

JNARDDC PERSONNEL MANUAL



जवाहरलाल नेहरु अल्युमीनियम अनुसंधान

विकास एवम् अभिकल्प केन्द्र

**Jawaharlal Nehru Aluminium Research
Development and Design Centre**

(Autonomous Body under Ministry of Mines, Government of India)

Amravati Road, Wadi, Nagpur-440 023 (INDIA)

www.jnarddc.gov.in

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

Note : Office Orders for Minor Amendments w.r.t various issues are issued separately and available with the Office.

However all major amendments have been updated from time to time.

SERVICE RULES

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

**TERMS AND CONDITIONS OF SERVICE FOR THE EMPLOYEES OF THE
JAWAHARLAL NEHRU ALUMINIUM RESEARCH DEVELOPMENT AND
DESIGN CENTRE NAGPUR AS APPROVED BY THE GOVERNING BODY**

1.0 PAY AND ALLOWANCES

1.1 Pay scales as noted below are in line with the Pay Scales submitted with the Draft Recruitment and Promotion Rules. (4th Pay Commission which has been upgraded from time to time as annexed at the end of this chapter)

1. 750-12-870-EB-14-940
2. 950-20-1150-EB-25-1500
3. 1200-30-1560-EB-40-2040
4. 1400-40-1800-EB-50-2300
5. 1640-60-2600-EB-75-2900
6. 2000-60-2300-EB-75-3200-100-3500
7. 2200-75-2800-EB-100-4000
8. 3000-100-3500-125-4500
9. 3700-125-4700-150-5000
10. 4500-150-5700
11. 5100-150-5700-200-6300
12. 5900-200-7300

These pay scales are chosen from the Fourth Pay Commission Scales approved by the Government and therefore, they are identical to Government of India Pay Scales.

1.2 DEARNESS ALLOWANCE

The employees of the Centre will be eligible to draw Dearness Allowance as per prevailing Central Government rates from time to time.

1.3 HOUSE RENT ALLOWANCE AND CITY COMPENSATORY ALLOWANCE

The employees of the Centre who have not been provided residential accommodation by the Centre will be paid House Rent Allowance as per prevailing Central Government rates from time to time till the housing accommodation for the employees of the Centre is ready and allotted in favour of the employees. The allotment of house will be made on seniority basis subject to availability. As per the decision taken in the 34th Governing Body held on 25th Feb 2004, the Director of the Centre can exercise his powers in this regard.

~~The employees will be paid City Compensatory Allowance as per prevailing Central Government rates from time to time.~~ Discontinued in 7th CPC

1.4 OTHER ALLOWANCES

As regards fixation of pay - General, Fixation of pay of Reemployed Pensioners, Fixation of pay of re-employed Ex-combatant Clerks/Ex-Serviceman, Stepping up of pay to remove anomalies, all kinds of special pay and its fixation, increments (normal in the approved scale of pay), efficiency bar, advance increments, stagnation increment, compensatory allowance, special compensatory (remote locality) allowance, bicycle allowance, uniform/washing allowance, non-practicing allowance, risk allowance, etc. will be regulated in terms of the Central Government Rules as applicable to the Central Government employees.

NOTE : This provision is applicable only to those who are appointed on regular posts.

2.0 WORKING HOURS

Centre will follow Central Government working hours as applicable to Nagpur for the staff posted at the Headquarter i.e. at JNARDDC, Nagpur. As regards other places prevailing Central Government working hours will be applicable. However, HOD's and all Scientists and officers above Level-9 may follow flexible working hours with the consent of their respective HOD's for Scientists and Director for HOD's provided they work minimum working hours in a day as applicable to the Central Government offices. Timing will be regulated by introduction of punch card system (time office equipment) / Bio-metric / face reader equipment.

3.0 LEAVE RULES

3.1 *Earned Leave EL /Half Pay Leave HPL*

The employees of the Centre will be eligible for one month (30 days) Earned Leave for every year of service rendered. This leave can be availed of proportionately for service rendered. Such leave can be accumulated up to 300 days. Any earned leave earned beyond 300 days will automatically lapse. Centre's holidays, Saturdays and Sundays may be prefixed and/or suffixed in terms of Central Civil Services Rules (FRSR Part-III). The earned leave will be credited in favour of employees in advance twice in the year i.e. on 1st January and on 1st July of every year at the rate of 15 days. Similarly Half Pay Leave will also be credited in favour of employees in advance twice in the year i.e. on 1st January and on 1st July of every year at the rate of 10 days. Half pay leave can be converted into full pay leave on production of medical certificate for sickness etc. Half pay leave can be accumulated to any extent.

In the case of employees who resign from service and take up employment in another Institute/Central/Public enterprises/Undertaking State/Central Government on the basis of the application forwarded through proper channel or with the consent of the Centre, the earned leave/half pay leave due to him/her for

the service rendered in JNARDDC will be transferred to the transferee Institute by paying the amount in one lump sum, or they may encash the same at their credit before being relieved from JNARDDC.

In the case of employees of Central/State Governments, Organizations/Institute/Public Enterprises /Undertaking who join JNARDDC through recruitment or deputation with the consent of both the employer, the earned leave/half pay leave at credit may be transferred to JNARDDC on payment of the value of such leave in one lump sum. Half pay leave can be combined with earned leave. Director of the Centre will have the authority to grant/refuse leave to the employees; however, he/she may delegate his/her power to any of his/her subordinate authority for such grant/refusal.

3.2 *Casual Leave CL*

Employees will be eligible for 8 days Casual Leave in a calendar year which may be credited to their account at the beginning of the year. Employees joining duty in the middle of the year will be entitled to proportionate casual leave from the date of joining of duty to the end of the year. Centre's holidays, Saturdays and Sundays may be prefixed and/or suffixed Holidays, Saturdays and Sundays falling during the leave period, shall not be included in the leave. This leave cannot be combined with any other kind of leave except restricted holidays which will be for 2 days in a year. Director of the Centre will have the authority to grant/refuse leave depending upon the circumstances, however, he/she may delegate his/her authority to any of his/her subordinate authority.

3.3 *Maternity Leave*

A female Government servant with less than two surviving children may be granted maternity leave by the competent authority for a period of 180 days from the date of its commencement. During such period, she shall be paid leave salary equal to her pay drawn immediately before proceeding on leave.

Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request is supported by a certificate from an Authorised Medical Officer.

Maternity leave may also be granted in case of miscarriage, including abortion, subject to the following conditions :

- a) that the leave does not exceed 45 days; and
- b) that the application is supported by a certificate from an Authorised Medical Officer.

NOTE "Authorised Medical Officer" means "Government Medical Officer/Registered Medical Practitioner".

3.4 *Encashment of Leave*

Encashment of earned leave will be allowed at the option of the employees.

3.5 *Extent of Leave Encashment during Service*

- a) Only earned leave on full pay is encashable and not any other kind of leave such as half pay leave etc. under normal circumstances.
- b) Encashment will be allowed to the employees only once in a calendar year. However, employees who have not completed two years of service in the Centre will not be eligible for such encashment.
- c) Maximum period of earned leave that can be encashed will be 50% of the earned leave at credit at the time of encashment. (For availing encashment, employees need not necessarily proceed on leave).
- d) The encashment facility of earned leave (EL) is limited to 300 days in the entire span of service period. However, if the Central Government rules relating to encashment of leave are relaxed, the same will apply for the Centre.

3.6 *Encashment of Leave on Termination of Service/Retirement*

- a) Employees whose services are terminated otherwise than on disciplinary ground or who retire/resign may be allowed to encash the earned leave EL at their credit up to a maximum of 300 days.
- b) Half pay leave (HPL) at the credit of employee may also be encashed by the Centre provided the employee is under premature retirement, voluntary retirement, invalidated due to medical ground.

3.7 *On Death of an Employee*

In case of death of an employee in service, the family of the deceased employee shall be paid cash equivalent to earned leave salary at credit of the employee to the maximum of 300 days and leave salary for accumulated HPL.

3.8 *Treatment of the amount of encashment for other purpose*

The amount payable towards encashment of leave will not be reckoned as salary for the purpose of gratuity, provident fund and bonus, if any.

4.0 **STUDY LEAVE RULES**

4.1 *Condition for grant of Study Leave*

- I) Study leave may be granted to an employee with due regard to the exigencies of the Centre's work to enable him/her to undergo a special course of study consisting of specialised training in a professional or technical subject having a direct and close connection with the sphere of his/her duty.
- II) Study leave may also be granted for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to the Centre and is related to the sphere of duties of the employee.
- III) Study leave shall not be granted unless it is certified that sufficient number of qualified employees in a particular trade are not available and therefore the acquisition of the qualification by the employee will be of a definite advantage to the Centre.
- IV) Study leave shall not ordinarily be granted to an employee :
 - a) who has rendered less than three years of service in the permanent cadre in the Centre or subject to such minimum period as may be fixed by the Director,
 - b) who has attained the age of 50 years and above.

4.2 *Authority competent to sanction Study Leave :*

Study leave may be granted to an employee by the Director of the Centre.

4.3 *Period of Study Leave that may be granted :*

- a) Study leave will be granted during the entire service for a maximum period of 24 months.
- b) The discretion to extend the course of training beyond 24 months rests with the Director under special circumstances.

4.4 *Nature of leave and pay to be granted*

- a) Earned leave at credit may be granted and the balance of leave required will be treated as Study Leave during which period the employee may draw leave salary and dearness allowance equal to half of his/her last pay, which may be paid at the end of every month, subject to production of attendance certificate from the Institution.

- b) An employee who is granted study leave may be permitted to receive any scholarship or stipend that may be awarded to him/her from the government or non-government sources, provided that such scholarship or stipend plus half of his/her basic pay and half dearness allowance do not exceed his/her full basic pay and full dearness allowance. The employee shall make a declaration to the Centre of the nature and quantum of scholarship or stipend received by him/her.
- c) Employees granted study leave will not be eligible for cost of fee for study or any other allowance or traveling allowance.

4.5 Execution of Bond :

The employees shall be required to execute a bond prior to their being relieved to the effect that they will serve the Centre on their return from study leave for a period as mentioned below failing which they will be liable to pay the Centre twice the amount paid to them as wages and dearness allowance :

Period of Study Leave	Period for which bond to be executed
Up to six month	3 years
Above six months	5 years

Note : If an employee is granted study leave before the completion of minimum of three years of service in the regular cadre, the period of bond will be increased by the period by which the service falls short of three years.

4.6 Counting of study leave for the purpose of increment, seniority and leave :

- a) Study leave will count as service for promotion, annual increments, pension, provident fund and gratuity but enhanced pay fixed on promotion during the study leave will be given to the employee only with effect from the date of his/her rejoining duty after the expiry of the leave.
- b) The period spent on study leave shall not count for earning any kind of leave.

4.7 Regulation of study leave extending beyond course of study :

When the course of study falls short of study leave sanctioned, the employee shall resume duty on the conclusion of the course of study.

4.8 Submission of report to the studies prosecuted :

On return from the study leave, an employee shall submit a report on the studies prosecuted or training received by him/her to the competent authority, supported by a certificate from the Institution at which he/she studied.

4.9 *Extraordinary Leave : EOL*

Extraordinary leave may be granted to an employee of the Centre in special circumstances when no other leave is admissible, and when employee specifically applied in writing for such leave. The limits of extraordinary leave shall be :

a) Three months and (b) six months where an employee has completed one year continuous service, on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave, and his request for such leave is supported by a medical certificate by the competent authority. c) Eighteen months where an employee has completed one year continuous service and is undergoing treatment for :

- i) Pulmonary tuberculosis
- ii) Leprosy in a recognised leprosy institution
- iii) Cancer or for mental illness

d) Twenty four months where leave is required for the purpose of prosecuting studies certified to be in public interests, provided the employee has completed three years continuous service on the date of expiry of leave of the kind admissible including three months extraordinary leave.

4.10 *Commutated Leave*

Commutated leave not exceeding half the amount of half-pay leave due may be granted on medical certificate to an employee subject to the following conditions :

- i) the competent authority is satisfied that there is reasonable prospects of an employee returning to duty.
- ii) when commuted leave is granted twice the amount of such leave shall be debited against the half-pay leave due.

Provided that where an employee has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

No such recovery, however, shall be made if the retirement is by reason of illhealth incapacitating the Govt. Servant for further service or in the event of his death.

5. INCENTIVE SCHEME FOR ACQUIRING PROFESSIONAL QUALIFICATIONS

Sr. No.	Specified qualifications	Eligible employees	No. Of increments
1.	Recognized Postgraduate Degree in Engineering, Science / Commerce/Arts/MBA	Graduate in Science, Engg., Commerce, Arts, working in the relevant discipline	1
2.	Doctorate in Engineering, Science, Management Studies, Public Admn.	Postgraduate in Engg. Sci, Management or relevant discipling	2
3.	Final examination of the Institute of Company Secretaries of India or Chartered Secretaries of UK or CA/ ICWA	All graduates and above	1
4	Degree in Engg/ Management studies from Recognized institutions	Diploma in Engg/ Management studies from Recognized Institutions	1

GENERAL CLARIFICATIONS

- i) Increments will be admissible only once for acquiring a Postgraduate qualification and once for acquiring Doctorate qualification as stated above. However, the employees are not entitled to get more than three increments during the entire service with JNARDDC under this scheme.
- ii) Where there is no scope in the scale of pay to absorb the increments granted under the Scheme i.e. if the entitlement exceeds the maximum of the scale of pay or in the case of employees who have already reached the maximum of the scale of pay at the time they become eligible for the increments the amount in excess of the maximum of the scale of pay will be treated as personal pay. The personal pay shall be added to the basic pay while fixing the pay on subsequent promotion. If there is no scope in the higher grade also, the difference will continue as personal pay till it is added to the basic pay in subsequent promotions.
- iii) The grant of advance increments will be limited to two occasions only during the entire service period, and the employees will not be entitled to get more than three increments during their entire service in the Centre.
- iv) The grant of incentives will be subject to the production of official proof to support the acquisition of the prescribed qualifications.
- v) The Centre may utilise the services of an employee in a department/function where the professional qualifications acquired could be relevant or more advantageously utilised. However, the grant of

incentive under this Scheme shall not entitle an employee to any specific claim for incentive or promotion, which shall be as per norms prescribed rules.

- vi) The incentive grant will not apply to those employees who have acquired the qualifications by nominating their candidature for full-time courses by treating them as on tour or by a grant of Study leave.
- vii) The quantum of incentive for acquiring the professional qualifications after joining the Centre will be admissible from the first month after the eligibility requirement is fulfilled. The publication date of the final results shall be construed to be the date on which the said qualification is acquired for computing the effective date for the grant of incentive.
- viii) The advance increment (s) granted under this Scheme shall in no way affect the annual increment and due date.

6.0 LEAVE TRAVEL CONCESSION

6.1 The Leave Travel Concession Rules as applicable to the Central Government employees will be followed.

7.0 ADVANCES

7.1 There are certain advances which are prevalent in the Central Government offices; these can be classified in two different heads which are as follows :

A) *Interest free Advances :*

- i) Advance of pay on transfer
- ii) Advance of T.A. on tour/transfer/retirement
- iii) Advance of T.A. to the family of deceased government servant
- iv) Festival advance
- v) Advance in the event of natural calamity like flood, drought, cyclone, etc.
- vi) Advance of L.T. C.
- vii) Advance on first appointment/deputation and leave ex-India
- viii) Leave Salary Advance
- ix) Advance in connection with legal proceedings
- x) Advance in connection with medical treatment
- xi) Advance for training in Hindi through correspondence course

B) *Interest bearing Advances :*

- i) Advance for Purchase of conveyance i.e. cycle, scooter, motorcycle, car
- ii) Advance for purchase of personal computer
- iii) Advance for purchase of fan

- iv) Advance for purchase of warm clothing
- v) Advance to postal and R.M.S. Inspector for purchase of typewriter
- vi) Advance for construction/purchase of house/flat/enlargement of living accommodation

Pending finalization of the Centre's own rules for regulating such advances, the employees of the Centre be allowed to draw advances as applicable to the Central Government employees.

8.0 FIXATION OF PAY ON PROMOTION

- 8.1 On promotion from one grade to next higher grade, an increment in the lower grade is to be added to the basic pay and the pay fixed at the next stage in the higher grade.
- 8.2 Once increment of the lower grade is added to the pay the person was drawing prior to his promotion and if the pay so arrived is less than the minimum of the promoted scale, his pay will be fixed at the minimum of the higher grade (in terms of FRSR).
- 8.3 When the date of promotion coincides with the date of normal increment in the lower post, the employee will be given increment first and the fixation formula would be adopted as enumerated in (8.1) above.
- 8.4 In the case of an employee who has been at the maximum of his pay scale one normal increment in the lower grade may be added and the pay fixed at the next stage in the higher grade.
- 8.5 The promotees may be given option to come over to the promoted scale from the date of the next increment in the lower scale in which case, the next increment in the promoted scale will become due on completion of one year qualifying service from the date of fixation of pay in the higher scale as per the option.
- 8.6 The seniority of promotees exercising the option as per (8.5) above will remain unaffected if the date opted for falls within six months from the date of promotion. Where the date opted for falls beyond six months from the date of promotion, seniority will be reckoned from the date of fixing of pay as opted for.

With the adoption of respective Pay Commission rules, the concerned rules regarding pay fixation shall also be applicable.

9.0 ACTING ALLOWANCE

- 9.1 Whenever an employee acts for a continuous period of not less than 30 days at a time in a higher post, he/she may be paid 10% of the minimum of the scale of pay for which he/she acts, as acting allowance.

10.0 ACCEPTANCE OF RESIGNATION

- 10.1 The Institute reserves the right not to accept the resignation of an employee against whom either disciplinary proceedings are pending or a decision has been taken by the competent authority to issue him/her a charge sheet.

NOTE : Exceptions to this rule would be where the alleged offenses do not involve moral turpitude or where the quantum of evidence against an employee is not strong enough to justify the assumption that if the disciplinary proceedings were continued the employee would be removed or dismissed from service or where the disciplinary proceedings are likely to be so protracted that it would be cheaper to public exchequer to accept the resignation.

11.0 HEADQUARTERS

Employees' Headquarters will be Jawaharlal Nehru Aluminium Research Development And Design Centre at Nagpur but they may, if necessary, be required to serve anywhere in India.

12.0 TRANSFER

The Institute has the right to transfer, permanently or temporarily and without loss in emoluments or seniority, an employee from one post to another post, carrying identical scale or pay.

STAFF WELFARE

1. CHILDREN EDUCATIONAL ASSISTANCE

The Central Government employees are entitled to Children Educational assistance in the following manner :

1. Children Educational Allowance
2. Reimbursement of tuition fees
3. Hostel subsidy

The employees of the Centre shall be entitled to the Children Educational Allowance in line with the Central Government employees with the same terms.

2. INCENTIVE FOR PROMOTING SMALL FAMILY NORMS

~~As welfare measure, the Central Government employees are entitled to some incentive towards promoting small family norms as per extant rules of the Central Government. The employees of the Centre are entitled to the incentive for promoting small family norms in line with that for Central Government employees.~~ Discontinued after 7th Pay Commission.

3. **COMPASSIONATE APPOINTMENTS TO THE DEPENDENTS OF CENTRE'S EMPLOYEES**

In the event of death of an employee during the tenure of his / her service with the Centre, one of the eligible dependent of the deceased may be provided with suitable employment on compassionate ground.

4. **IMMEDIATE RELIEF TO THE FAMILY OF AN EMPLOYEE WHO DIES WHILE ON SERVICE**

If an employee of the Centre dies while on service, his family will be eligible for immediate monetary relief as advance which should be limited to three months basic pay of the deceased employee or Rs. 2,500/- whichever is less. However, the amount should be adjusted against final settlement.

5. **EX-GRATIA PAYMENT**

Centre may, at its sole discretion provide relief to the surviving families of the deceased employees who are left in indigent circumstances. Families of retired/resigned/superannuated employees are not entitled to get the grant. The exgratia payment may be made either in lump sum or recurring. However, the amount should not normally exceed Rs. 10,000/- or one year's pay of the employees whichever is less. The payment (if any) should be reported to the Governing Body.

6. **PROVISION OF CANTEEN**

Centre may explore the possibility of having canteen in due course of time in line with the Central Government offices. However, pending finalization of canteen facilities at the Centre, subsidy towards providing tea at the rate of Rs. 25/- employee per month be given to the employees of the Centre. However, Centre reserves the right to withdraw these facilities as and when the canteen of the Centre is in operation.

**Jawaharlal Nehru Aluminium Research
Development and Design Centre, Nagpur**

213/JNARDDC/Admn/SO/98

July 27, 1998

C I R C U L A R

**Sub. : Implementation of V pay recommendations in respect of employees of
JNARDDC**

Ref. : Office order no. 592/JNARDDC/DIR/98 dated 24.07.98

The Governing Body in its 25th Meeting held on 29th June 1998 has decided to implement the revised scales of pay as per the recommendations of the V pay commission for the employees of the Centre with the effect from 01.01.96. Accordingly, the existing scales of our Centre stand revised as per the details given in the Annexure - A.

All the employees of the Centre are therefore requested to submit the option form duly filled in duplicate as per the proforma enclosed (Annexure-B) immediately as required under rule 6 (I) of the Central Civil Services (Revised Pay) Rules, 1997 for fixation of their pay in the revised pay scales. A copy of the Central Civil Services (Revised Pay) Rules, 1997 is available in the Administration Department/Library for reference.

Sd/-.

R.P. Rao

Section Officer (Admn)

Distribution :

1. Director : For information please
2. Accounts Department
3. Notice Board
4. Library Incharge alongwith a copy of CCS (RP) Rules, 1997 for necessary action.

ANNEXURE - A**Jawaharlal Nehru Aluminium Research
Development and Design Centre, Nagpur**

Sr. No	Designation	Existing Scales	Revised Scales
01	Director	Rs. 5900-200-7300/-	Rs. 18400-500-22400/-
02	Dy. Director	Rs. 5100-150-5700-200-6300/-	Rs. 16400-450-20000/-
03	HoD/Scientist IV	Rs. 4500-150-5700/-	Rs. 14300-400-18300/-
04	Scientist III	Rs. 3700-125-4700-150-5000	Rs. 12000-375-16500/-
05	Scientist II / Secretary-cum-Administrative Officer	Rs. 3000-100-3500-125-4500	Rs. 10000-325-15200/-
06	Scientist I/Asst Admn Officer / Asst Admn Officer (Accounts)	Rs. 2200-75-2800-EB-100-4000/-	Rs. 8000-275-13500/-
07	Section Officer	Rs. 2000-60-2300-EB-75-3200-100-3500/-	Rs. 6500-200-10500/-
08	Scientific Asst III / Exe Asst to Director	Rs. 1640-60-2600-EB-75-2900/-	Rs. 5500-175-9000/-
09	Scientific Asst II / Sr Pur-cum-Stores Asst/Accountant-cum-Cashier	Rs. 1400-40-1800-EB-50-2300	Rs. 4500-125-7000/-
10	Steno-cum-Asst / Scientific Asst I	Rs. 1200-30-1560-EB-40-2040/-	Rs. 4000-100-6000/-
11	Lab / Tech Asst I / Driver I	Rs. 950-20-1150-EB-25-1500	Rs. 3050-75-3950-80-4590/-
12	Lab Attendant / Peon-cum-Chowkidar	Rs. 750-12-870-EB-14-940/-	Rs. 2550-55-2660-60-3200/-

**Jawaharlal Nehru Aluminium Research
Development and Design Centre, Nagpur**

संख्या : 364/जे.एन.ए.आर.डी.डी.सी/Admin /2017

दिनांक : 27.01.2017

OFFICE ORDER

विषय : Implementation of Seventh Pay Commission recommendation

In terms of Ministry of Finance resolution F.no. 1-2/2016-I.C. dated 25th July 2016 and subsequent OM F.no. 1/1/2016-E.III(A) dated 13th January 2017 (w.r.t autonomous bodies) and approval of the 52nd Governing Body, the revised pay matrix as per Seventh Pay Commission as mentioned in **Annexure-A** stands adopted for the employees of JNARDDC.

All the employees are requested to submit the “**Form of Option-cum Undertaking**” for electing to switch over to the revised seventh pay scales as required under Rule 5 of CCS (Revised Pay) Rules, 2016 for fixation of their pay in the revised scales.

The tentative basic pay as per 7th pay commission is printed overleaf the option-form and the Pay Matrix is available in the website of finance. (www.finmin.nic) and on JNARDDC notice board. Further clarification can be obtained from Accounts department.

The signed option forms should reach the office of the undersigned latest by 30th Jan 2017. (1400 Hrs).

Sd/--

(आर श्रीनिवासन)

सचिव एवं प्रशासनिक अधिकारी

Copy to :

1. निदेशक महोदय,
2. All employees
3. Notice Board.

संख्या : 364/जे.एन.ए.आर.डी.डी.सी/Admin/2017

दिनांक : 27.01.2017

ANNEXURE -A**विषय : Implementation of Seventh Pay Commission recommendation**

Designation	6 th CPC scales with Grade Pay	Corresponding 7 th CPC Level in Pay Matrix
Director	PB-4 + 10000	14
Dy. Director / Sr. Principal Scientist	PB-4 + 8900	13 A
HoD / Principal Scientist	PB-4 + 8700	13
Senior Scientist Secy. Cum Sr. A.O Sr. Scientific Officer Grade-II	PB-3 + 7600	12
Scientist Secy. Cum A.O. Sr. Scientific Officer Grade-I	PB-3 + 6600	11
Junior Scientist Asst. Admin. Officer/AAO(A/cs) / Personnel Officer Scientific / Technical Officer	PB-2/3 + 5400	9/ 10
Scientific/Technical Asst. IV Section Officer (A/C & Admin) / Personal Secretary	PB-2 + 4600	07
Scientific Asst. III / Technical Asst. III Executive Asst. / Personal Asst./ Sr. Acct-cum-Chief Cashier Driver + Lab.Attn. Spl. Grade	PB-2 + 4200	06
Scientific Asst. II / Technical Asst. II Sr. Steno -Sr.Asst. /Sr.Acctn.+Cashier / Purchase-Cum- Store Asst. Driver+Lab.Attn. Grade-II Sr. Technical Helper	PB-1 + 2800	05
Scientific Asst. I / Technical Asst. I Steno-Asst./Acctn.Asst./Asst.(Cash) Driver+Lab.Attn. Grade-I Technical Helper – I	PB-1 + 2400	04
Laboratory Asst. / Jr. Asst. / Driver + Lab.Attn. Or. Grade Attn. / Peon-messengers Tech. Helper	PB-1 + 1900	02

संख्या : 05/जे.एन.ए.आर.डी.डी.सी/Admin/2017

दिनांक : 04.01.2018

OFFICE ORDER**विषय : Implementation of Seventh Pay Commission recommendation**

In terms of the following Ministry of Finance OMs the following recommendation shall be implemented in JNARDDC as mentioned below:-

SN	Item	Norms of implementation
1)	Revised allowances on Tour will be implemented w.e.f 1st Jan 2018	As per circular OM No. 9030/1/2017-E.IV dated 13 th July 2017.
2)	Revised Children Education Allowances.	As per circular OM no. A-27012/02/2017-Estt.(AI) dated 16.08.2017 Since, Part payment has already been made as per 6cpc, the balance amount for academic year 2017-18 i.e. (27,000 less already paid) shall be done after the end of financial year 2017-18. Employees who have already submitted school fee receipts are not required to submit any further certificate for 2017-18, From next academic year 2018-19, the employees should submit a certificate that the child is studying in the school.
3)	All other allowances	As per the rules of 7cpc shall be followed.

यह कार्यालय आदेश , निदेशक के अनुमोदन के साथ जारी किया गया है.

Sd/-

(आर श्रीनिवासन)

सचिव एवं वरिष्ठ प्रशासनिक अधिकारी

Copy to :

1. निदेशक महोदय,
2. Notice Board.

संख्या : 233 /जे.एन.ए.आर.डी.डी.सी/Admin /2018-19

दिनांक : 08.02.2019

OFFICE ORDER**विषय : Implementation of Seventh Pay Commission recommendation wrt date of next increment – Rule 10 of CCS(RP) Rules, 2016**

In terms of **Ministry of Finance F.no. 4-21/2017-IC/E.III(A) dt. 31.07.2018** the date of increment of all employees promoted after 01.01.2016 and between 2nd Jan to 1st July stands shifted to January.

The arrears and revised basic pay as on 1st Jan 2019 will be as below :-

SN	Name	Desig	Notional date of promotion	Arrear in Basic Pay due to increment in Jan	New increment date	New Basic pay on 01.01.19
1	Dr U Singh	Pr Scientist L-13	04.01.16	54684	01.01.19	133500
2	Mr P Mahendiran	Sr Scientist L-12	05.01.16	31026	01.01.19	88700
3	Ms Megha Panchal	Sci Asst IV L-7	01.07.16	22608	01.01.19	55200
4	Mr R K Meshram	Per. Off. L-9	27.05.16	26982	01.01.19	67200
5	Ms R Vishakha	Admn Off. L-11	26.06.17	6305	01.01.19	76200
6	Ms D Seshukumari	Pers Asst. : L-6	14.06.17	9594	01.01.19	44900
7	Mr K Kishor	Sr Acctn. L-5	06.05.17	6420	01.01.19	35900
8	Mr P Manthana	Tech Asst III L-6	02.06.18	0	01.01.19	44900

Henceforth the date of annual increment shall accure on 1st January every year.

यह कार्यालय आदेश , निदेशक के अनुमोदन के साथ जारी किया गया है.

Sd/-

(आर श्रीनिवासन)

वरिष्ठ प्रशासनिक अधिकारी

Copy to :

1. निदेशक महोदय,
2. Accounts Section
3. Personal File of Individuals

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

CONDUCT RULES

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

CONDUCT RULES

1. These rules shall be known as Jawaharlal Nehru Aluminium Research Development and Design Centre (Conduct) Rules, 1989.
2. These rules shall come into force with immediate effect.
3. These rules shall apply to all employees of the Centre including those under contract or agreement provided that nothing in these rules shall apply to any government servant who may be on foreign service with the Centre.
4. The Centre reserves the right to add, modify, cancel or amend all or any of these rules or any part thereof, or to issue any supplementary rules in connection with these rules, without previous notice of its intention, as well as the right to give effect thereto from the date of commencement of these rules.
5. The power to interpret these rules is reserved by the Centre.
6. The Centre may, by general or special order, direct that any power exercisable by it under rules (except the powers under Rule 5) shall subject to such conditions, if any that may be specified in the order to be exercisable also by such officer or authority as may be specified in the order.
- 6(a) Same as expressly provided for, hereinafter, the conduct rules as applicable to Govt. Servants under Central Civil Services (Conduct) Rules, 1964 are applicable to employees of JNARDDC.
7. ***Definition***

Unless there be anything repugnant in the subject on context, the following terms in these rules are used in the sense herein explained.

 - i) 'Centre' means Jawaharlal Nehru Aluminium Research Development and Design Centre.
 - ii) 'Competent Authority' means the Governing Body of the Centre or any officer or authority to whom the powers are delegated by the Governing Body.
 - iii) 'Director' means a person appointed to the post Director in connection with the affairs of the Centre.
 - iv) 'Employee' means any person appointed to any service or post in connection with the affairs of the Centre.

- v) 'Members of the Family in relation to the employee include :
- a) the wife or husband of the employee, as the case may be, child or step-child of such employee whether residing with him or not, and in relation to women employees the husband residing with her and dependent on her; and
 - b) any other person related, whether by blood or marriage, to the employee or to such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee and child or step-child who is no longer in any way dependent upon him or her or whose custody the employee has been deprived of by law.

8. ***Integrity and Devotion to duty***

Every employee shall at all times :

- a) maintain absolute integrity,
- b) maintain devotion to duty, and
- c) do nothing which is unbecoming of an employee and shall conduct himself at all times in a manner which will enhance the reputation of the Centre.

9. ***Employment of near relatives in Private Firms :***

- i) No employee shall, except with the previous sanction of the competent authority, permit his son, daughter or any dependent to accept any employment with any private firms with which the employee has dealing in connection with the business of the Centre or with any other firm having business dealing with the Centre provided that where that acceptance of the employment cannot await the prior permission of the Centre or is otherwise considered urgent, the matter shall be reported to the Centre, and the employment may be accepted provisionally subject to the permission of the Centre.
- ii) Where any proposal arises for the award of a contract or exercise patronage in favour of any firm in which a son, daughter or dependent of an employee is employed, the fact shall be declared by the employee concerned to the competent authority who shall take a decision which he deems proper.

10. ***Taking part in Politics :***

Except in so far as may otherwise be specifically authorised by any law of the land, no employee shall be a member of or be otherwise associated with any political party or any organisation, take part in political activities or stand for election, without the permission of the Centre to any local body or a legislature body.

Explanation : Exercise of franchise or conducting due performance of duty will not amount to contravention of this rule.

11. ***Demonstration and Strikes***

No employee shall :

- a) engage himself or participate in any demonstration which is prejudicial to the interest of the Centre, or the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves, contempt of Court, defamation, incitement etc., or
- b) participate or resort to or in any way abet or instigate any form of strike.

12. ***Connection with Press or Radio*** :

No employee shall, except with the previous sanction of the Centre or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or appear on a television programme, or contribute any article or write any letter either in his own name or anonymously, or in the name of any other person, to any newspaper or periodical, provided that no such sanction would be necessary if such broadcast appearance or publication is of an artistic, literary or scientific nature.

13. ***Publication of Centre's documents*** :

No employee, while in Centre's service or after his retirement, retrenchment, resignation or discharge shall without the prior sanction of the Centre, make public or publish any document, paper or information which might have come into his possession in his official capacity.

14. ***Evidence before Committees of Other Authorities*** :

- i) Save as provided in sub-rule 14(iii), no employee shall except with the previous sanction of the Centre, give evidence in connection with any inquiry conducted by any person, committee or authority.
- ii) Where any sanction has been accorded under sub rule 14 (i), no employee giving such evidence shall criticise the policy or any action of the Centre, the Central or State Governments.
- iii) This rule will not be applicable in cases of :
 - a) evidence given to an enquiry before an authority appointed by the Centre, the Central or State Government, Parliament or a State
 - b) evidence given in any judicial inquiry, or

- c) evidence given at any departmental inquiry ordered by the Centre or authorities subordinate to the Centre

15. *Unauthorised Communication of Information :*

- i) No employee shall, except in accordance with the general or special order of the Centre or in the performance in good faith of the duties assigned to him communicate, directly or indirectly, any official document or any part thereof or any information to any employee or any other person to whom he is not authorised to communicate such document.
- ii) No employee shall divulge any of the trade secrets, specifications, patents discoveries, inventions, etc., of the Centre. All discoveries / inventions, patents done by any employee of the Centre shall automatically be the property of the Centre. These may be quoted/used for other than Centre's work with prior permission of the Centre. The Centre may, if it desires, share the ownership of such inventions/patents jointly with the employee.

16. *Inventions :*

- a) An employee shall, within one month of taking up of his employment furnish to the Centre with :
 - i) A list of all the patents taken out or applied for by him jointly with any other party individually in India or abroad.
 - ii) Titles and nature of any invention in possession of the employee prior to his taking up the appointment which shall be treated as confidential and regarded as such for the purpose of the Indian Patents and Design Act, 1911 or such other Act, as may be in force from time to time.
- b) An employee shall not, without the previous consent in writing of the Centre, to be communicated within two months from the date of receipt of an application from the employee containing suitable particulars regarding any invention or secret process asking for such permission, apply for any patent, exclusive privileges or the like protection in respect of any invention under any enactment or law of India or any other Government or Legislatures for the time being in force and applicable thereto. If such invention or secret process has been made or discovered by the employee during any period of service with the Centre, the Centre shall be entitled to require the employee to assign and transfer any such invention or secret process of (at its option) be patent, exclusive privilege or the protection obtained by the employee in respect thereof for its own absolute and exclusive use. Such option shall be exercised at any time between the date of receipt of the application asking for permission and the expiry of three months after the employee intimates to the Centre the grant of any patent exclusively privilege or the like protection and in the event of such option being exercised, the employee shall assign to the Centre the invention or secret process of the patent exclusive privilege or like protection as the case may, and sign all such deed,

assurances, applications, documents and papers as the Centre shall require to obtain the full benefit of the rights and options vested in the Centre under these rules.

- c) The Centre shall at all times be entitled, whether it shall exercise any option vested in it by clause 16(b) or not, to the unqualified right to adopt and use the said investments, or secret process without being obliged to pay any royalty or any other considerations thereof. And further the employee shall not assign, change or in any way transfer such patent, exclusive privilege or the like protection obtained in respect of such unqualified use, free of charge to the Centre and shall, on demand, execute in favour of the Centre such licences, deeds, documents and assurances for the purpose of enabling the Centre to establish its right to such free use and/or exercise such free use as it may require.

17. ***Raising funds, etc :***

No employee shall, except with the previous sanction of the Centre or of such authority as may be empowered by it, in this behalf, ask for, or accept contributions to, or otherwise associate himself with the raising of any funds in pursuance of any object whatsoever except as sanctioned by any law of the land of rule or order of the Centre for the time being in force.

18. ***Gifts :***

No employee shall, except with the previous sanction of the Centre, solicit or accept directly or indirectly or permit any member of his family to accept any gift, gratuity or reward, or any such offer from any person or firms having dealing with the Centre or from any subordinate employee.

Explanation : Gifts of trifling value given on special occasions are exempted from the purview of this rule. Whether or not a gift is of trifling value shall depend on donor and the circumstances in which the gift is made. The decision of the Centre in the matter would be final.

19. ***Complementary or Valedictory Address or Testimonial :***

No employee shall, except with the previous sanction of the Centre receive any complementary or Valedictory address or accept any testimonial, or attend any meeting or entertainment held in his honour, or in honour of any other employee, provided that nothing in this rule shall apply to :

- i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement, transfer or any person who has recently quit service of the Centre.
- ii) the acceptance of simple and inexpensive entertainments arranged by public bodies / institutions.
- iii) in consideration of his scientific or literary accomplishments.

20. ***Private Trade or Employment :***

- i) No employee shall, except with the previous sanction of the Centre, engage directly or indirectly in any trade or business or undertake any employment. Provided that, an employee may, without sanction, undertake honorary work of a social or charitable nature or of a literary, artistic or scientific character, subject to the conditions that his official duties do not thereby suffer. But he shall not undertake or shall discontinue such work if so directed by the Centre.

Explanation : Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or husband as the case may be, or any other member of his family, shall be deemed to be a breach of this sub-rule.

- ii) No employee shall, except, with the previous sanction of the Centre, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1956 (I of 1956), or any other law for the time being in force; provided that an employee may take part in the registration, promotion or management of Co-operative Society, registered under the Co-operative Registration Act, 1912 (II of 1912), or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1880 (XXI of 1880), or any corresponding law for the time being in force.

21. ***Investments, Lending, Borrowings, etc :***

- i) No employee shall speculate in any investment.

Explanation : The habitual purchase or sale or transfer of securities of notoriously fluctuating value shall be deemed to be speculation in his investment within the meaning of this sub-rule.

- ii) No employee shall make or permit his wife or husband as the case may be or any member of his family to make any investments likely to embarrass or influence him in the discharge of his official duties.
- iii) If any question arises whether a security or investment is of the nature referred to in sub-rule 21(i) or sub-rule 21(ii), the decision of the Centre thereon shall be final.
- iv) No employee shall, except with the previous sanction of the Centre, lend money to any person on interest provided that an employee may make an advance of pay to a private servant or give a loan of small amount free of interest to a personal friend or relative.
- v) No employee shall, save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself under pecuniary

obligation to any person with whom he has or is likely to have dealings (official), nor shall he permit any member of his family, except with the previous sanction of the Centre, to enter into any such transaction, provided that an employee may accept a purely temporary loan of small amount free of interest from a personal friend or relative or operate a credit account with a bonafide tradesman.

22. ***Insolvency and Habitual Indebtedness :***

- i) An employee shall avoid habitual indebtedness and shall be liable to discharge from the Centre's employment on being adjudged or declared insolvent unless he proves of circumstances beyond his control and not from extravagance or dissipation.
- ii) An employee who applied to be or is adjudged or declared insolvent shall forthwith report the fact to Centre.

23. ***Movable, Immovable Property :***

- i) No employee shall, except with the previous knowledge of the authority prescribed by the Centre, acquire or dispose of any Immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family.
- ii) An employee who enters any transaction concerning any movable property exceeding Rs. 10,000/- in case of employees holding a post carrying a pay or scale of pay with a maximum of not less than Rs. 2,900/- and Rs. 5,000/- in case of employees holding a post carrying a pay or scale of pay maximum of which is Rs. 1,500/- or less whether by way of purchase, sale, mortgage, or otherwise shall forthwith report such transactions to the prescribed authority referred to in sub-rule 23(i) . No employee shall normally enter into any such transaction except with or through a regular or reputed dealer.

Explanation : For the purpose of this sub-rule the expression 'movable property' includes inter-alia the following property viz.

- a) Jewelry, shares, securities and debentures
 - b) Loans, advance by such employees whether secured or not
 - c) Motor cars, motor cycles, scooters, or any other means of conveyance
 - d) Refrigerators, and
 - e) Purchase of shares in public limited companies
- iii) Every employee the maximum of whose scale exceeds Rs. 1,500/- shall on his first appointment by recruitment or by promotion in the Centre and thereafter in March every year, submit a return in such forms as the Centre may prescribe in this behalf, giving the full details of all immovable property owned, acquired or inherited by him or held by him on lease, or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

- iv) Notwithstanding the provision in Rule 24 (iii), the Centre or any authority empowered by it in this behalf may, at any time, by general or specific order, require any employee or class of employees to submit, within a specified period, a full and complete statement of such movable and/or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the Centre or by the authority so empowered, include the details of the means by which or the source from which such property was acquired.

24. ***Vindication of Acts and Character of Employee :***

No employee shall, except with the previous sanction of the Centre, have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation : Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

25. ***Canvassing of non-official or other outside influence :***

No employee shall, bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matter pertaining to his service under the Centre.

26. ***Bigamous Marriage :***

- 1) If married he/she will sign a declaration that he/she does not have more than one living spouse and if unmarried he/she will not marry a second time while his/her first spouse is alive save with the permission of the competent authority.
- 2) he/she will have to sign a declaration that he/she will not marry any person who has a spouse living without permission of the competent authority.

27. ***Consumption of intoxicating drinks and drugs :***

An employee shall :

- i) strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being;
- ii) not be under the influence of any intoxicating drink or drug during the course of his duty and shall take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- iii) refrain from consuming any intoxicating drink or drugs in a public place;
- iv) not appear in a public place in a state of intoxication;

- v) not use any intoxicating drink or drug in excess.

Explanation : For the purpose of this rule “public place” means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

28. ***Holding of Meetings***

Meetings shall not be held or attended to on the Centre’s premises (within or outside the establishment/premises) without the prior written sanction of the competent authority. Handbills or notices shall not be made or posted on the establishment/premises and collection of funds shall not be made without the previous permission of the Centre. Every employee shall conduct himself in an orderly manner, shall avoid all unseemly behaviour. An employee shall at all times conduct himself soberly and temperately and shall show proper respect and civility to the member of public and visitors for official work to the Centre.

29. ***Dowry***

No government servant shall :

- i) Give or take or abet the giving or taking of dowry; or
- ii) Demand directly or indirectly, from the parents or guardian of a bride or bridegroom as the case may be, any dowry.

Explanation : For the purpose of this rule “dowry” has the same meaning as in the “Dowry Prohibition Act, 1961 (28 of 1961)”.

30. ***Interpretation*** :

If any question arises relating to the interpretation of these rules it shall be referred to the Governing Body, whose decision thereon shall be final.

CCS(CCA) adoption by JNARDDC, Nagpur

Dates	Description
08.06.1992 12th GB	Draft terms & conditions of service placed in agenda item no. 12 in the 12 th GB meeting of JNARDDC [The item was deferred for the next meeting]
30.12.1992 13th GB	Draft terms & conditions of service placed in agenda item no. 6 in the 13 th GB meeting of JNARDDC. It included the recommendation of the two member committee of Ministry of Mines- Director (Finance) & JS(Mines). [The committee stated that Disciplinary, Appeal and Financial Rules viz CCS (Conduct) Rules 1964, CCS(CCA) Rules 1965 and General Financial Rules of the Central Govt. to be followed till these are framed for JNARDDC.]
29.03.1993 14th GB	Ref. Item no.3 wherein it is mentioned that " <u>While according approval towards the Draft terms and condition of service of the Centre</u> , the GB felt that the Centre should explore the possibilities of having contributory scheme of GIS etc..... [Thus the draft terms and conditions of service placed in the 13th GB was approved by the Governing Body]

In this regard, it is certified that JNARDDC has not drafted any separate CCS(CCA) Rules and the Central Govt. CCS(CCA) Rules are being followed till date. Scanned copies of the relevant pages of the Governing Body of JNARDDC enclosed.



आर श्रीनिवासन
(सचिव एवं वरिष्ठ प्रशासनिक अधिकारी)



RAMA KANT
Director
Tele No. 333096

सं० 1/Dir (Fin)/92

No.

भारत सरकार
खान मंत्रालय
GOVERNMENT OF INDIA
MINISTRY OF MINES

नई दिल्ली-110001, दिनांक 24th April, 92.

New Delhi-110001, the

Dear Shri *Bandyopadhyay*

Please refer to your letter No.345/JNARDDC/92, dated March 3, 1992 forwarding draft terms and conditions of service of JNARDDG employees alongwith supplementary Notes. The Committee constituted for this purpose have examined the proposed draft terms and conditions. The Committee's recommendations are enclosed for presentation to the Governing Body.

With regards,

Yours sincerely,

Rama Kant
(RAMA KANT)

Shri A.S. Bandyopadhyay,
Secretary,
Jawaharlal Nehru Aluminium
Research Development and Design Centre,
Kohla Apartment, Katol Road,
Chhaoni,
WAGPUR - 440 013.

ENCL: AS ABOVE.

Draft Terms and Conditions of service for the employees of JNARDDC and the Committee's recommendations

JNARDDC Governing Body in its 10th Meeting constituted a Committee headed by Sri S.N. Mishra, Joint Secretary in the Ministry of Mines and the undersigned to examine the JNARDDC Draft terms and conditions of service for the employees of JNARDDC. The Committee examined each term and condition proposed to be adopted by the JNARDDC. The Committee have generally agreed on the proposed terms and conditions except on the following for which the Committee's recommendations are as under:-

<u>Proposal of JNARDDC</u>	<u>Committee's recommendations</u>
3.3. <u>Maternity Leave</u>	(May be substituted as under)
Lady employees of the Centre will be eligible for maternity leave on full pay for a period which may be extended upto 90 days from the date of its commencement or to the end of 6 weeks from the date of confinement, whichever is earlier, provided that the total maternity leave (excluding leave granted for abortion/miscarriage availed during the entire service of the employees shall not exceed a period of 270 days. Such leave is not debited to the leave account.	A female Govt. servant with less than two surviving children may be granted maternity leave by the competent authority for a period of 90 days from the date of its commencement. During such period she shall be paid leave salary equal to her pay drawn immediately before proceeding on leave.
9.0 <u>Voluntary Retirement</u>	
9.1 An employee has the right to retire and get pensionary benefits by giving three months notice to the appointing authority (However, this would be applicable only when the Pension Scheme of the Centre is approved.	9.1 An employee has the right to retire ... (first line starting from 'and' to the last line may be omitted as such a provision can be added as and when the services of JNARDDC employees become pensionable.
26. <u>Bigamous Marriage</u>	
i) No employee who has a wife living shall contract another marriage without first obtaining the permission of the Centre notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.	(i) If married, he/she will sign a declaration that he/she does not have more than one living spouse and if unmarried, he/she will not marry a second time which his/her first spouse is alive save with the permission of the competent authority;

74

36

13th GB (30.6.1992)

- 2 -

- | | | |
|--|-----------------------|--|
| (ii) No female employee shall
marry any person who has
a wife living without first
obtaining the permission
of the Centre. | {
{
{
{
{ | (ii) He/she will have to sign a
declaration that he/she will not
marry any person who has a spouse
living without permission of the
competent authority. |
|--|-----------------------|--|

It is understood that matter like disciplinary and Appeal Rules, Financial Rules etc. have not been framed. For the time being till these are framed, the Central Govt. Rules in regard to the various matters which have not been covered under the proposed terms and conditions may be made applicable.

} ✓

[Signature]
 (RAMA KANT) 24.4.92
 Director (Finance)
 Ministry of Mines

[Signature]
 24.4.92
 (S.H. MISHA)
 Joint Secretary
 Ministry of Mines

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

LEAVE RULES

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

3.0 LEAVE RULES

3.1 *Earned Leave/Half Pay Leave*

The employees of the Centre will be eligible for one month (30 days) Earned Leave for every year of service rendered. This leave can be availed of proportionately for service rendered. Such leave can be accumulated up to 300 days. Any earned leave earned beyond 300 days will automatically lapse. Centre's holidays, Saturdays and Sundays may be prefixed and/or suffixed in terms of Central Civil Services Rules (FRSR Part-III). The earned leave will be credited in favour of employees in advance twice in the year i.e. on 1st January and on 1st July of every year at the rate of 15 days. Similarly Half Pay Leave will also be credited in favour of employees in advance twice in the year i.e. on 1st January and on 1st July of every year at the rate of 10 days. Half pay leave can be converted into full pay leave on production of medical certificate for sickness etc. Half pay leave can be accumulated to any extent.

In the case of employees who resign from service and take up employment in another Institute/Central/Public enterprises/Undertaking State/Central Government on the basis of the application forwarded through proper channel or with the consent of the Centre, the earned leave/half pay leave due to him/her for the service rendered in JNARDDC will be transferred to the transferee Institute by paying the amount in one lump sum, or they may encash the same at their credit before being relieved from JNARDDC.

In the case of employees of Central/State Governments, Organizations/Institute/Public Enterprises/Undertaking who join JNARDDC through recruitment or deputation with the consent of both the employer, the earned leave/half pay leave at credit may be transferred to JNARDDC on payment of the value of such leave in one lump sum. Half pay leave can be combined with earned leave. Director of the Centre will have the authority to grant/refuse leave to the employees; however, he/she may delegate his/her power to any of his/her subordinate authority for such grant/refusal.

3.2 *Casual Leave*

Employees will be eligible for 12 days Casual Leave in a calendar year which may be credited to their account at the beginning of the year. Employees joining duty in the middle of the year will be entitled to proportionate casual leave from the date of joining of duty to the end of the year. Centre's holidays, Saturdays and Sundays may be prefixed and/or suffixed. Holidays, Saturdays and Sundays falling during the leave period, shall not be included in the leave. This leave cannot be combined with any other kind of leave except restricted holidays which will be for 2 days in a year. Director of the Centre will have the authority to grant/refuse leave depending upon the circumstances, however, he/she may delegate his/her authority to any of his/her subordinate authority.

3.3 *Maternity Leave*

Lady employees of the Centre will be eligible for maternity leave on full pay for a period which may be extended up to 90 days from the date of its commencement or to the end of 6 weeks from the date of confinement, whichever is earlier, provided that the total maternity leave (excluding leave granted for abortion/miscarriage) availed during the entire service of the employee shall not exceed a period of 270 days. Such leave is not debited to the leave account.

Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request is supported by a certificate from an Authorised Medical Officer.

Maternity leave may also be granted in case of miscarriage, including abortion, subject to the following conditions :

- a) that the leave does not exceed six weeks; and
- b) that the application is supported by a certificate from an Authorised Medical Officer.

NOTE “Authorised Medical Officer” means Government Medical Officer/Registered Medical Practitioner”.

3.4 *Encashment of Leave*

Encashment of earned leave will be allowed at the option of the employees.

3.5 *Extent of Leave Encashment*

- a) Only earned leave on full pay is encashable and not any other kind of leave such as half pay leave etc. under normal circumstances.
- b) Encashment will be allowed to the employees only once in a calendar year. However, employees who have not completed two years of service in the Centre will not be eligible for such encashment.
- c) Maximum period of earned leave that can be encashed will be 50% of the earned leave at credit at the time of encashment. (For availing encashment, employees need not necessarily proceed on leave).
- d) The encashment facility of earned leave is limited to 300 days in the entire span of service period. However, if the Central Government rules relating to encashment of leave are relaxed, the same will apply for the Centre.

3.6 *Encashment of Leave on Termination of Service/Retirement*

- a) Employees whose services are terminated otherwise than on disciplinary ground or who retire/resign may be allowed to encash the earned leave at their credit up to a maximum of 300 days.
- b) Half pay leave at the credit of employee may also be encashed by the Centre provided the employee is under premature retirement, voluntary retirement, invalidated due to medical ground.

3.7 *On Death of an Employee*

In case of death of an employee in service, the family of the deceased employee shall be paid cash equivalent to earned leave salary at credit of the employee to the maximum of 300 days and leave salary for accumulated HPL.

3.8 *Treatment of the amount of encashment for other purpose*

The amount payable towards encashment of leave will not be reckoned as salary for the purpose of gratuity, provident fund and bonus, if any.

4.0 STUDY LEAVE RULES

4.1 *Condition for grant of Study Leave*

- I) Study leave may be granted to an employee with due regard to the exigencies of the Centre's work to enable him/her to undergo a special course of study consisting of specialised training in a professional or technical subject having a direct and close connection with the sphere of his/her duty.
- II) Study leave may also be granted for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to the Centre and is related to the sphere of duties of the employee.
- III) Study leave shall not be granted unless it is certified that sufficient number of qualified employees in a particular trade are not available and therefore the acquisition of the qualification by the employee will be of a definite advantage to the Centre.
- IV) Study leave shall not ordinarily be granted to an employee :
 - a) who has rendered less than three years of service in the permanent cadre in the Centre or subject to such minimum period as may be fixed by the Director,

- b) Who has attained the age of 50 years and above.

4.2 Authority competent to sanction Study Leave

Study leave may be granted to an employee by the Director of the Centre.

4.3 Period of Study Leave that may be granted :

- a) Study leave will be granted during the entire service for a maximum period of 24 months.
- b) The discretion to extend the course of training beyond 24 months rests with the Director under special circumstances.

4.4 Nature of leave and pay to be granted

- a) Earned leave at credit may be granted and the balance of leave required will be treated as Study Leave during which period the employee may draw leave salary and dearness allowance equal to half of his/her last pay, which may be paid at the end of every month, subject to production of attendance certificate from the Institution.
- b) An employee who is granted study leave may be permitted to receive any scholarship or stipend that may be awarded to him/her from the government or non-government sources, provided that such scholarship or stipend plus half of his/her basic pay and half dearness allowance do not exceed his/her full basic pay and full dearness allowance. The employee shall make a declaration to the Centre of the nature and quantum of scholarship or stipend received by him/her.
- c) Employees granted study leave will not be eligible for cost of fee for study or any other allowance or traveling allowance.

4.5 Execution of Bond :

The employees shall be required to execute a bond prior to their being relieved to the effect that they will serve the Centre on their return from study leave for a period as mentioned below failing which they will be liable to pay the Centre twice the amount paid to them as wages and dearness allowance :

<u>Period of Study Leave</u>	<u>Period for which bond to be executed</u>
Up to six month	3 Years
Above six months	5 Years

Note : If an employee is granted study leave before the completion of minimum of three years of service in the regular cadre, the period of bond will be increased by the period by which the service falls short of three years.

4.6 *Counting of study leave for the purpose of increment, seniority and leave :*

- a) Study leave will count as service for promotion, annual increments, pension, provident fund and gratuity but enhanced pay fixed on promotion during the study leave will be given to the employee only with effect from the date of his/her rejoining duty after the expiry of the leave.
- b) The period spent on study leave shall not count for earning any kind of leave.

4.7 *Regulation of study leave extending beyond course of study :*

When the course of study falls short of study leave sanctioned, the employee shall resume duty on the conclusion of the course of study.

4.8 *Submission of report to the studies prosecuted :*

On return from the study leave, an employee shall submit a report on the studies prosecuted or training received by him/her to the competent authority, supported by a certificate from the Institution at which he/she studies.

The limits for various leaves shall stand revised depending upon the subsequent pay commission / Central Govt Rules.

NOTES

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

Leave Application Form

Name _____
Designation _____

Nature of Leave : **CL/EL/RH/HPL**
From _____ To _____ No. of days _____
Holidays prefixed / suffixed / interspersed _____
Last working day before leave _____
Date of joining after leave _____
Reasons for leave _____

If going out of station during leave period

Destination _____
Nature of outstation work _____
Full outstation address _____
with contact Telephone No. _____
Name of person who will look
after the work of the applicant _____
Consent of designated person with signature _____

Date _____ Signature of applicant _____

Recommendation of Lab-in-charge (Yes/No) Signature & Date _____

Recommendation of Admn-in-Charge (Yes/No) Signature & Date _____

Recorded vide Page No. _____ By _____

*Sanctioned (Yes / No) _____
Director*

Outstation permission (Granted / Not granted)

Director

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

JOINING REPORT

To,

The Director
Jawaharlal Nehru Aluminium research
Development and Design Centre,
Nagpur.

Sir,

After availing Earned Leave/Half Pay Leave/Commuted/Extraordinary Leave
from _____ to _____ prefixing _____ and
suffixing _____, I report for duty today the _____
Forenoon/Afternoon.

Medical fitness certificate is enclosed.

Yours faithfully,

Signature _____
Name _____
Designation _____

(Strike out whatever is not applicable)

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

No. 35/JNARDDC/DIR/96

Dated September 13, 1996

CIRCULAR

With a view to streamline the procedure, it is felt that the following formalities need to be observed for availing Earned Leave/Half Pay Leave/Commuted Leave (i.e. half pay leave on medical certificate), due to the employees of the Centre :-

1. No employee is supposed to remain absent without prior sanction of leave or atleast prior permission of the competent authority. In case of unavoidable circumstances, where it is not practically possible to take sanction or permission for leave, the competent authority should be intimated of the absence followed by formal leave application as early as possible.
2. Immediately after receipt of application, the leave recommending/sanctioning authority should decide if the leave applied for is to be recommended or not. In cases the leave is recommended, the application containing the remarks of the recommending authority, may be sent to administration section. Adequate measures should be taken to ensure that the leave applications so sent are not misplaced in transit.
3. No employee is supposed to leave his residential address of the place of duty for an outstation without the permission of the competent authority. While applying for leave, he must give in his leave application his leave address. In such cases where no leave address is given in the leave application, it will be presumed that the applicant intends to spend the leave at the same station as his place of duty.
4. In cases, where as mentioned in sub-para 2 above, leave is not recommended or curtailed or an employee's absence is unauthorised the concerned employee should be intimated immediately by the administration about the decision taken with necessary direction to the concerned employee to report for duty immediately within specified date with a copy to Accounts Section to stop payment of his pay and allowance for the period of unauthorised absence from duty. The above mentioned directive should be given in writing (Where necessary under registered post with A/D). Regularisation or otherwise of the unauthorised period of absence will be decided by the competent authority.
5. In case, where leave is applied for on medical grounds, the leave application shall be accompanied by the proper medical certificate specifying as clearly as possible the nature and probable duration of illness.

6. An employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness from the proper medical authority.
7. Where leave is applied for on medical grounds without being supported by medical certificate, the question of eligibility or otherwise will be decided by the leave recommending / sanctioning authority.
8. After availing leave, the employee concerned shall report his return to duty to the authority which granted him leave, by filing a joining report as per proforma enclosed.

The above is brought to the notice of all the employees of the Centre for guidance and compliance.

sd/-
(T.R. Ramachandran)
Director

Distribution :

1. Mr. R.N. Goyal, HOD (Alumina), JNARDDC
2. Mr. A.S. Bandyopadhyay, Secretary, JNARDDC
3. Mr. R.P. Rao, Section Officer, JNARDDC
4. Incharge, Library, JNARDDC
5. NOTICE BOARDS

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

TRAVELLING ALLOWANCE RULES

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

TRAVELLING ALLOWANCE RULES

1. These rules may be called the Jawaharlal Nehru Aluminium Research Development and Design Centre (Travelling Allowance) rules, 1989. These rules shall come into force from the zero date (i.e. April 15, 1989) of the Centre.

2. DEFINITIONS :

In these rules, unless the context otherwise requires, the following terms are used in the sense herein explained.

- a) 'Body' means the Governing Body of the Centre and includes in relation to the exercise of powers, any committee of the Governing Body or any officer of the Centre to whom the Governing Body delegates any of its power.
- b) 'Centre' means the Jawaharlal Nehru Aluminium Research Development and Design Centre.
- c) 'Competent Authority' means the Director of the Centre.
- d) 'Day' means (for the purpose of TA Rules) a full calendar day of 24 hours reckoned from midnight to midnight.
- e) 'Director' means the Director of the Centre.
- f) 'Employee' means any person appointed to any service or post in connection with the affairs of the Centre but excludes a casual employee.
- g) 'Family' means employee's wife or husband, as the case may be, residing with him/her and legitimate children and step children residing with and wholly dependent upon him/her. It includes, in addition, parents sisters and minor brother if residing with and wholly dependent upon the employee.

NOTE 1 : Not more than one wife is included in the term 'family' for the purpose of these rules.

NOTE 2 : The term 'children' includes major sons, married daughters including widowed daughters, so long as they are residing with and are totally dependent upon the parent (the employee).

NOTE 3 : Widowed sisters residing with and wholly dependent upon the employee (provided their father is either not alive or is himself wholly dependent on the employee concerned) are included in the definition of family.

NOTE 4 : A legitimate child or step child/parent/sister/minor brother who resides with the employee and whose income from all sources does not exceed Rs. 500/- per month “may be deemed as wholly dependent”

- h) ‘Government’ means the Government of India.
- i) ‘Head of Office’ means any officer declared as such.
- j) ‘Pay’ means the amount drawn as basic pay in the grade applicable to the post held by him, and includes any other emoluments which may be classed as pay by the Centre. In respect of re-employed persons. Pensions and pensionary benefits will be treated as pay for the purpose of T.A. Rules subject to the maximum of the grade. In respect of persons employed as Consultants, the pay for the purpose of T.A. Rules shall be the last pay drawn by him when he was employed or the entitlement to be decided by the Competent Authority.

3. DAILY ALLOWANCE :

The daily allowance is a uniform allowance for each day of absence from head quarters on duty at a place beyond a radius of 8 kms; (however, journey within Nagpur Municipal area will be treated as local journey as per Government of India orders) this is intended to cover the ordinary daily charges incurred by the employees if journeys are undertaken for official purpose such as :

- Tour
- Recall from leave.
- Participation in sports/cultural events representing the Centre.
- Participation in training programmes, seminars and conferences as nominated participant/faculty.
- Appearing in court as jury, assessor, witness (only for Centre’s work) departmental vigilance enquiry.
- Receiving National Awards.
- Appearing as prosecution witness on behalf of the state.

4. DEFINITION OF DAY :

a) For the purpose of TA Rules, day means a full calendar day of 24 hours reckoned from midnight to midnight. For absence from head quarters for broken periods, daily allowance is regulated as follows :

- i) For absence not exceeding 6 hours - Nil
- ii) For absence exceeding 6 hours but not exceeding 12 hours - 70%
- iii) For absence exceeding 12 hours - Full

b) In case the period of absence from head quarter falls on two calendar days, it is reckoned as two separate days and daily allowance is calculated for each broken

period as above. Similarly daily allowance for days of departure from and arrival at head quarters, will also be regulated accordingly.

- c) Daily allowance shall be admissible for an intervening holiday but not for casual leave or privilege leave availed during the tour or stay at out station or places of visit.
- d) The absence from head quarters will be deemed to have commenced from the scheduled time of departure of the mode of transport and shall end at the actual time of arrival of transport at the head quarter station.
- e) Daily allowance at the appropriate scale will be admissible according to the localities concerned 'Specified' or 'Ordinary' localities subject to the definition of day. D.A. Rates will be admissible as follows :

Sr No	Pay Scales	Lodging		Food & Incidental Hotels in		Own arrangement (All Locations)
		Specified Locations	Other Locations	Specified Locations	Other Locations	
1.	Rs. 5900-7300	Actuals limited to Rs. 600/-	Actuals limited to Rs. 480/-	Rs. 150/-	Rs. 120/-	Rs. 75/-
2.	Rs. 5900-6700 Rs. 5100-6300 Rs. 4500-5700 Rs. 3700-5000 Rs. 3000-4500 Rs. 2200-4000	Actuals limited to Rs. 425/-	Actuals limited to Rs. 280/-	Rs. 100/-	Rs. 80/-	Rs. 60/-
3.	All others	Rs. 120/-	Rs. 96/-	Rs. 75/-	Rs. 60/-	Rs. 50/-

NOTE : In case of guest house stay actual rent/tariff for guest house + 90% of the allowance be paid considering the expenses involved in such stay.

- f) Specified Locality means the following places :

'A' CLASS CITIES AND SPECIALLY EXPENSIVE LOCALITIES

- i) Ahmedabad
- ii) Bangalore
- iii) Bombay
- iv) Calcutta
- v) Delhi
- vi) Darjeeling
- vii) Hyderabad
- viii) Kanpur
- ix) Madrad
- x) Pune

'B-1' CLASS CITIES AND EXPENSIVE LOCALITIES

- | | | |
|--------------------------|--------------------------------|------------------|
| i) Coimbatore | ii) Dhanbad | iii) Durgapur |
| iv) Indore | v) Jamshedpur | vi) Jaipur |
| vii) Lucknow | viii) Madurai | ix) Nagpur |
| x) Patna | xi) Ranchi | xii) Rourkela |
| xiii) Surat | xiv) Simla | xv) Belgaum |
| xvi) Angul | xvii) Korba | xviii) Damanjodi |
| xix) Sambalpur | xx) Alwaye | xxi) Hirakud |
| xxii) Renukoot | xxiii) Bidanbagh/
) Asansol | xxiv) Mettur |
| xxv) All State Capitals. | | |

MODALITIES OF CALCULATION OF TA BILLS

- NOTE 1 : The charges for the stay in hotels, etc. will be admissible at the respective rates as shown in 4(e) for the concerned locality.
- NOTE 2 : If calculation of daily allowance in the above manner results in hardship to the employee touring on official duty, in partial modification of the above provision, daily allowance may be drawn either with reference to the period spent on journey first and thereafter for the period spent in expensive locality of the other way round whichever, is more beneficial to the touring officer.
- NOTE 3 : When an employee whose head quarter is located in an expensive locality performs journey locally beyond 8 kms., daily allowance will be regulated according to Govt. of India orders.
- NOTE 4 : If an officer returns to head quarter on the same day, he/she will draw daily allowance at the ordinary rates irrespective of the fact that the journey was performed to an expensive locality.
- NOTE 5 : Where more than one employee share the same room, the proportionate share of lodging charges for each will be treated as his/her lodging charges and the daily allowance for him/her will be calculated in the manner indicated above. Each T.A. claim should be supported by the original receipt or an attested copy of the receipt.
- NOTE 6 : The Director has discretion to specify a locality as “Specified Locality” in future taking into account the nature of the locality even if it is not specified in the list now framed.
- NOTE 7 : The employee will have to submit hotel bills from Registered/Licensed hotels or lodge for reimbursement of lodging charges. Actual lodging

charges when the employee stays in a hotel of the entitled higher or lower class are limited to those of entitlement.

- NOTE 8 : Lodging charges may be reimbursed on production of bills even if the employees have to pay lodging charges for more number of days than for which D.A. is admissible under the TA Rules, on account of the checking in and checking out timings. Inclusions of breakfast in hotel bills will be ignored.
- NOTE 9 : When during tour, an employee has to pay for hotel accommodation for the same day at two stations, hotel bills for stay in both the hotels may be reimbursed.
- NOTE 10 : DA will be admissible for a halt upto 180 days to an employee of the Centre for tour/temporary transfer/training at a place outside his head quarter. No DA is admissible for stay beyond 180 days.
- NOTE 11 : Service charges levied by some hotels in addition to room rent may be reimbursed provided the room rent plus service charges are within the ceiling rates.
- NOTE 12 : On days when an employee on tour is provided with free boarding and lodging he will draw 25% of the DA for that period (day/s). If he is provided with only free board, he will draw 50% DA for that/those days(s) and if he is provided with only free lodging, he will draw 90% DA for that/those day(s).

5. MODE OR CLASS OF TRANSPORT :

- 5.1 Normally all duty journeys should be performed by rail or road. Employees drawing pay less than Rs. 4100/- p.m. (basic) who have to perform such journeys on special exigencies may, however, be permitted to travel by air at the discretion of the Director.
- 5.2 The class of rail or air accommodation to which employees shall be entitled to are as follows :

Sr. No.	Employees with Basic Pay of	Rail	Air
1.	Rs. 5100 and above	Ist Class AC	Economy Class
2.	Rs. 4100 and above but less than Rs. 5100/-	AC II tier / Ist Class	Economy Class
3.	Rs. 2800 and above but less than Rs. 4100/-	AC II tier / Ist Class	--
4.	Rs. 1400 and above but less than Rs. 2800/-	Ist Class / AC Chair Car	--
5.	Below Rs. 1400/-	IInd Class (Sleeper)	--

NOTE : Travel by air will be permissible on tour or on transfer in the case of officers who are in receipt of pay Rs. 5100/- and above at their description,

provided that officers drawing pay between Rs. 4100/- and Rs. 5100/- may also travel by air at their discretion, if the distance involved is more than 500 kms and the journey cannot be performed overnight by a direct train service/direct sleep coach service.

5.3 Employee would be entitled to the following on travel :

- a) Actual fare for journeys from residence/place of stay to railway station/bus stop/air port etc. and vice versa for journeys undertaken while on tour for official work (subject to the approval of the Director / Controlling Officer).
- b) Road mileage where the employees use their own vehicle for official work on tour at the following rates :

For own Car/Taxi	:	Specified rates according to
For own Scooter/Motorcycle/Moped :		Govt. of India orders.
- c) Reservation charges and other surcharges.
- d) Cancellation charges if the journey is canceled due to official reasons.

5.4 An employee should normally travel by the shortest route. He/she may travel by any other route if approved by the Director.

5.5 For rail/air journeys, ticket number must be indicated in the TA bills. However, the Director may waive such stipulation in genuine cases.

5.6 Insurance expenses limited to Rs. 20/- at the rate of Rs. 10/- per journey. For onward and return journeys insurance expenses will be reimbursed only on production of voucher.

6.0 OTHER ITEMS OF EXPENSES :

6.1 Apart from reimbursement of travelling expenses as above, the employee is entitled to claim reimbursement of taxi and other transport expenses incurred towards conveyance charges during his stay on official duties in the out station for official work he has to perform there. Such conveyance charges, however, will be certified by the employee as actually incurred and will not normally exceed Rs. 50/- per day.

- 6.2 The Director and Dy. Director will be permitted to hire taxi/private cars on per day basis and will be reimbursed actual charges on production of vouchers or on certification with taxi no. Or car no. and agency.
- 6.3 Date-wise and trip-wise details indicating the route taken and the approximate distance in km. per trip must be furnished to enable verification/admission of the claim.
- 6.4 Charges for portorage on personal luggage upto 40 kg. only will be allowed at all points of transshipment as per the authorised/prevaling rates of the railways. However portorage for the Centre's luggage to be specified as to nature/volume/weight and certified by the HOD will be admissible at actuals supported by railway freight receipts.
- 6.5 For medical check-up and treatment at out station hospitals, referred by the Authorised Medical Officer, the TA and DA as per these rules will be payable. However, pending appointment of the authorised medical officer of the Centre, discretion of the Director is final and binding.
- 6.6 The HoD may sanction an advance not in excess of actual requirement on the prescribed form and TA bill should be submitted within a fortnight on return from the tour. If the journey programme is canceled or postponed, the advance should be refunded forthwith.
- 6.7 Expenses incurred towards the booking of railway ticket through the Travel Agent may be reimbursed subject to a limit of Rs. 20/- only for each journey ticket for official tour. Such requests must be supported by official receipts from the travel agent.

7.0 TRANSFER :

- 7.1 An employee on transfer/joining new post shall be entitled to reimbursement as follows :
- a) Transfer grant and Packing Allowance the rates of lump sum transfer grant and packing allowance will be as under :

Basic Pay	Lump sum Transfer grant Rs.	Packing allowance Rs.
Rs. 5100/- and above..	4,000	1,500
Rs. 2800/- & above, but below Rs. 5100..	3,000	1,200
Rs. 1900/- & above, but below Rs. 2800/-	1,500	900
Rs. 1400/- & above, but below Rs. 1900/-	1,000	600
Rs. 1100/- & above, but below	600	600

Rs. 1400/-		
Below Rs. 1100/-	450	450

packing allowance is granted at flat rates and is in the nature of lump sum transfer grant. The grant of this allowance is not related to the quantity of personal effects transported.

Clarification on packing allowance entitlement :

- 1) Packing allowance is in the nature of lump sum transfer grant and is granted at flat rate. The same can be granted without insisting on production of receipts relating to packing of personal effects.
 - 2) Packing allowance will be admissible if any quantum of luggage is carried by the officer irrespective of the fact whether he has claimed transportation charges for the personal effects or not.
 - 3) Packing allowance may be granted if the officer transports his personal effects within a reasonable time.
 - 4) Packing allowance is admissible even if the officer does not shift his family but shifts his personal effects.
 - 5) Packing allowance is admissible in full even if the officer carries only very little personal effects.
 - 6) No packing allowance will be admissible for transfer within the same station.
 - 7) No packing allowance will be admissible for transfers between two stations, if the distance between the two stations is less than 20 km.
 - 8) As the order is also applicable to travelling allowance on retirement, the same should be applicable in case of death of Centre’s employee.
- b) Transfer Incidentals - The Centre’s employee shall, in addition to the fare for himself and members of the family for journey by rail/steamer/air, as the case may be, under the existing rules and road mileage for the journey by road, draw one daily allowance for himself and each member of family for every completed day occupied in the journey from residence reckoned from midnight to midnight. For the period less than 24 hours on any day, the daily allowance will be admissible as follows :

Upto 6 hours	Nil
Exceeding 6 hours but not exceeding 12 hours	70%
Exceeding 12 hours	Full

The children below 12 years will be allowed daily allowance at half of the rates for adult.

c) Carriage of personal effects on transfer -

i) By rail :

The pay ranges and the entitlement for carriage of personal affects are as follows :

Basic Pay	Personal effects that can be carried
Rs. 5100/- & above	Full four wheeler wagon or 6000 kgs by goods train or one double container.
Rs. 2800/- & above but below Rs. 5100/-	Full four wheeler wagon or 6000 kgs by goods train or one single container.
Rs. 1900/- & above but below Rs. 2800/-	3000 kgs by goods train.
Rs. 1400/- & above but below Rs. 1900/-	1500 kgs by goods train.
Rs. 1100/- & above but below Rs. 1400/-	1500 kgs by goods train.
Below Rs. 1100/-	1000 kgs by goods train.

ii) By road between places connected by rails :

A Centre's employee carrying goods by road between places connected by rail can draw actual expenditure on transportation of personal effects by road or the amount admissible on transportation by rail and an additional amount of not more than 25 per cent thereof, whichever is less.

Additional amount of 25% is to be calculated on the maximum admissible quantity - A Centre's employee on transfer carrying goods by road between places connected by rail can draw actual expenditure on transportation of personal effects by road or the amount admissible on transportation by railway and an additional amount of not more than 25 per cent thereof, whichever is less.

iii) Between places not connected by rail :

The allowance for carriage or personal effects between places connected by road only will be at the following uniform rates :

Pay range	A/B-1 Class cities Rs. Per km.	Other cities Rs. Per km.

Rs. 2800 & above..	15.00	9.00
Rs. 1900 & above, but below Rs. 2800/-	7.50	4.50
Rs. 1100 & above, but below Rs. 1900/-	3.80	2.30
Below Rs. 1100/-	3.00	2.00

The allowance at higher rates will be admissible only for carriage of personal effects from one place to another within the limits of A/B-1 Class cities.

- d) Journey by road where the Centre’s employee himself with members of his family travels by road on transfer, the entitlement will be as under :
 - i) Between places connected by rail - Total claim, limited to entitlement for train travel.
 - ii) Between places connected by road only - For journeys in full taxi-road mileage at prescribed rates (prescribed rates means, the rates notified by the concerned Directorate of Transport, for taxi and autorickshaw at the starting point) notwithstanding how the Centre’s employee and members of his family travelled.

Entitlement :-

- For self .. One road mileage.
- For one additional member of family .. Nil.
- For two additional members of family .. One additional road mileage.
- For more than two additional member of Family .. Two additional road mileage’s.

- iii) For journey by bus : Actual bus fare for self and each member of family (type of bus such as deluxe, super deluxe, air conditioned etc. would be accordance with Government of India regulations).

In case of transfer journeys, the Centre’s employee will be entitled to draw road mileage as prescribed from residence to railway station/bus stand at the old head quarter and railway station/bus stand to his residence at the new head quarter.

- d) Transportation of conveyance on transfer - The following scales will apply for transportation of conveyance :

Pay range	Scale
Rs. 1900/- & above	One motor car, or one motorcycle/scooter.
Below Rs. 1900/-	One motor cycle/scooter, or one bicycle

WHEN THE CONVEYANCE IS SENT UNDER ITS OWN PROPULSION

Between places connected by rail

Prescribed rates limited to expenditure on transportation by passenger train or rail

Between places not connected by rail.

Prescribed rates.

Note : Where the conveyance is sent under its own propulsion, the Centre's employee will not be entitled to separate fare by rail/air or to a separate road mileage for himself. Appropriate mileage allowance will be admissible for the members of his family, if they travel otherwise than by the conveyance being transported under its own propulsion.

N.B. - The latest entitlement of TA/DA as applicable to central govt employees shall be applicable as adopted by JNARDDC.

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

LEAVE TRAVEL CONCESSION RULES

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

6.0

LEAVE TRAVEL CONCESSION

- 6.1 Till such time the Leave Travel Concession to home town and Leave Travel Concession to any place in India is finalized, the employees of the Centre will be governed by the Leave Travel Concession Rules as applicable to the Central Government employees.

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

GROUP GRATUITY SCHEME

GROUP GRATUITY SCHEME FOR THE EMPLOYEES OF THE CENTRE

Payment of gratuity contribution from the Centre at the rate of two per cent of the Centre's annual wage bill will be deposited to LIC against their demand notes.

BOND STAMP 50 RS.

TRUST DEED

THIS DEED is made this 11th day of August 1993 between JAWAHARLAL NEHRU ALUMINIUM RESEARCH DEVELOPMENT AND DESIGN CENTRE, an autonomous organisation incorporated under the Societies Registration Act, 1860 and Bombay Public Trust Act, 1950 and having its registered office at Mohta Apartment, Katol Road, Chhaoni, Nagpur - 440 013 (M.S.) hereinafter called “The Company” of the one part, AND

- (1) Shri RAM NIWAS GOYAL
(2) Shri ARDDHENDUSEKHAR BANDYOPADHYAY
and (3) Shri SATISH MANOHAR DASHOTTAR

(Hereinafter called “The Trustees” which expression shall, where the context so admits or required, include the survivor or survivors of the Trustees) of the other part.

WHEREAS :

- (a) The company is desirous of making provision for certain of its employees upon their retirement from service at or after a specified age or on their becoming incapacitated prior to such retirement or on termination of service after a minimum period of service or to the Nominees in the event of their death, such proviso being made in terms of this Deed and the Rules annexed hereto (hereinafter referred to as the rules) which shall be deemed to form part of these presents.
- (b) It is proposed to set up a non-contributory group gratuity scheme for providing gratuity benefits and certain sums shall be contributed by the company to the scheme from time to time in accordance with the rules.
- (c) It is intended that such provision shall, inter alia be made by the Trustees entering into a scheme of insurance with the Life Insurance Corporation of India (hereinafter called ‘the corporation’) and that the premiums payable thereof shall be provided by contributions to be made by the company.
- (d) The “Scheme” shall mean the Jawaharlal Nehru Aluminium Research Development and Design Centre, Nagpur employees’ group gratuity scheme (hereinafter referred to as ‘The Scheme’ or ‘The Fund’) the operation of which shall be governed by these presents and rules.
- (e) The Trustees have at the request of the company agreed to act as trustees of the scheme in accordance with the terms of these presents and of the rules, and to

effect assurances on the lives of the members and to hold the same and other funds UPON TRUST.

NOW IT IS HEREBY AGREED AND DECLARED as follows :-

Section I : Administration of fund and the scheme Rules :

1. The Fund shall be governed by the rules and any reference to the rules in these presents shall mean the rules for the time being in force which shall be binding on the members, their nominees and on the company.

Definitions :

2. All words and expressions to which special meanings have been given in the rules shall have the same meanings wherever they appear in these presents.

Date of commencement :

3. The fund shall be deemed to have been established and the rules shall be deemed to have taken effect from the 1st date of OCTOBER, 1992 notwithstanding the date of the Trust deed.

Trust irrevocable :

4. These presents shall constitute a Trust upon, which Trust shall be recoverable and no moneys belonging to the fund in the hands of the Trustees shall be recoverable by the company nor shall the company have any lien or charge of any description on the fund.

Trust funds :

5. The sums in cash and other assets retained by the Trustees in the surplus or any other account as provided for in the rules and the master policy issued by the Corporation shall constitute the funds of the fund and the Trustees shall hold and employ the said funds according to these presents and the rules. The Trust Fund shall be vested in the Trustees. The trustees shall have the entire custody, management and control of the fund and shall decide all differences and disputes which may arise under these presents or under the rules either as to the interpretation thereof or as to the rights and obligations of the company or of the members or of their nominees and the decision of the Trustees be final and binding on all parties concerned. PROVIDED THAT if the decision has any bearing on the provisions of the Income tax Act, 1961 or the Income-tax Rules, 1962, it shall be forthwith reported to the Commissioner of Income-tax and if so required by him the Trustees shall review the decision.

Master Policy :

6. With the prior approval of the company, the Trustees shall have the authority to enter into a Master Policy with the Corporation as may be necessary to provide death-cum-retirement gratuity to the employees of the company as described in the rules of the scheme.

Company to make contributions :

7. The company agrees to make the contributions to the Trustees as provided in the rules who shall utilize the same for effecting the aforesaid Master Policy.

Company to furnish all information and to pay all the expenses of administration of the fund and scheme.

8. The company further agrees to furnish to the Trustees all particulars regarding the members and such other information as may be in its possession as the Trustees may require for the propose of effecting the Master Policy. All expenses incurred by the Trustees in connection with the administration of the fund and scheme including the remuneration of a Secretary of a person to be employed by the Trustees and the audit fees shall be borne by the company. The company shall not claim such expenses as deductible expenses in computing its profits and gains of business, for the purpose of income tax.

Power to amend the fund :

9. The Trustees may at any time by a resolution in writing signed by not less than two of them and with the consent in writing of the company as also of the corporation where the variations have a bearing on the terms and conditions of the Master Policy effected with the Corporation but not otherwise alter, vary or amend any of the trusts or provisions of this deed and the rules.
PROVIDED THAT no such alternation or variation shall be inconsistent with the main objects of the Trust hereby created nor shall such alteration or variation in any way prejudice the rights or interests of any members or his Nominee.
PROVIDED FURTHER THAT no such alternation or variation, shall be made without the prior consent of the Commissioner of Income-tax.

Company's right to discontinuous contributions or amend the rules of the scheme.

- 10 (a) i) the company reserves the right to discontinue making contribution to the scheme at any time, after giving due notice to the Trustees.
- ii) the company may at any time give notice in writing to the Trustees of its intention to amend the rules of the scheme and it shall be lawful for the company with the previous approval of the Commissioner of Income-tax to give effect to such amendments.

PROVIDED THAT no notice is required to be given to the Trustees if the Commissioner of Income-tax requires as a condition for approval of the scheme any amendment to be made taking effect from the date of commencement of the scheme.

- iii) The amendment shall always have effect from the anniversary of the date of commencement of the scheme which next follows the date on which the notice has been served on the Trustees. The notice to the Trustees shall be in such form and manner as may be deemed sufficient by the company.

TRUSTEES TO CARRY OUT THE DIRECTIONS OF THE COMPANY

- (b) The trustees shall comply with and carry out all such directions as evidenced by a resolution of the board of directors of the company as may be given to them by the company from time to time in relation to any matter with respect to which the company has power under this deed or under the rules to determine or decide and a certificate from the company as to the admission of a members or as to the death of any member or his retirement or dismissal from the service of the company or as to any other relevant matters shall constitute a good and sufficient authority to the Trustees and shall be conclusive as to all facts stated therein. Every direction or certification shall be notified to the Trustees in writing signed by any Director or any other person authorized in this behalf by the company and any such notification purporting to contain the direction or certification as aforesaid shall be a complete production to the Trustees in respect of any matter therein referred to.
- (c) Upon any amendments, alternations, variations being made in terms and conditions or the basis of computation of gratuity for the employees of the company either by the company or its own free will or as a result of any agreement with the employees or otherwise, the said amendments, alterations or variations shall take effect for the purpose of the scheme immediately and the Trustees shall take appropriate steps to incorporate the said amendments, alternations or variations in the Trust Deed or rules of the scheme as the case may be after securing the prior approval of the Corporation and the Commissioner of Income-tax. The amount of gratuity and the terms and conditions of its payment shall be as set forth in the rules.

Payment of gratuity :

- 11. (a) On behalf of the company, the Trustees shall provide for the payment of gratuity on termination of service, or death or retirement of the member or otherwise as provided in the rules of the scheme.

Payment of benefits :

- (b) It is expressly provided that all benefits granted by the fund shall be payable only in India.

Trustees liability :

- 12. The Trustees shall not at any time be made liable for any more moneys than shall have actually come into their hands or for any sums exceeding the amount payable under the Master Policy issued by the Corporation under the rules or for the failure of any Bank, Company, Firm or Corporation or for the dishonesty of any clerk or servant or attorney or other person with whom any part of the Trust property may be deposited or be placed in charge or be liable for any acts or defaults other than their own immediate and willful acts, deed and defaults. The Trustees shall be entitled to be indemnified by the company against all proceedings, costs and expenses occasioned by any claims in connection with the Trust not arising from their willful negligence or dishonesty. The trustees shall not be responsible for the correctness, calculations or recovery of the contribution payable by the company nor shall the Trustees be bound at the request of a members or otherwise to take any proceedings against the company for money which such member, may consider should have been paid by the company to the Trustees on such member's account. It shall not be obligatory on the Trustees to take any legal proceedings against a co-Trustees for any unlawful act committed by him which leads to a financial loss to the scheme.

Accounts :

- 13.(a) The accounts of the scheme shall be maintained in India and shall contain such particulars and in such form as the Trustees shall think proper and as required by law of all financial transactions of the scheme.
- (b) As soon as may be refer the first day of OCTOBER in each year, the Trustees shall take a general account of the assets of the Trust and shall prepare a receipts and payments accounts showing the receipts, payments, dealings and transactions during the preceding year terminating on the FIRST day of OCTOBER in such form as considered suitable by the Trustees.
- (c) The Trustees shall appoint auditors who shall have access to all books, papers, vouchers, accounts and documents connected with the Trust and who shall in writing report to the Trustees on the receipts and payments Accounts. A copy of the audited accounts shall be furnished to the company.

Payments on Member's infirmity :

- 14. If any member or his nominee under the Rules shall in the opinion o f the Trustees, be unable by reason of mental incapacity or other cause to manage his affairs, the Trustees may at their discretion arrange that any payment payable to such members or nominee be paid to any other person in whose charge or custody

such Members or Nominee shall be as long as the infirmity lasts and such payment shall be good, sufficient and complete discharge to the Trustees.

SECTION - II PROVISIONS REGARDING TRUSTEES

Number of Trustees :

15. The number of Trustees shall be not less than two and a company as defined in sub-clause (i) of sub-section (i) of Section 3 of the Companies Act, 1956 shall not be appointed as Trustees without the prior approval of the Commissioner of Income-tax.

Appointment of trustees to be made by the company :

16. The power of appointing the Trustees shall be vested in the company who shall in making such appointments observe the limitations laid down in these presents and the company shall also have power to fill up at any time any vacancy in the number of Trustees and to remove a Trustees by giving 7 days notice in writing to the Trustees at his last know address and to the continuing Trustees. The company shall be under no obligation to fill the vacancy occasioned in respect of any Trustee so removed or any other vacancy in the number of Trustees until it shall think fit and so long as the number of Trustees shall not be less than two and pending and filling in any vacancy, the continuing Trustees shall have power to act. A member of the scheme can be appointed a Trustee of the Fund. The company shall appoint as Trustees only persons who are in its employment in India.

Retirement of Trustees :

17. (a) A Trustees may retire at any time on giving seven days notice in writing to the company and to the Chairman of the Trustee of his desire to do so.
- (b) The trustees shall be resident in India. The office of any Trustee shall be vacated if the Trustee being a Director ceases to be a Director of the Trustee being an employee ceases to be in the service of the Company or if he shall permanently leave India or for reasons of illness or infirmity or mental incapacity shall in the opinion of the other Trustees become incompetent or incapable to act.

Obligations of outgoing trustee to assign policy :

- (c) In the event of any Trustee ceasing to be a Trustee he shall, if necessary, assign or join in assigning the Master Policy to the continuing Trustees.

Meeting of Trustees and Quorum :

18. The Trustees may meet together for dispatch of business and adjourn and otherwise regulate their meetings and proceedings as they may think fit.

Two trustees present at the meeting shall be a quorum.

Voting at Meeting :

19. The company shall nominate one of the Trustees to be the Chairman of the Trustees, who shall preside at the meeting of the Trustees. The company shall also appoint a Trustee to be an alternate Chairman who shall act in the absence of the Chairman and exercise all the powers of the Chairman. Each Trustee present at the meeting shall be entitled to one vote on any matter arising thereat in case of equality of votes the Chairman shall have a second or casting vote.

Decision by majority :

20. All matters considered at the meeting shall be decided by a majority of votes. The Trustees shall be at liberty to pass a resolution without any meeting of the Trustees, provided that such resolution shall be evidenced in writing and passed by majority after being circulated.

Trustees' power to appoint a Secretary :

21. The Trustees shall have power to appoint any one of the Trustees to act as Secretary of the Fund and the said Secretary may be vested with such powers of management of the Trust as the Trustee may from time to time in their absolute discretion determine. With the consent of the company, the Trustees shall have power to employ any person or persons to do any legal accountancy or other work which they may consider necessary or expedient in connection with the management of the Trust or of the assets thereof. It is, however, provided that no Director of the company shall be paid any remuneration for such services.

Signing of receipts, cheques and correspondence :

22. All correspondence in relation to the operation of these trusts may be conducted by the Chairman or in his absence by the alternate Chairman and in the absence of both by a Trustee authorized in that behalf by the Trustees. Receipts for money received may be signed by the Chairman and in his absence by the alternate Chairman and in the absence of both by a trustee authorized by the Trustees in that behalf. Cheques on the bank account may be drawn and signed by any two of the Trustees on behalf of all the Trustees. The trustees shall decide which of the Trustees shall operate the Bank account on their behalf.

Trustees to sign on behalf of member :

23. The Chairman and in his absence the alternate Chairman and in the absence of both, any Trustee authorized in this behalf by a resolution of the Trustees shall sign on behalf of the members or nominees of the scheme, as the case may be, all proposals, discharges and receipts as may be required under any policy or policies of assurance effected under the Rules hereof as may be necessary for the proper administration of the Trust. The Trustees may in their absolute discretion give authority, which authority shall be in writing only signed by all the Trustees, to give a discharge, receipt or acknowledgment for moneys due under the policy to the members or in the event of his death to his nominee.

Absence of a trustee and power of remaining Trustees :

24. If any Trustee or Trustees shall be temporarily absent from India the Trustees who shall remain in India shall during such absence shall have full power to act under the trusts hereof as if they were the only Trustees of these presents.

Investment of fund moneys :

25. All moneys contributed to the fund or received or accruing by way of interest or otherwise to the fund may be deposited in a Post Office Savings Bank Accounts in India or in a Current Accounts with any Scheduled Bank or utilized for the purpose of making contributions under a Group Gratuity Scheme entered into with the Corporation and to the extent such moneys as are not so deposited, or utilized shall be invested in the manner prescribed from time to time in Rule 101 read with Rule 67 of the Income-tax rules, 1962.

Trustees' option to register securities in the name of a nominee

26. It shall not be obligatory on the Trustees to cause themselves to be registered as the holders of any securities constituting investments belonging to the Trust and such securities may be subscribed or purchased or held in the name of a Scheduled Bank.

SECTION III - WINDING UP OF THE TRUST FUND

27. i) The Trust fund shall be wound up in any one of the following events :-
- a) Upon the winding up / dissolution of the company (unless such winding up/dissolution is for the purpose of amalgamation, reconstitution or reconstruction).
 - b) Upon the Trustees unanimously deciding to wind up the fund after the discontinuance of the contributions by the company.
- ii) For the purpose of the winding up of the fund, the Trustees shall first realize the value of the assets of the fund including the value of the Master Policy held by

them and the amounts so realized shall be allocated in the manner described below to the members who are, in the service of the company on the date of winding up of the fund after meeting the liabilities in respect of the outstanding claims, if any, pertaining to the members which ceased to be in the service of the company prior to the date of such winding up.

- iii) The Trustees shall then ascertain the amount of gratuity accruing and due to all the members of the fund according to the provisions of the rules by reference to the salary of the members as on the date of winding up and the length of service completed by them.

If the total amount realized exceed the total liability in respect of gratuity ascertained as above, the Trustees shall earmark for each member, the amount of gratuity accrued and due to him under the rules out of the moneys realized and utilize the excess to provide additional benefits to the members in proportion to their accrued benefits. If the amount so realized is less than the said accrued gratuity, as aforesaid the total amount shall be allocated to each member in proportion to his accrued gratuity.

Provided always that the Trustees shall obtain prior approval of the Commissioner of Income tax in regard to the arrangements to be made by them for winding up of the fund.

- iv) If the members remain in the service of the company after the winding up of the fund, they shall not be paid the gratuity so long as they continue in the service.
- v) Notwithstanding anything whatsoever sated in the foregoing paragraphs, the Trustees shall have absolute and uncontrolled discretion to consult an Actuary and adopt any other methods or principles for the winding up of the fund or make such arrangements or enter into such agreements as they may deem fit and as shall in the opinion of the Trustees serve as far as may be the wishes of the members and nominees. PROVIDED THAT any such arrangements or agreements shall be made only after obtaining the prior approval of the Corporation and the Commissioner of Income-tax.

Winding up of the company for reconstruction :

- 28. In the event of the company being would up voluntarily or for the propose of reconstruction, reconstitution or amalgamation with other company, firm or association the Trustees may make such arrangements or enter into such agreements as they in their uncontrolled discretion shall deem fit for the continuance of the Trust in connection with such dissolution or reconstructed. reconstituted or amalgamated company, firm or association.

PROVIDED ALWAYS THAT no arrangements or agreements under this clause shall be entered into without obtaining the prior approval of the Commissioner of Income-tax.

Jurisdiction :

29. This Deed and any variation thereto shall be governed by the Laws of India and the Trust Fund hereof shall always be located in India.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals / stamp on the 11th day of Aug. 1993. the common Seal / Stamp of JAWAHARLAL NEHRU ALUMINIUM RESEARCH DEVELOPMENT AND DESIGN CENTRE, NAGPUR has been hereunto affixed in the presence of Shri ARDDHENDUSEKHAR BANDYOPADHYAY under the authority of the Resolution of the Governing Body of the Centre adopted in the 13th Meeting held on December 30, 1992.

WITNESS

Signed, sealed and Delivered by the above named Shri
RAMNIWAS GOYAL
one of the Trustees in the presence of Shri NAND GOPAL
SHARMA

Signed, sealed and Delivered by the above named Shri
ARDDHENDUSEKHAR BANDYOPADHYAY one of the
Trustees in the presence of ASHOK KUMAR NANDI

Signed, sealed and Delivered by the above named Shri
SATISH MANOHAR DASHOTTAR one of the Trustees
in the presence of SANDEEP RAMAN
BARHANPURKAR

JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR

DRAFT RULES FOR “JNARDDC EMPLOYEES GROUP GRATUITY CASH
ACCUMULATION SCHEME”

SECTION - I

DEFINITIONS, ELIGIBILITY & REQUIREMENTS FOR MEMBERSHIP

DEFINITIONS :

In these rules, where the context so admits the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall unless repugnant to the context, have the following meanings :

- i) “Centre” shall mean JAWAHARLAL NEHRU ALUMINIUM RESEARCH DEVELOPMENT AND DESIGN CENTRE.
- iv) “Rules” shall mean the Rules of the Scheme as set out below and as amended from time to time.
- v) “Trustees” shall mean the Trustees for the time being of the Scheme.
- vi) “Employees” shall mean permanent employees of the Centre appointed on regular basis and shall be deemed to include a probationer and whole time bonafide working Director who do not own beneficiary share holding carrying more than 5% vote rights with the Centre. Casual employees appointed on contingent basis and persons engaged on contract will not come under the purview of the Scheme.
- vii) “Member” shall mean an employee who has been admitted to the membership of the Scheme.
- viii) “Nominee” shall mean the person nominated by the member to receive the benefits in the event of his death.
- ix) “Effective date” in relation to the Scheme shall mean the date as from which the Scheme takes effect.
- x) “Annual Renewal Date” in relation to an employee shall mean the date of his first admission into the Scheme and the renewal date of each subsequent year.
- xi) “Retirement Date” shall mean in respect of each member the last date of the month on which he completes the age of 60 years as per Service Rules of the Centre.

- xii) “Service” shall mean continuous service rendered by the Member to the Centre including periods of authorised leave. For the purpose of the Scheme, a period of 6 months and over shall be reckoned as one year.
- xiii) “Anticipated Service” shall mean in relation to a member who dies while in service before the Normal Retirement Date of the service which he would have completed had he lived upto his Normal Retirement Date.
- xiv) “Salary” shall mean gross salary of the member inclusive of dearness allowance and shall not include commission, house rent allowance, bonus, overtime or any emoluments of a variable contingent nature. In the case of monthly rated employees a day’s salary will be calculated as 1/26th of the monthly salary and in the case of daily rated employees a month’s salary will be calculated as 26 times the daily wages.
- xv) “Family” in relation to an employee, shall be deemed to consist of :
 - (a) in the case of a male employee, his wife, his legitimate children, whether married or unmarried, his dependent parents and the widow and children of his predeceased son, if any.
 - (b) in the case of a female (married) employee her husband, her children, whether married or unmarried, her dependent parents and the dependent parents of her husband and the widow and children of her predeceased son, if any :

Provided that if a female (married) employee, by a notice in writing to the controlling authority, expresses her desire to exclude her husband from her family, the husband and his dependent parents shall no longer be deemed, for the purposes of this Scheme to be included in the family of such female employee unless the said notice is subsequently withdrawn by such female employee.

2. The Trustees to act for the Centre and Members :

The Trustees will act for and on behalf of the Centre and members in any matter relating to the Scheme and every act done by agreement made with and notice given to the Corporation by the Trustees shall be binding on the Centre and Members.

3. ELIGIBILITY :

- (a) The employee who are in the following category shall be eligible to participate in the Scheme.

“Permanent Employees who are aged not less than 18 years and not more than 60 years”.

Employees in the above category who are in the service of the Centre on the effective date shall join the Scheme as from that date. Present Employees who are not in the above category on the Effective Date and employees appointed by the Centre after the effective date shall join the Scheme on the date on which they become eligible.

(b) No member shall withdraw from the Scheme while he is still an employee within the category stated above :

4. EVIDENCE OF AGE :

Evidence of age of every employee - satisfactory to the Corporation shall be furnished before he is admitted to the scheme and if the age of the member is conclusively proved later to have been incorrectly stated in the evidence submitted, the Corporation shall make appropriate adjustment in the benefits having regard to its normal practice.

5. EVIDENCE OF INSURABILITY :

For the purpose of effecting Term Assurance in respect of the member, evidence of insurability satisfactory to the Corporation shall be required prior to the employee's entry into the Scheme and on each occasion when an increase in sum assured is to be granted.

SECTION - II

CONTRIBUTIONS AND SCHEME OF INSURANCE

6. CONTRIBUTIONS :

There shall be paid by the Centre to the Trustees in respect of each member the contributions mentioned in sub-paragraph (i) below annually in advance on the date of entry of the member into the Scheme and on the relevant Annual Renewal Dates and the Contributions mentioned in sub-paragraph (ii) below in one lump sum on the date of entry or in not more than five annual installments commencing from the date of entry into the Scheme and the Trustees shall pay the same to the Corporation for providing the gratuity benefits to the members under a Scheme of Insurance.

- (i) Ordinary Annual Contribution : The ordinary annual contribution shall be such amount as shall be determined and recommended by the Corporation for securing the benefits herein before mentioned. The contribution shall be expressed as a percentage of the salary of each member and may be varied from time to time on the basis of an evaluation of the benefits to be made at interval of not more than five years. The contributions will be paid throughout the future service of the members unless specified otherwise in the Rules.
- (ii) Initial Contribution : The Centre may pay any sums by way of initial contribution in respect of members relating to their past service with the Centre as shall be determined and recommended by the Corporation for securing the benefits relating to such past service and on paying such sums shall advise the Trustees as to their allocation to all or specified members.

Provided that the contributions payable by the Centre in any year in respect of any member in terms of sub-paragraphs (i) above shall not exceed 8 1/3% of the salary, paid to the member during the year and that the initial contribution referred to in sub-paragraph (ii) above shall not exceed 8 1/3% of the salary paid to the member for each year of his past service with the Centre. Provided further that if the contributions are not sufficient to secure full benefits as described before, the benefits will be appropriately scaled down.

7. SCHEME OF INSURANCE :

- (i) The Trustees shall enter into a Scheme of Insurance with the Corporation for providing the benefits to the members. Subject to the provisions of Rules 5, an assurance will be effected on the life of each member under one year renewable term assurance plan for a sum assured equal to the difference between (a) fifteen days salary as on the date of entry into the Scheme of the Annual Renewal Date as the case may be for each year of his Anticipated Service and (b) fifteen days salary as on the date of entry into the Scheme or the Annual Renewal Date, as the case may be, for each year of service. Provided that the Corporation may, in the case of any member restrict the sum assured for which the assurance is to be effected to a smaller amount on the basis of the evidence of health submitted in

respect of that member. The assurance will be renewed on the Annual Renewal Dates for appropriate sum assured.

- (ii) After appropriating the required amounts towards the premium payable year to year for the life insurance benefit and the administrative expenses, if any, of the Corporation, the balance of the contributions will be held by the Corporation in a running account for the credit of the Trustees. The Corporation will allow interest on the balances remaining in the running account for each financial year ending 31st March at a rate to be determined by the Corporation at the close of the year.
- (iii) When gratuity becomes payable to a member on his retirement or cessation of services, or to his nominee in the event of his death, the Corporation shall pay to the Trustees the benefits payable according to the Rules out of the balance remaining in the running account and under the Term Assurance.

SECTION - III**BENEFITS**

8. **BENEFITS ON RETIREMENT AT OR AFTER NORMAL RETIREMENT DATE, EARLY RETIREMENT DUE TO ILL-HEALTH AND DEATH WHILE IN SERVICE AFTER NORMAL RETIREMENT DATE :**

Upon retirement of a member on or after Normal Retirement Date or upon death whilst in service after normal retirement date or upon retirement owing to ill-health or incapacitation, the benefits payable will be equal to fifteen days salary for each completed year of service.

9. **BENEFITS ON DEATH BEFORE NORMAL RETIREMENT DATE :**

Upon the death of a member whilst in service before normal retirement date, the benefits payable will be equal to fifteen days, salary on the date of death for each year of his anticipated service. Provided that in respect of a member for whom the Term Assurance effected in terms of Rule 7 is insufficient to provide the above stated benefits the benefits payable will be equal to the total of :

- (i) the sum assured under the term assurance on the date of death; and
- (ii) fifteen days salary for each year of service up to the date of death.

10. **BENEFITS ON LEAVING SERVICE :**

- (i) Upon a member leaving the service of the Centre after completion of three years of service the benefits payable will be equal to fifteen days salary as on the date of leaving service for each year of service, subject to a maximum of twenty month's salary. The member will not be entitled to any benefits if he leaves the service before completing three years of service.

11. **FORFEITURE OF GRATUITY :**

- (a) Gratuity shall be wholly forfeited in case of termination of service of the member
 - (a) for riotous or disorderly conduct or any other act of violence on his part or (b) for any act which constitutes an offense involving moral turpitude provided such offense is committed by him in the course of his employment.
- (b) In case of termination of service for any act, willful omission or negligence of the member causing any damage or loss to or destruction of property belonging to the Centre, gratuity payable under the Scheme shall be forfeited to the extent of the damage or loss so caused.

12. The gratuity payable in respect of any member under the Scheme shall be paid only in lump sum.

SECTION - IV**MISCELLANEOUS PROVISIONS****13. RESTRAINT ON ANTICIPATION OR ENCUMBRANCE :**

The benefits assured under the Scheme are strictly personal and cannot be assigned, charged or alienated in any way.

14. Except as provided in these Rules, no member or his nominee shall have any legal claim, right or interest in the Scheme. PROVIDED ALWAYS THAT THE Trustees shall administer the Scheme for the benefit of the members and their nominees in accordance with the provisions of these rules.

15. JURISDICTION :

The Master Policy issued under the Scheme shall be an Indian contract subject to the Laws of India including the Estate Duty Act, 1953, as amended, the Income-tax Act, 1961, the payment of Gratuity Act, 1972 and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should any thing contained in these Rules, or in any amendment made thereof be repugnant to any provision or provisions of the Income-tax Act, 1961, or the Income-tax Rules, 1962, it shall be ineffective to the extent of such repugnance. Any such repugnance shall be removed by the Trustees if so directed by the Commissioner of Income-tax.

16. MASTER POLICY :

The Corporation will issue a single Master Policy to the Trustees to provide for the benefits to the members under the Scheme.

17. INCOME TAX AND OTHER TAXES :

- (a) In any case where the Corporation or the Trustees are liable to account to the Income-tax authorities for income-tax on any payment made under the Rules, the corporation or the Trustees as the case may be shall deduct a sum equal to such tax from any such payment made and shall not be liable to the members for the sum so deducted.
- (b) Estate Duty : Where any liability to Estate Duty arises in respect of any benefits, the Trustees shall apply the benefit or part of it in payment of such duty including any interest thereon and deduct the amount to paid from the benefits or may postpone the payment of the benefits until the liability has been provided for to their satisfaction.

PROVIDED THAT if the Nominee satisfies the Trustees that duty has been paid or shall be paid or that no duty is due, the Trustees shall have the discretion to pay the benefits subject to the Nominee furnishing indemnity or indemnities in the form and manner prescribed by them.

- (c) If the gratuity fund and Scheme for any reason ceases to be approved by the Commissioner of income tax the Trustees shall nevertheless remain liable to tax on any benefits paid to any member or his nominee.

18. NOMINATION :

- (a) Every member shall make a nomination conferring on one or more persons the right to receive the benefits hereunder in the event of his death before the benefits become payable. Such a nomination shall be made according to the form given in the appendix.
- (b) Where a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such a member in favour of a person or persons not belonging to his family shall be invalid.
- (c) If, at the time of making a nomination, the member has no family, the nomination may be in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member any make a fresh nomination in favour of one or more persons belonging to his family.
- (d) A nomination made by a member may, at any time, be modified by him after giving a written notice to the Trustees of his intention of doing so. If the nominee predeceases the member, the interest of the nominee shall revert to the member, who may thereupon make a fresh nomination.
- (e) A nomination or its modification shall take effect to the extent it is valid on the date on which it is received by the Trustees.
- (f) If a nominee is not appointed and the member does not leave a family, then the benefits shall lapse to the fund.

Explanation : For the purpose of this Rule, “family” means the employee’s spouse - legitimate children, step-children and dependent parents, sisters and minor brothers.

19. INTERPRETATION OF RULES :

It shall be a condition of membership of the Scheme that on any question arising on any point of interpretation of these Rules or any point relating to admission of new members and cessation of membership, the decision of the Trustees shall be final. If the decision has any bearing on the provisions of Part-C of the fourth Schedule of the income-tax Act, 1961 or the rules made thereunder it shall be forthwith reported to the Commissioner of Income-tax and if the Commissioner of Income-tax so requires, the Trustees shall review the decision.

Sd/-
(R.N. GOYAL)
TRUSTEE

Sd/-
SECRETARY
JNARDDC

APPENDIX

The Trustees

Dear Sirs,

I, _____ a member of the Jawaharlal Nehru Aluminium Research Development and Design Centre Group Gratuity Cash Accumulation Scheme hereby agree to abide by the Rules of the said scheme and do also hereby appoint in terms of Rule 18 of the rules, the Nominee/s mentioned hereunder to receive the benefits payable under the Scheme in the event of my death before that amount becomes payable or having become payable has not been paid.

I hereby direct that the benefits under the Scheme payable in respect of me, shall be paid to the said Nominee/s in proportion indicated against the respective names as given below:

Sl. No.	Name in full with address of	Relationship with the member (Employee)	Age of Nominee / s	Remarks
1.				
2.				
3.				

I hereby certify that the person (s), mentioned herein above is/are my wife/children/lawfully adopted child/dependent parents/husband.

I hereby declare that I have no family and should I acquire family hereafter the appointment of Nominee made hereunder should be deemed as canceled.

My father / mother / parents / sister (s) / minor brother (s) is / are / not dependent on me.

My husband's father / mother / parents is / are / not dependent on me.

I also declare that the appointment of Nominee/s made herein shall have the effect of my revoking the appointment of Nominee/s made by me earlier.

NOTE :

- 1) Where an employee / member has a family at the time of appointing a Nominee, the Nomination should be made in favour of his family only. Any nomination made by such Employee in favour of any other persons not belonging to his family shall be invalid.
- 2) An appointment of Nominee made by the member may be changed at any time, after giving a written notice to the Trustees of his intention to do so. If the Nominee predeceases the Member (Employee), the interest of the Nominee shall revert to the Member (Employee).
- 3) The appointment of Nominee or any change thereof made from time to time shall take effect to the extent it is valid on the date on which it is received by the Trustees.
- 4) For the purpose of the Scheme, “Family” means members (Employee) spouse, his / her Children/dependent parents, and the widow & children of the pre-deceased son, if any and in case of female employees, dependent parents of her husband.

I GIVE BELOW THE PARTICULARS ABOUT MYSELF

1. Full Name _____
2. Sex _____ 3. Religion _____
4. Father's Name _____
5. Husband's Name _____
(for married women only)
6. Marital Status _____ (Whether married, unmarried, widow
or widower)
7. Date of Birth _____
8. Permanent Address _____

Signed at _____ this _____ day of _____, 01

SIGNATURE OF MEMBER (EMPLOYEE)

Two witnesses to the signature :

Sl. No.	Name	Address	Signature
1.			
2.			

Certified that the above appointment of Nominee has been signed by Shri / Smt / Ku. _____ before me after he/she has read the entries/the entries have been read to him/her by me AND that the said appointment of Nominee is recorded under the Scheme on _____.

PLACE
NAGPUR

SIGNATURE OF TRUSTEES/S/ FOR SELF
AND CO-TRUSTEES OF JAWAHARLAL
NAGPUR NEHRU ALUMINIUM
RESEARCH DEVELOPMENT AND
DESIGN CENTRE GROUP GRATUITY
SCHEME

Life Insurance Corporation of India

(Established under the Life Insurance Corporation Act. 1956)

Insurance stamp

MASTER POLICY NO. G.G. (C.A.) 22290

WHEREAS THE LIFE INSURANCE CORPORATION OF INDIA (hereinafter called "the Corporation") has received a proposal from the Trustees of Jawaharlal Nehru Aluminium Research Development and Design Centre Employees Gratuity Scheme (hereinafter called "the Grantees) for a Group Gratuity Policy for providing gratuity benefits as described in the Rules of the aforesaid Gratuity Scheme (hereinafter defined) which Rules together with the aforesaid proposal are hereby declared to be the basis of this policy AND WHEREAS the Corporation has received a premium of Rs. 1,33,603/- in respect of 30 Members towards provision of gratuity and life assurance benefits for a total sum assured of Rs. 18,45,850.

NOW THIS POLICY WITNESSES :

1. Subject to the terms and provisions hereof, the Corporation hereby agrees to pay to the Grantees the benefits in respect of the Members calculated as herein prescribed after the Grantees shall have supplied the Corporation with proof to the satisfaction of the Corporation of the happening of the events upon which such benefits are expressed to be payable.
2. Any amendment to the terms and conditions of this policy shall be given effect to by an endorsement to the policy signed by an authorised officer of the Corporation.
3. The provisions hereinafter contained shall form part of this Policy as fully as if recited over the signature affixed hereto.

Dated at Nagpur this 14th day of August 1993

For and on behalf of the Life Insurance Corporation of India

Sd/-
Sr. Divisional Manager

Examined _____

GENERAL CONDITIONS

1. In this Policy, where the context so admits, the masculine shall include the feminine, the singular shall include the plural and the expressions referred to in Schedule I shall, unless otherwise defined, have the meanings therein specified.
2. An eligible employee shall be admitted as a Member of this Policy from the date on which he enters the Scheme.
3. All future employees of the Employer shall become Members hereof when they become eligible in accordance with the Rules.
4. Evidence of age of the Member, satisfactory to the Corporation must be furnished to the Corporation before paying any benefits hereunder.
5. For the purpose of granting life assurance benefits under Term Assurance Plan, each member shall produce satisfactory evidence of his health in the form and manner prescribed by the Corporation at the commencement of his membership hereunder and on each occasion thereafter when an increase in life assurance benefit is to be granted.
6. The Grantees shall pay to the Corporation on the first day of October'92 i.e. the date of commencement of the Policy and the first day of October every year thereafter the premium according to Schedule II, provided that if the Grantees desire and the Corporation agrees, the premium hereunder shall be paid in monthly or quarterly or half-yearly installments commencing from the said date of commencement.
7. A period of 15 days of grace will be allowed for payment of premium hereunder and if the premium is not paid within the days of grace, the Grantee shall unless the Corporation otherwise agrees, be deemed to have discontinued payment of the premium and they shall not be entitled to resume payment except with the consent of the Corporation and on such terms and conditions as the Corporation may prescribe in this regard.
8. The Grantees shall furnish the Corporation with all particulars relevant to the Scheme and to the operation of this Policy and the particulars so furnished may be accepted by the Corporation as conclusive.
9. Any amendment or modification of the Scheme shall have effect for the purpose of this Policy only to such extent as the Corporation shall in writing agree and the consequential changes to the relevant provisions hereof shall be given effect to by endorsements to the Policy.

10. Variations in the total benefits assured hereunder as on the Annual Renewal Dates shall be given effect to by endorsements to the Policy.
11. The Corporation reserves the right to revise from time to time the Interest accrual rate, the premium rates and any other provisions of this Policy upon giving to the Grantees three months, previous notice in writing. Provided that such revision shall not apply to the basic interest accrual rate for a period of five years from the date of commencement of this Policy. The right to revise equally applies to any revision previously made.
12. As soon as a Member or a Nominee becomes entitled to receive the benefits under the Scheme, the Grantees shall send the relevant particulars to the Corporation whereupon the Corporation shall pay to the Grantees appropriate benefits.
13. Proof of existence and identity of the Member or the Nominee, as the case may be, shall be furnished to the Corporation before payment of benefit is made.
14. The benefits payable hereunder are strictly personal and cannot be assigned, charged or alienated in any way by the members or the Nominee.
15. All moneys payable by the Corporation hereunder shall be paid to the Grantees at its Divisional Office at Nagpur and a discharge given by the Grantees or on their behalf by any person duly authorised in writing by the Grantees shall be a valid discharge to the Corporation in respect of any such payment.
16. In any case where the Corporation is liable to account to the revenue authorities for Income-tax or any other taxes or duties on the benefits to be paid under this Policy, the Corporation shall be entitled to deduct the appropriate amounts for that purpose from the respective payments and shall not be liable to the Grantees for the sums as deducted.
17. Any dispute which may arise in connection with this Policy shall be submitted to the appropriate Court having jurisdiction over the city of Nagpur.
18. If the Grantees fail to observe or comply with any of the terms and conditions of this Policy the Corporation may decline to accept further premium hereunder and thereupon the Grantees shall be deemed to have discontinued payment of premiums hereunder.
19. In case any condition herein contained or endorsement made hereto shall be contravened or in case it shall appear hereafter that an untrue or incorrect averment is contained in the proposal papers or other statements furnished to the Corporation by the Grantees or that any material information has been withheld, then the benefits under this Policy insofar as the same relate to a Member shall be void and the relative Assurances shall cease to be determined and the amounts paid therefor to the Corporation shall be forfeited to the Corporation.

PART : 1

Expression	Meaning
1. Scheme	<u>Jawaharlal Nehru Aluminium Research Development and Design Centre Employees Gratuity Scheme</u>
2. Rules	The Rules of the Scheme certified copy of which has been filed with the Corporation.
3. Grantees	The Trustees for the time being of the Scheme, their addresses being Mohta Apartments
4. Member	A member of the Scheme who is admitted to the benefits of this policy.
5. Annual Renewal Date	Ist day of <u>October</u> every year subsequent to the date of commencement of this Policy.
6. Normal Retirement Date	The date on which the Member attains the age of <u>60</u> years
7. Nominee	The person nominated by the Member to receive the benefits under the Scheme in the event of death
8. Accumulation Year	A period of twelve months ending on 31st day of March <u>1993</u> or any anniversary thereof, provided that if the Policy commences on a date other than 1st April, the first Accumulation Year shall be reckoned from the date of commencement to the immediately next following 31st March.
9. Sum Assured	In relation to the Term Assurance, the life assurance benefit and in relation to the cash accumulation part, the principal amount assured by the Policy in respect of each member which shall be equal to the premiums paid therefor up to any point of time.

PART II : PREMIUMS

The grantees shall pay to the Corporation such premiums as are required to secure the benefits to the Members as described in Schedule IV of this Policy. The premiums are payable on the due dates, being the dates on which the Members are admitted to the benefits of this Policy and on each Annual Renewal Date. The payment of premiums shall be continued until the Normal Retirement Date of each Member unless otherwise specified under the Policy. The premiums payable hereunder shall comprise :

- (i) amounts as are required to secure the life assurance benefits to the Members from year to year as described in Schedule III hereof;
 - (ii) initial premiums of such amounts as are required to secure the gratuity benefits relating to past service of the Members, which shall be wholly paid on the date of entry or partly on the date of entry and partly on the Annual Renewal Dates as specified in the Scheme; and
 - (iii) amounts payable every year as are required to secure the balance gratuity in respect of the Members.
2. After appropriating the required amounts towards (i) the premiums payable for the life assurance benefits and (ii) the administrative expenses as may be prescribed by the Corporation, the balance of the premiums will be held by the Corporation in a running account for the credit of the Grantees. On or after the 1st day of April every year, the Corporation will allow interest at the close of the Accumulation Year, such interest being calculated taking into account the opening balance, the premium paid thereafter, the amounts appropriated from the running account for payment of gratuity and the due dates of premiums. The interest accrual rate will comprise a 'basic interest accrual rate' of 8% p.a. and a 'bonus interest accrual rate' which shall be determined by the Corporation for each Accumulation Year depending on the net yield earned by the Corporation on its 'Group Gratuity Schemes fund for the relevant Accumulation Year and the size of the fund in the running account at the beginning of the Accumulation Year. Provided that the 'basic interest accrual rate' of 8% p.a. will be guaranteed to continue for a period of five years from the date of commencement of the Policy.
 3. The Corporation shall issue to the Grantees as at the end of each Accumulation Year a statement showing the sum assured and interest credited and debited to the running account.
 4. When gratuity becomes payable to a Member on his retirement or cessation of service, the Corporation shall pay to the Grantees the benefits according to the Schedule IV of the Policy out of the accumulated balance remaining in the running account. Upon death of a member, the Corporation shall draw from the running account necessary amount which together with the sum assured under the Term Assurance Plan in respect of the Member will make up the gratuity payable to the Nominee.

PART III : TERM ASSURANCE

1. Subject to the General Conditions of this Policy, an Assurance is effected on the life of each Member under One Year Renewable Term Assurance Plan.

The Sum Assured under the Assurance on the date of entry of a Member or on the Annual Renewal Date, as the case may be, will be an amount equal to the difference between :

- a) Fifteen days' salary of the Member as on the date of his entry or the relevant Annual Renewal Date for each year of his 'Anticipated Service', subject to a maximum of twenty months' salary; and
- b) Fifteen days' salary of the Member as on the date of his entry or the relevant Annual Renewal Date for each year of Service, subject to maximum of twenty months' salary

Provided that the Corporation may in the case of any Member, not grant the sum Assured or restrict the Sum Assured to a smaller amount if the evidence of health submitted in respect of the Member is not satisfactory to the Corporation.

NOTES :

- (i) For the purpose of calculating the number of years of service, a period of six months and above will be reckoned as one year.
- (ii) 'Anticipated Service' means the service which a Member would have completed had he lived upto his Normal Retirement Date.
- (iii) For the purpose of determining the Sum Assured, salary means the gross monthly salary or the daily salary as the case may be, of the Member as advised by the Employer to the Corporation and the same is deemed to continue until the Employer again advises the Member's revised salary.
*** (Please see foot notes).

3. The premium for this Assurance shall be ascertained from the Table of rates contained in Schedule V hereof having regard to the amount of Sum Assured and the age nearer the birthday of the Member and the premium paid shall carry the life assurance benefit for the period in respect of which it is paid and no further.

4. The Sum Assured under the Assurance will become payable only upon death of the Member whilst the Assurance is in force. The Assurance will terminate on discontinuance of the premium or on the Member reaching Normal Retirement Date or on his ceasing to be in the service of the Employer.

*** The Assurance will be renewed on the Annual Renewal Dates for appropriate Dates for appropriate Sums Assured.

PART IV : BENEFITS

1. BENEFITS ON RETIREMENT AT OR AFTER NORMAL RETIREMENT DATE, EARLY RETIREMENT DUE TO ILL-HEALTH AND DEATH WHILE IN SERVICE AFTER NORMAL RETIREMENT DATE :

Upon retirement of a member on or after Normal Retirement Date or upon death whilst in service after Normal Retirement Date or upon retirement owing to ill-health or incapacitation, the benefits payable will be equal to fifteen days' salary of the Member for each completed year of service, subject to a maximum of twenty months' salary.

2. BENEFITS ON DEATH BEFORE NORMAL RETIREMENT DATE :

Upon death of a Member whilst in service before Normal Retirement Date, the benefit payable will be equal to fifteen days' salary as on the date of death for each year of his Anticipated Service, subject to a maximum of twenty months' salary. Provided that in respect of a Member for whom life cover under Schedule III of this Policy has not been granted to the full extent, the benefit payable will be equal to the total of :

- (i) the Sum Assured under Term Assurance on the date of death; and
- (ii) fifteen days' salary for each completed year of service upto the date of death;

subject to maximum of twenty months' salary.

3. BENEFITS ON LEAVING SERVICE :

Upon a Member leaving the service of the Employer of his own free will after completion of five years of service the benefits payable will be equal to fifteen days' salary as on the date of leaving service for each year of service, subject to a maximum of twenty months' salary.

4. AMOUNT PAYABLE LIMITED TO BENEFITS ASSURED :

Notwithstanding anything herein contained to the contrary, the Corporation's liability to the Grantees under this Policy shall be limited to the benefits assured under the Term Assurances effected in respect of the Members subject to the terms and conditions applicable to them and the accumulated balance standing to the credit of the Grantees in the running account.

5. DISCONTINUANCE OF PREMIUMS :

The Grantees may surrender the Policy after giving three months' previous notice in writing to the Corporation. In that event, the Term Assurances in respect of the Members shall terminate forthwith and the total amount remaining in the running account on the date of surrender shall, subject to the deduction of each sum as shall be decided by the Corporation having regard to the number of years for which the Policy was in force, become payable to the Grantees and the

Corporation shall make payment of the Surrender Value in installments over a period not exceeding ten months commencing from the date on which the first installment is paid, the first installment being paid not later than six months after the expiry of the said notice.

PART V : TABLE OF RATES

ONE YEAR RENEWABLE TERM ASSURANCE PREMIUM FOR A SUM ASSURED OF Rs. 1,000/-

=====

<u>Age nearer birthday</u> Years	<u>Amount of Premium for one year</u> Rs.
-------------------------------------	--

18	
----	--

NOTE

THE GRANTEES ARE REQUESTED TO EXAMINE THIS POLICY AND SATISFY THEMSELVES THAT THE VARIOUS PROVISIONS CONTAINED HEREIN CONFORM TO THEIR REQUIREMENTS. IF ANY AMENDMENT OR MODIFICATION IS FOUND NECESSARY, THE CORPORATION MAY PLEASE BE ADDRESSED IN THE MATTER IMMEDIATELY.

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

GROUP INSURANCE SCHEME

RULES OF GROUP INSURANCE SCHEME SECTION I

1. DEFINITIONS :

In these Rules the following words and expressions shall, unless repugnant to the context have the following meanings :

- (i) THE EMPLOYER shall mean Director, Jawaharlal Nehru Aluminium Research Development and Design Centre, Wadi, Nagpur - 23
- (ii) THE CORPORATION shall mean the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation Act, 1956.
- (iii) THE SCHEME shall mean , Jawaharlal Nehru Aluminium Research Development and Design Centre Employees Group Insurance Scheme.
- (iv) THE RULES shall mean the Rules of the Scheme as set out below and as amended from time to time.
- (v) THE MEMBER shall mean the particular Employee of the employer who has been admitted to membership of the Scheme and on whose life an assurance has been or is to be effected in accordance with the Rules.
- (vi) EFFECTIVE DATE shall mean the 1st day of Feb. 1999 the date as from which the Scheme commences.
- (vii) ENTRY DATE shall mean (a) in relation to Original Members the Effective date and (b) in relation to new Members admitted to the Scheme after the Effective Date, the Annual Renewal Date, which is co-incident with or immediately next following the date on which they become eligible.
- (viii) ANNUAL RENEWAL DATE shall mean in relation to the Scheme the 1st day of February-2000 and the 1st day of February in each subsequent year.
- (ix) TERMINAL DATE shall mean in respect of each Member the date on which the Member completes the age of Sixty (60) years.
- (x) THE ASSURANCE shall mean the particular Assurance or Assurances to be effected on the life of the Member.
- (xi) THE BENEFICIARY shall mean the person or persons who has/have been appointed by the Member as Beneficiary or Beneficiaries and whose name or names have been entered in Register of Members kept by the Employer.
- (xii) SERVICE shall mean the period of continuous service rendered by the Member as an Employee of the Employer reckoned from the date on which he enters the

Scheme to the Terminal Date. For the purpose of the Scheme service shall include a period of authorised leave.

- (xiii) SALARY shall mean basic monthly salary of the Member including / excluding dearness allowance but excluding bonus, commission or any other emoluments of a contingent or variable nature.

2. The employer will act for and on behalf of the Members in all matters relating to the Scheme and every act done by agreement made with and notice given to the Corporation by the Employer shall be binding on the Members.

3. ELIGIBILITY :

- (a) The Employees who are within the following category shall be eligible to join the Scheme.

Present Employees who on the Effective Date are within the above category shall join the Scheme as from that date. Present Employees who are not within the above category on the Effective date shall join the Scheme on the Annual Renewal Date co-incident with or next following the dates on which they become eligible.

It will be a condition of Service for future Employees that they shall become Members of the Annual Renewal Dates co-incident with or immediately next following the dates on which they enter the above category.

- (b) No Member shall withdraw from the Scheme while he is still an Eligible employee satisfying the conditions of Eligibility described above.

4. EVIDENCE OF AGE :

Evidence of age satisfactory to the Corporation shall be furnished by every Employee at the time of his becoming a Member.

5. EVIDENCE OF HEALTH :

Satisfactory evidence of health as required by the Corporation shall be furnished by every Eligible Employee, at the time of his entry into the Scheme and on each occasion when an increase in Assurance is granted. The terms of acceptance may be varied if in the opinion of the Corporation the evidence of health is not satisfactory or other special hazards exist.

SECTION II

CONTRIBUTIONS ASSURANCES & BENEFITS

6. CONTRIBUTIONS :

The Employer shall pay to the Corporation in respect of each Member on the Entry Date and relevant Annual Renewal Dates, such contributions as are required to secure and continue the Assurance on his life as described in these Rules.

7. ASSURANCES :

An Assurance shall be effected on the life of each member under One Year Renewable Term insurance Plan for a sum assured of Rs. 65,000/- plus accidental benefits. The Assurance shall be held by the Employer UPON TRUST for the benefit of the persons entitled to in accordance with these Rules.

8. BENEFITS ON DEATH PRIOR TO TERMINAL DATE :

Upon the death of the Member whilst in Service prior to Terminal Date, the Sum Assured under the Assurance then in force shall be payable to the Employer for the benefit of the Beneficiary.

9. TERMINATION OF ASSURANCE :

The Assurance on the life of a Member shall immediately terminate upon the happening of any of the following events and no benefit will become payable thereunder :

- (a) discontinuance of contributions relating to the assurance, OR
- (b) the Member reaching the Terminal Date, OR
- (c) the Member Ceasing to be in service of the Employer

10. RESTRAINT ON ANTICIPATION OR ENCUMBRANCE :

The benefits assured under the Scheme are strictly personal and cannot be assigned, charged or alienated in any way.

11. DISCONTINUANCE OR AMENDMENT OF THE SCHEME :

The Employer reserves the right to discontinue the Scheme at any time or to amend the Rules thereof on any annual Renewal Date subject to 3 months' notice being given to the Members and the Corporation.

12. JURISDICTION :

All Assurances issued under the Scheme shall be Indian Contracts. They will be subject to Indian Laws including the Indian Insurance Act, 1938 as amended, the Indian Estate Duty Act, 1953, as amended the Life Insurance Corporation Act, 1956, the Income-tax Act, 1961 and to any legislation subsequently introduced. All benefits under the Scheme arising out of death of any Member shall be payable in Indian Rupees.

13. MASTER POLICY :

The Corporation will issue a Single Master Policy incorporating all the Assurances effected under the Scheme.

14. ESTATE DUTY :

Where any liability to Estate Duty arises in respect of any benefits, the Employer may apply the benefit or part of it in payment of such duty (including any interest thereon) and deduct the amount so paid from the benefits or may postpone the payment of the benefits until the liability has been provided for to their satisfaction. PROVIDED THAT where the Beneficiary of a deceased Members claiming the benefits hereunder satisfied the Employer that duty has been paid or shall be paid or that no duty is due, the Employer shall have the discretion to pay the benefits subject to the Beneficiary furnishing indemnity or indemnities in the form and manner specified by them.

15. APPOINTMENT OF BENEFICIARY :

Every Member shall appoint one or more of his wife or child / children or dependents to be his Beneficiary or Beneficiaries. In the event of death of the Member whilst in Service, the Benefits then in force under the Assurance on his life will be paid to the Beneficiary or Beneficiaries appointment by the Member in the form given in the appendix. If the Member does not have a wife or child/children or dependents, then he shall appoint his legal personal representative to be the Beneficiary.

16. RATES OF PREMIUM AND CONDITIONS OF ASSURANCE :

The rate of premium and conditions of Assurance under which the Corporation is prepared to arrange the Scheme shall be subject to an agreement between the Employer and the Corporation. The conditions of acceptance of risk and rates of premium may be amended by the Corporation from time to time on any Annual Renewal Date subject to 3 months, notice being given to the Employer.

Sd/-
(Signature of the Employer with
designation & official stamp)
R.N. GOYAL
HOD (ALUMINA)
JNARDDC

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

CONTRIBUTORY PROVIDENT FUND SCHEME

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

**CONTRIBUTORY PROVIDENT FUND SCHEME
FOR THE EMPLOYEES OF THE CENTRE**

Under the Contributory Provident Fund (CPF) Scheme for the Centre, the Centre to recover the CPF @ 10% of the basic and DA from the employees of the Centre with effect from their date of joining with the Centre and the said amount together with the matching contribution and accrued interest from the Centre will be remitted to the Regional provident Fund Commissioner, Nagpur for maintaining the CPF account of the employees.

BY R.P.A.D.

OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER, S.R.O. 132-A,
RIDGE ROAD, RAGHUJI NAGAR, TUKDOJI SQUARE, NAGPUR-9

No. MH/COV/60605/NGP/ANL/3740 dtd. 11-3-92

To

M/S. JAWAHARLAL NEHRU ALUMINIUM RESEARCH DEVELOPMENT AND
DESIGN CENTRE, Mohta Apartment, Katol Road, Chhaoni, Nagpur - 440 013 (M.S.)

Subject : - Applicability of the Employees' Provident Funds and Miscellaneous
Provisions Act, 1952 and the schemes framed thereunder to :

M/s. JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, Mohta Apartment, Katol Road,
Chhaoni, Nagpur - 440 013 (M.S.)

Sir,

On the basis of particulars furnished by you on 28-2-92 and on the basis of inspection of
the records of your establishment conducted by the Enforcement Officer on - it is evident
that :

- a) Your establishment viz. M/s. JAWAHARLAL NEHRU ALUMINIUM
RESEARCH DEVELOPMENT AND DESIGN CENTRE, Mohta Apartment,
Katol Road, Chhaoni, Nagpur - 440 013 (M.S.) is engaged in _____
which is included in Schedule I/Classes of establishments in
Employees' P.F. & Misc. Provisions Act, 1952.
 - b) that the said establishment / Factory has employed _____ persons on
_____.
 - c) that it has completed that infancy period in terms of provisions of Sec. 16(1)(d) of
the Employees' PF and Misc. Provisions, Act, 1952 of 5/3 years on _____
therefore, the provisions of the E.P.F. & Misc. Provisions Act, 1952 and the
schemes framed thereunder are applicable to your above named establishment
together with head office and its branches / departments whether situated at the
same place or at different places with effect from 31-3-92 provisionally, subject
to further verification of your records for the earlier period.
2. With reference to your application No. _____ dtd. _____
received for extension of EPF & MP Act, 1952 under section 1(4) of the said Act
on a voluntary basis a code No. is hereby allotted to your establishment MH/
_____/NGP. provisionally covering your establishment with effect from
_____ pending issue of a notification by the Govt. of India in exercise of
the powers conferred on them by sub-section (4) of Section 1 of the E.P.F. and
Misc. Provisions Act, 1952.

3. The Code No. MH/60605 is allotted to your estt. for the purpose of making compliance with the various provisions of the EPF & MP Act, 1952 and the Schemes framed there under namely EPF Scheme 1952, E.F. Pension Scheme, 1971 and Employees' Deposit Linked Insurance Scheme, 1976. This code No. should invariably be quoted in all the correspondence with this office.
4. The contribution payable by the employer shall be at the rate of 8.1/3% of basic wages, dearness allowance (including cash value of any food concession) and retaining allowance if any payable to each employees every month. The contribution payable by the employee shall be equal to the contribution payable by the employer.
 - i) The contribution shall be calculated on the basis of the basic wages, dearness allowance etc. payable during the whole month whether paid weekly, fortnightly or monthly basis.
 - ii) Each contribution shall be calculated to the nearest rupee i.e. 50 paise or more to be counted as the next higher rupee and fraction of a rupee less than 50 paise to be ignored.
 - iii) For the purpose of calculation of contribution the wages may be rounded off to the nearest rupee, i.e. 50 paise or more being taken as one rupee and less than 50 paise ignored.
5. Before paying the member his wages, you shall deduct the employees' contribution from his wages which together with your own contribution and administrative charges shall be paid within 15 days of the close of every month in the Accounts of the Fund maintained by the State Bank of India by separate challans in

a)	E.P.F. Contribution	To be deposited in EPF A/c No.1
b)	Administrative charges	To be deposited in EPF A/c No.2
c)	Family Pension	To be deposited in Employees' Family Pension A/c No.10.

- NOTE :**
- i) The rate of Administrative charges is 0.65% from 1-10-86 onwards (i.e. payments made for the month of Oct. 86 in Nov. 86) subject to a minimum of Rs. 5/- of pay i.e. basic wages, dearness allowance including cash value of any food concession and retaining allowance, if any. The rate of Administrative charges was 0.37% of pay prior to 1-10-86 subject to minimum of Rs. 5/- with effect from 1-12-1978.
 - ii) It may be noted if timely deductions are not made from the members' wages the employer will have to pay both the shares himself, as the

recovery of arrears contributions for the back period from the subsequent wages of the employees is prohibited except when such recovery could not be made at the appropriate time due to accidental mistake or clerical error.

- iii) The Family Pension Scheme will be applicable from perspective date i.e. 1st of the month of issue of this coverage notice.
6. Besides making deposit in account numbers 1, 2 and 10 as explained above you are also required to deposit the contributions and Administrative charges in Account No. 21 and 22 under the Employees' Deposit Linked Insurance Scheme, 1976 in the manner indicated below within 15 days of the close of each month.
- a) Deposit Linked Insurance Fund A/c NO. 21 To this account will be deposited the contributions @ .5 % which will be aggregate of the basic wages, dearness allowance including cash value of food concession and retaining allowance if any payable to the employees by an employer.
 - b) Regional Insurance Fund Administrative A/c No. 22 To this account will be deposited the administration charges @ 0.1 % upto Jan. 89 and 0.01% from Feb. 89 onwards which will be the aggregate of the basic wages, dearness allowance (including the cash value of food concession and retaining allowance, if any, payable to the employees by an employer.
7. The deposit in the above account viz. 1,2,10,21 and 22 are to be made by separate challans and triplicate of the challans as as received from the Bank should be forwarded to this office duly attached with from No. 12A(received) (explained below).
8. You are required to maintain / forward the following returns :-
- i) Form No. 9 under the EPF Scheme 1952 & Form No. 3(FPF) under the EPF Scheme, 1971 These are to be submitted to this office once in respect of those employees who are required or entitled to become members on the date the factory / establishment is covered under the scheme.
 - ii) Form No. 2 under the EPF Scheme 1952 & also under the EPF Scheme, 1971. These are to be obtained in duplicate from every member, for submission to this office.
 - iii) Form No. 5A This is to be submitted to this office in duplicate. any subsequent change in ownership is also to be notified to this office through this

form.

- iv) Form No. 5A
This is to be maintained at the factory / establishment in respect of every employees who is a members in which the contribution paid to the PF & EPF are to be deposited every month.
 - v) Form No. 6A
This is the annual return of contribution and is to be submitted to this office within 30 days of the close of the financial year alongwith Form No. 3A(last contribution to be shown for Feb. payable in March each year)
 - vi) Form No. 12A
This is the monthly return of contribution and is to be submitted to this office by 25th of every following month. Triplicate copies of the challans in support of the deposits made in the State Bank of India should be attached with this.
 - vii) Form No. 5 & 10
These are the returns of employees who have become new members or have left the service in the month and are to be submitted to this office by the 15th of the following month irrespective of whether the particulars are 'NIL' for any month.
9. All the forms prescribed under the Employees' Provident Funds Scheme, 1952, the employees' Family Pension Scheme, 1971 and the Employees' Deposit, Linke Insurance Scheme, 1976 are available in the PF Office and will be supplied free of cost on receipt of your indent. The specimen of forms are enclosed.
 10. Regarding Family Pension Fund contribution it should be separated from the Employees' Provident Fund Contributions and shown separately in the respective forms and remitted separately in Account No. 10 from the Month of April 1992 only.
 11. As regard E.P.F. and E.D.L.I. dues for the period from _____ - _____ to _____ - _____ the arrears should be remitted on or before _____ - _____.
 12. In case the employee shown in Form 9 were them members of the establishment, private Provident Fund at the commencement of the Scheme, the accumulations in the Provident Fund standing to their credit should be remitted into the State Bank of India to the credit of the EPF Account No. 1 through the prescribed challans and the triplicate copy of the challans sent to this office. All the amounts relating to the EPF within four months by having the securities transferred to and endorsed in favour of the Central Board of Trustees Employees Provident Fund

and the securities thus transferred should be sent to this office. A note containing the instructions in the matter of transfer to these accumulations is enclosed. Cash on hand in relating to the accounts of the Private Provident Fund should be remitted within 30 days from the date of receipt of this communication, failing which damages at the prescribed rates will have to be paid by you on the delayed remittances made in cash after due date.

13. The receipt of this letter alongwith its enclosed may kindly be acknowledged.

Yours faithfully,

(Sd/-)

REGIONAL P.F. COMMISSIONER NAGPUR

Encl. :

1. Instructions regarding implementation of the Employees' Provident Fund Scheme, 1952 Employees' Family Pension Scheme 1971 and Employees' Deposit Linked Insurance Scheme, 1976.
2. Instructions regarding allotment of Accounts Nos.
3. Instructions regarding transfer of previous PF accumulation and transfer of securities.
4. Ready reckoner for calculation of P.F. contributions, Family Pension contributions and Deposit Linkes Insurance contributions.
5. Form No. 5A (in triplicate).

Copy to :-

1. The Enforcement Officer
Shri A.D. Raikuwa for watching compliance. He is requested to obtain 5A in duplicate in respect of the establishment immediately.
2. Accounts Branch. It is understood that this factory/estt. has/has no previous PF contribution to transfer to EPF. This may please to noted in the contributions Register maintained in the Group with suitable remarks.
3. Enforcement Section, alongwith a set of coverage papers.

NOTE : No. of employee _____-_____ No. of probable subscribers _____-_____.

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

**RECRUITMENT RULES
AND
ASSESSMENT PROMOTION RULES 1999**

**With subsequent amendments.
(Amendments listed at the end of this chapter)**



www.jnarddc.gov.in

**Jawaharlal Nehru Aluminium Research Development & Design Centre
(An Autonomous Body under Ministry of Mines, Govt. of India)
Amravati Road, Wadi, Nagpur – 440023**

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

Recruitment and Assessment Rules, 1999

1.0 SCOPE

- 1.1 These rules shall be called the Jawaharlal Nehru Aluminium Research Development and Design Centre Recruitment and Assessment Rules, 1999. They shall come in to force with effect from July 1, 1999 and shall supersede all previous Recruitment and Assessment Rules.
- 1.2 These rules shall apply to appointment to the regular posts and to the employees appointed against the regular posts of Jawaharlal Nehru Aluminium Research Development and Design Centre.

2.0 AIM

- 2.1 To effectively plan and administer manpower requirements consistent with the desirable levels of skill and competence that are necessary for sustained growth of the organization as a Centre of Excellence.
- 2.2 To match reasonable aspirations of employees in the matter of career advancement consistent with the requirements of the Centre.

3.0 PAY SCALES

- 3.1 The different posts in the Centre shall carry the following scales of pay

(Pay scales amended as per 7th Pay commission – Ref. page 105-C)
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- 1. Rs. 2550 - 55 - 2660 - 60 - 3200
- 2. Rs. 3050 - 75 - 3950 - 80 - 4590
- 3. Rs. 4000 - 100 - 6000
- 4. Rs. 4500 - 125 - 7000
- 5. Rs. 5500 - 175 - 9000
- 6. Rs. 6500 - 200 - 10500
- 7. Rs. 8000 - 275 - 13500
- 8. Rs. 10000 - 325 - 15200
- 9. Rs. 12000 - 375 - 16500
- 10. Rs. 14300 - 400 - 18300
- 11. Rs. 16400 - 450 - 20000
- 12. Rs. 18400 - 500 - 22400

- 3.2 The scales of pay may be revised from time to time by the Governing Body. Dearness allowance, House Rent allowance and City Compensatory allowance would be as per the orders issued by the Central Government from time to time and as applicable to their employees at Nagpur. All other allowances and perquisites, if any, would be as decided by the Governing Body from time to time.

4.0 **DEFINITIONS**

4.1 **Appointing Authority**

Appointing Authority in relation to a post means the authority delegated with powers to make appointment to that post. The Director will be the Appointing Authority for the posts with pay scales up to and including Rs. 14300-18300. (upto Grade Pay : 8700 / Level-13). For direct recruitment for the post of Deputy Director in the pay scale Rs. 16400-20000, (Grade Pay : 8900/ Level-13A) the Chairman will be the Appointing Authority. The RAC would constitute the selection committee for the position of Deputy Director. The recommendation of the selection committee would be approved by the competent authority (Director of the Centre for positions up to Level-13 and the Chairman of the governing body for the position of Deputy Director). The Appointing Authority for the Director of the Centre will be the General Body. (**Amended as below**) :

The Director of the Centre shall be a distinguished Scientist, and shall be appointed by a Search-cum-Selection Committee constituted by the Ministry/Department with concurrence of DoP&T. Appointment of Director shall be under the purview of ACC. (Appointments Committee of the Cabinet).

4.2(a) **Governing Body**

The term Governing Body refers to the Governing Body of the Centre.

4.2(b) **General Body**

The term General Body refers to the General Body of the Centre

4.3 **Director**

The term Director means the Director of the Centre.

4.4 **Recruitment**

The sources of recruitment shall include:

- (i) Assessment of deserving internal candidates
- (ii) Selection from open market through employment exchange, advertisements in local and national dailies as the case may be
- (iii) Appointment of persons from Central Government, State Government, Educational Institutions and other Public Sector organizations on deputation.
- (iv) Absorption of deputationists, Research Fellows/Associates, appointment of Scientists registered in the National Register or pool officers from the CSIR, appointment by inviting names of suitable candidates from established organizations, eminent persons and by personal contact.

4.5 **Age of Superannuation**

The age of Superannuation shall be sixty years for all employees of the Centre.

5.0 RECRUITMENT

5.1 Classification of Posts

In line with the Organization Chart approved by the Governing Body in its VII Meeting the distribution of Scientific, Technical and Administrative Posts, groupwise, is given in Annexure A.

The officers and staff of the Centre are grouped into the following four categories (as detailed in Annexure A):

1	Scientists	Group IV
	Scientific &	Group III(a) &
2	Technical Supporting Staff	Group III(b)
3	Administrative Staff	Group II
4	Supporting Staff	Group I

Each employee will be designated by group and grade.

5.2 Procedure for Recruitment

5.2.1 Advertisements for vacancies in the salary scale up to and below Rs. 4500-7000 (**Grade Pay : 2800/ Level-5**) to be filled by open recruitment will be through employment exchange and if required through advertisements in local or regional newspapers.

5.2.2 For grades Rs. 5500 - 9000 (**Grade Pay : 4200/ Level-6**) and above, the recruitment will be by advertisement in National Dailies/Employment News.

5.2.3 For every vacancy not more than 10 candidates may be called for Interview and / or tests as the case may be subject to their satisfying the eligibility criteria. However, the Appointing Authority may invite less or more number of candidates for reasons to be recorded in writing.

5.3 Age Limit

5.3.1 The age limit for various posts is specified in Annexures B1 to B5. However, age relaxation for Scheduled Caste/Scheduled Tribes, Physically Handicapped and Ex-Serviceman will be made in line with the Government of India Orders. The minimum age for induction shall be eighteen years. Higher age limit is also relaxable at the discretion of the Appointing Authority in the event of persons having higher qualifications/experience and the reasons for such relaxation should be recorded in writing.

5.4 Basic Qualifications for Various Posts

- 5.4.1 Qualifications and experience for recruitment to scientists, technical and administrative posts at Induction Level are given in Annexures B1 to B5 against each category of posts. These may be varied by the Appointing Authority under very special circumstances and with the approval of the Governing Body.

5.5 Reservation of Positions

- 5.5.1 Reservation rules of the Central Government will be followed while making the initial appointment in each category of post. However for scientific and technical posts carrying pay scale of Rs. 10000 – 15200 (**Grade Pay : 6600/ Level-11**) and above, reservation rules will not apply, as followed by the CSIR.

5.6 Constitution of the Selection Committee

- 5.6.1 The constitution of Departmental Assessment Committee (DAC) and Selection Committee for various categories of posts in the Centre is given in ANNEXURE-D. There shall be a Member of SC/ST category in each Selection/Assessment Committee in which reserved category employees are being considered for Selection/Assessment.

6.0 SELECTION PROCEDURE

- 6.1.1 For Group-B (Non-Gazetted) and Group-C posts, the recruitment of external candidates would be through the method of short listing of applications, ~~interviews~~ skill test and tests wherever considered necessary. (Refer DoPT OM No. 39020/01/2013-Estt(B) Part dated 09.12.2015 regarding discontinuance of interview)

- 6.1.2 Candidates called for interview for the posts carrying pay scales Rs. 6500 - 10500 (**Grade Pay : 4600/ Level-7**) and below will be reimbursed II class sleeper (railway)/road fare by the shortest route. The candidates called for interview for the posts carrying pay scales Rs. 8000-13500 (**Grade Pay : 5400 / Level-10**) and above will be paid I class / AC II tier railway fare by the shortest route.

6.2 Suitability of Candidates

The Selection Committee shall assess the comparative merits of the candidates on the basis of their qualifications, previous experience, tests/interviews and all other material information with reference to the suitability of the candidates for the post.

6.3 Panel for Selected Candidates

The Selection Committee shall prepare a panel of candidates considered suitable for employment in order of merit and submit the same to the Appointing Authority. The panel will be subject to the approval of the Appointing Authority. The panel will be valid for a period of one year, from the date it is approved. The Appointing Authority may extend the validity of the panel by a period not exceeding six months for reasons to be recorded in writing.

6.4 Extra Increment

The pay of candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments, if any, should be recommended only in exceptional cases keeping in view the merit of the candidate. While doing so, details of the achievements / exceptionally outstanding performance/ work of the candidate should be specifically mentioned in the proceedings of the Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work / performance / achievements for whom the advance increments have been recommended.

A maximum of five increments can be granted to a candidate on the recommendations of the Selection Committee by the Director.

6.5 Issue of Offer of Appointment

Offers of appointment will be issued in order of merit from the approved panel.

6.6 Medical Examination on First appointment

Medical fitness certificate is required to be furnished from a duly constituted Medical Board for persons appointed in the scale of Rs. 6500-10500 **(Grade Pay : 4600 / Level-7)** and above. As regards appointment in the scale of Rs. 5500-9000 **(Grade Pay : 4200 / Level-6)** and below, a Civil Surgeon, or District Medical Officer or a Medical Officer of equivalent status shall be the competent authority to issue certificate for their medical fitness.

6.7 Character and Antecedents

Verification of character and antecedents is to be made in line with the Government of India orders for each and every employee.

6.8 Deputationists

Persons may be appointed on deputation basis for a specific period. The terms of deputation may be varied by the Appointing Authority in special cases and the reasons are to be recorded in writing.

6.9 Appointments on Temporary and Contract Basis

Notwithstanding the provisions herein before, the appropriate Appointing Authority (as defined in Section 4.1) shall have powers to fill any vacancy by appointing persons on purely temporary basis for a period not exceeding six months at a time whenever such appointment is considered essential in the interest of the Centre.

Appointments on contract for a period not exceeding two years can be offered on any of the approved pay scales for scientists against approved projects and vacant posts of the Centre. Such appointments shall be made by the appropriate Appointing Authority through a Selection Committee. The period of such temporary as well as Contract appointments may be extended at the discretion of the appropriate Appointing Authority.

7.0 ASSESSMENT

In view of the limited strength of employees in the Centre and with a view to affording them opportunity for career progression, the process of assessment has been adopted. The procedure of assessment and guidelines are as under.

7.1 Guidelines for Assessment

7.1.1 Assessment of the Scientists (Group IV) would be carried out by the Assessment Committee constituted as given in Annexure D.

7.1.2 Assessment of other groups (I, II, III) will be through Departmental Assessment Committees constituted as given in Annexure D.

7.1.3 (i) Minimum years of service required for qualifying for assessment to the next higher scale is given against each post in Annexures C1 to C4. Eligibility for consideration for assessment will be determined with reference to completion of required length of service in the grade as given in Annexures C1 to C4.

(ii) The assessment of employees to the next higher scale will be irrespective of the availability of vacancies in the higher scale and that in all such cases a person carries the post with him and when he vacates, the post that falls vacant is the one at the entry level. The number of posts sanctioned shall relate to the total number in the Group of Grades as a whole, and not to each individual grade.

7.1.4 Scientists, Administrative and other scientific and supporting technical staff (Groups I - IV) successfully assessed for the next higher scale will be required to fulfill the job requirements of their previous posts with additional responsibilities of new grades.

7.1.5 A person will carry a post with him. When he vacates, the post that falls vacant will be the one at the entry level grade. However, if there is a need to fill the vacancy at the level at which it has become available or at any other level due to any special reason, specific approval of the Governing Body should be taken to create the position at the required level for lateral entry. When the Governing Body gives its approval, the entry level position shall stand abolished.

- 7.1.6 The Assessment of candidates for next higher scale by the Assessment Committee shall be based on the Financial year. Number of persons to be considered for assessment every year will be on the basis of total eligible employees in the grade during the year up to 31st March & 30th September every year instead of paying arrears

8.0 THRESHOLD LIMITS

- 8.1 Assessment will be subject to obtaining minimum threshold marks as explained below:

8.2 Explanations

- i) Threshold marks for successful assessment are given against each grade of the respective groups in Annexures C1 to C4 respectively.
- ii) The threshold marks for assessment of SC/ST candidates will be 10% less than those given in Annexures C1 to C4.
- iii) Assessment will be based on the following constituents : ACR's, Peer Review (for Scientist - Group IV posts only), Work Report / Performance Report (for posts in all other Groups) and interview (for all posts). Apportioning of marks amongst these different constituents of assessment will be as per the CSIR norms in force at the time of the interview.

9.0 INDUCTION OF NON-TECHNICAL STAFF INTO SCIENTIFIC / TECHNICAL GROUPS

- 9.1 Non-technical departmental staff members acquiring skill and found fit, through a suitable trade test, for entry into Scientific/Technical groups may be considered for induction provided vacancy exists at the lowest grade. If found fit, he/she shall be placed in that particular grade and group which is close to his/her present salary grade. Such induction should be justified and approved by the Appointing Authority.

10.0 PROBATION

- 10.1 All employees recruited or assessed to a higher scale of pay post shall be on probation for a period of one year from the date of joining the duty. The period of probation may be extended by the Appointing Authority wherever necessary but the total period of probation shall not exceed two years.
- 10.2 If the performance of an employee recruited or assessed is not found satisfactory during the probation period he/she would be reverted to the original post or grade. If the performance of an employee, recruited to a post from outside source, during the probation period, (including the extended period, if any) is not found satisfactory, his/her services may be terminated.

11.0 CONFIRMATION

An employees who has been assessed or recruited to a post shall be confirmed in that post after successful completion of the period of probation.

12.0 SENIORITY LIST

- 12.1 Seniority list of employees shall be maintained in each category of posts.
- 12.2 Seniority shall be determined as per the order of merit recommended by the Selection/Assessment committee at the time of recruitment /assessment. The order of merit would be maintained if the employee recruited joins within three months. However, if a request is received for extension of joining time and if it is genuine, the extension may be granted for a maximum period of nine months.
- 12.3 Seniority is retained if a candidate is successful in the first assessment with the date of placement in the next higher grade coinciding with the date of eligibility. However for candidates assessed in subsequent assessment committee meetings, the date of placement in the next higher grade will coincide with the date of successful assessment. The date of placement in the next higher grade on assessment will be deferred by one year for each unsuccessful attempt. And if a candidate does not appear in the assessment meeting it will be treated as an unsuccessful attempt.

13.0 GENERAL CONDITIONS

- 13.1 Assessments based on threshold limits are delinked from the availability of vacancies and movement from one group to another is not permissible.
- 13.2 No advance increments are permissible on assessment.
- 13.3 The assessment will be made effective from the date of eligibility of the candidate provided he/she is found successful in the first assessment, but actual pay in the scale to which the candidate has been successfully assessed would be available from the date of successful assessment only and not from the date of eligibility. However, increment benefits in the new scale would be available from the date of eligibility. In all other cases the pay and increment benefits in the assessed scale would be available from the date of successful assessment.
- 13.4 If on the date of meeting of the Assessment Committee an employee is:
- (a) under suspension
 - (b) against whom disciplinary proceedings are pending
 - (c) a decision has been taken by the disciplinary authority to initiate disciplinary proceedings against him/her or
 - (d) against whom prosecution has been launched / sanctioned, the findings of the assessment committee may be kept in sealed cover irrespective of the fact that the assessment is due from the date when none of these contingencies was in existence. If the employee is exonerated or suspension is held unjustified, recommendations in the sealed cover be acted upon and the employee allowed the benefit of assessment from the due date. In case, disciplinary

proceedings / court cases result in imposition of any of the minor or major penalties under Rule 11 of CCS (CCA) Rules, the effective date of assessment will be from the date immediately after the completion of the period of penalty. If the minor penalty of “censure” or “recovery from pay of the whole or part of any pecuniary loss caused to the Centre by negligence or breach of orders” is imposed, the due date of assessment will be immediately after the issue of orders imposing any of these penalties. However, where the employee is neither completely exonerated nor the disciplinary proceedings result in imposition of any of the recognized penalty, the recommendations in the sealed cover may be placed before the same Assessment Committee for deciding on whether the sealed cover is to be opened and, if so deciding the due date of his/her assessment. If any employee is convicted in Court proceedings against him the findings in a sealed cover shall not be acted up on. The employee’s case for assessment may be considered by the next assessment Committee in the normal course and having regard to the penalty imposed on him.

14.0 INTERPRETATION, APPLICABILITY AND AMENDMENTS

- 14.1 If any doubt arises as to the application or interpretation of any of these rules, the matter shall be referred to the Governing Body whose decision shall be final. Under special consideration and if warranted by exigency of situations, the Governing Body may relax any of the provisions of these rules.
- 14.2 The Governing Body may recommend amendment, modification or addition to these rules from time to time and all such amendments, modifications or additions shall take effect from the date of approval by the General Body.
- 14.3 These rules will come into force with effect from the date approved by the General Body.

ANNEXURE A

Distribution of Staff Members in Various Groups as on June, 1999

Group	Designation	Scale of Pay (Rs.)	Total strength of the Cadre
Group-IV (Scientists)	Director / Scientist-VI	18400-500-22400	1
	Dy. Director / Scientist-V	16400-450-20000	2
	HOD / Scientist-IV	14300-400-18300	5
	Scientist-III	12000-375-16500	6
	Scientist-II	10000-325-15200	8
	Scientist-I	8000-275-13500	16
		SUB-TOTAL	38
Group-III (Scientific / Technical Staff)	Scientific / Technical Officer	8000-275-13500	-*
	Scientific/Technical Asst. IV	6500-200-10500	-*
	Scientific / Technical Asst. III	5500-175-9000	3
	Scientific / Technical Asst. II	4500-125-7000	7
	Scientific / Technical Asst. I	4000-100-6000	6
	Laboratory Asst.	3050-75-3950-80-4590	5
		SUB-TOTAL	21
Group-II (Administrative Staff)	Secretary cum Senior Administrative Officer	12000-375-16500	-*
	Secretary-cum-Administrative Officer	10000-325-15200	1
	Asst. Admin. Officer / Personnel Officer /Asst. Accounts Officer	8000-275-13500	3
	Section Officer (Accts /Admn) / Personnel Secretary	6500-200-10500	2
	Ex. Asst. to Director / Personal Asst. / Sr. Accountant / Chief Cashier	5500-175-9000	2
	Sr. Stenographer - Sr.Asst. / Sr. Acctn. / Cashier / Purchase-cum- Store Asst.	4500-125-7000	2
	Stenographer -Asst. / Acctn. Asst. / Asst.(Cash)	4000-100-6000	5
	Junior Assistant	3050-75-3950-80-4590	1
		SUB-TOTAL	16
Group-I (Supporting Staff)	Driver Grade - II	4000-100-6000	1
	Driver Grade - I	3050-75-3950-80-4590	2
	Technical Helper	3050-75-3950-80-4590	2
	Attendant / Peon-messengers	2550-55-2660-60-3200	5
		SUB-TOTAL	10
TOTAL SANCTIONED STRENGTH			85

(-*) : Post meant for assessment promotion only. The number of posts sanctioned shall relate to the total number in the Group of Grades as a whole, and not to each individual grade.

**Distribution of Staff strength in various groups
(Under sixth pay scales and after 22 post cut by ERC in 2004)**

Group	Designation	Scale of Pay (Rs.)	Total strength of Cadre
Group-IV (Scientists)	Director / Scientist-VI	(PB-4) 37400-67000 + 10000	1
	Dy. Director / Scientist-V	(PB-4) 37400-67000 + 8900	2
	HOD / Scientist-IV	(PB-4) 37400-67000 + 8700	4
	Scientist-III	(PB-3) 15600-39100 + 7600	4
	Scientist-II	(PB-3) 15600-39100 + 6600	6
	Scientist-I	(PB-3) 15600-39100 + 5400	10
SUB-TOTAL			27
Group-III (Scientific / Technical Staff)	Sr. Scientific Officer Grade-II	(PB-3) 15600-39100 + 7600	-*
	Sr. Scientific Officer Grade-I	(PB-3) 15600-39100 + 6600	-*
	Scientific / Technical Officer	(PB-2) 9300-34800 + 5400	-*
	Scientific/Technical Asst. IV	(PB-2) 9300-34800 + 4600	-*
	Scientific Asst. III / Technical Asst. III	(PB-2) 9300-34800 + 4200	3
	Scientific Asst. II / Technical Asst. II	(PB-1)5200-20200 + 2800	7
	Scientific Asst. I / Technical Asst. I	(PB-1)5200-20200 + 2400	6
	Laboratory Asst.	(PB-1)5200-20200 + 1900	4
SUB-TOTAL			20
Group-II (Administrative Staff)	Secretary cum Sr. Admin. Officer	(PB-3) 15600-39100 + 7600	-*
	Secretary-cum-Administrative Officer	(PB-3) 15600-39100 + 6600	1
	Asst. Admin. Officer / Per. Officer / Asst. Accounts Officer (Group-A Entry)	(PB-3) 15600-39100 + 5400	1
	Asst. Admin. Officer / Per. Officer / Asst. Accounts Officer	(PB-2) 9300-34800 + 5400	-*
	Section Officer (A/C & Admin) / Personnel Secretary	(PB-2) 9300-34800 + 4600	2
	Ex. Asst. to Director / Personal Asst. Sr. Accountant-cum-Chief Cashier	(PB-2) 9300-34800 + 4200	2
	Sr. Stenographer - Sr.Asst. / Sr. Acctn.-Cum-Cashier / Sr. Purchase-Cum- Store Asst.	(PB-1)5200-20200 + 2800	2
	Steno-Asst./Acctn. Asst. /Asst.(Cash)	(PB-1)5200-20200 + 2400	3
	Junior Assistant	(PB-1)5200-20200 + 1900	1
	SUB-TOTAL		
Group-I (Supporting Staff)	Driver-cum-Lab. Attendant (Spl. Grade)	(PB-2) 9300-34800 + 4200	-*
	Driver-cum-Lab. Attendant (Grade-II)	(PB-1)5200-20200 + 2800	-*
	Driver-cum-Lab. Attendant (Grade-I)	(PB-1)5200-20200 + 2400	1
	Driver-cum-Lab. Attendant (Ordinary Gr.)	(PB-1)5200-20200 + 1900	2
	Sr. Technical Helper	(PB-1)5200-20200 + 2800	-*
	Technical Helper - I	(PB-1)5200-20200 + 2400	-*
	Technical Helper	(PB-1)5200-20200 + 1900	-*
	Attendant / Peon messengers	(-1S)4440-7440 + 1300	1
SUB-TOTAL			4
TOTAL SANCTIONED STRENGTH			63

(-*) : Post meant for assessment promotion only. *The number of posts sanctioned shall relate to the total number in the Group of Grades as a whole, and not to each individual grade*

ANNEXURE A (Revised)

**Distribution of Staff strength in various groups
(Under seventh pay scales : 7 cpc)**

SN	Post / Designation	Pay Matrix	Sanctioned
1.	Director	Level-14 (144200)	1
2.	Sr Principal Scientist / Dy Director	Level-13A (131100)	2
3.	Principal Scientist / HoD	Level-13 (118500)	4
4.	Senior Scientist	Level-12 (78800)	4
5.	Scientist	Level-11 (67700)	6
6.	Junior Scientist	Level-10 (56100)	10
SUB-TOTAL Group- IV Scientists 			27
1.	Sr. Scientific Officer Grade-II	Level-12 (78800)	-*
2.	Sr. Scientific Officer Grade-I	Level-11 (67700)	-*
3.	Scientific / Technical Officer	Level-9 (53100)	-*
4.	Scientific/Technical Asst. IV	Level-7 (44900)	-*
5.	Scientific Asst. III / Technical Asst. III	Level-6 (35400)	3
6.	Scientific Asst. II / Technical Asst. II	Level-5 (29200)	7
7.	Scientific Asst. I / Technical Asst. I	Level-4 (25500)	6
8.	Laboratory Asst.	Level-2 (19900)	4
SUB-TOTAL Group-III : Scientific / Technical Staff 			20
1.	Secretary cum Sr. Admin. Officer	Level-12 (78800)	-*
2.	Secretary-cum-Administrative Officer	Level-11 (67700)	1
3.	Asst. Admin. Officer / Per. Officer / Asst. Accounts Officer (Group-A Entry)	Level-10 (56100)	1
4.	Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer	Level-9 (53100)	-*
5.	Section Officer (A/C & Admin) / Personnel Secretary	Level-7 (44900)	2
6.	Ex. Asst. to Director / Personal Asst. / Translator cum Hindi Typist Sr. Accountant-cum-Chief Cashier	Level-6 (35400)	2
7.	Sr. Stenographer -Sr.Asst. / Sr.Acctn.-Cum-Cashier / Sr. Purchase-Cum- Store Asst.	Level-5 (29200)	2
8.	Steno-Asst./Acctn. Asst. /Asst.(Cash)	Level-4 (25500)	3
9.	Junior Assistant	Level-2 (19900)	1
SUB-TOTAL Group-II Administrative Staff 			12
1.	Driver-cum-Lab. Attendant (Spl. Grade)	Level-6 (35400)	-*
2.	Driver-cum-Lab. Attendant (Grade-II)	Level-5 (29200)	-*
3.	Driver-cum-Lab. Attendant (Grade-I)	Level-4 (25500)	1
4.	Driver-cum-Lab. Attendant (Ordinary Gr.)	Level-2 (19900)	2
5.	Sr. Technical Helper	Level-5 (29200)	-*
6.	Technical Helper – I	Level-4 (25500)	-*
7.	Attnd. / Peon-messengers Tech. Helper	Level-2 (19900)	1
SUB-TOTAL Group-I Supporting Staff 			4
GRAND TOTAL			63

(-) : Post meant for assessment promotion only. The number of posts sanctioned shall relate to the total number in the Group of Grades as a whole, and not to each individual grade*

Annexure B

Entry Level, Minimum Qualifications and Age Limit

B 1. Group IV - Scientists

SN	Designation & Pay scale	Age	Minimum qualifications
1.	<p>Scientist V</p> <p>Dy. Director / Sr Principal Scientist</p> <p>Level-13A (131100)</p>	50 years	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing).</p> <p>2) 13 years experience out of which 7 years would be in a responsible supervisory capacity in guiding research in a well equipped laboratory or pilot plant; must be familiar with research & development in bauxite resources evaluation/ alumina/aluminium production/downstream processing and related fields.</p> <p>Desirable : Master's Engg. Or Doctorate Degree in the subject concerned. Experience would be relaxed by two years for Master in Engg/Technology degree holders, 3 years for Ph.D. in Science and 4 years for Ph.D. in Engineering.</p>
2.	<p>Scientist IV</p> <p>Head of Department/ Principal Scientist</p> <p>Level-13 (118500)</p>	45 years	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing).</p> <p>2) 10 years experience out of which 5 years would be in a responsible supervisory capacity in the relevant area i.e. bauxite evaluation/alumina production research/aluminium electrolysis downstream processing/analytical research or general services, instrumentation and control in a reputed aluminium industry or laboratory/university of repute.</p> <p>Desirable : Master's in Engg. or Doctorate degree in the subject concerned. Experience would be relaxed by two years for Master in Engg/Technology degree holders, 3 years for Ph.D. in Science and 4 years for Ph.D. in Engineering.</p>

Entry Level, Minimum Qualifications and Age Limit**B 1. Group IV – Scientists (Contd...)**

SN	Designation & Pay scale	Age	Minimum qualifications
3.	Scientist III Senior Scientist Level-12 (78800)	40 years	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing).</p> <p>2) 7 years experience out of which 3 years would be in a responsible supervisory capacity.</p> <p>Desirable : Master's in Engg. or Doctorate Degree in the subject concerned. Experience would be relaxed by two years for Master in Engg/Technology degree holders, 3 years for Ph.D. in Science and 4 years for Ph.D. in Engineering.</p>
4.	Scientist II Scientist Level-11 (67700)	35 years	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing) with 4 years experience.</p> <p>Desirable : Master's in Engg. or Doctorate Degree in the subject concerned. Experience would be relaxed by two years for Master in Engg/Technology degree holders, 3 years for Ph.D. in Science. Fresh Ph.D. in Engineering are eligible for induction.</p>
5.	Scientist I Junior Scientist Level-10 (56100)	30 years 35 yrs	<p>1) 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing).</p> <p>Desirable : Master's in Engg./Technology or Ph.D. in the subject concerned</p>

Annexure B (contd.)**B-2. GROUP III (a) - SCIENTIFIC SUPPORTING STAFF**

SN	Designation & Pay scale	Age	Minimum qualifications
1.	Sr. Scientific Officer Grade-II Level-12 (78800)	---	***
2.	Sr. Scientific Officer Grade-I Level-11 (67700)	---	***
3.	Scientific Officer Level-9 (53100)	---	***
4.	Scientific Asst. IV Level-7 (44900)	---	***
5.	Scientific Asst. III Level-6 (35400)	35 years	BSc./Dip. in Engineering/Tech of 3 years Or MSc / BE or equivalent [in relevant discipline]# plus 6 years relevant experience
3	Scientific Asst. II Level-5 (29200)	30 years	BSc./Dip. in Engineering/Tech of 3 years Or MSc / BE or equivalent [in relevant discipline]# plus 3 years relevant experience
7.	Scientific Asst. I Level-4 (25500)	25 years	BSc./Dip. in Engineering/Tech of 3 years Or MSc / BE or equivalent [in relevant discipline]#

#— The relevant discipline to be advertised shall be approved by the appointing authority depending upon the functional requirements of the Lab. e.g. Geology / Physics / Chemistry/ Computers/ Statistics / Maths / Electrical etc.

*** These posts are essentially meant to provide opportunity for assessment promotion to Scientific Assistant-III and above grade employees.

B-3. Group III (B) - Technical Supporting Staff

SN	Desig & Pay scale	Age	Minimum qualifications
1.	Technical Officer Level-9 (53100)	---	***
2.	Technical Asst. IV Level-7 (44900)	---	***
3.	Technical Asst. III Level-6 (35400)	35 years	SSC with ITI Trade Certificate OR National Apprenticeship Certificate OR HSC (12th) Science * And 10 years experience
4.	Technical Asst. II Level-5 (29200)	35 years	SSC with ITI Trade Certificate OR National Apprenticeship Certificate OR HSC (12th) Science * And 7 years experience
5.	Technical Asst. I Level-4 (25500)	28 years	SSC with ITI Trade Certificate OR National Apprenticeship Certificate OR HSC (12th) Science * And 4 years experience
6.	Laboratory Asst. Level-2 (19900)	28 years	SSC with ITI Trade Certificate OR National Apprenticeship Certificate OR HSC (12th) Science *

* : Physics / Chemistry / Maths should be one of the main subjects in 12th Science.

*** These Grades are meant only to provide promotional opportunities to Technical Assistant-III and above grade employees.

Annexure B (contd.)**B-4. GROUP II - ADMINISTRATIVE STAFF**

Sl. No.	Designation & Pay scale	Age	Minimum qualifications	Remarks
1.	Senior Admin Officer Level-12 (78800)	---	***	Assessment
2.	Admin Officer Level-11 (67700)	40 years	Essential : 1) IInd class degree of recognized University or equivalent and PG. Diploma in Business Mgt./Admn./Personnel Mgt./HRD/LLB with 12 years experience OR CS/CA/ICWA with 5 years experience 2) Experience should be at supervisory level in reputed research organization	Assessment and direct recruitment
3.	Asstt. Admn. Officer (Personnel) Level-10 (56100) -Direct recruitment Or Level-9 (53100) For promotes	40 years	Essential : 1) IInd class degree of recognized University or equivalent 2) 10 years experience at supervisory / executive level in human resources management Desirable : Diploma in Personnel Mgt. Industrial relations/HRD/Behavioral Science	Assessment and Direct recruitment
4.	Asstt. Admn. Officer (Accounts) Level-10 (56100) -Direct recruitment Or Level-9 (53100) For promotes	40 years	Essential : 1) M.Com. 2) 6 years experience in Accounts / Financial management in a Govt. Dept. or organization of repute in a supervisory capacity Desirable : 1) ACA/AICWA/ACS/MBA (Fin.) 2) Knowledge of Govt. Rules / procedures	--do--
5.	Asstt. Admn. Officer Level-10 (56100) -Direct recruitment Or Level-9 (53100) For promotes	40 years	Essential : 1) IInd class degree of recognized University 2) 10 years experience of work relating to establishment, administration in organization of repute in a supervisory category preferably in a research institution Desirable : Diploma in Business Management / Personnel Mgt./LLB	--do--

Annexure B 4 (contd.)

6.	Section Officer (Accts/Admn)/ Personal Secretary Level-7 (44900)	35 years	At least II class degree of a recognized university, with 8 years experience relating to establishment/ administration/accounts in reputed organizations (preferably in a research institute) in supervisory capacity; preference to persons with Diploma in Business Mgt/Personnel Mgt.	--do--
7.	Exec. Asstt. to Director/ PA/ Translator cum Hindi Typist Sr. Accountant/ Chief Cashier Level-6 (35400)	40 years	Educational qualifications as in 6 above Experience : 6 years of service in respective discipline	--do--
8.	Sr. Stenographer or Accountant/Cashier or Sr. Purchase cum Store Assistant Level-5 (29200)	28 years	Graduate with 3 years of service as stenographer/SSC with 7 years of service as stenographer or graduate preferably B.Com. with 3 years of service in respective discipline	--do--
9.	A) Stenographer cum Asst. Level-4 (25500)	28 Years	Graduate with typing speed of 40 wpm and 80 wpm in shorthand or SSC with 40 words per minute in typing and 80 words per minute in shorthand with 5 years experience. Preferably computer proficiency	--do--
	B) Accounts Asst/Asst. (Cash) Level-4 (25500)	28 years	B.Com. with 3 years experience in accounts	--do--
10.	Junior Assistant Level-2 (19900)	28 years	Graduate with typing speed of 40 wpm / Certificate in computers	Direct recruitment

*** This post is essentially meant to provide an opportunity for assessment promotion of Admin Officer and above grade employees.

B-5. GROUP I - SUPPORTING STAFF

SN	Designation & Pay scale	Age	Minimum qualifications	Remarks
1.	Driver-cum-Lab. Attendant (Spl. Grade) Level-6 (35400)	---	***	Assessment
2.	Driver-cum-Lab. Attendant (Grade-II) Level-5 (29200)	---	***	Assessment
3.	Driver-cum-Lab. Attendant (Grade-I) Level-4 (25500)	---	***	Assessment
4.	Driver-cum-Lab. Attendant (Ordinary Gr.) Level-2 (19900)	28 years	Class VIII pass with driving License plus 2 years experience	Direct recruitment

SN	Designation & Pay scale	Age	Minimum qualifications	Remarks
5.	Sr. Technical Helper Level-5 (29200)	---	***	Assessment
6.	Technical Helper - I Level-4 (25500)	---	***	Assessment
7.	Attendant / Peon-messengers Tech. Helper Level-2 (19900)	28 years	SSC with 1 year experience	Direct recruitment

*** This post is essentially meant to provide an opportunity for assessment promotion.

ANNEXURE C

ASSESSMENT SCHEME

C 1. GROUP IV – SCIENTISTS

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn. Qual.	Age		
1.	Dy Director/ Sr Principal Scientist /	Level-13A (131100)	5 years	Yes	No	75	
2.	Principal Scientist / HoD	Level-13 (118500)	5 Years	Yes	No	75	
3.	Senior Scientist	Level-12 (78800)	5 Years	Yes	No	70	
4.	Scientist	Level-11 (67700)	5 Years	Yes	No	60	
5.	Junior Scientist	Level-10 (56100)	5 Years	Yes	No	60	

C 2. GROUP III(a) - SCIENTIFIC SUPPORTING STAFF

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn. Qual.	Age		
1.	Sr. Scientific Officer Grade-II	Level-12 (78800)	---	---	---	---	(Post meant for assessment only)
2.	Sr. Scientific Officer Grade-I	Level-11 (67700)	5 Years	M.Sc. / BE	No	75	- do -
3.	Scientific Officer	Level-9 (53100)	5 Years	M.Sc. / BE	No	75	- do -
4.	Scientific Asst. IV	Level-7 (44900)	5 Years	Yes	No	70	- do -
5.	Scientific Asst. III	Level-6 (35400)	5 years	Yes	No	70	---
6.	Scientific Asst. II	Level-5 (29200)	5 years	Yes	No	65	---
7.	Scientific Asst. I	Level-4 (25500)	5 years	Yes	No	60	---

ANNEXURE C (contd)

C 2. GROUP III(b) - TECHNICAL SUPPORTING STAFF

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn Qual.	Age		
1.	Technical Officer	Level-9 (53100)	--	--	--	--	(Post meant for assessment only)
2.	Technical Asst.IV	Level-7 (44900)	7 Years	Yes	No	70	- do -
3.	Technical Asst. III	Level-6 (35400)	7 years	Yes	No	70	---
4.	Technical Asst. II	Level-5 (29200)	7 years	Yes	No	70	---
5.	Technical Asst. I	Level-4 (25500)	7 years	Yes	No	65	---
6.	Laboratory Asst.	Level-2 (19900)	7 years	Yes	No	60	---

ANNEXURE C (contd)

C 3. GROUP II - ADMINISTRATIVE STAFF

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn. Qual.	Age		
1.	Sr. Admin. Officer	Level-12 (78800)	---	---	---	---	** <i>(Post meant for assessment only)</i>
2.	Admin Officer	Level-11 (67700)	5 years	Yes	No	80	---
3.	Asst. Admin. Officer / Personnel Officer /Asst. Accounts Officer	Level-10 (56100) or Level-9 (53100)	5 years	Yes	No	75	---
4.	Section Officer (A/C & Admin) / Personnel Secretary	Level-7 (44900)	6 years	Yes	No	60	---
5.	Ex. Asst. to Director / Personal Asst. / Translator cum Hindi Typist Sr. Accountant-cum-Chief Cashier	Level-6 (35400)	6 years	Yes	No	60	---
6.	Sr. Stenographer -Sr.Asst. / Sr.Acctn.-Cum-Cashier / Sr. Purchase-Cum- Store Asst.	Level-5 (29200)	6 years	Yes	No	60	---
7.	Steno-Asst. /Acctn.Asst. /Asst.(Cash)	Level-4 (25500)	6 years	Yes	No	60	---
8.	Junior Assistant	Level-2 (19900)	6 years	Yes	No	60	---

**** This is meant only for providing assessment opportunity to Admin. Officer**

ANNEXURE C (contd)

C 4. GROUP I - SUPPORTING STAFF

Sl. No	Designation	Pay Scale	Min. No. of years of service required for Assessment	Whether age and edn. Qualifications prescribed for direct recruitment will also apply in the case of assessment		Minimum Threshold marks	Remarks
				Edn. Qual.	Age		
1	Driver-cum-Lab. Attendant (Spl. Grade)	Level-6 (35400)	---	---	---	---	(Post meant for assessment only)
2	Driver-cum-Lab. Attendant (Grade-II)	Level-5 (29200)	7 years	Yes	No	70	- do -
3	Driver-cum-Lab. Attendant (Grade-I)	Level-4 (25500)	7 years	Yes	No	60	---
4	Driver-cum-Lab. Attendant (Ordinary Gr.)	Level-2 (19900)	7 years	Yes	No	60	---
5	Sr. Technical Helper	Level-5 (29200)	---	---	---	---	(Post meant for assessment only)
6	Technical Helper – I	Level-4 (25500)	7 Years	Yes	No	70	- do -
7.	Attendant / Peon-messengers Tech. Helper	Level-2 (19900)	7 Years	Yes	No	60	---

ANNEXURE – D**COMPOSITION OF SELECTION / ASSESSMENT AND DEPARTMENTAL ASSESMENT COMMITTEES**

POSITION	COMPOSITION	QUORUM FOR CONDUCTING PROCEEDING
Dy. Director	1.Chairman Chairman of the Governing Body or his nominee. Members 2 & 3 Experts from the aluminum industry. 4 & 5 Experts from R&D laboratories / Academic institutions. 6. Director of the Centre	Chairman / Alternate Chairman, at least one expert from industries and one from R & D labs / academic institutions; Director of the Centre (total 4)
Group-IV Jr Scientist Scientist Sr Scientist Pr Scientist Sr Pr Scientist	1Chairman: Nominee of RAC Members 2. Director 3. & 4 Experts from aluminum industry 5 & 6 Experts from R & D Laboratories / Academic institutions 7. One SC or ST officer of equal status wherever applicable	Chairman, Director, at least one expert from aluminum industry and one from R & D lab / academic institution and SC/ST officer of equal status (Total 5).
Group III (a) and Group III (b) Scientific supporting and Technical supporting staff	1 Chairman (*) Deputy Director / Head of Dept. Members 2 One Sr Scientist, JNARDDC 3.One SC/ST Member in pay level-11 4 One from Administration in pay level-11	ALL
Group II Administrative Staff	As for Group III (*) except for Sr Admin Officer in whose case the composition as for Group IV above with addition of an officer of administration in pay level-13 and above	ALL
Group I Supporting staff	1 Chairman (*) Sr Scientist, JNARDDC Members 2. Scientist, JNARDDC or the officer of equivalent status from other Govt. Department 3 Admin Officer from JNARDDC or from other Central Govt. Dept. equivalent to pay level-11 cadre 4 An officer belonging to SC/ ST category equivalent to pay level-11 cadre.	ALL

* Chairman / Members for Group – III, II & I posts may, (if necessary, be a person of **HIGHER** rank, as per the discretion of the Appointing authority

**List of Amendments made in RR (Recruitment Rules)
of JNARDDC, Nagpur**

The RR (Recruitment Rules) of JNARDDC was approved by the 22nd Governing Body on 19th March, 1997 and subsequently adopted and approved in the 27th Governing Body and 11th General Body in its meeting held on 25th June, 1999.

The following amendments were subsequently made and approved by the Governing Body.

SN	Amendments made in RR	Approving authority
1	<p align="center">Rule 12.3</p> <p>[Effective date of assessment for candidates failing in their assessment]</p> <p>The date of placement in the next higher grade on assessment will be deferred by one year for each unsuccessful attempt. And if a candidate does not appear in the assessment meeting it will be treated as an unsuccessful attempt.</p>	Governing Body in its 36 th meeting held on 31.01.2006
2	<p>Rule – 7.1.6</p> <p>[Payment of arrears for backdated assessment]</p> <p>The Assessment Meetings will be held twice a year for employees eligible as on 31st March and 30th September every year instead of paying arrears.</p>	Governing Body in its 37 th meeting held on 21.02.2007
3	<p>Annexure- B-3</p> <p>[Augmenting educational qualification of Group III(B) Technical supporting staff]</p> <p>The educational qualification of Group III(B) Technical supporting staff was augmented to include HSC (12th) Science with Physics / Chemistry / Maths as one of the main subjects.</p>	Governing Body in its 37 th meeting held on 21.02.2007
4	<p>Annexure : B-1</p> <p>[Increase in age limit of Scientist-I]</p> <p>The age limit for direct recruitment of Scientist-I was enhanced from 30 years to 35 years.</p>	Governing Body in its 39 th meeting held on 22.05.2008
5	<p>Annexure- C-4</p> <p>[Promotional Avenues for Driver / Tech. Helper]</p> <p>They were provided scope for assessment to next two higher grades.</p>	Governing Body in its 40 th meeting held on 25.11.2008
6	<p>Rule 4.1</p> <p>[RR for the post of Director]</p> <p>Ministry modified the qualification and desirable criteria and tenure of appointment of Director.</p>	Governing Body in its 47 th meeting held on 14.05.2013
7	<p>Annexure- C-2</p> <p>[Promotional Avenues for Group III(A) Scientific supporting staff]</p> <p>They were provided scope for assessment to next two higher grades. Min. Qualification:-M.Sc. / BE / B.Tech</p>	Governing Body in its 48 th meeting held on 18.11.2013

SN	Amendments made in RR	Approving authority												
8	<p>[Re-designation of the post of Scientists] The posts of scientists were re-designated.</p> <table border="1" data-bbox="310 453 967 625"> <thead> <tr> <th>Existing</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td>Dy. Director / Scientist-V</td> <td>Senior Principal Scientist</td> </tr> <tr> <td>HOD / Scientist-IV</td> <td>Principal Scientist</td> </tr> <tr> <td>Scientist-III</td> <td>Senior Scientist</td> </tr> <tr> <td>Scientist-II</td> <td>Scientist</td> </tr> <tr> <td>Scientist-I</td> <td>Jr Scientist</td> </tr> </tbody> </table>	Existing	Revised	Dy. Director / Scientist-V	Senior Principal Scientist	HOD / Scientist-IV	Principal Scientist	Scientist-III	Senior Scientist	Scientist-II	Scientist	Scientist-I	Jr Scientist	<p>Governing Body in its 50th meeting held on 28.08.2015 & MoM vetting.</p>
Existing	Revised													
Dy. Director / Scientist-V	Senior Principal Scientist													
HOD / Scientist-IV	Principal Scientist													
Scientist-III	Senior Scientist													
Scientist-II	Scientist													
Scientist-I	Jr Scientist													
9	<p>Annexure : B-1 [Essential qualification for recruitment of all Scientist posts amended as below] 1st class degree in Engineering in Chemical / Metallurgy / Mechanical / Material Science / Electrical / Environmental / Instrumentation or equivalent or 1st class Masters degree in Physics, Chemistry or Geology or equivalent or M.Tech (Mineral Processing). The essential qualification to be advertised shall be decided by the appointing authority based on the requirement of the particular department / division of JNARDDC.</p>	<p>Governing Body in its 50th meeting held on 28.08.2015.</p>												
10	<p>Annexure- B-3 [Amendment to the education qualification of Technical supporting Staff] Lab Assistant /Technical Assistants :</p> <table border="1" data-bbox="310 1188 1122 1331"> <thead> <tr> <th>Existing qualification</th> <th>Amended qualification</th> </tr> </thead> <tbody> <tr> <td>SSC with ITI Trade Certificate OR HSC (12TH) Science</td> <td>SSC with ITI Trade Certificate Or National Apprenticeship Certificate (NAC) OR HSC (12TH) Science</td> </tr> </tbody> </table> <p>N.B. Physics/Chemistry/Maths should be one of the main subjects in 12th Science.</p>	Existing qualification	Amended qualification	SSC with ITI Trade Certificate OR HSC (12 TH) Science	SSC with ITI Trade Certificate Or National Apprenticeship Certificate (NAC) OR HSC (12TH) Science	<p>Governing Body in its 51st meeting held on 22.03.2016.</p>								
Existing qualification	Amended qualification													
SSC with ITI Trade Certificate OR HSC (12 TH) Science	SSC with ITI Trade Certificate Or National Apprenticeship Certificate (NAC) OR HSC (12TH) Science													
11	<p>[Dis-continuance of interview] DoPT OM No. 39020/01/2013-Estt(B) Part dated 09.12.2015</p> <p>6.1.1 For Group-B (Non-Gazetted) and Group-C posts, the recruitment of external candidates would be through the method of short listing of applications, interviews skill test and tests wherever considered necessary.</p>	<p>Governing Body in its 51st meeting held on 22.03.2016.</p>												

SN	Amendments made in RR	Approving authority															
12	<p>[Amendment to the Assessment Rule of Administration cadre]</p> <table border="1" data-bbox="310 407 1143 646"> <thead> <tr> <th>Designation</th> <th>Pay scale</th> <th>Revised residency period</th> </tr> </thead> <tbody> <tr> <td>Secretary cum Sr. Admin. Officer</td> <td>(PB-3) 15600-39100 + 7600</td> <td>----</td> </tr> <tr> <td>Secretary-cum-Admi Officer</td> <td>(PB-3) 15600-39100 + 6600</td> <td>5 years</td> </tr> <tr> <td>Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer</td> <td>(PB-3) 15600-39100 + 5400 (*) Or (PB-2) 9300-34800 + 5400</td> <td>5 years</td> </tr> </tbody> </table>	Designation	Pay scale	Revised residency period	Secretary cum Sr. Admin. Officer	(PB-3) 15600-39100 + 7600	----	Secretary-cum-Admi Officer	(PB-3) 15600-39100 + 6600	5 years	Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer	(PB-3) 15600-39100 + 5400 (*) Or (PB-2) 9300-34800 + 5400	5 years	<p>Governing Body in its 51st meeting held on 22.03.2016 & MoM vetting</p>			
Designation	Pay scale	Revised residency period															
Secretary cum Sr. Admin. Officer	(PB-3) 15600-39100 + 7600	----															
Secretary-cum-Admi Officer	(PB-3) 15600-39100 + 6600	5 years															
Asst. Admin. Officer / Personnel Officer / Asst. Accounts Officer	(PB-3) 15600-39100 + 5400 (*) Or (PB-2) 9300-34800 + 5400	5 years															
13	<p>[Modifications in Assessment/ Promotion Policy of Scientist]</p> <table border="1" data-bbox="329 770 1214 1079"> <thead> <tr> <th>Designation</th> <th>Pay Scale</th> <th>Minimum criteria in self appraisal report of last 5 years for being eligible for assessment to next higher grade</th> </tr> </thead> <tbody> <tr> <td>Principal Scientist to Sr. Principal Scientist</td> <td>(PB-4) 37400-67000 + 8700</td> <td>3 Excellent</td> </tr> <tr> <td>Sr. Scientist to Principal Scientist</td> <td>(PB-3) 15600-39100 + 7600</td> <td>2 Excellent & 1 Very Good</td> </tr> <tr> <td>Scientist-II to Senior Scientist</td> <td>(PB-3) 15600-39100 + 6600</td> <td>2 Very Good & 1 Excellent</td> </tr> <tr> <td>Scientist-I to Scientist-II</td> <td>(PB-3) 15600-39100 + 5400</td> <td>2 Good & 1 Very Good</td> </tr> </tbody> </table> <p><i>"Only Scientists who fulfil the above criteria in their qualifying period of assessment shall be called interview."</i></p>	Designation	Pay Scale	Minimum criteria in self appraisal report of last 5 years for being eligible for assessment to next higher grade	Principal Scientist to Sr. Principal Scientist	(PB-4) 37400-67000 + 8700	3 Excellent	Sr. Scientist to Principal Scientist	(PB-3) 15600-39100 + 7600	2 Excellent & 1 Very Good	Scientist-II to Senior Scientist	(PB-3) 15600-39100 + 6600	2 Very Good & 1 Excellent	Scientist-I to Scientist-II	(PB-3) 15600-39100 + 5400	2 Good & 1 Very Good	<p>Governing Body in its 53rd meeting held on 13.07.2017</p>
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14	<p>[Re-Designation of Existing Administrative Post into Translator Cum Hindi Typist Post]</p> <table border="1" data-bbox="310 1297 1016 1400"> <thead> <tr> <th>Post / Designation</th> <th>Scale of Pay</th> </tr> </thead> <tbody> <tr> <td>Personal Asst. (Existing) Translator cum Hindi Typist (re-designated)</td> <td>(PB-2) 9300-34800 + 4200</td> </tr> </tbody> </table>	Post / Designation	Scale of Pay	Personal Asst. (Existing) Translator cum Hindi Typist (re-designated)	(PB-2) 9300-34800 + 4200	<p>Governing Body in its 53rd meeting held on 13.07.2017</p>											
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15	<p>[Re-designation of senior posts in Administration]</p> <table border="1" data-bbox="310 1524 1029 1652"> <thead> <tr> <th>Existing Designation</th> <th>Revised Designation</th> </tr> </thead> <tbody> <tr> <td>Secretary cum Sr. Admin. Officer 12000-375-16500 / Level-12</td> <td>Sr. Administrative Officer 12000-375-16500 / Level-12</td> </tr> <tr> <td>Secretary-cum-Administrative Officer 10000-325-15200 / Level-11</td> <td>Administrative Officer 10000-325-15200 / Level-11</td> </tr> </tbody> </table>	Existing Designation	Revised Designation	Secretary cum Sr. Admin. Officer 12000-375-16500 / Level-12	Sr. Administrative Officer 12000-375-16500 / Level-12	Secretary-cum-Administrative Officer 10000-325-15200 / Level-11	Administrative Officer 10000-325-15200 / Level-11	<p>Governing Body in its 54th meeting held on 03.08.2018</p>									
Existing Designation	Revised Designation																
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Secretary-cum-Administrative Officer 10000-325-15200 / Level-11	Administrative Officer 10000-325-15200 / Level-11																
16	<p>[Amendment in essential qualification of Scientific Supporting Staff]</p> <p>BSc./Dip. in Engineering/Tech of 3 years Or MSc / BE or equivalent [in relevant discipline]* plus relevant experience as applicable for the post. (*) – <i>The relevant discipline to be advertised shall be approved by the appointing authority depending upon the functional requirements of the Lab. e.g. Geology / Physics / Chemistry/ Computers/ Statistics / Maths / Electrical etc</i></p>	<p>Governing Body in its 62nd meeting held on 25.11.2025</p>															

17	[RR for the post of Director] The age limit, terms of appointment etc was amended.	Governing Body in its 62nd meeting held on 25.11.2025
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Notification of Amended RR for post of Director, JNARDDC approved on 25.11.2025



जवाहर लाल नेहरू एल्युमिनियम अनुसंधान विकास और अभिकल्प केंद्र,
स्वायत्त निकाय (खान मंत्रालय), भारत सरकार, अमरावती रोड, वाडी, नागपुर -440023

Jawaharlal Nehru Aluminium Research Development & Design Centre,
Autonomous Body (Ministry of Mines), Gol, Amravati Road, Wadi, Nagpur-440023

संख्या : 184 /जे.एन.ए.आर.डी.डी.सी/एडमिन-RV/2025

दिनांक : 02.12.2025

परिपत्र / CIRCULAR

विषय : Revised Recruitment Rules for the post of Director, JNARDDC

The revised Recruitment Rules for the post of Director, JNARDDC approved by the Competent Authority is attached herewith for your kind information.

सक्षम प्राधिकारी द्वारा अनुमोदित जेएनएआरडीडीसी के निदेशक पद के लिए संशोधित भर्ती नियम संलग्न हैं।

(आर विशाखा)

वरिष्ठ प्रशासनिक अधिकारी

प्रतिलिपि : सूचना और आवश्यक कार्रवाई के लिए

- निदेशक महोदय
- HoDs (MTN / RNC / US / PGB / AM / RS)
- Section Officer, Metal-IV, Ministry of Mines

आर विशाखा/R Vishakha
वरिष्ठ प्रशासनिक अधिकारी/Senior Admin Officer
जवाहरलाल नेहरू एल्युमिनियम अनुसंधान विकास और अभिकल्प केंद्र,
Jawaharlal Nehru Aluminium Research Development & Design Centre
Autonomous Body (Ministry of Mines), Amravati Road, Wadi, Nagpur-440023

Amended Recruitment Rule (RR) for post of Director, JNARDDC approved on 25.11.2025

Item	Description
1. Name of the Post	... DIRECTOR
2. No. of posts	... One
3. Scale of Pay	... Pay Level -14 (₹ 144200-218200) (7th CPC)
4. Whether selection or non-selection post	... Selection Post
5. Age limit	... Up to 58 years (as on the closing date of applications)
6. Educational and other qualifications required for appointment:	<p><u>A- Essential :</u> 1st Class BE/ME in Metallurgical / Chemical Engineering of a recognized university.</p> <p><u>B- Experience</u> At least 20 years of experience out of which 10 years should be in a leadership role in a research / academic institution / organization or Non-ferrous sector/ recycling sector / critical minerals. The applicant should be holding an analogous position, or a position at Pay Level-13A or equivalent with minimum five years of service.</p> <p><u>C- Desirable</u> Knowledge of nonferrous technology including downstream processing and waste utilization</p>
7. Whether age and educational qualification prescribed for direct recruit will apply for internal candidates	... Yes
8. Period of probation, if any	... One year
9. Method of recruitment whether by direct recruitment or by promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	... Direct recruitment / Deputation / Short-term Contract through the process of advertisement in newspapers/employment news.
10. Nature of appointment	... The offer of appointment shall be on contract, initially for a period of five years (from the date of assumption of charge), or till superannuation upon attaining the age of 60 years, whichever is earlier. The contract can be renewed for next 5 years or till superannuation upon attaining the age of 60 years, whichever is earlier on approval from the Governing Body.

11. Selection Procedure	...	<p>Ministry of Mines shall constitute a Search-cum-Selection Committee, with the concurrence of the Department of Personnel and Training. The Committee should consist of not more than five Members including the Chairperson. The composition of the Committee should be well balanced. At least one Expert Member should be nominated having acknowledged expertise in the field of specialization relevant to the post for which the Committee shall be constituted. At least half the number of Members should be from outside the Ministry of Mines, including organizations under its administrative control. The Chairperson of the Search-cum-Selection Committee shall be the Secretary (Ministry of Mines).</p>
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Recruitment Rule (RR) for post of Director, JNARDDC approved in May 2013

(This RR stands amended in Nov 2025)

Government of India
Ministry of Mines

No. 4/6/2012-Met.IV

New Delhi dated the 6th May, 2013

To

The Director,
Jawaharlal Nehru Aluminium
Research Development & Design Centre,
Amravati Road,
Wadi, Nagpur-440023.

Subject- Advertisement for the post of Director, JNARDDC-

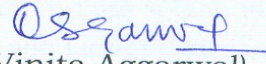
Sir,

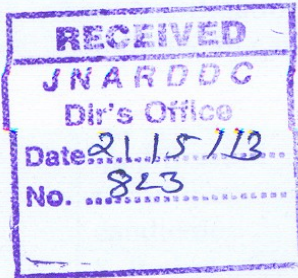
I am directed to forward herewith a copy of the Recruitment Rule for the post of Director, JNARDDC, duly approved by the Secretary (Mines)/Chairman Governing Body and request you to take immediate action for getting it published for wide circulation as per DOP&T guidelines.

2. Further, you are also requested to include the matter in the Agenda of ensuing Governing Body meeting scheduled to be held on 14.5.2013 for approval of the Governing Body.

This may be treated as Most Immediate

Yours faithfully,


(Dr. Vinita Aggarwal)
Economic Adviser



Recruitment Rule (RR) for appointment of Director, JNARDDC
(Approved by the 47th Governing Body on 14th May, 2013)

Jawaharlal Nehru Aluminium Research Development & Design Centre (JNARDDC)		
1. Name of the Post	...	DIRECTOR
2. No. of posts	...	One
3. Scale of Pay	...	Level-14 (144200)
4. Whether selection or non-selection post	...	Selection Post
5. Age limit	...	Not exceeding 55 years
6. Educational and other qualifications required for appointment :		
<p><u>A- Essential</u> Degree in Metallurgical Engineering / Chemical Engineering of a recognized university.</p> <p><u>B- Experience :</u> a) At least 20 years of professional experience of which 10 years should be in a leadership role in a research / academic institution / consulting organization or aluminum industry, with experience in guiding and training research and / or design works. b) A distinguished Scientist with demonstrable ability to manage multidisciplinary R&D teams and capacity to build a conducive environment for nurturing high research, consultancy and development and other S&T activities.</p> <p><u>C- Desirable :</u> Knowledge of alumina / aluminium technology including downstream processing and waste utilization.</p> <p>Age, qualification and experience may be relaxed by the Search-cum-Selection Committee in case of candidates found otherwise deserving and competent.</p>		
7. Whether age and education qualification prescribed for direct recruitment will apply for internal candidates.	...	Yes
8. Period of probation, if any	...	One year
9. Method of recruitment whether by direct recruitment or by promotion or deputation/ transfer and percentage of the vacancies to be filled by various methods	...	Direct recruitment.
10. Nature of appointment	...	The offer of appointment shall be for a period of five years or till the age of 60 years whichever is earlier. In deserving cases, the tenure period can be extended by another term upto five years or till the age of 60 years whichever is earlier.
11. SEARCH-CUM-SELECTION COMMITTEE :		
<p>The Director of the Centre shall be a distinguished Scientist, and shall be appointed by a Search-cum-Selection Committee constituted by the Ministry/Department with concurrence of DoP&T. The Search-cum-Selection Committee would mandatorily include at least one outside expert of eminence from the relevant field.</p> <p>All the relevant DoP&T guidelines for autonomous bodies w.r.t above shall be applicable to JNARDDC as issued and amended by DoP&T from time to time.</p>		

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

**RULES RELATED TO ALLOTMENT OF RESIDENTIAL
ACCOMMODATION**

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

**REVISED RULES RELATED TO ALLOTMENT OF
RESIDENTIAL ACCOMMODATION**

1.0 SHORT TITLE :

These rules may be called “JNARDDC Allotment of Residential Accommodation Rules”. These rules shall come into force with immediate effect and shall remain in force until further orders.

2.0 DEFINITION

In these rules, unless the context otherwise required :

- a) “JNARDDC” means Jawaharlal Nehru Aluminium Research Development and Design Centre.
 - b) “Centre” means Jawaharlal Nehru Aluminium Research Development and Design Centre”.
 - c) “Allotment” means the grant of permission to occupy a residence in accordance with the provisions of these rules as may be in force from time to time.
 - d) “Employee” means a person appointed against a regular post and includes probationers and deputationists, but excludes Trainees, Apprentices, temporary, casual, employees on contract and employees on contingent basis.
 - e) “Family” means the wife or husband as the case may be, dependent parents, children, step children, legally adopted children, brothers or sisters as ordinarily may reside with and are dependent on the employee.
 - f) “Eligibility Date” means the date from which an employee takes up the position relevant to a particular type of residential accommodation.
 - g) “Management” means the Director of the Centre or such other person /persons authorised by him for the purpose of these rules.
 - h) “Pay” means basic pay on which house rent is recoverable.
- * These rules approved in the XXI Governing Body of the Centre and are in supersession of the house allotment rules circulated earlier.

- i) “Licence fee” refers to charges for any accommodation fixed as such under the orders of the management from time to time separately for the employees and other agencies/individuals.
- j) “Penal Charges” means four times the licence fee.
- k) “Subletting” means allowing the use of an allotted accommodation in full or in part by another person with or without payment of licence fee / rent by such other person.
- l) “Eviction” means vacating of accommodation in terms of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971.

3.0 ELIGIBILITY FOR ALLOTMENT OF ACCOMMODATION

- 3.1 If husband and wife are both employees of the Centre and working at the same station, only one of them will be eligible for allotment.
- 3.2 If one of the spouse is employed by another Government/Semi-Government organisation/autonomous bodies or public sector undertaking and has been allotted residential accommodation from his/her employer in Nagpur, he/she shall not be eligible for allotment of accommodation by the Centre.
- 3.3 If any member of the family of the employees is employed by the Centre, then either the employee or such member will be eligible for allotment.
- 3.4 No employee shall be eligible for allotment of residential accommodation by the Centre if he or any other members of his family owns a house situated within the jurisdiction of a local municipality or of any adjoining municipality.

4.0 CLASSIFICATION OF ACCOMMODATION

Residential accommodation will be classified into the following six types on the basis of the plinth area as per the construction made.

Sl. No.	Type	Appox. Plinth Area
1.	“A”	40 m ²
2.	Bachelor’s Hostel	30 m ²
3.	“B”	60 m ²
4.	“C”	90 m ²
5.	“D”	150 m ²
6.	Director’s Bungalow	220 m ²

5.0 ENTITLEMENT OF ACCOMMODATION

The entitlement of different types of accommodation will be as follows :

Sl No.	Designation/Salary Scale	Entitlement
1.	Director	Director's Bungalow
2.	Dy. Director and HOD's in the scale of Rs. 4500-5700	"D" Type
3.	Scientist III and II and administration personnel in scales of pay 3700-5000 & 3000-4500	"C" Type
4.	Scientist-I, and all other personnel in the scales of pay 2200-4000, 2000-3500, 1640-2900, 1400-2300	"B" Type
5.	Persons in scales of pay 1200-2040, 950-1500, 750-940	"A"

In respect of Sl. Nos. 3,4 & 5, priority will be given to married employees. Unmarried employees may be allotted accommodation in Bachelor's Hostel.

6.0 PROCEDURE FOR ALLOTMENT OF ACCOMMODATION :

6.1 The Director of the Centre will constitute at his discretion a house allotment committee consisting of not more than four members, out of whom one will be from the administration department, who will act as the Secretary of the committee. The member (Administration) will be authorised to act as Estate Officer of the Centre in terms of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 and when houses are available for allotment, the House Allotment Committee will consider the cases of the employees and subject to these and any other guide lines that may be issued by the Director, will recommend allotment for approval of the Director, whose decision thereon will be final on approval of the Director, allotment in the prescribed form as given in Annexure-I to the individuals will be issued.

6.2 Member (administration) will maintain the list of all eligible employees as per their entitlements mentioned in clause 5 in order of priority date. Allotment of residential accommodation will be made to the employees in a particular type having the earliest priority date in that type.

Note : Priority date will be fixed with reference to date of appointment in the Centre in a salary scale or designation, as the case may be, i.e. the person appointed first will have priority over the one appointed later. In case of a tie, date of joining the Centre will be the determining factor. In case of a further tie, date of birth will be the determining factor.

6.3 An employee may be allotted a residential accommodation of lower type than he/she is eligible under the rules. However, employees will not be compelled to accept a residence of lower type than what he/she is entitled under the rules.

7.0 RESERVATION :

7.1 10% in A and B type houses and 10% in Bachelors' Hostel will be reserved for SC/ST employees. A separate waiting list would be maintained for this purpose. Reservation with respect to houses in C and D Category will be considered in future when more houses of these types are built. Maintenance of a roster system and further subdivision of the reserved houses amongst SC/ST employees would also be considered at that time.

7.2 One house in C and B types and one room in the bachelors' hostel will be reserved for out-of-turn allotment (based on essentiality) by the Director at his discretion.

8.0 GENERAL

8.1 If an employee fails to take possession of quarters allotted to him/her as per his entitlement within 15 days from the receipt of the letter of allotment, he/she shall not be eligible for another allotment for a period one year from the date of allotment order.

8.2 If an employee occupying a lower type accommodation is allotted a quarter of the type for which he/she is entitled, refuse to take possession of the same within the stipulated time, the allotment will be cancelled and he/she may be permitted to continue on the earlier allotted accommodation subject to the conditions that he/she shall not be eligible for another allotment for a period of one year from the date of cancellation of allotment.

8.3 If an employee is allotted lower type of accommodation, than to which he is entitled as per his cadre, declines to accept the accommodation, he/she will not be eligible for another allotment of lower type of accommodation for a period of one year from the date of cancellation of allotment. However, he/she will continue to remain eligible for entitled type of accommodation.

8.4 An allotment shall be effective from the date on which it is occupied by the employee and shall continue until :

- a) the expiry of the permissible period under rule 8.5;
- b) it is cancelled by the management or is deemed to have been cancelled under any provisions in these rules.
- c) it is surrendered by the employee;
- d) the employee ceases to occupy the quarter; and
- e) eviction is ordered.

8.5 The accommodation allotted to an employee may be retained on the happening of any of the events specified below and for the period indicated against each provided that the accommodation is required for bonafide use of the employee or members of his/her family.

Sl. No.	Events	Permissible period for retention of quarters
1.	Resignation, dismissal or termination of service	One month
2.	Retirement or terminal leave	Three months
3.	Death of the allottee	Six months
4.	Transfer to a place outside headquarters	Two months
5.	Leave other than study leave	Full period of leave
6.	Study leave, in or outside India	Full period of study leave with the condition that no higher type of accommodation can be occupied during the period of such leave even if the person becomes eligible.
7.	Leave on medical grounds	Full period of leave
8.	Leave on proceeding on training	Full period

Penal charges would be levied for stay beyond the period mentioned in the above table.

8.6 CHANGE OF RESIDENCE

- 1) Eligible employees who have been in occupation of the Centre's quarters may be permitted on specified application to this effect, a change of quarter within the same type subject to the condition that such change shall not be allowed more than once for a particular type of quarter throughout the period of service with the Centre.
- 2) If an employee fails to accept a change of accommodation offer to him/her within 15 days of the receipt of such offer of allotment, he/she may not be considered again for a change of allotment of that type in future.
- 3) Employees to whom accommodation of the same category have been allotted under these rules may apply for permission to mutually exchange the accommodation provided the type of accommodation are same and concurrence for such changes are permitted by the Director/competent authority.

8.7 The occupant shall not allow any person who in the opinion of the management is considered objectionable and/or undesirable to stay with the allottee even as temporary guest in the quarters and failure to comply with this condition will entail cancellation of allotment and eviction there from besides rendering him/her liable to disciplinary action.

8.8 Any allottee keeping domestic servants on whole time or part time basis in the quarters shall send particulars of such servants to the Estate/Administration Department within seven days of their employment.

- 8.9 If persons other than the family members have to stay in the quarters for a period exceeding one month, the employee shall take permission of the management.
- 8.10 No foreign national will be allowed to stay in the quarters with the allottee without prior permission from the management and permission be obtained within 48 hours of the arrival of such foreign national.
- 8.11 No employee who has been allotted a residential accommodation shall in any circumstances sublet the allotted quarter or any portion thereof or any of the attached outhouse or garage to any employee or any outsider whatsoever.
- 8.12 The accommodation allotted under these rules are for residential purposes of the allottee and members of their families as defined above. The accommodation of premises or part thereof shall not be used for any purpose other than residence.
- 8.13 No allottee of a quarter shall be allowed to keep any cow, buffalo, goat or any other cattle in the premises of the quarters allotted to him/her. Any employee desiring to keep a pet/domestic animal, other than the above, will be required to take permission of Estate/administration department.
- 8.14 The allottee shall not effect any addition or alteration to the quarters allotted to him/her or put up any temporary or permanent structure of any kind within the premises of the allotted quarters without prior permission of the management.
- 8.15 The allottee shall conduct himself/herself in a manner which is not prejudicial to the maintenance of harmonious relations with his/her neighbors.
- 8.16 No loud speakers should be installed inside or outside the quarters without the specific permission of the management.
- 8.17 In case of an allottee's/his/her family's failure to vacate the accommodation before the expiry of permissible period of such accommodation on the happening of any of the events as specified in rule 8.5, the management will be entitled to take possession of the accommodation as per the provisions of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971.
- 8.18 An allottee under these rules shall not be an occupant of the quarters allotted to him/her and will not acquire any right of a tenant under any circumstances.
- 8.19 The allotment ceases automatically on the severance of employer-employee relationship or cancellation of the allotment of quarters.
- 9.0 LICENCE FEE
- 9.1 License Fee to be realised from the employee for residential accommodation allotted to them will be as per Annexure-II (or as ammended from time to time by the Governing Body) or 10% of the basic pay whichever is lower.

- 9.2 Water charges will be recovered at the rate of Rs. 50/- p.m. for the director's Bungalow, Rs. 40/- p.m. for the "D" type, Rs. 30/- per month for 'C' type, Rs. 20/- per month for "B" type Rs. 15/- per month for "A" type and Rs. 10/- per month for the Bachelors' Hostel accommodation. Electricity charges are as per actual consumption.
- 9.3 All employees to whom quarters have been allotted shall be personally liable for payment of rent and other allied charges like electricity, water, service charges, etc. thereof which will be deducted from their monthly salary bills dues payable to them and also for any damage beyond normal wear and tear caused thereof or to the furniture, fixtures, fitting or services provided therein by the Centre during the period of which the quarters remain allotted to them or where the allotment has been cancelled under any of the provisions in these rules until the quarters along with the out-houses attached thereto if any, have been vacated and full vacant possession thereof has been restored to the Estate/administration department.
- 9.4 The assessment of damage or loss caused to the quarters except the formal wear and tear shall be made by the Estate/administration department or such other department/agencies as the management may decide whose decision in this regard shall be final and the Centre will have the right to realise the amount involved by way of deduction from the salary/dues payable of the persons concerned, provided that cost of the loss or damage caused to the quarters or to the fittings may not be realised from the allottee if there are good and sufficient reasons to establish that the same has occurred due to circumstances beyond the control of the allottee.

10.0 SURRENDER AND CANCELLATION

- 10.1 Where two employees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of their marriage, surrender one of the accommodations.
- 10.2 Violation of any of the allotment rules shall entail cancellation of the allotment order from the date of detection of the violation and the allottee concerned shall be bound to hand over the vacant possession of the quarters to the Estate/administration department within a period of one month from the date of receipt of cancellation and shall in addition be liable to payment of penal rent for the period of his continued occupation of the accommodation till the date on which he hands over vacant possession.

11.0 INTERPRETATION OF RULES

In case of any doubt or dispute regarding the interpretation of these rules; the decision of the management will be final.

12.0 AMENDMENT OF RULES

The management reserves the right to amend, add, alter, vary, delete or modify all or any provisions of these rules at any time.

ANNEXURE - I

To,

Sir,

You are hereby allotted the following residential accommodation in JNARDDC Residential Colony.

QUARTER NUMBER	TYPE

The above allotment will be governed by JNARDDC House Allotment Rules as in force.

DATE : _____

ESTATE OFFICER

ANNEXURE -II**License Fee for the House/Hostel**

Type of Accommodation	Plinth Area	Licence Fee
Director's Bungalow	220 m2	Rs. 489/-
"D" Type	150 m2	Rs. 347/-
"C" Type	90 m2	Rs. 242/-
"B" Type	60 m2	Rs. 158/-
"B" Type Hostel	30 m2	Rs. 89/-
"A" Type	40 m2	Rs. 117/-

Revised License Fees as applicable to Central Govt employees shall be deducted.

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

MEDICAL SCHEME

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

MEDICAL SCHEME FOR THE EMPLOYEES OF THE CENTRE

The employees of the JNARDDC are entitled to get Medical reimbursement up to a maximum amount of Rs. 2,400/- (*) in each financial year with effect from 1st April, 1992 for obtaining medical treatment of their choice for themselves and their dependent family members subject to production of prescription and vouchers along with a bill. Director of the Centre is authorized to frame modalities for such reimbursement subject to satisfaction by the Governing Body.

In the event of major illness which requires hospitalization, the expenses related to the medical expenses for the employees and their dependent family members shall be reimbursed to the employees at the prevailing rates of the Government (AIIMS rates (**)). However, this will be reimbursed only on certification by the authorized medical officer appointed by the Centre.

() The annual reimbursement limit for OPD was revised as below :-*

Approved by Governing Body	Revised Annual Limit
22nd GB meeting : 19.03.1997	5,000/-
35th GB meeting : 19.01.2005	10,000/-
43rd GB meeting : 28.10.2010	20,000/-

~~*(**) As approved in the 44th GB meeting on 16.09.201, the hospitalization charges shall be at the at the prevailing rates of the CGHS rates instead of AIIMS rates.*~~

*(***) –The 57th GB approved the implementation of a comprehensive medical scheme (with cashless facility from an external insurance agency) for in-patient medical treatments for serving employees and their dependents and for all superannuated employees (self and spouse only) with an annual floating cover of Rupees Five Lakhs per employee. Superannuated – All employees retiring at the age of 60 years from JNARDDC.*

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

**CHILDREN EDUCATIONAL ALLOWANCE
AS per Central Government Rules are applicable
To the employees of JNARDDC.**

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

OVER TIME ALLOWANCE RULES

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

Ref.No. : 261/JNARDDC/SEC/96

Date : August 9, 1996

CIRCULAR

The overtime allowance / compensatory off will applicable to the eligible employees of JNARDDC as per the conditions given below :

ELIGIBILITY

All non-executive staff in the pay scale of Rs. 1640 - 2900 and below drawing basic pay up to Rs. 2,200/- p.m. are eligible for overtime allowance (OTA) at the following rates :

Emoluments	Overtime Allowance per hour For the first one hour in excess of the prescribed hours of work	There after Rs. P.
Rs. 1,701 & above but below Rs. 1,951	Nil	10.35
Rs. 1,951 & above but below Rs. 2,201	Nil	11.80
Rs. 2,201 & above	Nil	12.50

EMOLUMENTS : Emoluments mean Pay as defined in FR 9 (21) (a) and including Dearness Allowance, and Compensatory (City) Allowance only.

CONDITIONS FOR GRANT OF OTA

1. Where in special circumstances, it becomes necessary to perform overtime work prior sanction of the Director, JNARDDC is necessary.

The Director, JNARDDC, may authorise work after satisfying himself that the work is of such urgent nature that it cannot be postponed in the public interest till the next working day and Director shall as far as possible specify before hand the time upto which the employee may be required to perform overtime work. In this regard following further instructions may be strictly followed :-

- (i) If any employee is required to attend office earlier than the prescribed hours of work, he should normally be allowed to leave office correspondingly early. Where, however, it is not feasible to allow him to leave office early, he may be paid overtime allowance after deducting the normal one hour of free work. If such an employee is also required to work beyond office hours on that day, overtime allowance may be allowed for the total period of over time work performed before and after the prescribed hours of work after deducting from the total the normal one hour of free work.
- (ii) The staff who are required to perform overtime duty for the full prescribed hours of work on Saturdays, Sundays, or other holidays / public holidays should, as a rule, be granted compensatory leave in lieu. Employees who are required to work on such days beyond a full day may be allowed a day's compensatory leave in lieu of the full day's work and paid overtime allowance for the excess time put by them minus one hour free duty. In cases where an employee is required to work for half a day or less, e.g. from the time the office opens till lunch time, two such half days should be taken as equivalent to one full day for the purpose of grant of compensatory leave, where necessary, half a day's compensatory leave may be given.

Cash compensation in the form of overtime allowance on Saturdays/Sunday and public holidays may be granted only in very exceptional circumstances where the Director, JNARDDC is satisfied and certifies that it is not possible to grant compensatory leave.

Further, where overtime allowance is payable to an employee for the overtime work performed by him on a working day, he shall not be entitled to receive any other remuneration, either in the form of conveyance charges or compensatory leave or otherwise, in respect of such overtime work.

Provided that an employee has been recalled from his residence to perform overtime work, the Director may allow conveyance charges to such an employee in addition to the overtime allowance. These conveyances charges will be in accordance with the approved TA rules of the Centre.

CLARIFICATIONS :

1. The first one hour of overtime work on a working day shall be free only where an employee works in continuation of the prescribed hours of work. Where an employee is recalled from his residence to perform overtime work, overtime allowance may be paid for the entire period of overtime work including the first one hour.
2. The overtime work in excess of one hour up to half an hour and thereafter every period up to half an hour be reckoned as half an hour, e.g. a person working for 2 hours and 10 minutes in excess of one hour beyond the prescribed hours of work will get overtime allowance for 1 1/2 hours.
3. The overtime allowance payable to an employee shall be calculated to the nearest multiple of five paise, the fractions of three paise and more being rounded off to the next higher multiple of five paise and fractions below three paise being ignored.
4. If, for special reasons, such as the demise of a dignitary, a working day is declared as a holiday before the time prescribed for the opening of the office, it shall be treated just like a Sunday or any other holiday for the purpose of payment of overtime allowance. But in the case of a day, on which the office is closed for special reasons after the prescribed opening time but before the prescribed closing time, shall be treated as holiday only from the time the orders for closing the office reach the office.

CEILING LIMIT :

The maximum overtime allowance admissible to an employee in a month shall not exceed the amount corresponding to overtime allowance payable for one third of monthly working hours.

COMPENSATORY LEAVE :

Compensatory leave in lieu of working overtime on holidays, Saturdays and Sundays has to be availed within one month of its becoming due. Not more than two days Compensatory Leave may be allowed to be availed at a time.

The Director, JNARDDC is the Competent Authority to relax any conditions with regard to ceiling limit, Compensatory Leave and any other conditions as he may deem fit on merit of each case.

Prior approval of the DIRECTOR should be obtained before engaging any employee on overtime as per the prescribed proforma available with the Admn. Dept., except in the case of Driver attached to the Director's car.

The above scheme will be effective from Ist April, 1996.

This issues with the approval of the Director.

Sd/-
(A.S. BANDYOPADHYAY)
Secretary

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

**TRANSPORT FACILITIES FOR THE EMPLOYEES AND
RESIDENTS OF JNARDDC TOWN SHIP**

This facility stands withdrawn.

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

**INCENTIVE FOR ACQUIRING HIGHER
QUALIFICATION**

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

Ref.: 820/JNARDDC/Admn/97

Date : November 25, 1997
December 10,

OFFICE ORDER

With a view to encouraging Diploma Holders to improve their knowledge and professional qualifications by acquiring higher qualifications, the Governing Body in its 23rd Meeting held on 22.9.97 approved the following amendment in the incentive scheme for acquiring higher professional qualifications by the employees of the Centre.

Sr. No.	Specified qualifications	Eligible Employees	No. of increments
1.	Degree in Engg/Management studies from recognised institutions	Diploma in Engg/Management studies from recognized Institutions	ONE

The grant of advance increments will be limited to two occasions only during the entire period of service and the employees will not be entitled to get more than three increments during their entire service in the Centre.

The grant of incentives will be subject to production of official proof in support of acquisition of the prescribed qualifications.

The Centre may utilise the services of an employee in department / function in which the professional qualifications acquired could be relevant of more advantageously utilized. However, grant of incentive under this scheme, shall not entitle an employee to any specific claim for incentive or promotion which shall be as per normal prescribed rules.

The grant of incentive will not be applicable to those employees who have acquired the qualifications by nomination of their candidature for full time courses by treating them as on tour or by grant of Study leave.

The quantum of incentive for acquiring the professional qualifications after joining the Centre will be admissible from the first of the month following the month in which eligibility requirement is fulfilled. The date of publication of the final results shall be construed to be the date on which the said qualification is acquired for computing the effective date for grant of incentive.

The advance increment (s) granted under this scheme shall in no way affect the annual increment and due date.

Rest of the contents of the scheme already in vogue will remain unchanged.

This issues with the approval of the competent authority.

**Sd/-
(R.P.RAO)
Section Officer**

Distribution :

1. Mr. P. Dugore, Research Associate, Library Section, JNARDDC - For display in library for wide publicity
- 2) Director, JNARDDC - for information
- 3) Mr. R.N. Goyal, HOD JNARDDC
- 4) Accts Dept. JNARDDC - for further necessary action
- 5) NOTICE BOARDS

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

**CONVEYANCE SUBSIDY SCHEME
Stands withdrawn.**

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

GRIEVANCE PROCEDURE

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR**

No. 914/JNARDDC/Admn./2001

Date : 9th August, 2001

OFFICE ORDER

Sub. : Grievance Procedure for employees

For providing a readily accessible machinery to the employees for redressal of their individual grievances, it has been decided to introduce a grievance procedure as per the scheme enclosed.

This procedure may be amended/modified in the light of the experience gathered during the working of the scheme.

This issues with the approval of the competent authority and will come into force with immediate effect.

Sd/-
(R.P. Rao)
Asstt. Admn. Officer

Copy to :

1. Director, JNARDDC, Nagpur - for kind information pl.
2. Shri R.N. Goyal, Chairman, Grievance Redressal Committee
3. Notice Boards

**JAWARHALAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

GRIEVANCE REDRESSAL PROCEDURE

1.0. OBJECTIVE

With the objective of providing the employees of the JNARDDC a machinery for prompt redressal of their day-to-day grievances, the Centre lays down the following procedures and the machinery thereof, as specified herein.

2.0. SCOPE

All employees can invoke this procedure for redressal of their individual grievances. The procedure will cover matters of employment other than the following :

- 2.1 General issues involving scale of pay, allowances, fringe benefits etc.
- 2.2 Disciplinary action taken under CCS(Conduct) Rules and CCS (CCA) Rules and action taken under other Rules of the Centre.
- 2.3 Cases relating to vigilance and security
- 2.4 Discharge or termination of services as per terms of employment.
- 2.5 Recruitment/Assessment promotion policies of the Centre and related matters.

Issues concerning items 2.1 to 2.5 above, will be dealt with as per existing rules and procedures.

3.0 PROCEDURE

- 3.1 The aggrieved employee may take up his grievance within 30 days of the occurrence of the cause of the grievance in writing with the Grievance Redressal Committee constituted by the competent authority.
- 3.2 The Grievance Redressal Committee, on receipt of the grievance from an employee in writing, will look into the grievance and take necessary steps for redressal of the grievance expeditiously.

- 3.3 All the grievances of individual employees will be registered in a register to be maintained by the Administration Department.
- 3.4 After examination and consideration of the grievance, the decision of the Committee will be communicated to the aggrieved employee within a month.
- 3.5 The committee, if it feels necessary may give a personal hearing to the employee before disposing off the grievance.
- 3.6 For those matters on which the Committee is not in a position to take a decision, the Committee may refer the same to the Director.
- 3.7 On receipt of the reply from the Grievance Redressal Committee, if the aggrieved employee is still not satisfied, he may make an appeal to the Director, giving all details of his grievance in writing within one month.
- 3.8 The decision of the Director will be communicated to the aggrieved employee within 30 days and will be final in the matter.

Sd/-
(R.P. Rao)
Asstt. Admn. Officer

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

ELECTRONIC CARD PUNCHING SYSTEM

**Jawaharlal Nehru Aluminium Research
Development and Design Centre, Nagpur**

Ref : 1253/JNARDDC/DIR/2001

Date : August 30, 2001

Procedure For Operation of Electronic Punch Card System

1. Punch the card in even numbers i.e. in multiples of two (morning IN punch & evening OUT punch are must and in between if an employee is going out for official/personal/lunch during the official hours then OUT punch should be followed by IN punch)
2. The permission cards can be used only once in a day, i.e. going out on official duty can be used once in a day. Drivers are allowed to punch the cards twice (i.e. in and out only) as the EPCS does not record more than one permission card punch
3. There are four shifts defined in the EPCS system. These are general – 0930 to 1800, A1 – 0600 to 1400, A2 – 1400 to 2200, A3 – 2200 to 3000 (0600 hrs of the next day). Whenever any staff member is changing the shift, it should be conveyed in advance, so that EPCS shall not mark any staff member as absent
4. Leave taken can be entered in the EPCS system only in case of prior intimation, otherwise it will mark the employee as absent.
5. There should be atleast 10 mts gap between the two punches of the same employee otherwise the second punch will be treated as duplicate punch and the EPCS will not accept the timings of the second punch
6. If an employee leaving the office in the evening after punching his card and comes in the night again then he should not punch the card but enter the name and timings in the register kept with security.
7. If any employee continues his duty after 1800 hrs then after completion of duty he should punch his card
8. Daily arrival and previous day's performance report will be taken. Also weekly performance report will be taken and accordingly late/early/absenteeism memos may be issued to the individuals. Also the actual working hours will be calculated excluding leaves for each individuals at the end of the week and accordingly memo / letters will be issued to individuals.
9. If EPCS displays the message 'Err', the employee should keep on trying till EPCS displays his / her employee code no. available on the card
10. The movement slips are available with Mr. R N Goyal, Mr. S B Wadodkar and Mr. R P Rao, on production of which security personnel will issue respective permission cards.
11. Total working hours per day is eight hours excluding 30 minutes lunch break.

JNARDDC/Continuation Sheet

Ref : 1253/JNARDDC/DIR/2001

Date : August 30, 2001

12. Total grace period granted is two hours per month. On every Monday total working hours of the last week for each individual will be calculated. If the total no of working hours are not matching with the no. of hours required per week then the employee will be informed for making up the required hours. At the end of the month if the difference between required hours and actual working hours is more than two hours, then leave will be deducted proportionately.
13. Employees going out on official duty should report back on the same day and punch the card compulsorily on the same working day.
14. Prior permission should be obtained for the employees going on official duty before 0930 hours and the same to be intimated to EPCS in-charge.
15. It is the responsibility of the employee to keep his / her card safely and bring it to the Centre every working day.
16. Necessary Charges will have to be borne by the employee for making the new card in case of damage or loss of card

This issues with the approval of the competent authority.

Sd/-
(Vishakha Bujone)
EPCS-Incharge

Copy to

1. Director : for information please
2. Shri R N Goyal, HoD (Alumina)
3. Shri S B Wadodkar, Incharge Scientific / Technical Supporting staff
4. Shri R P Rao, Asst Admn Officer
5. Security Officer : For information and necessary action in the matter

**JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE NAGPUR**

ECONOMY IN ADMINISTRATIVE EXPENDITURE

JAWAHARLAL NEHRU ALUMINIUM RESEARCH
DEVELOPMENT AND DESIGN CENTRE, NAGPUR

472/JNARDDC/Admn/SO/99

July 13, 1999

C I R C U L A R

It is observed that a lot of expenditure is being incurred towards electrical charges, telephone charges, printing and stationary items and vehicle etc. Keeping in view the tight financial position of our Centre, it is necessary to minimise the expenses on the above accounting heads without compromising with the quantity and quality of the output. It is suggested that a minimum 25% cut in the above expenses should be exercised by following the economy measures as listed below :

1. To put off all the electrical lights, fans, coolers, air conditioners and other equipments etc. when not in use during the office hours.
2. To ensure putting off all the electrical lights, fans, coolers, air conditioners, and other equipments etc. while leaving the office after office hours and only minimum required lighting should be switched on.
3. To avoid wasteful use of stationery and printing items and the same should be utilised judiciously.
4. To minimise the number of trips of the vehicles to the city by clubbing of various activities.
5. To reduce the expenditure on telephone by minimising the number of calls on STD and by communicating briefly.
6. To avail e-mail and ordinary post in place of FAX or Speed Post as far as possible.

It may be emphasised here that everyone should make sincere efforts and extend their full co-operation in achieving the target of 25% cut in the above expenditure without hampering of normal official routine work. Suggestions on the subject are also invited from the employees of the Centre.

This issues with the approval of the competent authority.

Sd/-
R.P. Rao
Section Officer (Admn)

Distribution :

1. Director, JNARDDC for kind information pl.
2. All Co-ordinators, for wide circulation amongst the staff members working with them
3. Notice Boards