

TEA RESEARCH ASSOCIATION



SERVICE RULE

PART - I

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Calcutta,
Reprinted on 15th May 1999.

CHAPTER I

EXTENT OF APPLICATION

- 1.1 These Rules shall be called the Service, Conduct and Discipline Rules of the Tea Research Association.
- 1.2 These Rules shall relate to the terms and conditions of service of the employees of the Association and shall be applicable to all categories of employees other than those covered under the Plantation Labour Act, 1951.
- 1.3 The Rules governing the conduct and discipline have been formulated and will be implemented having regard to the provisions of the Standing Orders in force in Tocklai and Outstations of the Association.
- 1.4 These Rules shall come into force with effect from 1st January 1998, in supersession of all existing bipartite and tripartite Agreements and may be amended by the Council of Management of the Association from time to time with reference to the Rules and Conditions of service as applicable to the Govt. of India (FR & SR) (CSIR).

CHAPTER II

DEFINITIONS

- 2.1 **APAR** : Annual Performance and Appraisal Report in the prescribed form
- 2.2 **Association** : Tea Research Association with its Registered Office in Calcutta.
- 2.3 **Assessment Committee** : Committee appointed to assess as defined in "TRA Recruitment and Assessment Rules".
- 2.4 **Appointing Authority**: Means the authority competent to make appointment in respect of employees of the Association.
- 2.5 **Council** : Council of Management of the Association.
- 2.6 **Committee** : Executive Committee of the Association.
- 2.7 **Chairman** : Chairman of the Association.
- 2.8 **Casual Employee** : An employee who is employed for any work which is essentially of casual nature.
- 2.9 **Competent Authority**: In relation to the exercise of any power in these Rules generally means the Director or in his absence authorised representative for all employees at Tocklai and outstations. Similarly the Secretary or in his absence his authorised representative for all employees at the Registered Office. Authorised representatives, shall however, exercise all powers except in the matter of appointment/disciplinary matters and financial sanctions in excess of Rs.5000/- on recurring expenditure and Rs. 10,000/- on capital expenditure.
- 2.10 **Contractual Appointment**: Appointment based on specific contract for a specified period.
- 2.11 **Director** : Director of the Association.
- 2.12 **Day**: Except as otherwise provided in these Rules, day means a calendar day beginning and ending at midnight.
- 2.13 **Employee** : A person in the pay rolls of the Association.
- 2.14 **Family** : Means an employee and his or her spouse, parents, children, step children upto the age of 25 wholly dependent on the employee, but not step parents. An adopted child shall be deemed to be a member of the

family if under the personal law of employees adoption is recognised as conferring on it the status of a child born in wedlock.

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- 2.15 **Home Town** : Means the permanent home town or village as declared by the employee at the time of appointment and supported by documentary evidence.
- 2.16 **Month** : Means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.
- 2.17 **Outstations** : The substations and advisory units under the control of the Director General located at various plantation areas.
- 2.18 **Officer** : Employees inducted under group III & IV in Scientific, Technical and Administrative category and holding pay scale/grade of Rs.8000-13500 and above shall have the status of "officer" in TRA. Employees in the grade of Rs.6500-10500 are also designated as officers and shall have the status equivalent to Group B of Government of India.
- 2.19 **Permanent Employee** : A person confirmed in a permanent post of the Association.
- 2.20 **Permanent Post** : A post carrying a definite scale of pay.
- 2.21 **Pay** : Basic pay excluding DA and other allowances.
- 2.22 **Special Pay** : An Allowance granted in exceptional cases.
- 2.23 **Salary** : Includes basic pay and DA only.
- 2.24 **Scale of Pay** : A time scale of pay decided by the Association from time to time.
- 2.25 **SAC** : Scientific Advisory Committee
- 2.26 **TRA** : Tea Research Association
- 2.27 **Secretary** : Secretary of the Association.
- 2.28 **Tocklai** : Tocklai Experimental Station located at Cinnamara, Jorhat.
- 2.29 **Temporary Employee** : An employee who has been appointed for a limited period for work which is essentially of temporary nature, or who is employed temporarily as an additional employee in connection with the temporary increase in work of a permanent nature.
- 2.30 **Temporary Post** : Means a post carrying a scale of pay for a limited time.

Chapter III

CLASSIFICATION, STATUS, DESIGNATIONS AND RESPONSIBILITIES

3.0 The Rules governing classification and designation of employees as well as duties and responsibilities shall be read in conjunction with the following :

- a) "TRA Rules on Recruitment and Assessment"
- b) "TRA Rules on Duties Responsibilities and Authority"

3.1 CLASSIFICATION

3.1.1 Depending on their qualification and nature of job requirement, all posts have been categorised into

- (a) Scientific and Technical Group
- (b) Administrative and Support Group

3.1.2 The Scientific and Technical Group has been further classified in the following Groups :

Group I - Support Staff (Skilled and Semi-Skilled having minimum qualification of class VIII standard).

Group II - Technical Staff (semi-skilled/skilled with minimum qualification of Matriculation/ITI/equivalent).

Group III - Technical Staff (Skilled with minimum qualification of graduation/Diploma (3 years) in respective field.

Group IV - Scientific Staff (Engaged in Scientific Research & Development and Advisory or Extension Services). Qualifications as per clause 2.3 of Recruitment and Assessment Rules. Qualifications as per Clause 2.3 of Recruitment and Assessment Rules.

The employees in the Administrative and Support Group have been classified as follows :

- Group Ad - I (Support Staff)
- Group Ad - II (Clerk)
- Group Ad - III (Assistants and Stenographers)
- Group Ad - IV (Executives)

3.2 DESIGNATIONS

3.2.1 Designations and Scales of Pay under Each Group are as follows :

Scientific and Technical Groups

Designation	Existing Grade	Revised Grade
Group I		
Helper I (1)	750-940	2550-3200
Helper I (2)	800-1150	2650-4000
Helper I (3)	825-1200	2750-4400
Helper I (4)	950-1400	3050-4590
Helper I (5)	975-1540	3200-4900
Helper I (6)	1320-2040/ 1350-2040	4000-6000
Helper I (7)	1350-2200/ 1400-2300	4500-7000
Group II		
Technician II (1)	950-1400	3050-4590
Technician II (2)	1200-2040/ 1320-2040	4000-6000
Technician II (3)	1350-2200/ 1400-2300	4500-7000
Technician II (4)	1640-2900	5500-9000
Technician II (5)	2000-3500	6500-10500
Technician II (6)	2200-4000	8000-13500
Group III		
Technical Assistant III (1)	1350-2200/ 1400-2300	4500-7000
Technical Assistant III (2)	1640-2900	5500-9000
Technical Officer III (3)	2000-3500	6500-10500
Technical Officer III (4)	2200-4000	8000-13500
Technical Officer III (5)	3000-4500	10000-15200
Technical Officer III (6)	3700-5000	12000-16500
Technical Officer III (7)	4500-5700	14300-18300
Group IV		
Scientist IV (1)	2200-4000	8000-13500
Scientist IV (2)	3000-4500	10000-13500
Scientist IV (3)	3700-5000	12000-16500
Scientist IV (4)	4500-5700	14300-18300
Scientist IV (5)	5100-6300	16400-20000
Scientist IV (6)	5900-6700	18400-22400
Scientist IV (7)	7300-7600	22400-24500

Administrative and Support Service Group

Designation

Existing Grades

Revised Gr

Group Ad I (SS)

Ad-I (1)	750-940	2550-3200
Ad I (2)	800-1150	2650-4000
Ad I (3)	825-1200	2750-4400
Ad I (4)	950-1400	3050-4590
Ad I (5)	975-1540	3200-4900
Ad I (6)	1320-2040/	4000-6000
Ad I (7)	1350-2040	
	1400-2300	4500-7000

Group Ad II (Clerk/Steno)

Ad-II (1)	950-1500	3050-4590
Ad-II (2)	1200-2040	4000-6000
Ad-II (3)	1640-2900	5500-9000
Ad-II (4)	2000-3500	6500-10500
Ad-II (5)	2200-4000	8000-13500

Group Ad III (Assistant/Steno/Section Officer/ Private Secretary)

Ad III (1)	1640-2900	5500-9000
Ad III (2)	2000-3500	6500-10500
Ad III (3)	2200-4000	8000-13500
Ad III (4)	3000-4500	10000-15200

Group Ad IV (Administrative Officer/ Accounts Officer)

Ad IV (1)	2000-3500	6500-10500
Ad IV (2)	3000-4500	10000-15200
Ad IV (3)	3700-5000	12000-16500
Ad IV (4)	4500-5700	14300-18300

3.2.2 All existing employees are to be categorised into different Groups and Grades on the basis of their present scale of pay, qualifications and experience. Necessary Official Order will be issued after assessing qualification, experience etc. However, in case of existing employees in Group I and Ad I, the minimum qualification of class VIII has been relaxed.

3.3 Status

3.3.1 Designations of each employee shall denote his status in the hierarchy. Duties, Responsibilities and Authority of each post shall be outlined in "TRA Rules on Duties, Responsibilities and Authority" or shall be intimated to the incumbent individually by the Competent Authority.

3.3.2 The Administrative Responsibility of a department shall be vested with the HOD/Incharge in whose absence routine administrative charge shall be confined to the next hierarchial order unless the Director decides otherwise.

3.3.3 The ascending hierarchial order of the officers in the different scale of pay will be as under :

Rs. 6500-10500	-	Section Officer
Rs. 8000-13500	-	Junior Officer
Rs.10000-15200	-	Junior Officer
Rs.12000-16500	-	Senior Officer
Rs.14300-18300	-	Senior Officer
Rs.16400-20000	-	Senior Officer
Rs.18400-22400 and above	-	Stipendaries.

3.4 Contractual Services

3.4.1 All employees in Group IV shall have six years contractual service renewable every six years till the date of retirement, with all the facilities available to other employees.

CHAPTER IV

APPOINTMENT, PROMOTION, RETIREMENT

4.1 INDUCTION

- 4.1.1 For all Groups induction shall be at the lowest Grade. In Group III and Group IV position can, however, be filled up at any Grade depending on individual merits and requirement. Induction in the Administrative and Support Group shall be only at the lowest grade in each Group. All positions shall revert to the lowest Grade on vacation.

4.2 MINIMUM QUALIFICATION

- 4.2.1 The minimum qualifications at entry level for each grade have been specified in the "TRA Recruitment and Assessment Rules".

4.3 RECRUITMENT

- 4.3.1 For filling up any vacancy or for creation of a new post, specific approval of the Chairman/Committee shall be necessary.
- 4.3.2 The posts to be filled shall be advertised and the Association's application form shall be sent to the candidates where necessary. The completed application forms received shall then be screened by the Competent Authority for short-listing of the candidates to be interviewed.
- 4.3.3 Reference to the Referees listed in the application form of shortlisted candidates shall be immediately made to be able to place their recommendations before the Selection Committee.
- 4.3.4 There shall be no ad-hoc appointment in any capacity without specific approval of the Chairman/Committee.
- 4.3.5 For the appointments in Group I and Group II (1) the posts to be filled shall be notified to local Employment Exchange. For appointments in all other Grade the post shall be advertised in at least three Newspapers and the applications received shall be scrutinised by the Director and the concerned Head of the Department.

- 4.3.6 Candidates called for the interview for the posts in Group IV shall be paid 1st class/1st class AC return rail fare from their respective place of work to the place of interview and no other compensation shall be paid. In all other cases 2nd class return rail fare shall be paid. Airfare can be paid with the approval of Chairman for candidates for posts in Group IV 6,7 and higher posts as well as for candidates from North East.
- 4.3.7 Internal candidates who have minimum qualifications or found otherwise suitable for an advertised post and in case their merit is found to be equal to the external candidates by the Selection Committee, the internal candidate shall get preference. They shall be considered as on duty and shall be paid as per their travel entitlements.
- 4.3.8 For candidates having exceptionally good background, the Selection Committee may award upto three additional increments or recommend to the Chairman for awarding two more additional increments in the advertised scale of pay.
- 4.3.9 The appointment letters for posts in Groups I, II, III, in the grades of 1, 2, 3, 4, and in IV(1) at Tocklai and outstations shall be issued by the Administrative Officer after due approval of the Director who is the appointing authority. For posts in Group III (5), and IV (2) and above, the appointment letters shall be issued by the Director after approval of the Chairman. Copies of appointment letters issued by the Director/Administrative Officer shall be marked to the Secretary and those by the Chairman/Secretary to the Director for necessary records.
- 4.3.10 Appointment letters specifying the scale, starting pay, other emoluments and facilities as well as conditions for termination shall be issued in duplicate as per standard formats and the candidate accepting the appointment shall return the copy of the letter with his/her signature as acceptance.
- 4.3.11 For every newly appointed person, the date of birth by the Christian era as per the School Leaving Certificate, or Municipal Birth Certificate shall be verified and signed by the Competent Authority on the body of the Application Form. For employees in Group I if the above documents are not available, the date of birth may be determined by Medical Examination. The Association's decision in this regard shall, however, be final.
- 4.3.12 When an employee in permanent service dies or is invalidated before attaining the age of 57 years and there is no other earning member in the family, compassionate appointment may be granted to the employee's

wife/son/daughter in Group I provided she/he is eligible and suitable for the post in all respects as provided in the Recruitment and Assessment Rules. The incumbent must, however, be above 18 years of age and once a person has accepted a post under compassionate appointment any later claim for change in post shall not be entertained.

4.4 JOINING

4.4.1 Except in the case of contract appointments, which are to be governed by the special terms of the Agreement or Contract, no person appointed for the first time under the Association shall be permitted to join the post whether on probation or otherwise without prior medical examination for physical fitness by a Registered Medical Practitioner nominated by the Association for that purpose. In respect of appointment below the grade of Rs.8000-13500, CMO of a Government Hospital and for appointments to the posts in above grade, fitness from the Medical Board of the State Government will be required.

4.4.2 The certificate declaring the candidate medically fit for employment shall be maintained in the Confidential Report of the employee along with the joining report.

4.5 APAR

4.5.1 For each employee, the CR shall be written by the next higher officer of the Department as Reporting Officer and will be reviewed by the HOD/Incharge as Reviewing Officer. For HOD/Incharge, the CR shall be written by the Director and reviewed by the Chairman. For the post of Director and Secretary, the CR shall be written by the Chairman. Merit as reflected in the APAR shall be the principal criteria for deciding the cases of confirmation, promotion/assessment to higher grades etc.

4.5.2 There shall be separate APAR for appraisal of different groups of employees. The systems of assessment shall be objective and based on suitable built-in arrangements for checks and balances for prevention of any incomplete or biased assessments. The Assessment Format will be in line with other R & D organisations including CSIR.

4.5.3 The question of recording and maintenance of APAR shall be given urgent and careful attention by all authorities concerned so that the employees are not denied their legitimate promotions on account of administrative lapses.

4.5.4 It shall be the duty of the Reporting Officer not only to make an objective assessment of the work and qualities of the subordinate employees but also to give at all times

necessary guidance and assistance to correct the faults and deficiencies.

- 4.5.5 An employee shall have the right to make a representation to the Appointing Authority against the communication concerning adverse entries in the APAR within two weeks from the date of receipt of such communication with a prayer for reconsideration.

4.6 PROBATION

- 4.6.1 Every person appointed to a permanent post under the Association by direct recruitment shall be on probation. The probation shall be for a period of one year and can be extended for another year, if necessary.

- 4.6.2 All employees shall be required to submit monthly reports to the Appointing Authority about the work done by them since joining. The Reports shall be considered by the Director before the expiry of the period of probation and the employee may be subjected to group discussion and interviews for assessment. The decision regarding confirmation shall be taken on the basis of the above and intimated to the employee before the expiry of the probation period.

- 4.6.3 The period of probation may be extended to another six months if the Appointing Authority is not fully satisfied but thinks that another opportunity should be given to the concerned person to prove his/her fitness regarding the appointment. Thereafter, if the performance is not found satisfactory, the employee shall be terminated with one month's notice or one month's pay including all admissible allowances.

4.7 CONFIRMATION

- 4.7.1 Letter of Confirmation shall not be issued on successful completion of probation period, until satisfactory medical report as required before joining and personal antecedent reports have been obtained.

4.8 SENIORITY

- 4.8.1 In case of employees in the same basic pay and in the same scale, seniority will be determined, where necessary, as per merit at the level of appointment in respect of non-scientific posts.

4.9 INCREMENT

- 4.10.1 Increments due shall be drawn as a matter of course from the first of the month in which it falls due unless it is withheld. There shall be no provision for advance increment in promotion through assessment.

4.10.2 In ordering the withholding of increment, the Appointing Authority shall state the period for which it is withheld. Decisions regarding withholding of increment shall be communicated in writing to the employee by the Appointing Authority.

4.10.3 An employee whose increment has been withheld may make a representation for review of his/her case.

4.11 ASSESSMENT

4.11.1 Each employee shall be assessed as per the "TR Recruitment and Assessment Rules".

4.12 TRANSFER

4.12.1 Except for exceptional circumstances and in the interest of the Association, an employee in the grade below Rs.8000-13500 will not be normally transferred, while an employee in the higher grades may be transferred from their place of work with thirty days' notice. For execution of transfer the employee shall be entitled to travelling allowance for self and family, transfer grant packing allowance and allowance for carriage of personal effects. These will be indicated in the Annexure.

The Director/Secretary shall be competent authority for transfer of all cadres of employees. For executives in pay scales at or above 16400-20000 the Chairman's approval shall be necessary.

4.12.2 In case of exigency of work, if the employee is advised to move within seven days, an additional fare by entitled class may be granted for transfer of his family. The residential accommodation availed by the employee shall be vacated within sixty days of receipt of letter of transfer and subject to availability of accommodation that will be provided in the new place of posting. In special cases, residential accommodation may be availed by the family upto three months subject to the prior approval of the Director.

4.12.3 For carriage of personal effects between place connected by rail, employee shall be reimbursed actual expenditure on transportation of personal effects by railway. The Competent Authority shall however, satisfy himself that the claim to reimbursement of the transport of personal effects is reasonable and in special cases may allow transfer of goods by road. The reimbursement shall in no case exceed one truck load including motor car. Road mileage may be sanctioned if fare for transfer is not claimed for self and family.

4.13 RESIGNATION

- 4.13.1 During the period of employment with the Association, permanent employees shall not seek employment outside, except with the specific permission of the Appointing Authority. Advance copy of the application can, however, be sent concomitantly if delay is foreseen in the forwarding of the application through the office of the Association to the concerned authority.
- 4.13.2 The Appointing Authority is the authority to accept resignation from service of the Association. Resignation shall be accepted only after written request as per the terms of appointment has been received.
- 4.13.3 The resignation requires acceptance by the Appointing Authority in order to be effective and he charge of the post can be relinquished only when the resignation is accepted.
- 4.13.4 When an employee under suspension submits a resignation, the Competent Authority may accept the same unless the alleged offences do not involve moral turpitude or grade delinquency.
- 4.13.5 The Competent Authority shall decide whether the resignation should become effective immediately or with effect from some prospective date and specify the date. Earned leave shall not be counted towards notice period unless the Competent Authority agrees to such adjustment.
- 4.13.6 If an employee desires to withdraw the resignation before it is accepted, the Competent Authority may accept or refuse the request.
- 4.13.7 If a permanent employee leaves the services without giving proper notice to the Association, salary up to three months may be deducted from his dues as liquidated damages and not as penalty, from the dues payable.
- 4.13.8 An employee resigning from the services shall be allowed encashment of accumulated earned leave at credit on the date of cessation of service to the extent of half of such leave at his/her credit subject to a maximum of 120 days. Travelling or packaging expenses shall not be reimbursed.
- 4.13.9 Any resignation which is without permission shall entail forfeiture of all claims even 120 days leave encashment.
- 4.13.10 An employee resigning from the services may be allowed lien on his service for a period upto 12 months with written approval of the Competent Authority prior to the

acceptance of resignation. The period of lien shall however be considered as discontinuance of service and loss of seniority in grade, if any.

4.14 TERMINATION

- 4.14.1 The services of a permanent employee may be terminated by the Association with three months' notice in writing or as per the condition stipulated in the appointment letter. The services of an employee under probation may be terminated by written notice of one month.
- 4.14.2 In case it is found at any stage that the information given by an employee on the basis of which he/she has secured the employment and the information submitted to the Association are not correct, the Association shall be at liberty to terminate the services of such employee giving due notice or paying salary in lieu of such notice.
- 4.14.3 An order of termination of service shall be signed by the Competent Authority and issued to the employee with provision for acknowledgement. In case of general retrenchment, closing down of units/departments or termination of services as a result of an illegal strike, no such order shall be given to an individual employee.
- 4.14.4 An employee who, having been laid off under the Statutory provisions, fails to report within fifteen days of the posting of recall notice or being otherwise notified shall automatically lose his/her lien on the appointment.

4.15 RETIREMENT

- 4.15.1 All employees shall retire on superannuation on attaining the age of 60 years. If the date of birth is the first of the month, retirement shall take effect in the afternoon of the last day of the preceding month, otherwise retirement date shall be the last date of the same month.
- 4.15.2 The Association shall pay salary on unutilised earned leave standing to the credit of an employee upto 300 days on the date of retirement/premature retirement from service.
- 4.15.3 An employee due to retire shall be issued notice in writing mentioning the date of retirement at least three months in advance.
- 4.15.4 Retirement is automatic and even in absence of specific orders to the contrary, an employee must retire on the due date.
- 4.15.5 No extension shall be granted beyond the age of superannuation.

CHAPTER V

ALLOWANCES & AMENITIES

5. Part I : Pay scales of TRA employees

5.1 Pay Scales : TRA employees will have the following revised pay scales for different categories w.e.f.1.1.96:

- a) 2550-55-2660-60-3200
- b) 2650-65-3300-70-4000
- c) 2750-70-3800-75-4400
- d) 3050-75-3950-80-4590
- e) 3200-85-4900
- f) 4000-100-6000
- g) 4500-125-7000
- h) 5500-175-9000
- i) 6500-200-10500
- j) 8000-275-13500
- k) 10000-325-15200
- l) 12000-375-16500
- m) 14300-400-18300
- n) 16400-450-20000
- o) 18400-500-22400
- p) 22400-525-24500
- q) 26000 (fixed)
- r) 30000 (fixed)

Revision of scales will be as announced by Govt. of India from time to time.

5.2 Allowances

5.2.1 Dearness Allowance : Rate of D.A as revised by Government of India from time to time will be implemented.

5.2.2 Other Allowances : Shall be as per Govt. of India Rules.

CHAPTER V

ALLOWANCES & AMENITIES

5. Part I : Pay scales of TRA employees

5.1 Pay Scales : TRA employees will have the following revised pay scales for different categories w.e.f.1.1.96:

- a) 2550-55-2660-60-3200
- b) 2650-65-3300-70-4000
- c) 2750-70-3800-75-4400
- d) 3050-75-3950-80-4590
- e) 3200-85-4900
- f) 4000-100-6000
- g) 4500-125-7000
- h) 5500-175-9000
- i) 6500-200-10500
- j) 8000-275-13500
- k) 10000-325-15200
- l) 12000-375-16500
- m) 14300-400-18300
- n) 16400-450-20000
- o) 18400-500-22400
- p) 22400-525-24500
- q) 26000 (fixed)
- r) 30000 (fixed)

Revision of scales will be as announced by Govt. of India from time to time.

5.2 Allowances

5.2.1 Dearness Allowance : Rate of D.A as revised by Government of India from time to time will be implemented.

5.2.2 Other Allowances : Shall be as per Govt. of India Rules.

Transport Allowance: Shall be admissible to the employee at the following rates :-

		Rate of Transport Allowance per month (in Rupees)	
		A-1/A class city	Other places
i)	Employees drawing pay in the scale of pay of Rs.8000-13500 or above	800	400
ii)	Employees drawing pay in the scale of Rs.6500-6900 or above, but below the scale of Rs.8000-13500	400	200
iii)	Employees drawing pay below the scale of Rs.6500-6900	100	75

The allowance shall not be admissible to employees :

- a) who are provided with official accommodation within distance of one km or within a campus housing the place of work and residence.
- b) who have been provided with the facility of official transport.
- c) during absence from duty exceeding 30 days due to leave training, tour, etc.

5.2.3 House Rent Allowance & City Compensatory Allowance : HRA and CCA are payable to the employees with reference to the basic pay (plus NPA and stagnation increment (SI) if any) and the place of duty irrespective of the place of residence of an employee. Effective from 1.8. Rates of HRA for different cities/places as classified by Govt. are as under :

House Rent Allowance	
Classification of cities/towns	Rates of HRA
A-1	30%
A]	
B-1]	15%
B-2]	
C	7.5%
Unclassified	5%

5.2.4 Rates of CCA for different cities/places as classified by Govt. are as under :

Compensatory (City) Allowance

Pay Range (Revised) (Basic Pay)	Amount of CCA in class of cities (Rs. Per Month)			
(1)	A-1 (2)	A (3)	B-1 (4)	B-2 (5)
Below Rs.3000 p.m.	90	65	45	25
Rs.3000 p.m. to 4499 p.m.	125	95	65	35
Rs.4500 p.m. to 5999 p.m.	200	150	100	65
Rs.6000 p.m. and above	300	240	180	120

5.2.5 TRAVEL RULES

a) Daily Allowance (DA) for tour involving night halt

- i) Touring employees shall normally avail accommodation at member gardens and guest houses. For such accommodation when board and food are free of charge, the touring employee shall be entitled to 25% of the applicable DA rates under para (iv) below.
- ii) In case hotel accommodation is to be availed, prior approval of the authority has to be obtained. For Such accommodation, boarding and lodging expenses supported by printed bills shall be governed by the limits as prescribed under Executive Orders from time to time. In addition, 25% of the applicable rate of DA prescribed under para (iv) shall be applicable.
- iii) In case accommodation has been organised by the office at the official residence of a TRA employee, the touring employee shall be entitled to 25% of the applicable daily allowance mentioned under para (iv) and the host shall be paid a guest allowance as prescribed by Executive Orders issued from time to time.
- iv) When accommodation has not been availed in any garden, guest house or hotel, the touring employee shall be paid Daily Allowance to cover all expenses including local journeys as per the rates prescribed below :

Daily Allowance (DA)

Basic	A-1 cities	A class cities & Darjeeling	B-1 cities	All other places/ ord.rate
-----	-----	-----	-----	-----
Below Rs.4100	105	85	70	55
4100-6499	170	135	110	90
6500-7999	200	160	130	105
8000-16,399	230	185	150	120
16,400 and above	260	210	170	135

Note: Daily allowance shall be calculated on calendar day basis i.e. from midnight to midnight and the rates shall be as follows :

Below 6 hrs	- Nil
Between 6 and 12 hrs	- 70%
Beyond 12 hrs	- 100%

Daily allowance for journey period shall be at ordinary rate.

- v) However, no daily allowance shall be paid for any period of leave taken during tour.

b) Entitlements to travel

i) Travel by Rail/Air

Basic	Normal	Rajdhani/Shatabd
-----	-----	-----
Below 4100	Sleeper Class	A. C. Chair Car/
4100-6499 & 6500-7999	I Class/AC Chair Car/ AC 3 Tier - where 1st class or AC Chair Car in the train is not provided.	A. C. Chair Car
8000-16,399	II A.C. 2 tier/ first class	II A.C. 2 tier/ AC Chair Car
16,400 & above	First Class A.C./Air	A.C. first class/ Executive class
-----	-----	-----

Note : Depending on urgency of tour, the authority may however, approve air journey in respect of non-entitled categories.

ii) Travel by Road

Basic Pay -----	Short Journey -----	Long Journey -----
Rs.16400 & above	Taxi	Taxi/Bus/AC Bus
Rs.8000-16399	Taxi	Taxi/Bus/AC Bus
Rs.6500-7999	Taxi	Any Bus except AC Bus
Rs.4100-6499	Autorickshaw	Any Bus except AC Bus
Below Rs.4100	Autorickshaw	Bus (ordinary)

Note :

(1) Short Journey means travel to and from place of residence to Airport/Railway/Bus Station and shall be reimbursed as per prepaid taxi charge system, wherever applicable.

(2) For journeys by autorickshaw/taxi, entitlement shall be at lower of the rates certified by the concerned Director of Transport or actual expenditure, but in no case is more than Rs. 4.00 for autorickshaw and Rs.8.00 for taxi per km.

(3) For use of taxi for long journey in lieu of bus, prior approval of the authority shall be necessary.

(4) Claim for local journey expenses at halting station shall not be admissible when DA has been claimed at full rate.

c) Local Journeys : Local journey means journeys beyond 8 kms from the duty point and within the limits of Suburban or other municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the town or City in which the duty point is located. Journeys performed within the limits of an Urban Agglomeration within which the employees H.Q. is located will also be treated as "Local Journey".

i) T.A. for local journey shall be bus fare, if office transport is not provided.

ii) Daily Allowance for local journeys in excess of 6 hrs shall be 50% of the applicable rates, shown under column 'other places' of para 5.2.5(iv). Accordingly, Daily Allowance for local journey between 6 and 9 hours shall be 70% of half of the rates shown and in excess of 12 hours shall be half of the rate.

d) T.A. for training : An employee deputed to undergo a Course of training will be entitled to draw T.A. & D.A. as on tour.

e) T.A. on temporary transfer : In all cases of transfers for short periods not exceeding 180 days, the journeys from H.Q. to the Station of deputation and back will be treated as on tour.

f) T.A. on transfer : For transfer from one station to another, T.A. is admissible provided the transfer is not at one's own request and comprises the following elements :

- i) a composite Transfer Grant equal to one month's basic pay in lieu of lump-sum grant, packing expenses and road mileage for journeys between the residence and the Railway/Bus Station/Airport at the old and new stations.
- ii) actual fares for self and family for journey by air/rail/bus;
- iii) transfer incidentals in the form of D.A. at ordinary rate for self and family;
- iv) cost of transportation of conveyance possessed by the employee -

Below 6500 - one motor cycle/scooter/moped or one bicycle

Above 6500 - one motor car or one motor cycle/scooter.

- v) cost of transportation of personal effects from resident to residence as per following limits :

Basic Pay	-----	
	By goods train	By Road per Km from Rail-head

Below Rs.3350	1000 kg	4.00
Rs.3350-4099	1500 kg	4.60
Rs.4100-6499	1500 kg	4.60
Rs.6500-7999	3000 kg	9.00
Rs.8000-16399	Full 4 wheeler wagon/6000 kgs one single container	18.00
Rs.16400 and above	Full 4 wheeler wagon/6000 kgs one double container	18.00

vi) for transportation by road, actual charges or 125% of goods train charges, whichever is less, will be admissible.

vii) an additional fare by the entitled class for self for both onward and return journey, if the family is to be left behind.

g) T.A. on retirement : Same as on transfer including composite transfer grant equal to a month's basic pay last drawn in the case of those employees, who, on retirement, settle down at places other than the last station of their duty located at a distance of more than 20 km and subject to the condition that a change of residence is actually involved. The transportation of conveyance may be treated as part of personal effects.

h) T.A. to the family of a deceased employee : Same as for retirement. The journey should be completed within one year after the death

5.2.6 Joining Time : Joining time will be admissible at the following rates, when transfer is at a different station and involves change of residence :-

- a) For distance of 1000 km or less - 10 days
- b) For distance between 1000 km and 2000 km - 12 days
- c) For distance for more than 2000 km - 15 days or 12 days if the journey is by air.

Note: Unavailed portion of joining time shall be credited to the leave account of the concerned employee.

5.2.7 Conveyance Allowance : Conveyance allowance is admissible to an employee drawing pay above Rs.2800 who is required to travel extensively at or within a short distance from his headquarter but cannot claim travelling allowance.

Average monthly travel on official duty	Rates per month for journey by own motor car/ other conveyance	
201 - 300 KM	560	185
301 - 450 KM	840	240
451 - 600 KM	1035	320
601 - 800 KM	1215	375
Above 800 KM	1500	425

Allowance will be granted (subject to verification of log book for own motor car) for a period not exceeding 1 year at a time and its continuance should be reviewed at the end of each such period.

5.2.8 Leave Travel Concession

(a) To Home Town

On completion of one year's continuous service, employee will be entitled to the declared Home Town LTC once every year for self when unmarried/family at Home Town or for self and dependent family members once in a block of 5 years like 1998-99, 2000-2001 blocks).

(b) To a place anywhere in India

This concession will be admissible once in a block of 5 years (comprising two blocks of Home Town concession) where the employee does not avail of at least one block of Home Town concession.

(c) Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block.

(d) Family can travel in one or more groups; but each group should complete its return journey within six months from the date of its outward journey.

(e) Circular tour tickets can be availed of in conjunction with the concession.

(f) Can be availed of during any leave including study leave, casual leave and special casual leave, but cannot be availed during closed holidays only.

(g) While on study leave, the entitlement will be as under

(i) Family staying with the employee.

(ii) From place of study to home town limited to admissibility from headquarters to home town.

(iii) Family staying away from the employee.

(h) Normal home town entitlement can be combined with transfer/tour.

(i) Concession for one block can be carried forward to the first year of the next block. Employees entitled to LTC to home town for self alone every year cannot carry forward the concession.

LTC is normally admissible for journey by train. It is also admissible for journeys in vehicles operated by Tourist Development Corporation (Public Sector State Transport Corporation and others).

(j) Entitlement

- i) For travel under the scheme of LTC, the entitlement shall be as under :

Pay Range -----	Entitlement -----
(a) Rs.18,400 and above	Air - Economy class or AC-I.
(b) Between 16,400 and 18,399	AC-I and Executive Class in Shatabdi Express.
(c) Between 8000 and 16,399	AC-II and AC Chair Car in Shatabdi Express.
(d) Between 4100 and 7999	First class/AC-III or AC Chair Car in Rajdhani/Shatabdi.
(e) Below Rs.4100	Second Sleeper class in Mail/Express trains.
(ii) Not admissible for journeys undertaken in a private car (owned, hired or borrowed) chartered railway coach, or chartered bus, van or other vehicle owned/chartered by private operators.	
(iii) Not admissible for journeys even in vehicles owned by Government bodies but chartered/run by private operators.	
(k) Home town concession by some members of the family and "anywhere in India" by others in the same two-year block permissible. - Some members of family may avail the concession to home town while others may avail the same for "anywhere in India" in the same two-year block.	
(l) Advance - Can be granted up to 90% of the fare for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.	
(i) The official should furnish railway ticket numbers, etc., to the competent authority within ten days of drawal of the advance.	
(ii) Advance can be drawn separately for self and family.	
(m) Claim.	
(i) When advance is taken, the claim should be submitted within one month from the date of return	

journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 14% (2% over CPF interest) on the entire advance from the date of drawal to the date of recovery will be charged.

- (ii) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount at 14% from the date of drawal to the date of recovery.
- (iii) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the employee, the administrative authority may, if satisfied, exempt charging of interest.
- (iv) When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.
- (v) Claim will be reimbursed as per normal entitlement of T.A. after scrutiny on the basis of documentary evidences of journey, except for journey in AC I class and by air, which if undertaken, will be restricted to the entitled rail journey.
- (vi) For misuse of LTC, if detected by the Controlling Officer, disciplinary action may be taken and during its pendency -
 - (a) the disputed claim will be withheld; and
 - (b) further LTC facility will not be allowed;

5.2.9 **Children Education Allowance** : Applicable to employee without any pay limit in respect of two children if not studying for more than two academic years in the same class in a govt. recognised school, away from the Station which he is posted. The amount shall be paid upto Rs.100 per month per child for primary, secondary and high secondary classes, on the basis of requisite certificate from the school.

- a) Reimbursement of tuition fees on the similar conditions to all employees for the child/children for whom CEA not drawn shall be admissible as per Govt. of India Rules, as given below :

Tuition fee includes:

- 1) Special fee charged for Agriculture as an additional elective subject.

- 2) Any fee charged for subjects taught as part of the regular curriculum.
- 3) Two-year diploma course after class X
- 4) Pre-University
- 5) First year class of Intermediate College/Technical College/Polytechnic/correspondence course.

Amount reimbursable

Classes	Amount
I to X	Rs. 40 p.m.
XI and XII	Rs. 50 p.m.

Science fee upto the limit of Rs.10/- p.m. will be reimbursed in addition to the tuition fee in respect of children offering science subjects in classes IX-XII.

- b) **Hostel Subsidy :** When the employee is obliged to keep his children, because of transfer, in the hostel of a residential school, he shall be paid Rs.150/- p.m./child.

- c) **Journey fare for children studying at out-station :**

Second class fare at student's concessional rate from the nearest Railway station of the child's place of study to the employees headquarter by the shortest route and back shall be reimbursable once in a calendar year.

5.2.10 Overtime Allowance/Honorarium :

- a) Employees (office staff) who are drawing pre-revised pay upto Rs.2200 p.m. shall be paid honorarium at the rates decided by TRA from time to time.
- b) Car Drivers shall be paid overtime allowance on the following basis :

Emoluments Range	Upto the 1st one hour in excess of the prescribed hours of work	OTA per Hour
1201-1450	Nil	Rs.10.95
1451-1700	Nil	Rs.11.80
1701-1950	Nil	Rs.13.70
1951-2200	Nil	Rs.15.55
2201 & above	Nil	Rs.16.50

c) Operative Staff : The following rates shall be applicable in respect of operative staff whose prescribed hours of weekly duty are 48 hrs. In respect of those where prescribed hours of duty are different, the proportionate rates with reference to aforesaid rates for 48 hrs shall be applicable.

Emoluments	OTA/hr Working day		OTA/hr Holiday	
	48 hr/week	40 hr/week	48 hr/week	40 hr/week
Upto 1200	7.95	6.62		
1201 - 1450	9.55	7.95	10.60	8.83
1451 - 1700	11.35	9.45	12.75	10.63
1701 - 1950	13.15	10.95	15.15	12.63
1951 - 2200	14.95	12.45	17.55	14.63
2201 & above	15.85	13.20	19.95	16.63
			21.15	17.63

The maximum OTA admissible to an employee in a month shall not exceed the amount corresponding to OTA payable for 1/3rd of monthly working hours.

5.3 Advances :

5.3.1 Interest free advances

5.3.1.1 Festival advance : Admissible only once in a financial year provided, earlier advance if any has been recovered in full. The present advance should be recovered in equal monthly instalments commencing from the pay for the month following that in which the advance is drawn.

Amount : Rs. 1500/-

Eligibility : Basic pay not exceeding Rs. 8300 p.m.

5.3.1.2 Salary Advance

Salary advance can be admissible when leave for 30 days or more granted to an employee. Advance of pay on transfer shall be regulated as follows :

a) One month's pay in case of transfer.

b) Recovery of Pay Advance in 3 instalments.

5.3.1.3 Natural Calamity Advance

Employees below the pay scale of Rs. 8000-13500, who have movable/immovable property has been substantially affected or damaged in an area by natural calamity declared by concerned State Govt., shall be eligible for the advance to the extent of Rs. 2500 or the extent of

loss, whichever is less. Claim should be submitted within 3 months of issue of Govt. order.

5.3.2 Interest bearing Advance

- 5.3.2.1 Scooter/Motor cycle advance : Subject to availability of funds, employees drawing the basic pay of Rs.4600/- p.m. are eligible for the advance.

Amount of Advance :

Rs. 30,000/- or 6 months basic pay or cost of the Scooter/Motor Cycle whichever is least.

Rate of interest (simple) : 11.5%

Recovery : Not more than 70 equal monthly instalments.

Hypothecation : To be hypothecated with TRA until the loan is fully repaid.

- 5.3.2.2 Cycle Advance : An employee whose basic pay does not exceed Rs. 5000/- p.m. shall be eligible to an amount of Rs. 1500/- or the anticipated price including Sales Tax, whichever is less.

Rate of interest : 9% to be recovered in one or two instalments after repayment of the principal.

Recovery : Not more than 30 equal monthly instalments commencing with the 1st issue of pay.

Should furnish Cash receipt and particular of the cycle within one month of drawing the advance.

- 5.3.2.3 Car Advance : Subject to availability of funds, car advance may be paid to an employee who has completed 10 years of service and is drawing a basic salary in excess of Rs.10,500/- p.m. The quantum of loan shall be the actual price of the car or 11 months pay or Rs.1,80,000/-, whichever is least. The principal amount and interest of 15% per annum shall be recovered at equal monthly instalments not exceeding 200 months. The car shall be hypothecated to the Association till the full amount of the loan and the interest have been recovered. The minimum period of service may, however, be reduced by the Competent Authority depending on the nature of duty.

- 5.3.2.4 Type writer/Computer Advance : Subject to availability of funds, the following are the details of loan available for purchase of type writer and computer :

Item	Amount	Rate of interest	Period of recovery	Eligibility
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Type writer Rs.5000/- 15% p.a. Up to 50 months 5 years service

Computer Rs.80000/- 15% p.a. Up to 150 months 10 years service

5.3.2.5 House Building Advance : As per Govt. of India's Rules and subject to availability of fund, House Building Advance as per Government of India's Rules will be given for the purpose of :

- a) Construction of a house for residence purpose.
- b) Purchase of a flat and/or dwelling house.
- c) Purchase of land with the sole purpose of building a dwelling house on the site.
- d) Extension of the existing dwelling house.

Terms and conditions of the grant of HBA and its recovery will be same as per Govt. of India Order on the subject

5.4 Licence Fee

5.4.1 For the purpose of allotment of TRA quarters a recovery of Licence Fee, residential accommodation has been classified as under and corresponding licence fee to be charged for each accommodation has been shown against each :-

Type of Accommodation	Licence Fee month to be charged	
Type	Eligibility Criteria (Pre-revised Basic Pay Between)	Area
A	Rs.750-949 (one-room accommodation having plinth area within 300 sq.ft.)	Rs. 4
B	Rs.950-1399 (two-room accommodation having plinth area of about 41 sq.mtr. and above)	Rs. 10
C	Rs.1400-2799 (three-room accommodation having plinth area of about 63 sq.mtr. and above)	Rs. 14
D	Rs.2800-3599 (three-room accommodation having plinth area of about 89 sq.mtr. and above)	Rs. 20
E	Rs.3600-4499 (having living area of about 225 sq.m. and above)	Rs. 45

- c) tampers with electricity and water installation
- d) puts the residence into improper use.

5.5 Incentives from Royalty

The scientists whose discovery/invention results in Patent and earns Royalty, will be paid 7.5% of the Royalty actually received. The co-workers of the discoverer/inventor for that particular work will receive a total sum of 2.5% of the actual receipt of Royalty. The names of the co-workers will be decided by the Director in consultation with the concerned discoverer/inventor.

5.6 Ad hoc Bonus (Non-Productivity Linked Bonus):

Ad hoc Bonus shall be payable each year to the employee to be declared separately by the Association. The rate and other conditions of the payment of Bonus will be as per the provisions laid down and announced by the Government of India from time to time.

5.7 Washing Allowance :

Washing Allowance shall be paid to the employees provided with summer uniform @ Rs.15.00 per month.

5.8 Night Duty Allowance :

Night Duty Allowance shall be paid to those employees engaged in night duties on shift basis, where applicable on the basis of weightage of 10 minutes for every hour of night duty performed between 22.00 hrs and 06.00 hrs at the rate as admissible. The ceiling of pay (including DA and CCA) for the purpose of eligibility shall be Rs.2200 per month.

5.9 Conveyance Facilities :

Subject to availability, conveyance facilities will be made available to the employees for commuting to office for duty and to the employees' children for attending schools and back on payment at the rate to be worked out based on operating cost which will include, estimated annual maintenance cost on the basis of three past years average, cost of POL, Drivers wage and Depreciation.

5.10 Provision of Liveries :

Items of liveries will be made available under Group I and II as follows :

- Summer Uniform
- i) 2 pairs of trousers and shirts for a period of 2 years.
 - ii) Slipper one pair every year.

Winter Uniform

- i) Woollen Blazer - 1 for a period of 2 years.
- ii) Shoes - 1 pair for a period of 2 years.

Protective Clothing

- Rain Coat - 1 for a period of 3 years.
- Gum Boot - 1 for a period of 3 years.

Entitlement :

- a) Staff engaged in driving duty : Summer and Winter Uniform.
- b) Support services staff engaged in office duty : Summer Uniform.
- c) Support services staff engaged as Night Chowkidar : Protective Clothing.
- d) Staff performing field duties : Protective Clothing on recommendation of HOD only.
- e) Support services staff in Darjeeling :
 - i) Engaged, in office duty : Summer and Winter Uniform.
 - ii) Engaged as Night Chowkidar : Protective Clothing and one woollen overcoat in 5 years.

5.11 Medical Facilities

Employees and their family members are entitled to the reimbursement of expenses for medical treatment subject to the following conditions -

Consultation shall be had with the Medical Officer of the Association dispensary at Jorhat or with the M.O. to be engaged/nominated by the Association as Authorised Medical Attendant (AMA) for places outside TRA campus.

Treatment from the Medical Officer with a maximum of four consultations and ten injections should not exceed ten days period. For treatment requiring longer period, the employees/their family members should be referred to a Govt. Hospital/Association's recognised hospital, whichever is nearer, as OPD patient.

When hospitalisation is advised by AMA, indoor treatment in a Govt. Hospital/Association's recognised hospital, whichever is nearer, shall be taken.

Indoor treatment can also be had from private hospital/Nursing Home, if accommodation at Govt./Recognised hospitals is not available or if the patient requires admission in a hospital as emergency certified by AMA. Reimbursement in such cases will be limited to the rates for similar treatment in a Govt. Hospital.

Indoor treatment will not be entertained even in emergency cases, when it is undertaken in a private hospital/Nursing Home of the AMA.

Treatment for diseases like Cancer, Tuberculosis, Renal/Kidney failure, Heart, Poliomyelitis, Leprosy etc. can be had from the recognised hospitals to be notified by the Association from time to time for the purpose of reimbursement at the rates admissible.

Employees/family members requiring to perform journey for appropriate medical consultation and treatment at a place outside the City/Municipality etc. will be entitled to TA as on tour and DA for the journey period only (not for halt). An attendant, when required as escort as per advice of AMA/Specialist, is entitled to TA/DA at the same rate. For any such journey required within the city but outside 8 kms radius, actual conveyance charges limited to mileage allowance will be reimbursed.

Ambulance charges can be reimbursed if it is used from Govt./Social Service Organisations like Red Cross Society etc. and within the city or to convey a patient to place of treatment or from one hospital to another for the purposes of certain medical examination.

An advance, not exceeding 80% of the estimate, submitted from the recognised hospital, can be paid for indoor treatment which will be adjusted against the relevant claim to be submitted within 3 months of completion of treatment. In specific treatment like cancer, etc. advance can be paid even more to the Hospital authority directly in special cases to be decided by TRA.

Special medical treatment outside the State will be admissible for reimbursement when it is certified by the appropriate authority of the State that there is no such facility of treatment in the State.

Cases of treatment requiring journey outside India will be decided by the Chairman of the Council on merit basis.

Claim is to be submitted in prescribed form duly certified by AMA for outdoor and Supdt. in charge for indoor treatment along with the prescription, cash memos etc. within three months of the completion of treatment.

Reimbursement of the claims will be limited to the cost of admissible medicines and indoor treatment charges at a rate chargeable by a Govt. Hospital for similar treatment.

In the event of dental treatment, cost of denture is not reimbursable.

Charges at prescribed rates for testing of eye-sight for glasses is reimburseable once in three years in respect of employee only. The cost of the spectacles is not admissible.

As a special case the Chairman of the Council may consider to sanction reimbursement of the cost of following instruments/equipment, if prescribed by the Specialist in a Govt. Hospital/recognised hospital :-

1) Supply of the Heart Pace Maker and replacement of its Pulse Generator.

2) Replacement of diseased Heart Valves.

3) Artificial Electronic Larynx.

4) Artificial Hearing Aid (limited to Rs.700 to Rs.2080 based on the intensity of deafness and Rs.5500 for special type behind the ear and AC spectacles on the specific orders of the ENT Specialist).

Reimbursement of medical expenses for any other special treatment, not covered under the Rule but advised by the Specialist as essential, will be considered by the Chairman of the Council and his order on the admissibility of such claims will be final.

5.12 Subsidised Canteen Facility

Suitable subsidy will be made available for the canteen over and above other facilities like the premises, free electricity, furniture, etc.

5.13 Contribution to T.R.A. Sports Club

To promote recreation facilities, the Association will contribute a reasonable sum per year for the Staff Club over and above patronising Annual Sports events, Cultural activities in Tocklai and Outstations.

5.14 Accident benefit for Staff engaged in field duty

5.14.1 All scientific staff engaged in field duty are covered under the accident benefit insurance of G.I.C.

5.14.2 The drivers of vehicles and other operative staffs are also covered under the accident benefit scheme of G.I.C.

5.15 Training facility

Free training facility to one son/daughter of TRA employees in 5 months general training course and 6 weeks

V.P. training course per batch subject to eligibility criteria.

5.16 Retirement benefits

5.16.1 Encashment of leave : Lump-sum cash equivalent of leave salary admissible for the number of days earned leave at the credit of the employee on the last day of his service subject to a maximum of 300 days -

5.16.1.1 On retirement after attaining the age of superannuation.

5.16.1.2 On voluntary/compulsory retirement.

Method of calculation

1/30th of Pay + DA, interim relief as admissible on the date of cessation of Service	X	No. of days of unutilised earned leave at credit subject to a maximum of 300 days.
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5.16.1.3 when an employee resigns from service of his own accord the lump sum cash payment will be only to the extent of half of the earned leave at his credit on the date of cessation from service.

5.16.2 Retirement Gratuity

5.16.2.1 All permanent employees after completion of 5 years qualifying service or temporary employees retiring on superannuation or on invalidation after 10 years qualifying service or employees retiring voluntarily after completing 20 years qualifying service are entitled for Retirement Gratuity.

5.16.2.2 Quantum of gratuity shall be equal to 1/4th of the emoluments last drawn for each completed six-month period of qualifying service subject to a maximum of 16.5 times of the emoluments or Rs.3.5 lakh, whichever is less.

Emoluments would include :

- i) Pay
- ii) Dearness Pay, if any, to be treated for the purpose

Gratuity :

Calculation of Gratuity will be as under :-

Formulae :
$$\text{Emoluments (including DA drawn on the date of retirement)} \times \frac{1}{4} \times \text{actual no. of years of qualifying service (subject to a maximum of 33)} \times 2$$

5.16.2.3 Death Gratuity : Admissible to the family in the case of permanent or temporary employee who dies while in service. Rate of Death Gratuity for the service of 20 years or more is "half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments or Rs.2.5 lakhs, whichever is less. For the length of service less than 20 years, the rate of death gratuity is as under:-

Length of Service	Rate of Gratuity payable to family
Less than one year	2 times of emoluments
One year or more but less than 5 years	6 times of emoluments
5 years or more but less than 20 years	12 times of emoluments

5.17 Employees P.F. and Family Pension :

Will be governed by the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, and the Employees' Pension Scheme (EPS), 1995.

For uncovered employees, the TRA Provident Fund Rules shall be applicable.

5.18 Voluntary Retirements

Employees have the option to retire voluntarily on completion of 20 years' qualifying service by giving three months' notice to the Appointing Authority. When voluntary retirement is approved, employees gets the weightage of 5 years addition to qualifying service to the extent of period falling short of 33 years or period left for superannuation whichever is lesser. On voluntary retirement employees will get retirement gratuity for the period having the weightage stated above.

CHAPTER VI

WORKING HOURS, ATTENDANCE AND LEAVE

6.1 WORKING HOURS

- 6.1.1 The office hours shall be forty hours in a week and the daily working hours shall be fixed at all location as per local conditions.
- 6.1.2. Members of the infrastructural staff so specified may be required to attend office 15 minutes earlier than the scheduled time of office hours. Any adjustment required for their duty hours shall be made by the Head /Incharge of the Department/Section.
- 6.1.3 Whenever an employee is required to attend office earlier or stay longer when the exigencies of work so require, the Director and the Secretary shall have the power to alter the office hours of work not exceeding 40 hours a week.

6.2 ATTENDANCE

- 6.2.1 An employee shall attend office regularly and punctually. He shall remain there till the closing time and shall not be away from work place without prior permission from his superior except for valid reasons and unforeseen contingencies.
- 6.2.2 Employees shall sign the attendance register at the time of reporting to duty everyday and the attendance register shall be checked and initialled by the Head/Incharge of the Department after 15 minutes of beginning of duty hours. However, for Officers, the Director shall issue appropriate orders about the attendance.
- 6.2.3 Half day's Casual Leave will be debited to leave account for each late attendance beyond 2 days in a Calendar month as per Attendance Register.
- 6.2.4 Permission to leave the office early for genuine private reasons may be granted by the Head of the Department or Incharge of the section concerned. Such facility shall, however, be restricted to a maximum of one occasion in a month.
- 6.2.5 Any employee who after reporting to duty is found absent from the assigned place of work during working hours without permission or without sufficient reason, shall be treated as absent for the day.

6.2.6 ON DUTY

Employees unable to sign attendance register while on duty outside their place of work including the days on travel shall be marked 'on duty' in the attendance register.

6.3 HOLIDAYS

6.3.1 The Association shall observe all Saturdays and Sundays as weekly holidays.

6.3.2 Holidays - National, Local and Restricted shall be counted as per the list of holidays declared by the Central Government. The holidays - National and Restricted, shall be notified at the beginning of the calendar year.

6.3.3 The Competent Authority on an emergent situation or the exigence of service shall have the power to declare a holiday as working day and substitute it by another working day as a closed holiday.

6.4 LEAVE

6.4.1 General : These Rules shall apply to all full time regular employees of the Association. The probationers and Group IV Scientific Staff appointed on contract basis excluding those under tenure appointments under Projects shall have the same privileges, as regards leave, as permanent employees unless otherwise agreed to.

6.4.2 For availing annual leave or Earned Leave each employee shall submit to the Competent Authority his/her leave programme at the beginning of the year. Leave cannot be claimed as of right and application for leave shall be made on prescribed form. Such application for leave shall be made at least seven working days before the date from which leave is to commence, except in urgent cases or unforeseen circumstances where it is not possible to do so. The authority competent to grant leave may grant the leave in the space provided in the application form after verifying entitlement and availability of leave and endorse the number of days and specific reasons for which leave is granted under the signature.

6.4.3 It is incumbent on every employee to obtain prior sanction of leave before it is availed. Merely submitting an application seeking leave does not ipso facto imply grant of leave.

- 6.4.4 In the event, prior sanction of leave cannot be obtained owing to exigencies of circumstances, written intimation must be sent at the quickest possible time at the commencement of such leave explaining to the satisfaction of the sanctioning authority as to why leave could not be applied for in the formal manner.
- 6.4.5 When the exigencies of service so require, leave requested for may not be granted and discretion to refuse or revoke leave of any kind is reserved by the sanctioning authority.
- 6.4.6 The right to choose the nature of leave is reserved to the employee. While the sanctioning authority can refuse or revoke leave, the nature of leave due and applied for by an employee cannot be altered by the authority. Leave shall not be granted to an employee whom the competent authority has decided to dismiss, remove or compulsorily retire from service.
- 6.4.7 An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless permitted or advised to do so by the authority sanctioning him leave. The option to recall to duty before expiry of leave shall, however, vest with the Management.
- 6.4.8 All orders recalling an employee on leave to duty, before the expiry of leave, shall state as to whether the recall is optional or compulsory. If the recall is optional the employee shall not be entitled to any concession excepting that the number of days for which the employee would be on duty is to be re-credited to the leave account. If the recall is compulsory, the employee shall be entitled to T.A. only for the journey performed on return from leave and the period of journey shall be taken into account and re-credited to the unavailed leave account.
- 6.4.9 An employee shall apply in advance for availing earned leave accumulated prior to retirement as leave preparatory to retirement. If the exigencies of circumstances so require, the Competent Authority may cancel the leave in part or in full and leave salary shall be paid to the extent of leave remaining unutilised at the time of retirement. The leave salary shall be calculated on the basis of last basic salary and dearness allowance last drawn.
- 6.4.10 Holidays can be prefixed/suffixed to leave and leave shall commence and terminate without including the holidays. Holidays including Saturdays and Sundays

within the stretch of leave shall be included in the leave. Any consequent re-arrangement contributing to accumulation shall be for the actual period of leave exclusive of such holidays prefixed/suffixed.

- 6.4.11 Leave begins on the day of handing over charge, if it occurs in the forenoon. If handing over charge is in the afternoon, leave begins from the following day. Similarly, leave ends on the day previous to the resumption of charge, if it is in the forenoon. If charge is resumed in the afternoon, leave ends on the same day.
- 6.4.12 If extension of leave is necessary, the request must reach the authority sanctioning leave sufficiently in advance to enable intimation of decision before the leave expires. The period of absence on approved extended period will be debited to the respective leave account.
- 6.4.13 Overstaying of leave without permission, even for one day, shall be considered as mis-conduct and shall duly be taken note of in the Confidential Record of the employee and it would be open to the authorities concerned to institute disciplinary proceedings in the manner appropriate.
- 6.4.14 An employee who wilfully absent himself abruptly and does so on the days for which leave has otherwise been refused in the exigencies of service is liable to suffer not only loss of pay and allowances for the period as also a break in service. The question, whether the break of service should be condoned or not should be considered only after conclusion of the disciplinary proceedings. If the concerned authorities conducting disciplinary proceedings are satisfied that the grounds for unauthorised absence are reasonable and justified, the leave of the kind applied for and due to be admissible may be granted.
- 6.4.15 During the tenure of leave, an employee cannot accept any employment including setting up of a private professional practice as Accountant, Consultant, Legal or Medical Practitioner etc without obtaining previous sanction of the Competent Authority.
- 6.4.16 The leave account shall begin on 1st January every year. For the employees joining, retiring or resigning during the middle of the year, leave shall be credited to them for the period on duty on pro-rata basis.
- 6.4.17 A probationer shall be entitled to leave under these Rules but can avail after confirmation except for casual leave.

- 6.4.18 An employee reinstated after dismissal or removal appeal or revision shall be entitled to count for service for leave purpose.
- 6.4.19 An employee resigning from service shall forfeit p service for the purpose of leave, even though immediate re-employment is taken.
- 6.4.20 In the case of persons re-employed after retirement, provisions of these Rules shall apply as in the case of new incumbent. However, for the persons who are granted extension of service before they retire, the leave account shall be carried forward.

6.5 TYPE OF LEAVE

Subject to the foregoing General principles, following kinds of leave, classified according to the nature, shall be available to the employees according to the Rules of this Chapter.

6.5.1 CASUAL LEAVE

Being not a recognised form of leave, casual leave is subject to any rule. An employee on casual leave is treated as absent from duty and shall be responsible for any exigencies caused due to absence. The maximum amount of casual leave admissible during the year is 8 days in a calendar year. Casual leave cannot be combined with any other kind of regular leave. Not more than a maximum of six days of casual leave can be taken, excluding Sundays and holidays prefixed or suffixed at a time except under exceptional circumstances. In case, an employee overstays the casual leave, the entire period of leave will be treated either as earned leave or leave without pay, as per decision of the controlling authority. Any unspent balance of casual leave at the end of a calendar year shall lapse. Casual leave can be taken for a half day also. Those who have only half a day's casual leave at their credit and who will not attend office on the next working day (having applied for leave of the kind due) shall not be allowed the last half day's casual leave for the afternoon and a full day's leave of the type sanctioned will be debited to the leave account. Casual Leave can be taken while on tour, but D.A. will not be admissible for the period.

6.5.2 SPECIAL CASUAL LEAVE

Special Casual Leave also falls outside the normal leave rules and it is granted to meet special situations.

not for purely personal reasons as is the case with casual leave. Special Casual Leave may be granted for the days on which staff are not able to attend office due to civil disturbances, curfew or strikes or for participating/attending in a representative capacity, sports events (National/International level), cultural activities (All India/Inter-state/International) Mountaineering/ Trekking expeditions (approved by Indian Mountaineering Foundation) for family planning (6/21 days for vasectomy/recanalization of males and 14 days for tubectomy/laproscopy etc. for females). 20 days to the office bearers of recognised Union/Association for participation in the activities of Union/Association.

6.5.3. COMPENSATORY LEAVE

Employees called on duty on a holiday including Saturdays and Sundays shall be credited with a day's duty leave on any working day. Duty Leave can be prefixed or suffixed as a holiday to other leave.

6.5.4 EARNED LEAVE

For each completed calendar month's service Earned Leave shall accrue at the rate of two and half days. The earned leave account shall be credited in advance, in two instalments of 15 days each on the first day of January and July each year including leap years.

The earned leave at credit at the close of half a year shall be carried forward to the next half year. While affording credit of earned leave, fractions of a day, if any shall be rounded off to the nearest day. Earned Leave not sanctioned by the competent authority during the year shall be carried forward and the earned leave so carried forward plus the credit for the half year during which an employee retires shall not exceed 300 days.

Leave at credit will be reduced by 1/10th of extraordinary leave availed and /or period of 'dies non' during the previous half year, subject to a maximum of 15 days and to the extent of such credit only.

6.5.4.1 With effect from 7.10.97 all employees may be permitted to encash 10 days earned leave at the time of availing of Leave Travel Concession, subject to the conditions that :

(a) the total leave so encashed during the entire career does not exceed 60 days in the aggregate.

(b) earned leave of at least an equivalent duration is also availed of simultaneously by the employee.

(c) a balance of at least 30 days of earned leave still available to the credit of the employee after taking into account the period of encashment as well leave.

(d) the period of leave shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

6.5.5 HALF PAY LEAVE

Half Pay Leave is entitled at the rate of 20 days for each completed year. Advance credit of HPL is given to each employee on first of January and first of July every year. Advance credit of HPL will be reduced at the rate of one-eighteenth of the period of 'dies non' during the previous half year, subject to a maximum of 10 days.

6.5.6 COMMUTED LEAVE

On Medical Certificate, an employee may be granted commuted leave not exceeding half the amount of half pay leave due, provided the employee returns to duty on its expiry. When commuted leave is granted, twice the amount of such leave shall be debited against half pay leave. In other words, an employee shall be entitled to 10 days of computed leave against twenty days half pay leave for each completed year of service with medical certificate and for the number of days of commuted leave available twice the amount of half pay leave will be debited to the leave account. The medical certificate shall be in the form devised by the Association and shall indicate the nature of illness and necessity for the amount of leave recommended. However, submission of medical certificate does not in itself confer upon the employee any right to leave and the authority competent to grant leave may, at its discretion, obtain a second medical opinion. Commuted leave may be granted at the request of an employee even when earned leave is due.

Where an employee who has been granted commuted leave quits service voluntarily without returning to duty, the commuted leave shall be treated as HPL and the excess leave salary, if any paid, recovered. However, if the retirement is by reason of ill health incapacitating him for further service or in the event of death, recovery should not be made.

6.5.7 MATERNITY LEAVE

An unmarried/married female employee may be granted maternity leave for a period of 135 days from the date of

commencement of leave with full pay provided the employee has less than two surviving children. Maternity leave is not debited to leave account. Commuted leave upto 60 days, if desired, may be granted in continuation of the maternity leave without production of medical certificate. Six weeks leave shall be granted for miscarriage/abortion (induced or otherwise) irrespective of number of surviving children provided supported by medical certificate. Regular leave in continuation of maternity leave and commuted leave may be granted in the case of illness of a newly born baby, provided the request for such leave is accompanied by a medical certificate stating that the condition of the newborn baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

6.5.8 PATERNITY LEAVE

With effect from 7.10.97 a male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited in the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave).

6.5.9 SPECIAL DISABILITY LEAVE

An employee disabled by injury while in performance of official duty shall be granted special disability leave up to 24 months if recommended by a registered medical practitioner. Such leave shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed. Special disability leave may be combined with any other kind of leave. A second medical opinion may be obtained by the authority which grants leave, if required.

Employees on SDL will be entitled to full Leave Salary for the first 120 days and half Leave Salary for the remaining days. Such Leave Salary will be reduced by the amount, if any, paid under Workmen's Compensation Act or Employees' State Insurance Act. Appointing Authority can sanction such leave.

6.5.10 EXTRA ORDINARY LEAVE

When no other leave is admissible and the employee specifically applies for such leave in writing, extra-ordinary leave may be granted in special circumstances. For permanent employees the limit shall be that of a combined absence of earned leave, half pay

leave, extraordinary leave, etc. shall be 5 years. Period of suspension, if any, shall be excluded. For temporary employees, the limit shall be up to 3 months at a time with or without medical certificate. Employees after putting one year continuous service, 3 months for common ailments and upto 18 months on medical certificate for cancer, mental illness, T.B., etc. And for employees after three years' completion of service upto 24 months

for prosecuting specified studies. The credit afforded on earned leave shall be reduced by 1/10th of the period of extraordinary leave availed during the previous year subject to a maximum of 15 days.

6.5.11 STUDY LEAVE

To enable an employee to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or technical subject having a direct or close connection with the sphere of duty, study leave may be granted to an employee. For availing the Study Leave the employee shall be required to put up the request before the HOD/Incharge at least three months before the commencement of the course. The Director shall finalise the selection for the year. In such selection, the utility of the course/training in the incumbent's nature of work shall be the principal criteria for selection. For availing study leave, a minimum service of 5 years is required and the maximum amount of study leave which may be granted is twentyfour months at a time for a two year course and this is the maximum period that will be granted in the entire service. Every employee who has been granted a study leave shall be required to execute a bond for an amount to be determined by the Association to serve the Association for a minimum specified period after returning from such leave.

Study leave may be combined with other kinds of leave but the total period in combination should not exceed twenty eight months. A study allowance may be granted during the course of study in foreign countries if scholarships, stipends, honoraria or part time employment are not available. Cost of fees for study, etc. as well as travel expenses shall not, in general be paid. However, in exceptional cases, these may be borne by the Association. The employee shall submit within 30 days of return a full report on the work done while on study leave. During study leave availed, the employee shall draw leave salary equal to pay and allowances.

6.5.12 SANCTIONING AUTHORITY

The following shall be the Sanctioning Authority for leave :

The Head of the Department/Departmental Incharge shall sanction the leave of all employees of the same department reporting to him if not otherwise specified in the rule after the admissibility has been ascertained from the Administration.

The Director shall sanction the leave of all Heads of Departmental Incharge after the admissibility has been ascertained by the Administration, if not otherwise specified in the rule.

The Chairman/Vice-Chairman shall sanction the leave of the Director and the Secretary.

The Director shall sanction Study Leave, Extra ordinary Leave.

The Secretary shall be the authority to sanction all types of leave to the employees in the secretariat.

CHAPTER VII

DISCIPLINE

All employees should maintain absolute integrity, proper devotion to duty and abstain from indulging in activities that amounts to misconduct and unbecoming of an employee.

- 7.1 Integrity : All employees should maintain honesty, live within the means of his/her income and do not indulge in dishonest practices.
- 7.2 Devotion to Duty : All employees will render faithful services to the TRA, as assigned to him/her from time to time.
- 7.3 Misconduct : The following acts and omissions on the part of an employee shall amount to misconduct :
 - 7.3.1 Wilful insubordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a superior or instigation thereof.
 - 7.3.2 Infidelity, theft, fraud or dishonesty in connection with the Association's property or of any other person's property within the premises of the Association.
 - 7.3.3 Damage whether wilful or due to irresponsible action or damage due to negligence or carelessness in work to the property of the Association or any instigation or abetment thereof.
 - 7.3.4 Habitual absence without leave or absence without permission for a period not exceeding 15 consecutive days or overstaying the sanctioned leave for a period not exceeding eight days without permission or sufficient grounds and proper or satisfactory explanation.
 - 7.3.5 Habitual late attendance or late attendance on more than four occasions within a month, in spite of warning.
 - 7.3.6 Riotous, disorderly or indecent behaviour prejudicial to the good running of the Station or use of abusive language, threatening, intimidating, coercing other employees or wrongfully interfering with work of other employees and assault or threat of assault, either provoked or otherwise, on any person or employee or supervisor or officer of the Association and any such act whether within or outside the Association's premises which adversely affects the discipline of the Association.

- 7.3.7 Commission of any act within or outside, which is subversive of discipline of the Association.
- 7.3.8 Drunkenness or intoxication during working hours.
- 7.3.9 Sleeping while on duty.
- 7.3.10 Slackness in performance of work or gross neglect or habitual negligence of work in section or department or instigation thereof.
- 7.3.11 Participating in an illegal strike, picketing and gherao or abetting, inciting, instigating or acting in furtherance thereof, whether alone or in combination with others in contravention of the provisions of any law or rule having the force of law.
- 7.3.12 Discontinuation/abandonment of work whether alone or in combination with others without giving the Competent Authority prior notice of not less than 14 days.
- 7.3.13 Shouting slogans or creating rowdism acting alone or in combination with others inside the premises of the Association.
- 7.3.14 Habitual breach of any rules or instructions for the maintenance and running of any job, section, department or the maintenance of the cleanliness of any portion of the Association's premises including machines and equipment.
- 7.3.15 Engaging in civil, political or trade union activities within the premises during the working hours except to the extent permitted by law or by the Competent Authority.
- 7.3.16 Canvassing for Union Membership or the collection of union dues within the premises of the Association except in accordance with any law or with the permission of the Competent Authority.
- 7.3.17 Organising, holding, attending or taking part in any meeting within the premises of the Association without the prior permission of the Competent Authority.
- 7.3.18 Distributing or exhibiting within the premises of the Association hand bills, pamphlets, posters or cuttings to be displayed by means of signs or writings or other visible representations, on any matter without the previous permission of the Competent Authority.

- 7.3.19 Knowingly or unknowingly interfering with the records or documents of the Association or of any other person.
- 7.3.20 Disclosing to any unauthorised person any information in regard to the processes or any interest of the Association which may come into the possession of the employee in the course of his/her work.
- 7.3.21 Soliciting or collecting contribution for any purpose whatsoever at any time in the Association without the permission of the Competent Authority, except as sanctioned by any law for the time being in force.
- 7.3.22 Engaging in trade or doing private or personnel work within the premises of the Association's premises during the working hours with or without tools or materials belonging to the Association without prior written permission of the Competent Authority.
- 7.3.23 Not obtaining permission for immovable property transaction.
- 7.3.24 Engaging in other employment while still in the service of the Association without prior written permission of the Competent Authority.
- 7.3.25 Making false or malicious statements against the Association or its Officers or supervisors or employees and such statement being inconsistent with the fulfillment of the expressed or implied conditions of service or directly linked with general relationship of employer and employee or having direct connection with the contentment or affecting the men at work or having a material bearing on the smooth working or prestige of the Association.
- 7.3.26 Not observing/maintaining standard of decency and morality in private life.
- 7.3.27 Contracting bigamous marriage except for cases permitted by personal law or on other specific grounds to be approved by the TRA.
- 7.3.28 Demanding/Accepting 'Dowry', prohibited under Dowry Prohibition Act, 1961.
- 7.3.29 Practicing untouchability.
- 7.3.30 Gambling within the premises of the Association.

- 7.3.31 Failure to observe safety instructions laid down by the Association or interfering with any safety device or equipment installed for the Association as a measure for protection of the employee or fellow employees as well as the Association's property.
- 7.3.32 Lending or borrowing money from other employees in the premises of the Association.
- 7.3.33 Loitering or being on the premises after authorised hours of work without permission or loitering or wasting time during working hours.
- 7.3.34 Deliberately giving false information regarding his/her name, age, father's name, address, qualifications or previous service or other details or suppression or withholding of information at the time of employment or at any other time.
- 7.3.35 Deliberate misuse of any leave privilege or concessions or benefits for the time being in force.
- 7.3.36 Publishing or causing to be published any article or other matter relating to any process of working or the stock or the financial position of the Association without written permission.
- 7.3.37 Use of advance bought and obtained from the Association for a purpose other than for which they were granted and paid or any other misuse of such advances.
- 7.3.38 Making without being so required by the Competent Authority notes, drawings or sketches for his/her own use of any or process or work or taking in his/her possession unauthorised copies of official papers.
- 7.3.39 Unauthorised possession of any lethal weapon in the Association's premises.
- 7.3.40 Refusal to accept a charge sheet, order or other communication served in accordance with these Service Rules.
- 7.3.41 Conviction by any court of law of any offence involving moral turpitude.

- 7.4 PROCEDURE FOR IMPOSING PENALTIES
- 7.4.1 The Competent Authority may institute disciplinary proceedings against an employee on act of lack of integrity, devotion, misconduct in terms of any of the clauses alone or in combination of the clauses under 7.
- 7.4.2 An employee against whom an enquiry has to be instituted shall be given in person as far as practicable or by registered post, failing which by exhibit on the Association's notice board, charge sheet together with statement of imputations of misconduct or misbehaviour and he/she shall be required to submit written statement within a specified period, answering the charges.
- 7.4.3 On receipt of the written statement of defence within the specified date, the disciplinary authority may itself enquire into such of the articles of charges as are not admitted, or if it considers it necessary to do so appoint an inquiring authority and Presiding Officer for the purpose. The employee shall be permitted to be defended by an employee working in the TRA and to produce witnesses in his/her defence and cross-examine a witness on whose evidence the charge rests. The defendant will also be allowed to inspect documents referred to, if any, in the annexure to the charge sheet. The employee shall not be allowed to engage a legal practitioner for the purpose.
- 7.4.4 If no written statement of defence is submitted by the employee, the disciplinary authority may itself enquire into the articles of charge, or if it considers it necessary, may appoint an inquiring authority to enquire into the charges.
- 7.4.5 During inquiry, Presenting Officer will first present the case, produce witnesses and evidences which will be followed by presentation of defence witness/evidence.
- 7.4.6 Witnesses on both sides may be examined, cross-examined and re-examined.
- 7.4.7 Enquiry Officer will hear arguments and take written briefs from both sides. He will record the entire proceedings in writing, duly signed by the respective witnesses, defendant, Presenting Officer and furnish copies to both sides.
- 7.4.8 If the delinquent does not present himself on the appointed day of enquiry, the Enquiry Officer may proceed ex-parte following all the laid down procedures.

7.4.9 After the conclusion of the enquiry, a report shall be prepared by the enquiring authority with his findings on each article of the charges and the same submitted to the Disciplinary Authority along with the following documents :-

- a) the articles of charge and the statement of the imputations of misconduct,
- b) the written statement of defence of the employee in respect of each article of charge,
- c) the oral and documentary evidence produced in the course of the inquiry,
- d) an assessment of the evidence in respect of each article of charge,
- e) the findings on each article of charge and reasons thereof,
- f) the orders, if any, made by the inquiring authority/disciplinary authority in regard to the enquiry.

7.4.10 The employee shall also be given copies of the above report, who will be allowed to submit representation/submission, if any, to the Disciplinary Authority.

7.4.11 On receipt of the representation/submission, if any, the Disciplinary Authority shall consider the report along with the representation/submission and if he agrees with the findings of the E.O., shall record its findings and pass orders, or refer back to the E.O. with his comments or to another E.O. for reinvestigation.

7.4.12 An employee found on investigation to be guilty of misconduct, shall be liable to any of the following penalties :

Minor Penalties

- i) Censure
- ii) withholding of future increments of pay;
- iii) withholding of promotions;
- iiia) Reduction to a lower stage in the time scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.

- iv) recovery from pay of the whole or part of any pecuniary loss caused by the employee's negligence or breach of orders.

Major Penalties

- v) reduction to a lower stage in the time scale of pay other than mentioned under minor penalty;
- vi) reduction to a lower time scale of pay, grade, post or service;
- vii) compulsory retirement;
- viii) removal from service;
- ix) dismissal from service.

Appeal

An appeal, if any, preferred by the employee against the penalty imposed by the D.A. should be submitted to the Appellate Authority (an authority to whom D.A. reports along with a copy to the D.A. within 45 days of receipt of the order.

The appeal should contain all material statements and arguments on which the appellant relies and should be complete in itself. It should not contain any disrespectful or improper language.

D.A. will put his comments against the appeal and send the same to the Appellate Authority along with complete records of the proceedings.

A.A., on consideration of the appeal and comments of the D.A., will pass such speaking order, as it deems just retaining, reducing or setting aside the orders of the D.A.

7.5

SUSPENSION

An Employee can be placed under suspension by the Appointing Authority by keeping him out of duty temporarily pending final action against him for criminal offences or acts of indiscipline, delinquency, misdemeanour, etc.

Suspension can be resorted to in the following circumstances:

1) When disciplinary proceedings are contemplated/pending, or when a case in respect of any criminal offence is under investigation, inquiry or trial;

2) When preliminary enquiry supports a prima facie case for initiating criminal/departmental proceedings likely to lead to his conviction, and /or dismissal, removal or compulsory retirement from service;

3) When his continuance in office will prejudice investigation, trial or enquiry, or is likely to seriously subvert discipline or be against wider public interest;

4) When he is suspected to have engaged himself in activities prejudicial to the security of the State;

5) When he is charged with misdemeanour of the following types:

i) Offence or conduct involving moral turpitude;

ii) Corruption, embezzlement or misappropriation of TRA money, possession of disproportionate assets, misuse of official powers for personal gain;

iii) Serious negligence and dereliction of duty resulting in considerable loss to TRA; and

iv) Refusal or deliberate failure to carry out written orders of superior officers.

6) An employee, detained in custody on a criminal charge or otherwise, for a period exceeding forty-eight hours or sentenced to a term of imprisonment exceeding forty-eight hours, is deemed to have been placed under suspension. However, issue of formal order of suspension is necessary.

7.5.1 Headquarters during suspension

The suspended employee's station of posting immediately before suspension. At his request it can be changed provided the change does not involve any expenditure or create other complications.

7.5.2 Appeal against suspension

Though suspension is not a statutory penalty, the employee can prefer an appeal against an order of suspension within forty-five days of service of the order if from the order itself he becomes aware of the reasons leading to his suspension. If the reasons could not be ascertained from the order itself the appeal can be preferred within forty-five days from the date of receipt of charge-sheet or communication intimating the reasons for suspension, whichever is earlier. The appellate authority is to consider whether in the light of the provisions of the rule and the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order.

Suspension will be treated as under, if, in its duration, the Employee

i) Dies - Suspension order abates and the period is treated as duty. Pay and allowances and retirement/ leave encashment benefits are admitted under normal rules.

ii) Attains age of superannuation - He is provisionally retired with retirement gratuity withheld and is paid only after conclusion of the proceedings and issue of final order depending upon the effect of the order.

iii) Seeks Voluntary Retirement - Permissible only with prior approval of appointing authority if the charges do not warrant major penalty.

iv) Submits Resignation - Except where there is no vigilance angle, Competent authority should examine merits of the case and decide if acceptance of resignation would be in the interest of TRA.

7.5.3 Subsistence Allowance

A suspended employee is entitled for the first three months of suspension to subsistence allowance of an amount equal to leave salary on half pay, with appropriate dearness and compensatory allowances, which will be reviewed thereafter and the allowance may be increased by a suitable amount not exceeding 50% of the initial sum, if the suspension is prolonged due to reasons not directly attributable to the employee. It may be decreased in the same manner if the employee is held to be responsible for the prolongation. The decision so taken by the DA should be recorded.

Subsistence allowance will be paid only if the suspended employee furnishes a certificate every month that he was not engaged in any other employment, business, profession or vocation and cannot be denied on any other ground.

The suspended employee may appeal if he is not satisfied with the increase/decrease allowed and the appellate authority after considering all the circumstances may pass just and equitable orders.

7.5.4 Recovery from Subsistence Allowance

Obligatory - Repayment of loans and advances taken, contribution to Group Insurance, house rent and allied charges and income tax.

With the employee's written consent- PLI Premia, co-operative stores/societies dues, refund of CPF advances recovery can be made. However, CPF subscriptions, Court attachment dues and recovery of loss to Government cannot be made.

When an employee is reinstated, the period of suspension will be treated as ordered by DA

7.6 GRIEVANCE HANDLING PROCEDURE

Any employee desirous of the redress of a grievance arising out of his employment or relating to unfair treatment or wrongful extraction on the part of a superior shall present his grievance in writing to the Administrative Officer for necessary action and the person concerned shall be informed of the action taken.

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Chapter	Reference	Effective Date
Revision of pay scales	Part I, Chapter V, Rule 5.1	1.01.96
Revised HRA	Part I, Chapter V, Rule 5.2.3	1.08.97
Revised CCA	Part I, Chapter V, Rule 5.2.4	1.08.97
Revised Travel Rules	Part I, Chapter V, Rule 5.2.5	22.4.99
Revised LTC	Part I, Chapter V, Rule 5.2.8	1.10.98
Transport Allowance	New Provision	1.08.97
Revised rates of Advances	Part I, Chapter V, Rule 5.3	11.12.97
Revised Casual Leave	Part I, Chapter V, Rule 6.5.1	1.01.98
Earned Leave accumulation	Part I, Chapter V, Rule 6.5.4	1.07.97
Revised Maternity Leave	Part I, Chapter V, Rule 6.5.7	7.10.97
Paternity Leave	New Provision	7.10.97
Revised Leave Encashment	Part I, Chap. V, Rule 5.16.1	1.07.97
Leave Encashment on LTC	New Provision, Rule 6.5.4.1	7.10.97
Revised Gratuity Ceiling	New Provision, Rule 6.5.8	1.01.96
Revised age of Retirement	Part I, Chap. IV, Rule 4.15.1	13.05.98
Revised Conveyance Allowance	Part I, Chapter V, Rule 5.2.7	1.08.97
Revised CEA/Tuition Fee	Part I, Chapter V, Rule 5.2.9	1.08.97