

रिक्रूटमेंट एण्ड प्रमोशन रेग्युलेशन्स को अपने आप में पूर्ण बनाने का हर संभव प्रयास किया गया है फिर भी संभव है कि कभी ऐसी स्थिति उत्पन्न हो कि किसी बिन्दु पर उत्तर इन रेग्युलेशन्स में नहीं मिले ऐसी दशा में यह व्यवस्था की गई है कि आवश्यकतानुसार म.प्र. सिविल सर्विसेज (जनरल कडीशन्स ऑफ सर्विसेज) रूल्स १९६१ का सहारा लिया जायेगा।

प्रत्येक कर्मचारी सेवा से संबंधित जानकारी रखने में रूचि रखता है। कर्मचारी सेवा से संबंधित विनियम से भलीभांति परिचित हो सकें, इस उद्देश्य को लेकर यह संकलन तैयार किया गया है। आशा है इस संकलन में दी गई जानकारी लाभप्रद होगी।

भोपाल

दिनांक 1.9.96

प्रबंध संचालक

## Madhya Pradesh State Warehousing Corporation

### NOTIFICATION

In exercise of the powers conferred by clause 42 of the Warehousing Corporations Act, 1962. The Madhya Pradesh Warehousing Corporation with the permission of the State Government hereby makes the following Regulations

### STAFF REGULATIONS

#### PRELIMINARY

#### 1. Short Title and commencement.

These regulations may be called the Madhya Pradesh state Warehousing Corporation Staff Regulations 1962.

They shall be deemed to have come into force with effect from the 31st July, 1958.

They shall apply to all employees of the Corporation and to the personnel employed on contract in respect of all matters not regulated by the contract.

#### 2. State Government to Decide Disputes Regarding Interpretation of these Regulations.

In case of any dispute arising regarding the interpretation of these regulations, it shall be referred to the State Government whose decision thereon shall be final.

#### 3. Definitions.

In these regulations, unless the context otherwise requires:-

- (a) 'Board of directors' means the Board of Directors of the Corporation
- (b) 'Chairman' means the Chairman of the Board of Directors
- (c) 'Corporation' means the M.P. Warehousing Corporation established under Sec. 18 of the Warehousing Corporations Act, 1962 (No. 58 of 1962).
- (d) 'Employee' means a person in the whole time or part time service of the Corporation but does not include a person, employed on daily wages or on contract.
- (e) 'Executive Committee' means the Executive Committee of Corporation.
- (f) 'Government Institution' means a Government Company defined in the Companies Act or a Statutory body incorporate in which the State Government has a financial interest and any office created under the constitution of India
- (g) 'Managing Director' means the Managing Director of the Corporation.
- (h) 'Secretary' means the Secretary of the Corporation.
- (i) 'Sub-Committee' means a Sub-Committee appointed by the Board of Directors, or by the Executive Committee or by the Managing Director

#### 4. Classification of Employees.

The employees of the Corporation shall be classified as follows:-

**Class I Officers** - Managing Director, Secretary and Administrative Officer and such other officers as may be classified from time to time by the Board of Directors in accordance with the scale of pay for class I service under the State Government for similar category of posts.

**Class II Officers** - Accounts Officer, Inspection and Storage Officer, Asstt. Inspection and Storage Officer, Warehousemen category I and such other officers as may be classified from time to time by the Board of Directors in accordance with the scale of pay for class II service under the State Government for similar category of posts.

**Class III - Executive Staff** - Warehousemen category II, Asstt. Warehousemen, Technical Asstt. and such others as may be classified from time to time by the Board of Directors in accordance with the scale of pay for class III-Executive service under the State Government for similar category of posts.

**Class III-Ministerial Staff** - Office Superintendent, Asstt. Superintendent, Accountant, Asstt. Accountant, Stenographer, Clerks, Typists, and such other as may be classified by the Board of Directors from time to time in accordance with the comparative service under the State Government.

**Class IV-SUBORDINATE STAFF**- (including Drivers, Daftareis, Jamadars, peons, Farrash, Dusting Operators, Peons, Chowkidars, Sweepers).

#### CHAPTER II

#### Recruitment, Appointment, Promotion, Probation, Discipline etc.

5. **Strength of Staff**-The Board of Directors shall, from time to time, determine the strength of the Staff, both permanent and temporary under the various categories required for carrying out its functions.

Provided that the Managing Director may subject to the approval of the Executive Committee create any post in class III or IV for a period not exceeding six months.

6. **Manner of Appointment and Promotion.**

(1) Appointment to various posts shall be made by promotion or by direct recruitment or by borrowing personnel from the State Government or, Co-operative Institutions in accordance with such terms and conditions as the Board of Directors may lay down from time to time.

Provided that appointment to posts in class III and IV shall be made by the Managing Director, appointment to posts in Class II shall be made by the Executive Committee, subject to ratification by the Board of Directors and appointment to posts in class I other than that of the Managing Director shall be made by the Board of Directors.

(2) The appointing Authority may appoint a Sub-Committee or Selection Committee for drawing up a panel of names for the posts concerned for consideration of the appointing authority.

7. **Manner of Selection and Publicity for Posts Available for Direct Recruitment.**

7: All posts available for direct recruitment shall be given due publicity and in particular the following steps may be taken-

(i) In respect of posts Class I and Class II and Executive posts under Class III, an advertisement incorporating the necessary minimum qualifications and experience may be inserted in such of the leading newspapers as the Managing Director may consider necessary.

(ii) A public notice inviting applications for the posts under class III/Ministerial and IV shall be put on the Notice Boards at the office premises of the Corporation or the Warehousing Centres run by it.

(iii) For posts under Class IV and ministerial posts under class III, a copy of the notice may also be sent to the local Employment Exchange for suggesting names.

8. **Furnishing of Security by the Warehouseman, Asstt. Warehouseman, Accountant, Asstt. Accountant.**

Any person holding or appointed to the post of a Warehouseman, Asstt. Warehouseman, Accountant, Asstt. Accountant, Cashier shall furnish, for the faithful discharge of his duties, such security in cash or otherwise as the Managing Director in his discretion may determine.

9. **Period of Probation**

Every employee shall undergo a period of probation of one year, provided that the period of probation may be extended at the discretion of the Managing Director.

10. **Medical Certificate.**

Every employee, other than a person on deputation from the State Government or a Govt. Institution shall before joining duty, be required to furnish a medical certificate in the form prescribed in Appendix-I, from a registered Medical Practitioner, nominated for the purpose by the Managing Director.

11. **Notice by an Employee**

(1) An employee shall not leave or discontinue his service in the Corporation without first giving one Month's notice in writing of his intention to do so to the Managing Director. Provided that three month's notice shall be necessary in case of an employee in classes I and II.

(2) In case of breach of this regulation, the employee shall be liable to pay as compensation to the Corporation a sum equal to his substantive pay for the said period of notice provided that the payment of such compensation may be waived by the Managing Director in his discretion.

#### 12. Termination of Service.

1. The service of an employee of the class who is on probation may be terminated at any time by giving him one month's notice or pay in lieu thereof. Provided that such notice shall not be necessary in the case of a temporary employee of class IV whose service is terminable without such notice by the terms and conditions of his appointment.

2. The Board of Directors may terminate the service of an employee of Class I other than the Managing Director after the expiry of the period of his probation by giving him three month's notice or pay in lieu thereof and of any employee of any other class by giving him 2 month's notice or pay in lieu thereof.

3. In the case of an employee of Class III and Class IV the power to terminate his service under sub-Regulations (1) and (2) shall be exercised by the Managing Director and in the case of any employee of Class II by the Executive Committee and in the case of Class I officers (Other than the Managing Director) by the Board of Directors.

\*(Regional Managers to act as appointing authority, disciplinary authority and terminating authority in their region for class IV staff. Authority : Board of Directors' meeting Resolution No.14 dt . 4 7 81 )

#### 13. Superannuation on Attaining the Age of (55) years.

Every employee shall retire on attaining the age of (fifty five years)\* Provided that the appointing authority in the case of class I officers and the Executive Committee in the case of others may, in the interest of the Corporation, extend the period of service of an employee beyond the age of superannuation for such period as may be considered necessary. Provided further that nothing in this regulation shall be deemed to affect the powers of the Corporation to employ any person above the age of (55) years on contract, in which case the appointing Authority in the case of Class I Officers and the Executive Committee, subject to ratification by the Board of Directors in the case of others, shall be competent to make such appointment.

\*(Compulsory Retirement Age Rules, 1967, Amended Rules, 1972 as framed by the State Government and the State Government policies as in force from time to time in respect of the age of superannuation/Retirement shall be applicable to the Corporation's employees Authority : Board of Directors' meeting Resolution No.7 dt 5.3.1979.)

### CHAPTER III

#### Pay and Allowance (\*)

14. **Pay Scale** - The following will be the scales of pay. Provided that employees on deputation from the state Government or Govt. Institution may be appointed on such terms and conditions as the State Government may decide.

#### Scales of Pay

##### Class I Officers.

1. Managing Director	
2. Secretary & Administrative Officer	Rs.350-350-25-500-500 *(Now Bar-25-700-700-30-850/-Revised)

##### Class II Officers

1. Accounts Officer	Rs.225-225-250-20-350- Bar-15-500-500-Bar-20-600/-
2. Inspection & Storage Officer	Rs.225-225-250-20-350 Bar-15-500-500-Bar-20-600/- -do-
3. Asstt. Secretary	-do-
4. Construction Engineer	-do-

##### Class III Executive Staff

1. Warehouseman (Category I)	Rs.220-25-320-Bar-25-420-30-450/-
2. Warehouseman (Category II)	Rs.175-25-200-20-300-Bar-20-400/-
3. Market Investigator & Asstt. Warehouseman	Rs.150-10-250/-
4. Technical asstt.	Rs.100-10-200/-
5. Overseer	Rs.150-10-250/-
6. Draftsman	Rs.150-10-250/-

##### Class III Ministerial Staff

1. Superintendent	Rs.225-15-330-Bar-15-375/-
2. Upper Division I Grade Clerk	Rs.120-8-200/-
3. Accountant	Rs.100-10-200/-
4. Stenographer	Rs.100-100-5-150-EB-5-200/-
5. Upper Division II Grade Clerk	Rs.70-5-120-Bar-6-150/-
6. Lower Division Clerk	Rs.50-4-70-EB-4-110-5-125/-

##### Class IV Subordinate Staff

1. Dafdari	Rs.30-1-40/-
2. Peons, Farrashes & Dusting operators.	Rs.25-1-35/-

\*(Above Pay Scales Revised - Pay scales as per M.P. Pay Revision Rules 1990 adopted. Authority: Board of Directors' meeting., Resolution No.9 dt.20-7-1990).

For posts not covered in the above schedule, the scales of pay shall be such as may be fixed by the Board or Directors from time to time.

The qualification for different posts mentioned above and that may be created from time to time, shall be laid down by the Board of Directors.

#### 15. Fixation of pay on first appointment or on promotion

A new entrant on first appointment to a post or a scale of pay shall draw the minimum pay of the scale provided for the post, unless the appointing authority by special order fixes his pay at a higher stage. In case of promotion from one class grade or appointment to another an employee shall start at a stage in the new scale above his existing pay.

#### 16. Accrual of Increments

In the incremental scale, the increment shall accrue on the completion of each specified period of service in that scale whether such service specified is probationary, officiating or substantive. Active service in a higher grade will count for increment as in the incremental scale in the employee's grade. The Managing Director shall be the authority to give sanction to draw increments.

#### 17. Crossing of Efficiency Bar

An employee shall be allowed to cross the Efficiency Bar if the Managing Director certifies his fitness to do so.

#### 18. Acting Allowance

An employee appointed to hold a post in addition to his own shall be given -

- (i) An acting allowance equal to 1/10th of the minimum pay of the scale of the higher post in addition to his pay, provided that the total pay shall not exceed the minimum of the higher post, or
- (ii) An amount equal to one increment of the higher grade where his substantive pay is higher than the minimum pay of the higher grade.

#### 19. Dearness and Compensatory Allowance.

Unless otherwise stipulated in the terms and conditions of Employment an employee shall be entitled to dearness and compensatory Allowances at rates admissible to employees of corresponding category of the State Government where he is posted for the time being.

#### 20. House Rent Allowance\*

House rent allowance will be admissible to the employees of the Corporation in accordance with the rules framed for the purpose by the State Government for their Employees from time to time.

\*(House Rent Allowance sanctioned @ 15% of basic pay for Indore, Bhopal, Raipur, Jabalpur and Gwalior. For other places @ 10% of the basic pay. These rates effective from 1.7.1989. Basic pay means the basic pay drawn in the pay scale under M.P. Pay Revision Rules, 1987. Basic pay includes special pay and personal pay. Authority: Board of Directors' meeting Resolution No.10 dated 15.6.89.

### CHAPTER - IV (Discipline)

#### 21. Rules of Conduct for the Employees.

1. All employees are bound to serve the Corporation in such capacity and in such place as may be directed by the Corporation from time to time.
2. All employees are bound to serve the Corporation faithfully and to the best of their ability. No employee shall associate himself or take an active part in any political matter or in any political demonstration.
3. An employee of the Corporation shall not, without the prior permission of the Managing Director,
  - (a) By himself or through any member of his family engaged in any trade or business or adventure in the nature of trade or business or,
  - (b) Undertake any other employment while on duty or on leave.
4. An employee shall not speculate in agricultural produce, stocks, shares, securities or any other goods and shall not have connection with the formation or management of a joint stock company.
5. An employee shall not absent himself from his duty or from the station of his posting without obtaining prior permission of Managing Director.
6. An employee shall not approach or prefer an appeal (except as provided herein) or represent personally to any director for any matter concerning his service. Nothing in this sub-regulation shall be deemed to prohibit an employee from making any legitimate representation concerning his service to the Managing Director in his official capacity.

#### 22. Imposition of Penalties.

1. Any employee committing a breach of the regulations of the Corporation or being guilty of negligence, inefficiency or indolence in performance of his duties or knowingly doing anything detrimental to the interests of the Corporation or in conflict with its instructions or committing a breach of discipline or being guilty of any other act of misdemeanour or is convicted of a criminal offence shall be liable to the following penalties-
  - (a) Fine
  - (b) Censure
  - (c) Delay or stoppage of increment or promotion.
  - (d) Reduction to a lower post in his permanent class or to a lower stage in his incremental scale.
  - (e) Recovery from pay of the whole or part of pecuniary loss caused to the Corporation by the employee.

- (f) Removal
- (g) Dismissal

Provided that the penalty of fine shall be imposed on employees of class IV only.

22. The power to impose a penalty under sub-regulation (1) shall be exercised:

- (i) In the case of class I employees other than Managing Director, in respect of all penalties by the Board of Directors, and in the case of class II employees in respect of all penalties except the penalty as specified in Clauses (b) & (c) of Sub-Regulation (1) by the Executive Committee subject to ratification by the Board.
- (ii) In the case of class III and class IV employees, in respect of all penalties, and in the case of Class II employees, penalties as specified in clause (b) and (c) of Sub Regulation (1) by the Managing Director.\*
 

\* (Regional Managers to act as appointing authority, disciplinary authority and terminating authority in their Region for class IV staff. Authority: Board of Directors' meeting Resolution No.14 dt. 4.7.81.)
- (iii) In the case of the Managing Director in respect of all penalties except the penalties specified in clause (f) and (g) of Sub-Regulation (1) by the State Government, in consultation with the Central Warehousing Corporation.
- (iv) No punishment other than that specified in Sub-Regulation (1) (a), (1) (b), and (1) (c) shall be imposed on any employee without formal charges being framed against him and without giving him an opportunity for tendering an explanation in writing and cross examining the witness against him, if any, and of producing defence.
- (v) Notwithstanding any thing contained in these regulations, punishment to employee or deputation from the State Government or Government Institution or Cooperative Societies shall be imposed in accordance with the rules and procedure laid down in this behalf in their parent service.

### 23. Procedure about Suspension

1. An employee may be placed under suspension pending an enquiry against him for breach of discipline or if any proceeding has been instituted against him in respect of any criminal offence involving moral turpitude.
2. The power to place an employee under suspension shall be exercised by the :
  - (a) Managing Director in the case of all employees other than the Construction Engineer and Storage Advisor.
  - (b) Executive Committee in the case of Construction engineer and Storage Advisor.
  - (c) The Board in case of the Managing Director provided that employees on deputation from the State Government or Cooperative Institutions, shall be suspended only in accordance with procedure and rules applicable to them in their parent service.

### 24. Grant of Subsistence Allowance to Employees when under suspension

An employee when suspended under these regulations shall not be entitled, during the period of suspension to draw his full pay but he will be paid a monthly subsistence allowance at a rate not exceeding one third of his substantive pay plus dearness allowance if any during the period of his suspension. Grant of dearness allowance either in full or in part during the period of suspension shall, however, be subject to the approval of the authority ordering suspension.

### 25. Refund of the Difference between subsistence allowance already paid and Emoluments in case of reinstatement.

1. If charges preferred against an employee placed under suspension are not proved in the departmental proceeding taken under these regulations, he shall be reinstated in his post and shall be refunded the difference between the subsistence allowance already paid and the emoluments which he would have received but for such suspension. The period during which an employee is under suspension, shall if he is not-removed or dismissed from the service, be treated as period of duty or leave as the authority passing the final order may direct.
2. Discharge or acquittal of an employee in any criminal proceedings for any criminal offence involving moral turpitude shall not automatically entitle the employee to reinstatement. Notwithstanding such discharges or acquittal, the Corporation shall be competent to institute or to continue departmental proceedings if already instituted on the same charges.

### 26. Reversion

An employee appointed to officiate in higher grade shall be liable to be reverted without notice and without assigning any reason therefor. He shall also be liable to reversion under the provision of regulation 22.

### 27. Appeals

1. Every employee shall be entitled to appeal against any order imposing any penalty specified in regulation 22.
2. An appeal under Sub-Regulation (1) shall lie (a) where the order imposing the penalty is made by the Managing Director, to the Chairman. (b) where the order imposing the penalty is made by the Executive Committee, to the Board of Directors.
3. No appeal shall lie against any order of the appellate authority, or of the Board of Directors.

### 28. Contents of Appeal

1. Every appeal preferred under these regulations shall contain all relevant statements relied upon by the appellant and shall be complete in itself.

2. An appeal shall not be couched in disrespectful or improper language. If so couched the appellate authority may return the appeal to the appellant and allow him and opportunity to submit within the time specified by it an amended appeal which shall not contain any disrespectful or improper language.

**29. Appeal to be preferred through immediate Superior Officer**

An appeal shall be sent by an employee through his immediate superior officer who shall forward it to the appellate authority with his comments.

**30. The time limit for preferring an appeal**

No appeal shall be entertained if it is not preferred within a period of one month from the date of receipt by the appellant of the order imposing the penalty on him.

**CHAPTER VI.**

**31. Record of Service**

The Managing Director or any other officer authorised by him in this behalf shall maintain a service Register in the form prescribed in appendix II in respect of all employees. The register shall contain the names of employees in order of seniority, the posts in which they are acting, their grade of and the date of confirmation therein, their pay and the date of next increment, the date of birth, first day of active service, length of active service, the date of their attaining the age of superannuation, the amount of leave availed of and due and the date of their last return from leave. The service register in respect of the Managing Director shall be maintained by the Board and in case of a person borrowed from the State Government by the State Government as the case may be.

**CHAPTER VII.**

**32. Leave in case of Employees on Deputation**

Employees on deputation from the State Government or a Government Institution or a Cooperative Institution shall be entitled to such leave as is admissible to the employee of the State Government or the Government institution or Cooperative Institution of corresponding category.

**33. Kinds of Leave (\*)**

1. Every employee shall be eligible to the following kinds of leave -
  - a. Casual Leave as per Regulation 36.
  - b. Earned leave as per Regulation 37.
  - c. Special and sick leave as per Regulation 38.
  - d. Extraordinary leave (leave without pay) as per Regulation 40.

Provided that no employee shall claim leave as a matter of right. Provided further that no employee shall be entitled to enjoy any kind of leave except casual leave and leave

on medical certificate during the first year of his service, unless otherwise granted in special circumstance.

2. No appeal shall lie against an order refusing leave except when it has been applied on a medical certificate.

3. When leave has been applied on a medical certificate, the Managing Director in the case of employees other than the Managing Director or in the case of the Managing Director, the Chairman may in his discretion require the employee to obtain a medical certificate from the Registered Medical Practitioner whose treatment he is undergoing. The expenses of medical examination in such case shall be borne by the employee

\*(M.P.Civil Services (Leave) Rules, 1977 together with amendments from time to time adopted. Authority: Board of Directors Additional Resolution No.1 dt.19.8.1982.)

**34. Counting of Sundays and holidays as part of the leave.**

1. A Sunday or holiday falling between the first and the last day of any period of leave shall count as part of the leave.
2. Sundays or holidays may be prefixed or affixed to leave with the prior permission of the authority empowered to sanction leave. When so permitted, they shall not count as part of the leave.

**35. Authority to Grant Leave\***

1. The Secretary shall be the authority to grant casual leave to employees of class III and all kinds of leave to employees of class IV\*.
2. The Managing Director shall be the authority to sanction casual leave to employees of class I and class II and all kinds of leave to employee of class III\*.
3. The Chairman shall be the authority to sanction casual leave to the Managing Director and all other kinds of leave to employees of class I other than the Managing Director and of class II\*.
4. Notwithstanding anything contained in these regulations, any leave other than casual leave, to the Managing Director and to all employees on deputation from the State Government shall be granted by the State Govt. or the lending authorities as the case may be in accordance with the rules and procedure laid down for departmental persons, in consultation with the Chairman of the Corporation.

\*(Authority to grant leave Revised as under:-

Managing Director- All kinds of leave (excluding Study Leave)-Full powers subject to admissibility according to Service Rules and Regulations.

Head of Division/Sectional Head at Head Office-Full powers for staff under his direct administrative control at Head Office.

Personnel Manager - Grant of leave in accordance with Rules (Other than study leave and leave not due-Full powers for class III and IV staff at Head Office. Leave to be granted in consultations with the concerned Head of Division/Sectional Head

Full powers to sanction casual leave, optional leave, and Head Quarter leave, upto Deputy Manager level-in consultation with the concerned Head of Division/Sectional Head

Regional Manager- Casual leave, Earned leave, Special leave, Extraordinary leave, Maternity Leave to Class III and IV staff working in their office under them and to the staff working in warehouses in their Region.

Executive Engineers- Casual Leave, optional Leave, and Headquarter Leave to the staff in their office and in the field under their jurisdiction upto the level of Assistant Engineer and other staff

Authority Board of Directors' meeting dt. 12.6.78 Additional Resolution No.1 dt.12.6.78 Board of Directors' meeting dt.4.7.81 Resolution No.14 dt.4.7.81. Board of Directors' meeting dt.29.10.88 Resolution No.9 dt.29.10.88)

### 36. Casual Leave

An employee shall be eligible for casual leave to the extent of (15)\* days (in calendar year). No more than seven days casual leave will normally be granted at a time. Casual leave may be combined with extraordinary leave (i.e., leave without pay and allowance but not with any other kind of leave.

\* (Casual leave admissible as per State Government rules/procedure. M.P. Civil Services (Leave) Rules, 1977 together with amendments from time to time adopted. authority Board of Directors' meeting Additional Resolution No.1 dt.19.8.1982.)

### 37. Earned Leave\*

- The amount of earned leave shall be one eleventh part of the employee's active service calculated as one month for every eleven completed calendar months of duty and one day for every eleven days of the balance.
- The earned leave due to an employee shall be the period earned as diminished by the period actually availed of
  - Provided that the amount of earned leave is taken at any one time in three calendar months in the case of employee in class II and class III and six calendar months in the case of employee in class I. and
  - No further earned leave will be earned by an employee after he has such amount of leave due to him unless leave has been applied for by him and refused by authority empowered to sanction leave.

An employee on earned leave shall draw pay equal to his average pay for the preceding twelve months, exclusive of allowance.

\* (M.P. Civil Services (Leave) Rules, 1977 adopted with amendments from time to time. Authority: Board of Director's meeting Additional Resolution No.1 dt.19.8.82.)

### 38. Special and Sick Leave\*

During the full period of his service an employee may be granted special leave certificate counting as a service for a period not exceeding twelve months and sick leave on medical certificate counting as a service for a period not exceeding 18 months in all and the authority empowered to sanction leave may in a special case grant additional sick leave, if considered advisable in the interest of the Corporation. Special or sick leave may not be availed of if earned leave is admissible

Special and sick leave for an aggregate period of twelve months shall be on half average pay, which shall be reduced to one quarter of average pay for a period in excess of twelve months unless the authority empowered to sanction leave sanctions it at half of average pay.

Provided that in cases of special hardship, an employee may be allowed to avail himself of sick leave on full pay upto a maximum period of three months during the full period of his service, such leave on full pay being entered as twice the amount of leave taken in an employee's sick leave account

\* (M.P. Civil Services (Leave) Rules, 1977 together with amendments from time to time. Authority: Board of Directors' meeting Additional Resolution No.1 dt.19.8.82.)

### Maternity Leave\*

A female employee shall be eligible for the grant of maternity leave on full pay for a period which may be extended upto the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier

Provided that the total maternity leave during the entire service shall not exceed the period of 8 months

\* (M.P. Civil Services (Leave) Rules, 1977 together with amendments from time to time. Authority: Board of Directors' meeting Additional Resolution No.1 dt.19.8.82.)

### Extraordinary Leave.

Extraordinary leave may be granted to an employee when no ordinary leave ismissible to him and when having regard to his length of service, sick or special leave is considered justified by the authority empowered to sanction leave. Except in exceptional circumstances, the duration of the extraordinary leave shall not exceed three months on any occasion, and twelve months during the entire period of an employee's service

2. The authority empowered to sanction leave may grant extraordinary leave in combination with or in continuation or leave of any other kind admissible to the employee, and may commute retrospectively period of absence without leave into extraordinary leave.

3. No pay and dearness allowance are admissible during the period of Extraordinary leave and the period spent on such leave shall not count for increments.

Provided that, in case when the authority empowered to sanction leave is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control, it may direct that the period of extraordinary leave may count for increments.

\*(M.P. Civil Service (Leave) Rules, 1977 together with amendments from time to time adopted. Authority: Board of Directors' meeting Additional Resolution no.1 dt. 19.8.82.)

#### CHAPTER VIII

##### MEDICAL FACILITIES

#### 41. Medical Facilities

Such medical facilities will be provided for employees and their families as the Board of Directors may determine from time to time.

#### CHAPTER IX.

#### 42. Travelling Allowance, Daily Allowance, Transfer Allowance, Definition of pay for the Purpose of Certain Allowance\*

For purpose of mode of travel, calculation of travelling allowance, daily allowance, pay includes special pay and 50 percent dearness allowance upto the limit prescribed by the State Government and in case of re-employed personnel their pension.

##### Explanation

For the purpose of calculating travelling allowance Corporation employees are divided into four grades as follows-

- a. First - All Officers drawing pay exceeding Rs. 750/- per mensem.
- b. Second - All Corporation employees drawing pay exceeding Rs. 200/- per mensem but not included in first grade.
- c. Third - All employees of the Corporation in superior service including ministerial staff.
- d. Fourth - All drivers, daftaries, Jamadadrs, Peons, and all Corporation employees in inferior service

\*(M.P. State Warehousing Corporation, Travelling Allowance Rules, 1993 adopted. Authority B.D. Resolution No. 5 / 26.7.93)

#### 43. Allowances to Employees on Deputation

Employees on deputation from the State Government or a Government Institution shall be governed by the supplementary Rules of the State Government or any other rules which may be included in the terms and conditions of their service in respect of travelling allowance, daily allowance and transfer travelling allowance and other travel concession allowance.

#### 44. Allowance to Employees other than those on Deputation

Employees other than those on deputation from the State Government or other Government institution shall be entitled to Travelling Allowance and Daily Allowance for Journeys on duty as under:-

##### Travelling Allowance

i. Air Journeys:- Employees getting pay of Rs.1,000/- a month and above can travel by Air at their own discretion. Other employees can travel by air only under the sanction of the Managing Director. For all journeys by air an employee shall be entitled to single standard air fare plus 1/5 thereof, for single journey or the actual return air fare plus 2/5 of the standard air fare for both ways. The standard air fare should be taken to mean the actual single journey, fare payable for the service by which a journey is performed.

ii. Journey by Train-Employees will be entitled to railway fare and incidental charges as under for journeys by rail-

##### Grade of Corporation Employees

1.(a) Officers in receipt of pay less than Rs.1,200/- per mensem.

(b) Officers in receipt of pay of Rs.1,200/- per mensem and above.

2. Corporation Employees of the second grade.

3. Corporation employees of the third grade

##### Mileage Allowance

One single fare of the new first class plus incidental charges at twelve pies per mile irrespective of the class of accommodation actually availed of.

One single fare of the new first class plus incidental charges at twelve pies per mile irrespective of the class of accommodation actually availed of. If they travel by Air Conditioned class they will draw actual fare for air conditioned class and for incidental expenses at nine pies per mile.

One single fare of the new first class plus incidental charges at eight pies per mile. Provided that the employee has actually travelled in I class.

One single fare of the new second class plus of the incidental charges at five pies per mile. Provided that the employee has actually travelled in II class.

4. Corporation employees of the fourth grade

Corporation employee of the 3rd grade if his substantive pay is less than Rs. 100 and he is required to travel in accommodation of higher class on a certificate from his controlling officer (to be attached to his travelling allowance bill) that it was necessary in the Corporation interest that he should travel by that train.

Corporation employee of the 3rd grade whose substantive pay is less than Rs.100/-

(\*The M.P. State Warehousing Corpn. T.A. Rules 1993 adopted. Authority : B.D. Resolution No. 5 dt. 26.7.93)

One single fare of the lowest class plus 1/2 fare of the lowest class by passenger train.

One fare of the class of accommodation next above that by which he is entitled to travel plus an allowance for incidental expenses at the rate of five pies per mile.

One fare of the lower class plus an allowance for incidental expenses at five pies per mile.

#### 45. Daily Allowance (\*)

1. Daily allowance may not be drawn except during absence from the Headquarter on duty. The period of absence from Headquarter begins when an employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated.
2. Daily allowance will not be drawn for any day on which an employee does not reach a point outside a radius of five miles from his headquarters or returns to his headquarters from a similar point.
3. Daily allowance may not be drawn for a continuous halt of more than 10 days at any one place except by permission of the Managing Director or in the case of Managing Director by permission of the Chairman.
4. No daily allowance shall be admissible to an employee for the period of journey other than journey performed by road.
5. Form the day of arrival at and the day of departure from an outstation only half daily allowance shall be admissible to an employee.
6. No daily allowance is admissible to an employee in respect of the place of halt from which an employee departs on the same day on which he arrives there, if the duration of halt does not exceed six hours.

**NOTE:-** For purpose of sub-regulations 45(5) and (6) 'day' means a calendar day beginning and ending at midnight.

7. Daily allowance is admissible to a corporation employee on the following scale :-
1. A Corporation employee of the first grade -  
Annas four for every Rs.25/- of actual pay or part thereof subject to a minimum of Rs. 5/- and maximum of Rs. 7/-
  2. A Corporation employee of the second grade-  
Annas six for every Rs.25/- actual pay or part thereof subject to a minimum of Rs.3-8-0 and a maximum of Rs.5/-
  3. A Corporation employee of the third grade-  
Annas six for every Rs.25/- of actual pay or part thereof subject to a minimum of Rs.1-8-0.
  4. A Corporation employee of the fourth grade-  
(i) Annas twelve per day  
(ii) Rs.1/- per day for halts at Jabalpur and Pachmahri

**Note:** In case where the daily allowance is granted in lieu of mileage allowance i.e. in respect of a journey to Jabalpur or Pachmahri, the daily allowance should be calculated at the basic rates and not at the enhanced rates allowed for these costly localities.

(iii) Rs.2/- per day for halts outside the State.

(\*The M.P. State Warehousing Corp. T.A. Rules, 1993, adopted. Authority : B.D. Resolution No. 5 dt. 26.7.93)

#### 46. Transfer Travelling Allowances (\*)

An employee transferred from the station to another shall be entitled to transport charges according to the following scale for transporting his personal effects:-

1. He may draw the actual cost of transporting at owner's risk by goods train, personal effects up to the following maximum. Provided that the personal effects are transferred within a month before the date of transfer or within one year after that date.

**Grade of Corporation Employees :**

**Goods Train.**

First

Actual charges for 120 maunds provided that when a wagon is used, the minimum which the railway company would charge for the wagon would be admissible

Second	70 Maunds.
Third	25 Maunds.
Fourth	If with family, 8 maunds if without family 5 maunds.

**Note: 1.** If a Corporation employee carries his personal effects by passenger train instead of by goods train he may draw actual expenses up to the limit of the freight charges admissible under the above scale.

2. A Corporation employee is not entitled to recover the cost of personal effect under the above rule unless they are actually carried from his old station to the station to which he is transferred.

(\*The M.P. State Warehousing Corp. T.A. Rules 1993, adopted. Authority: B.D. Resolution No. 5 dt. 26.7.93)

#### 47. Transport Charges of Personal Car or Motorcycle or Cycle (\*)

An employee shall also be entitled to transport charges of his personal car of motorcycle at goods train rate and of his personal cycle at passenger train rate. In case of transport of car, he shall also be entitled to one Third Class fare for a driver, if one is actually taken.

(\* The M.P. State Warehousing Corp. T.A. 1993, adopted. Authority: B.D. Resolution No. 5 dt. 26.7.93)

#### 48. Transfer Travelling Allowance (\*)

An employee shall be entitled to Transfer Travelling Allowance as under:-

Three single fares of the class to which he is entitled for the purpose of Travelling Allowance for himself, one fare of each adult member of the family and one single half fare for each child. Mileage for journey by road shall be admissible for the purpose of T.A.

(\* Travelling Allowance and daily allowance Rules and rates as in force in State Govt. made applicable w.e.f. 1.1.1973.

Authority: Board of Directors' Meeting Resolution No.6 dt.30.4.1973.)

#### 49. Definition of Members of The Family (\*)

For purpose of these regulations, members of the family of an employee will include own wife, real and step children residing with & wholly depending upon the employee, his parents, sister and minor brothers if residing with & wholly dependent upon the employee.

(\*The M.P. State Warehousing Corp. T.A. Rules 1993, adopted. Authority: B.D. Resolution No. 5 dt. 26.7.93)

#### 50. Pay and joining time permissible on Transfer (\*).

An employee while on transfer shall draw the pay of the old or his new appointment whichever is less, and shall be regarded as on duty for joining time which shall be as under

- (i) Six days for preparation, plus
- (ii) When a journey from the old to the new station is performed.
  - a. By Rail - One day for each 250 miles or part thereof.
  - b. By Road - One day for each 80 miles or part thereof.
  - c. By Steamer - The number of days actually taken.

**NOTE** - i. A sunday does not count as day for purpose of calculating the time allowed for preparation. But other holidays will count for such calculation.

- ii. Travel by road not exceeding 5 miles to or from a railway station at the beginning or end of the journey will not count for joining time.

(\*The M.P. State Warehousing Corp. T.A. Rules 1993, adopted. Authority: B.D. Resolution No. 5 dt. 26.7.93)

Also M.P. Civil Services (Joining Time) Rules 1982 adopted Vide B.D. Resolution No. 9 dt. 2.5.87)

#### 51. Drawing of Transfer Allowance in advance

An employee on transfer may draw in advance the amount of transfer allowance to which he is entitled.

(\*The M.P. State Warehousing Corp. T.A. Rules, 1993, adopted. Authority: B.D. Resolution No. 5 dt. 26.7.93)

Also M.P. Civil Services (Joining Time) Rules 1982 adopted, vide B.D. Resolution No. 9 dt. 2.5.87)

#### 52. Hiring of Transport at the outstation etc. (\*)

When the business of the Corporation so warrants transport may be hired by an officer at the outstation. The cost of such hired transport will be met from the funds of the Corporation. The T.A. and D.A. of the officers will be regulated on the basis of his having availed of free transport.

(\*The M.P. State Warehousing Corp. T.A. Rules, 1993, adopted. Authority: B.D. Resolution No. 5 dt. 26.7.93)

Also M.P. Civil Services (Joining Time) Rules, 1982 adopted.

**Authority:** Board of Directors' Meeting Resolution No.5, dated 26.7.93 & Board of Directors' Meeting Resolution No.9, dated 25-1987.

**53. Countersigning of T.A. Bills (\*)**

All T.A bills of Class II and Class III employees should be countersigned by the Secretary and of all class I employees by the Managing Director.

(\*Regional Managers delegated powers to countersign T.A. bills of staff under them - Authority- Board of Directors Meeting Resolution No. 14. dated 4-7-1981).

**54. Interpretation of Rules**

Whenever the travelling allowance rules or any other service rules framed by the corporation are found to be silent or are not sufficiently clear the provision of the fundamental rules will apply.

**APPENDIX-i**

(See Regulation 11)

**Form of Medical Certificate.**

I ..... do hereby  
 certify that I have examined Shri .....  
 ..... a candidate for employment in the Madhya  
 Pradesh State Warehousing Corporation, and can not discover any physical infirmity  
 except ..... I consider / do not consider  
 this a disqualification for employment in the Madhya Pradesh State Warehousing Corporation  
 Shri ..... 's age according to his/  
 her own statement is ..... years.  
 by appearance about ..... years.

(NAME AND DESIGNATION OF the MEDICAL OFFICER)

**APPENDIX-II****(See Regulation 31)**

The Service register should contain the following entries-

**A. ON THE OPENING PAGE**

- i. Name
- ii. Race and Nationality.
- iii. Permanent Address
- iv. Father's Name and residence
- v. Date of birth by Christian era
- vi. Signature of the employee
- vii. Personal marks of identification.
- viii. Attestation by the Appointing Authority.
- ix. A passport size photograph of the employee.

**B. THE OTHER PAGE WILL CONTAIN**

- i. Date of appointment.
- ii. Name of the post to which appointed.
- iii. Nature of appointment (Permanent, Temporary etc.)
- iv. Pay (in case of officiating appointments, special pay etc., may be indicated separately).
- v. Date of termination of appointment.
- vi. Reason of termination (herein enter the nature of appreciation or punishments awarded during service).
- vii. Increment (a) date (b) Amount sanctioned.
- viii. Attestation by the Appointing Authority.

**C. LEAVE ACCOUNT.**

- i. (a) From (b) to
- ii. Leave earned (Days)
- iii. Nature of leave taken
- iv. Date (a) from (b) to (c) Total number of days
- v. Balance of leave at credit.
- vi. Attestation by the Appointing Authority.