

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 *category of posts* duties, conduct and , 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 *Small Industries Development Bank of India (SIDBI)* and with the previous sanction of the Government of Assam *and to provide remuneration, allowances, honorarium etc. to the employees by the Board of Directors in exercise of the power conferred U/S 23 of the SFCs Act, 1951* has made the following Regulations, namely :-

CHAPTER - 1

PRELIMINARY

1. Short Title: These Regulations may be called Assam Financial Corporation (Amendment) Staff Regulation, 2007.

2 Application: (1) They shall apply to every whole-time employee of the Corporation. Provided that nothing 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) i) Staff employed temporarily or advisers, officers or other staff recruited on special contracts.

ii) *The Corporation can enter into service agreement with the employees union provided the terms of the agreement are not contravening to the Regulations. Such agreements shall be supplemental to the provisions of the Regulations and subject to prior consultation of SIDBI and sanction of State Government.*”

3. Definitions: In these Regulations, unless there is nothing 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 authorized 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 Senior Grade and Class – I service in relation to any powers exercisable by him/her includes any officer authorised by the Managing Director to exercise the power of the Senior Grade & Class – I officers during the temporary absence of such officers.”

- d) "Pay" means the amount drawn by an employee as -
- i) The pay which has been sanctioned for a post held by him/her substantively or in an officiating capacity, or to which he/she is entitled by reason of his/her position in a cadre;
 - ii) Special pay and personal pay;
 - iii) any other emoluments which may be specially classed as pay by the Board.
- e) "Substantive Pay" means the pay other than special pay, and 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/she has been appointed substantively or by reason of his/her 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 authorized;
 - iv) Period spent on Casual leave duly authorized;

k) "Family" means an employee's wife or husband, legitimate and step children, parents, brothers and sisters, ordinarily residing with and 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.

4. Board's power to change Regulations:

The Board may amend the Regulations here laid down from time to time in consultation with the *Small Industries Development Bank of India* and with the previous sanction of the State Govt. in the manner prescribed in Section 48 (I) of the State Financial Corporations Act, 1951. Any new Regulation or alteration in an existing Regulation shall be issued in the form of a circular for circulation among the staff, provided that no new Regulation or an alteration in an existing Regulation shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day the new Regulation or alteration comes into force.

5. Power to interpret and implement Regulations:

"The power to interpret the Regulation vests in a committee to be headed by the Managing Director who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to, and carry out the purpose of, the provisions of these Regulations or generally to secure effective control of the staff as decided by the said committee comprised of Senior Grade Officers."

APPOINTMENT, PROBATION AND TERMINATION OF SERVICES

6. Managing Director's power to delegate-

The Managing may subject to such restrictions, and for so long, as he may deem fit, delegate to *any other Senior Grade and Class-I officers* other officer appointed by him in this behalf, any of the powers conferred on him by these Regulations 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.

- 1) The permanent staff of the Corporation shall be grouped as below:
Senior Grade: GM/Dy.General Manager
Class – I : Manager/Regional Manager
Class – II : AM/IO/BM/RO/PRO/SO/P.S. to MD
Class – III : Sr. Asstt./Jr. Asstt./RK/MO/Driver
Class – IV : Jamadar/Messenger/Chowkidar
- 2) The Board shall prescribe from time to time the pay of each post or group of posts in each group in exercise of powers conferred U/s 23 of the SFCs Act,1957.

8. Temporary Staff :

1) “The method of recruitment/promotion etc. in all grades shall be as per the clause F(i)(ii) & (iii) of the Recruitment, Promotion, Seniority and Transfer Policy, 1997 of the Corporation as annexed hereto as Annexure-I or as may be amended from time to time.”

(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 Senior Grade, Class-I officers unless his/her appointment is first approved by the Board and as provided in the Promotion Policy of the Corporation as appended hereto as Annexure-I as approved by the Board U/s-23 of the SFCs Act,1951 from time to time.”

10. “ **General condition for appointment** - The general conditions shall be applicable for all appointments to the posts in the Corporation as per Clause – E of Recruitment, Promotion, Seniority and Transfer Policy, 1997.

11. Age :

The age of a person at the time of his/her first appointment in the service of the Corporation shall be as per Govt. of Assam policy from time to time.”

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 *Senior Grade* 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 reports for duty in an appointment covered by these Regulations at the place and time intimated to him by the Managing Director provided that he reports before noon, otherwise his service shall commence from the next following working day.

(2) Definition of Service :

"SERVICE" includes the period during which an employee is on duty as well as on leave duly authorised by the Managing Director but does not include any period during which an employee is absent from duty without permission or 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 ceased 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-employment these Regulations shall apply to a person who is re-employed in the Corporation's service as if he had entered the service for the first time on the date of his re-employment.

14. Period of Probation :

- (1) Senior grade and Class I officer directly recruited to the Corporation shall be required to be on probation for a period of two years."
- (2) Employees not included in Sub-Regulation(1) of this Regulation shall, on their first appointment in the Corporation's service, be required to be on probation for one year..

15. Discharge during Probation :

During the first month of his/her 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 Senior Grade & Class – I officers no such notice of discharge shall be issued by the Managing Director without 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:

- i) (a) in the case of Senior Grade and Class-I service on direct recruitment for three years.
(b) in the case of other employees on direct recruitment for 2½ years.
- ii) (a) in the grade of Senior Grade and Class – I service on departmental promotion for 1½ years.
(b) in the case of other employees service on departmental promotion for 2 years.

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.

TERMINATION OF SERVICE :

18. Termination of Service by Notice :

- (1) A confirmed employee shall not leave or discontinue his/her service in the Corporation without first giving notice in writing of his/her intention to leave or discontinue the service. The period of notice required shall be three months in case of all employees and in case of breach by an employee of the provisions of this Sub-Regulation, he/she shall be liable to pay to the Corporation as compensation a sum equal to his/her substantive pay for the period of notice required of him/her.
- (2) The Corporation may determine the service of any employee after the expiry of the period of his/her probation on giving him/her three months notice, or substantive pay in lieu thereof.

The power to determine the service 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 Practitioner* 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 of 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 imposed.

19. Superannuation and Retirement

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Every employee shall retire at fifty eight years of age or as may be amended by the Govt. of Assam from time to time.

Explanation - 1:

Notwithstanding anything contained in this Regulation, where an employee has earned leave but not availed of as on the date of retirement/death as prescribed by this Regulations he/she may be permitted to encash leave upto a maximum of 300 days, or as may be amended by the Govt. of Assam from time to time."

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 *earned leave* earned which was due to him/her pending retirement may be granted by the authority concerned the

whole or any portion of the *earned leave* earned so denied even though it extends to a date beyond the date on which he/she *unless his/her services is extended* 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 *earned leave* earned which could have been granted to him under the proceeding proviso, had he retired on that date and in addition any Earned Leave earned due in respect of such extension.

Note :

In determining the amount of the Earned Leave due, in respect of the extension with reference to Regulations 83 and 84, the Earned 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 the prescribed form as per Service Book.

22. Seniority :

As per Recruitment, Promotion, Seniority & Transfer Policy, Annexure – I.”

23. Promotion :

As per Recruitment, Promotion, Seniority & Transfer Policy, Annexure – I hereto”

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.

Provided further that nothing in this Regulation shall effect the provisions of Regulation 41.

CHAPTER – IV

CONDUCT, DISCIPLINE AND APPEALS

Section – 1 Conduct & Discipline

25. **Scope of an employee's service:**

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

26. **Liability to abide by the Regulations and orders:**

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

27. Obligation to maintain secrecy:

Every employee shall maintain the strictest secrecy regarding the Corporation's affairs and the affairs of its constituents and shall not divulge, directly or indirectly any information of a confidential nature either to a member of the public or of the Corporation's staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.

28. Employees to promote the Corporation's interest :

Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavors 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 political 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. Employees not to seek outside employment :

No employee shall accept, solicit, or seek any outside employment or Office, whether stipendary 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, *at such terms conditions as he may deem fit.*

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 *on the merit of each case.*

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 *Senior Grade, 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 or *Earned, 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/she is late in a month. Where such an employee has no casual leave due to him/her the period of 3 days late attendance be treated as earned or extraordinary leave.

However such late attendance if exceeds 3(three) days in a month, every additional late attendance in that month be treated as extraordinary leave.”

34. Absence from Station :

An employee shall not absent himself/herself from Head Quarter 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 subordinate employee.

36. Private Trading or Business :

No employee shall engage in any commercial business or pursuit either on his/*her* own account or as agent for an insurance company nor shall *heshe* 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/her own funds in such manner as he/she may consider necessary.

38. Restrictions on borrowing and investment :

An employee shall not borrow money from or in any way place himself/herself under a pecuniary obligation to a broker or an employee of the Corporation or any firm or person having dealings with the Corporation.

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/her substantive pay for six months.

Explanation - II :

An employee shall be deemed to be unable to liquidate his/her debts within a reasonable time if it appears having regard to his/her personal resources and unavoidable current expenses that he/she 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/her pay and allowances towards the liquidation of his/her debts.

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

40. Employees arrested for debt or on criminal charge :

(1) An employee who is arrested *and confined behind the bar for more than 48 hours* for debt or on a criminal charge shall be considered as under

suspension from the date of his/*her* arrest and shall be allowed the payments admissible to an employee under suspension under Sub-Regulation (3) of Regulation 41 until the termination of the proceedings against him/*her*, when an adjustment of his/*her* pay and allowances shall be made accordingly to the circumstances of the case and in the light of the decision as to whether his/*her* absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in the event of the employees being acquitted of all blame and treated as on duty during the period of his/*her* absence *on suspension*. 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/*she* 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 later 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 or 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 Senior Grade or 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 thereafter, the Managing Director, with the approval of the Board shall appoint such person otherwise no way involved with the Corporation's affair having sufficient administrative background and experienced on a highly placed position, to be Enquiry Officer to make enquiry on any departmental proceeding drawn against any of the Senior Grade or Class-I officials of the Corporation wherever, deem fit and proper. The Corporation shall bear the cost and expenses of such person so appointed on their stipulated terms and conditions.

However, for instituting an enquiry in a departmental proceeding case against official in Class -II, III and IV services, the Managing Director may appoint a Senior Grade or Class - I officer to be an Enquiry Officer.”

During such suspension the employee shall receive subsistence allowance at the rate of half average pay during the first year of suspension and $\frac{3}{4}$ 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/her subsistence allowance and the emoluments, which he/she would have received but for such suspension, for the period he/she was under suspension.

In any other case the employee shall be entitled only to such proportion of pay and allowances, as 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/her 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, *Managing Director* which injuriously affects his/*her* interests.

43. Appellate Authorities :

An appeal shall lie -

- (a) for revision or review by the Managing Director of an original order passed by the Managing Director.”
- (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 verbiage,
- c) it shall contain 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 Managing Director in case of clause (b) and (c) of Regulation 43.”

45. When appeals may be with-held :

- An appeal may be withheld by the Managing Director 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 lies and does not , in the opinion of the Managing Director, or Board 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 with-holding 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 with-held under Regulation 45 shall be forwarded to the appellate authority with the comment of the officer in Class-I service, or the Managing Director, as the case may be, as soon as possible.

48. No appeal lies against order with with-holding appeal :

No appeal shall lie against the with-holding 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 recognised by the Corporation. A joint petition shall not be entertained if :

- a) it relates to subject on which the Managing Director is authorised 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 :

“i) The pay and allowances to the employees in all grades shall be as approved by the Board U/S 23 of SFCs Act, 1951.

ii) 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 of 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 discontinue his/*her* service without due notice during a month unless such notice has been waived by the Managing Director *on the merit of extra ordinary circumstances*.

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/her dismissal. In the case of an employee who dies while in service, they shall cease from the day following that on which the death occurs.

54. All employees to be graded :

Every employee shall have 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 pay 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/she is appointed as from the date on which he/she assumes the duties of the post if the charge is transferred before noon of 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 same time.

57. Employees on Transfer :

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

58. Admissibility of allowances :

Allowances to an employee shall be payable at the prescribed rate from time to time."

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 hoilidays or to put in extra hours on week days in connection with the Corporation's work *against a specific order of the Managing Director.*

(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 unauthorised 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 unauthorised 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 higher grade will count for increments in an employee’s substantive 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 authorised by 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.

“ Provided that in an incremental scale if there is an efficiency bar, an employee shall not draw increments above that bar until he/she 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 enforced against him/her, he/she 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 at which he/she would draw his/her pay if the bar had not been enforced against him/her and provided further that no increments granted on the removal of a bar shall have a retrospective effect.”

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 13825/-. Before sanctioning a stagnation increment the appointing authority shall review the performance of the employee subsequent to the last increment should be sanctioned only in case of satisfactory performance.

61. Premature Increments : PRINCIPAL REGULATION DELETED

62 & 63 Refixation of pay on promotion and officiating pay :

“Refixation of pay on promotion and Officiating Pay”:

- i. On promotion from one grade to another, the substantive pay of an employee shall be initially fixed at the stage in the new scale, which is next above his/her, substantive pay in the old scale.
- ii. The holder of a post, the pay of which is changed shall be treated as if he/she was transferred to a new post on the new pay, provided that he/she may at his/her option retain his/her old pay until the date of his/her next annual increment in the old scale if accruable within 3 (three) months from the date of joining in the new scale. The option once exercised shall be final and such option shall stand restricted only once in entire service period.”

Officiating Pay:

“ An employee who is appointed to officiate in a higher grade shall draw an officiating pay equal to the difference between the substantive pay in the old scale and the stage in the scale of the post in which he/she is allowed to officiate which is next above his/her substantive pay in the old scale. The duration of such officiating be governed by Clause – C (vii) of the Recruitment, Promotion, Seniority and Transfer Policy of 1997 of the Corporation.”

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.

65. “Application of Annexure –II and III:

Except 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 Annexure – II &III annexed hereto, as may be amended from time to time, in exercise of power conferred to the Board of the Corporation U/S 23 of SFCs Act, 1951, subject to the condition that it is in line with those of the State Government employees.”

66. “Special Pay:

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

67. Personal Pay :

The grant of personal pay shall require prior sanction of the Board.”

68. “ Grant of honorarium, Special Increments/ex-gratia/other concessions:

- (i) The terms and conditions under which an honorarium or special increments may be granted to an employee of the Corporation for passing a professional qualification for more proficient discharge of duties to the best utility of the Corporation other than those qualifications prescribed in the promotion policy for each category of post or any other concession/ex-gratia etc. the grant of which may not be given to any employee except with the sanction of the Board.

CHAPTER - VI

“General Regulation relating to Leave, Joining time etc.”

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) *Earned Leave*
- c) Sick Leave.
- d) Special Leave.
- e) Extra-Ordinary Leave.
- f) Maternity Leave.

70. Authorities 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/her, 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/she ceases to be in service.

73. Earlier return from leave :

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

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/her shall be treated as on duty from the date on which he/she starts for the station to which he/she is ordered. He/she will draw the traveling allowance admissible to him/her, and leave salary prior to the date he/she resumes duty.

(2) An employee who returns to duty at his/her own option before the expiry of the leave granted to him/her shall have no claim for any traveling 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/her made over charge.

(2) The last day of an employee's leave is the working day preceding that upon which he/she reports his/her return to duty.

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/her 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/she was last stationed.

79. When medical certificate of fitness may be demanded:

The managing Director may require an employee who has availed himself/herself of leave for reasons of health to produce a medical certificate of fitness from authorized/recognized medical practitioner before he/she 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 Earned Leave

81. When applications should be submitted :

“(1) Applications for earned leave required shall ordinarily be submitted at least one month before the date from which leave is required which may be relaxed depending upon the urgency and cause of leave applied for by the granting authority.”

(2) Applications which do not satisfy the requirements of sub-Regulations (1) may be refused without reason being given.

82. Scale on which earned leave is earned :

b. (1) The amount of earned leave earned shall be eleventh part of duty provided that an employee will cease to earn such leave when

the earned leave due aggregates to 300 (three hundred) days “or as specified by the State Govt. from time to time” .

(2) In calculating earned 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.

83. *Earned Leave due :*

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

84. Limits upto which *earned* leave may be earned or taken :

The period of *earned* leave which can be taken at any time is four months (and no further earned leave can be earned by an employee unless, at least three months before the date on which he/*she* shall have earned for the maximum period, he/*she* 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 upto the date specified by the authority competent to grant leave).

85. Pay during earned Leave :

An employee on earned 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 upto 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 such 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 earned leave for the entire period of his absence.

(3) Notwithstanding anything contained in Sub-Regulation (1) and (2), the Managing Director may -

(a) authorise *temporary* 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 earned, sick, special or extra-ordinary leave, as the employee concerned may request.

87. Sick & Special leave, limit upto 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 earned 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, upto a maximum period of three months, as earned, sick or special leave under this Sub-Regulation may be availed of even if earned 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 where 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 upto a maximum of six months during the full period of his service, such leave on average pay being entered as twice the amount of leave taken in his sick leave account.

89. Extra-ordinary Leave :

(1) Extra-ordinary leave may be granted to an employee when no earned 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 commute 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.

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.

“ Joining time:

When may be granted

- i. Joining time may be granted to an employee to enable him/her to join a new post to which he/she is appointed while on duty in his/her old post.
- ii. 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 7 (seven) days, exclusive of the number of days spent on traveling.

94. How calculated :

In calculating joining time admissible to an employee, the day on which *he/she* is relieved from his/*her* old post shall be excluded but public holidays following the day of his/*her* 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

Medical attendance:

- (1) Ordinary medical attendance to the employees of the Corporation shall be eligible per month at the rate equal to the rate applicable to the employees of the Govt. of Assam from time to time.
- (2) Re-imbusement of medical expenses against serious diseases shall be eligible as per the Medical Rules adopted by the Corporation annexed as Annexure – IV.

CHAPTER - VIII :

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/*or purchase of ownership flat.*
- (b) *Purchase of the light motor vehicle..*
- (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 *and purchase of ownership flat* shall be granted and recoveries thereof shall be made from the pay of the employees concerned as indicated below :

98. (A) (i) Admissibility of house building advance to employees irrespective of grade and status shall be limited to 50(fifty) months basic pay subject to maximum of *Rs 5.00 lacs and a minimum confirmed service of 5 (five) years in the Corporation.*

(ii)Sanctioned amount shall be released in 3 (three) instalments when land purchase is involved and in 2 (two) instalments when the advance is for construction of a house on a existing plot or purchase of a ownership flat.”

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

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

(v) 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.

(vi) Total deduction on all advances including the House Building advance must not exceed 50% of the gross pay.”

98(B)

(I) In the event of any revision in the rates/limits of House Building Advance during an exercise of pay revision, the employee of the Corporation shall be eligible for the difference over the past advance and such difference amount shall not be treated as additional House Building advance.

II) 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, and in no circumstances, an employee shall be eligible to third house Building advance.

III) When an employee is transferred to another station where he/she intends to settle requiring to build a residential house.

Note:

a) The house constructed earlier should be disposed of and sale proceeds along with the Registered documents deposited with the Corporation towards liquidation of the earlier advance. Otherwise, the second advance will be granted after deduction of the outstanding balance including up-to-date interest of the previous advance.

b) 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 admissible under the rules.

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

(a) 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 immediately subject to a maximum 12 (twelve) months basic pay which will be recoverable in 60 (sixty) monthly instalments alongwith the repayment of previous advance. Money received from the insurance company on

settlement of the claim will be adjusted towards the outstanding balance of the second advance.

(b) In case in which the sanitation/electrification/water supply/boundary walls etc. of house built or purchased with previous advance is found to be defective.

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 (IV) (a) above.

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

Note :

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 IV(a) above.

VI) 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 Light Motor Vehicle shall be granted if it is considered a light motor vehicle to be essential for efficient discharge of duties upto a maximum of 40 (forty) months substantive pay or Rs. 1,50,000.00 or anticipated cost price of the Car whichever is the least, such advance shall be recoverable in 100(one hundred) monthly instalments from the pay of the officer concerned. An equal amount of Light Motor Vehicle advance shall be admissible to an employee applying for a subsequent advance subject to the condition that the advance shall not be admissible before expiry of five years after drawal of the earlier advance or repayment in full of the same with interest whichever is later. The advance for purchase of a Light Motor Vehicle is admissible for officers from the rank IO,BM subject to a minimum of 5 (five) years confirmed service in the Corporation.

Further, employee who avail two wheeler advance earlier and opting for a light motor vehicle advance shall be eligible for light motor vehicle advance subject to liquidation of earlier advance in full and having expired five years in the two wheeler advance alongwith fulfilling other eligibility criteria.

98. (D) Advance for purchase of Motor Cycle/ Scooter shall be granted upto a maximum of 20 months substantive pay of Rs.25,000/- for Motor Cycle and Rs. 20,000/- for Scooter or the anticipated cost price of the two wheeler whichever is the least, such advances shall be recoverable in 80 monthly instalments 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 a motor cycle/scooter subject to the condition that the advance shall not be admissible before expiry of 6 (six) years after the drawal of the earlier advance or repayment in full of the same with interest which ever is later. The advance for purchase of Motor Cycle/Scooter is eligible to the employee of the Corporation drawing basic pay of Rs. 3,000/- or more.

98. (E) Advance for purchase of a bi-cycle shall be granted upto a maximum of Rs.1,500.- or the actual price of the cycle which ever is less, such advance shall be recoverable in 50 (fifty) monthly instalments from the pay of the employee concerned.

98.(F) Advance for religious rites:

Advance upto Rs 5,000/- may be granted to an employee for performing Saradh and other rites related death of parents or spouse, which shall be recoverable from salary of the employee in 12 monthly instalments from the second month after the death of the parents/spouse. This advance will be interest free.

98.(G) Advance for marriage:

Advance of Rs. 5,000/- may be granted to an employee for own marriage or for marriage of son or daughter, which will be recoverable in 12 monthly instalment from the salary of the employee after two months of disbursing the loan. This advance will be interest free.

98.(H) Advance for purchase of personal computer:

Employees who have training on computer from recognized institution may be granted loans upto Rs.40,000/- for purchase of computer for their personal use. The equipment are to be purchased from recognized vendors and the bills will be paid directly to the suppliers by Assam Financial Corporation against proof of supply and approval of rate by the person concerned and the Assam Financial Corporation employees who are assisted for procuring computers will be considered to have agreed to use computers in the office as and when such equipment are provided without claiming any extra remuneration/pay for using computers. Loan for computer will be recoverable in monthly instalments of Rs. 1,000/- from the salary of the employee. The advance will carry nominal interest of 6% p.a.

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 instalment of the advance. The recovery of the advances under Sub-Regulation (C), (D),(E),(F),(G) and (H) 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 96 shall not exceed 105 month's substantive pay of the employee concerned 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 gross 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, or intermediary if opted by the beneficiary. The amount of interest shall be recovered in one or more installments, each such instalment being not appreciably greater than the installment, by which the principal was recovered.”

“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, or intermediary if opted by the beneficiary. The amount of interest shall be recovered in one or more installments, each such instalment 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 by the title holder on whose land house to be constructed shall execute mortgage deed or whatever other document as required by 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 done by authorized person with proper permission from competent authority like GMC/GMD/Local Municipal/Town Committee/Panchayat 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 ownership flat or light motor vehicle/ 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.”

102. Additional Security:

I) 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.

II) Collateral security in the form of nonagricultural land & Building or LIC or NSC or NSS or FDR etc. at a face value equal to 25% of the House Building advance in case of ownership Flat to the satisfaction of the Corporation shall be obtained prior to documentation of such advance.”

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 *and to be duly intimated to the Corporation.*

CHAPTER - IX :

MISCELLANEOUS :

104. Declaration to be signed by the employee :

I) Declaration of fidelity and secrecy required to be completed by an employee in pursuance of section 40 (forty) of the State Financial Corporations act, 1951,

II) 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 Regulations, 1957 more particularly the restrictions imposed under Reg: 26,27,28,29,30,31,34,35,36 and 37 of Assam Financial Corporation Staff Regulations, 1957 as amended from time to time.

Nature of appointment

Date of Appointment :

Signature :

Witness :

Date :

III) Declarations are required to be made by the employee under the Medical Policy and Promotion Policy of the Corporation annexed hereto as Annexure-III AND I respectively."

CHAPTER - X :
LEAVE TRAVEL CONCESSION :

Regulation - 105 Leave Travel Concession :

“Clause 1. Application:

These Regulations shall apply to all confirmed employees of the Corporation who have put in a continuous service of not less than eight years in case of outside LTC and five years, in case of Home LTC. It shall come into force with effect from 1st January, 1982. The detailed Rules & Regulations of LTC are as below:

Clause 2. i) The family shall comprise as defined in Regulation 3 (K) of this Regulation.

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

 iii) “Regular Leave” means and includes earned leave and Casual Leave.

Clause 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..

Clause 4. of Principal Regulation and Sub-Regulations i), ii) appearing therein substituted as under:

Eligibility :

i) All confirmed employees of the Corporation who have put in a continuous service of not less than eight years in case of outside LTC are eligible for the concession.

ii) Where both the husband and wife are 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 and such concession shall be admissible to any one of husband or wife in a block year.

iii) 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 alongwith a certificate to support such undertaking from the respective employer.

iv) The concession may be availed of by an employee and his/her family members for traveling to their Home Town/Village once in a block period of two consecutive calendar years commencing from 1982-85.

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

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

vii) 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 traveled 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.

viii) 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.

ix) 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.

x) 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 made more than once during the service of an employee.

xi) 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/herself alone once every year for visiting his home town.

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

xiii) 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.

xiv) 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.

xv) 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 (six) months from the date of commencement of the outward journey.

xvi) 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.

xvii) An employee who avails himself of the concession for traveling 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 traveling to any place in India during those two years.

xviii) The concession will be admissible to the employee for journeys performed during any kind of leave.

xix) 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.

xx) 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 1985 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/her family will be entitled, will be the class to which he/she is entitled under the normal traveling allowance rules at the time the journeys are undertaken. It will be permissible for the employee and/or his/her family to travel in a class higher or lower than that which he/she 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/she entitled and in the later 100% of the fare for the distance by the class in which he/she or his/her family actually traveled.

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/her family are entitled under the normal Traveling allowance Rules at the

time the journeys are undertaken. Where there are no recognized 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/her family at the rate applicable to his/her grade under the normal Traveling allowance rules up to 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's 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/her 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/herself and each member of his/her 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/*her* family shall invariably visit the declared place to become eligible for the leave travel concession claim.

9. “ In addition to the certificates as mentioned in (7) above the employee submitting TA bills for the concession should invariably furnish the Railways/State Transport Tickets in original 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 forfeits (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 traveling 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. “These Regulations will not apply to any persons who are not in the whole time employment of the Corporation.”

13. Principal Regulation DELETED.

ANNEXURE - I

CERTIFICATE TO BE GIVEN BY AN EMPLOYEE :

1. I have not submitted any other claim so far leave Travel concession in respect of myself of my family members in respect of the block of four years 19---
---- and 19-----.
2. I have already drawn T.A. for leave Travel concession in respect of a journey performed by my wife/myself with children. This claim is in respect of the journey performed by my wife/myself with children none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by me/my wife with children to the declared place/places, viz_____.
4. That my husband/wife is not employed in Corporation service/institution. That my husband/wife is employed in Corporation service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned Block of four years.

Date :

Signature of the employee
with designation.

Place :

Certified that the officer concerned has completed *eight/five* year of continuous service before the date of journey performed by him or his family under the scheme and this has been recorded in the service Book/Record.

“106. ENCASHMENT OF LEAVE:

- i) At the time of retirement, an employee is allowed to encash a maximum of 300 days of leave to his/her credit.
- ii) An employee who is sanctioned earned leave for at least 30 days shall be entitled to encash another 15 days of such leave in a block of 4 (four) years beginning from 1st January, 1999 provided he/she has 240 days earned leave to his/her credit. However, if the employee fails to avail of the sanctioned leave, the earn leave encashment amount shall be fully recovered from his month's pay.

107. “ GRATUITY:

- i) An employee to be eligible for payment of Gratuity must complete service in the Corporation for minimum period of 5 years confirmed service.
- ii) Death-cum-Retirement Gratuity is to be paid at the rate of 16.5 times of the pay (Basic+DA) subject to maximum of Rs.3.50 lacs or as notified by the Govt. of Assam from time to time provided employees have rendered 33 years of service on the date of superannuation or in the event of death.
- iii) Employee with less tenure of service will receive gratuity equal to half a month's pay (Basic+DA) for each completed 6 (six) monthly period of service in the Corporation subject to maximum of 15 (fifteen) months pay (Basic+DA) or Rs.3.50 lacs whichever is less or as may be notified by the Govt. of Assam from time to time."

108. Employees Provident Fund:

- i) The rate of contribution for employees and employers and related procedure, rules, Management etc. are governed by Assam Financial Corporation Employees Provident Fund Trust.
- ii) The present rate of employees contribution is 12% of basic and DA and employees contribution is @ maximum of 25% on Basic and DA."

109. Voluntary Retirement:

An employee having confirmed service can seek Voluntary Retirement by giving due notice to the Corporation under the existing Voluntary Retirement Scheme of the Corporation as on date of his application."

110. Compulsory Retirement:

At the discretion of the Management of the Corporation an employee who has completed 25 years of service or who has attained 50 years of age whichever is earlier may be compulsorily retired giving three months notice to the concerned employee."

111. Deputation:

The officers/staff of the Corporation shall be eligible to render service in other organization/Department on deputation if their services are sought by other organization/Department.

The Corporation may consider deputation subject to the consent of the concerned employee and on fulfilling the terms and conditions to be mutually agreed upon.

1. The deputation period shall not be more than 1 (one) year unless agreed upon by the borrowing organization and the Corporation.
2. The deputationist shall not draw less than the grade pay of his/her parent department plus other allowances as admissible in his/her parent department and sanctioned from time to time.

3. The deputationist shall be entitled to a deputation allowance as governed by the terms mutually agreed by the "Foreign service" Department and the parent department.
4. The parent department may re-call the deputationist etc. before expiry of specific period of deputation as and when required as per the deputation terms of the parent department."

"ANNEXURE - II

PAY AND ALLOWANCE

<u>A.</u> <u>year</u>	<u>Pay Scale</u>	<u>Span</u> of
01. GM	Rs. 10050-325-11025-400-14625-475-15575	14years
02. DGM	Rs. 9075-325- 11025-400-11825-EB-400-14225	14years
03. Manager/RM	Rs. 8100-325-10700-EB-325-11025-400-13025	14years
04. AM/PS to MD	Rs. 5725-175-6600-250-7350-EB-250-8100-325-11025-400-11825	22years
05. IO/BM/RO/PRO	Rs. 4390-90-4480-120-5200-175-6075-EB-175-6600-250-8100-325-11025-400-11425	31years
06. Staff Officer	Rs. 4300-90-4480-120-5200-175-5900-EB-175-6600-250-8100-325-11025	31years
07. Sr.Asstt.	Rs. 3940-90-4480-120-5200-EB-175-6600-250-8100-325-8425	27 years
08. Jr.Asstt.	Rs. 3010-60-3490-90-3850-EB-90-4480-120-5200-175-6075	30 years
09. Record Keeper/ MO	Rs. 2890-60-3490-90-3670-EB-90-4480-120-5200-175-5725	30 years
10. Driver	Rs. 2650-40-2770-60-3310-EB-60-3490-90-4480-120-5200	32 years
11. Jamadar	Rs. 2530-40-2770-60-3130-EB-60-3490-90-4390	28 years
12. Messenger	Rs. 2450-40-2770-EB-60-3490-90-3670	22 years

B. ALLOWANCES

1. House Rent Allowance (HRA):

12% of basic pay subject to maximum of Rs. 1,000/- p.m.

2. Conveyance Allowances:

Light Motor Vehicle : Rs. 500.00 p.m.

Motor Cycle/Scooter : Rs. 250.00 p.m.

Bi-Cycle and with no means of conveyance : Rs. 120.00 p.m.

3. Hill Allowances:

For employees posted in Shillong and the other Hill District, Hill Allowance at the rate of 5% of basic pay subject to a maximum of Rs. 250.00 p.m.

4. Allowance to Handicapped Employee

5% of basic pay subject to a maximum of Rs 120.00 p.m.

5. City Compensatory Allowance

Basic Pay below Rs. 3,000/- : Rs. 25.00 p.m.

From Rs.3,000/- to Rs.4,499/- : Rs. 35.00 p.m.

From Rs. 4,500/- to Rs. 5999/- : Rs. 65.00 p.m.

From Rs. 6,000/- and above : Rs. 120.00 p.m.

City Compensatory allowance shall be applicable for employees working with H.Q. at Guwahati only.

6. Medical Allowance

Medical Allowance will be @ Rs. 350.00 p.m.

**“ANNEXURE – III
COMPENSATORY ALLOWANCE**

1. Kinds of compensatory allowances:

The following kinds of compensatory allowances shall be granted in accordance with the provisions of this Regulation

- a) Dearness Allowance
- b) Travelling Allowance
- c) Halting Allowance

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

3. Dearness Allowance:

The Corporation shall grant dearness allowance to its employees at the same rates as applicable to the Govt. of Assam employees from time to time.

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

4. Traveling Allowance:

I) Definitions : In this Regulation

- (a) "fare" means, in cases where there are two rates of fare, one inclusive and the other exclusive of diet, fare without diet, but shall include the cost actually incurred for reserving accommodation;
- (b) "Personal belonging include only clothes and such other necessary articles as are required while on tour and not motor cycle, motor car, carriages or heavy furniture.
- (c) "Personal property" includes Motor Cars, Motor Cycle, carriages furniture and other personal effects. But an employee on temporary transfer, shall not be entitled to charge for such items.
- (d) 'Transfer' means the movement of an employee of the Corporation from one head quarter station in which he/she is employed to another such station either.
 - i) To take up the duties of a new post or
 - ii) In consequence of a change of the head quarters.

II) Employee on tour:

An employee traveling on official duty shall be reimbursed his/her traveling expenses on the following basis each way:

a) Senior Grade:

2nd class AC or 1st class Rail or AC Bus fares, but for journey to and from Calcutta, Imphal, Agartala, Silchar, Aizawl, Dimapur, may be performed by Air.

b) Class I & II officers: 1st Class Rail/three tier 2nd Class AC rail fare not exceeding the 1st Class fare or AC Deluxe Bus fare.

c) Class - III & IV : Second Class Rail or Bus fare (Non AC).

d) In case of Air journey to be performed due to exigency of work, the Managing Director may permit as a special case Air journey to an employee.

e) An employee shall in addition to fare, be entitled to incidental expenses as per the existing rules of the Corporation.

f) Journey performed by own vehicle: The mileage allowance for journey performed by own vehicle bearing cost of propulsion shall be admissible as below amending the current rates:

Maruti & similar Car: At the rate of Rs. 3.60 per k.m.

Fiat & similar Car : At the rate of Rs.4.00 per k.m.
Including Gypsies

Ambassador & similar car: At the rate of Rs 4.50 per k.m.

Scooter/Motor Cycle: At the rate of Rs. 1.50 per k.m.

g) Journey by Air: Officers admissible to travel by Air will be entitled to incidental expenses for the journey at the rate of 15% of the fare subject to a maximum of Rs. 75.00 per journey.

Further, the officers will be entitled to one full daily allowance for the day of the journey if both the starting point and the destination or either of them is outside Assam and half daily allowance if both are within Assam.

When an officer travels by Taxi/Private Car/Conveyance provided by the Air lines to cover the journey between the Airport and destination/headquarter, incidental expenses will be admissible at a flat rate as below:

- i) If such journey is performed within Assam Rs. 60.00 (each way)
- ii) If such journey is performed outside Assam Rs. 90.00 (each way)

III) Employees on transfer:

a) The traveling allowance and incidentals on transfer shall be at the rates as below:

An employee will be entitled to only one single fare of the admissible class of accommodation either by rail or by private transport including State Transport for himself. In addition, one single fare for each adult member and half of single fare for each minor member of the family will also be admissible.

An employee and members of his/her family are entitled to one daily allowance each at the admissible rate, the children below 12 (twelve) years being given half daily allowance for every 24 hours or part thereof.

b) The rates of Transfer grant and transportation of personal effects shall be admissible as below:

<u>Range of Pay</u>	Amount of	Quantum of Transportation
	<u>Transfer grant</u>	of personal effects by goods <u>train</u>

Employees drawing basic Pay of Rs. 7850.00 p.m. And above	Rs.1,200/-	6000 kg.
Employees drawing basic Pay of Rs. 6,600.00 p.m. & Above but below Rs.7,850.00 p.m.	Rs. 1,000/-	4000 kg.
Employees drawing basic Pay of Rs. 4,210.00 p.m. & Above but below Rs. 6,600.00	Rs. 800/-	3000 kg.
Employees drawing basic Pay of Rs. 2,890.00 p.m. & Above but below Rs. 4,210.00	Rs. 550/-	1500 kg.
Employees drawing basic Pay of below Rs.2890.00 p.m.	Rs. 400/-	1000 kg.

c) Employees Traveling by Road on Transfer:

The journey on transfer by road in public bus/State Transport, an employee will be entitled to actual bus fare for himself and each member of family including the minor in which case, half the single fare will be admissible.

IV) Traveling 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:

By Rail :

- a) When an employee returns to headquarters within 24 hours:-
- i) If the absence from the headquarters does not exceeds 8 hours-½ daily allowance.
 - ii) If the absence from the head quarter 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 : 1½ daily allowance for first 24 hours and ½ 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 head quarter at the end of journey, otherwise admissible.

V. By Public Transport and State Transport:

- a) In the case of Road journey without involving night half 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 than 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 traveled is not less than 40 KM and one daily allowance where the distance traveled is not less than 80 KM and shall in addition be entitled to half the daily allowance for night halt away from head quarter 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.

VI) Employees of the Corporation traveling in public conveyance:

The traveling allowance admissible to an employee of the Corporation traveling 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 32 km., 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).

VII) 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 from which an employee is transferred, the employee may draw the actual traveling expenses incurred by the family to join the employee at the new station but the sum total of such expenses shall not exceed the traveling 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/her transfer, travels to a station other than that to which the employee is transferred, the employee may draw traveling expenses for his/her family but subject to the condition that the amount so drawn shall not exceed the traveling 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/her personal property by passenger, instead of by goods train or by road transport, he/she 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 the paragraph.

- VIII) 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 traveling allowance as on transfer under paragraph 4(III) from the old to the new station.
- IX) 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 traveling allowances under paragraph 4(II) 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 traveling expenses shall be credited to the Corporation.
- X) Traveling allowance not admissible on termination of service :
No person is entitled to any traveling allowance from the Corporation for a journey undertaken on retirement, resignation or dismissal from the Corporation's service.
- XI) Route by which traveling allowance is admissible :
Traveling 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 traveling. Traveling 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 traveling expenses shall be calculated on the route actually used.
- XII) Obligation to travel by the class of accommodation for which traveling Allowance is admissible:
(a) An employee must travel by the class of accommodation for which traveling allowance is admissible to him/her and if he/she shall travels in a lower class, he/she shall be entitled to the fare of the accommodation actually used.
(b) An employee may not be paid traveling allowance on the basis of a journey in a higher class unless he/she is specifically authorized to travel in the higher class by the Managing Director in the interest of the Corporation.
- XIII) Not admissible to join first appointment :
Except with the sanction of the Board, no traveling allowance may be paid to a person to join his/her first appointment in the Corporation.
- XIV) Employees using their own conveyance :
An employee who travels on duty in a conveyance owned by his/her may be reimbursed his/her traveling expenses on the basis and in the manner laid down in clause 4 (II) (f).
- XV) Employees traveling in a conveyance supplied by the Corporation :
An employee who travels in a conveyance supplied by the Corporation shall not be entitled to traveling allowance.
- XVI) Employees traveling by Bus etc.

If the employee travels between places which are connected by Rail, by Omnibus, or by other means of transport, he/she shall be reimbursed his/her traveling expenses on the basis of a journey by rail, provided that if the fares actually paid by him/her are less than the fares payable for the journey by rail, he/she shall be entitled to draw only the actual fares paid by him/her.

XVII) Calculation 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 traveling allowance shall be calculated on the basis of ordinary fares unless the employee actually travels by mail or express in which case, an increase may be allowed in his/her bill to the extent of the additional cost of the fares actually incurred by him/her.

(XVIII) Employee traveling within Municipal limits :
An employee traveling on duty within the 8 (eight) kilometers radius of the head quarter or within the Municipal limits thereof, which ever is further, shall be entitled to the actual amounts, which he/she may spend in payment of journeys by public conveyance.

XIX Journey not provided in this Regulation:
For any journey undertaken by an employee for which no provision is made in this Regulation he/she shall draw traveling 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.

XX) Advance to meet traveling expenses:

An employee who is required to travel on the Corporation's business may draw an advance to meet his traveling expenses.

5. HALTING ALLOWANCE

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/her in consequence of such absence.

I) To whom admissible:-

Halting allowance may be granted:

- a) to an employee engaged on official duty;
- b) to an employee on transfer from one station to another, who is detained enroute under circumstances beyond his/her control, for the period of such detention; and
- c) to an employee who is temporarily moved from his/her headquarters under any other circumstances.

II) Period for which may be granted:-

a) 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 that -

1. That prolonged absence from head quarters is necessary in the interest of the Corporation and
2. that grant of halting allowance for a further period is essential to avoid hardship to the employee.

b) In any case, in which the limit is extended in pursuance of the proviso to sub-paragraph (a), it shall be open to the Managing Director to reduce the rate of allowance to such extent as he may deem appropriate.

III) 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 from authorized/recognized Medical practitioner.

IV) 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 V) of this Regulation but in all such cases any subsistence allowance paid by the Court shall be credited to the Corporation.

V) Limit of halting allowance:

The rate of halting allowance or the daily allowance to the employees are as under:

<u>Employees entitled</u>	<u>Travel within Head Quarter State</u>	<u>Travel outside the Head Quarter State</u>	
		<u>Within NE States</u>	<u>Outside NE States</u>
General Manager	Rs. 150.00 per day	One and half	Three times
Dy.GM	Rs. 120.00 per day	times of	of the
Manager/RM	Rs. 100.00 per day	the	normal
AM/IO/BM/RO/PRO/SO	Rs. 90.00 per day	normal	rate
Sr.Asstt./Jr.Asstt.	Rs. 70.00 per day	rate	
RK/MO/Driver	Rs. 60.00 per day		
Messenger/Chowkidar etc.	Rs. 50.00 per day		

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/her headquarters, until his/her return provided that if such absence does not involve overnight stay outside the headquarters on any day, the rate of allowance shall, for that day, be one half of the rate prescribed in this paragraph.

VI) In addition to the rates of halting allowance as stated above, an employee who fails to secure subsidized accommodation in any Government Circuit house or Tourist Lodge or free Hospitality etc. shall be admissible for reimbursement of hotel expenses subject to maximum ceiling on submission of bills/cash memos as below:-

<u>Employees entitled</u>	<u>At Guwahati and Other NE State Capitals</u>	<u>At District/Sub- Divisional H.Q</u>
General Manager	Rs.800.00 per day	Rs.600.00 per day
Dy.GM	Rs.600.00 per day	Rs.500.00 per day
Manager/RM	Rs.400.00 per day	Rs.300.00 per day
AM/IO/BM/RO/PRO/SO	Rs.300.00 per day	Rs.240.00 per day
Sr.Asstt./Jr.Asstt.	Rs.200.00 per day	Rs. 160.00 per day
RK/MO/Driver	Rs. 160.00 per day	Rs. 120.00 per day
Messenger/Chowkidar etc.	Rs. 120.00 per day	Rs. 100.00 per day

VII). Advance to meet halting allowance:

An employee may draw an advance to cover his/her traveling expenses up to the amount admissible to him/her when the duration of the tour exceeds 10 days in accordance with the provisions of Regulation (II) as above.”
