

Reg No.
SG.1775/57

Whereas it is necessary to define the terms and conditions of appointment and service of the Staff of the Assam Financial Corporation and to provide for their duties, conduct and the remuneration payable to them, the Board of Directors of the Assam 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 Assam has made the following Regulations, namely :-

CHAPTER - 1

PRELIMINARY

1. Short Title : These Regulations may be called Assam Financial Corporation's Staff Regulation,1957
- 2 Application : (1) They shall apply to every shole-time employee of the Corporation. Provided that noting in these Regulation, shall apply to -
 - a) The Managing Director, unless the application to him of all or any of these Regulations has been approved by the State Government in consultation with the Board, or
 - b) Staff employed or deputed from Government service for temporary period, OR
 - c) Staff employed temporarily or advisers, officers or other staff recruited on special contracts.
2. The Corporation may, after consultation with the Reserve Bank with the previous sanction of the State Government, enter into a special agreement or arrangement with an employee, with terms and conditions which may vary from the provisions of these Regulations.
3. Definations : In these Regulations, unless there is thing repugnant in the subject or context -
 - a) "The Board" means 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 Officer in Class - I service" in relation to any powers exercisable by him, includes any officer authorised by the Managing Director to exercise the powers of the Class - I officers during the temporary absence of the Class - I Officer.
 - d) "Pay" means the amount drawn 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 specials pay, and any other emoluments classes as pay by the Board under Regulation

3(d) (iii) 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 revision of pay or to any reduction of such substantive pay other than as a disciplinary measure; or

ii) in exceptional circumstances, on other personal considerations.

h) "Average Pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee who has not been on duty for more than a year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave.

i) "Compensatory allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.

j) "Duty includes -

i) Service as a probationer;

ii) Period during which an employee is on joining time;

iii) Period spent in a course of instruction or training duly authorised;

iv) Period spent on Casual leave duly authorised;

k) "Family" means an employee's wife or husband, legitimate and step children, parents, brothers and sisters, ordinarily residing with the wholly dependent on him or her not more than one wife is included in "family" for this purpose.

i) to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay other than as a disciplinary measure; or

ii) in exceptional circumstances, on other personal considerations.

h) "Average Pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee who has not been on duty for more than a year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave.

i) "Compensatory allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.

j) "Duty includes -

i) Service as a probationer;

ii) Period during which an employee is on joining time;

iii) Period spent in a course of instruction or training duly authorised;

iv) Period spent on Casual leave duly authorised;

k) "Family" means an employee's wife or husband, legitimate and step children, parents, brothers and sisters, ordinarily residing with the wholly dependent on him or her not more than one wife is included in "family" for this purpose.

4i) to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay other than as a disciplinary measure; or

ii) in exceptional circumstances, on other personal considerations.

h) "Average Pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee who has not been on duty for more than a year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave.

i) "Compensatory allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.

j) "Duty includes -

i) Service as a probationer;

ii) Period during which an employee is on joining time;

iii) Period spent in a course of instruction or training duly authorised;

iv) Period spent on Casual leave duly authorised;

k) "Family" means an employee's wife or husband, legitimate and step children, parents, brothers and sisters, ordinarily residing with the wholly dependent on him or her not more than one wife is included in "family" for this purpose.

6. 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 any other officer appointed by him in this behalf, any of the powers conferred on him by these Regulation in relation to employees, other than officers, except the powers referred to in Regulation 8,9,11,13(2),15,16, to 18, 41, 43, 52, 86 and 96 and by paragraphs 15, 17, 24 and 32 of Appendix - II.

CHAPTER - II

APPOINTMENTS, PROBATION AND TERMINATION OF SERVICES.

Section - I - Appointment

7. Classification of permanent Staff :

(1) The permanent staff of the Corporation shall be grouped as follows :-

Class	-	I Service.
Class	-	II Service.
Class	-	III Service.
Class	-	IV Service.

(2) The Board shall prescribe from time to time the pay of each post or group of posts and the number of posts in each group.

8. Temporary Staff :

(1) Notwithstanding anything contained in these Regulations, the Managing Director may employ Staff in Class - II, III & IV service on a temporary basis for a period not exceeding 6(six) months on the pay scales laid down in : Appendix - I.

(2) The terms and conditions of service of the temporary Staff shall be determined by the Managing Director, but in no case shall the terms and conditions so determined be more favourable than those laid down in these Regulations for an appointment carrying equivalent status or responsibility.

9. Power to appoint :

All appointments to the service of the Corporation shall be made by the Managing Director, provided that no person shall be appointed as Class - I officer unless his appointment is first approved by the Board.

10. Certificate of Health and Good Character :

No person shall be appointed to the service of the Corporation, unless he has been certified by a qualified Medical practitioner approved by the Corporation to be of sound constitution and medically fit, and by a respectable that he bears a good moral character.

11. Age :

The age of a person at the time of his first appointment the service of the Corporation shall not exceed -

a) In the case of Class - I service, such age as the Board may approve having regard to the qualifications required from the candidates and ;

b) In other case 30(Thirty) years, provided that the Managing Director may appoint or authorise appointment of persons in Class - II , III and IV service above the age of 30 years to the services of experience staff.

12. Grant of initial increment on first appointment :

The Board may in exceptional cases, grant higher initial pay to an employee on his first appointment, provided that where the appointment is to be made in Class - service no advance increment shall be granted except with the previous approval of the State Govt.

13. Commencement of services :

- (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 report for duty in an appointment covered by these Regulation 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.

13.(2) Defination of Service :

"SERVICE" includes the period during which an employees on duty as well as on leave duly authorized by the Managing Director but does not include any period during which an employee is absent from duty without permission or overstays his leave, unless specially permitted by the Managing Director.

(3) Reappointment in the Corporation's Service :

- i) No person who has been discharged or has otherwise cased to be in the service of the Corporation may be re-employed without the specific approval of the Board;
- ii) Except as otherwise directed by the Board at the time of his re-employed this Regulation shall apply to a person who is re-employed in the Corporation's service as if he had entered the service for thefirst time on the date of his re-employment.

14. Period of Probation :

- (1) A Class - I officer directly recruited to the Corporation's service shall be required to be on probation for a period which shall not beless than twelve months.
- (2) Employees not included in Sub-Regulation(1) of this Regulation shall , on their first appointment in the Corporation's service, be required to be on probation for six months.

15. Discharge during Probation :

During the first month of his probationary period an employee shall be liable to discharge at one day's notice or by payment of one day's substantive pay and thereafter at one month's notice or by payment of substantive pay for one month in lieu thereof, provided that in case of Class - I officers no such notice of

discharge shall be issued by the Managing Director without the prior approval of the Board.

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

The period of probation of an employee may be extended at the discretion of the Managing Director but in no case may the total probationary period exceed :

- (a) in the case of Class - I service two years.
- (b) in the case of other employees one year.

17. Temporary Service in lieu of probation :

Where an employee has rendered continuous temporary service prior to his appointment in a permanent vacancy, the provisions of Regulation 14 regarding the period required to be spent on probations may be waived at the discretion of the Managing Director, to the extent of the period of such temporary service.

SECTION-3 TERMINATION OF SERVICE :

18. Termination of Service by Notice :

(1) An employee shall not leave or discontinue his service in the Corporation without first giving notice in writing of his intention to leave or discontinue the service. The period of notice required shall be -

- (a) three months in the case of an employee in Class - I service and
- (b) One month in the case of an employee in any other class, and shall be given to the Managing Director and in case of breach by an employee of the provisions of this Sub-Regulation, he 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 payment of such compensation may be waived by the Managing Director at his discretion.

(2) The Corporation may determine the service of any employees after the 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 - I service and
- (b) One month's notice, or substantive pay in lieu thereof, if he is an employee in any other Class.

The powers to terminate the services of an employee shall be exercised, in all cases, by the Board.

(3) Nothing in Sub-Regulation (2) shall affect 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 19 and 41 and

b) To determine the service of an employee without notice or pay in lieu thereof on his being certified by the Corporation's Medical Officer to be permanently incapacitated for further continuous service in the Corporation.

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

Explanation : II : A notice given by an employee under Sub-Regulation(1) shall be deemed to be proper only if he remains on duty during the period of the notice, and an employee shall not be entitled to set off any leave earned 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 Sub-Regulation (2) shall absent himself from duty without permission during the period on notice, he shall not be entitled to receive any pay or allowances during the period of absence and shall further be liable to such further penalties as the Managing Director may deem fit to impose.

19. Superannuation and Retirement

:

Every employee other than Class - IV employee, shall retire at fifty eight years age. The age of retirement of Class – IV employee shall be sixty years.

Explanation - I :

Notwithstanding anything contained in this Regulation where an employee has ordinary leave earned but not availed of as on the date of retirement of prescribed by this Regulations he may be permitted to encash leave upto a maximum of 240 days.

20. Grant of leave beyond the date of Retirement :

No leave, shall be granted beyond the date on which an employee must compulsorily retire.

Provided that an employee who has been denied in whole or in part on account of exigencies of service the ordinary leave earned which was due to him pending retirement may be granted by the authority concerned the whole or any portion of the ordinary leave earned so denied even though it extends to a date beyond the date on which he must compulsorily retire.

Provided further that an employee whose service has been extended in the interests of the Corporation beyond the date of his compulsory retirement may similarly be granted within the period of extension or if the conditions of the proceeding proviso are satisfied, after its expiry any Ordinary Leave earned which could have been granted to him under the proceeding proviso, had he retired on that date and in addition any Ordinary Leave earned due in respect of such extension.

Note :

In determining the amount of the Ordinary Leave due, in respect of the extension with reference to Regulations 83 and 84, the Ordinary Leave earned, if any admissible on the date of compulsory retirement shall be taken into account.

CHAPTER - III

RECORD SERVICE, SENIORITY & PROMOTION

21. 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.

22. 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 an employee on probation according to the length of his probationary service.

23. Promotion :

All appointments and promotions shall be made at the discretion of the Corporation, notwithstanding his seniority in a grade, no employee shall have a right to be appointed or promoted to any particular post of grade.

24. Reversion :

An employee transferred from one appointment to another or promoted to a higher grade or appointment shall be liable to be reverted without notice at any time within one year of such transfer or promotion.

Provided that nothing in this Regulation shall operate to limit the liability to reversion of an employee who has been appointed to officiate in a temporary vacancy during the period, of such officiating appointment, or of an employee whose promotion has been made subject to his undergoing a period of probation, during the period of such probation..

22. 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 an employee on probation according to the length of his probationary service.

23. Promotion :

All appointments and promotions shall be made at the discretion of the Corporation, notwithstanding his seniority in a grade, no employee shall have a right to be appointed or promoted to any particular post of grade.

24. Reversion :

An employee transferred from one appointment to another or promoted to a higher grade or appointment shall be liable to be reverted without notice at any time within one year of such transfer or promotion.

Provided that nothing in this Regulation shall operate to limit the liability to reversion of an employee who has been appointed to officiate in a temporary vacancy during the period, of such officiating appointment, or of an employee whose promotion has been made subject to his undergoing a period of probation, during the period of such probation..

28. Employees to promote the Corporation's interest :

Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavours to promote the interests of the Corporation and

shall show courtesy and attention in all transactions and intercourse with the officers of Government and the Corporation's constituents.

29. Prohibition against participation in politics and Standing for Election :

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

30. No employee may contribute to the press without the prior sanction of the Managing Director.

31. Employee 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.

32. Part-time work for outside Bodies:

No employee shall undertake part-time work for a private or public body or a private person, or accept fee thereof, 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 employees for undertaking the work shall be paid, in whole or in part, to the Corporation .

33. 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 of the Managing Director, nor shall be absent himself in case of sickness or accident without submitting a proper 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 absent himself from duty without leave or overstays his leave, except under circumstances beyond his/her control for which he must render a satisfactory

explanation, shall not be entitled to draw any pay and allowances in respect of the period of such absence or overstays and shall further be liable to such penalties as the Managing Director may impose provided that in case of employee in Class I Service such penalties shall be imposed with the approval of the Board.

The period of such absence or overstayal may, if not followed by termination of services under Regulation 18 or dismissed under Regulation 41, be treated as period spent on Ordinary, Sick, Special or extraordinary leave as the Managing Director may determine except in the case of employees in Class - I Service which shall be determined with the approval of the Board.

(3) An employee who is habitually late in attendance shall in addition to such other penalty as the Managing Director may deem fit to impose, have one day of casual leave forfeited for every three 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.

4. Absence from Station :

A Class - I Officer 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.

35. Acceptance of Gifts:

An employee shall not solicit or accept any gifts from a constituent of the Corporation or from any sub-ordinate employee.

36. Private Training or Business:

No employee shall engage in any commercial business or pursuit either on his own account or as agent for an insurance company nor shall he be connected with the formation or Management of a joint stock company or a firm, unless where required by the Corporation to undertake or supervise the management of an industrial concern on behalf of the Corporation.

37. Speculation in Stocks, Shares etc:

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

38. Restrictions on borrowing and investment:

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 or any firm or person having dealings with the Corporation.

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

Explanation - I :

For the purpose of this Regulation, an employee shall be deemed to be in debt if his total liabilities exclusive of those which are fully secured by tangible assets exceed his substantive pay for six months.

Explanation - II :

An employee shall be deemed to be unable to liquidate his debts within a reasonable time if it appears having regard to his personal resources and unavoidable current expenses that he will not cease to be in debt within a period of two years. Unless the contrary is proved to the satisfaction of the Managing Director, it shall be presumed that an employee can not provide more than one quarter of his pay and allowances towards the liquidation of his debts.

40. Employees arrested for debt or on criminal charge:

(1) An employee who is arrested for debt or on a criminal charge 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 Sub-Regulation (3) of Regulation 41 until the termination of the proceedings against him, when an adjustment of his pay and allowances shall be made accordingly 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 employees being acquitted of all blame and treated as on duty during the period of his absence. 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 honorably he will be reinstated in service.

Explanation:

In this Regulation the expression " termination of proceedings" shall mean the decision of the lowest Court which first finally disposes of the case. Committal or conviction shall mean committal or conviction by the lowest

Court or any of the appellate Courts, and it shall be open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the order of the Court that convicts him.

41. Penalties:

(1) Without prejudice to the provisions or other Regulation an employee who commits a breach of the Regulation of the Corporation or who displays negligence, inefficiency, 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:

(b) With-holding of increments or promotion including stoppage at an efficiency bar;

(c) Permanent stoppage of increment;

(d) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders;

(e) Reduction to a lower post or grade on a fixed pay or a time scale or to a lower stage in a time scale.

(f) Fine.

(g) Dismissal.

(2) No employee shall be subjected to the penalties in Clauses (b), (c), (d),(e),(f), or (g) of Sub-Regulation (3) of this Regulation except by an order in writing signed by the Managing Director, and no order shall be passed without the charges being formulated in writing and given to the said employee, so that he shall have reasonable opportunity to answer them in writing or in person, as he prefers, and in the latter case his defence shall be taken down in writing and read to him.

Provided that the requirements of this Sub-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 to with him or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of this Regulation are waived, the reasons for so doing shall be recorded in writing.

3) An employee may be placed under suspension by the Managing Director, provided that in the case of an employee in Class – I service the Managing Director shall report all the facts of the case known to him to the Board at its first meeting after he issues the order of suspension and after the Managing Director with approval the Board shall appoint such person otherwise no way involved with the Corporation affairs having sufficient administrative background and experienced on a highly laced position to be an enquiry officer to make enquiry on any departmental proceedings drawn against any of the officials for the Corporation, where-ever deem fit and proper. The Corporation shall bear the cost and expenses of such person so appoint on their stipulated terms & conditions. During such suspension, the employee shall receive subsistence allowance at the rate of half average pay during the first year of suspension and 3/8 of such average pay thereafter plus dearness allowance at the rate admissible on the amount of subsistence allowance.

Provided that if the suspension is subsequently held to be wholly unjustified and the employee is fully exonerated, the period of suspension shall be treated as on duty and the employee shall be entitled to the difference between his subsistence allowance and the emoluments, which he would have received but for such suspension, for the period he was under suspension. In any other case, the employee shall be entitled only to such proportion of pay and allowances, as it may be decided after deducting the amount of subsistence allowance and dearness allowance drawn during the period of suspension; provided that no order shall be passed which shall have the effect of compelling employee to refund the amount drawn by him by way of subsistence and dearness allowances during the period of suspension.

Section - 2 - Appeals

42. Right to Appeal :

An employee shall have a right to appeal against any order passed by a superior authority, which injuriously affects his interests.

43. Appellate Authorities :

An appeal shall lie -

(a) against any orders passed by the officers in Class – I services 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,

(c) for revision or review by the Board of an original order passed by the Board.

44. Conditions which an appeal should satisfy :

Every appeal shall comply with the following requirements:

- a) it shall be written in English or if not written in English be accompanied by a translated copy in English, and shall be signed.
- b) it shall be couched in polite and respectful language and shall be free from un-necessary padding or superfluous verbege,
- c) it shall contained all material statements and arguments relied on, and shall be complete in itself,
- d) it shall specify the relief desired;
- e) it shall be submitted through the proper channel.

45. When appeals may be withheld:

An appeal may be with-held by the officers in Class-I service of the Managing Director, as the case may be if:

- a) it does not comply with the requirements of Regulation 44,
- 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 address and does not in the opinion of the officers in Class - I service or the Managing Director, as the case may be, disclose any new points or circumstances which afford grounds for re-consideration;
- e) it is not preferred within six months of the date of the order against which the appeal is made and no reasonable cause is shown for the delay, or
- f) it is addressed to an authority to which no appeal lies under these Regulations.

46. Grounds for withholding the appeal to be communicated to the applicant:

In every case in which an appeal is with-held, the authority with-holding the appeal shall inform the applicant the fact of with-holding the appeal and the reasons for with-holding it.

47. Appeal must be forwarded to the appellate authority with due despatch

An appeal, which is not withheld under Regulation 45, shall be forwarded to the appellate authority with the comment of the officer in Class-I service, the Managing Director, as the case may be, soon as possible.

48. No appeal lies against order with withholding appeal:

No appeal shall lie against the withholding of an appeal under Regulation 45.

49. Appeal not to be addressed to Directors of the State Govt.

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

50. Joint Petitions :

The provisions of Regulations 44 to 49 shall 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 or employees recognized by the Corporation. A joint petition shall not be entertained if :

a) it relates to subject on which the Managing Director is authorized to pass orders, 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 Regulation/or instruction issued by the Corporation.

c) it relates to an individual and is not submitted by him.

CHAPTER - V

PAY, ALLOWANCES AND OTHER CONCESSIONS

Section - 1 - Pay and Allowances

51. When accrue and payable:

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

52. When not payable for part of a month:

Pay and allowances shall not be payable for a 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.

53. 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.

54. All employees to be graded:

Every employee shall hold a post in one of the grades referred to in Appendix - I, which will be considered as his/her substantive grade, and to which he/she shall revert when he/she is not.

- a) Under suspension,
- b) On leave or deputation, or
- c) Holding a temporary post or is officiating in another grade.

55. Adjustment of pays and allowances on change of charge when takes effect:

An employee shall commence to draw 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 day if the charge is transferred after noon of the date and from the following working day if the charge is transferred in the afternoon of that date.

56. 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 time.

57. 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 post and the new post, whichever are less.

58. Admissibility of allowances:

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

59. Overtime Allowances:

(1) Notwithstanding the fact 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 who is required to work on Sundays or holidays or to put in extra hours on week days in connection with the Corporation's work.

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

60. 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.

Irrespective of the day or the month on which the increment otherwise due, the Annual Increment of an employee will be calculated from the 1st day of that month i.e. whenever the date of increment falls on a day other than the 1st day of the month, the first day of that month will be deemed to be the date of increment.

Explanation :(I)

An employee who is absent from duty without any authority shall not be entitled to any pay and allowance during the period of such absence and thus

the period of such absence not be taken as on duty for the purpose of increment. The question of regulating the date of increment in a case of such unauthorized absence shall have, therefore, to be regulated by taking into account the month and date thereof on which the increment become due, after omitting the period not qualifying for increment, should at first be determined and thereafter the date of increment shall be fixed on the 1st of the particular month i.e. increment is to be allowed on the first day of the following or any subsequent month as may be arrived at after deducting the periods of such unauthorized absence in computing the required period of one year taking into account the period spent on duty and such period on leave that can be allowed to count under rule for the purpose of increment but if the period of such absence in the year involved is less than one month, the date of increment will remain unchanged.

Explanation : (II)

When an employee remains on leave on the 1st day of the month in which his increment falls due, the increment in pay will accrue on the 1st day of the month, but the actual drawal shall be only with effect from the date of resumption of duty on return.

Explanation : (III)

As regards advance/enhanced increments on account of acquiring additional qualification etc. it is clarified that since this is not a normal increment the above principle will not be applicable. The date of such increment shall be governed by relevant sanctioning order.

Acting service in a higher grade will count for increments in an employee's substantive grade as well as in the higher grade in which he 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 authorized by the Managing Director for reasons to be recorded in writing.

Sanction to draw increments will be given by the Managing Director or any other officer authorized him.

- (2) No increment may be with-held except as a disciplinary measure under Regulation 41 and each order with-holding an increment shall state the period for which it is with-held and whether the postponement shall have the effect of postponing future increment.

3) Stagnation Increment :

The employees who reached or who may reach the maximum of the time scale may be granted one stagnation increment bi-annually at the rate of last increment subject to a maximum of 3(three) increments in all pay scales the maximum of which does not exceed Rs. 5050/-. Before sanctioning a stagnation increment the appointing authority shall review the performance of the employee of the employee subsequent to the last increment should be sanctioned only in case of satisfactory performance.

Provided that if in an incremental scale there is an efficiency bar, an employee shall not draw increments above that bar until he has been certified fit to do so by the Managing Director. On each occasion on which an employee is allowed to pass an efficiency bar which was previously been on forced against him he shall be placed in the incremental scale at such stage as the Managing Director may fix provided that such stage shall not be higher than that at which he would draw his pay if the bar had not been enforced against him and provided further that no increments granted on the removal of a bar shall have a retrospective effect.

61. Premature Increments:

The Board may grant premature increments to an employee provided that such increment shall be given only in special cases as recognition of outstanding ability of an employee. 62 & 63 Refixation of pay on promotion and officiating pay :

An employee holding a post in a substantive, temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities or greater importance than those attaching to the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay not notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accorded.

Provided that where an employee is immediately before his/her promotion or appointed a higher post was drawing pay at a maximum of the time scale of the lower post his/her initial pay in the time scale of the higher post shall be fixed at the stage in that time scale next above such maximum in the lower post.

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

When an employee is transferred from one scale of pay to another 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 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 next 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 increment in the new scale.

(c) The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale, or until he vacates his post or cases to draw pay on that time scale. The option once exercised is final (FR -23).

65. Application of Appendices - I and - II :

Except as otherwise provided in these Regulations or as may be prescribed by the Board, the pay and allowances of an employee shall be regulated in accordance with the provisions of Appendices - I and - II.

66. Special Pay :

The grant of special pay to an employee shall be governed by paragraph 2 of Appendix - I of these Regulations.

67. Personal Pay :

The grant of personal pay shall be governed by paragraph 3 of Appendix - I of these Regulations.

68. Grant of honorarium, Special increments or other concessions

(1) The terms and conditions under which an honorarium or special increments may be granted to an employee of the Corporation for passing the examination held by an Institute to Bankers shall be determined by the Board.

2. A Concession the grant of which is not covered by these Regulations may not be given to any employee except with the sanction of the Board and the State Government.

CHAPTER - VI

LEAVES AND JOINING TIME

Section - 1 - General Regulations relating to leave.

69. Kinds of Leave:

Subject to the provisions of these Regulations the following kinds of leave may be granted to an employee: -

- a) Casual Leave.
- b) Ordinary Leave.
- c) Sick Leave.
- d) Special Leave.
- e) Extra-Ordinary Leave.
- f) Maternity Leave.

70. Authorized empowered to grant leave:

The power to grant leave shall vest in the Managing Director in the case of officers, and subject to such general or special directions as may be issued by him, in the officers in Class-I service in the case of other employees and, except as provided in these Regulation or in any directions issued by the Managing Director, all applications for leave shall be addressed to the authority empowered to grant leave.

71. Right of Leave:

(1) Leave can not be claimed as of right. When the exigencies of the service so demand, leave of any description may be refused or revoked by the authority empowered to grant, and an employee on leave may be recalled by that authority when it considers this necessary in the interest of the Corporation.

(2) It shall not be open to the Corporation to compel any employee to proceed on leave or, except at the request of the employee, to alter the nature of the leave due and applied for except as otherwise provided in the Regulations.

72. Lapse of leave on cessation of service. Leave earned by an employee lapses on the date on which he ceases to be in service.

73. Earlier return from leave:

Unless he is permitted to do so 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.

74. Recall of employee while on leave :

(1) An employee compulsorily recalled to duty under Regulation 71 before the expiry of the leave granted to him shall be treated as on duty from the date on which he starts for the station to which he is ordered. He will draw the travelling allowance admissible to him, and leave salary prior to the date he resumes duty.

(2) An employee who returns to duty at his own option before the expiry of the leave granted to him shall have no claim for any travelling allowance.

75. 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.

76. Combination of Leave:

Except as otherwise provided in these Regulations, any kind of leave under these Regulations may be granted in combination with or in continuation of any other kind of leave.

77. Obligation to furnish leave address:

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

.78. 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 stationed.

79. When medical certificate of fitness may demanded :

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

80. Leave not admissible to an employee under suspension:

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

Section -2 Ordinary leave

81. When applications should be submitted:

(1) Applications 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 sub-Regulations (1) may be refused without reason being given.

82. Scale on which ordinary leave is earned:

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

(2) In calculating ordinary leave earned by an employee, an account shall first be taken of the complete periods or eleven months 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 account for one month for each period of eleven months of duty, 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 of duty rendered by him.

(i) 120 days in case of employees in Class A and B.

(ii) 80 days in case of employees in Class-C.

(3) In calculating ordinary leave earned by an employee in Class A and B, an account shall first be taken of the complete periods of eleven months 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 account for one month for each period of eleven months of duty; 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 of every eleven days of duty rendered by him. In the case of an employee in Class C, ordinary leave will be calculated on the same principle taking one month for the complete periods of 16 months and thereafter one day for every 16 days of duty rendered by the employee. Fractions of a day of earned leave shall be taken as a full day, amounting to half a day or more, and shall be ignored if amounting to less than half a day.

83. 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.

84. Limits up to which ordinary leave may be earned or taken:

The period of ordinary leave which can be taken at any time is four months (and no further ordinary leave can be earned by an employee unless, at least three months before the date on which he shall have earned for the maximum period, he has formally applied for leave and the leave has been refused, or has ascertained in writing that leave, if applied for, will not be granted, when such an employee may be permitted to earned leave in excess of the maximum up to the date specified by the authority competent to grant leave).

85. Pay during ordinary Leave :

An employee on ordinary leave is entitled to leave pay equal to his pay on the date before the leave commences.

EXPLANATION:

For purposes of this Regulation as well as for Regulation 88,89 and 90 herein after appearing "Pay" means the pay and allowances which are payable to an employees on the last working day of each month.

Section - 3

Casual, Sick, Special, Extra-ordinary & Maternity Leave:

86. Casual Leave:

(1) Casual leave may be granted to an employee up to a maximum of 15 days in each calendar year, provided that not more than seven days leave may be taken continuously, that the State of work permits and that no appointments is required to replace the employee on leave and provided that public holidays not be combined with such leave in each a way as to increase the absence at any

one time beyond nine days, casual leave may not be granted in combination with any other kind of leave or with joining time.

(2) If the absence of an employee is extended beyond the limits laid-down in Sub-Regulation (1) or if any of the other conditions laid-down in the Sub-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 Sub-Regulation (1) and (2), the Managing Director may -

(a) Authorize the appointment of a substitute for an employee on casual leave when no leave reserve has been allowed for the category of staff to which the employee belongs, and substitute is necessary to carry out the duties of the post during absence, however short, of the employees;

b) Permit the grant of casual leave without subject to all or any of the limitations laid-down in Sub-Regulation(1).

(i) When the absence from duty is necessitated by orders not to attend office in consequence of infectious disease in the family or house-hold of an employee;

(ii) When there are other exceptional circumstances necessitating the grant of casual leave in excess of the prescribed limits.

Provided that the total period of casual leave granted to an employee in any one calendar year shall in no case exceed 30 days, and if the grant of casual leave under this Sub-Regulation shall result in the total period being extended beyond 30 days, any period of absence in excess of 30 days shall be treated subject to the provisions of Sub-Regulation (2) of Regulation 87 as ordinary, sick, special or extra-ordinary leave, as the employee concerned may request.

87. Sick & Special leave, limit up to which may be granted :

During the full period of his service an employee may be granted special leave, on private affairs, for a period not exceeding 12 months and sick leave, on medical certificate, for a period not exceeding eighteen months, and the Board may grant additional sick leave if considered advisable in the Corporation's interests, in special cases. Special or sick 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 under this Sub-Regulation may be availed of even if ordinary leave is admissible.

88. Pay during sick and special leave :

Sick and special leave shall be on half average pay which 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 were an employee has served the Corporation for at least 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 of six months during the full period of his service, such leave on average pay being entered as twice the amount of taken in his sick leave account.

89. Extra-ordinary Leave:

(1) Extra-ordinary leave 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 extra-ordinary 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 extra-ordinary leave in combination with or in continuation of leave of any other kind admissible to the employees, and may commutes retrospective periods of absence without leave into extra-ordinary leave.

(3) No pay and allowances are admissible during the period of extra-ordinary leave, and the period spent on such leave shall not count for increments. Provided that, in case 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 extra-ordinary leave may count for increment up to a total period not exceeding two months.

90. Maternity Leave:

(1) Maternity leave may be granted to a female employee on full pay for a period not exceeding 90 (ninety) days from the date of its commencement on production of Medical Certificate.

(2) A female employee may be granted further leave of any other kind admissible to her in combination with or in continuation of maternity leave, if the request for its grant is supported by a proper Medical Certificate for the illness of the female employee. Such leave may also be granted in case of illness of a

newly born Baby subject to production of Medical Certificate to the effect that the condition on the ailing Baby warrants mother's personal attention and that her presence by the Baby's side is absolutely necessary.

(3) Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the concerned female employee has been in service for a period of not less than one year before the commencement to the leave. Such leave shall not exceed six weeks and the application is supported by a medical certificate from the authorized Medical attendant.

(4) Maternity leave is not admissible for Threatened Abortion.

Section - 4 - joining time :

91. When may be granted:

(1) Joining time may be granted to an employee to enable him/her -

(a) to join a new post to which he is appointed while on duty in his old post;
or

(b) to join a new post on return from leave of not more than 4 months duration or, although the duration of leave exceeds four months, the employee has not had sufficient notice of his appointment to the new post.

(2) Joining time shall not be granted when no change in the Head quarters of an employee is involved.

92. Pay & allowances during joining time :

Pay and allowances of an employee during joining time shall be determined in accordance with Regulation 57.

93. Period for which admissible:

Joining time, which may be allowed to an employee, shall not exceed seven days, exclusive of the number of day's span on travelling.

4. How calculated:

In calculating joining time admissible to an employee, the day on which he is relieved from his old post shall be excluded but public holidays following the day of his relief shall be included in the joining time.

95. Overstayal after joining time :

An employee, who does not join his post within the joining time allowed to him shall be deemed to have committed a breach of Regulation 33.

CHAPTER - VII

MEDICAL ATTENDANCE :

96. Medical attendance :

- (1) Ordinary medical attendance shall be provided by the Corporation to its employees and their dependents consisting of wife/ husband and minor children.

Explanation - I :

“ORDINARY MEDICAL ATTENDANCE” means attendance by registered medical practitioner in his consulting room or where necessary at the residence of the employee and includes ordinary medical treatment but shall not include nursing or Nursing Home fees, specialists fees or tonics. Fees not included in ordinary medical attendance shall be paid by the Corporation only in exceptional circumstances and at the discretion of the Executive Committee.

Explanation - II :

“ORDINARY MEDICAL TREATMENT” means the supply medicines, vaccines syringe and other the Ropeutic substances and administration of infections and other ordinary methods of treatment as are certified by the medical practitioner to be necessary, and also such Pathological, Bacteriological, Radiological, or other methods of examination, for the purpose of diagnosis as are available in any hospital or laboratory in the station where the employee undergoes treatment and are certified to be necessary by the medical practitioner.

- (2) All employee of the Corporation shall draw Rs. 100/- (Rupees one hundred) only per month as Medical allowance for meeting medical expenses, or such higher amount as may be fixed by the Govt. of Assam from time to time.

For serious nature of illness requiring hospitalization or prolonged treatment, the Corporation shall consider reimbursement of entire cost or part thereof on the merit of each, in the spirit of the provisions of the Assam Medical Attendance Rules,1976.

CHAPTER - VIII:

ADVANCES TO EMPLOYEES:

In exercise of the powers conferred by section 48 of the State Financial Corporation Act, 1951(Act, LXIII of 1951) and Regulation 4 of the Assam Financial Corporation, Staff Regulation, 1957, the Board of Directors of the Corporation, after consultation with the Industrial Development Bank of India and with the prior approval of the Government of Assam, has made the following amendments to the Assam Financial Corporation Staff Regulation, 1957.

AMENDMENTS :

Substitute the following for the existing Regulations 97 to 103.

97. Purpose for which an advance may be allowed :

Advances to permanent employees may be allowed for any of the following purposes:

- (a) Purchase or construction of a residential house or for purchase of land to construct a house thereon.
- (b) Purchase of a Motor Car.
- (c) Purchase of a Motor Cycle/Scooter/Bi-Cycle.

98. Limit of advance and the period and method of its repayment.

(a) Advance for purchase or construction of a residential house or purchase of land to construct a house thereon shall be granted and recoveries thereof shall be made from the pay of the employees concerned as indicated below:

98. (A) (a) Admissibility of house building advance to employees irrespective of grade and status shall be limits to 50 (fifty) months' basic pay subject to maximum of Rs. 2.50 lacs.

(b) Sanctioned amount shall be released in 3(three) installments when land purchase is involved and in 2(two) installments when the advance is for construction of a house on a existing plot of land.

(c) Recovery of the principal amount shall be started from the 4th issue of pay from the date of drawal of the first installments.

(d) Recovery of interest shall continue at the same at immediately after liquidation of the principal amount without any break.

(e) Advance will be recovered in a maximum of 180 installments which should however be so fixed that the entire amount of advance with interest could be recovered before the retirement to the employee concerned. Total deduction including the deduction for proposed house Building advance must not exceed 50% of the basic pay.

Sl No	Substantive pay	maximum amount of Advance admissible	Period of recoveries
1	2	3	4
1	Employees drawing up to Rs.270/-P.M.	96 months pay subject to a maximum of Rs 25,000/-	180 monthly installments
2.	Employees drawing pay exceeding	96 month pay subject Rs 40,000/	
3.	Employee's drawing pay exceeding Rs. 426/- p.m. but not exceeding.	88 months pay subject to maximum of Rs. 65,000/-.	175 monthly installments.
4.	Employees drawing pay exceeding Rs. 710/- p.m. but not exceeding	75 months pay subject to a maximum of Rs. 75,000/-.	155 monthly installments.
5.	Employees drawing Pay exceeding Rs.1101/-p.m. but. not exceeding Rs. 1425/- p.m.	60 months pay subject to maximum of Rs. 80,000/-	140 monthly installments
06.	Employees drawing pay exceeding Rs. 1426/- p.m. but not exceeding Rs. 1,675/- p.m.	55 months pay subject to a maximum of Rs. 90,000/-.	130 monthly installments.

07.	Employees drawing pay exceeding Rs. 1426/- p.m. but not exceeding Rs. 2,100/- p.m.	50 months pay subject to maximum of Rs. 1,00000/-.	125 monthly installments.
-----	--	--	---------------------------

98. b) A second house Building advance may also be granted to an employee of the Corporation on the merit of each case under the following circumstances in no circumstances, an employee shall be eligible to third Building advance.

1. When an employee is permanently transferred to another station where he/she has to built a house.

Note :

i) The house constructed earlier should be disposed of and sale proceeds deposited with the Corporation towards liquidation of the earlier advance. Otherwise the second advance will be granted after deduction the outstanding balance including interest of the previous advance.

ii) In determining an amount of advance to be given in such cases maximum amount of advance admissible under the rules in force and the total sale proceeds of the house built with a prior advance shall be taken into consideration. In no circumstances cash available for construction of a new house should be more than the maximum limit fixed under the rule.

2. A second advance for construction or purchase of a house in the same locality may be sanctioned.

(i) When a house is damaged by fire, storm earthquake or other accidental causes.

Note :

If for any reason the receipt of the Insurance claim is delayed a second advance may be granted subject to a maximum of twelve months basic pay which will be recoverable in sixty monthly installments along with the repayment of previous advance. Money received from the Insurance Company on settlement of claim will be adjusted towards the outstanding balance of the second advance.

(ii) In case in which the sanitation of house built or purchased with previous advance is found to be defectives.

Note :

No employee shall take advantage of this rule before expiry of one year from the date of final withdrawal of the earlier advance. The amount of advance and mode of recovery shall be same as in the note under (2) (i) above.

3. The accommodation in the house built or purchased with the previous advance becomes insufficient and extension, modification or renovation becomes necessary.

Advantage of this rule shall be available only after expiry of minimum five years from the date of final withdrawal of the earlier advance. The amount of advance and mode of recovery shall be same as in the note under (2) (i) above.

4. Acquisition or requisition of an employee's property by Govt. for public interest.

Note :

In such cases, an employee shall be eligible to a maximum amount of advance admissible under rule subject to deduction of the amount received from Government in settlement of acquisition or requisition proceedings. If any reason claim settlement is delayed an employee shall be allowed to draw the maximum amount admissible but the claim money when received shall have to be deposited towards outstanding balance of the advance.

98. (c) Advance for purchase of a Motor Car shall be granted if the Managing Director considers a Motor Car to be essential to any one or all of them for efficient discharge of duties up to a maximum of 40(forty) months substantive pay or Rs. 50,000.00 or anticipated cost price of the Car which-ever is the least, such advance shall be recoverable in 100(one hundred) monthly installments from the pay of the officer concerned. An equal amount of Motor Car advance shall be admissible to an employee for a subsequent advance subject to the condition that the advance shall not be admissible before expiry of six years after drawal of the earlier advance or repayment in full of the same with interest which-ever is later. The advance for purchase of a Motor Car is admissible for class - I officers.

d) Advance for purchase of a Motor Cycle/Scooter shall be granted up to a maximum of 20 months substantive pay or Rs. 10,000/- or the anticipated cost price of the chassis which-ever is the least, such advances shall be recoverable

e) in 80 monthly installments from the pay of the employee concerned. An equal amount of advance shall be admissible to an employee applying for

a subsequent advance for purchase of Motor Cycle/Scooter subject to the condition that the advance shall not be admissible before expiry of five years after the drawal of the earlier advance of repayment in full or the same with interest which-ever later. The advance for purchase of Motor Cycle/Scooter is eligible from the rank of Jr.Asstt. and above.)

Advance for purchase of a Bi-cycle shall be granted up to a maximum of Rs. 800/- or the actual price of the Cycle which-ever is less such advance shall be recoverable in 50 monthly installments from the pay of the employee concerned. Provided that the period of repayment in respect of the advances mentioned in this Regulation shall be fixed in such a manner that it does not extend beyond the date of superannuation or retirement of the employee concerned. The recovery of the advance under Sub-Regulation (a) and (b) of this Regulation shall be effected from the pay of the employees concerned after six months of the drawal of the first installment of the advance. The recovery of the advances under Sub-Regulation (c), (d) and (e) of this Regulation will be effected from the pay of the month following that in which the advance has been drawn by the employee concerned. Provided further that the overall limit of such advances that may be granted to an employee under Regulation 98 shall not exceed 105 month's substantive pay of the employee concerned or Rs. 1,45,000.00 which-ever is less as on the date of sanction (including the balance outstanding, if any, on such advances drawn earlier) but quantum of advances shall be so regulated that the monthly recoverable from the employee concerned shall not exceed half of his/her monthly substantive pay.

99. Rate of interest on advances :

The rate of interest on advances shall be at the rate applicable to the employees of the Government of Assam for similar advances and notified by the Government from time to time. The interest shall be calculated on the balance outstanding on the last day of each month. The recovery of interest will commence from the month following that in which the repayment of principal has been completed. The amount of interest shall be recovered in one or more installment being not appreciably greater than the installment by which the principal was recovered.

100. Security for advance :

The employees who are allowed advances for any of the purposes mentioned in Regulation 97 shall execute a mortgage Deed or whatever other document as required by the Corporation's Legal Adviser, as per draft drawn up

by him/her mortgaging or hypothecating the acquisition as security to the Corporation.

The application for an advance for construction of a residential house must be accompanied by a sketch map of the land a plan of the building and the construction work must be completed within one year of the date on which the first installment of the advance for the purpose is availed of.

101. Disbursement of advance :

The amount of advance for construction of a residential house shall be disbursed in suitable installments having regard to the progress to the construction work. If the advance or any part thereof is to be utilised for acquisition of land, and residential house or Motor Car/ Motor Cycle/Scooter disbursement shall be made on execution and/ or registration of the mortgage Deed or other necessary document in favour of the Corporation.

Provided further that the employees of the Corporation who have been sanctioned house building within 31st December,1981 and have drawn the advance in full or part shall not be eligible for any further advance under this revised ceiling.

The employees of the Corporation who have been sanctioned house building advance after 1981 i.e. 31-12-81 and who have neither drawn the advance in full nor could completed construction may be considered further house building advance under the revised ceiling on merit of each individual case. But in no case benefit under revised ceiling can be granted more than once in any time during the service carrer.

Provided further that those who have already drawn advances under these Regulations prior to amendment of Regulation 98(c), (d) and (e) shall not be eligible for the benefit of the increased amount of advance or instalments.

Provided that the Managing Director, at his discretion may modify the above procedure for disbursement in extra-ordinary circumstances.

102. Additional Security :

The provident Fund Deposits of and the Gratuity receivable by the employee whom an advance is allowed, shall remain charged to the Corporation as Additional security for the repayment of the advances.

103. Insurance :

The employee to whom an advance is allowed for purchase or construction of a residential houses Motor Car/Motor Cycle/or a Scooter shall be

required to insure these assets against fire, theft or damage by accidents as may be deemed necessary in each case.

CHAPTER - IX :

MISCELLANEOUS :

104. Declaration to be signed by the employee :

In addition to the declaration of fidelity and secrecy required to be completed by an employee in pursuance of section 40 of the State Financial Corporations act,1951, every employee to whom these Regulations apply, shall subscribe to a declaration in the following form :-

DECLARATION TO BE BOUND BY THE STAFF REGULATIONS :

Place :

Date :

I hereby declare that I have read and understood the Assam Financial Corporation's Staff Regulations,1957 and I hereby subscribe and agree to be bound by the said Regulation.

Name in Full :

Date of Appointment :

Signature :

Witness :

Date :

CHAPTER - X :
LEAVE TRAVEL CONCESSION :

Regulation - 105 Leave Travel Concession :

i) Application :

These Regulations shall apply to all confirmed employees of the Corporation who have put in a continuous service of not less than one year.

It shall come into force with effect from 1st January, 1982.

ii) Definations :

For details rules & Regulation of LTC the Scheme is enclosed as Annexure -

ANNEXURE :

105.2 Definations :

i) The term "family" shall have the same meaning as in the Rule applicable to the employees of the Govt. of Assam for T.A. transfer.

ii) "Head Quarters" means the employees normal place of duty.

iii) "Regular Leave" means and includes earned leave, Sick Leave, Special Leave, extra-ordinary leave, Maternity Leave and Casual Leave.

3. Purpose :

Leave concession is reimbursement of expenditure incurred by the employee and his family members to travel from the headquarter to any place in India including his home town and back during the period of regular leave taken by the employee for the purpose..

4.i) Eligibility :

All confirmed employees of the Corporation who have put in a continuous service of not less than one year are eligible for the concession.

ii) Where the husband/wife is also an employee of the Corporation the concession will be admissible to the family on the scale admissible to the husband or the wife and not both

ii)(a) If the spouse is working in other institution, he/she shall have to give an undertaking to the effect that he/she shall not claim LTC from his/her employer.

iii) The concession may be availed of by an employee and his family members for travelling to any place in India from head quarter once in every block of four consecutive calendar years commencing from the block period of 1982 - 85.

iv) The concession may be availed of by an employee and his/her family members for travelling to their Home Town/Village once in a block period of two consecutive calendar years commencing from 1982.

v) The concession will be admissible to employees whose Home Town/Village are within the area of operation of the Corporation.

vi) In every case the journeys should be to the "Home" and back but it need not necessarily commence from, or end at the head quarters of the employee either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled and limited to the amount that would have been admissible had the journey been performed between the head quarters and the "Home" of the employee.

vii) The term "Home" referred to in this Regulations shall be the permanent home town or village as entered in service Book or other appropriate official record of the employee concerned or such other place as declared by him duly supported by reasons (such as, ownership for immovable property, permanent residence of near relatives, for example parents, brothers etc.) as the place where he would normally reside but for his absence from such a station for service in the Corporation. The employees who have not so far declared their "Home" shall make formal declaration immediately within three months from the date of publication of those Regulations.

viii) The declaration as mentioned in (viii) above will be subject in each case to the acceptance of the Managing Director who shall satisfy himself about the correctness thereof.

Annexure :

ix) A declaration of "Home" once made shall ordinarily be treated as final, but in exceptional circumstances the Corporation may accept change in such declaration which shall however not be made more than once during the service of an employee.

x) An employee who has a family as defined for the purpose of leave travel concession, living away from the place of work may, instead of having the concession for his family as well as for himself/herself once in a block of two years, avail of the concession for himself alone once every year for visiting his home town.

xi) Concession not availed for during any block period would be carried forward to the first year of the next block period.

xii) It is enough if the outward journey from the head quarter is within the block period and return journey can be in the next block but counted against the block years in which outward journey is performed.

xiii) The families need not necessarily accompany the employee but may proceed or follow him during the same calendar year. For the purpose of deciding the number of occasions the qualifying journeys made by an employee and his family will be raised as one.

xiv) Where the leave applied for by the employee is refused in writing by the authority competent to sanction the same, in the public interest, and if, it is also certified by that authority that leave can not be granted at any time during calendar year, the concession may be granted in respect of the family of the employee during that year. In that case, the concession will be deemed to have lapsed for that concession so far as the employee is concerned. The member of the family availing of the concession must complete the return within 6 months from the date of commencement of the outward journey.

xv) Whenever an employee proposes to avail of leave travel to visit any place in India in a block of four years either for himself and/or a member/members of his family, he has to declare the intended place of visit as and when concession is proposed to be availed of by the employee and/or member/members of his family, as the case may, be must visit that place in order to be eligible for making the claim. While the employee and/or member/members of family is/are free to by any route to the declared place of visit the claim will be regulated with reference to the shortest route between the headquarter and the declared place, that is, destination.

xvi) An employee who avails himself of the concession for travelling to Home town during the relevant block period of two years prescribed therefore shall not be eligible for this concession during the said block period for travelling to any place in India during those two years.

xvii) The concession will be admissible to the employee for journeys performed during any kind of leave including casual leave and no minimum period of leave need be insisted upon to qualify for the concession.

xviii) A re-employed employee can also avail of the concession to visit any place in India provided he complete one year's continuous service after re-employment and the administrative authority certifies that he likely to serve for a period of four years from the date of his initial re-employment.

In case of re-employment immediately after retirement without break, the period of re-employed service may be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period, provided the concession would have been admissible to the re-employed employee had he not retired. Thus, if an employee has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break he would not be given further concession till the expiry of the particular block of four years.

ix) The terms once in a period of two/four calendar years should be taken to mean once in each block of two/four calendar years starting from the year 1982. Thus the concession on the first occasion is admissible during the block of two calendar years of 1982 and 1983 or block of four calendar years of 1982 and so on.

5. The concession is admissible for journey as follows :

i) Rail journey - The class of railway accommodation to which the employee and his family will be entitled, will be the class to which he is entitled under the normal travelling allowance rules at the time the journeys are undertaken. It will be permissible for the employee and/or his family to travel in a class higher or lower than that which he is entitled. In the former case, the Corporation's liability will be 100% of the fare for the distance by the class to which he entitled and in the later 100% of the fare for the distance by the class in which he or his family actually travelled.

ii) Journeys by State Transport - For the journey performed by State Transport services the concession will be admissible on the basis of 100% of the fare for the distance by the class of accommodation to which the employee and his family are entitled under the normal Travelling allowance Rules at the time the journeys are undertaken. Where there are no recognised classes of accommodation, the fare of the class actually used will be admissible.

iii) Journeys by public Vehicles other than State Transport services - An employee shall be entitled to one mileage allowance plus one additional mileage allowance for each member of his family at the rate applicable to his grade under the normal Travelling allowance rules upto 100% of such mileage allowance for the distance by the shortest route.

iv) For the portion of the journey which is not connected by a recognised public transport system, Corporation assistance will be equivalent to the 100% of the Road mileage as prescribed for journeys by own Car under the normal T.A.

rules at single rate irrespective of the number of members of the family and for private transport one mileage allowance plus one additional mileage allowance for each member of the family subject to a maximum of six mileage allowance in all.

v) Journey by Air - Journey by Air is not recognised for the purpose of this concession. If however an employee and/or members of his family perform the journey by Air, the Corporation's liability will be 100% of fare for the distance by the shortest route either by Rail or by Road as the case may be in the entitled class.

vi) In any Of the cases mentioned in (i), (ii) and (iii) above, the amount of Corporation's assistance should be calculated on the basis of actual fares or mileage allowance at single rate, as the case may be for the employee himself and each member of his family for whom full fares are payable and at half the rates of actual fare or at half the mileage rate for children for whom half fares are payable as per Railway Rules.

vii) No incidental expenses will be payable for the journeys performed under the leave travel concession scheme.

6. The employee will be re-imbursed 100% (per cent) of the Rail/State Transport fares and/ or of the mileage allowance mentioned in the preceding para for the journeys on presentation of claim in T. A. bill form within six months from the date of completion of return journey on the usual certificate they actually performed such journeys.

The right of an employee for leave travel concession claim stand forfeited or deemed to have been relinquished if the claim for it is not preferred to the controlling authority within one year of the date of completion of the return journey.

7. Certificates in the forms as in Annexure - I should also submitted by employee with their T.A. bills for leave travel concession.

8. Employees desirous of availing the leave travel concession shall give prior information to the controlling officer before undertaking the journey for which the leave travel concession assistance will be claimed. No change to the declared place of visit for the purposes of claiming the benefit under this scheme should thus be admissible unless the same is declared to the controlling officer prior to commencement of the journey and the employee and the members of his family shall invariably visit the declared place to become eligible for the leave travel concession claim.

In addition to the certificates as mentioned in (7) above the the employees submitting T.A. bills for the concession should invariably furnish the serial nos of Railways/State Transport Tickets alongwith the bills for the concession.

10. Advance :- To enable the employees to avail of the leave travel concession, they will be entitled to the grant of advance on the following terms and conditions :-

a) The amount of a advance in each case is limited to fourfits (i.e, 80%) of the estimated amount which the Corporation would have re-imbursed in respect of the cost of journey both ways to the destination and back.

b) Where the employees and the members of their family avail themselves of leave travel concession separately, i.e. at different times, there would be no objection to the advance being drawn separately, to the extent admissible and permitting adjustment of claims separately. Where, however may consolidated advance is drawn by the employee in respect of himself and the members of his family, the adjustment claim should be preferred in a single bill.

c) An employee can draw advance in respect of the journeys proposed to be performed under the leave travel concession scheme, by himself and/or by the members of his family sixty days before the proposed date of the outward journey.

d) The competent authority for sanctioning advance under these orders will be the same as in the case of advance for tour under normal T.A. Rules i.e., the Managing Director or any other officers authorised by him for the purpose.

e) The advance will have to be refunded forthwith if the outward journey is not commenced within 60 days of the grant of advance.

f) The travelling allowances claim in adjustment of the advance drawn should be preferred within 6(six) months of the completion of the return journey.

11. A record of all assistance granted under these Regulations shall be suitably maintained in the service Book of the employee.

12. Relaxation of minor nature, viz in respect of production of serial nos of Railways/State Transport Tickets as well as prior intimation to the controlling officer before the journeys are under- taken by the employee and/or members of his/her family under this scheme may be made by the controlling officer, if he/she is otherwise satisfied in regard to the genuineness of the claim and the bonafides of the journeys having been performed. Such relaxation may be made purely on merit in really deserving cases only and not as a general measure.

13. These Regulations will not apply to any persons who are not in the whole time employment of the Corporation.

Office-in-charge of Administration :

APPENDIX - I

Vide Regulation - 54

PAY & ALLOWANCE

Pay Scales :

01.	G.M.	Rs. 3825-125-4450-150-5200-175-5900/-
02.	D.G.M.	Rs. 3375-100-3575-125-4325-EB-125-4450-150-5200/-
03.	Manager/R.M.	Rs. 2975-100-3575-125-3825-EB-125-4450-150-4750/-
04.	AM/Ps to M.D.	Rs. 2275-60-2395-80-2875-EB-100-3575-125-4450/-
05.	IO/BM/Research Officer/PRO	Rs. 1835-50-2035-60-2395-80-2555-EB-80-2875-100-3575-125-4325/-
06.	Staff Officer	Rs. 1785-50-2035-60-2395-80-2475-EB-80-2875-100-3575-125-4200/-
07.	Sr. Asstt.	Rs. 1595-40-1635-50-1985-EB-50-2035-60-2395-80-2875-100-3175/-
08.	Jr. Asstt.	Rs. 1125-20-1225-30-1435-EB-40-1635-50-2035-60-2215/-
09.	RK/MO	Rs. 1065-20-1225-30-1345-EB-30-1435-40-1635-50-2035-60-2095/-
10.	Driver	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935/-
11.	Jamadar	Rs. 930-15-1005-20-1145-EB-20-1225-30-1435-40-1645-50-1735/-
12.	Messenger	Rs. 900-15-1005-20-1105-EB-20-1225-30-1435/-

REVISED PAY SCALES AS ON 1st January,1989 :

2. Special pay : The grant of special pay to an officer and other employees shall require the sanction of the Board.
3. Personal Pay : The grant of personal pay in the circumstances referred in Regulation 3(G) shall only with the previous sanction of the Board.

APPENDIX - II

COMPENSATORY ALLOWANCES :
Section - 1 - General

1. Kinds of compensatory allowances - (1). The following kinds of compensatory allowances shall be granted in accordance with the provisions of this section :-

- a) Deputation allowance,
- b) Dearness allowance,
- c) Travelling Allowance,
- d) Halting allowance,

2. The grant of compensatory allowance not mentioned in sub-paragraph (1) shall require the specific sanction of the Board in each case.

Section - 2 - Deputation allowance :

3. When admissible :

(1) an employee who is transferred from one station to another for a temporary period the duration of which is anticipated to be longer than one month but no longer than three months, may be granted a deputation allowance at the rates provided in this section.

(2) Unless specially authorised by the Managing Director deputation allowance may not be drawn during leave.

4. Deputation allowance at what rate to be granted :

(1) The rates at which deputation allowance may be granted to the employee shall be as follows :-

- a) Class - I service Rs. 150/- per mensem.

- b) Employees in Class - II & III Rs. 75/- per mensem.
- c) Employees in Class - IV Rs. 15/- per mensem.

(2) An employee in receipt of deputation allowance shall not draw halting allowance.

5. Section - 3 - Dearness allowance :- The terms of the grant dearness allowance to be determined by the Board. The Board may grant dearness allowance to employees subject to such conditions as may be determined by it from time to time.

6. Dearness allowance during leave. Dearness may be drawn during leave, not being extra ordinary leave, provided that the duration of the leave does not exceed four months. If leave taken exceeds four months, the allowance shall cease after leave for four months has been availed of.

Section - 4 - Travelling allowance

7. Definations : in this section

(a) "fares" shall means, in cases where there are two rates of fares, one inclusive and the other exclusive of diet, fares without diet, but shall include the cost actually incurred of reserving accommodation;

(b) "Personal belonging" shall include only clothes and such other necessary articles as are required while on tour and not Motor Car, motor cycles, carriages or heavy furniture;

(c) "Personal property" shall include motor cars, motor cycle,carriages and furniture but an employee on temporary transfer shall be entitled to charge for such items only to such extent as the Managing Director may consider reasonable;

d) "transfer" shall means the movement of an employee from the station in which he is employed to another station for a period of not less than one month, either -

i) To take up the duties of a new post, or

ii) in consequence of a change of the head quarters.

In exercise of powers conferred by Section 48 of the State Financial Corporation Act,1951(LXIII) of Regulation 4 of the Assam Financial Corporation's Staff Regulation 1957, the Board of Directors of the Corporation after consultation with the Industrial Development Bank of India and with the prior

approval of the Government of Assam, has made the following amendments to the Assam Financial Corporation's Staff Regulations, 1957.

Regulation No. 8(Appendix - II, Section - 4)

Employees on tour :

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

a) If the substantive pay of an employee exceeds Rs. 1725/- per mensem one fare each way of the highest class, by Rail or by private transport including State Transport or by Air for himself.

(b) If the substantive pay of an employee exceeds Rs. 899/- but does not exceed Rs. 1725/- per mensem, one first Class fare each way by Rail or by private transport including State Transport for himself.

(c) If the substantive pay of an employee does not exceed Rs. 899/- per mensem one second Class fare for each way by Rail or by private transport for himself.

(d) Travelling allowance : An employee shall, in addition to single fare of Class of accommodation to which he is entitled, draw incidental expenses for journeys, other than on transfer as follows :-

1) By Rail :

a) When an employee returns to headquarters within 24 hours :-

i) If the absence from the headquarters does not exceed 8 hours 1/2 daily allowance.

ii) If the absence from the headquarter exceeds 8 hours 1 daily allowance.

b) When the train journey from starting point to destination, including breaks in between for change of trains, exceeds 24 hours : 1 1/2 daily allowance for First 24 hours and 1/2 daily allowance for every additional 8 hours or part thereof of such journey. The drawal of incidental allowance shall not effect the entitlement to daily allowance for halt outside the headquarter at the end of journey, otherwise admissible.

(II) By Public Transport and State Transport :-

a) In the case of Road journey without involving night halt away from Headquarter one daily allowance will be admissible where the total journey performed by Road is not less than 80 KM and half daily allowance will be admissible where the total journey performed by Road is not less 40 KM and the absence from H.Q. is not less than six hours.

b) In the case of Road journeys performed by public transport including State Transport involving night halt away from headquarter the employee will be entitled to incidentals at half the daily allowance where the distance travelled is not less than 40 KM and one daily allowance where the distance travelled is not less than 80 KM and shall in addition be entitled to half the daily allowance for night halt away from headquarter at the end of the journey. In the case of Road journeys by own Car, allotted Vehicles, private transport and Scooter/Motor Cycle only daily allowance will be admissible for the night halt away from headquarter at the end of the journey and there will be no incidentals.

c) If journey is performed by own Car/Scooter/Motor Cycle mileage allowance shall be admissible as under or such higher amount as may be revised by Govt. of Assam from time to time.

1. Fiat or Standard Car : @ Rs. 1.17 per KM.
 2. Other Vehicles : @ Rs. 1.35 per KM.
 3. Scooter/Motor Cycle : @ Rs. 0.40 per KM.
- Journey by Air :

1) In exceptional cases the Managing Director may allow journey by Air to any employees drawing substantive pay of less than Rs. 1725/- per mensem in the interest of the Corporation.

For such Air journey an employee in addition to the Air fare will be entitled to incidental expenses for the journey at 15% of the fare subject to a maximum of Rs. 30.00. Further, an employee will be allowed one full daily allowance for the day of journey if the both the starting point and the destination or either of them is outside Assam and half daily allowance if both are within Assam.

2) When an employee travels by Taxi or private Car to cover the journey between the Airport and destination/headquarter in places where the Air lines do not provide fare coach services incidental expenses at a flat as indicate below will be admissible.

- i) if such journey is performed within Assam Rs.25.00 (each way)

ii) If such journey is performed outside Assam Rs.40.00 (each way) Explanation:- The mileage allowance is calculated between the place of duty and the Railway station at the headquarters and between the Railway station and the place of duty in the visited. Incidental expenses on account of Taxi or Ghari hire etc., may also be sanctioned by the Managing Director in cases when he is satisfied that the employee would, otherwise, be out pocket.

9. Employees of the Corporation travelling in public conveyance :

The travelling allowance admissible to an employee of the Corporation travelling in a motor vehicle plying regularly for conveyance of 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 employees of the Corporation on the basis of 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.

Regulation No. 10(Appendix - II Section - 4)

Employee on Transfer :

An employee transferred from one station to another shall be reimbursed his travelling expenses on the following basis :-

a) If the substantive pay of an employee in the scale, the maximum of which is Rs. 2200/- and above per mensem :

i) Two fares by the highest class, not being Air conditioned either by Rail or by private transport including state transport for himself/herself and further single fare of the same class for each adult member and half of single fare for each minor member of the family, if taken :

ii) The cost actually incurred transferring his/her personal property upto a maximum of 4000 kg. irrespective of whether an employee has family or not; conveyance of 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 employees of the Corporation on the basis of 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.

Regulation No. 10(Appendix - II Section - 4)

Employee on Transfer :

An employee transferred from one station to another shall be reimbursed his travelling expenses on the following basis :-

a) If the substantive pay of an employee in the scale, the maximum of which is Rs. 2200/- and above per mensem :

i) Two fares by the highest class, not being Air conditioned either by Rail or by private transport including state transport for himself/herself and further single fare of the same class for each adult member and half of single fare for each minor member of the family, if taken :

ii) The cost actually incurred transferring his/her personal property upto a maximum of 4000 kg. irrespective of whether an employee has family or not;

b) If the substantive pay of an employee in the scale the maximum of which is Rs. 1525/- per mensem;

i) Two first class fares either by Rail or private transport including state transport for himself/herself and further single fare of the same class for each adult members and half of single fare for each minor member of the family, if taken;

ii) The cost actually incurred in transporting his/her personal property upto a maximum of 3000 kg. irrespective of whether an employee has family or not;

c) If the substantive pay of an employee in the scale, the maximum of which is Rs. 830/- and above but below Rs. 1525/-per mensem;

i) Two second class fares either by Rail or by private transport including State Transport for himself/herself and further single fare of the same class for each adult members and half of single fare for each minor member of the family, if taken;

ii) The cost actually incurred in transporting his/her personal properties upto a maximum of 1500 kg. irrespective of whether an employee has family, or not;

d) If the substantive pay of an employee in the scale, the maximum of which is less than Rs. 830/- per mensem;

i) One and half second class fare either by Rail or by private transport including state transport for himself/herself and further single fare of second class for each adult members and half of 2nd class fare for each minor members of the family, if taken;

ii) The cost actually incurred in transporting his/her personal properties upto a maximum of 1000 kg. irrespective of whether an employee has family, or not.

10. (2) Transfer Grant : An employee on transfer will be entitled to a lumpsum grant as mentioned below in order to meet the cost of packing, loading and unloading etc. of personal property including expenses that may be incurred on repairing or replacing personal property damaged or loss in transit in the following rate;

i) Class : I Rs. 400/-

ii) Class : II Rs. 300/-

iii) Class : III Rs. 200/-

iv) Class : IV Rs. 150/-

10. (3) Transfer incidentals :

During journey on transfer an employee and the member of his family will also be entitled to one daily allowance each at the admissible rate, the children below 12 years being given half daily allowance for every 24 hours of journey or part thereof.

Note (1) :- When, for any reason, the family of an employee does not travel with him but within a reasonable time before or after the date of his transfer, an employee may draw the fares and the cost of transporting luggage payable for the family, but the prior sanction of the Managing Director shall be required if the family travels three months before or six months after the date on which the employee commences his/her journey.

Note (2) :- If the family travels from a place other than that from which an employee is transferred, the employee may draw the actual travelling expenses incurred by the family to join the employee at the new station but the sum-total of such expenses shall not exceed the travelling allowance which would have been admissible to the employee had the employee's family been stationed at the place where the employee was transferred.

Note (3) :- If the family of an employee, in consequence of his transfer, travels to a station other than that to which the employee is transferred, the employee may draw travelling expenses for his family but subject to the condition that the amount so drawn shall not exceed the travelling allowance would have been admissible to the employee had the family proceeded to the station to which the employee was transferred.

Note (4) :- If an employee carried his personal property by passenger, instead of by goods train or by Road transport, he may draw the actual expenditure incurred by him on transport not exceeding, in each case, the maximum amount admissible to him for the transport of personal property by goods train under this paragraph.

11. Employees transferred while on tour :

An employee who is transferred while on tour and proceeds to the new station without returning to the old, shall draw unless he is permitted to return to his old station :-

- i) travelling allowance as on tour under paragraph 8 for his journey upto the new station, and
- ii) all the concessions admissible to him under paragraph 10, except that he shall be entitled to draw only one and not two fares for himself by Rail or steamer.

12. Employees transferred while in transfer :-

An employee appointed to a new post while in transit from one station to another is entitled to draw travelling allowance for so much of journey as he/she has already accomplished when he/she received the fresh orders as well as for the journey undertaken from the place at which he/she received the fresh orders to his/her new station as on transfer under paragraph 10.

13. Employees transferred while on leave :- An employee who proceeds on leave while he/she is under orders of transfer, or who is transferred while on leave is entitled to travelling allowance as on transfer under paragraph 10 from the old to the new station.

14. Employee summoned to give evidence in a 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/her knowledge in the discharge of his/her duties, shall be entitled to travelling allowances under paragraph 8 but in every such case in which an employee draws an allowance from the Corporation under this paragraph any payments made by the Court to meet his/her travelling expenses shall be credited to the Corporation.

15. Travelling allowance not admissible on termination of service :

No person is entitled to any travelling allowance from the Corporation for 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 18.

16. Route by which travelling allowance is admissible :-

Travelling allowance is admitted on the basis of 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 route costlier than the shortest may not be admitted even though the employee travels by that route, but if an employee travels by route, which is not the shortest but is cheaper than the shortest, his travelling expenses shall be calculated on the route actually used.

17. Obligation to travel by the class of accommodation for which travelling allowance is admissible :-

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/she is entitled to travel.

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

18. 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/her first appointment in the Corporation.

19. Employees using their own conveyance :-

An employee who travels on duties in a conveyance owned by him/her may be reimbursed his/her 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.

20. Employees travelling in a conveyance supplied by the Corporation or by 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/she is entitled reduced by the amount of the fare of fares which, but for such free transit, he/she would have paid.

21. Employees travelling by Bus etc. :-

If the employee travels between places which are connected by Rail, by Omnibus, or by other means of transport, he shall be re-imbursed 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 fare by Rail admissible to him.

22. Calculations to be based on ordinary rates :-

Where a Railway system has two fares, one for journeys by Mail and express, and the other ordinary, the travelling allowance shall be calculated on the basis of ordinary fares unless in 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.

23. Employee travelling within Municipal limits :-

An employee travelling on duty within the five Miles of the headquarters or within the Municipal limits thereof, which ever is further, shall be entitled to the actual amounts which he may spend in payment of ferry and other tolls, if any, and fare for journeys, by Rail or other public conveyance.

24. 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 Managing Director having regard to the cost and the modes of transport obtaining in the areas in which the journey is undertaken.

25. 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 - 5 - Halting Allowance :

26. 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.

27. To whom admissible :-

Halting allowance may be granted.

- a) to an employee engaged on inspection duty;
- b) to an employee on transfer from one station to another, who is detained enroute under circumstances beyond his control, for the period of such detention; and
- c) 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.

28. Period for which may be granted :-

1) The maximum period for which halting allowance may be drawn shall not exceed 10 days at any one time; provided that in special circumstances, the limit of 10 days may be extended at the discretion of the Managing Director on such conditions as he thinks fit if he is satisfied -

- i) that prolonged absence from headquarters is necessary in the interests 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-paragraph (1), it shall be open to the Managing Director to reduce the rate of allowance to such extent as he may deem appropriate.

29. 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 supported by medical certificate.

30. Employees summoned to give evidence in Court :-

An employee who is summoned to give evidence in a Court of Law in respect of any facts which have come to his knowledge in the discharge of his duties, shall be entitled to a halting allowance under paragraph 31 of this Appendix but in all such cases any subsistence allowance paid by the Court shall be credited to the Corporation.

Regulation 31 (Appendix - II. Section - 5) :

Rate of halting allowance :

Halting allowance shall be paid to the employees at the following rates :-

- i) Employees drawing substantive pay of Rs. 1725/- and above per mensem @ Rs. 60/- per diem;
- ii) Employees substantive pay of Rs. 1450/- and above per mensem @ Rs. 50/- per diem;
- iii) Employees drawing substantive pay of Rs. 1000/- and above per mensem but less than Rs. 1450/- per mensem @ Rs. 40/- per diem;
- iv) Employees drawing substantive pay of Rs. 700/- and above per mensem but less than Rs. 1000/- per mensem @ Rs. 30/- per diem;
- v) Employees drawing substantive pay of Rs. 480/- and above per mensem but less than Rs. 700/- per mensem @ Rs. 25/- per diem;
- vi) Employees drawing substantive pay of Rs. 479/- and less per mensem @ Rs. 16/- per diem.

Explanation :-

For the purpose of this paragraph, a "day" shall mean such period of 24 hours or any part thereof reckoned from the time the employee leaves his headquarters, until his return provided that if such absence does not involve

overnight stay out side the headquarters on any day, the rate of allowance shall, for that day, be one half of the rate prescribed in this paragraph.

Explanation :-

For the purpose of this paragraph, a “day” shall means such period of 24 hours or any part thereof recknod from the time the employee leaves his headquarters, until his return provided that if such absence does not involve overnight stay out side the headquarters on any day, the rate of allowance shall, for that day, be one half of the rate prescribed in this paragraph.

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

The employee of all grade will be entitled to draw daily allowance at the following rates while travelling outside the State.

- 1) State and Union Territories in the North Eastern Region, 1 1/2(one half) times the normal rate.
- 2) In places outside the North Eastern Region 3(three) times the normal rate.

Note :-

North Eastern Region for this purpose, will mean territoriescovered by Meghalaya, Manipur, Mizuram, Nagaland, Tripura and Arunachal Pradesh.

33. Advance to meet halting allowance :-

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