condition making him/ her inefficient for further service or his/her lack of efficiency in discharging duties in the post held by him/her for the time being. (k) If, on the date of review, the time-limit referred to in (l) of paragraph (i) has not expired, or the employee's representation has not been disposed of, his case should be deferred till the next review unless the earlier entries in the confidential character roll of the officer clearly justify a recommendation for premature retirement. (l) Were it is decided to retire an employee prematurely, he has either to be given a notice in writing at least three months before the date on which he is required to retire or paid three months pay and allowances in lieu of such notice. (m) The expression "appropriate authority" means the appointing authority. (n) Since no stigma is attached to an employee retired prematurely, his service should be certified as satisfactory for calculation of his terminal dues. While calculating the terminal dues of any such employee, the following instructions may be kept in view. (I) Where an employee is served with a notice, he will be deemed to have retired on the date following the date on which the period of 3 months from the date of service of the notice expires. If, for example, the period of 3 months following the service of the notice expires on the 5th of any month, the employee would be deemed to have retired with effect from the 6th of that month. (II) Where, in lieu of notice, 3 months pay and allowance (no allowance other than Dearness Allowance is payable) are paid, the date specified in the order shall be deemed to be the date on which the employee has retired. (III) The pay and allowances payable in lieu of the notice will be calculated at rates at which he drew pay and allowance immediately before retirement. (IV) Earned leave not exceeding 300 days at the credit of the employee on the date of premature retirement shall be encashed.

2. An employee may also, under Regulation 18(A) of the OSFC Staff Regulation 1975, seek premature retirement after completing 30 years of qualifying service or attaining 50 years of age by giving a notice in writing to the appropriate authority at least three months before the date on which he wishes to retire. The appropriate authority may also entertain a notice received within less than three months preceding the date of the intended

retirement. As clearly indicated in this Proviso, permission to retire prematurely may be refused to an employee who is under suspension or against whom inquiries are in progress. Where, in any such case, it is proposed to permit the employee to retire prematurely, the appropriate authority shall record the reasons for granting the permission. Naturally, no permission should be granted in any such case unless it is patent that the allegations are not serious and that even if proved, are not likely to result in imposition of a penalty of far greater consequence than the employee's premature exit from service.

3. The above provisions shall come into force from the date of publication in the Official Gazette, Orissa.]

Chapter-III Record of service, seniority and promotion

19. Record of Service.

- A record of service shall be maintained in respect of each employee in such form as may be prescribed by the Managing Director from time to time.

20. Seniority.

- Inter se of officers appointed in each grade shall be regulated by the order in which their names are included in the selection list for that grade irrespective of their dates of appointment in the grades: Provided that a candidate who joins the appointment after three months of the issue of the appointment order shall be placed below all those who have joined earlier.

21. [Promotion. [Substituted vide Orissa Gazette Extraordinary No. 631/26.5.1986.]

- The Selection Committee appointed by the Board shall recommend candidate whom they consider suitable from amongst employees on selection basis for promotion to posts in category 'A'. The Board of Directors may on the advice of the Selection Committee make such promotion in regard to the officers as it deems proper on the basis of suitability and merit, having due regard to seniority. The Managing Director may make such promotions in regard to posts in Category 'B' & 'C' on the basis of merit with due regard to seniority. No employee shall have right to be appointed or promoted to any particular post or grade: Provided that the Managing Director may at his discretion make temporary promotions pending selection of outside candidates, of approval of promotion by the Board of Directors in Category 'A'.]

22. Reversion.

- An employee who has been appointed to officiate or promoted on probation to higher post shall be liable to be reverted without notice at any time within two years of such appointment of promotion provided that he/she is found unfit to hold the post. Chapter-IV Conduct, discipline and appeals Section I Conduct and Discipline

23. Scope of an employee's service.

- Unless in any case it be otherwise distinctly provided the whole time of an employee shall be at the disposal of the Corporation and he/she shall serve the Corporation in its business in such capacity and at such place as he/she may from time to time be directed.

24. Liability to abide by the Regulations and orders.

- Every employee shall confirm to and abide by these Regulations and shall observe, comply with and obey all orders and directions which may from time to time be given to him/her by any person or persons under whose jurisdiction, superintendence or control he/she, for the time being, is placed.

25. Employees to promote the Corporation's interest.

- Every employee shall serve the Corporation honestly and faithfully and shall lose his/her utmost endeavours to promote the interest of the Corporation and shall show courtesy and attention in all transactions and inter courses with every person with whom he/she may come into contact in his/her capacity as an office-bearer of the Corporation.

26.

[* * *] [Omitted vide Orissa Gazette Extraordinary No. 1099, dated 28.7.1989.]

27.

[* * *] [Omitted vide Orissa Gazette Extraordinary No. 1099, dated 28.7.1989.]

28.

[* * *] [Omitted vide Orissa Gazette Extraordinary No. 1099, dated 28.7.1989.]

29. Part-time work for outside bodies.

- No employee shall undertake part time work for a private or public body or a private person or accept fee therefor, without the sanction of the Managing Director who may grant sanction only in

exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Managing Director may in case in which he thinks fit to grant such sanction stipulate that any fee received by the employee for undertaking the work shall be paid in whole or part, to the Corporation.

30.

[* * *] [Omitted vide Orissa Gazette Extraordinary No. 1099, dated 28.7.1989.]

31. Divulging official information.

- Official information or business secrets which comes into possession of the members of the Corporation in their capacity as employees or otherwise must not be divulged to others.

32.

[* * *] [Omitted vide Orissa Gazette Extraordinary No. 1099, dated 28.7.1989.]

33. Removal of files from office.

- No file shall be removed outside the office premises by any employee unless permitted by the Managing Director.

33A. [Application of the Government Servant Conduct Rules of the Government of Orissa to the employees of the Corporation [Inserted vide O.G.E. No. 1099, dated 28.7.1989.]

- All the provisions of Government Servant Conduct Rules of the Government of Orissa as amended from time to time shall, mutatis mutandis, be applicable to the employees of the Corporation and any contravention of the said rules shall make the employees concerned liable to penalties enumerated in Regulation 44 of the O.S.F.C. Regulation, 1975. In case there is any conflicting provisions in the Regulations in this chapter, the provisions of this Regulation shall prevail, and, save as above the provisions in other regulations shall be in addition to and not in derogations of the provisions of this Regulations.]

34. Hours of attendance.

(1)(a) Office hours are from 10.30 a.m. to 4.30 p.m. Any member of the staff may be required to work beyond office hours if the business of the Corporation demands it-(b) Any member of the staff who attends office after 10.45 a.m. will explain his late attendance to the Managing Director.(c) Any member of the staff who attends office after 10.45 A.M. will be treated to have attended office late.(2) Attendance Register. - On arriving at office/every employee under Class 'B' and 'C' is required to note the hour of his arrival in the attendance register with initial. The attendance Register will be

placed by the Secretary or any Officer so authorised before the Managing Director by 10.45 a.m. everyday. Similarly, departure will be recorded by every employee under Class "B" and "C" at the time of departure. At the close of the month the position with regard to the punctual attendance, late attendance or otherwise will be reviewed by the Secretary or any officer so authorised on 1st every month.

35. Employees not to be absent from duty without permission or be late in attendance.

(1) An employee shall not absent himself/herself from his/her duties without having first obtained the permission of the Managing Director nor shall he/she absent himself /herself in case of sickness or accident without submitting within three days of such absence a sufficient medical certificate, provided that in the case of a temporary indisposition the production of a medical certificate may at the absolute discretion of the Managing Director be dispensed with. (2) An employee who absents himself /herself from duty without leave or over stays his/her leave, except under circumstances beyond his/her control for which he/she must tender a satisfactory explanation shall not be entitled to draw any pay and allowances in respect of the period of such absence or overstayal. Such unauthorised absence would be treated as misconduct and the employees shall further be liable to such penalties for misconduct as the Managing Director may deem fit. The period of such absence or overstayal may, if not followed by termination of services under Regulation 17 or dismissal under Regulation 44, be treated as period spent on ordinary sick, special or extraordinary leave as the Managing Director may determine. (3) An employee who is habitually late in attendance shall be liable to such penalty as the Managing Director may deem fit to impose or shall, at the discretion of the Managing Director have one day of his/her casual leave forfeited for every three days he/she is late in a month. Where such an employee has not casual leave due to his/her, the period of leave to be so forfeited may be treated as ordinary or extraordinary leave as the Managing Director may determine.

36. Absence from station.

- An employee in Class "A" and employee in any other class shall not absent himself/herself from his/her station overnight without obtaining the previous sanction of the Managing Director.

37.

[* * *] [Omitted by Orissa Gazette Extraordinary No. 1099, dated 28.7.1989.]

38. Acceptance of testimonials, etc.

(1) Save as otherwise provided in this Regulation, an employee shall not except with the previous sanction of the Managing Director -(a) Receive any complimentary or valedictory address, accept any testimonials presented to him/her or attend any public meeting or entertainment held in his/her honour or; (b) Take part in the presentation of a complimentary or valedictory address or of a

testimonials to any other employee of the Corporation or to any person who has recently quitted to service of the Corporation or attend a public meeting or entertainment held in honour of such employee or person.(2)Notwithstanding anything contained in Sub-regulation (a);(a)an employee may at the request of any public body sit for a portion, but of statue not intended for presentation to him/her;(b)subject to the provisions of any general or special order of the Managing Director, an employee may attend a farewell entertainment or a substantially private and informal character held as mark of regard to himself/herself or to some other employee of the Corporation or to a person who has recently quitted the service of the Corporation, on the occasion of the retirement from the service or department from a district or station of himself /herself or such other employee or persons.

39.

[* * *] [Omitted by Orissa Gazette Extraordinary No. 1099, dated 28.7.1989.]

40. Speculation in stocks, shares, etc.

- An employee shall not speculate in stocks, shares, securities or commodities of any description, provided that nothing in this regulation shall be deemed to prohibit an employee from making a bona fide investment of his/her own funds in such manner as he/she may consider necessary.

41.

[* * *] [Omitted by Orissa Gazette Extraordinary No. 1099, dated 28.7.1989.]

42. Employees in debt.

(a)When an employee of the Corporation is adjudged or declared insolvent or when a moiety of the salary of such employee is constantly being attached or has been continuously under attachment for a period exceeding two years, or is attached for a sum which in ordinary circumstances having regard to his/her personal resources and unavoidable current expenses can not be repaid within a period of two years. He/she shall be liable to dismissal.(b)In such cases the Managing Director shall report the matter to the Board.(c)Where a moiety of an employee's salary is attached, the report shall show what is the proportion of his/her debts to the salary, how far they detract from the debtor's efficiency as an employee of the Corporation whether the debtor's position is irretrievable, whether in the circumstances of the case it is desirable to retain him/her in the post occupied by him/her at the time when the matter is brought to notice or any other post in the Corporation.(d)In every case under this Regulation the burden of proof that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary diligence the debtor could not have foreseen or which he/she had no control and does not proceed from extravagant or dissipated habits shall be upon the debtor.(e)Notwithstanding anything contained in the preceding Sub-Regulations of this Regulation, the Managing Director, may at any time, call for a statement of his/her debts from any employee and after considering the facts and explanations, he may with the previous

approval of the Board and after giving sufficient notice in that behalf, terminates the services of such employees.

43. Employees arrested for debt or on criminal charge.

(1) An employee who is arrested and detained in custody for a period exceeding a continuous period of 48 hours for debt or on a criminal charge shall be considered as under suspension from the date of his/her arrest, and shall be allowed the payments admissible to an employee under suspension under Regulation 44 until the termination of the proceedings against his/her when an adjustment of his/her pay and allowances shall be made according to the circumstances of the case and in the light of the decision as to whether his/her absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in the event of the employee being acquitted of all blame and treated as on duty during the period of his/her absence less the period spent by the employee, in actual detention. An employee who is committed to prison for debt or is convicted of any criminal offence shall be liable to dismissal. (2) Where conviction of an employee is set aside by a higher court, and the employee is acquitted honourably he/she shall be reinstated in service. Explanation. - In this Regulation the expression "termination of the proceedings" shall mean the decision of the lowest Court which first finally disposes of the case, committal or conviction by the lowest court or any of the appellate courts and it shall open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convict him/her.

44. Disciplinary Proceedings.

(1) Without prejudice to the provisions of other Regulations, an officer/employee who commits a breach of regulations of the Corporation or who displays a negligence, inefficiency or indolence or, who knowingly does anything detrimental to the interest or prestige of the Corporation or in conflict with its instructions or who commits a breach of discipline or is guilty of any other act or misconduct or misbehaviour or, does not comply with the official norms, procedures and instructions while discharging his duties or, misbehaves with officers and employees of the Corporation, shall be liable to disciplinary proceedings and penalties as are provided in Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 as amended from time to time mutatis mutandis. (2) The procedure for disciplinary proceedings as contained in the rules mentioned in sub-Regulation above shall be followed by the Corporation mutatis mutandis. (3) (a) An employee may be placed under suspension by the Managing Director and he will appoint one of the Officers of the Corporation senior to the employee placed under suspension to hold an enquiry into the charges against such employee and to make a report. During the period of suspension, the employee under suspension may be entitled to the following payments, namely: Subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half average pay or on half pay and in addition to the dearness allowance based on such leave salary: Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the first period of the first twelve months as follows: (i) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding

50 percent of the subsistence allowance admissible during the period of the first twelve months, if, in the opinion of the said authority the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee.(ii)The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of the first twelve months, if, in the opinion of the said authority the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee.(iii)The rate of dearness allowance will be based on the increased or as the case may be, the decreased amount of subsistence allowance admissible under Sub-clauses (i) and (ii) above.(b)No payment under Sub-Regulation (1) shall be made unless the employee furnish a certificate that he is not engaged in any other employment, business profession or vocation.(c)When the employee who has been dismissed, removed or suspended is reinstated, the Board shall consider and make a specific order : (i)regarding the pay and allowances to be paid to the employees for the period of his absence from duty, and(ii)whether or not the said period shall be treated as a period on duty:Provided that if the suspension is held by the Board to be wholly unjustified and the employee is fully exonerated the period of suspension shall be treated as on duty and the employees shall be entitled to the difference between his/her subsistence allowance and the emoluments which he/she would have received but for such suspension for the period he/she was under suspension. In any other case the employee shall be entitled only to such proportion of pay and allowances as the Board may decide on the recommendations of the enquiry officer after deducting the amount of subsistence allowance and dearness allowance drawn during the period of suspension provided further that the Board shall not pass any order which shall have the effect of compelling the employee to refund the amount drawn by him/ her by way of subsistence allowance and dearness allowance during the period of suspension.

45. Right to appeal.

- An employee shall have a right to appeal against any order passed by a superior authority which injuriously affects his/her interest.

46. Appellate authorities.

(1)An appeal shall lie against any orders passed by the Secretary in exercise of the powers conferred on him by or under these regulations to the Managing Director and that of the Managing Director to the Board provided that a copy of the appeal may be submitted direct to the appellate authority.(2)An application for revision or review of an original order passed by the Board shall be submitted to the Board.

47. Period of limitation for appeals.

- No appeal under these regulations shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives copy of the order appealed against :Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

48. Conditions which an appeal should satisfy.

- Every appeal shall comply with the following requirements : (a) Every employee submitting an appeal shall do so separately and in his own name : (b) The appeal shall be addressed to the authority to whom the appeal lies shall contain all material statements and arguments on which appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself. (c) It shall specify the relief desired. (d) It shall be submitted through the proper channel.

49. Withholding of appeals.

- An appeal may be withheld by the Secretary or the Managing Director, as the case may be if - (a) it is an appeal against an order from which appeal lies; (b) it does not comply with any of the provisions of the Regulation 48, or (c) it is illegible or is unintelligible; (d) it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the Secretary or the Managing Director, as the case may be, disclose any new points or circumstances which afford grounds for reconsideration, provided that when an appeal is withheld under this clause, the Secretary or the Managing Director shall submit to the appellate authority concerned a statement of the grounds on which the appeal is withheld. (e) it is addressed to an authority to which no appeal lies under these Regulations. (f) it is not submitted within the period specified in Regulation 47 and no reasonable cause is shown for the delay : Provided that an appeal withheld in the ground merely that it does not comply with the provisions of Rules 48 shall be returned to the appellant and, if resubmitted within one month thereof after compliance with the said provisions shall not be withheld.

50.

Grounds for withholding the appeal to be communicated to the applicant in every case in which an appeal is withheld. The authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.

51.

Appeal must be forwarded to the appellate authority with due despatch. An appeal which is not withheld under Regulation 49 shall be forwarded to the appellate authority with the comments of the Secretary or the Managing Director, as the case may be, as soon as possible.

52. No appeal lies against orders withholding appeal.

- No appeal shall lie against the order withholding of the appeal.

53. Appeals not to be addressed to Directors of the State Government.

- Appeals shall not be addressed to the Ministers or officers of the State Government, or to the Directors of the Board personally and any such action shall be deemed to be a breach of discipline.

54. Joint petitions.

- The provisions of Regulations 48 to 53 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the Corporation. A joint petition shall not be entertained, if -(a)it relates to a subject on which the Managing Director is authorised to pass orders, and no application for redressed has been made to him.(b)it relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instruction issued by the Corporation, or(c)it relates to an individual and is not submitted by him/her.Chapter-IV Pay allowances and other concessionsSection-IPay and allowance

55. When accrue and payable.

- Subject to the provisions of the Regulations, pay and allowances shall accrue from the commencement of the service of an employee and shall become payable on the first working day of the month, following the month during which the services are performed.

56.

When an employee leaves or discontinues his/her service without giving notice as prescribed under Regulation 17 to the Corporation, his/her pay and allowances for the part of the month, if any, shall not be payable.

57. When cease.

- Pay and allowances shall cease to accrue as soon as an employee cease to be in service. In the case of an employee dismissed from the Corporation service, they shall cease from the date of his/her dismissal. In the case of an employee who dies while in service, they shall cease from the day following that on which the death occurs.

58. All employees to be graded.

- Every employee who is confirmed after his/her probation period is completed shall have a post in one of the grades referred to the Appendix which will be considered as his/her substantive grade, and to which he/she shall revert when he/she ceases to be-(a)under suspension, or(b)on leave or deputation, or(c)holding a temporary post or officiating in another grade.

59. Adjustment of pay and allowances on change of charge when taken effect.

- An employee shall commence to earn the pay and allowance of a post to which he/she is appointed as from the date on which he/she assumes the duties of the post if the charge is transferred before noon of that date and from the following working day if the charge is taken over in the afternoon of that date.

60.

Two persons not to be appointed to a post at the same time except as otherwise provided in these regulations no two persons may be appointed to, or draw the pay and allowances of a post at the same time.

61. Employees on transfer.

- When an employee is transferred from one post to another, he/she shall during any interval of duty between the date of his/her handing over charge of the old post and the date of his/her taking over charge of the new post, draw the pay and allowances of the old or the new post, whichever are less.

62. Admissibility of allowances.

- Allowances shall only payable to employees who are actually at the time fulfilling the conditions subject to which they are admissible.

63. Overtime allowance.

(1)Notwithstanding the fact that the whole time of an employee is at the disposal of the Corporation, the Corporation may grant overtime allowance, not counting as pay to an employee in class "B" or "C" who is required to work on Sundays or Holidays or to put in extra hours on week days in connection with the Corporation's work provided that such an employee, when require to work on any Sunday or Holiday, may be given by the Corporation at its choice instead of such overtime allowance another holiday in lieu of such Sunday or holiday.(2)The rate at, and the circumstances in which such allowance may be drawn shall be determined by the Board.

64. Increments.

(1)In an incremental scale, the increment shall accrue on the completion of each specified period of service on each stage of that scale, whether such service be probationary, officiating or substantive. Acting service in a higher grade will count for increments in an employee's substantive grade as well as in the higher grade in which he/she is acting and if these are an intermediate grade between the two in which he/she would have officiated and he/she not been appointed to officiate in

the higher grade also in the intermediate grade, but the period during which an employee is on leave without pay will not count for increment. Provided that whenever any employee goes on extraordinary leave on account of illness or for any reason beyond his control he/she should not be allowed to count that period for increment unless so authorised by the Board/Managing Director for officers others respectively for reasons to be recorded in writing. Sanction to draw increments will be given by the Managing Director in the case of officer and by the Secretary in the case of other employees.(2)No increment may be withheld except as a disciplinary measure under Regulation 44 and each other withholding an increment shall state the period for which it is withheld and whether the withholding shall have the effect postponing further increments.

65. Premature increments.

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

66. Refixation of pay on promotion.

- On promotion from one grade to another, the substantive pay of an employee shall be initially fixed at the stage in the new scale which is next above his/her substantive pay in the old scale.

67. Officiating pay.

- An employee who is appointed to officiate in higher grade shall, so long as he/she shall, officiate on such a grade, draw an officiating pay equal to the difference between the substantive pay in the old scale and the stage in the scale of pay of the post to which he/she is appointed which is next above his/her substantive pay in the old scale provided that when the promotion so justify, the Managing Director may fix the pay of an employee in the higher scale at a stage not lower than the next above the employees pay in the old scale.

68. Refixation of pay on transfer from one scale of pay to another.

- When an employee is transferred from one scale of pay to another on the revision of the scale or otherwise and such transfer does not involve the assumption of duties or responsibilities of greater importance, his/her initial pay of the new scale shall be fixed.(a)In case his/her substantive pay on the old scale is lower than the minimum of the scale to which he/she is transferred, at the minimum of the new scale:(b)In other cases, at state which is equal to his/her substantive pay in the old scale, or if there is no such state below, that pay plus personal pay equal to the difference, such personal pay to be drawn until such time as it approved by subsequent increments in the new scale.

69. Pay and allowances.

- The scale of pay attached to the various posts under the Corporation shall be those laid down in the Appendix to these Regulations and the same shall not be varied without first amending the relevant Regulation.

70. Special Pay.

- The grant of special pay to an employee shall required the sanction of the Board.

70A. Regulation Incentive Allowance.

- Basing on the financial result and working of the Corporation during the previous accounting year an incentive allowance not exceeding 16.2% of the aggregate of pay and D.A. drawn by an employee for the period of duty in the preceding accounting year may be paid to every full time employee of the Corporation subject to the following conditions. Note. - Full time employee includes the State Government employee whose services are lent to the Corporation on "Foreign Service" terms and conditions but excludes retainers. "Period of duty" includes period on earned leave on full average pay.

1. The employee has served the corporation continuously for not less than 30 working days during the preceding accounting year.

2. The employee has not resigned or has not been dismissed from the Corporation service on any ground during the period for which the allowance is admissible.

3. No employee shall be entitled to incentive allowance if his/her pay is Rs. 1,600/-or more per month.

If the pay of an employee exceeds Rs. 750 per month the incentive allowance will be calculated as if the pay was Rs. 750 per month.

4. The employee shall not be entitled to incentive allowance to the extent indicated below in the following cases;

(a) If he has been reprimanded	10%
(b) If he has been warned	10%
(c) If his increment or promotion has been withheld/ stopped dueto unsatisfactory performance	80%
(d) If he has been reduced to a lower post or grade as a measureof punishment	100%

- | | |
|--|-----|
| (e) If he has been asked to make good any pecuniary loss caused to the Corporation by him. | 40% |
| (f) If he has been suspended from service for any reason the suspension has been held valid in a disciplinary proceeding | 5% |
| (g) If he has attended office late for more than 12 working days | 10% |
| (h) If he has availed of earned leave without prior permission/sanction on more than three occasions | 10% |
| (i) If he has not submitted the monthly pending lists for more than 3 months. | 20% |
- Provided the Board may relax the conditions in deserving cases and record reasons therefor.

70B. Special Allowance for green card holders.

- An employee holding green card would be eligible for a special incentive allowance equal to twice the amount of increment admissible on the date he is declared eligible for this allowance subject to terms and conditions decided by the State Government from time to time. Explanation. - Green card holder means a person within the age ground of 15-48 issued with a certificate by the Director of Family Welfare of Health & Family Welfare Department of the Government of Orissa that he/she has undergone the terminal method of Sterilization viz. Vasectomy/Tubectomy operation, on or after 19th October 1983 in accordance with the instruction issued by the State Government from time to time.

71. Personal pay.

- The grant of personal pay in the circumstances referred to in Regulation 3 and also in any other cases shall be subject to prior sanction of the Board. Chapter-VI Section-II Leave

72. Kinds of leave.

- Subject to the provisions of these Regulations the following kinds of leave may be granted to an employee : (a) Casual leave (b) Ordinary leave (c) Sick leave (d) Special leave (e) Extraordinary leave (f) Maternity leave

73. Authorities empowered to grant leave.

(1) The power to grant leave shall vest in the Managing Director in the case of officers and subject to such general or special directions as may be issued by him in the Secretary in the case of other employees and, except as provided in these Regulations or in any directions issued by the Managing Director all applications for leave shall be addressed to the authority empowered to grant leave. (2) Willful absence without leave will be treated as misconduct. (3) Unless his leave is extended by the authority empowered to grant leave, an employee who remains absent after expiry of the leave granted to him will not be entitled to any leave salary and the period of absence will be treated as leave as may be due to him from the date of the overstay of leave begins. If no leave is due, the period will be treated as extraordinary leave. (4) Wilful absence after expiry of leave may make an

employee liable for disciplinary action.(5)An employee suffering from T.B. and being treated in recognised sanatorium can be granted extraordinary leave up to one year if the Medical Officer in charge of his treatment in the sanatorium recommends grant of leave and if but for leave the employee would have continued in his post.(6)A leave account shall be maintained for all employees governed by these regulations and the account shall show inter alia accrual of leave, leave taken and the balance of leave.(7)Employees on contract will be governed by the terms of contract regarding grant of leave if there be any if there is no term in the contract regarding grant of leave, they will be governed by these regulations.(8)The grant of leave to an employee shall be subject to the condition that but for the leave, he would have continued to hold a post under the Corporation.

74. Power to reduce leave or recall an employee on leave.

- Leave cannot be claimed as a matter of right. When the exigencies of the service so required, discretion to refuse revoke leave of any description is reserved to the authority empowered to grant it, and an employee already on leave may be recalled by that authority when it considers this necessary in the interest of the Corporation.

75. Lapse of leave on cessation of service.

- Leave earned by an employee lapses on the date on which he/she ceases to be in service or on the date of compulsory retirement of the employees :Provided that an employee who has been denied full or part enjoyment of earned leave applied for by him, on grounds of exigencies of service and which would otherwise have been granted to him may be granted leave to such extent as the sanctioning authority may consider appropriate even if the leave extends to a date beyond the date of compulsory retirement.

76. Earlier return from leave.

- Unless he/she is permitted to do so by the authority which granted his/her leave, an employee on leave may return to duty before the expiry of the period of leave granted to him/her.

77. Commencement and termination of leave.

(1)The first day of an employee's leave is the working day succeeding that upon which he/she made over charge.(2)The last day of an employee's leave is the working day preceding that upon which he/she reports his/her return to duty.(3)A substitute appointed in a leave vacancy shall be considered to be on duty on the post during the period of leave as defined in Sub-Regulations (1) and (2) of this Regulation.

78. Obligation to furnish leave address.

- An employee shall before proceeding on leave, intimate to the authority granted leave his/her address while on leave and shall keep the said authority informed of any change in the address

previously furnished.

79. Station to which an employee should report on return.

- An employee on leave shall unless otherwise instructed to the contrary return for duty to the place at which he/she was last stationed.

80. When Medical Certificate of fitness may be demanded.

- An employee, who has availed himself/herself of leave for reasons of health may be required to produce a medical certificate of fitness before he/she resumes duty even though such leave was not actually granted on a medical certificate.

81. Leave not admissible to an employee under suspension.

- Leave may not be granted to an employee who is dismissed or discharged from a service on grounds of disciplinary activities or under suspension or against whom proceedings are pending under Chapter IV of these Regulations. Section-II Ordinary Leave

82. When applications should be submitted.

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

83. [[Substituted vide O.G.E. No. 1524 dated 10.11.2004.]

(1) Scale on which ordinary leave is earned and retirement benefit - (a) The amount of ordinary leave earned shall be 1/11th Part of duty in case of an employee of the Corporation : Provided that an employee will cease to earn such leave when the O.L. due amounts to 300 days. (b) The maximum ordinary leave that may be granted at a time to an employee shall be 120 days. (c) In calculating ordinary leave, ordinary leave earned by an employee shall first be taken of the completed period of 11 months during which an employee has been on duty since the date of his/her appointment and one month accounted for, for each period of 11 months of duty as shall be admissible to him/her under clause (a). Thereafter an account shall be taken of any balance period of duty left over and the employee shall be credited with one day for every 11 days of duty rendered by him/her : Provided that while computing, a half day will be taken as one day and a day less than a half day will be ignored. (d) The limit of 300 days of unutilised ordinary leave will be available to the employee of the Corporation for the purpose of availing the benefit of encashment of ordinary leave at the time of retirement or otherwise in respect of the following categories - (i) Retirement on attending the age of superannuation. (ii) Voluntary/premature retirement or retirement on invalidation. (iii) Where the service of an employee is terminated by notice or by payment of pay and allowance in lieu of notice or otherwise in accordance with the terms and conditions of the appointment. (iv) In the case of

termination of re-employment on superannuation.(v)Cases where the service of an employee has been extended in the interest of public service beyond the date of retirement on superannuation.(vi)In the case of death of an employee, while in service to the family of the deceased.(vii)In the case of leave preparatory to retirement.(e)An employee who resigns or quits service shall be entitled to cash equivalent in respect of ordinary leave at credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 120 days.](2)(a)An employee will be allowed to surrender ordinary leave upto a maximum of 30 days in lieu of leave salary and allowances for the period of the leave surrendered provided that he has not less than 120 days ordinary leave at his credit and that a minimum reserve of sixty days ordinary leave is left in the leave account of the employee after encashment of the ordinary leave.(b)The concession of encashment of ordinary leave shall be allowed once in a block period of 24 months, commencing from the 1st January 1975.(c)The leave salary and allowance admissible for the leave surrendered shall be equivalent to that which the employee would have received had he actually availed himself of the leave so surrendered.(d)Leave salary for the period of surrendered leave shall be paid in full as soon as possible after the commencement of leave surrendered.(e)The benefit of surrender of leave shall be admissible to Corporation employee who holds a post either in the Head Office or Branch office or Agency officers or sub-officers or in any of the financial units to which he is under deputation for a specific period.(f)In the case of an employee of the Corporation who is on the verge of retirement, the period of leave surrendered shall not exceed the period of duty between the date of expiry of ordinary leave actually availed of and the date of retirement.The benefit of surrender of leave shall not however, be allowed in respect of leave sanctioned either as leave preparatory to retirement or as refused leave under Rule 75 of the regulations;(g)The leave salary and allowance admissible for the leave surrendered shall not be liable to any deduction on account of provident fund subscription, insurance premium, house rent, repayment of advance, etc., due to the Corporation but shall be liable to deduction of income tax if the income is assessable to such taxes in the hands of the employees;(h)The authorities who are empowered to sanction ordinary leave will be competent to accept the surrender of leave;(i)The details of the surrender leave shall be entered in the leave register at the time of leave salary is drawn. A certificate to the effect that necessary entries have been made in the leave register shall be recorded by the concerned officer of the Corporation.

84. Ordinary leave due.

- The ordinary leave due to an employee is the period which he/she has earned diminished by the period of leave actually taken.

85. Pay during ordinary leave.

- An employee on ordinary leave shall draw leave pay equal to average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences.

Section-III Casual, Sick, Special, Extraordinary and maternity leave

86. Casual leave.

(1) Casual leave may be granted to an employee up to a maximum of 15 days in each calendar year, provided that not more than six days' leave may be taken continuously that the state of work permits and that no appointment is required to replace the employee on leave and provided that public holidays may not be combined with such leave in such a way as to increase the absence any one time beyond eight days, casual leave may not be granted in combination with any other kind of leave. (2) If the absence of any employee is extended beyond the limits laid down in this Regulation or if any of the other conditions laid down in this Regulation is not fulfilled, the employee shall be treated as on ordinary leave for the entire period of his/her absence. (3) Notwithstanding anything contained in this regulation the Managing Director may, when the absence is necessitated by reason of an employee being a member of auxiliary forces, having to attend an annual camp or be on training, grant casual leave which may not be denied to leave account of such an employee. (4) When there are other exceptional circumstances necessitating the grant of casual leave in excess of the prescribed limits, the same may be granted, provided that the total period of casual leave granted to an employee in any one calendar year shall in no case exceed 30 days and if the grant of casual leave under this Sub-Regulation shall result in the total period being extended beyond 30 days any period of absence in excess of 30 days shall be treated subject to the provision of Regulations 88 and 89 as ordinary, sick, special or extraordinary leave as the employee concerned may request.

87. Sick and special leave, limit upto which may be granted.

(1) During the full period of his/her service an employee may be granted special leave on private affairs and sick leave on medical certificate for a period calculated at the rate of-(a) twenty days for each completed year of service in case he/she is an employee in class "A" or "B" and (b) fifteen days for each completed year of service in case he/she is an employee in Class "C".

88. Pay during sick and special leave.

- Sick and special leave shall be on half average pay subject to the maximum of Rs. 500.00 per month and such pay shall be reduced (unless the Board sanction otherwise) to one quarter of average pay after twelve months in the case of sick leave and six months in the case of special leave provided that where an employee has served the Corporation for at least a period of five years he/she may if he/she so request, be permitted to avail himself/herself of sick leave on average pay upto a maximum period of six months during the full period of his/her service, such leave on average pay being entered as twice the amount of leave taken in his/her sick leave account.

89. Extraordinary leave.

(1) Extraordinary leave calculated at the rate of half month for every year of service may be granted to an employee when no ordinary leave is due to him/her and when having regard to his/her length of service sick or special leave is not considered justified. Except in exceptional circumstances the duration of extraordinary leave shall not exceed four months on any one occasion and 12 (twelve)

months during the entire period of an employee's service.(2)An employee may be granted extraordinary leave in combination with or in continuation of leave of any other kind admissible to the employee; and may commute retrospectively period of absence without leave into extraordinary leave.(3)No pay allowances are admissible during the period of extraordinary leave.

90. Maternity Leave.

(1)The Managing Director may grant to a female employee who has put in at least one year of continuous service maternity leave for a period which may extend up to the end of 3 months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier, such leave shall not be debited to the leave account of the employee provided that the maternity leave so granted in respect of each female employee should not be for more than two times during the whole period of her service.(2)The leave salary admissible during the period of maternity leave shall be regulated as follows : (a)The substantive pay of on the day before the leave commences; or (b)(i)In respect of the first sixty days of the maternity leave the average monthly pay earned during twelve complete months preceding the month in which the leave commences.(ii)thereafter the average monthly pay earned during the 36 complete months or actual number of complete months whichever is less, preceding the month in which the leave commences.(iii)A female employee may be granted leave of any other kind admissible to be in combination with or in continuation of maternity leave if the request for its grant is supported by sufficient medical certificate.

91. Grant of Quarantine leave.

(1)A Quarantine leave is leave of absence necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family household of an employee. Such leave may be granted by the sanctioning authority prescribed in Regulation for a period not exceeding 21 days, or, in exceptional circumstances 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted when necessarily in continuation of other leave subject to the above maximum. An employee on quarantine leave is not treated as absent from duty and his/her pay is not intermitted.Explanation. - Cholera, small pox, plague, diptheria and Cerebra spinal, menengitise will be treated as infectious diseases for the purpose of this Regulation. In the case of chicken pox quarantine leave should not be sanctioned under the responsible medical officer considers that because of doubt as to the true nature of the disease, for example small pox, there is no reason for grant of such leave.Chapter-VII Compensatory AllowanceSection-IGeneral

92. Kinds of compensatory allowances.

(1)The following kinds of compensatory allowances shall be granted in accordance with the provisions of this Section-(a)Dearness allowance(b)Travelling allowance(c)Grant of compensatory allowances not mentioned in sub-Regulation. The above shall require the specific sanction of the Board in each case.

93.

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

Section-II Dearness Allowance

94.

(1) At what rate to be paid until the Board otherwise determines the dearness allowance shall be paid to the employees of the Corporation at the same rates and subject to the same conditions on which such allowance is paid to the employees of the Orissa Government. (2) Dearness allowances during leave. - A dearness allowance may be drawn during any period of leave, other than extraordinary leave in India or outside and except that during leave preparatory to retirement, it will be admissible only for the first four months of leave spent in India.

Section-III Travelling Allowance

95. Travelling Allowance.

(1) In the matter of travelling allowance, the rules applicable to the employees in the service of the State Government will mutatis mutandis apply to the employees of the corporation with the following modifications. (2) For the purpose of calculating travelling allowances, the employees of the Corporation are graded as follows : (a) 1st Grade - Employees getting pay of Rs.1,000 and above. (b) 2nd Grade - Employees getting pay from Rs.500 to Rs.999/- (c) 3rd Grade - Employees getting pay from Rs.300 to Rs.499/- (d) 4th Grade - Employees getting pay below Rs.300/-. (3) The employees of the Corporation shall be entitled to daily allowance at the following rates :

Inside the State :	1st Grade employees Rs. 25 per day
	2nd Grade employees Rs. 20 per day
	3rd Grade employees Rs. 15 per day
Outside the State :	1st Grade employees Rs. 60 per day
	2nd Grade employees Rs. 45 per day
	3rd Grade employees Rs. 30 per day
	4th Grade employees Rs. 20 per day

For purpose of daily allowance the period will be calculated from the time of journey actually undertaken. For halts exceeding 6 hours and less than 12 hours, the daily allowance shall be admissible at one-half rate. "Day" means a calendar day beginning and ending at midnight. Daily allowance will be admissible holidays occurring during the period of tour. (4) The employees of the Corporation shall be entitled to reimbursement of cost of Hotel accommodation on production of vouchers in addition to the D.A. mentioned in Clause (3) above both inside and outside the State subject to the limits specified below :

Inside the State :	1st Grade employees Rs. 75.00 per day
	2nd Grade employees Rs. 50.00 per day
	3rd Grade employees Rs. 25.00 per day

4th Grade employees Rs. 20.00 per day

Outside the State : 1st Grade employees 3 Star Hotel

2nd Grade employees Rs. 150.00 per day

3rd & 4th Grade employees Rs. 60.00 per day

(5)(i)The employees of the Corporation in 1st and 2nd grade shall be entitled to the reimbursement of the actual expenses on hiring conveyance at any place of halt outside the State while on tour at the rate of Rs. 35.00 per day. In case of excess expenditure beyond Rs. 35.00 the employees may be allowed reimbursement subject to the limit of Rs.100.00 on furnishing of a certificate with necessary details to the satisfaction of the Managing Director.(ii)The employees of 3rd & 4th Grade shall be entitled to reimbursement of actual expenses on hiring conveyance at any place of halt outside the State while on tour subject to a maximum of Rs.20.00 per day.The above Regulation will be effective from the 1st April 1986."Miscellaneous

96. Declaration to be signed by the employees.

- In addition to a declaration of fidelity and secrecy required to be completed by him/her in pursuance of Section 10 of the State Financial Corporation Act, 1951 every employee to whom these Regulations apply, shall subscribe to a declaration in the following form.

DeclarationPlace.....Date.....I hereby declare that I have read and understood the Orissa State Financial Corporation (Staff) Regulations 1975 and I hereby subscribe and agree to be bound by the said regulations.

Name in fullNature of appointmentSignatureWitnessDateAppendix

Pay scales of the employees of the Orissa State Financial Corporation

Class "A"(Officers)	Sl.No.	Designation	Pay Scale
Executive Director	1	General Manager	Rs.4,000-100-4,500-125-5,000
	2	Joint General Manager	Rs.3,500-100-4,250-125-4,500
	3	Deputy General Manager	Rs.2,850-100-3,950
	4	Manager	Rs.2,550-85-2,635-90-3,175-EB-95-3,650
	5	Joint Manager (Tech)	Rs.2,250-85-2,590-90-3,310-EB-95-3,500
	6	Deputy Manager/ Private Secretary	Rs.1,975-65-2,040-70-2,250-75-2,700-EB-80-3,100
	7	Assistant Manager/ Personal Assistant/ OfficerSuperintendent/ Liaison Officer.	Rs.1,845-65-2,040-70-2,250-75-2,700-EB-80-3,100
Class B'(Ministerial and Supervisory Staff)	1	Senior Stenographer/ Senior Assistant/ Head Typist/ Monitor(Telephone)	Rs. 1,240-50-1,490-EB-55-1,875-EB-602-295-65-2,555
	2	Junior Stenographer/ Assistant/ Sr. Typist/ TelephoneOperator/ Librarian/ Sr.Electrician Liaison Asst.	Rs.1,075-35-1,285-EB-40-1,605-EB-45-1,830
	3	Junior Assistant/ Jr.Typist/ Diarist-cum-Despatcher/ Jr.Telephone Operator/ Library Assistant, Receptionist.	Rs.910-20-990-EB-22-1-100-25-1,225-EB-30-1,345
Class "C"(Subordinate Staff)	1	Head Driver	Rs.1,075-35-1,285-EB-40-1,605-EB-45-1,830
	2	Senior Driver	Rs.910-20-990-EB-22-1-100-25-1225-EB-30-1,345
	3	Jamadar/ Treasurer Sarkar/ Daftery/ Driver/ Head watchman/Xerox Operator/ Telex Operator.	Rs.840-16-856-18-928-EB-20-1,008-EB-22-1,140-25-1,240
	4	Peon/ Library Attendant/ Security Assistant/ Watchman/Gardener/ Sweeper.	Rs.605-10-725-12-845

The revision of pay scales of the Executive Director, General Manager and Joint General Manager, will be effective from the 26th January 1986, in respect of Joint Manager (Technical) it will be effective from the 1st

January 1985 and will cease to operate after the 30th April 1986 and in respect of Deputy General Manager it will be effective from 1st April, 1987. In respect of other posts, it will be effective from the 1st January, 1985.