

# **The Rajasthan Financial Corporation (Staff) Regulations, 1958**

RAJASTHAN

India

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### **Rule**

### **THE-RAJASTHAN-FINANCIAL-CORPORATION-STAFF-REGULATIONS of 1958**

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The Rajasthan Financial Corporation (Staff) Regulations, 1958Published vide Notification No. D. 10123/F. 1(11) IND (A)/58, dated 19-9-1958, Published in Rajasthan Gazette, Part 4-C, dated 16-10-1958PreambleWhereas it is necessary to define the terms and conditions of appointment and service of the staff of the Rajasthan Financial Corporation, and to provided for their duties, conduct and the remuneration payable to them, the Board of Directors of the Rajasthan Financial Corporation in exercise of the powers conferred by section 48 of the State Financial Corporations Act, 1951 (LXIII of 1951) and after consultation with the Reserve Bank of India and with the previous sanction of the Government of Rajasthan has made the following Regulations, namely:

## **Chapter I Preliminary**

### **1. Short title.**

- These Regulations may be called the "Rajasthan Financial Corporation (Staff) Regulations, 1958".

### **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 such contracts contain any different provisions.(2)Nothing in these Regulations shall apply to the Managing Director, unless the application to him of all or any of these Regulations has been approved by the Rajasthan Government.(3)The Corporation may, with the previous sanction of the

State Government and in consultation with the Reserve Bank, enter into a special agreement or arrangement with an employee, with terms and conditions which may vary from the provisions of these Regulations.

### 3. Definitions.

- In these Regulations unless, there is anything repugnant in the subject or context:-(a)"The Board" means the Board of Directors of the Corporation and in relation to any powers exercisable by it, includes the Executive Committee.(b)"The Managing Director" in relation to any powers exercisable by him, includes any Director or officer who is authorised by the State Government, to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.(c)"The Secretary" in relation to any powers exercisable by him, includes an officer authorised by the Managing Director to exercise the powers of the Secretary during the temporary absence of the Secretary.(d)"Pay" means the amount drawn monthly by an employee as:-(i)The pay which has been sanctioned for a post held by him Substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;(ii)Special pay and personal pay;(iii)Any other emoluments which may be specially classed as pay by the Board.(e)"Substantive Pay" means the pay other than special pay and personal pay and any other emoluments classed as pay by the Board under clause (iii) of Sub-Regulation (d) of Regulation 3 to which an employee is entitled on account of a post to which he has been appointed Substantively or by reason of his Substantive position in a cadre.(f)"Special Pay" means an addition, in the nature of pay, to the emoluments of a post or of an employee granted in consideration of-(i)the specially arduous nature of the duties; or(ii)a specific addition to the work or responsibility.(g)"Personal Pay" means an additional pay granted to an employee-(i)to save him from a loss of Substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such Substantive pay otherwise than as a disciplinary measure; or(ii)in exceptional circumstances, on other personal considerations.(h)"Average Pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee who has not been on duty for more than a year, the average monthly pay while on duty during the calendar months immediately preceding the months in which he proceeds on leave provided that when the Substantive pay of an employee on leave is less than Rs. 200/- per mensem, and the period of leave taken does not exceed two months, his average pay shall mean the pay which he would draw in the post Substantively held by him at the time of taking leave, if this pay be more than his average pay.(i)"Compensatory allowance" means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed.(j)"Duty" includes,-(i)service as a probationer;(ii)period spent on casual leave duly authorised.(k)"Family" means an employees wife or husband and children ordinarily residing with and wholly dependent on him or her.

### 4. [Circulation of Amendments] [Substituted by Amendment Notification dated 15-11-1961, Rajasthan Gazette, Part IV-C, dated 14-12-1961].

(a)Any new Regulation or alteration in an existing Regulation shall be issued in the form of a Circular for circulation among the staff :Provided that no new Regulation or an alteration in an existing Regulation shall operate to reduce the scale of pay of an employee on which he is entitled to

draw pay in a Substantive capacity on the day the new Regulation or alteration comes into force.(b)Power to interpret and implement Regulations. - The power, to interpret the Regulations vests in the Managing Director who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to and carry out the purpose of, the provisions of these Regulations provided that it as a result of any decision of the Managing Director as regard the construction of any Regulation or Regulations an employee feels aggrieved he shall have a right to appeal against such decision of the Managing Director to the Board whose decision shall be final and binding on all concerned.

## **5. Managing Director's power to delegate.**

- The Managing Director, may, subject to such restrictions and for so long, as he may deem fit, delegate to the Secretary or in the absence of the latter any other officer appointed by him in this behalf, any of the power conferred on him by these Regulations, in relation to employees, other than officers except the powers referred to in Regulations 7, 8, 10, 11, 15, 16, 17, 20, 37, 39, 41, 48, 79(3), 88, 90, 101 [and] [Amended by Notification dated 10-6-1980, Rajasthan Gazette, Part VII, dated 18-6-1980, Page 373, w.e.f. 15-4-1980] 105.

## **Chapter II**

## **Appointments/Probation and Termination of Service**

### **Section 1 - Appointments**

## **6. Classification of permanent staff.**

- (1) The permanent staff of the Corporation shall be grouped as follows:-Class A-officers.Class B-Assistants.Class C-Subordinate Staff. 1(2)The Board shall fix from time to time, the number of posts in all categories and the pay scales of the officers, the Assistants and Subordinate Staff shall be as laid down in Appendix I hereto.

## **7. [Temporary staff] [Inserted by Amendment Notification No. 2, dated 14-12-1961.]**

- Notwithstanding anything contained in these Regulations, the Managing Director may employ staff in Classes B and C on a temporary basis for a period not exceeding three months on the pay scales laid down in Appendix I to these Regulations.

## **8. Power to appoint.**

- All appointments to the service of the Corporation shall be made by the Managing Director, subject in the case of officers, to the prior approval of the Board.

## **9. Certificate of Health and Good Character.**

- Every person appointed to the service of the Corporation, shall produce (a) a Certificate of Health by a qualified medical practitioner approved by the Corporation and (b) Certificates of good character from two respectable persons, before he is permitted to join duties.

## **10. Age.**

- The age of a person at the time of his first appointment to the service of the Corporation shall not ordinarily exceed 25 years provided that the appointing authority may in special cases appoint or authorise the appointment of persons above the said age limit to obtain the service of the experienced staff.

## **11. Grant of initial increments on first appointment.**

- The Board may, in exceptional cases, grant initial increments to an employee in Class 'A' on his first appointment. Similar powers can be exercised by the Managing Director in case of employee whom he can appoint provided that all such cases are Subsequently reported to the Board.

## **12. Appointment in the Corporation's service.**

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

## **13. Commencement of service.**

(1) Except as otherwise provided by or under these Regulations, service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these Regulations at the place and time intimated to him by the Managing Director; provided that he reports before noon, otherwise his service shall commence from the next following working day. (2) "Service" includes the period during which an employee is on duty as well as on leave duly authorised by the Managing Director but does not include any period during which an employee is absent from duty without permission or overstay his leave unless specially permitted by the Managing Director. Section 2 - Probation

## **14. Period of Probation.**

- An employee recruited to the Corporation's service shall be required to be on probation for a period which shall not be less than six months in case of employees of Classes B and 'C' and not less than one year in case of Class 'A' employees and may be extended up to 2 years or more, if

considered necessary.

## **15. Discharge during probation.**

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

Section 3 - Termination of Service

## **16. Termination of service by notice.**

(1) During his probationary period an employee shall not leave or discontinue his service in the Corporation without giving prior in writing to the Managing Director of his intention to leave or discontinue the service. The period of such notice shall not be less than-(a) 7 days during the first month, or (b) one month during the rest of the probationary period. (2) After confirmation an employee shall not leave or discontinue his service in the Corporation without giving prior notice in writing to the Managing Director of his intention to leave or discontinue the service. The period of such notice shall not be less than-(a) three months in the case of an employee in Class 'A' and (b) one month in the case of an employee in any other class. (3) An employee who contravenes the provisions of the foregoing Sub-Regulations of this Regulation shall be liable to pay to the Corporation as compensation a sum equal to his Substantive pay for the period of notice required of him; provided that the Board may at its discretion waive such payment of compensation in case of employee in Class 'A' and the Managing Director may at his discretion waive such payment of compensation in any other case. (4) The Corporation may determine the service of an employee after expiry of the period of his probation on giving him-(a) three months' notice, or Substantive pay in lieu thereof, if he is an employee in Class 'A' and, (b) one month's notice, or Substantive pay in lieu thereof, if he is an employee in any other class. The power to determine the service of an employee shall be exercised by the Managing Director, subject in the case of officers to the prior approval of the Board. (5) Nothing in this Regulation shall effect the right of the Corporation-(a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Regulations 17 and 37; and (b) to determine the service of an employee without notice or pay in lieu thereof on his being certified by the Corporation's Medical officer to be permanent incapacitated for further continuous service in the Corporation.

Explanation I. - The expression "month" used in this Regulation shall be reckoned according to the English Calendar and shall commence from the day following that on which notice is given by the employee or the Corporation as the case may be.

Explanation II. - A notice given by an employee under Sub-Regulation (1) [or] [Substituted by Amendment Notification dated 15-11-1961, Rajasthan Gazette, Part IV-C, dated 14-12-1961.] (2) shall be deemed to be proper only if he remains on duty during the period of notice, and an employee shall not be entitled to set off any leave earned and not availed of by him against the period of such notice.

Explanation III. - If an employee to whom notice is given by the Corporation in pursuance of this Regulation absents himself from duty without permission during the period of notice he shall

not be entitled to receive any pay or allowance during the period of absence and shall further be liable to such further penalties as the Managing Director may deem fit to impose.[17.

**Superannuation and Retirement.** - (i) An employee, except in Class 'C' shall retire at 58 years of age provided that he may be reemployed in the service of the Corporation, with prior approval of the Board, beyond the age of 58 years in the interest of the Corporation and for reasons to be recorded in writing for a period not exceeding one year at a time upto the age of 60 years on the pay and allowances last drawn.(ii)In case of an employee in Class 'C' the age of retirement shall be 60 years.Explanation. - Notwithstanding anything contained in this Regulation, where an employee has at the credit of his leave account ordinary leave earned and has in sufficient time before the date of retirement either-(i)formally applied for leave and been refused it, or(ii)ascertained in writing from the Managing Director that leave, if applied for, would not be granted, he may be permitted to avail of the leave so refused and in that case the employee would be deemed to have retired, from service on the date of compulsory retirement or the expiration of extension and shall become eligible for retirement benefits from the date of such retirement or the expiration of such extension as the case may be.(iii)Not printed in Gazette.(iv)[ The authority competent to grant leave may withhold whole or part of cash equivalent of ordinary leave in case of corporation employee, who retired from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him. If in the view of such authority there is possibility of some money becoming recoverable from him on conclusion of the proceeding against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of corporation dues, if any.] [Inserted by Amendment Notification dated 29-5-2003, Rajasthan Gazette, Part VII, dated 12-6-2003, Page 101.]

## **Chapter III**

### **Record of Service, Seniority and Promotion**

#### **18. Record of service.**

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

#### **19. Seniority.**

- An employee confirmed in the Corporation's service shall rank for seniority in his grade according to his date of confirmation in the grade, and employee on probation according to the length of his probationary service.(a)[ That if a candidate belonging to the Scheduled Caste/Scheduled Tribes is promoted to an immediate higher post/ grade against a reserved vacancy earlier than his senior general/OBC candidate who is promoted later to the said immediate higher post/grade, the general/OBC candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste/Scheduled Tribe in the immediate higher post/grade.] [Added by Amendment Notification dated 19-6-2001, Rajasthan Gazette, Part VII, dated 28-6-2001, Page 57.]

## **20. Promotion.**

- All promotion shall be made by the Managing Director excepting that the Board shall have such power in the case of officers appointed by them. No employee shall have a right to be promoted to any particular post or grade.

## **21. Reversion.**

- An employee appointed to officiate in a higher post or promoted on probation to a higher post shall be liable to be reverted without notice at any time within two years of such appointment or promotion.

# **Chapter IV**

## **Conduct, Discipline and Appeals**

### Section 1 Conduct and Discipline

## **22. Scope of an Employee's service.**

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

## **23. Liability to abide by the Regulations and Orders.**

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

## **24. Employees to promote the Corporation's interests.**

- Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavours to promote the interests of the Corporation, & shall show courtesy and attention in all transactions and intercourse with every person with whom he may come into contract in his capacity as employee of the Corporation.

## **25. Prohibition against participation in politics and standing for election**

. - No employee shall take an active part in politics or in any political demonstration, or stand for election as member or be a member of any Local Authority or Legislative body.

## **26. Contribution to press.**

- No employee may contribute to the press without the prior sanction of the Managing Director or make public or publish any document, paper, or information which may come into his possession in his official capacity.

## **27. Employees not to seek outside employment.**

- No employee shall accept, solicit or seek any outside employment or office, whether stipendiary or honorary without the previous sanction of the Managing Director.

## **28. Part-time work of 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 cases in which he thinks fit to grant such sanction, stipulate that any fees received by the employee for undertaking the work shall be held in whole or in part, to the Corporation.

## **29. Employees not to be absent from duty without permission or be late in attendance.**

(1)An employee shall not absent himself from his duties without having first obtained the permission nor shall be absent himself in case of sickness or accident without submitting within three days of such absence a sufficient medical certificate; provided that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the Managing Director, be dispensed with.(2)An employee who absents himself from duty without leave or overstay his leave, except under circumstances beyond his control for which he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances in respect of the period of such absence or overstay. Such unauthorised absence would be treated as misconduct and the employee shall further be liable to such penalties/misconduct as the Managing Director may deem fit. The period of his absence or overstayed may, if not followed by termination of services under Regulation 16 or dismissal under Regulation 37 be treated as period spent on ordinary, sick, special or extraordinary leave, as the Managing Director may determine.(3)An employee who is habitually late in attendance shall be liable to such penalty as the Managing Director may deem fit to impose or shall, at the discretion of the Managing Director have one day of his casual leave forfeited for every two days he is late in a month where such an employee has no casual leave due to him the period of leave to be so forfeited may be treated as ordinary or extraordinary leave as the Managing Director may determine.



### **30. Absence from station.**

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

### **31. Acceptance of gifts.**

- An employee shall not solicit or accept any gift from a constituent of the Corporation or from any subordinate employee.

### **32. Private trading or business.**

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

### **33. Speculation in stocks, shares, etc.**

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

### **34. Restriction on borrowing and investment.**

(1) An employee shall not borrow money from or in any way place himself under a pecuniary obligation to a broker or an employee of the Corporation subordinate to him or any firm or person having dealings with the Corporation. (2) No employee shall make nor permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties. Explanation. - For the purpose of this Sub-Regulation, the word "family" includes any relative ordinarily residing with or dependent on an employee.

### **35. Employees in debt.**

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

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

### **36. Employees arrested for debt or on criminal charge.**

(1)An employee who, is arrested for debt or on a criminal charge or an offence involving moral turpitude shall be considered as under suspension from the date of his arrest, and shall be allowed the payments admissible to an employee under suspension under Regulation 37 until the termination of the proceedings against him, when an adjustment of his pay and allowances shall be made according to the circumstances of the case and in the light of the decision as to whether his absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in the event of the employee being acquitted of all blame and treated as on duty during the period of his absence less the period spent by the employee in actual detention. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.(2)Where a conviction of an employee is set aside by a higher court, and the employee is acquitted honourably, he shall be reinstated in service.Explanation. - In this Regulation the expression "the termination of Proceedings" shall mean the decision of the lowest court [which first finally disposes of the case. Committal or conviction shall mean Committal by lowest-court] [Inserted by Amendment Notification dated 15-11-1961, Rajasthan Gazette, Part IV-C, dated 14-12-1961.] or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a [X X X] [Deleted by Amendment Notification dated 15-11-1961, Rajasthan Gazette, Part IV-C, dated 14-12-1961.] any offence involving moral turpitude as from the date of the order of the Court that convicts him.

### **37. Penalties.**

(1)Without prejudice to the provisions of other Regulations, an employee who commits a breach of the Regulations of the Corporation or who displays negligence inefficiency or indolence or who knowingly does anything detrimental to the interests or prestige of the Corporation or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct or misbehaviour, shall be liable to the following penalties(a)[ Censure; [Substituted by Amendment Notification dated 19-12-2001, Rajasthan Gazette, Extraordinary, Part VII, dated 4-1-2002, Page 179.](b)With-holding or postponement of increments or promotion;(c)Permanent stoppage of increment;(d)Recovery from pay of the whole or part of any pecuniary loss used to the Corporation by negligence or breach of orders;(e)Reduction to a lower post or grades on a fixed pay of a time scale or to a lower stage in a time scale;(f)Fine;(g)Compulsory Retirement;(h)Removal;(i)Dismissal.](2)[ No employee shall be subjected to the penalties in clauses

(b), (c), (d), (e), (f), (g), (h) or (i) of sub-regulation except by an order in writing signed by the Managing Director and the disciplinary authority empowered to impose such penalty and no such order shall be passed without the charge or charges being Formulated in writing and given to said employee so that he shall have reasonable opportunity to answer them in writing or in person, as he prefers, and in the later case his defence shall be taken down in writing and read to him, provided that the requirements of the Regulation may be waived if the facts on the basis of which action is to be taken have been established in a court of law or where the employee has absconded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirement can be waived without injustice to the employee. In every case where all or any of the requirements of this regulation are waived, the reason for so doing shall be recorded in writing.] [Substituted by Notification dated 19-12-2001, Rajasthan Gazette, Extraordinary, Part VII, dated 4-1-2002, Page 179.](3)An employee may be placed under suspension by the Managing Director provided that, in the case of an employee in Class 'A', the Managing Director shall report all the facts of the case known to him to the Board at its first meeting after the issue of the orders of suspension and thereupon the Board shall appoint one of its members other than the Managing Director, to hold an inquiry into the charges against such employee and to make a report to the Board. During such suspension, the employee shall receive subsistence allowance equal to one half of his average pay [and shall also receive dearness allowance equal to one half of the dearness allowance to which, he would have entitled if he were not under suspension] [Inserted by Amendment Notification dated 15-11-1961, Rajasthan Gazette, Part IV-C, dated 14-12-1961.] provided that if the suspension is held by the Board to be wholly unjustified or the employee is fully exonerated, the period of suspension shall be treated as on duty and the employee shall be entitled to the difference between his Subsistence allowance and the emoluments which he would have received but for such suspension for the period he was under suspension. In any other case, the employees shall be entitled to only such proportion of pay and allowance 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 that the Board shall not pass any order which shall have the effect of compelling the employee to refund the amount drawn by him by way of Subsistence and dearness allowance during the period of suspension, if he were not under suspension.

Section 2 - Appeals

### **38. Right to Appeal.**

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

### **39. Appellate authorities.**

(1)An appeal shall lie.-(a)against any orders passed by the Secretary [or any other officer] [Inserted by Amendment Notification dated 15-11-1961, Rajasthan Gazette, Part IV-C, dated 14-12-1961.] in exercise of the powers conferred on him by, or under, these Regulations to the Managing Director, and(b)against the orders of the Managing Director, to the Board.(2)An application for revision or review of an original order passed by the Board shall be submitted to the Board.

#### **40. Conditions which an appeal should satisfy.**

- Every appeal shall comply with the following requirements:-(a)It shall be signed and be couched in polite and respectful language and be free from unnecessary padding or superfluous verbiage;(b)It shall contain all material statements and arguments relied on, and shall be complete in itself;(c)It shall specify the relief desired;(d)It shall be submitted through the proper channel;(e)It shall be filed within one month from the date of order.

#### **41. When appeals may be withheld.**

- An appeal may be withheld by [the Secretary or the] [Inserted by Amendment Notification dated 15-11-1961, Rajasthan Gazette, Part IV-C, dated 14-12-1961.] Managing Director, if:-(a)It does not comply with the requirements of Regulation 40;(b)It is illegible or is unintelligible.(c)It deals with a matter which does not concern the employee personally.(d)It repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the Secretary or the Managing Director, as the case may be, disclose any new points or circumstances which afford ground for reconsideration; provided that when an appeal is withheld under this clause, the Secretary or the Managing Director shall submit to the appellate authority concerned a statement of the grounds on which the appeal is withheld.(e)It is addressed to an authority to which no appeal lies under these regulations.

#### **42. Ground for withholding the appeal to be communicated to the applicant.**

- In Every case in which an appeal is withheld authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.

#### **43. Appeal must be forwarded to the appellate authority with due dispatch.**

- An appeal which is not withheld under Regulation 41 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.

#### **44. No appeal lies against order withholding appeal.**

- No appeals shall lie against the withholding of an appeal.

#### **45. Appeals not to be addressed to Director or the State Government.**

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

## **46. Joint petitions.**

- The provisions of Regulations 40 to 45 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the Corporation. A joint petition shall not be entertained, if -(a)it relates to a subject on which the Managing Director is authorised to pass order, and no application for redress has been made to him.(b)it relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instruction issued by the Corporation, or(c)it relates to an individual and is not submitted by him.

## **Chapter V**

## **Pay and Allowances and other Concessions**

### **Section 1 Pay and Allowances**

## **47. When accrue and payable.**

- Subject to the provisions of these Regulations, pay and allowances shall accrue from the commencement of the service of an employee, and shall become payable on the afternoon of the last working day of each month in respect of the services performed during the said month.

## **48. When not payable for a part of a month.**

- Pay and allowances shall, not be payable for part of a month to an employee who leaves or discontinues his service without due notice during a month, unless such notice has been waived by the Managing Director.

## **49. When cease.**

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

## **50. All Employees to be graded.**

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

## **51. Adjustment of pay and allowances on change of charge when takes effect.**

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

## **52. Two persons not to be appointed to a post at the same time.**

- Except as otherwise provided in these Regulations no two persons may be appointed to, or draw the pay and allowances of a post at the same time.

## **53. Employees on transfer.**

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

## **54. Admissibility of allowance.**

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

## **55. Over-time 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' and who is required to work on Sunday or holidays or to put in extra hours on work days in connection with the Corporation's work; provided that such an employee when required to work; on any Sunday or holiday may instead of such overtime allowance be given by the Corporation smother 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.

## **56. 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 increment in an employee's Substantive grade as well as in the higher grade in which he is acting and if there is an intermediate grade between the two in which he would have officiated had he not been appointed to officiate in the higher grade, also in the intermediate grade, but the period during which an employee is on leave without pay will not count for increment unless so authorised by the Managing Director for reasons

to be recorded in writing. Sanction to draw increments will be given by the Managing Director in the case of officers, and by the Secretary in the case of other employees.(2)No increment may be withheld except as a disciplinary measure under Regulation 37 and each order withholding an increment shall state the period for which it is withheld and whether the withholding shall have the effect of postponing further increments.

## **57. Premature increments.**

- The Board may grant premature increments to an employee provided that such increments shall be given only in special cases as recognition of outstanding ability of an employee and provided further that such increment shall not affect seniority of an other employee of the Corporation.[58.

Re-fixation of pay on promotion. - On promotion from one grade to another, his Substantive pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at, which such pay is drawn provided -(i)[ that where an employee immediately before his promotion to a higher post drawing pay at the maximum of the time scale of the lower post his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the pay drawn at the maximum in the lower post by an amount equivalent to the last increment in the lower post.](ii)that provisions of this Regulation shall not apply in such cases in respect of which the Corporation may provide such other method of pay fixation as may be deemed appropriate.]

## **59. officiating pay.**

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

## **60. Refixation of pay on transfer from one scale of pay to another.**

- When an employee is transferred from one scale 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 initial pay on the new scale shall be fixed -(a)in case his Substantive pay on the old scale is lower than the minimum of the scale to which he is transferred, at the minimum of the new scale;(b)in other cases, at a stage which is equal to his Substantive pay in the old scale or if there is no such stage in the new scale, the stage below that pay plus personal pay equal to the difference, such personal pay to be drawn until such time as it is absorbed by Subsequent increments in the new scale.

## **61. Pay and allowances.**

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

## **62. Special pay.**

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

## **63. Personal pay.**

- The grant of personal pay in the circumstances referred to in Regulation 3 and also in any other case shall be subject to the prior sanction of the Board.

# **Chapter VI**

## **Section 1 - Leave**

## **64. Kinds of leave.**

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

## **65. Authorities empowered to grant leave.**

- (i) The power to grant leave shall vest in the Managing Director in the case of [Secretary and Manager] [Substituted by Amendment Notification dated 14-7-1977, Rajasthan Gazette, Part VII, dated 4-8-1977, Page 201. ] 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. (ii) [ Without prejudice to the over-all powers of the Managing Director and the Secretary, power to grant casual leave shall also vest in [the Manager/Deputy Manager (Branch) or any other officer as authorised by Managing Director] [Added by Amendment Notification dated 6-1-1975, Rajasthan Gazette, Part VII-B, dated 16-1-1975.]] [Substituted by Amendment Notification dated 5-8-1975, Rajasthan Gazette, Part VII-B, dated 14-8-1975.].

## **66. Power to refuse leave or recall an employee on leave.**

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



interest of the Corporation.

#### **67. Lapse of leave on cessation of service.**

- Leave earned by an employee lapses on the date on which he ceases to be in service.

#### **68. Earlier return from leave.**

- Unless he is permitted so to do by the authority which granted his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.

#### **69. Commencement and termination of leave.**

(1)The first day of an employee's leave is the working day succeeding that upon which he made - over charge.(2)The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.(3)A Substituted 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.

#### **70. Obligation to furnish leave address.**

- An employee shall, before proceeding on leave the authority granting leave his address while on leave, and shall keep the said authority informed of any change in the address previously furnished.

#### **71. Station to which an employee should report on return.**

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

#### **72. When medical certificate of fitness may be demanded.**

- The Managing Director may require an employee who has availed himself of leave for reason of health to produce a medical certificate of fitness before he resume duty even through such leave was not actually granted on a medical certificate.

#### **73. Leave not admissible to an employee under suspension.**

- Leave may not be granted to an employee under suspension or against whom proceedings are pending under Chapter IV of these Regulations.

## **74. When applications should be submitted.**

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

## **75. Scale on which ordinary leave is earned.**

(1) The amount of ordinary leave earned shall be one-eleventh part of duty in case of employee in Class 'A' & 'B' while in case of employee in Class 'C' the amount of ordinary leave earned shall be one-sixth part of duty; provided that an employee will cease to earn such leave when the ordinary leave due aggregate to:-(a) 120 days in case of the employees in Class 'A' & 'B'. (b) 80 day in case of the employees in Class 'C'. (2) In calculating ordinary leave earned by an employee an account shall first be taken of the complete periods of eleven months in the case of 'A' & 'B' classes of employees and sixteen months in the case of Class 'C' employees during which an employee has been on duty since the date of his appointment, or last return from leave, and the employee allowed credit in his leave amount for one month for each period of eleven months or sixteen months of duty as shall be admissible to him under Sub-Regulation (1); thereafter an account shall be taken of any balance of the period of duty left over and the employee shall be credited with one day for every eleven days or sixteen days (as applicable) of duty rendered by him. Fractions of a day of earned leave shall be taken as a full day, if amounting to half a day or more, and shall be ignored, if amounting to less than half a day.

## **76. Ordinary leave due.**

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

## **77. How extra leave earned.**

- Notwithstanding anything contained in the proviso to Regulation 75 (1) an employee shall continue to earn ordinary leave during the next twelve months at the rate specified in Regulation 75(1), if he is refused leave of: -(a) Three months or more in the event of his being a Class 'A' or 'B' Employee: (b) 60 days or more in the event of his being a Class 'C' Employees: Provided that such employee shall avail of such refused leave, if given during the said period of twelve months and after getting such leave he shall cease to earn extra leave earned under this Regulation.

## **78. Pay during ordinary leave.**

- An employee on ordinary leave shall draw a leave pay equal to his average pay. Section 3 - Casual, Sick Extraordinary and Maternity Leave

## **79. 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 average at any one time beyond eight days. Casual leave may not be granted in combination with any other kind of leave. Explanation. - In computing casual leave intervening public holidays shall not be reckoned as days of casual leave. (2) If the absence of an employee is extended beyond the limits laid down in this Regulation, or if any, of the other conditions laid down in this Regulation is not fulfilled the employee shall be treated as on ordinary leave for the entire period of his absence. (3) Notwithstanding anything contained in this Regulation, the Managing Director may, when the absence is necessitated by reason of an employee being a member of auxiliary forces, having to attend annual camp or be on training, grant casual leave which may not be debited to leave account of such an employee. (4) When there are other exceptional 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 39 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 provisions of Regulation 80 days as ordinary, sick, special or extraordinary leave as the employee concerned may requests.

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

(1) During the full period of his 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) 20 days for each completed year of service in case he is an employee in Classes 'A' & 'B', and (b) 15 days for each completed year of service in case he is an employee in Class 'C'. Sick or special leave may not be availed of, if ordinary leave is admissible. (2) In case an employee is absent from duty on account of quarantine, the Corporation may, at the request of the employee concerned, treat such absence, up to a maximum period of three months, as ordinary, sick or special leave, if such leave is otherwise permissible. Special or sick leave under this Sub-Regulation may be availed of, even if ordinary leave is admissible.

## **81. Pay during sick and special leave.**

- Sick and special leave shall be on half average pay, subject to the maximum of Rs. 500/- per month and such pay shall be reduced (unless the Board sanctions otherwise) to one quarter of average pay after twelve months in the case of sick leave and six months in the case of special leave provided that where an employee has served the Corporation for atleast a period of five years, he may, if he so requests, be permitted to avail himself of sick leave on average pay up to a maximum period of six months during the full period of his service, such leave on average pay being entered as twice the amount of leave taken on his sick leave account.

## **82. Extraordinary leave.**

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

## **82A. Maternity leave.**

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

## **Chapter VII**

## **Compensatory Allowance**

### **Section 1 - General**

## **83. Kinds of compensatory allowances.**

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

## **84. Compensatory allowance not to be source of profit.**

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

### **Section 2 - Dearness Allowance**

**85. At what rate to be paid.**

- (1) Until the Board otherwise determines the D.A. shall be paid to the employee of the Corporation at the same and subject to the same conditions on which such allowance is paid to its employee by the Rajasthan Government. (2) Dearness allowance during leave.-A dearness allowance may be drawn during leave, not being extraordinary leave; provided that the duration of the leave does not exceed four months. If leave taken exceeds four months, the allowances shall cease after four months has been availed of. Section 3 - Travelling Allowance [86. Employee on tour] [For Amendment See Amendment Notification dated 17-9-1980 printed at the end of these regulations].

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

Grade	Class	Extra fare
[If the pay of the employee is Rs. 500/- or more per mensem.] [Substituted by Amended Notification dated 21-1-1974, Rajasthan Gazette, Part VII-B, dated 3-1-1974]	First class of if the train by which he travels provides no first class then the next highest class below provided on such train.	4 paise per mile.
If the pay of the employee exceeds Rs. 450/- but is less than Rs. 500/- per mensem.	-do-	3 paise per mile.
If the pay of the employee exceeds Rs. 250/- but does not exceed Rs. 425/- per mensem.	Second class or if there is no second class, the class lower to it.	2 paise per mile.
Less than Rs. 250/-	The lowest class, whether it be called lower, third or fourth.	2 paise per mile.

Explanation. - For the purpose of this section, travelling by road includes travelling by sea or river in a steam-launch or in any vessel other than a streamer and travelling by canal. For journeys by road, mileage allowance is calculated at the following rates for each mile travelled except in any case for which different rates are specially provided:-

Grade	Employee using their own conveyance	Employee hiring conveyance
1	2	3
An employee drawing pay of Rs. 500/- or more, per mensem.		Actual cost of hiring the conveyance in whole or in part subject to a limit of 56 paise per mile.
Motor Car	50 paise per mile.	

Motor Cycle 19 paise per mile.

Any other means of conveyance 16 paise per mile.

An employee drawing pay of more than Rs. 150/- but less than Rs. 500/- per mensem:

Actual cost of hiring the conveyance in whole or in part subject to a limit of 44 paise per mile.

Motor Car 37 paise per mile.

Motor Cycle 19 paise per mile.

Any other mode of conveyance 16 paise per mile.

An employee drawing pay of more than Rs. 80/- but not exceeding Rs. 150/- per mensem :

Actual cost of hiring not more than two seats in a conveyance to a limit of 22 paise per mile.

Motor Cycle 19 paise per mile.

Any other means of conveyance 16 paise per mile.

An employee drawing up to Rs. 80/- as Pay per mensem 12 paise per mile.

Actual cost of hiring not more than one seat in a conveyance subject to a limit of 12 paise per mile.

## 86A. Employee of Corporation travelling in public conveyance.

- The mileage allowance admissible to an employee of the Corporation travelling in a motor vehicle plying regularly for conveyance of a passengers will be the actual cost of hiring a single seat; provided that for journeys of over 20 miles, for which no halting allowance is admissible in addition to road mileage one and a half times the cost of a single seat may be allowed the extra half being limited to halting allowance. The actual cost should be calculated, in the case of Class 'C' employee of the Corporation on the basis of the fares of the lowest class, when two or more classes are provided on the vehicle and in other cases on the basis of the class actually used subject of course, to maximum limits prescribed above. The employee of the Corporation claiming travelling allowance at higher rates shall be required to furnish the following certificate on their travelling allowance bills before they are countersigned by the controlling officer :- "I certify that I did not perform the road journeys for which mileage allowance has been claimed by taking a single seat in motor vehicle plying regularly for conveyance of passengers."

## 87. Employees summoned to give evidence in Court of Law.

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

## **88. Travelling allowance not admissible on termination of service.**

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

## **89. Route by which travelling allowance is admissible.**

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

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

- (1) An employee must travel by the class of accommodation for which travelling allowance is admissible to him and if he shall travel in a lower class he shall be entitled to the fare of the accommodation actually used plus the extra fare admissible for the journey of the class by which he is entitled to travel. (2) An employee may not be paid travelling allowance on the basis of journey in a highest class unless he is specifically, authorised to travel in a higher class by the Managing Director in the interest of the Corporation.

## **91. Not admissible to join first Appointment.**

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

## **92. Employee using their own Conveyance.**

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

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

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

#### **94. Employee travelling by bus, etc.**

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

#### **95. Calculation to be based on ordinary rates.**

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

#### **96. Employee travelling within municipal limits.**

- An employee travelling on duty within five miles of headquarter, on within the municipal limits, whichever is farther, shall be entitled only to the actual amounts, limited to the amount of halting allowance admissible to an employee under Regulation 104 which he may spend (in payment of ferry and other tolls, if any) and fare for journeys by rail or other public conveyance.

#### **97. Journeys not provided in this section.**

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

#### **98. Advance to meet travelling expenses.**

- An employee who is required to travel on the Corporation's business may draw an advance to meet his travelling expenses. Section 4 - Halting Allowance

#### **99. Definition.**

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



## **100. To whom admissible.**

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

## **101. Period for which may be granted.**

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

## **102. Halting allowance during leave or holidays.**

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

## **103. Employees summoned to give evidence in Court.**

- An employee who is summoned to give evidence in Court of Law in respect of any facts which have come to his knowledge in the discharge of his duties shall be entitled to a halting allowance under Regulation 104 but in all such cases any Subsistence allowance paid by the Court shall be credited to the Corporation.[104. Rate of halting allowance] [For amendment, See Amending Notification dated 17-9-1980, Rajasthan Gazette, Part VII, dated 17-9-1980, Page 428]. - The halting allowance shall be paid to the employee at the following rates:-

- |   |                                      |
|---|--------------------------------------|
| (i) Employees drawing pay Rs. 500/-   | Rs. 10/- per day.or more per mensem. |
| (ii) Employees drawing pay exceeding Rs. 300/- but less thanRs. 500/- per mensem.                 | Rs. 6/- per day                      |
| (iii) Employees drawing pay exceeding Rs. 150/- but notexceeding Rs. 300/- per mensem.            | Rs. 5/- per day                      |
| (iv) Employees drawing pay exceeding Rs. 80/- but notexceeding Rs. 150/- per mensem.              | Rs. 3/- per day                      |
| (v) Employees drawing pay up to Rs. 80/- per mensem.  | Rs. 1.50 per day                     |
| (vi)[ The Corporation may reimburse the actual charges paid by the officers of the Corporation on |                                      |

account of room rent in the Rajasthan House and Bikaner House at New Delhi on the production of official bills/receipts issued by them. In case of such reimbursement, the halting allowance normally admissible shall be reduced to half. The admissibility of accommodation to the officers of the Corporation will be on the pattern of the State Government rules applicable to their own officers,] [Substituted by Amendment Notification dated 14-7-1977, Rajasthan Gazette, Part VII, dated 4-8-1977, Page 201.]Explanation. - "Day" means a calendar day beginning and ending at mid-night, but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day at whatever hours the absence begins or ends.

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

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

### **106. Advance to meet halting allowance.**

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

## **Chapter VIII**

### **Medical Attendance**

#### **107. [ (i) Ordinary medical attendance shall be provided by the Corporation for its employees.**

Explanation: - Ordinary medical attendance shall not deemed to include hospital fees (other than fees for medical attendance) nursing or nursing home fees or specialists fees. Fees not included in ordinary medical attendance shall be paid by the Corporation only in exceptional circumstances and at the discretion of the Board in the case of officers and the Managing Director in the case of other employees.] [Substituted by Amendment Notification dated 11-11-1961, Rajasthan Gazette, Part IV-C, dated 14-12-1961.](ii)[ Medical expenses of an employee and his or her family consisting of wife/husband and minor legitimate children depending on the employee duly certified by a qualified medical practitioner recognised by the State Government under the Rajasthan Civil Services (Medical Attendance) Rules 1970 or any other qualified and registered medical practitioner approved by the Managing Director of the Corporation will be reimbursed by the Corporation subject to a maximum of (i) Rs. 500/- per year for each employee in Class 'A' and (ii) Rs. 250/- for each employee in Class 'B' and (iii) Rs. 150/- for each employee in Class 'C' and in case involving expenditure of more than (i) Rs. 500/- per year for each employee in class A' & (ii) Rs. 250/- for

each employee in Class 'B' & (iii) Rs. 150/- for each employee in Class 'C' shall be submitted to the Executive Committee/Board, for order. Reimbursement to employees shall be allowed only on such of the medicines which are approved from time to time by the State Government for reimbursement to its employees under Rajasthan Civil Services (Medical Attendance) Rules. 1970. [Substituted by Amendment Notification dated 6-1-1975, Rajasthan Gazette, Part VII-B, dated 16-1-1975.] Explanation. - Ordinary medical attendance shall not be deemed to include hospital fees (other than fees for medical attendance or nursing charges.) [Substituted by Amendment Notification dated 12-12-1975, Rajasthan Gazette, Part VII-B, dated 25- 2-1975.][Chapter IX] [Added by Amendment Notification dated 31-10-1966, Rajasthan Gazette, Part VII-B, dated 23-2-1967.] Advance to employees for purchase of conveyance

**108. [ Employees eligible for advances.] [Substituted by Amendment Notification dated 6-1-1975, Rajasthan Gazette, Part VII-B, dated 16-1-1975.]**

- Permanent employees of the Corporation will be eligible for grant of advance for purchase of conveyance viz. Motor Car, Motor Cycle, Scooter and Cycle, etc. An employee drawing basis pay more than Rs. 1,000/- will be eligible for an advance for purchase of a Car. Advance for purchase of a Motor Cycle and Scooter will be admissible to the employees drawing basis pay of more than Rs. 350/- in Class 'A' & 'B' of the Corporation. Employees of 'A' & 'B' Class of the Corporation drawing basis pay less than Rs. 350/- will be admissible for an advance for purchase of Moped vehicles viz. Suvega, Vickey, Luna, etc. 'C' Class employees of the Corporation will be admissible for an advance for purchase of a Cycle only. No advance shall be admissible to an employee, if he is due to be superannuated within a period of two years from the date of the issue of the advance. This rule may be relaxed in special circumstances but the number of instalments of repayment should be so regulated that the recovery of the advance and interest thereon is completed at the time of the issue of the last pay to the employee before retirement. Other conditions attached to the grant of advance will remain unaltered.

**109. [ (a) Eligibility for Conveyance advance will be as follows:- [Substituted by Amendment Notification dated 8-8-1984, Rajasthan Gazette, Part VII, dated 10-8-1984, Page 185.]**

Sl. No.	Pay Range	Nature of Conveyance	Amount of Advance	Recovery Instalments
1	Rs. 1,800/- p.m. and above.	Motor Car/ Jeep	16 months pay or Rs. 30,000/- or the cost of Motor Car/Jeep whichever is less.	120
2	Rs. 470/- p.m. and above.	(i) Scooter/Motor Cycle Moped (ii) Tricycle (for disabled & handicapped	10 months pay or Rs. 6,500/- or the price of the Scooter/Motor Cycle/	100

persons only)etc.

Mo-ped/Tri-Cycle, etc. which-ever is less.

3 All Employee Cycle

Not exceeding Rs. 350/-

35

### **110. Recovery of the advance.**

- (i) An advance granted for the purchase of conveyance shall be repaid in not more than 72 instalments in the case of Car. 48 instalments in the case of Motor Cycle or Scooter and 24 instalments in the case of Cycle. It shall be open to an employee to repay the advance in a lesser number of instalments. (ii) The first instalment shall commence with the first issue of pay after the advance is drawn. (iii) If an employee to whom an advance has been issued retires, resigns or otherwise leaves service before the advance is fully repaid, he shall be required to repay in one instalment, the amount outstanding together with the interest. (iv) The amount to be recovered monthly towards the repayment of the advance shall not be affected, if the employee proceeds on leave with full average pay. If the employee proceeds on leave on half average pay or is placed under suspension, the sanctioning authority may, during such period of leave on half pay and of suspension suspend the recovery of the advance; provided the total period for which the recovery is suspended does not exceed a year in all i. e., the period prescribed for the recovery of the entire amount is also not exceeded by more than one year. (v) The amount to be recovered monthly shall be fixed in whole rupees except in the case of the last instalment when the fraction of a rupee shall be recovered.

### **111. [ Interest. [Substituted by Amendment Notification dated 2-5-1994, Rajasthan Gazette, Part VII, dated 4-8-1994, Page 48.]**

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

S. No.	Conveyance for which loan is sanctioned	Rate of interest per annum
1	Cycle	9.00%
2	Motor Cycle, Scooter & Moped	11.50%
3	Motor Car	15.00%

### **112. Hypothecation of Motor Cars and Motor Cycles.**

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

### **113.**

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

### **114. Insurance.**

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

### **115. Sale of transfer.**

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

### **116.**

In case a Car or other conveyance is sold before the advance taken for its purchase from the Corporation together with interest thereon has been fully repaid, the sale proceed must be applied, so far as may be necessary, towards the repayment of the outstanding balance; provided that when the Car or any other conveyance is sold only in order that another Car or conveyance may be purchased, the authority sanctioning the sale may permit the employee of the Corporation to apply the sale proceeds towards such purchase subject to the following conditions:-(i)the amount outstanding shall not be permitted to exceed the cost of the new Car or other conveyance.(ii)the amount outstanding shall continue to be repaid at the rate previously fixed, and(iii)the new Car or other conveyance is hypothecated to the Corporation as required by these rules.Note. - Unless shown to the satisfaction of the Corporation that the Car, which was previously purchased with an advance from the Corporation is beyond repairs, further advance for the purchase of Motor Car shall not be granted within five years of the drawal of the previous advance except in special circumstances.

## **117. General.**

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

## **118.**

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

## **119.**

Contravention of these rules will render the employee liable to refund the whole of the amount advance with interest accrued unless good reason is shown to the contrary.

## **120.**

The Managing Director will be the sanctioning authority for advances under these rules for purchase of conveyance other than Motor Cars. Sanction for advance for Motor Cars will be made by the Board.][Chapter X] [Substituted by Amendment Notification dated 10-9-1968.]

## **121.**

The Corporation may permit any of its employee to join as volunteers in the Civil Defence Service or as members of the Home Guards Organisation.

## **122.**

The grant of permission to join such forces shall be subject to the following conditions -(a)that in case of emergency, if an employee of the Corporation who has been enrolled as member of the Civil Defence Service or of the Home Guards Organisation is required to perform any duties and functions or to take training under the Civil Defence Service Rules, 1962, during office hours the period of absence shall be treated as special casual leave.(b)the employee concerned shall be permitted to receive in addition to their Civil pay, such allowance or emolument as may be prescribed for them under the Civil Defence Service Rules, 1962 or as may be offered by the State Government.(c)that the Corporation shall not be responsible for any risks, injuries, damages or other consequences arising out of or bring the course of entry in the Home Guard Organisation.

**123.**

The above Regulations shall not be applicable to the employees of the Corporation desiring to join Civil Defence Organisation on whole time paid basis. Such employees may be sent on deputation basis, if they are permanent employees in the Corporation.[Chapter XI [Substituted by Amendment Notification dated 13-6-1975, Rajasthan Gazette, Part VII-B, dated 17-7-1975.] Advance to Employees for purchase of food grains

**124.**

The advance shall be allowed Every year in the month of May/June to permanent employees, and to temporary employees the advance may be provided subject to the furnishing of surety from two permanent employees of the Corporation.

**125. [ [Substituted by Amendment Notification dated 10-6-1980, Rajasthan Gazette, Part VII, dated 18-6-1980, Page 373, w.e.f. 15-4-1980.]**

The advance shall be admissible to an employee in receipt of pay not exceeding Rs. 950/- p.m. and the amount of advance shall be equal to one month's pay subject to a maximum of Rs. 500/-.]

**126. [ [Substituted by Amendment Notification dated 10-6-1980, Rajasthan Gazette, Part VII, dated 18-6-1980, Page 373, w.e.f. 15-4-1980.]**

The limit regarding maximum pay and the quantum of advance mentioned in Regulation No. 125 shall automatically be changed whenever any change is made by the State Government in respect of its employees regarding grant of food grain advance.]

**127.**

The amount of advance shall be recoverable in six monthly instalments, the first instalment to be recovered in the month following the month in which the advance is provided.

**128.**

The advance shall be free of interest.

**129.**

The employee drawing the advance shall give the following certificateCertificateI ..... certify that I have purchased the foodgrains for the full amount of Rs sanctioned to me as foodgrain advance.][Chapter XII] [Added by Amendment Notification dated 4-2-1976, Rajasthan Gazette, Part VII-B, dated 12-2-1976.]

**130.**

Any employee of the Corporation whether in Class 'A' 'B' or 'C' who takes ordinary leave for period of not less than 30 days will be allowed to surrender the balance of ordinary leave to his credit on the date of commencement of leave or any portion thereof, at his option, subject to a maximum of thirty days and will be sanctioned leave salary and allowances for the leave so surrendered.

**131.**

The concession of encashment of ordinary leave surrendered shall be allowed once in a block of two years, first block commencing from 1-4-1974.

**132.**

The total of the ordinary leave actually availed of and the ordinary leave surrendered shall not exceed 120 days.

**133.**

The number of days of ordinary leave surrendered under these Regulations need not be referred to any particular period but may be reckoned as surrendered on the date of commencement of the actual leave taken and debited against the leave account of the employee of the Corporation.

**134.**

The authorities who are empowered to sanction ordinary leave will be competent to accept surrenders of ordinary leave. The number of the employees in any Section at the Head office or in, the Branches of the Corporation to whom ordinary leave will be sanctioned at a time for the purpose of enabling surrender of leave shall be determined by the Managing Director. In deciding the priorities of claims of ordinary leave under these Regulations, the considerations laid down in Rule 80 of the Rajasthan Service Rules shall invariable be taken into account while permitting surrenders of leave for encashment.

**135.**

In the cases of the employees of the Corporation who are at the verge of retirement, the period of leave surrendered should not exceed the ordinary leave actually availed of and the date of compulsory retirement.

**136.**

(a) The amount for leave salary for the period for which leave is surrendered will be calculated in accordance with provisions contained in Rule 97 of the Rajasthan Service Rules, and in addition,



dearness allowance, ad hoc relief and additional dearness allowance shall be admissible.(b)The leave salary and allowances admissible for the leave surrendered will be equivalent in the leave salary and allowances for the first thirty days of the leave enjoyed.

**137.**

The leave salary and allowances for the period of surrendered leave will be paid alongwith the leave salary and allowances for the ordinary leave of not less than thirty days actually availed of by the employee of the Corporation. If the leave salary for the first thirty days of the actually leave availed of is drawn in two instalments, consequent on the leave falling partly in two months, the leave salary for the surrendered leave will be drawn alongwith the second spell of such leave salary. This leave salary is not liable to deductions on account of P.F. Substitutedcription, repayment of loans to Corporation, house rent and repayment of any dues to co-operative Society, etc. Income-tax shall be deducted on this additional income.

**138.**

The concession shall apply to employees of the Corporation who are on foreign service or on deputation to the Government of India or other State Government or have been sent on training within country or abroad.

**139.**

The benefit of surrender of ordinary leave shall not be allowed in the cases of leave preparatory to retirement or refused leave granted under the leave regulations of the Corporation. This concession shall also not be available to re-employed persons or those under extension of service.

**140.**

If an employee of the Corporation not on the verge of retirement applies for ordinary leave for 30 days or more and intimates a desire to encash a portion of his ordinary leave and is not permitted to proceed on leave in public interest, permission for encashment should not be given to him. It is, however, desired that unless it is absolutely necessary to refuse leave, in public interest, in such cases, application for leave and surrender of leave should be considered liberally.

**141.**

If an employee of the Corporation who is permitted to surrender leave, voluntarily returns to duty before the expiry of thirty days leave, he should not ordinarily be permitted to rejoin duty. If, however, such an officer is permitted to rejoin duty, the orders regarding surrender of leave should be cancelled.

**142.**

If an employee of the Corporation has proceeded on ordinary leave for not less than 30 days and has intimated a desire to encash a portion of his ordinary leave, than encashment should be permitted even if he is recalled from leave before he actually remains on leave for 30 days.

**143.**

In cases of compulsory recalled to duty, the employee of the Corporation may be allowed to enjoy the balance of his leave as soon as he is spared.

**144.**

The term "Leave" used in this chapter for the purpose of surrender of leave means 'ordinary leave' and not any other kind of leave.

**145.**

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

**146.**

Payment on account of surrender of leave shall be drawn on a separate salary sheet. A statement of the leave availed of and encashed shall be attached to the said salary sheet.

**147.**

Any further orders and amendments made by the State Government in the rules for encashment of privilege leave to their employees, shall automatically to the employees of the Corporation for encashment of ordinary leave.)Appendix I(1)The scales of pay or Class 'A' officers, shall be as follows:-

	Rs.
Secretary	800-50-1200-60-15001100-50-1400]
[Technical officer [Added by Amendment Notification dated 29-3-1972, Rajasthan Gazette, Part VII-B, dated	

27-4-1972]

Accounts officerLoans

officerLawofficerAccounts  
officer (Inspection)Assistant ]

400-40-800-50-1,000

Secretary

Statistical officerPublic

RelationsofficerBranch

Managers[Assistant

Technical officers] [Inserted  
by Amendment Notification ]

350-30-500-40-780

dated 25-7-1975. Rajasthan  
Gazette, Part VII-B, dated  
7-8-1975]

Assistant Accounts

officerAssistant

LoansofficerAssistant Law

officer[Assistant

Establishmentofficer]

[Inserted by Amendment ]

250-25-350-30-620

Notification dated 31-3-1975,

Rajasthan Gazette, Part  
VII-B, dated

1-4-1975]Personal Assistant  
to Managing Director

Assistant Accountant(2) The

scales of pay for employees  
in Class 'B'shall be as ]

210-20-350-25-500210-20-350-25-500

follows:- Stenographer

[Technical

Assistant(Mechanical)

[Added by Amendment

Notification dated  
29-3-1972, Rajasthan ]

200-15-350-20-450]

Gazette, Part VII-B, dated

27-4-1972]Technical

Assistant (Civil)

Steno-Typist 180-15-270- 20-430

Assistant[Telephone

Operator-cum-Receptionist]

[Added by Amendment  
Notification dated 19-8-1975, ]

160-10-200-20-360

Rajasthan Gazette, Part

VII-B. dated 6-9-1975]

Clerk and Typist 130-5-170-10-240

(3) The scales of pay for employees in Class 'C' shall be as follows:-

[Driver] [Added by Amendment Notification dated 29-3-1972, Rajasthan 110-5-160-8-200-10-230 Gazette, Part VII-B, dated 27-4-1972]

Duplicate Machine Operator 100-5-140-8-180

[Daftri] [Added by Amendment Notification dated 24-10-1975, Rajasthan 100-5-140-8-180 Gazette, Part VII-B, dated 6-11-1975]

Peon 70-3-100

Chowkidar 70-3-100

[Appendix-II [Added by Amendment Notification dated 1-6-2000, Rajasthan Gazette, Part VII, dated 22-6-2000, Page 59.]Rajasthan Financial Corporation, JaipurPrescription of Selection Grade for Employees of the Corporation in Class 'B' & 'C' who have completed 9, 18 & 27 years of service in the Corporation.

S. Post under  
No. DR

1 Messenger 775-1025

2 Driver [950-1680 [Substituted by Amendment Notification dated 5-1-2002, Rajasthan Gazette, Part VII, dated 24-1-2002, Page 161]

3 Jr. Asstt. 975-1720

Pay Scales I II Selection Grade III

825-1350 975-1720 1200-2050

1200-2050 1400-2600 1640-2900]

1400-2600 1640-2900 2000-3500

(For Non-graduate) 2000-3200

The Grant of Selection Grades would be subject to the following conditions :-(i)Selection Grades are applicable only for the posts which are direct recruitment posts. In cases the posts are being filled by promotion, the Employees promoted on the posts would be entitled for selection Grade(s) with reference to the initial post on which he was recruited.(ii)The terms & conditions for grant of Selection Grades stipulated in the Finance Department Order No. F. 20(1)/FD/Gr. 2/92 dated 25.01.92 as amended from time to time would apply mutatis mutandis.]Amending Notifications dated 17-9-1980.The Rajasthan Financial Corporation (Staff) Regulations, 1958 - Category for T.A. and D.A. in Regs. 86 (1), (2) and 104 respectively - Revised.In exercise of the powers conferred under section 48 of the State Financial Corporation Act, 1951 the Board of Directors of the

Rajasthan Financial Corporation, after consultation with the Industrial Development Bank of India and with the previous sanction of the Government of Rajasthan is pleased to revise the category for TA on inspection, transfer and other work in Regulations No. 86 (i), 86 (ii) and rates of halting allowance in Regulation 104 of the Rajasthan Financial Corporation (Staff) Regulations, 1958 as follows: -

## 1. Regulation No. 86(1).

In place of the existing category the following category may be replaced :-

Existing category	Revised category
Employees drawing pay Rs. 1,500/- and above	Employees drawing pay Rs. 1,750/- and above
Employees drawing pay Rs. 1,000/- and above, but below Rs. 1,500/-	Employees drawing pay Rs. 1,250/- and above, but below Rs. 1,750/-
Employees drawing pay Rs. 600/- and above, but below Rs. 1,000/-	Employees drawing pay Rs. 750/- and above, but below Rs. 1,250/-
Employees drawing pay Rs. 500/- and above, but below Rs. 600/- only and Branch Managers irrespective of their pay.	Employees drawing pay Rs. 650/- and above, but below Rs. 750/- only and Asstt. Managers (Incharge Branch) irrespective of their pay.
Employees drawing pay Rs. 300/- and above, but below Rs. 500/-	Employees drawing pay Rs. 400/- and above, but below Rs. 650/-
Employees drawing pay Rs. 150/- and above, but below Rs. 300/-	Employees drawing pay Rs. 225/- and above, but below Rs. 400/-
Employees drawing pay less than Rs. 150/-	Employees drawing pay less than Rs. 225/-

(2) Regulation No. 86(2). In place of existing category the following category may be replaced. -

Category Existing pay range	Revised pay range
A. Employees drawing pay Rs. 1,500/- and above	Employees drawing pay Rs. 1,750/- and above
B. Employees drawing pay Rs. 1,000/- and above, but below Rs. 1,500/-	Employees drawing pay Rs. 1,250/- and above, but below Rs. 1,750/-
C. Employees drawing pay Rs. 600/- and above, but below Rs. 1,000/-	Employees drawing pay Rs. 750/- and above, but below Rs. 1,250/-
D. Employees drawing pay Rs. 300/- and above, but below Rs. 600/-	Employees drawing pay Rs. 400/- and above, but below Rs. 750/-
E. Employees drawing pay below Rs. 300/-	Employees drawing pay below Rs. 400/-

(3) Regulation No. 86(2). In place of existing category the following category may be replaced. -

Existing category	Revised category
Employees drawing pay Rs. 1,500/- and above	Employees drawing pay Rs. 1,750/- and above

Employees drawing pay Rs. 1000/- and above, Employees drawing pay Rs. 1,250/- and above, but  
but below Rs.1,500/- below Rs.1,750/-

Employees drawing pay Rs. 600/- and above,  
but below Rs. 600/-only and Branch Managers  
irrespective of their pay.

Employees drawing pay Rs. 300/- and above, Employees drawing pay Rs. 750/- and above, but  
but below Rs. 1000/- below Rs.1,250/-

Employees drawing pay Rs. 500/- and above, Employees drawing pay Rs. 650/- and above, but  
but below Rs. 600/-only and Branch managers below Rs. 750/-only and Asstt. Managers (Incharge  
irrespective of their pay. Branch) irrespective of theirpay.

Employees drawing pay Rs. 300/- and above, Employees drawing pay Rs. 400/- and above, but  
but below Rs. 500/- below Rs. 650/-

Employees drawing pay less than Rs. 150/- Employees drawing pay Rs. 225/- and above, but  
and above, but belowRs. 300/- below Rs. 400/-

Employees drawing pay less than Rs. 150/- Employees drawing pay less than Rs. 225/-

[Notification dated 17-9-1980, Rajasthan Government Gazette, Part VII, dated 18-12-1980, Page  
428].