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THE HIMACHAL PRADESH
STATE INDUSTRIAL DEVELOPMENT CORPN. LTD.,
(A Government of H.P. Undertaking)
Regd. Office: 'New Himrus' Cart Road,
SHIMLA-171001.

By virtue of the powers vested in the Board of Directors of the Himachal Pradesh State Industrial Development Corporation Limited, under Section 291 of the Companies Act, 1956, the Board of Directors of the Corporation hereby make the following Bye-Laws to regulate the conditions of service and miscellaneous matters connected therewith of persons appointed to various positions under the Corporation, its Units, Subsidiary Companies, Joint Sector Enterprises and Companies promoted by HPSIDC.

The Himachal Pradesh State Industrial
Development Corporation Limited - Employees'
Service Bye-Laws and Rules Governing
Miscellaneous Matters Connected Therewith.

CHAPTER-I

1. PRELIMINARY

- 1.1. These bye-laws may be called the Himachal Pradesh State Industrial Development Corporation Employees' Service Bye-Laws and Rules governing miscellaneous matters connected therewith.
- 1.2. These bye-laws and Rules shall take effect from the date as may be decided by the Board of Directors.
- 1.3. These bye-laws and Rules shall apply to all employees of the Corporation, its Units, Subsidiary Companies, Joint Sector Enterprises and Companies promoted by the Corporation except employees whose conditions of service are governed by the Factories Act.
- 1.4. In these bye-laws, unless there is anything repugnant in the subject or context:-

- (i) "the Board" means the Board of Directors of the Himachal Pradesh State Industrial Development Corporation Limited, Shimla.
- (ii) "Bye-Laws" means the Himachal Pradesh State Industrial Development Corporation Employees' Service Bye-Laws and Rules governing misc. matters connected therewith as amended from time to time.
- (iii) "Corporation" means the Himachal Pradesh State Industrial Development Corporation Limited, Shimla.
- (iv) "Subsidiary Company" would be within the meaning of Section 4 of the Companies Act, 1956.
- (v) "~~Joint~~ Sector" enterprise means a Company in which the Corporation holds not more than 26% of equity shares.
- (vi) "Direct appointment" means an appointment made otherwise than by promotion or transfer of a person already in the service of the Corporation or made by taking a person on deputation from the Government or any other Corporation/Company or from any other source.
- (vii) "duty" means the period of service which counts for pay, leave and other benefits, but does not include any period of suspension or extraordinary leave without pay.
- (viii) "Employee" means a person employed in any position under the Corporation, but does not include trainees/management trainees/apprentices.
- (ix) "the Government" means the Himachal Pradesh Government.
- (x) "Managing Director" means an Officer appointed by the Board to be the Managing Director of the Corporation as per Article 110 of the Articles of Association.
- (xi) "Deputy Managing Director" means an Officer appointed by the Board as Deputy Managing Director of the Corporation as per Article 110 of the Articles of Association.

- (xii) "Probationer" means a person employed on probation for a specific period as per terms of the offer of appointment.
- (xiii) "Temporary Employee" means an employee appointed for a limited period or appointed against a temporary position or vacancy for a specified or unspecified period.
- (xiv) "Position" means the job/jobs which may be created in the Corporation from time to time by the Board of Directors or any other authority duly authorised by the Board.
- (xv) "Appointing Authority" means the Managing Director of the Corporation.
- (xvi) "Pay-Scale" means the scale of pay attached to a position.
- (xvii) "Pay" means the amount drawn monthly pay an employee as :-
 - i) the pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
 - ii) Special pay and personal pay;
 - iii) any other emoluments which may be specially classed as pay by State Government from time to time.
- (xviii) "Allowances" means, dearness allowance and local allowances which are sanctioned by the State Government from time to time for Government servants.
- (xix) "Family" means husband/wife and dependent children and includes children adopted by a person.
- (xx) "Superannuation" in relation to an employee means the attainment by the employee of such age as is fixed in the contract or conditions of service as the age on the attainment of which the employee shall vacate the employment.

- (xxi) "Retirement" means termination of the service of an employee otherwise than on superannuation excluding dismissal and removal from service.

CHAPTER-2:

2. CREATION/ABOLITION OF POSITIONS UNDER THE CORPORATION:

2.1 The Board or any authority duly authorised by the Board in this behalf may create from time to time, such positions as may be expedient to the working of the Corporation.

2.2 For the purpose of these bye-laws, the positions under the Corporation shall be classified into the following categories viz:-

- a) Regular;
- b) Work-charge;
- c) Contract;
- d) Labour;
- e) Apprentices;
- f) Trainees.

NOTE:

- a) Regular means service in the Corporation against the position which at a point of time is expected to continue indefinitely.
- b) Work-charge means a person appointed against a particular work whose services will be terminated automatically on the completion of the work(s).
- c) Contract means service for the Corporation at a fixed or sliding scale of payments given for a specified period.
- d) Labour means a person covered under the Factories Act and other relevant Acts of Labour Legislation.
- e) Apprentice means a person being given a stipend under the Apprenticeship Act.
- f) Trainee means a person eligible to draw a stipend as per various training schemes of the Corporation.

2.3 The Board/Authority duly authorised by the Board of Directors shall review the positions from time to time and abolish such positions as have outlined their utility or are no longer required in the interest of efficient working of the Corporation.

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CHAPTER-3:

3.

RECRUITMENT:

3.1

Recruitment to the various positions under the Corporation shall be made by the Managing Director by adopting any of the following methods :-

- i) by direct appointment;
- ii) by promotion of existing personnel or by transfer from one position to another.

3.2

While resorting to recruitment, as provided in bye-law 3.1, the Managing Director may adopt/use one or any of the following sources of recruitment provided that a notification to Employment Exchanges would be necessary in all cases :-

- i) Insert an advertisement in some reputed newspapers;
- ii) Write to educational institutions asking them to recommend suitable candidates;
- iii) Consider candidates recommended by existing employees of the Corporation;
- iv) Also consider applicants who apply to the Corporation on their own accord;
- v) Take the advice/services on hire/payment of fee or otherwise of professional management consultants;
- vi) Write to labour organisations;
- vii) Write to Employment Exchanges;
- viii) Request Governmental agencies/Departments to sponsor suitable candidates.

3.3

Reservation of vacancies for Schedule Castes/ Schedule Tribes/Ex-Servicemen shall be made as per State Govt., pattern. The Corporation shall endeavour to fill-up the reserved vacancies either through direct recruitment or by promotion as per State Govt., regulations. However, no post shall be kept vacant in case suitable candidates belonging to those categories are not available either through direct recruitment or by promotions; provided that no preference shall be claimed by such categories or employee at the time of lay off/retrenchment.

- 3.4 The minimum qualifications, whether academic/technical/professional or otherwise, for different positions existing under the Corporation at present will be laid down from time to time. The requirements of a job change over a period of time. The Corporation shall endeavour to update the requirements in academic/other positions and arising in future, the Managing Director shall prescribe the minimum qualifications/experience and other eligibility conditions.
- 3.5 No person below the age of 18 years at the time of his application for service in the Corporation shall be considered for an appointment.
- 3.6 No person who has been dismissed from Govt., service or Government Corporation/Undertaking shall be considered for employment under the Corporation.
- 3.7 Applicants will be required to submit their applications in the prescribed application form.
- 3.8 Appointments to all positions under the Corporation shall be made by the Managing Director.
- 3.9 No person who has more than one living wife shall be considered for appointment/service in the Corporation.

CHAPTER-4:

4. SELECTION AND APPOINTMENT:

- 4.1 After due consideration of all the applications received for a particular position and when candidates not fulfilling the basic qualifications/experience requirement for a job, have been eliminated, personal interview/tests will be conducted.

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- 4.2 The ratio of candidates called for test/personal interview to number of positions available for appointment shall not normally exceed 6 candidates for one position, provided that if none of the candidates appear for the test/interview, or none comes upto the minimum standards as laid down at the time of issuing call letters for test/interview, the Managing Director may call other candidates in the same proportion. Provided further that this bye-law shall not be binding on the Managing Director and he may relax the standards so laid down and recruit/appoint the best candidate out of the whole lot:
- 4.3 The Managing Director may prescribe that anyone or all of the following tests will be conducted prior/subsequent to personal interview:-
- i) General Intelligence Test;
 - ii) Test of knowledge of the subject matter/requirements of a job;
 - iii) Aptitude Test;
 - iv) Performance Test;
 - v) Test of Special Interests;
 - vi) Personality Test.
- 4.4 The Managing Director may direct that a candidate selected for appointment in the Corporation shall deposit his original certificates/testimonials in the Corporation for verification/certification by the issuing authorities. Such documents shall be kept in the safe custody of the Personnel Manager in a separate folder attached with the confidential file of the official concerned and shall be returned to him one year after the date of his appointment/or earlier if the employee requests of such return provided that verification thereof is done.

- 4.5 Prior to his appointment in the service of the Corporation a person shall be required to produce a certificate acceptable to the Managing Director regarding his bearing a good moral character. The Managing Director may also solicit confidential inquiries from the previous employers of the person regarding the work, conduct and integrity of a prospective employee.
- 4.6 Prior to the appointment of a person in the service of the Corporation, he shall be required to undergo a medical test to be conducted by a Medical Officer so authorised by the Corporation. The standards of medical fitness may be relaxed in the case of a physically handicapped person/war injury/army demobilized/discharged candidates to the extent to which it does not limit/impair/retard his efficiency at work.
- i) An officer directly recruited to the Corporation's service shall be required to be on probation for a period which shall not be less than one year and more than three years as may be fixed at the time of his appointment.
 - ii) Employees other than those mentioned in sub bye-law (i) above, shall on their first appointment in the Corporation's service, be required to be on probation for at least one year.
 - iii) The power to discharge an employee during the period of probation shall vest with Appointing Authority.
 - iv) The period of probation of an employee may be extended by the Appointing Authority, after assessing his work, but in no case will this exceed three years.
- 4.8 After the period of probation, if the work and conduct of an employee is found to be satisfactory the Managing Director may regularise an employee in the service of the Corporation.

- 4.9 Confirmation: An employee directly appointed or promoted to any post in the Corporation shall by an order in writing communicated to the employee, be confirmed subject to satisfactory performance in the grade after he has completed at least three years of his service.

CHAPTER-5:

5. SENIORITY:

- 5.1 Separate seniority lists of persons employed in the service of the Corporation, shall be maintained tradewise and discipline-wise, those joining service in the Corporation at an earlier date will rank senior to those who join later. Provided that if two or more persons selected in the same interview join the services of the Corporation on the same day, in the same grade and trade, they shall be kept in the same order in which they have been placed in the merit list.
Provided further that if two or more persons having equal ranking in the merit list join the service of the Corporation on the same day, the older of them shall be ranked senior to the younger one.
- 5.2 The inter-se-seniority of direct recruits and promoted officials in the same trade/grade shall be maintained in the following manner :-
"The last of a batch of promoted officials shall be ranked senior to the first of the direct recruit. The seniority list will show the position of the junior most promoted official in any one calendar year as higher to the highest position held by a direct recruit of the same".
- 5.3 The relative seniority of an employee who joins the service of the Corporation on deputation initially, but subsequently gets absorbed in the Corporation on regular basis, vis-a-vis a direct recruit and a promoted official shall be fixed in the following manner; (provided the grade/trade held by such an erstwhile deputationist is the same as that of the official with whom he is to be ranked).

Provided that if there are two or more of such officials, their relative seniority will be fixed as per provisions laid down in bye-law 5.1 above.

- a) Deputationist now permanently absorbed (i)
- b) Promoted Officials. (ii)
- c) Direct recruit. (iii)

5.4 The seniority lists maintained tradewise/ gradewise in the Corporation shall have no relevance in promotions only to the extent as provided in Chapter 6.

5.5 The seniority list so maintained by the Corporation shall be fully binding on its employees and the Corporation, and shall be strictly adhered to at the time of lay offs, retrenchment, abolition of posts etc.

CHAPTER-6:

6.

PROMOTION:

6.1 All employees of the Corporation shall be eligible for promotion from the lowest to the highest grade/ position provided they are meritorious and suitable in all respects, and fulfil the minimum qualifications laid down in each case.

6.2 Promotion from one grade to another shall be made as provided in sub bye-laws 6.8 and 6.9 below.

6.3 An employee appointed in a particular grade shall not be considered for promotion to the higher/ next grade unless he has completed at least two years service in the grade in which he has been appointed/promoted.

6.4 All promotions shall be made on one year probation period, which may be extended at the discretion of the Managing Director if work and conduct during this period have not been found satisfactory. However, no employee shall be deemed as confirmed in his position unless a specific order is issued by the Office to this effect

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- 6.5 If after an employee has put in one year service in the grade/position to which he was promoted, his performance has not been found satisfactory such an employee may be reverted to his original grade/position.
- 6.6 Any employee who has been reverted in terms of by-law 6.5 shall not be considered for promotion to a higher grade/position before the expiry of two years from the date of such reversion.
- 6.7 Merit and suitability of an employee shall be assessed on the basis of annual confidential rolls of an employee and on the basis of his performance at the written test to be given at the time of promotion. Equal weightage shall be given to ACRs and test results.
- 6.8 Post carrying pay-scale of less than Rs.400-1100 will be filled up by promotion from amongst the employees of the Corporation on seniority-cum-merit basis. For this purpose, the field of choice should extend to five times the number of vacancies expected within a year. In case suitable candidates are not available out of the existing eligible employees, the post shall be filled in by direct recruitment.
- 6.9 For carrying pay-scale of Rs.400-1100 and above the employees of the Corporation will be eligible for promotion strictly on merit basis. For this purpose too the field of choice-whenever possible i.e. subject to availability of eligible candidates should extend to five times the number of vacancies expected within a year. In case suitable candidates are not available out of the existing eligible employees, the posts shall be filled in by direct recruitment.
- 6.10 The recruitments and promotion rules for the posts carrying pay-scales less than Rs.400-1100 are at Annexure 'A'. The list of posts carrying pay-scale of Rs.400-1100 and above is at Annexure 'B'.

CHAPTER-7

PAY AND ALLOWANCES:

- 7.1 An employee in the service of the Corporation shall on first appointment be fixed in a suitable pay grade. Provided that the Managing Director may, in consideration of his special knowledge, training or experience allow a higher initial start to any person in the grade in which he is so fixed.
- 7.2 The Managing Director may, for special reasons to be recorded in writing and on proved exceptional performance of an employee, grant him advance increments subject to a maximum of two increments within a period of one year in addition to his regular increment, if any.
- 7.3 An increment in a time scale may be drawn as a matter of course by an employee of the Corporation unless it is withheld or deferred by the appointing authority.
- 7.4 The fixation of pay of an employee of the Corporation on promotion, or on transfer to different, scale of pay shall be done in accordance with the relevant rules/instructions of the State Govt. as at present or as may be amended/issued by them from time-to-time.
- 7.5 A Government servant/Corporation employee/Company employee appointed under the service of the Corporation on deputation basis shall be entitled to the following :-

a) Existing employee of the Corporation on deputation from Government/Public Undertakings will be entitled to draw their basic pay, deputation allowance, dearness pay and special pay, if any, and as per terms and conditions communicated by the deputing authority.

Provided that such employees will draw house rent allowance, conveyance allowance, mileage allowance, daily allowance and any other allowances as at Corporation's rates.

OR

the Corporation's grades of pay plus all allowances, D.A. and T.A. etc., at the Corporation's rates.

NOTE: A Government Servant/Corporation employee on deputation to the Corporation will be entitled to claim benefits of higher pay-scale or of fixation of pay at a higher stage with or without retrospective effect in the Corporation, if such benefits have accrued to him in his parent service consequent upon a decision in his favour as a result of his appeal or representation or otherwise, as a matter of course.

b) Where an employee on deputation from any other Corporation/Government is working in any position under the Corporation, and subsequently decides to get himself absorbed on regular basis in the Corporation, he will be entitled to all such terminal benefits as have accrued to him in his previous employment/Department. However, with effect from the date of his permanent absorption in the Corporation, he will be entitled to all such benefits, including pay etc. as other employees of the Corporation holding equivalent positions or as on terms decided by the Managing Director at the time of his absorption.

7.6 The Managing Director shall hire residential accommodation for certain category of employees solely at his discretion and make payment of rent from the Corporation's funds. The employees for whom residential accommodation is so hired shall pay 10% of their pay to the Corporation.

7.7

Conveyance Allowance:

Employees of this Corporation maintaining their personal cars/motor-cycles/scooters in good condition and using them in connection with official business and their place of posting shall be entitled to conveyance allowance upto the following maximum rates, depending on the discretion of the Managing Director, who will satisfy himself as to the justification for sanctioning these allowances in each case :-

- a) For Scooter/Motor-cycle - Rs. 75/- p.m.
- b) For Cars - Rs. 200/- p.m.

Provided that the employees sanctioned such conveyance allowance at the above mentioned rates shall furnish to the Corporation latest by 15th May each year a certificate to the effect that he has maintained the vehicle in good condition throughout the previous year. Such a certificate shall also give details of the vehicle No. alongwith engine and Chassis No. and Motor Vehicle Toll Tax No. This bye-law will take effect from 1.5.1978.

7.8

Bonus as declared by the Corporation and regulated by the Government under directions/orders/Acts will be payable to all employees from time-to-time.

CHAPTER-8

8.

LEAVE:

8.1

Subject to these bye-laws and the decision of the Board from time-to-time, the employees of the Corporation shall be entitled to different kinds of leave as are admissible to the State Govt. Employees and relevant Rules of the State Govt. to leave shall be applicable.

8.2

Holidays to be observed in the Corporation shall be similar to those observed by the State Govt. employees from time-to-time.

NOTE:

The provisions of bye-law No.81 and 8.2 shall be applicable only to such staff as is posted at the Hqs. To all working in the factories/Units/Sales Offices, provisions of the Factories Act/Shops and Commercial Establishment Act shall apply in matters of leave and holidays.

- 8.3 The power to grant leave shall vest in the Managing Director in the case of Heads of Departments/Unit Managers and subject to such general or special directions as may be issued by him in such officers including Sr. Manager (Par.) in the case of other employees and, except as provided in the bye-laws or in any directions issued by the Managing Director, all applications for leave shall be addressed to the authority empowered to grant leave.
- 8.4 Leave cannot be claimed as a matter of right. When the exigencies of service so required, discretion to grant, refuse or revoke leave of any description is reserved to the authority empowered to grant it and an employee already on leave may be recalled by that authority when it considers this necessary in the interest of the Corporation.
- 8.5 Applications for earned leave required shall ordinarily be submitted at least one month before the date from which the leave is required. Applications which do not satisfy this requirement may be refused without reasons being given.
- The above bye-laws will take effect from 1-8-78.

CHAPTER-9

9. TRANSFER TRAVELLING ALLOWANCE AND GRANT:

a) Definition of 'Family'

9.1 The definition of 'family' for Transfer T.A. will also include parents, sisters and minor brothers residing with and wholly dependent upon the employee.

b) Transfer Grant:

An employee on transfer will hereafter draw lumpsum as follows :-

1.16.7.

Grade	Pay range (Rs.)	Transfer Grant
First Grade	i) 2000 and above	Rs. 500/-
	ii) 1000 and above but less than 2000	Rs. 400/-
Second Grade	650 and above but less than 1000	Rs. 300/-
	330 and above but less than 650	Rs. 200/-
Third Grade	i) Employees other than those covered by higher grades.	Rs. 150/-
Fourth Grade	ii) Employees whose maximum pay-scale does not exceed Rs. 120/-.	Rs. 100/-

c) Transfer Incidentals:

The employee shall, in addition to the fare for himself and members of the family for journey by rail/steamer/air, (as the case may be) and the actual bus/taxi fare for journey by road as admissible under the rules of the Corporation, shall draw one daily allowance at ordinary rates for himself and each member of family for every completed day occupied in the journey from residence reckoned from mid-night to mid-night. For the period less than 24 hours on any day, the daily allowance will be admissible as follows :-

Upto 6 hours	30%
Exceeding 6 hours but not exceeding 12 hours.	50%
Exceeding 12 hours	Full

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

d) Transportation of personal effects:

The maximum limit for carriage of personal effects by goods train will be as follows :-

Grade	Kilograms.	
	If not passing family.	If passing family.
First grade	2000	3000
Second grade	1000	1500
Third grade	750	600
	250	Full Wagon

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9.2

An employee carrying goods by road between places connected by rail can draw actual expenses but not exceeding the amount which would have been admissible had he taken the maximum admissible quantity of personal effects by goods train.

NOTE:The Term 'Full Wagon' for this purpose will be as under:-

i) Between places connected by rail:-

a) By goods Train - Any quantity upto the maximum carrying capacity of a wagon. Wagon means a 4 Wheeler wagon only.

b) By passenger train or by road - The mileage allowance will be limited to the amount chargeable for 6000 kgs. by goods train.

ii) Between places not connected by rail 6000 kgs.

9.3

Travelling allowance on Superannuation/Death:

a) An employee in the event of superannuation and/or members of his family in the event of the death of an employee shall, besides the fares, be also eligible to transfer grant and transfer incidentals as admissible on transfer.

b) The employee shall also be allowed reimbursement of the actual cost of transporting his conveyance to selected place of residence limited to that admissible upto home town as on transfer provided the possession of the conveyance by the Officer while in service at the place of his last posting was considered to be in the interest of the Corporation.

CHAPTER-10

10. JOINING TIME:

10.1 Joining time shall not be granted when no change of headquarters of an employee is involved.

10.2 An employee on transfer from one station to another shall be entitled to joining time not exceeding seven days exclusive of the number of days spent on travelling.

In calculating joining time admissible to an employee the date day on which he is relieved from his old post, shall be excluded but public holidays following the day of his relief shall be included in the joining time.

- a) On his superannuation, or
- b) On his retirement or resignation, or
- c) On his death or disablement due to accident or disease;

Provided that the condition of completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement;

- 12.2 In the case of death of an employee, gratuity payable to him shall be paid to his legally wedded wife, or, if no nomination has been made in the name of his wife, to his legal heirs/survivors.
- 12.3 Every employee of the Corporation shall be required to file a 'Nomination for Gratuity' form within one month from the date of joining service in the Corporation.
- 12.4 The rates of gratuity payable to an employee shall be as follows:-
 - a) For every completed year of service or part thereof in excess of six months the employer shall pay gratuity to an employee at the rate of fifteen days salary or wages based on the rate of the salary or wages last drawn by the employee concerned.
 - b) The amount of gratuity payable to an employee shall not exceed Rs.2.50 lacs OR as may be amended by the State Government from time to time. Provided that for the purpose of computing gratuity, the last salary or wages drawn by the employee concerned shall be taken as basic pay plus Dearness Allowance.
- 12.5 For the purpose of computing the gratuity payable to an employee who is employed, after his disablement, or reduced pay for the period preceding his disablement shall be taken to be the pay received by him during that period and his pay for the period subsequent to his disablement shall be taken to be the pay as so reduced.

CHAPTER-13

13. CONTRIBUTORY PROVIDENT FUND:

- 13.1 Contributory Provident Fund shall be paid/regulated as per rules on the subject.

CHAPTER-14

14. PREMATURE DEATH-CUM-DISABILITY BENEFITS:

- 14.1 If an employee in the service of the Corporation dies at any time prior to attaining the age of superannuation the legally wedded wife of the deceased employee will be entitled to receive the following death benefits:-
- a) Insurance Cover of Rs.10,000/- under Janta Scheme.
 - b) Gratuity as per rules.
 - c) Employment to one of the dependents of the deceased. In this case the minimum educational qualifications, age, physical fitness, standards etc. will be relaxable at the discretion of the Managing Director.
 - d) Contributory Provident Fund as per rules of Corporation.

14.2 In addition, the wife of a deceased employee shall be paid last pay drawn by the employee as pension for a fixed period of one year from the date of the death of such employee.

14.3 Thereafter the wife/husband of the deceased employee shall be entitled to family pension, the amount of which shall be determined as follows:-

<u>Pay of a Corporation employee.</u>	<u>Amount of Monthly Family Pension.</u>
i) Below Rs.400	30 percent of pay subject to a minimum of Rs.60 and maximum of Rs.100.
ii) Rs.400 and above but below Rs.1200	15 percent of pay subject to a minimum of Rs.60 and maximum of Rs.250

The amount of family pension shall be fixed at monthly rates and be expressed in whole rupees and where the family pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee;

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Provided that in no case a family pension in excess of the maximum determined under this bye-law shall be allowed.

14.4 The period for which family pension is payable shall be as follows:-

- i) In the case of a widow or widower, upto the date of death or re-marriage, whichever is earlier;
- ii) In the case of a son, until he attains the age of eighteen years and
- iii) In the case of an unmarried daughter, until she attains the age of twenty one years or until she gets married, whichever is earlier.

For regulating the payment of 'Family Pension' the general conditions laid down by the State Government for their employees, from time-to-time shall apply.

14.5 The Corporation shall require the employees to file a statement showing the names and age with date of birth of the wife and children.

14.6 The benefits as provided under bye-laws 14.1 and 14.3 shall be payable only to the legally wedded wife. In cases where the employee is a bachelor the benefits under bye-laws 14.1 shall be payable to his father/mother, but in this case no benefits under the provisions of Section 14.3 will be payable.

14.7 In cases where both husband and wife die leaving minor children, benefits as payable under provisions of bye-laws 14.1 and 14.3 shall be turned over to a trust, which shall be charged with the responsibility of looking after the children properly. The constitution of the trust will be notified by the Managing Director in due course of time.

14.8 If the children of a deceased employee are looked after by the trust in terms of the provisions of bye-law No.14.7, the benefits under provisions of 14.3 will be terminated on the children attaining the age of 18 years when the benefits

payable under provisions of bye law 14.1, which have so far been held by the trust, will be turned over to those children in equal proportion.

CHAPTER-15

15. TRAVELLING ALLOWANCE, MILEAGE ALLOWANCE, DAILY ALLOWANCE:

15.1 Travelling allowance and daily allowance to the employees of the Corporation shall be allowed on the same conditions and rates are admissible to the H.P.Govt., employees from time-to-time.

15.2 The Managing Director shall, at his discretion, sanction payment of halting allowance at a rate (which is not more than 50% of the admissible rate) higher than that admissible at a particular place in accordance with the T.A.Rules provided that such concession shall not be allowed unless the Controlling Authority is satisfied that the place, in question, is specially expensive and higher rate of halting allowance is essential to avoid hardship to the person concerned.

15.3 The Managing Director shall allow higher class travel than that to which a person is otherwise entitled if it is considered necessary and expedient in the interest of the Corporation.

15.4 The admissibility of daily allowance at a place outside the H.rs. for a continuous halt upto 30 days or more during tour/temporary transfer/training shall be as follows :-

- | | |
|----------------------------------|-----------------------|
| i) First 30 days | Full daily allowance. |
| ii) Beyond 30 days and 180 days. | Half daily allowance. |
| iii) Beyond 180 days. | Nil |

The authority competent to sanction tour shall also have the power to sanction daily allowance beyond 30 days.

- 15.5 The Managing Director shall sanction hiring of conveyance to employees upto Rs.10/- at a time for movement from one office to another at outstation places in connection with the business of the Company.
- 15.6 Personal Staff of the Officers on duty tour:
- i) No employee of the Corporation drawing pay of less than Rs.2,000/- shall be entitled to carry his personal assistant and/or peon while on tour outside or inside Himachal Pradesh.
 - ii) Officers drawing pay of Rs.2000/- and above may take their personal assistant and/or peon while on tour.
 - iii) Officers drawing pay of Rs.2500/- and above may take their personal assistant and/or peon while on tour.
 - iv) So far as possible, the Officers entitled to carry their personal assistant and/or peon on tour shall carry them only if absolutely necessary.

CHAPTER-16

16 ADVANCES TO EMPLOYEES:

The employees of the Corporation will be eligible for various advances e.g. by-cycle/Motor-cycle/Scooter/Motor-car/House Building/Purchase of Plots etc. in accordance with the rules/instructions of the State Govt. as at present or as amended/issued by the State Govt. from time-to-time.

CHAPTER-17

17. LEAVE TRAVEL CONCESSION:

An employee of the Corporation shall be entitled to leave travel concession as under :-

- i) To visit 'Home Town' in a block of 2 years;
- ii) To visit any place in India in a block of 4 years.

First block of 2 and 4 years for this purpose shall be taken as the calendar years commencing from 1st January, 1974 and ending on 31st December, 1975/77 respectively i.e., 1974-75/1974-77.

Conditions for regulating the grant of this concession to the employees of the Corporation shall be those which have been or are provided by the State Govt. for their employees from time-to-time.

CHAPTER-18

18. RETURN OF PROPERTY AND ASSETS:

Every employee of the Corporation shall file with the Corporation a return giving details of all landed property in his name. Such a return will also indicate subsequent immovable/liquid assets held by him, if any. The return will be filed in the prescribed proforma.

CHAPTER-19

19. WORKING HOURS:

19.1 The working hours of all employees at the headquarters of the Corporation are from 10.30 A.M. to 5.00 P.M. every day with half an hour lunch break from 1.30 PM to 2.00 PM except second Saturday which shall be observed as closed day.

19.2 Working hours of employees in the field/Unit/Factory will be governed by the Factories Act. However, the employees may be called upon to do their duty for extra hours as the exigencies of work demand, and that they shall not be entitled to any extra remuneration for the same.

TER-20

CONDUCT AND DISCIPLINE RULES:

- 20.1 Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Corporation and he shall serve the Corporation in its business in such capacity and at such place as he may from time-to-time be directed.
- 20.2 Every employee shall conform to and abide by these bye-laws and shall observe, comply with and obey all orders and directions which may from time-to-time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.
- 20.3 Every employee shall maintain strict secrecy regarding the Corporation's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or to the Corporation's staff, unless compelled to do so by judicial or other authority or unless instructed to do by a superior Officer in the discharge of his duties.
- 20.4 Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavour to promote the interests of the Corporation and shall show courtesy and attention in all transactions and intercourse with the Officers of the Government and the Corporation's constituents.
- 20.5 No employee shall take active part in politics or in any political demonstration, or stand for election as member for a Municipal Committee, District Board or any Legislative Body.

- 20.6 ~~No employee shall, without the prior permission of the~~ Managing Director, or without such permission, make public speech or publish any document, paper, or information which may come into his possession, ~~in his private capacity, or~~ seek any outside employment or Office, whether stipendiary or honorary, without the previous permission of the Managing Director.
- 20.8 No employee shall undertake part time work for a private or public body or a private person, or accept fee therefor, without the prior permission of the Managing Director who may grant it only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Managing Director may in cases in which he thinks fit to grant such permission stipulate that 1/3rd of any such fees received by the employees for undertaking the works shall be paid to the Corporation.
- 20.9 (i) An employee shall not absent himself from his duties without having first obtained the permission of the Managing Director nor shall he absent himself in case of sickness or accident without submitting medical certificate. Provided that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the Managing Director, be dispensed with.
- (ii) An employee who absents himself from duty without leave or overstays his leave, except under circumstances beyond his control for which he must tender a satisfactory explanation, shall not be entitled to draw any emoluments in respect of the period of such absence or overstayal, and shall further be liable to such disciplinary action as the Managing Director may deem proper. The period of such absence or overstayal may be treated as period spent on casual, ordinary, sick, or extraordinary leave, as the Managing Director may determine.

iii) An employee who is habitually late in attendance shall in addition to such other disciplinary action as the Managing Director may deem fit to initiate have one day of casual leave forfeited for every two days he is late in a month. Where such an employee has no casual leave due to him, the period of leave to be so forfeited may be treated as earned or extra-ordinary leave, as the Managing Director may determine in such case.

- 20.10 An employee if so required by the Managing Director, shall not absent himself from his station overnight without obtaining the previous permission of the Managing Director.
- 20.11 An employee shall not solicit or accept any gift from a constituent of the Corporation or from any subordinate employee.
- 20.12 No employee shall engage in any commercial business or pursuit either on his own account or as agent for others, nor act as an agent for Life Insurance Corporation or an Insurance Company, nor shall he be connected with the formation or management of a Joint Stock Company or a firm, provided that the Managing Director may permit him in writing to do so.
- 20.13 An employee shall not speculate in stocks, shares, securities or commodities of any description. Provided that nothing in this bye-law shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such manner as he may consider necessary.
- 20.14 (i) An employee shall not borrow money from or in any way place himself under a pecuniary obligation to a broker or an employee of the Corporation subordinate to him or any firm or person having dealings with the Corporation.
(ii) No employee shall make any investment likely to embarrass or influence him in the discharge of his official duties.

20.15

An employee if in debt shall furnish to the Managing Director a signed statement of his position half-yearly on the 31st March and 30th September and shall indicate in the Statement the steps he is taking to rectify his position. An employee who makes a false statement under this bye-law or who fails to submit the prescribed statement or appears unable to liquidate his debts within a reasonable time or applied for the protection of an insolvency court shall be liable to dismissal.

EXPLANATION(I): For the purpose of this bye-law an employee shall be deemed to be in debt if his total liabilities exclusive of those which are fully secured by tangible assets exceed his total emoluments for 12 months.

EXPLANATION(II): An employee shall be deemed to be unable to liquidate his debts within a reasonable time if it appears having regard to his personal resources and unavoidable current expenses that he will not cease to be in debt within a period of two years. Unless the contrary is proved to the satisfaction of the Managing Director it shall be presumed that an employee cannot provide more than one quarter of his emoluments towards the liquidation of his debts.

20.16

(i) An employee who is arrested for debt or in a criminal charge shall be considered as under suspension from the date of his arrest and shall be allowed the payments admissible to an employee under suspension until the termination of the proceedings against him when an adjustment of his emoluments shall be made according to the circumstances of the case and in the light of the decision as to whether his absence is to be treated as a period of duty or leave, the full emoluments being given only in the event of the employee being acquitted of all blame and treated as on duty during the period of his absence.

An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.

ii) Where a conviction of an employee is set aside by a higher court, and the employee is acquitted honorably he may be reinstated in service.

iii) During the period of his suspension, an employee shall be paid only one half of his total monthly emoluments as subsistence allowance, which is adjustable in terms of the provisions of bye-law No.2C.16(i).

EXPLANATION: In this bye-law the expression "termination" of proceedings shall mean the decision of the lowest court which first finally disposes of the case. Committal or conviction shall mean committal or conviction by the lowest court or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convicts him.

20.17 (i) Without prejudice to the provision of other bye-laws, an employee who commits a breach of the bye-law of the Corporation or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest or prestige of the Corporation or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other action of misconduct or misbehaviour, shall be liable to the following penalties:-

Minor Penalties -

- (i) censure;
- (ii) withholding of promotion;
- (iii) recovery from pay of the whole or part of any pecuniary loss caused by him to the Govt. by negligence or breach of orders;
- (iv) withholding of increments of pay;

Major Penalties -

- (v) reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Govt. servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (vi) reduction to lower time-scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. servant to the time-scale of pay, grade, post or Service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or Service from which the Govt. servant was reduced and his seniority and pay on such restoration to that grade, post or Service;
- (vii) compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment under the Govt.,
- (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Govt.

CHAPTER-21

21. STAFF CAR RULES:

21.1 RULES TO REGULATE USE OF CORPORATION STAFF CAR:

All the staff cars of the Corporation will be under the administrative control of the Officer empowered by Managing Director. Such Officer will be responsible for having the following records maintained properly :-

- a) Log-book showing particulars of duty and non-duty journeys performed by the employees of the Corporation in the staff cars.
- b) A record of petrol, M.Oil and other lubricants purchased from time to time and also all receipts for expenditure.
- c) A record of repairs and replacements vehicle-wise alongwith the cost thereof.
- d) An inventory of accessories and spares vehicle-wise.

- 21.2 The Motor Transport Officer will examine and check the record every week and take action to any loss arising out of negligence or fault recovered promptly from the person concerned.
- 21.3 On transfer from his post, the Officer concerned will ensure that the vehicle is handed over to his successor with complete equipment and spare parts, spare wheels, tyres and tools as shown in the register and have the fact mentioned in his charge report.
- 21.4 The staff car is intended primarily for use by the Managing Director and Officers of the Corporation for journeys connected with the work of and on behalf of the Corporation. For use of the staff car for purposes other than such work the previous permission of the Managing Director or of the Officer authorised by the Managing Director shall be required.
- 21.5 The Officer concerned will be responsible for paying motor vehicle tax and insurance of the staff car regularly.
- 21.6 Officers using the staff car should note in the log-book whether the journeys are on duty or otherwise and also the mileage at the start and at the completion of their trips.
- 21.7 The detailed particulars such as place and purpose of local journeys performed by the staff car as also timing of departure and arrival of each journey need not to be recorded in the log-book and that only brief particulars of journeys beyond the city limit may be recorded therein.
- 21.8 The Managing Director shall be empowered to sanction the monthly actual expenditure to cover the cost of petrol, oil and servicing.
- 21.9 No person excepting the Driver to whom the particular vehicle is allotted will drive it. However, in a special circumstances, the M.D. may permit another driver to drive the vehicle. Further, the MD/ED and other senior Officers in possession of valid driving licence may also drive the vehicle, if he so desires

21.10 a) The charges for the use of the Corporation vehicle by employees for non-duty purpose will be as under:-

- | | |
|---|----------------|
| i) Small vehicle | Rs. 0.75 / Km. |
| ii) Heavy vehicle with Diesel Engine. | Rs. 1.20 / Km. |
| iii) Heavy vehicles with Petrol Engine. | Rs. 2.00 / Km. |

b) The detention charges @ Rs. 1.50 per hour vehicle in the case of staff car and light vehicle and Rs. 3.00 in the case of heavy vehicle will, however, be leviable if the vehicle is detained for non-duty purposes irrespective of the detersion of the vehicle being within or outside the normal working hours of the vehicle. The period of detention will be noted by the Officer concerned in the log-book and detention charges will be recoverable on basis thereof. Fraction of an hour less than half will be ignored while $\frac{1}{2}$ or more exceeding half an hour will be reckoned as full hour.

c) The amount due on this behalf shall be recovered promptly and credited to "staff car expense account".

21.11 In case of doubt as to whether a particular journey be treated as duty or non-duty, the Officer concerned will obtain the orders of the Managing Director.

The following journeys performed in staff car may be treated as journeys performed on duty and all other trips be treated as non-duty journeys :-

- i) Car used by the Director for attending Board/ Executive Committee meetings including trips to the airport/Railway station/Bus Stand for receiving/dropping them.
- ii) Inspection of Industrial concerns.
- iii) Visits to various industrial estates/ industrial areas in the State.
- iv) Visits to Secretariat and other State Govt. and Govt. of India Offices, Income Tax Deptt., Accountant General Office, Office of the Small Industries Service Institute, Auditors and Lawyers/Medical Officer/other Offices, General Posts and Telegraphs Office, etc; on official business.

- v) Meetings with industrialists in the State.
- vi) Trips made by the Managing Director and other Officers to meet the Directors and Officers of the Govt. or Officers of the Banks within or outside H.P.
- vii) Transport of Office record from Shimla to some other place of the State or outside it.
- viii) Visits to banks for collection/deposit of cash or cheques etc.
- ix) Attending all official functions whether on Corporation level or otherwise.
- x) Servicing and repairs of the vehicle as also trips made for filling in petrol etc.
- xi) Visits to airline offices and other transport offices for booking of office records, seats etc. in connection with official work.
- xii) From garage to office and back to garage.
- xiii) Trips made for purchase of miscellaneous articles for office use.
- xiv) From the residence of the Managing Director to his office and back.
- xv) Visits made by the Medical Officer of the Corporation to the residence of the Corporation's employees for which he will not get any conveyance charge and also visits made by the employees of the Corporation to Medical Officer's Clinic/Hospital on the advice of the Medical Officer.
- xvi) Any other visit duly certified by the Managing Director/Officer concerned for official purpose.
- xvii) For dropping Officers/employees on their residence if the exigency of work so warrants that they keep late hours in the office after 7 PM in winter (November to March) and after 8 PM in summer (April to October).
- xviii) For picking up and dropping Officers/employees from the residences to office on closed days provided they are called to attend Office by the competent authority.

21.12 The staff car of the Corporation will be condemned after it has at least covered 1,00,000 Kms and is certified to be not fit for economical use.

21.13 A history-sheet showing the dates and particulars of the repairs carried out/replacement made will be kept by the Motor Transport Officer Vehicle-wise.

21.14 Every car will be regularly serviced at 16,000 K.Ms. travel distance, and its M.Oil changed on every 3200 travel distance. Alongwith oil filter will be changed at every 8,000 K.Ms.

- 21.15 Every staff car will be polished by the Driver once every fortnight.
- 21.16 A dirty car inside or outside shall not be tolerated and the driver incharge of the car will be liable to a fine of Rs.10/- for such lapse.
- 21.17 A staff car in the charge of a particular driver for a period of 6 months continuously on which repair expenditure incurred are not more than Rs.1,000/- during this period will attract one month's bonus to the driver in addition to his salary after every six months.

22. CHAPTER-22

22.1 SUPPLY OF LIVERIES RULES:

Liveries will be supplied to the employees of the Corporation at the scale/rate prescribed by the State Govt. for their employees and as amended by the State Govt. from time to time.

- 22.2 The categories of employees eligible for liveries shall be those as are eligible in the State Govt.

23. CHAPTER-23

23.1 MEDICAL ATTENDANCE RULES:

The employees of the Corporation shall be eligible for medical attendance/re-imbursment of medical expenses according to the following rules :-

- i) The coverage under these rules shall be extended to the following category of employees :-
 - a) All employees of HPSIDC Limited at the Headquarters, in the field, in the Units;
 - b) All employees of the subsidiary companies of SIDC - wherever they are located.
 - c) All employees of the Joint Sector Companies wherever they are located; and
 - d) To families/dependants of all employees enumerated from a) to c) above.

- 23.2 The Corporation may have an "Authorised Medical Attendant" at places so decided by the Corporation, but at any place where no Authorised Medical Attendant has been so designated by the Corporation, the Government Hospital/Dispensary Doctor wherever

23.3

All employees and their families/dependents shall be entitled free of charge, to attendance by the Authorised Medical Officer/Dr. working in a Government Hospital at the Hospital/Clinic. ✓

23.4

In cases where medical attendance is received in an emergency at the residence of an employee, any fee paid, to the Authorised Medical Attendant/Govt. Doctor will be reimbursed to the employee on the basis of his payment certificate. In certain cases of emergency, the M.D. may also reimburse the fee paid to the private doctor for his visits to the residence of an employee.

23.5

If an employee has to travel more than 5 KMs from his residence to the Clinic/Hospital, such an employee will be paid actual journey charges from his residence to the Clinic/Hospital and back.

23.6

If due to serious illness the patient is accompanied by an attendant, the Corporation shall reimburse travelling expenses of such attendant also.

✓23.7

The cost of medicines/injections as prescribed by the Authorised Medical Attendant shall be reimbursed to an employee on production of valid receipts.

23.8

All charges incurred in connection with treatment in a Hospital, including room-rent, electricity expenses, nursing expenses, operation fee, X-ray fee etc., shall be reimbursed to the employees.

23.9

Reimbursement of expenses on account of blood transfusion shall also be made in full.

23.10

Reimbursement of full costs of Life Saving Drugs shall be made by the Corporation.

23.11

Any hospital treatment for Tuberculosis shall be given to an employee free of charge, and all charges reimbursed to the employees upto a period of 12 months from his admission to the Hospital.

- 23.12 ✓ All kinds of diseases and their treatment shall be covered under these rules, including dentures and eye glasses with ordinary frames.
- 23.13 Pre-natal and Post-natal treatment including delivery of an employee or his wife or a dependant shall also be covered under these rules.
- 23.14 Employees and their families while out of their headquarters will be eligible to receive all medical treatment at a Government Hospital, and all costs of medicines/treatment will be reimbursed to the employee.

24. CHAPTER-24

24.1 RESIDUAL MATTERS:

- The Board may confer on the Managing Director or a whole-time Director of the Corporation any of its powers under these bye-laws by a resolution.
- 24.2 The Managing Director may confer on a whole-time employee of the Corporation any of the powers which are exercised by him under these bye-laws, provided that such powers as have been delegated by the Board to the Managing Director shall not be further delegated by him.
- 24.3 Service of an employee is purely at the pleasure of the Corporation, and can be dispensed with any time, without assigning any reasons therefor.
- 24.4 Any employee wishing to quit the service of the Corporation will be required to give at least 30 days' clear notice to the Corporation or pay in lieu thereof.
- 24.5 The Corporation may terminate the services of an employee after the expiry of the period of his probation on giving him :-

- a) Three months' notice or pay in lieu thereof if he is confirmed employee; &
- b) One month's notice or pay in lieu thereof if he is a temporary employee.

- 24.6 The provisions of these bye-laws shall not be relaxed except in cases where such relaxation has been provided in the bye-laws itself, except with the prior permission of the Board.
- 24.7 In case of any dispute regarding the interpretation or otherwise of the provisions of these bye-laws, the interpretation of the Board shall be final and binding on all concerned.
- 24.8 In all matters where specific provision is not incorporated in these bye-laws, the Govt. of H.P. Rules and Bye-Laws will apply.

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ANNEXURE 'A'

RECRUITMENT AND PROMOTION RULES IN RESPECT OF THE POSTS CARRYING PAY-SCALES LESS THAN RS.400-1100.

Fifty percent of the posts will be filled by direct recruitment and the remaining 50% by promotion in the following manner :-

- | | |
|--|--|
| 1. Divisional Accountant | From amongst the Asstt.Accounts Officers. |
| 2. Asstt.Accounts Officer | From amongst Accountants, Auditors and Cashiers. |
| 3. P.A. to M.D. | From amongst the Stenographers in the scale of Rs.225-500. |
| 4. Stenographer in the scale of Rs.225-500. | From amongst the Stenographers in the scale of Rs.160-400. |
| 5. Stenographer in the scale of Rs.160-400. | From amongst the Stenographers the scale of Rs.140-300. |
| 6. Stenographer in the scale of Rs.140-300. | From amongst the Steno-typists. |
| 7. Purchase-cum Sales Asstt. | |
| 8. Assistant. | From amongst Store-keepers/Accounts Clerks. |
| 9. Accountant. | |
| 10. Auditor. | |
| 11. Cashier | |
| 12. Storekeeper and Accounts Clerk & Steno-typist. | From amongst the Clerks. |
| 13. Junior Engineer | From amongst Surveyors/Asstt. Draftsmen. |
| 14. Draftsman. | From amongst Asstt.Draftsmen. |
| 15. Asstt.Draftsman. | From amongst the Surveyors/Tracer Draftsmen. |
| 16. Ferro Printer | From amongst Gasetner Operators/ Daftri/Peon. |
| 17. Gasetner Operator | From amongst Daftri/Peon. |
| 18. Daftri. | From amongst the Peons. |

COUNTRY LIQUOR BOTTLING PLANT, MEHATPUR:

- | | |
|------------|---------------|
| 1. Manager | From Chemist. |
|------------|---------------|

FURNITURE FACTORIES, DHARAMPUR/BILASPUR:

- | | |
|----------------------------|---|
| 1. Manager | From Asstt.Manager(Incharge). |
| 2. Asstt.Manager(Incharge) | From amongst the Asstt.Supervisors. |
| 3. Asstt.Supervisor | From amongst the Technicians. |
| 4. Technician | From amongst Mechinemen/Master Craftsmen. |
| 5. Mechineman. | From amongst Asstt.Technicians. |

POSTS CARRYING PAY-SCALES LESS THAN RS.

<u>Sr.No.</u>	<u>Particulars of Post.</u>	<u>Pay-s</u>
1.	P.A. to M.D.	Rs.350
2.	Divisional Accountant	Rs.425
3.	Asstt.Accounts Officer	Rs.350
4.	Senior Architectural Draftsman	Rs.450
5.	Assistant.	Rs.225.
6.	Purchase-cum-Sales Assistant.	Rs.225-
7.	Accountant.	Rs.225-
8.	Auditor.	Rs.225-
9.	Cashier	Rs.225-
10.	Stenographer	Rs.225-300
11.	Junior Engineer	Rs.200-450
12.	Draftsman.	Rs.200-450
13.	Accounts Clerk.	Rs.160-400
14.	Stenographer	Rs.160-400
15.	Store-keeper.	Rs.160-400
16.	P.B.X. Operator.	Rs.160-400
17.	Assistant Draftsman.	Rs.170-300
18.	Surveyor.	Rs.140-300
19.	Stenographer	Rs.140-300
20.	Steno-typist.	Rs.110-250 + Rs.25/-S.P.
21.	Tracer-Draftsman.	Rs.110-250
22.	Clerk.	Rs.110-250
23.	Ferro-Printer.	Rs.110-250
24.	Driver.	Rs.110-180
25.	Gestetner Operator.	Rs.100-160
26.	Daftri.	Rs. 75-105
27.	Peon/Messenger.	Rs. 70-95
28.	Chowkidar.	Rs. 70-95
29.	Chowkidar-cum-Cleaner.	Rs. 70-95
<u>T.V. FACTORY, SOLAN:</u>		
1.	Stenographer.	Rs.160-400
2.	Peon.	Rs. 70-95
3.	Chowkidar.	Rs. 70-95

Contd...2/-

LIQUOR BOTTLING PLANT, MEHATPUR:

	Manager	Rs. 590-1000
	Stenographer.	Rs. 160-400
3.	Store-keeper	Rs. 160-400
4.	Clerk	Rs. 110-250
5.	Peon.	Rs. 70-95
6.	Chowkidar.	Rs. 70-95
7.	Chemist.	Rs. 300-800
8.	Foreman.	Rs. 200-450
9.	Boiler Mechanic.	Rs. 160-400
10.	General Fitter.	Rs. 120-250
11.	Electrician.	Rs. 20-250
12.	Laboratory Assistant.	Rs. 110-200
13.	Bottling Supervisor	Rs. 110-200

SILK FILATURE, NURPUR:

1.	Accounts Clerk.	Rs. 160-400
2.	Clerk-cum-Storekeeper	Rs. 110-250
3.	Chowkidar.	Rs. 70-95
4.	Basin Supervisor	Rs. 160-400
5.	Peon.	Rs. 70-95
6.	Boiler Attendant.	Rs. 110-200
7.	Mechanic-cum-Electrician.	Rs. 170-450

CARPET FACTORY, MUMBAI:

1.	Accounts Clerk.	Rs. 160-400
2.	Technical Supervisor.	Rs. 200-450
3.	Administrative Technician.	Rs. 140-300
4.	Mechanical Engineer-cum-Molder.	Rs. 110-250
5.	Assistant Painter.	Rs. 100-160

NAHAN CEOR, JS, PAONTA SAHTU:

1.	Accounts Clerk.	Rs. 160-400
2.	Store-keeper.	Rs. 160-400
3.	Clerk.	Rs. 110-250
4.	Peon.	Rs. 70-95
5.	Superintendent.	Rs. 300-450
6.	Designer-cum-Modeler.	Rs. 160-400
7.	Wire-man.	Rs. 80-120

MINING PROJECT, KOTHIPURA:

1. Accounts Clerk.
2. Clerk.
3. Clerk-cum-Storekeeper
4. Peon-cum-Chowkidar.
5. Supervisor.
6. Driver.
7. Conductor.

FURNITURE FACTORY, DHARAMPUR:

1. Manager.
2. Accounts Clerk.
3. Clerk.
4. Peon
5. Sweeper-cum-Chowkidar.
6. Asstt. Supervisor.
7. Technician.
8. Master Craftsmen.
9. Workshop Attendant.

Rs. 350-900
 Rs. 160-400
 Rs. 110-250
 Rs. 70-95
 Rs. 70-95
 Rs. 140-300
 Rs. 140-300
 Rs. 120-250
 Rs. 70-95

FURNITURE FACTORY, BILASPUR:

1. Assistant Manager Incharge.
2. Accounts Clerk.
3. Clerk.
4. Peon.
5. Assistant Supervisor.
6. Master Craftsman.
7. Assistant Technician.

Rs. 350-650
 Rs. 160-400
 Rs. 110-250
 Rs. 70-95
 Rs. 160-400
 Rs. 110-250
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ANNEXURE 'B'

POSTS CARRYING PAY-SCALES OF RS.400-1100 AND ABOVE

No.	Particulars of Post.	Pay-scale.
1.	Chief Glass Technologist.	Rs.2500/-Consolidated
2.	General Manager	Rs.1600-2000
3.	Superintending Engineer.	Rs.1600-2000
4.	Purchase Manager(General)	Rs.1600-2000
5.	Purchase Manager(Wool)	Rs.1600-2000
6.	Sales Manager	Rs.1600-2000
7.	Personnel Manager	Rs.1300-1800
8.	Financial Adviser and Chief Accounts Officer.	Rs.1300-1800
9.	Project Officer.	Rs.1300-1800
10.	Project Adviser.	Rs.1300-1800
11.	Senior Architect.	Rs.1100-1600
12.	Civil Engineer.	Rs. 800-1600
13.	Surveyor of Works.	Rs. 800-1600
14.	Project Engineer(Chemical).	Rs. 800-1600
15.	Chief Accounts Officer.	Rs. 700-1250
16.	Cost Accountant.	Rs. 700-1250
17.	Purchase Officer.	Rs. 700-1250
18.	Sales Officer.	Rs. 700-1250
19.	Material Management; cum-Inventory Control Officer.	Rs. 700-1250
20.	Senior Accounts Officer.	Rs. 700-1250
21.	Secretary	Rs. 700-1250
22.	Administrative Officer.	Rs. 400-1100
23.	Mechanical Engineer.	Rs. 400-1100
24.	Assistant Purchase Officer.	Rs. 400-1100
25.	Assistant Sales-cum-Liaison Officer.	Rs. 400-1100
26.	Assistant Material Management-cum-Inventory Control Officer.	Rs. 400-1100
27.	Assistant Secretary.	Rs. 400-1100
28.	Technical Organiser.	Rs. 400-1100
29.	Assistant Architect.	Rs. 400-1100
30.	Assistant Engineer.	Rs. 400-1100
31.	Assistant Sales Officer.	Rs. 400-1100

Contd...2/-

T.V. FACTORY, SOLAN:

-:2:-

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- 1. Manager. Rs. 250
- 2. Accounts Officer. Rs. 400-4
- 3. Purchase Officer.
- 4. Electronic Engineer. Cons
- 5. Electronic Supervisor. /- Cons

COUNTRY LIQUOR BOTTLING PLANT, MEHATPUR:

- 1. General Manager. Rs. 1000/- Cons
- 2. Accounts Officer. Rs. 400-1250

SILK FILATURE, NURPUR:

- 1. Manager. Rs. 400-1100

MAILAN CERAMICS, PAONTA SAHIB:

- 1. Manager. Rs. 400-1100

MINING PROJECT, KOTHIPURA:

- 1. Manager. Rs. 400-1100

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