

# **SERVICE RULES**

**(As approved by the Governing Body of  
JNARDDC)**

**(With subsequent amendments)**

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

**(An Autonomous Body under Ministry of Mines, Govt. of India)**



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**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**

**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 Recruitment and Assessment / Promotion Rules.

<b>Group</b>	<b>Designation</b>	<b>Scale of Pay (Rs.)</b>
Group-IV (Scientists)	Director / Scientist-VI	(PB-4) 37400-67000 + 10000
	Dy. Director / Scientist-V	(PB-4) 37400-67000 + 8900
	HOD / Scientist-IV	(PB-4) 37400-67000 + 8700
	Scientist-III	(PB-3) 15600-39100 + 7600
	Scientist-II	(PB-3) 15600-39100 + 6600
	Scientist-I	(PB-3) 15600-39100 + 5400
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
	Scientific Asst. II / Technical Asst. II	(PB-1)5200-20200 + 2800
	Scientific Asst. I / Technical Asst. I	(PB-1)5200-20200 + 2400
	Laboratory Asst.	(PB-1)5200-20200 + 1900
Group-II (Administrati ve Staff)	Secretary cum Sr. Admin. Officer	(PB-3) 15600-39100 + 7600
	Secretary-cum-Administrative Officer	(PB-3) 15600-39100 + 6600
	Asst. Admin. Officer / Per. Officer / Asst. Accounts Officer ( <b>Group-A Entry</b> )	(PB-3) 15600-39100 + 5400
	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
	Ex. Asst. to Director / Personal Asst. Sr. Accountant-cum-Chief Cashier	(PB-2) 9300-34800 + 4200
	Sr. Stenographer - Sr.Asst. / Sr. Acctn.-Cum-Cashier / Purchase-Cum- Store Asst.	(PB-1)5200-20200 + 2800
	Steno-Asst./Acctn. Asst. /Asst.(Cash)	(PB-1)5200-20200 + 2400
	Junior Assistant	(PB-1)5200-20200 + 1900
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
	Driver-cum-Lab. Attendant (Ordinary Gr.)	(PB-1)5200-20200 + 1900
	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



These pay scales are adopted from the Sixth Pay Commission Scales approved by the Governing Body 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. Rules related to allotment of house has been issued separately.

The employees will be paid City Compensatory Allowance (CCA) as per prevailing Central Government rates from time to time. **CCA not applicable after implementation of sixth pay commission.**

## 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 proviso 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 (above Grade Pay 5400) 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).



### **3.0 LEAVE RULES**

**Leave rules have been notified separately also.**

#### **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 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 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 :

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 :***

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 *Commuted Leave*

Commuted 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 ill health incapacitating the Govt. Servant for further service or in the event of his death.

#### 5. **INCENTIVE SCHEME FOR ACQUIRING PROFESSIONAL QUALIFICATIONS**

<b>Sr. No.</b>	<b>Specified qualifications</b>	<b>Eligible employees</b>	<b>No. Of increments</b>
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

#### **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.



- 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.

## **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.**

## **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 are 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.

## **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 Assistance / 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.**

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

In the event of death of an employee during the tenure of his service with the Centre, one of the eligible dependent of the deceased shall 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 diseased 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.

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**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 adjusted 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.

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

**GROUP GRATUITY SCHEME**

The JNARDDC employees shall be covered by the Group gratuity cash accumulation scheme with Life Insurance Corporation of India as approved by the Governing Body of the Centre.

**GROUP INSURANCE SCHEME**

The JNARDDC employees shall be covered by the Group Insurance scheme with Life Insurance Corporation of India as approved by the Governing Body of the Centre.

**CONTRIBUTORY PROVIDENT FUND SCHEME**

The JNARDDC employees shall be covered by the E.P.F. & Misc. Provisions Act, 1952 with Regional Provident Fund Commissioner.

**MEDICAL SCHEME**

The employees of the JNARDDC are entitled to get Medical reimbursement up to a maximum amount of Rs. 20,000/- in each financial year 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 CGHS. However, this will be reimbursed only on certification by the Authorized medical officer appointed by the Centre.

**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.

<b>Sr. No.</b>	<b>Specified qualifications</b>	<b>Eligible Employees</b>	<b>No. of increments</b>
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. Dungore, 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**

**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
1. 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