

RAJASTHAN CO-OPERATIVE DAIRY FEDERATION LTD.,

15-UNIARA GARDENS, JAIPUR-302004.

No. *RCDF/Estt./F.2(1)/80/8294-8329*.

*Dated : 25-9-80*

In exercise of the powers conferred by Section 21 of the Bye-Laws of Rajasthan Co-operative Dairy Federation Ltd., the Board of Directors of RCDF in their 15<sup>th</sup> meeting held on 20/21.6.80 have resolved to approve the Rajasthan Co-operative Dairy Federation Employees (Non-Workmen) Service Regulation, 1980 vide regulation No. 15(4). This resolution has further been confirmed in the 16<sup>th</sup> meeting of the Board held on 12<sup>th</sup> August, 1980.

This Service Regulation is hereby notified to come into force with immediate effect.

Sd/-  
(N.R. Bhasin)  
Managing Director

RAJASTHAN CO-OPERATIVE DAIRY FEDERATION LIMITED

15-UNIARA GARDENS, JAIPUR-302004.

The Board of Directors of Rajasthan Co-operative Dairy Federation in their 15<sup>th</sup> meeting held on 20-21<sup>st</sup> June, 1980 constituted a sub-committee vide resolution No.15(4) for finalization and approval of the Rajasthan Co-operative Dairy Federation Employees (Non-Workmen) Service Regulations, 1980.

In exercise of the powers conferred by the Board of Directors, the committee met on 16<sup>th</sup> July, 1980 and formulated the rules which are appended herewith (pages 22) alongwith schedule-I.

Sd/-

(N.R. Bhasin)

MD, RCDF

Sd/-

(Miss A.K. Ahuja)

DS (Finance)

RAJASTHAN CO-OPERATIVE DAIRY FEDERATION EMPLOYEES (NON-WORKMAN) SERVICE REGULATION  
1980.

CHAPTER-I

PRELIMINARY

**1. Short title commencement and application :**

- a) These regulations shall be called the Rajasthan Co-operative Dairy Federation Employees (Non-Workman) Service Regulation 1980.
- b) These regulation shall come into force from the date of the adoption by the RCDF.
- c) These regulation shall apply to such employees of the RCDF who are not on deputation or on contract services and are not 'Workmen' under the definition of Industrial Dispute Act, 1947. The Category of employee covered under these regulations is given in Schedule-I appended to these regulations.

**2. Definitions :**

In these regulations, unless the context otherwise require :-

- a) "Act" means the Rajasthan Co-operative Societies Act-1965.
- b) "Rules" means the Rajasthan Co-operative Societies Rules, 1966.
- c) "Registrar: means a person appointed to perform the functions of the registrar of Co-operative Societies for the State under the act.
- d) "Appointing Authority" in relation to any employee means :-
  - i. The authority empowered to make appointments to the category of post of which the employee is for the time being a member or to the grade in which the employee is for the time being included or the post which the employee for the time being holds or
  - ii. The authority which appointed the employee to such grade or post as the case may be or whichever authority is the higher authority.
- e) "Board of Directors" means the Board of RCDF.
- f) "Federation" means Rajasthan Co-operative Dairy Federation and includes its units.
- g) "Non-Workmen" means employees not covered under the definition of "Workmen" under the Industrial Disputes Act, 1947.
- h) "Competent Authority" in relation to exercise of any powers means the Board of Directors or the Managing Director or any other authority to whom powers are delegated under these regulations or by the Board of Directors subject to the provisions of the bye-laws of the Federation.

- i) "Employees" means a person who is in the whole time service of the Federation but does not include a persons employed by the Federation on casual or daily wages.
- j) "Establishment Committee" means the Establishment Committee of the Board of Directors.
- k) "Government Servant" means a person who holds a post under the Government Of Rajasthan and whose services are temporarily placed on deputation at the disposal of the Federation.
- l) "Chief Executive" means the Managing Director of the Federation.
- m) "Recruitment Schedule" means the Schedule attached to Rajasthan Co-operative Dairy Federation conditions of recruitment and promotion Regulations.
- n) "State Government" means the Government of Rajasthan.
- o) "Substantive Pay" means the pay other than special pay, personal pay or any other emoluments which may be specially classified as per by the Board of Directors to which an employee is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.

### **3 Classification and number of posts:**

The Board of Directors shall from time to time determine the categories of staff and the strength of the staff of various cadres necessary for carrying out the functions of the Federation and its units.

### **4 Category of Employees:**

Official in permanent employment means an employee who is confirmed against a permanent post or who holds a lien on a permanent post or would hold a lien on a permanent post had the lien not been suspended.

Official in temporary employment means an employee who is selected and appointed against a post which has been created for a specific period and it will also include employee temporarily appointed against a permanent post.

## **CHAPTER-II**

### **5 General conditions relating to appointment:**

The following general conditions shall apply to all appointments to the service of the Federations :-

- (i) Age on first appointment :

- a) No person who is below 16 years shall be appointed to any post in the Federation. The maximum age for appointment shall be 28 years except in the case of technical posts where it would be specified by the Board.
- b) For the purpose of these rules age would be determined on the basis of date of birth as recorded in the Matriculation/ High School/Secondary Certificate/School Leaving Certificate. In the absence of school leaving certificate the appointing authority may accept the date of birth on the basis of Municipal birth certificate.

(ii) Educational and other qualifications :

The Minimum educational professional and other qualifications including previous experience etc. where necessary in respect of each post shall be as indicated in the recruitment schedule for each post.

(iii) Verification of Character :

No person recruited directly shall be appointed to any post under the Federation unless his character and antecedents have been verified to the satisfaction of the appointing authority.

(iv) Disqualification for appointment :

No person shall be eligible for appointment :-

- a) who has previously been dismissed from the service of any co-operative institution or from a service of Central/State Government or from any other Government institution or Public Sector Organization.
- b) who has been convicted in court of law for any offence involving moral turpitude and serious offence.
- c) against whom proceedings-u/s74 of the Rajasthan Co-operative Societies Act, 1965 are pending or against whom an order u/s74 of the said act has been passed.
- d) who is of un-sound mind or lunatic;
- e) who is declared insolvent by a court of law;
- f) who is member of a political party.

(v) Plural Marriages :

No person who has more than one spouse living or who having a spouse living marries and when marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the service of the institution unless specially exempted by the appointing authority.

(vi) Medical Examination at the time of first appointment :

No person shall be appointed by direct recruitment unless he has been certified by a Civil Assistant Surgeon Class I under the employment of the State Government to be of sound constitution and medically fit to discharge his duties. The fee, if any for such medical certificate shall be paid by the employee concerned.

(vii) Furnishing of Security by employee :

Employee shall furnish such security as is prescribed from time to time by the Management for each category of posts.

(viii) Letter of Appointment :

Every person to be appointed under terms and conditions of these Regulations and an employee of the institution will be given a letter of appointment stating his monthly pay, scale of pay and other emoluments if any the period of service (for temporary post) and period of probation.

(ix) Letter of acceptance:

Any person to whom a letter of appointment has been issued shall confirm in writing his acceptance of the offer within the prescribed time limit as stipulated in aforesaid letter of appointment.

(x) Joining Report:

Every person to who a letter of appointment has been issued and who has accepted the employment with institution as per his letter of acceptance shall report himself for duty at the place and time specified in the aforesaid letter of appointment and shall give his joining report for first appointment.

(xi) The persons appointed through direct recruitment shall be on probation for a period of one year and the person appointed by promotion shall be on probation for one year. Such period can be further extended at the discretion of the appointing authority. The person will be confirmed on satisfactory completion of the probation period.

(xii) Reservation :

In making recruitment representation to S.C. and S.T. at such percentage of the total number of posts as may be prescribed by the Government from time to time for its employee shall be given subject to the availability of suitable candidates. In case of non-availability of such candidates vacancies may be filled in other candidates, but such vacancies of SC/ST shall be carried forward to next year for recruitment. Maximum period of carried forward vacancies will be 3 years.

(xiii) The ratio of appointment by direct recruitment and by promotion shall be as prescribed in the recruitment schedule provided that if suitable persons for promotion are not available, the appointing authority may fill the remaining posts through direct recruitment.

### CHAPTER-III

## 6 Methods and Principles of Recruitment:

The posts under the Federation shall be filled by one or the other of the following methods :-

- (i) By direct recruitment.
- (ii) By promotion.
- (iii) By deputation.
- (iv) By contract.
- (v) By absorption of such employee who have worked at least for 3 years on deputation in Corporation/Federation.

## **7 Procedure for Direct Recruitment:**

### **(i) Inviting of Applications :**

Applications for recruitment to various posts mentioned in the schedule attached shall be invited by the Federation by advertising the vacancies to be so filled in daily Newspaper or through Employment Exchange, giving full information regarding the nature and duties of the post, laying down the qualification for the concerned post.

- (ii) All vacancies in category of ministerial and Class-IV shall be notified to the Employment Exchange having jurisdiction and may also be advertised if necessary and the candidate forwarded by it shall be considered alongwith direct applications. In all cases of direct recruitment, employees of the Federation as also employees of affiliated Co-operative Unions will be eligible to apply alongwith outside applications provided they fulfill the qualification laid down for the concerned posts.

### **(iii) Form of Applications:**

The applications shall be made in the form prescribed by the Federation on payment of such fee as the Federation may fix from time to time.

### **(iv) Scrutiny of Applications:**

The Federation shall scrutinize the applications received and require candidate fulfilling qualifications to appear before the Selection Committee for an interview. Provided that the number of candidates so called will not be ordinarily more than six times of the total number of vacancies. Provided further that in case there are not sufficient number of qualified candidates the post may be re-advertised.

- (v) Selection from among the eligible candidate shall be made on the basis of interview. A written test and or practical test as may be considered necessary can be also taken.
- (vi) Direct recruitment to various categories of posts shall be made from amongst the names recommended by the Selection Committee. The names of the selected candidate shall be arranged in order of performance and the appointing authority shall make appointments in that order only. The selection committee may to the extend of 50% of the advertised vacancies

keep names of suitable candidates on the reserve list which will remain in force for a period not exceeding one year.

- (vii) The selection committee for selection person on various posts shall consist of such person as determined by Board of Directors.

## **8 Procedure for Recruitment by Promotion:**

- (i) Criteria for promotion:

For purpose of recruitment to the posts to be filled through promotion, a selection strictly on seniority cum-merit or merit alone shall be made from among all the persons eligible for such promotion under the provisions of these regulations on the first day of calendar year in which promotions are considered.

- (ii) No employee shall be considered for promotion unless he is Sub stantively appointed and confirmed on the next lower post.

- (iii) Procedure for Selection:

As soon as it is decided that a certain number of vacancies in category of employees mentioned in the schedule will be filled by promotion, the Chief Executive shall prepare a list of all the eligible members of each category of employees from which promotion are to be made, and shall forward it together with the confidential rolls and personal files of the Departmental Promotion Committee.

- (iv) The Departmental Promotion Committee shall consider the cases of all the persons included in the list interviewing such of them as they may deem necessary and shall select a number of candidates equal to number of vacancies likely to be filled by promotion. The names of candidates so selected shall be arranged in a list in order of preference.
- (v) The committee shall also prepare a separate reserve list containing names of persons half of the number of vacancies or atleast one who may be considered suitable to fill vacancies which are likely to occur till the next meeting of the committee for temporary or officiating basis and the list so prepared shall be reviewed and revised every year and shall remain in force until it is so reviewed or revised. The names of the candidates selected as suitable shall be arranged in the order of seniority.
- (vi) The Departmental Promotion Committee shall consist of such persons as are nominated by Board in the case of officers and by Managing Director in case of sub-ordinate employee.

## **CHAPTER-IV**

## **9 Principles for Determining Seniority:**

- (i) Seniority shall be determined with reference to the date of substantive appointment to a particular post or grade or in an equivalent post or grade. If an appointment order contains names of more than one person, the person, whose name figures, first in the order of appointment will be senior to the one whose name appears next to him and so on.



- (ii) When appointments are made on the basis of competitive examination or test, names of the successful candidates shall be arranged in the order of the merit as determined by the number of marks obtained in the examination or test and their seniority will be in the order of merit so determined.
- (iii) The candidates appointed by promotion shall be senior to those appointed by direct recruitment in same calendar year.
- (iv) If any question arises regarding the seniority of an employee the decision of appointing authority shall be final in the matter.

## CHAPTER-V

### 10 **Leave and Joining Time:**

General condition governing grant of leave:

The following general principles shall govern the grant of leave to employees:

- (i) When the exigencies of Federation service so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall an employee already on leave to duty is reserved to the authority competent to grant it.
- (ii) All leave lapses on the cessation of the employee's service in the Federation whether as a result of discharge, dismissal, retirement, death, or otherwise.
- (iii) An employee on leave shall not take up any other service or accept any employment or business.
- (iv) Leave shall not be availed of without obtaining the prior sanction of the competent authority. Application for such sanction shall be submitted in writing to the competent authority in such form as may be prescribed by the Federation, sufficiently in advance which in the case of privilege leave shall not be less than 15 days before the date on which the leave applied for is to commence.
- (v) An employee is expected to avail himself of the leave granted fully before resuming duty and may not return to duty before the expiry of such leave except with the permission of the competent authority.

Provided that an employee who has been granted casual leave may at any time before the expiry of such leave rejoin duty without availing himself of the full period of the casual leave sanctioned.

- (vi) If an employee after proceeding on leave desires an extension thereof, he shall apply by letter or telegram to the leave sanctioning authority as aforesaid in sufficient time for the reply to reach him before the date on which the employee would have to start back to resume his duties.
- (vii) If on account of sickness, accident or the like an employee is unable to resume his duties by the due date he shall notify the leave sanctioning authority as aforesaid without any delay alongwith a certificate from a Registered Medical Practitioner.

(viii) Leave begins from the day on which charge is handed over if such handing over takes place in fore-noon of that day or from the next day of such handing over if such handing over takes place on the afternoon of that day and leave ends on the day preceding that on which charge is resumed if such resumption takes place in the forenoon and on the next day on which charge is resumed if such resumption takes place in the afternoon.

(ix) Any kind of leave may be granted in combination with or in continuation of any other kind of leave.

Provided that casual leave cannot be availed of in conjunction or continuation with any other kind of leave.

(x) Unless otherwise provided, employees on deputation shall be governed by the leave rules applicable in their parent department.

(xi) An employee before proceeding on leave shall intimate to the competent authority his address while on leave and shall keep the said authority informed if any change in the address from time to time.

(xii) Leave may be prefixed or suffixed to a holiday but holidays intervening during the period of leave shall except in the case of casual leave count as part of leave.

(xiii) a) An employee who absents himself without leave for 7 continuous days or absents himself after the expiry of the period of leave originally granted or subsequently extended shall cease to be in the employment of the Federation unless he submits satisfactory explanation to the authority competent for his absence.

b) An employee who absents without leave or before any leave is sanctioned or who does not report for duty after the expiry of his leave is entitled to no leave salary of his leave for the period of absence. Absence without leave moreover, amounts to interruption in service involving forfeiture of post service, unless on satisfactory reasons being furnished the period of such wilful absence is commuted into leave without pay.

## **11 Casual Leave:**

Casual Leave may be granted up to a maximum of 15 days during a calendar year. An employee will not be permitted to avail himself of more than 10 days casual leave at a time. Casual leave unavailed of at the end of the calendar year shall lapse. However, the Board of Directors will be competent to prescribe less number of casual leave for different categories of employees.

## **12 Privilege Leave:**

(i) Privilege leave shall be admissible to temporary employee at the rate of 120 second of the period spent on duty. However, on completion of 240 days of continuous service or confirmation whichever is earlier the privilege leave admissible to such employee shall be at the rate one eleventh of the period spent on duty. 'Duty' for this purpose shall mean the period spent in the service of the Federation excluding the periods of leave of any kind except casual leave. The maximum period of

Privilege leave which can be accumulated by any employee shall be 180 days, and the maximum privilege leave that may be granted at a time to an employee shall be 120 days.

(ii) Terminal leave to the extent of earned leave due and admissible may be granted at the discretion of the authority competent to sanction leave to any employee whose services are terminated. In case where a notice of termination of service is required to be given such notice or the unexpired portion thereof will run concurrently with the leave granted.

(iii) An employee on earned leave shall during the period of earned leave draw leave salary equal to the pay drawn on the day proceeding the day on which he proceeded on leave and allowances appropriate thereto.

### 13 **Maternity Leave:**

- (i) A woman employee of the Federation may be granted maternity leave twice during the entire period of her service on full pay for a period which may extend upto the end of 3 months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier.
- (ii) Maternity leave may also be granted in case of miscarriage including abortion which is complete, subject to the condition that:-
  - i. the leave does not exceed six weeks and
  - ii. the application from the authorized medical officer.
  - iii. Such leave will be granted only once without prejudice to leave mentioned at 15(1).
- (iii) Temporary woman employee having put in service of a year may also be allowed maternity leave.
- (iv) Maternity leave may be combined with leave of any kind but any leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate.

### 14 **Special Disability Leave:**

- (i) Subject to the conditions specified in these regulations, Federation may grant special disability leave to an employee who is disabled by injury internationally inflicted or caused or in consequence of due performance of his duties in the Federation service.
- (ii) Such leave shall not be granted unless the disability manifest itself within 3 months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice, of the Federation.
- (iii) The period of leave granted shall be such as is certified by the Medical Authority specified by the Federation.

(iv) Such leave shall be counted as duty in calculating service for contributory provident fund rules.

**15 Half Pay Leave and Medical Leave :**

- (i) Half pay leave shall be admissible to a permanent employee at the rate of 20 days in respect of each completed year of service. This leave will be granted to an employee on medical certificate.
- (ii) A permanent employee can be permitted to avail himself to medical leave on average pay once during the period of his service, such leave on average pay being entered twice the amount of leave taken in his leave account.

**16 Joining Time:**

- (i) Joining time may be granted to an employee to enable him to join to a new post to which he has been transferred.
- (ii) When a person is transferred from one post to another within a district, the joining time will not exceed one day when he is transferred from one district to another district it will be 3 days for preparation in addition to journey time.
- (iii) Persons appointed through direct recruitment would not get any joining time.
- (iv) The transferring authority would be competent to reduce the period of joining time wherever required.

**CHAPTER-VI**

**17 Service Record:**

- (i) A record of particulars of service of each employee shall be maintained in a prescribed form. But it would be the duty of each employee for notifying to the Management any change of his permanent address.
- (ii) Annual performance Appraisal Reports for the Cooperative Year in respect of each employee shall be drawn up annually by the competent authority in such manner as may be prescribed.

**18 Termination of Employment:**

- (i) An employee of the Federation may after giving at least 3 month's previous notice in writing to the appointing authority retire from the service after completing 20 years of service or on the date on which he attains the age of 50 years whichever is earlier or any other date hereinafter to be specified in the notice.
- (ii) The Board of Directors, may after giving 3 month's previous notice in writing or by payment of 3 month's pay and allowances in lieu of such notice require an employee to retire from service on the date on which he completes 20 years of service or on the date on which he attains the age of 50 years whichever is earlier or any other date thereafter.

- (iii) The employment of a temporary employee shall be terminated by one month's notice in waiting or by paying one month's pay in lieu of notice. The Federation may similarly deduct one month's pay from the dues of the employee who leaves its employment without giving due notice.
- (iv) Service of an employee whose appointment has been made or extended up to a specified period or date shall automatically terminate on the expiry of that period or date, no notice for termination of services of such employee will be necessary.
- (v) An employee on probation will not be required to be given any notice for termination of his services if his work at any stage during his probation is found to be unsatisfactory.
- (vi) Notwithstanding any thing contained in these rules the services of a permanent employee can be terminated by giving him a notice of 3 months or pay and allowances for an equivalent period.

**19 Resignation:**

- (i) Employees who wish to leave the Federation Services must give 3 months notice to the Federation. The appointing authority shall have discretion to accept salary and allowances for a period of 3 months and accept his resignation without notice of duration less than 3 months.
- (ii) If an employee leaves the service of the Federation without the requisite notice, then without prejudice for any other action under his contract of services if any sum equivalent to the period of notice which he is required to give under clause (i) and if no such wages are due, take recourse to such legal action as may be necessary.

**20 Superannuation and Retirement:**

- (i) Every employee shall retire on attaining age of 55 years, superannuation age.
- (ii) Notwithstanding anything contained in regulation 20 an employee shall, on invalidation by a Medical Board as may be constituted for the purpose cease to be in service on account of complete a permanent incapacitation.

**CHAPTER-VII**

**21 Pay and Addition to Pay:**

- (i) Pay scales:-
  - i. The payscales of the posts shall be laid down by the Board of Directors of the Federation. An employee shall draw such pay for the post held by him which may be sanctioned by the competent authority.
  - ii. An employee awaiting posting orders shall draw pay of the post last held by him or which he will have drawn on his new post whichever is less.

- iii. Powers to sanction special pay under this rules shall vest with the Board of Directors.
- (ii) Regulations of pay on promotion or appointment to a higher post:-
- i. An employee holding a post in substantive, temporary or officiating capacity when promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of great importance than those attached to the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay nationally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn.
  - ii. An employee holding a substantive or temporary post in an officiating capacity continuously for 5 years under the State/Central Government may on appointment in the Federation in a time scale higher than the scale of his substantive post/temporary post may be fixed at the stage determined in accordance with the principle of sub rule (i) above. This is, however, subject to the condition that he agrees to get absorbed in the services of the Federation and informs previous employer accordingly.
  - iii. Provided that where an employee is immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time scale of the lower post shall be fixed at the stage in that time scale next above such maximum in the lower post.
  - iv. Promotion for the purpose of regulation above shall mean appointment to a post carrying a pay scale of which maximum is higher than the maximum of the scale of the lower post.
  - v. When an employee is appointed to a higher post on the date on which his increment in the lower post falls due his pay for the purpose of fixing his initial pay in the higher post shall be inclusive of his increment accruing on that date.
  - vi. Where the pay of an employee is fixed under the sub-regulation (i) or (ii) the next increment shall be granted on the date he would have drawn his increment had he continued in the lower post, unless the pay is fixed at the minimum of the time scale and the pay so fixed exceeds the pay drawn in the lower post by the amount equal to the amount of next increment in the lower post plus the first increment in the higher post.
  - vii. An employee holding substantively or officiating appointment in a post, the pay of which is changed shall be treated as if transferred to a new post or the new pay, provided that he may at his option retain his next increment, or any subsequent increment on the old scale or until he vacated his post or ceases to draw pay on that time scale. The option once exercised shall be final. Failure to exercise option shall entail forfeiture of benefit of this regulation.

(iii) Increments:

An increment occurring in a time scale of pay except next above the efficiency bar shall ordinarily be drawn on a matter of course unless it is withheld by an authority empowered, to withhold to such increment in accordance with the discipline and conduct regulation prescribed by the Federation.

- (i) All duty in a post on prescribed scale will counts for increments in that scale.
- (ii) Service in another post, other than a post carrying less than on which an employee may be transferred on account of inefficiency or mis-behaviour or on his written request, whether in substantive or officiating capacity.
- (iii) Service on deputation and all leave other than Extra-ordinary leave counts for increments in the time scale applicable to the post on which the employee holds a lien. In case an employee was officiating in a post at the time he proceeded on leave or on deputation, and would have continued to officiate but for leave or deputation, the prior of such leave or deputation shall count for increment.
- (iv) Extra-ordinary leave shall also count for increment in case in which the competent authority may be satisfied that such leave was taken on account of illness or for any other cause beyond the control of an employee or for prosecuting higher scientific and technical studies.
- (v) If the employee holding a temporary post or officiating in a post on a time scale is appointed to hold a higher temporary post or to officiate in a higher post, his officiating or temporary service in a higher post shall, if he is re-appointed to the last post, or appointed to a post on the same time scale of pay counts for increments in the time scale applicable to such lower post. The period of officiating in higher post which counts for increments in lower post however, restricted to the period during which an employee would have officiated in the lower post, but for his appointment to the higher post, and if he has not actually officiated in lower post at the time of his appointment to the higher post, he would have so officiating in the lower post, had he not been appointed to the higher post.
- (vi) Foreign service will count for increment in cases the Employee continues to hold the lien on the post.

(iv) Pre-mature increments:

A competent authority having power to create a post in a cadre on a particular scale of pay may grant a pre-mature increment under special circumstances which would justify the grant of personal pay to an employee on that time-scale of pay. Next increment in such cases shall accrue after an employee has served for a full year on the new rate of pay.

(v) Pay on reservation to a lower post as penalty:

- i. An employee reserved a penalty from a higher post to a lower grade or post may be allowed to draw any pay, not exceeding the maximum of the lower grade or post as may be considered proper by a competent authority.
- ii. The competent authority ordering reduction of an employee to a lower stage in his time-scale as a measure of penalty shall state the period for which the reduction shall be effective and whether on restoration the period of reduction shall operate to postpone future increment and if so, to what extent.

Provided when an employee is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction.

iii. After the expiry of the period of reduction the pay of the employee shall be regulated as under:-

1. If the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the employee shall be allowed the pay which he would have drawn in normal course but for his reduction. However, If the pay drawn by him immediately before reduction was below the efficiency bar, he shall not be allowed to cross the efficiency bar.
2. If the order specified that the period of reduction was to operate to postpone future increments for any specified period the pay of an employee shall be fixed in accordance with (a) above but after the period for which the increments were to be postponed for increment.

**22 Dearness Allowance:**

The employees of the Federation shall be entitled to dearness allowance at the rates determined by the Board of Directors from time to time.

**23 House Rent Allowance ;**

House Rent Allowance will be admissible to the employees of the Federation at places and rates specified by the Board of Directors.

**24 Medical Benefits: (Subject to provisions of ESI Act)**

Employees of the Federation shall be entitled to medical benefits as per rules made by Board from time to time.

**25 Travelling Allowance :**

Travelling allowance to the employees of the Federation shall be regulated by the rules framed by the Board of Directors.

**26 Provident Fund :**

- (i) Employees shall be entitled to benefits of CPF in accordance with Provident Fund Act.
- (ii) In case of Employees drawing salary more than Rs. 1,600 per month, for the purpose of contributing Provident Fund, their salary would be taken as Rs. 1,600/- per month.

**27 Gratuity:**



Employees shall be entitled to payment of gratuity in accordance with the payment of Gratuity Act, 1972 and the rules made thereunder. The officers of the Federation will also be entitled to payment of gratuity as per the Act and the rules.

#### CHAPTER-VIII

#### 28     **Training :**

- (i) Persons recruited directly or promoted to any post shall under go such training and Refresher Course as may be prescribed from time to time.
- (ii) Every employee deputed for training at the expenses of the Institution shall execute a Bond to serve the Federation after the completion of such training for a minimum period to be specified the cost of training and the emoluments received by him during the period of training.

Provided that the Board may, at its discretion remit any unexpired portion of the Bond in the event of the termination or his service of compulsory retirement or for removal or dismissal from the service by the Federation or for any other reason before the expiry of the period of that bond.

#### 29     **Advance to Employees:**

The employees shall be given such advances for purchase of conveyance, food-grain, festival advance etc as may be decided by Board of Director from time to time.

#### 30     **Previous Action:**

All actions in respect of appointment, promotions confirmation and other service matters taken prior to the coming into force of these Rules in accordance to the existing rules shall be deemed to have been taken under these regulations.

#### 31     **Amendments:**

Amendments to the Rules may be made by the Board of Directors of Federation.

#### Schedule-I

Employees covered under Rajasthan Co-operative Dairy

#### **Federation Employees (non-workman) Regulations, 1980.**

1. Employees working in the headquarter office of Rajasthan Co-operative Dairy Federation not covered under Industrial Dispute Act, 1947.

2. Employees working in the Diary Plant, Chilling Centre and Feed Mixing Plant who are working in supervisory capacity drawing salary of Rs. 1,000/- per month and above and not covered under Industrial Dispute Act, 1947.

Group A : General Manager, Manger.

Group B : Shift Officer/Dy.Manager/Diary Technologist/ Dairy Engineer, Quality Control Officer, Dy. Manager (Feed Mixing Plant)

Group C : Accounts officer, Asstt. Engineer, Quality Control Officer, Technical Asst. Manager, Chilling Centre, Production Engineer, Animal Nutrition Officer.

3. Employees working in District Milk Producers Co-operative Unions who are working in Supervisory capacity drawing salary of Rs. 1,000/- per month and above and not covered under Industrial Dispute Act, 1947 and whose cadre is managed by Rajasthan Co-operative Dairy Federation.

Group A : Manager (P & I)

Group B : Project Officers.

Group C : Asstt. Project Officers, Asstt. Fodder Agronomist.