



**The Maharashtra Agro Industries Development  
Corporation Limited  
(A Government of Maharashtra Undertaking)**

# **SERVICE RULES & REGULATIONS 1986**

**Registered Office**

Krusha Udyog Bhavan,  
Dinkarrao Desai Marg, Aarey Milk Colony,  
Goregaon (East), Mumbai-400 065.





**M A I D C**  
**Employees Service Rules**  
**and Regulations**

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## **CHAPTER - I**

### **PRELIMINARY**

- 1)
  - i) These Rules shall be called the Maharashtra Agro-Industries Development Corporation Limited Service Rules & Regulations. These Rules shall come into force from the date as may be notified by the Corporation, and the existing Rules order in relation to the matters covered by these Rules shall stand superceded.
  - ii) Except where it is otherwise expressed or implied, these Rules shall apply to all full-time employees of the Corporation, whose conditions of service, the Board is competent to prescribe.
  - iii) In case of any dispute regarding interpretation of these Rules, the decision of the Chairman and in his absence that of Managing Director shall be final and binding.
  - iv) Unless specifically authorised therein, no Powers shall be exercised or delegated under these Rules except with the prior approval of the Board.
  - v) The management may make from time to time such Rules, instructions, Directions, Clarifications and Procedure and Practices as may be necessary to give effect to and carry out the provisions of these Rules and all such Rules and instructions, arrangements, systems, methods and procedure or practices now in force or to be issued hereafter shall unless contradictory to Rules be binding on the employees and shall be observed by them at all times. The Management shall have the powers to amend, to vary or revise, alter or modify any provisions of these Rules subject to the following statutory provisions as may be in existence from time to time.
  - vi) Nothing contained in these Rules shall operate in derogation of any law being in force or to the prejudice of any right under a contract or service, custom usage or any agreement, settlement or method applicable to the employees.
  - vii) Any action taken prior to the commencement of these Rules shall be deemed to have been taken under these Rules, which shall not be questioned by repeal of existing Rules.

## **2. DEFINITIONS :**

Unless there is anything repugnant in the subject or context.

- 2.1 "APPOINTING AUTHORITY" means the Managing Director or an Officer of the Corporation to whom the powers of making appointment have been delegated.
- 2.2 "APPRENTICE" means a learner who is appointed under the provisions of Apprentices Act, 1961.
- 2.3 "BOARD" means the Board of Directors of Maharashtra Agro-Industries Development Corporation Limited.
- 2.4 "CASUAL WORKMAN" means a workman who is employed for any work which though incidental to or connected with the main work of manufacturing process carried on in the Establishment which is essentially of casual nature.

- 2.5 "COMPETENT AUTHORITY" means the managing Director and such other Officer who has been duly authorised by Managing Director to exercise any power to take any action under these Rules.
- 2.6 "CORPORATION" means the Maharashtra Agro-Industries Development Corporation Limited.
- 2.7 "DIRECT RECRUITMENT" means recruitment as prescribed in the Rules.
- 2.8 "EMPLOYEE" means a person who is appointed in the regular pay scale of the Corporation.
- 2.9 "ESTABLISHMENT" means any Manufacturing Unit, Regional Office, Sub Regional Office, Head Office or any other unit - whether service oriented or otherwise.
- 2.10 "HABITUAL" means any act of misconduct which is repeated for more than three occasions.
- 2.11 "MANAGEMENT" means the Board of Directors acting through the Managing Director or other Officers of the Corporation to whom necessary powers have been delegated.
- 2.12 "MANAGER" means a persons for the time being managing the establishment and includes any other Officers duly authorised by Managing Director, to act as a Manager.
- 2.13 "MANAGEMENT TRAINEE / TRAINEE" means a person who has appointed for a specific period to learn the job of semi skilled or skilled nature and is paid monthly stipend.
- Provided that the trainee shall not be treated as an empolyee of Corporation for any purposes whatsoever till he is absorbed in the services of the Corporation.
- 2.14 "PERMANENT EMPLOYEE" means an employee having been appointed on probation and confirmed in service by order in writing to this effect by an authorised Officers.
- 2.15 "PRESCRIBED" means prescribed by the Management.
- 2.16 "PROBATIONER" means an empolyee who is originally employed to fill in permanent vacancy or post and who has not been confirmed by order in writing.
- 2.17 "SALARY" means Basic Pay, Dearness Allowance, House Rent Allowance, Compensatory Local Allowance.
- 2.18 "SCHEDULE" means Schedule attached to these Rules.
- 2.19 "SELECTION" means a selection restricted to the employees of the Corporation eligible for the higher post who fulfil the requisite requirements as may be prescribed.
- 2.20 "SELECTION COMMITTEE" means the committee as mentioned in Schedule 3 and / or as may be constituted by the Chairman/Managing Director from to time for the purpose of direct recruitment or Selection of the Candidate.



- 2.21 "TEMPORARY COMMITTEE" means an employee who has been appointed for a limited period of work which is of essentially temporary nature or who is employed temporarily as an additional employee in connection with temporary increase in work of permanent nature and includes an employee who is appointed in a temporary vacancy of a permanent employee.
- 2.22 "TICKET" includes Card, Pass or Token.
- 2.23 "MEDICAL CERTIFICATE" means a medical certificate issued and signed by the Medical Officer of the Company, or such outside Registered Medical Practitioner as may be acceptable to the Company, or by a Medical Officer not below the rank of the Assistant Civil Surgeon of Government.
- 2.24 "NOTICE" means a notice in writing required to be given or posted for the purpose of these Rules.
- 2.25 "NOTICE BOARD" means display board or boards maintained for the purpose of displaying notices in the Factory, Offices.
- 2.26 "STRIKE" shall have the same meaning assigned to it under Section 2(g) of the industrial Disputes Act, 1947, as amended or strike as defined under Section 3(36) of the BIR Act 1946.
- 2.27 "LAY OFF" with its grammatical variations and cognate expressions will have the same meaning as defined in the Industrial Dispute Act, as amended.
- 2.28 "IDENTITY CARD" means Identity Card issued by the Management duly signed by an authorised signatory.
- 2.29 "WORDS" importing the Singular number shall include plural number and vice-versa, where applicable.
- 2.30 "WORDS" importing masculine gender shall include feminine gender.



## **CHAPTER - II**

### **RECRUITMENT AND SELECTION**

#### **3. GENERAL :**

The Management shall have a right to create the posts so as to carry on day to day work smoothly and the issue of abolition of any post shall be with prior approval of the Board.

1. The recruitment to any post in the Corporation shall be made by the Management either by direct recruitment or by promotion of the employees. However the Management at its discretion fill in a particular post by recruiting outside candidates on Contract basis and or on deputation, only where qualification required are of special nature and no such candidate is available from within.
2. The qualification of the Candidates for various posts in the Corporation shall be as prescribed in Schedule-I.
3. The vacancies to be filled in by direct recruitment shall be notified to the local employment exchange as required by "The Employment Exchanges Compulsory Notifications of Vacancies Act, 1959", Educational Institutions or by inviting applications in prescribed form with such fee to be paid by the candidates, by advertising in the newspapers. However, with a view to give an opportunity to the employees to compete with outsiders such advertisement including Post Box, shall be brought to the notice of the employees by circulating the same amongst them.
4. Applications for the posts received within the specified date in the advertisement only shall be considered. Provided that the Managing Director may for sufficient reasons consider any application.
5. Any person recruited on contract basis or on deputation shall be deemed to be a person recruited against post to be filled in by direct recruitment.
6. The recruitment against the temporary vacancies shall not be made for more than two months at a time and not more than 6 months together.

#### **4. NATURE OF RECRUITMENT :**

1. The recruitment in the Corporation shall be against the following vacancies :
  - a. Permanent
  - b. Temporary
  - c. Casual
  - d. Apprentice/Trainee/Management Trainee
2. The employment against the above vacancies can be made
  - a. by regular employment in the time scale or consolidated pay or on daily rate basis.
  - b. on contract basis
  - c. on deputation



**3. Classification of Posts :**

The employees shall be classified in the various cadres, the existing cadres are as under

- a. General Management
- b. Senior Management (Grade I & II)
- c. Middle Management
- d. Junior Management
- e. Technical Staff having Technical qualifications
- f. Ministerial Staff, Clerks, Assistants including Peons, Watchmen etc.
- g. Trainees.

**5. APPOINTING AUTHORITY :**

Appointing authorities for various posts shall be as shown in Schedule - II

**6. PROMOTION POLICY :**

1. Without prejudice to the ratio of direct recruitment mentioned in the Schedule shall be established policy of the Corporation that in case of vacancies, existing employees if found suitable will be considered for promotion with a view to give opportunities to those who have proven merit and ability.
2. Management will fill in the posts as per ratio mentioned in the Schedule by direct recruitment of taking Officers on deputation from various Agencies including Government.
3. The promotion shall be based on seniority, proven merits and ability to shoulder higher responsibility. However, seniority in service shall be given priority other things being equal.

**7. PROCEDURE FOR PROMOTION :**

As soon as it is decided to fill in certain vacancies in the Corporation by promotion the personnel department shall prepare a list of all the employees of the Corporation eligible for selection in accordance with the qualification given in Schedule - I and the same shall be forwarded together with the service record and statement of particulars of each candidate included in the list to the Selection Committee.

**8. PROCEDURE FOR FIXATION OF SENIORITY :**

1. The seniority of employees in case of fresh appointee selected by the Selection Committee shall be determined.
  - a. In case of open market recruitment, the date of joining will be the date of reporting.
  - b. In case of direct recruits and promotee having taken charge of the post in the same month, the promotee shall be senior.

- c. In case of departmental candidates as per merit list prepared subject to condition that offer letter issued and the employee takes the new assignment withing 30 days time.
- d. Seniority on promotion to higher grade shall be according to the merit prepared by the Selection committee.
- e. Where the dates of appointment in the posts, cadre or service of any two or more persons determined after assigning the deemed dates, if necessary, identical the person senior in age, shall be considered as senior for the purpose of determining seniority.
- f. Seniority of the officers shall be decided gradeiwse and functionwise as following subject to other modification as may be decided from time to time.
- g. The seniority of the employees shall be made known to the individual by way of gradation list furnishing date of joining, date of birth, educational qualification and professional / technical qualifications published by the Management once in the years.

## **9. PROCEDURE FOR SELECTION :**

1. The Selection Committee constituted by the Chairman/Managing Director or by authorised officer shall conduct the interviews of the eligible candidates and it considered the seniority, qualifications, merits based on Confidential Reports, experience and interview and shall allot the marks accordingly. Marks allotted for seniority and Confidential Reports shall be 30 and 10 respectively. For Seniority, for number of year over and above the minimum prescribed, 3 marks will be given for year's service over and above minimum prescribed. The candidate, who secures 50% of the total marks in aggregate shall qualify for the position.
2. For promotion of the post of Assistant or to any other post including position in Junior Management Cadre, the management prescribe written examination and where such examination in prescribed as a prerequisite the employees securing minimum 50% of the total marks in aggregate shall only be qualified for promotion.
3. For promotion to the technical post a Committee consisting the Departmental Officers shall be constituted from time to time and those fulfilling the qualifications and conditions mentioned in Schedule-I shall be considered subject to general principles enunciated above.
4. For promotion to the post of officers in Junior Management cadre, the employees shall be eligible for consideration provided that they fulfil the conditions mentioned in the schedule-I.

## **10. SELECTION GRADE :**

Peons and Drviers may be given selection grade after completion of ten years of service in the time scale so as to avoid stagnation.

## **11. FILLING OF THE POSTS :**

The Management has the right to fill in the posts either by direct recruitment or by promotion from the internal candidates subject to fulfilment of qualifications as prescribed in the Schedule-I. The ratio of posts to be filled in by direct recruitment/ by promotion shall be as mentioned in the Schedule-I.

## **12. SELECTION COMMITTEE :**

The Board and / or the Managing Director may constitute a Selection Committee from time to time for filling the various posts (the existing Selection Committee is shown in Schedule-III).

## **13. CANVASSING :**

No Recommendation for recruitment either written or oral other than required under the Rules, shall be taken into consideration. Any attempt on the part of the candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for recruitment.

## **14. CERTIFICATE OF MEDICAL FITNESS :**

1. Every person to be recruited in the service of the Corporation shall be required to undergo Medical examination and produce a medical fitness certificate from the Medical Officer nominated by the Corporation.
2. The employee whose nature of work necessitates physical fitness throughout the period of service will be subject to periodical medical examination and if found unfit for a particular job, he shall be given alternative appointment to the extent possible.

## **15. AGE :**

- a. No person shall be employed in the service of the Corporation unless he/she has completed the age of 18 years.
- b. Ordinarily the persons who have attained the age exceeding 35 years shall not be considered for employment in the service of the Corporation for Ministerial/ Technical posts. The maximum age for initial appointment in the cadre (in case of direct recruitment) is indicated in Schedule-I. The Management shall have the right to relax the age limit wherever necessary.
- c. The Maximum age limit prescribed for recruitment (as per schedule) shall be relaxed by 5 years in the case of candidates belonging to SC/ST or subject to such directives as may be directed by the Govt. from time to time.

Every employee shall indicate his exact date of birth to the Management or the officer authorised, in this behalf, at the time of entering services of the Corporation. The Management or the Officer authorised, in this behalf any, before the date of birth of an employee is entered in his service record, require him to supply -

- a) His matriculation or school leaving certificate granted by the Board of Secondary Education or similar Education authority or

- b) A certified copy of his date of birth as recorded in the register of a municipality local authority or Panchayat.
- c) A certificate from a Government Medical Officer, not below the rank of an Assistant Surgeon, indicating the probable age of the employee provided the cost of obtaining such certificate is borne by the employer.
- d) An affidavit sworn, either by him or his parents or in their absence, by a near relative who is in a position to know about his age, from a First Class Magistrate/ Oath Commissioner, as evidence in support of the date of birth given by him.
- e) The date of birth of an employee once entered in the Service Card of the establishment shall be sole evidence of his age in relation to all matter pertaining to his service including fixation of the date of his retirement from the services of the establishment. All formalities regarding recording of the date of birth shall be finalised within 3 months of the appointment of an employee. Where exact date of birth is not available and year of birth is established then the 1st July of the said year shall be taken as the date of birth.

## **16. APPOINTMENT LETTERS :**

Every employee, excluding casual, at the time of his appointment and confirmation shall be given a written order specifying his appointment and conformation as the case may be and signed by the Officer authorised by the Management.

## **17. OBLIGATION OF EMPLOYEE :**

- a). Every employee, shall give an application for employment on the form prescribed by the Management, if any and shall affix his recent passport size photograph on the same.
- b) Any false or untrue statements in the application form will render the service of the employee concerned liable to immediate termination without notice or compensation whatsoever, whenever it comes to the notice of the Corporation.
- c) Every employee, at the time of his appointment, shall give his correct address (both permanent and local) and all correspondence or intimation, whenever required shall be communicated to him on his local address. Any subsequent changes in his address(es) shall be duly and promptly communicated to the office, In case employee fails to inform the changed address, if any, he shall be doing so at his own responsibility and his earlier address given to the Management shall be treated as official address with the Company for the purpose of communication.
- d) Every permanent or temporary employee, after appointment, shall submit a joining report in writing to office and shall report for duties to such office or department as may be instructed and shall take up his duties forthwith.
- e) All employees appointed by the Corporation shall be bound by the conditions mentioned in the appointment letter, GENERAL RULES AND REGULATIONS of the Corporation which are in force from time to time and any breach thereof shall amount to misconduct.

## **18. TRANSFERS :**

Services of the employees of the Corporation are liable to be transferred from one Section to other, from one unit to other unit of the Corporation. In case of such transfer if an employee happens to get facilities/allowances, at reduced rate, such employee shall not be entitled for compensation due to deprival of certain facilities / allowances.

## **19. PROBATION :**

- i) All candidates except officers appointed to any post in the Cooperation shall be placed on probation for a period of six months, In the case of officers the probation period will be one year.
- ii) If it appears to the Corporation at any time during or at the end of the probation period that an employee has not made sufficient use of opportunities given to him or that he has failed to show satisfactory performance even after giving opportunities to improve the performance, the Corporation may revert him to the post held by him immediately preceeding this appointment on probation or remove him from service without payment of any compensation, if he is a direct recruit.
- iii) The Management may immediately or within a period of one month from the date of expiry of the probation period, bring to the notice of the probationer, whether he is confirmed or his probation period is extended or his services are dispensed with.
- iv) The Officer appointed on probation, shall draw his first increment on satisfactory completion of probation period.  
  
The employee whose probation period is less than one year shall draw an increment on confirmation only, but not before the completion of one year, from the date of appointment.
- v) In case of selection of employees from the existing candidates for higher posts, such candidates would, during the period of probation, continue to hold lien on the lower post until their confirmation to higher posts.
- vi) The probation period will be extended by number of days the probationer remains absent, Provided in the case of departmental candidates who are confirmed employees and who are promoted to the higher post and are kept on probation, the period of probation will be extended by the period of leave, if it exceeds 30 days or more during the probation period.

## **20. CHARACTER AND ANTECEDENTS :**

A candidate for employment in the Corporation must possess good conduct and moral character. A verification of character and antecedents shall be made whenever necessary and on verification, if character is found not good, the employee so appointed will lose his employment.

## **21. PROCEDURE FOR CONFIRMATION :**

Every employee shall be considered for confirmation after completion of his probation period and on satisfactory performance. On receipt of the recommendation, the appointing authority shall issues written orders of confirming an employee in service of the Corporation or extended his period of probation, revert or discharge him form services as the case may be.

No employee shall be deemed to have been confirmed unless Management issues the order of confirmation in writing.

## **22. RETENTION OF LIEN :**

An employee on promotion to a higher post, shall retain his/her on going - substantive post and the period of promotion shall be deemed to be continued service for all the purposes. In case of any employee selected for the higher post having interview alongwith outsiders shall also retain his/her lien on the post held by him/her for the lower grade. In case he/she is not confirmed in the higher post, he/she will be reverted back to the original post which he/she held before and shall not be considered for the promotion for the next two years from the date of reversion. However, they would get their original seniority.

## **23. RESERVATION OF POST :**

Reservation of vacancies for scheduled castes, scheduled tribes, other backward class and other classes, economically weaker section and ex-defence personnel shall be in accordance with the orders of Government of Maharashtra issued from time to time. The relaxation in matter or qualification, age etc. for appointment shall be as per direction issued by the Government from time to time.

## **24. TRAINING :**

The Management may on the recommendation of the Head of the Department and according to the necessity, select any of the employee for training in specialised field or technique for the benefit of the Corporation. Such employee selected for the training, shall be required to give an undertaking, to serve the Corporation for such period as may be specified by the Management from time to time. The Management may also obtain an undertaking from the employee that the will have to pay specified sum of money in case he wants to leave the services of the Corporation before completion of the specified period.

The Corporation may depute its officers for vatiuous shor-term courses and seminars as per recommendations of the Heads of Departments.

## **25. RESIGNATION :**

- 1) An employee either a probationer or otherwise shall be allowed to resign with notice of one month or on payment of a month's salary in lieu or notice period, unless there are specific term of contract or otherwise. Management may at it's discretion waive the notice period by recording reason for doing so.
- 2) An employee shall not be entitled to proceed on leave after tendering resignation from the service of the Corporation.



- 3) An employee shall be allowed to encash the entire privilege leave at his credit at the time of resignation.
- 4) The management shall have the right to refuse the acceptance of resignation of an employee who is under suspension or against whom a Departmental enquiry is in progress.

## **26. AGE OF RETIREMENT :**

- 1) The age of retirement of an employee shall be the last working day of the month in which he/she completes the age of 58 years.

Provided that the Management may ask an employee/workman who has attained the age of 55 years to retire earlier than the date of retirement referred to assure by giving three months notice of its intention to retire the employee if on a review of his service record the Management is satisfied that the efficiency of the employee/workman is likely to be impaired by his continuance in service.

- 2) Management may at its discretion give extension in the service to an employee beyond the age of 58 years after obtaining approval of the Competent Authority. However, such extension shall not be granted beyond the age of 60 years and the same shall be restricted to a period of one year only at a time.



# **SCHEDULE : I (PART : 'A')**

Sr. No.	Name of the Post	Percentage		Age limit in years for direct recruitment	Qualification			Experience	
		By Direct Recruitment	Departmental (by Selection/Seniority)		For Direct Recruitment	For Selection (Departmental)	For Direct Recruitment	For Selection (Departmental)	For Direct Recruitment
1	2	3	4	5	6	7	8	9	
1	General Manager	-	-	Between 45 - 50	1. 1st Class or higher 11th Class Degree of a Recognised University. 2. Professional Degree or Diploma in the concerned subject.	1. A Degree of Recognised University. 2. Professional Degree or Diploma	8 to 10 years Experience as Executive in a Reputed Commercial Firm/Indl. Undertaking Government.	3-5 years experience in Sr. Management	
2	Sr. Management Grade I	35	65	Below 45	3. Membership of Professional body where necessary.	3. Membership of Professional body where necessary.		5 years Experience in Grade II	
	Sr. Management Grade II	35	65	Below 40	1. 1st Class or Higher 11th Class degree of a Recognised University 2. Professional Degree or Diploma in the concerned subject. 3. Membership of professional body where necessary.	1. Degree of a Recognised University in the concerned subject. 2. Professional Degree or Diploma preferred. 3. Membership of professional body preferred.	5 years experience in similar capacity in a reputed Commercial firm/Indl. Orgn./Govt. Undertaking.	3-5 years experience in Middle Management	
3	Middle Management	35	65	Below 35				5 to 7 years experience in MAIDC Ltd. in Jr. Management	

In deserving cases Managing Director has the power to relax the minimum qualification/experience and where such relaxation obtained, the cases of such officers shall be considered by Selection Committee



**SCHEDULE : I (PART : 'A')**

Sr. No.	Name of the Post	Percentage		Age limit in years for direct recruitment	Qualification		Experience	
		By Direct Recruitment	Departmental (by Selection/ Seniority)		For Direct Recruitment	For Selection (Departmental)	For Direct Recruitment	For Selection (Departmental)
1	2	3	4	5	6	7	8	9
4	Jr. Management	35	65	Below 30	1. II Class Degree of a recognised University in the relevant subject. 2. A P. G. Degree or Diploma in concerned subject. 3. A Membership of Professional body.	1. Degree of a recognised University in the concerned subject. 2. Diploma in the concerned subject or certificate course (Mgt.) in the concerned subject preferable.	3 years experience corresponding field in a supervisory capacity in reputed Commercial firm/Indl. organisation/ Govt. deplt.	5 years experience in the relevant field in MAIDC Ltd.
5	Management Trainee	100	-	Below 25	3. Ist Class Post Graduate Degree from Recogn. Univ. P. G. Dipl. in relevant field preferable.			

# **SCHEDULE : I (PART : 'B')**

## **GENERAL**

Sr. No.	Name of the Post	Percentage		Age limit in years for direct recruitment	Qualification			Experience	
		By Direct Recruitment	Departmental (by Selection/ Seniority)		For Direct Recruitment	For Selection (Departmental)	For Direct Recruitment	For Selection Minimum Service Required	For Direct Recruitment
1	2	3	4	5	6	7	8	9	
1	Office Superintendent	-	100	-	-	H.S.C., Degree/Diploma will be preferred.	-	5 years experience as Sr. Asstt./Asstt.	
2	Accountant	-	100	-	-	B. Com.	-	5 years experience as Sr. Asstt./Asstt.	
3	P. A. to Head of the Divisions	-	100	-	-	H.S.C., Degree/Diploma will be preferred.	-	5 years experience as Stenographer.	
4	Stenographer	50	50	25 to 35	H.S.C./Degree Shorthand : (E) 120 (M) 100 Typewriting : (E) 40 (M) 30	H.S.C./Degree Shorthand : (E) 120 (M) 100 Typewriting : (E) 40 (M) 30	5 years experience as Jr. Steno-Typist.		
5	Stores Supervisor	50	50	25 to 35	B. Com. and Diploma in Material Management.	H.S.C./Degree/Diploma preferred.	5 years experience in stores	5 years experience in stores as Assistant in MAIDC Ltd.	
6	Security Supervisor	50	50	25 to 35	H.S.C./Degree/Diploma preferred.	H.S.C./Degree/Diploma preferred.	5 years experience as Security Supervisor.	5 years experience as Acctt. Security Supervisor.	

# **SCHEDULE : I (PART : 'B')**

## **GENERAL**

Sr. No.	Name of the Post	Percentage		Age limit in years for direct recruitment	Qualification		Experience	
		By Direct Recruitment	Departmental (by Selection/ Seniority)		For Direct Recruitment	For Selection (Departmental)	For Direct Recruitment	For Selection (Departmental)
1	2	3	4	5	6	7	8	9
7	Jr. Stenographer	50	50	18 to 25	H.S.C./Degree/ Diploma preferred Shorthand : (M) 80 (E) 120 Typewriting : (M) 25 (E) 40	H.S.C. Shorthand : (M) 80 (E) 120 Typewriting : (M) 25 (E) 40	2/3 years experience as Stenographer.	5 years experience as Steno-typist.
8	Steno-typist	100	-	18 to 25	H.S.C./Degree/ Diploma preferred. Shorthand : 80 Typewriting : 40	-	2/3 years experience as Steno-typist	-
9	Asstt. Sales Representative	100	-	25 to 30	B.Sc. (Agri.), B.V.Sc., Diploma preferred.	-	2/3 years experience in Marketing.	-
10	Sales Representative	50	50	25 to 35	Degree of Reco. Uni. in Second Class Diploma in concern subject preferred.	H.S.C./Degree/ Diploma will be preferred.	5 years experience in Marketing in reputed commercial firm.	-
11	Assistant	50	50	18 to 25	Degree of Reco. University, Post Graduate Diploma preferred.	H.S.C. and passing of Dept. examination.	3 years experience in commercial Organization.	On passing of Departmental Examination.
12	Clerk	100	-	18 to 25	H.S.C. (60% marks @ S.S.C., @ H.S.C. Degree preferred Typewriting 40/30	-	2 years experience for Typist	-

# **SCHEDULE : I (PART : 'B')**

## **GENERAL**

Sr. No.	Name of the Post	Pr centage		Age limit in years for direct recruitment	Qualification		Experience	
		By Direct Recruitment	Departmental (by Selection/ Seniority)		For Direct Recruitment	For Selection (Departmental)	For Direct Recruitment	For Selection (Departmental)
1	2	3	4	5	6	7	8	9
13	Clerk-cum-typist	100	-	18 to 25	H.S.C. (60% marks @ S.S.C., @ H.S.C. Degree preferred. Typewriting : 40/30	-	2 years exp. as Typist	-
14	Telephone Opt cum Receptionist	100	-	18 to 25	H.S.C., Degree preferred. Telephone Operator Course	-	2 years experience as Telephone Opt./ Receptionist	-
15	Telex Operator	100	-	18 to 25	H.S.C., Degree preferred. Telex Operator Course	-	2 years experience in Telex Operating	-
16	Typist	100	-	18 to 25	H.S.C., Typewriting : 40/30	-	2 years experience as Typist	-
17	Driver	100	-	25 to 30	9th Std. Driving Licence	-	5 years experience as Driver.	-
18	Security Guard	100	-	25 to 40	Ex-serviceman 9th Standard	-	Ex-serviceman	-
19	Peon	100	-	18 to 25	9th Std.	-	One year experience	-



# **SCHEDULE : I (PART : 'C')**

## **ij) FERTILISER UNITS - TECHNICAL STAFF**

Sr. No.	Nomenclature	Percentage		Age limit for direct recruitment	Qualification		Experience	
		By Direct Recruitment	By Selection (Departmental)		By Direct Recruitment	By Selection (Departmental)	For Direct Recruitment	By Selection (Departmental)
1	2	3	4	5	6	7	8	9
1	Production Supervisor	25	75	25 to 35	Degree of a Reco. University.	S.S.C.	3 years experience in production in supervisory.	15 years experience on operation side in supervisory.
2	Foreman (Mech./Elec.)	25	75	25 to 35	Degree or Diploma in concerned subject.	H.S.C./S.S.C.	2/3 years experience in maintenance.	5 years experience as Fitter/Elec. Gr. I.
3	Chemist	50	50	25 to 35	M.Sc. 1st class	B.Sc. (Chemistry)	2 years experience, Apprenticeship in MAIDC or 3 years experience in the similar capacity.	5/7 years experience as Jr. Chemist in MAIDC.
4	Jr. Chemist	100	-	18 to 25	B.Sc. (Chemistry)	-	2/3 years experience as Chemist.	-
5	Mechanic Gr. I	50	50	18 to 25	H.S.C., I.T.I.	S.S.C., I.T.I.	5 years experience in similar capacity.	S.S.C., I.T.I. with 3 years experience. For non I.T.I. 5 years in lower grade.
	Electrician Gr. I							
	Fitter Gr. I							
	Welder Gr. I							
	Operator Gr. I							
	Vehicle Mechanic Gr. I							

# **SCHEDULE : I (PART : 'C')**

## **1] FERTILISER UNITS - TECHNICAL STAFF**

Sr. No.	Nomenclature	Percentage		Age limit for direct recruitment	Qualification		Experience	
		By Direct Recruitment	By Selection (Departmental)		For Direct Recruitment	By Selection (Departmental)	For Direct Recruitment	By Selection (Departmental)
1	2	3	4	5	6	7	8	9
6	Vehicle Mechanic Gr. II							
	Operator Cum Filter Gr. II							
	Electrician Gr. II							
	Fitter Gr. II							
	Welder Gr. II	50	50	18 to 25	S.S.C./I.T.I.	S.S.C./I.T.I.	2 years experience in similar capacity.	3 years experience in the lower grade.
	Machinist Gr. II							
	Fork Lift Operator							
	Jr. Mechanic							
	Technician (Civil) Gr. II							
7	Lab./Store/Warehouse Attendant	50	50	18 to 25	S.S.C.	7th Std.	3 years exp. in similar capacity.	8 years in MAIDC, out of which 3 years in the concern section.
8	Helper Gr. I	50	50	18 to 25	S.S.C./I.T.I.	9th Std., I.T.I. Preferred.	2 1/3 years experience as Helper.	6 years experience as Helper Gr. II.
9	Helper Gr. II	100	-	18 to 25	7th Std.	-	2 years experience in similar capacity.	-

# **SCHEDULE : I (PART : 'D')**

## **III] FEED UNITS - TECHNICAL STAFF**

Sr. No.	Nomenclature	Percentage		Age limit in years for direct recruitment	Qualification		Experience	
		By Direct Recruitment	Departmental (by Selection/ Seniority)		For Direct Recruitment	By Selection (Departmental)	For Direct Recruitment	By Selection (Departmental)
1	2	3	4	5	6	7	8	9
1	Stores Incharge	20	80	25 to 30	B. Com./Dip. in Material Management	H.S.C./Degree/ Diploma preferred.	5 years experience in store.	8 years as Asstt. out of which 5 years in stores in MAIDC.
2	Foreman (Elect/Mech.)	25	75	25 to 35	Degree or Dip.	H.S.C./S.S.C.	2 2/3 years experience in maintenance.	5 years experience as Fitter/Elect. Gr. I.
3	Chemist	50	50	25 to 35	M.Sc. 1st Class	B.Sc. (Chem.)	2 years Apprenticeship in MAIDC or 3 years experience outside.	5/7 years experience as Jr. Chemist in MAIDC.
4	Mechanic Gr. I	50	50	18 to 25	H.S.C./T.I.	S.S.C./T.I.	5 years experience in similar capacity.	S.S.C./T.I. with 3 years experience/ For non I.T.I. 5 years in lower grade.
	Electrician Gr. I							
	Operator Gr. I							
5	Labourers Gr. I	50	50	18 to 30	S.S.C./T.I.	9th Std., I.T.I. preferred.	2 2/3 years experience as a helper.	6 years experience as helper Gr. II.

AGRIL. ENGG./R.& D. - TECHNICAL STAFF

Sr. No.	Nomenclature	Percentage		Age limit for direct recruitment	Qualification		Experience	
		Direct Recruitment	By Selection		For Direct Recruitment	By Selection	For Direct Recruitment	By Selection (Departmental)
1	2	3	4	5	6	7	8	9
1	Stores Incharge	20	80	25 to 30	B.Com./Diploma in Material Management	H.S.C./Degree/ Diploma preferred.	5 years experience in stores.	8 years as Asstt Out of which 5 years in stores in MAIDC.
2	Agri. Supervisor	50	50	25 to 35	B.Sc.(Agril.)	B.Sc. (Agril.)	5 years experience in similar field.	3 years experience.
3	Shift Incharge	50	50	25 to 35	Diploma in Mech. Engineering.	H.S.C./S.S.C./ I.T.I. (Mech.)	2/3 years experience in Mech. Engineering.	5 years experience in lower grade in MAIDC
4	Draughtsman	100	-	18 to 25	Diploma in Draughtsmanship.	-	2/3 years experience in similar capacity.	-
5	a) Electrician Gr. I b) Mechanic Gr. I c) Turner Gr. I	50	50	18 to 25	H.S.C./I.T.I.	S.S.C./I.T.I.	5 years experience in similar capacity.	S.S.C./I.T.I. with 3 years experience. For Non I.T.I. 5 years in lower grade.



### SCHEDULE : I (PART : 'E')

#### iii] AGRIL. ENGG./R.& D. - TECHNICAL STAFF

Sr. No.	Nomenclature	Percentage		Age limit for direct recruitment	Qualification		Experience	
		Direct Recruitment	By Selection		For Direct Recruitment	By Selection	For Direct Recruitment	By Selection (Departmental)
1	2	3	4	5	6	7	8	9
6	a) Mechanic Gr. II	50	50	18 to 25	S.S.C./I.T.I.	S.S.C./I.T.I.	2 years experience in similar capacity.	3 years experience in lower grade.
	b) Welder Gr. II							
	c) Fitter Gr. II							
	d) Machinist Gr. II							
	e) Driller							
	f) Electrician-cum-Mech.							
7	g) Moulder Gr. II	50	50	18 to 25	S.S.C./I.T.I.	S.S.C./I.T.I.	-	-
	h) Press Machine Operator							
8	Clerk-cum-Tracer	50	50	18 to 25	S.S.C./I.T.I.	S.S.C./I.T.I.	2/3 years experience as a Helper.	6 years as a Helper Gr. II.
	Helper Gr. I	50	50	18 to 30	S.S.C./I.T.I.	9th Std., I.T.I. preferred.		

**SCHEDULE : I (PART : 'F')**

**iv] NOGA - TECHNICAL STAFF**

Sr. No.	Nomenclature	Percentage		Age limit for direct recruitment	Qualification		Experience	
		By Direct Recruitment	Departmental (by Selection/ Seniority)		For Direct Recruitment	For Selection (Departmental)	For Direct Recruitment	For Selection (Departmental)
1	2	3	4	5	6	7	8	9
1	Stores Incharge	20	80	25 to 35	1) B.Com., 2) Dip. in Material Management	H.S.C./Degree/ Diploma preferred.	5 years experience in store.	8 years as Asstt., Out of which 5 years in Stores in MAIDC.
2	Warehouse Incharge	20	80	25 to 35	1) B.Com., 2) Dip. in Material Management	H.S.C./Degree/ Diploma preferred.	5 years experience in Warehouse.	8 years as Asstt., Out of which 5 years in W/H. in MAIDC.
3	Shift Supervisor	25	75	18 to 25	Diploma in Mech. Engineering.	9th Std./I.T.I.	2 years experience in similar capacity.	5 years experience as Optr./Mech. Gr. I.
4	Chemist	50	50	25 to 35	M.Sc. (1st Class)	B.Sc. (Chemistry)	2 years Apprenticeship in MAIDC or 3 years outside.	5/7 years experience as Jr. Chemist in MAIDC.
5	Foreman	25	75	25 to 35	Degree/Diploma in Mechanical Engineering.	H.S.C./S.S.C.	2/3 years experience in maintenance.	5 years experience as Fitter/Elec. Gr. I.

**SCHEDULE : I (PART : 'F')**

**iv] NOGA - TECHNICAL STAFF**

Sr. No.	Nomenclature	Percentage		Age limit in years for direct recruitment	Qualification		Experience	
		By Direct Recruitment	Departmental (by Selection/ Seniority)		For Direct Recruitment	For Selection (Departmental)	For Direct Recruitment	For Selection (Departmental)
1	2	3	4	5	6	7	8	9
6	Jr. Food Technologist	100	-	18 to 25	Degree/Diploma in Food Technology.	-	2 years experience in Food Processing.	-
7	Boiler Attendant Gr. I	-	100	18 to 25	Degree/Diploma in Food Technology.	S.S.C./I.T.I.	-	S.S.C./I.T.I., 5 years experience.
	Technician Gr. I							
	Electrician Gr. I							
8	Line Supervisor	50	50	18 to 25	H.S.C.	S.S.C.	2/3 years experience in similar capacity.	5 years experience as skilled worker on line.
9	Electrician Gr. II	50	50	18 to 25	H.S.C./S.S.C., I.T.I. in concerned trade.	S.S.C./I.T.I.	2/3 years experience in similar capacity.	5 years experience as helper Gr. I in this trade.
10	Technician Gr. II	-	100	18 to 25	-	9th Std. & I.T.I.	2/3 years experience as technician in required trade.	5 years experience in required trade/ 6 years experience as skilled worker Gr. II.
	Mechanic (Tech.)							
	Skilled Worker Gr. I							

## SCHEDULE - II

### APPOINTING AUTHORITIES

#### A. Appointment against the permanent vacancies

1)	Managing Director or other authorised Officer by him for the purpose.	Full powers subject to the procedure prescribed, if any by the Board
2)	Head of the Administrative Division (H.O.) and or any other Officer authorised for this purpose.	Full powers as it relates to Ministerial/ Technical personnel, subject to prescribed procedures, if any.
3)	Head of the Mfg. Units, Regional Manager or other Head of the Unit and any other Officer Authorised for this purpose.	Full powers in respect of Class III and IV employees subject to prescribed procedure, if any.

#### B. Temporary appointments against leave vacancy or otherwise (Only where leave exceeds 90 days)

1)	Managing Director	Full powers
2)	Head of the Administrative Division (Head Officer) or any other Officer authorised for the purpose.	Full powers so far as it relates to Ministerial/Technical personnel for a period not exceeding 90 days

#### C. Transferring personnel from one unit to other

1)	Managing Director	Full powers
2)	Head of the Administrative Division (Head Officer)	Full powers so far as it relates to Ministerial/Technical personnel, So far as it relates to Officers, in consultation with the Head of the respective Division
3)	Head of the Unit	So far as it relates to Ministerial/ Technical personnel within their Unit

#### D. Acceptance of Resignation and termination of Service

1)	Managing Director	Full powers
2)	Head of the Administrative Division (Head Officer)	Full powers so far as they relates to Ministerial/Technical personnel
3)	Head of the Unit	Full powers in respect of Class IV employees, to whom he is competent to appoint.

**SCHEDULE - III**  
**CONSTITUTION OF SELECTION COMMITTEE**

**A. For Officers in General**

- Management/Sr. Management : 1) Chairman or any other member as he nominates including Directors on the Board  
2) Managing Director  
3) Head of the Adm. Division  
4) Head of the concerned Division  
5) Two outside experts in the subject

**B. For Officers in Middle**

- Management/Jr. Management : 1) Managing Director  
2) Head of the Adm. Division  
3) Head of the concerned Division  
4) Two outside experts in the subject

**C. For Ministerial post**

O.S./Accountants/Stenos

Asstt./S.Rs/Supervisors

- : 1) Head of the Adm. Division  
2) Head of the concerned Division  
3) Head of the Unit  
4) Other two officers in Middle Management/ Sr. Management as may be nominated by the Managing Director.

**D. For Clerks, Typists**

- : 1) Head of the Adm. Divn./Unit  
2) Other two officers as may be nominated by the Managing Director

**E. Technical**

- : 1) Head of the concerned Division  
2) Head of the Unit  
3) Head of the Adm. Division  
4) Other Technical Advisor/Officer as may be nominated by Managing Director

**NOTE :** *for selection of Departmental candidates Departmental Promotion Committee shall be constituted from time to time, consisting of the G.Ms/Divisional Head.*

## CHAPTER - III

### TRAVELLING ALLOWANCE, TRANSFER & TEMPORARY TRANSFER

#### 27. TRAVELLING ALLOWANCE RULES :

##### 1. Tours :

Any employee shall be liable to be sent on tour under the orders of the Management anywhere within or outside the State. Every tour shall be undertaken with the prior approval of the competent authority as mentioned below and by the shortest route :

<u>Category of Employee</u>	<u>Head Office</u>	<u>Regl. Office</u>	<u>Factory</u>
1. Staff & Officers below Head of Divn/Regl. Manager/ Factory Manager	Head of the Division	Regional Manager	Factory Manager
2. Head of the Divn/Regl. Manager/Factory Manager	Managing Director	Head of the Adm. Divn. at H.O.	Head of Divn.

**NOTE :** *for tours outside the state, Managing Directors approval shall be necessary in all cases.*

##### 2. Travelling Allowance :

Reimbursement of the travelling expenses will be admissible only when an employee has to travel for Corporation's business with the permission of the Management.

##### 3. Mode of Travel : \*

Reimbursement of the travelling expenses shall be admissible to the employee of the different categories as per the Schedule given below :

##### BASIC PAY

##### MODE OF TRAVEL

Rs. 1900/- & above but not below

the rank of Dy. G.M./Head of Divn. : By Air

By Railway - First Class

By Steamer - Cabin

By Road - Luxury Bus / Taxi

Journey by Air-conditioned class shall be only with the prior approval the Managing Director

Rs. 900/- to 1899/- but not below the rank of supervisory personnel including Officers

By Railway - First Class/Second Class or Air conditioned Second Class Sleeper subject to the condition that the fare shall not exceed First Class Rail fare

By Steamer - Cabin/Upper Deck

By Road - Luxury Bus / Taxi or Air-conditioned Luxury Bus, subject to the condition that the fare shall not exceed First Class Fare.

##### **\*AMENDMENT :**

Traveling allowance, Daily allowance and Lodging expenses for official has been revised as per Circular No. 00529 dtd. 10.05.2022 Please refer Page No. 31

Basic Rs. 899/- all employee	:	By Railway	-	Second Class
		By Steamer	-	Lower Deck
		By Road	-	Ordinary Bus

Under special circumstances the Managing Director may permit any employee to travel by higher class than the one to which he is entitled.

#### 4. Kilometreage Allowance by Scooter, etc :

- i). When Officer is permitted by the Managing Director to travel on tour by own car, he will be entitled for kilometrage allowance at the rate of Rupee 1/- per kilometre for the entire travel by car, while on tour.
- ii) The employee permitted to travel by own scooter or motor cycle shall be entitled for kilometreage allowance at the rate of 50 Paise per kilometre for his entire travel by scoter/motor cycle, while on tour.

#### 5. Rate of Daily allowance (within India) :

The employee shall be entitled to daily allowance while on tour as per the schedule given below for absence being away from the headquarters. For the purpose of this rule, special cities would be Mumbai, Pune, Nagpur and Aurangabad and other places in Maharashtra will be treated as ordinary places.

BASIC PAY		RATE of daily allowance within the State	
		Ordinary Places	Special Cities
1.	Upto Rs. 479/-	Rs. 20/-	Rs. 30/-
2.	Rs. 480/- to Rs. 739/-	Rs. 30/-	Rs. 35/-
3.	Rs. 740/- to Rs. 1179/-	Rs. 40/-	Rs. 45/-
4.	Rs. 1180/- to Rs. 1819/-	Rs. 45/-	Rs. 50/-
5.	Rs. 1820/- & above	Rs. 50/-	Rs. 55/-

For journeys outside the State the Daily Allowance will be admissible at 25% over the rate admissible to an employee for the special cities with the state.

#### 6. Reimbursement of lodging charges at actuals :

The employees may opt for the reimbursement of lodging charges at actuals on production of bills/receipts etc. subject to the limits mentioned below. In such case the employee will forgo 1/3 of the Daily Allowance at the entitled rate. If the tour is within the State and 1/4 of the Daily Allowance of the entitled rate if the tour is outside the State.

Sr.No.	Basic Pay-range	Limits upto which expenses on lodging can be claimed
1.	Upto Rs. 479/-	Rs. 25/-
2.	Rs. 480/- to Rs. 739/-	Rs. 35/-
3.	Rs. 740/- to Rs. 1179/-	Rs. 50/-
4.	Rs. 1180/- to Rs. 1819/-	Rs. 75/-
5.	Rs. 1820/- & Rs. 2199/-	Rs. 100/-
6.	Rs. 2200/- & above	No limit



**7. Computation of daily allowance :**

The daily allowance shall be computed with reference to the total period of absence from the headquarters on 24 hours basis or part thereof.

Provided that the absence of less than 12 hours more than 6 hours, the daily allowance admissible shall be half of the applicable rate. Where the tour consists of both ordinary places and special cities. Daily Allowance will be reckoned with reference to the half i.e. special rate will be admissible for halts in special cities.

**8. Reimbursement of actual conveyance charges :**

The actual conveyance charges incurred by any employee during the period of tour and also from residence or office to the starting place of any mode of travel shall be reimbursed to the employees. Such actual expenses shall be limited to the actual fare charged by the public conveyance regularly plying.

Provided that the officers shall be entitled to claim reimbursement of Taxi hire charges.

**9. Actual expenses for journey within the Head Quarters :**

An employee shall be entitled to claim actual expenses incurred on journey performed for business of the Corporation within the Municipal limits of the headquarter. Such expenses shall be limited to the actual fare charged by the public conveyance regularly plying.

Provided that the Officers shall be entitled to claim hire charges of taxi for such reimbursement if office vehicle is not made available.

10. The Managing Director will have powers to relax any of the provisions mentioned above, in exceptional circumstances and on the merit of the case.

**28. TRANSFER TRAVELLING ALLOWANCE : \***

- a. Employees of the Corporation shall be liable to be transferred to any of the unit/work site of the Corporation.

**b. Kilometrage and Daily Allowance :**

- i) An employee shall be entitled to fare for journey by the class to which is entitled as referred to in Sub-rule 3 of Rule 32 on his transfer from place of head Quarters to the place where he is transferred, for self, spouse child/children, dependent brothers, sisters and parents.
- ii) An employee on his transfer shall be eligible for actual fare of admissible class and daily allowance for each member of his family above 12 years of age and half Daily Allowance for those below 12 years. Travel by Air or Air conditioned class shall not be admissible for journey of transfer.

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**\*AMENDMENT :**

Transfer allowance has been revised as per Circular No. 02202 dtd. 10.05.2017. Please refer Page No. 34



**c) Transfer Grant :**

An employee on transfer shall be entitled to transfer grant at the following rate :

<b>Pay Limits (Rs.)</b>	<b>Transfer grant (Rs.)</b>
Rs. 2420/- and above	Rs. 500/-
Rs. 1420/- to Rs. 2419/-	Rs. 400/-
Rs. 959/- to Rs. 1419/-	Rs. 300/-
Rs. 525/- & Rs. 958/-	Rs. 200/-
Class III employees drawing pay below Rs. 524/-	Rs. 150/-
Class IV employees	Rs. 100/-

Transferred employee shall not be entitled for packing charges.

**d) Transportation of personal kit :**

- i) On transfer, employee shall be eligible for transportation of personal kits by goods train at his own risk subject to the following tonnages as part of transfer Travelling Allowance.

<b>Rs. Limit</b>	<b>With Family</b>	<b>Without Family</b>
Below Rs. 500/-	1500 Kgs.	750 Kgs.
Rs. 501/- to Rs. 1399/-	3000 Kgs.	1000 Kgs.
Rs. 1400/- and above	Full Wagon (6 M.T.)	2000 Kgs.

- ii) In the cases where kit has been transported by a Passenger Train by Road between the place connected by rail/steamer route, the reimbursement shall be limited to the transportation charges admissible for maximum tonnage by goods train at person's risk. If the kit has been transported by truck/tempo, the reimbursement of transportation charges shall be at the rate of 3 paise per km. per 100Kg. subject to the production of receipt.

**e) Transportation of Conveyance :**

The actual expenses on transportation of conveyance by goods train at person's risk shall be reimbursed in full and where the conveyance is transported under its own propulsion, the actual expenses limited to the following rate, shall only be reimbursed.

Motor Car .....	30 paise per KM
Motor Cycle/Scooter .....	10 paise per KM
Bicycle .....	3 paise per KM

- f) An employee will not be reimbursed the transfer travelling allowance unless he produce the documentary evidence to the entire satisfaction of Management, that he has shifted his family and personal kits etc. to the new place of posting. Management may prescribe rules to this effect from time to time.

- 29.** In case of request transfer, which is agreed by the Management in respect of employee, who has put in more than two years service at a particular place the Management may consider granting joining time and/or TA.

### 30. JOINING TIME :

- i) An employee on transfer from one station to other station, shall be allowed a time of six days for preparation and in addition one day for the journey of 500 KMs by admissible mode of transport and subsequent day for additional part of journey in excess of 500 KMs.
- ii) Sunday shall be counted as a day for the purpose of calculation under this Rule. A holiday shall be counted as a day for the purpose of these Rules.
- iii) In exceptional cases, an employee may be asked to join the new place of posting immediately without availing the joining time as admissible provided that he may be allowed to avail joining time within six months from the date of such transfer.
- iv) The employee shall not be eligible for joining time when such transfer does not involve change in place of working.
- v) An employee shall draw his salary/wages and allowances at the rate last drawn by him before relief during his joining time.
- vi) The above Rules shall not be applicable in the case of Request Transfers. However, if there is a change in place of working i.e. head quarter, one day joining time shall be allowed.

### 31. TEMPORARY TRANSFER RULES :

Employees of this Corporation on temporary transfer shall be governed by the following Rules.

- i) Temporary Transfer means any transfer of personnel to a place other than his Head Quarters for a period more than a month but less than six months.
- ii) During such temporary transfer, the employees will be entitled to a monthly allowance in lieu of daily allowance as shown below -

#### Monthly allowance for temporary transfer :

Pay Range	For Ordinary Places	For Special Places
Upto Rs. 924/-	Rs. 200/- p.m.	Rs. 300/- p.m.
Rs. 925/- to Rs. 1570/-	Rs. 300/- p.m.	Rs. 400/- p.m.
Rs. 1571/- to Rs. 2300/-	Rs. 400/- p.m.	Rs. 500/- p.m.
Rs. 2301/- to Rs. 3400/-	Rs. 450/- p.m.	Rs. 550/- p.m.
Rs. 3401/- and above	Rs. 500/- p.m.	Rs. 600/- p.m.

- iii) An employee under "temporary transfer" shall continue to draw the same pay and allowances to which he was entitled to immediately before the "temporary transfer"
- v) The fact that an employee is on "Temporary Transfer" will be mentioned in each of the Transfer Orders so as to enable him to draw the Monthly allowance as shown in Sub-rule (iii) above.
- vi) An employee under "Temporary Transfer" shall be entitled to draw advance of expenditure on Travelling Allowance and "Monthly Allowance" equal to ninety percent for a period of thirty days.

# महाराष्ट्र कृषि-उद्योग विकास महामंडळ मर्यादित

कृषि उद्योग भवन, मुख्य कार्यालय, गोरगांव (पूर्व), मुंबई-४०० ०६५

## परिपत्रक

संदर्भ : प्रशासन/आस्था/दै.भा./नि.शुल्क/प्र.भ. सुधारणा/२०२२-२३/००५२९ दि. १०-०५-२०२२

विषय : कार्यालयीन दौऱ्याकरिता दैनिक भत्ता, निवासी शुल्क व प्रवास भत्ता यामध्ये सुधारणा करणेबाबत.

संदर्भ : १) मु.का. परिपत्रक क्र. आस्था/दौरा प्रवास भत्ता/१६०२ दि. २३.०६.२००८

२) आस्था/दैनिक भत्ता व हॉटेल दर/२०१३/७६१ दि. १६.०४.२०१३

३) आस्था/प्र.दौरा/२०१७-१८/०२२०३ दि. १०.०५.२०१७

महामंडळातील नियमित श्रेणीतील व कंत्राटी तत्त्वावरील बाह्यस्त्रोताद्वारे नियुक्त अधिकारी/कर्मचारी यांच्या कार्यालयीन दौऱ्याकरिता दैनिक भत्ता, निवासी शुल्क व प्रवास भत्ता सन २०१७ पासून अमलात आहेत. सद्यस्थितीतील महागाई, कोरोना साथरोग, इंधन व ऊर्जा यांच्या दरातील होणारे बदल व अनुषांगिक खर्चात होणाऱ्या बदलाच्या पार्श्वभूमीवर सद्याच्या दरांमध्ये सुधारणा करणेची बाब व्यवस्थापनाच्या विचारधीन होती.

वरील अनुषंगाने, महामंडळातील नियमित व कंत्राटी अधिकारी/कर्मचारी यांच्या कार्यालयीन दौऱ्याकरिता दैनिक भत्ता, निवासी शुल्क व प्रवास भत्ता यांमध्ये दि. १५.०४.२०२२ पासून खालील परिशिष्ट क्र. अ, ब, क मध्ये नमुद केलेनुसार सुधारणा करण्यात येत आहे.

### परिशिष्ट क्र. 'अ'

नियमित व कंत्राटी अधिकारी/कर्मचारी यांच्या कार्यालयीन दौऱ्याकरिता अनुज्ञेय दैनिक भत्ता

अनु. क्र.	पदनाम	सामान्य शहरांसाठी (रु.)	विशेष शहर (मुंबई, पुणे, नागपूर, नाशिक औरंगाबाद, नांदेड, अमरावती)	राज्याबाहेरील शहरे (रु.)
		प्रतिदिन दर	प्रतिदिन दर	प्रतिदिन दर
१.	चतुर्थश्रेणी कर्मचारी	३००	३५०	४००
२.	लिपिक, पणन व तांत्रिक कर्मचारी - II	३००	३५०	४००
३.	सहाय्यक/तांत्रिक कर्मचारी / वाहनचालक	३००	३५०	४००
४.	सहा. व्यवस्थापक / विक्री प्रतिनिधी	४००	५००	५००
५.	उप व्यवस्थापक	४००	५००	५००
६.	व्यवस्थापक	४००	५००	५००
७.	उप महाव्यवस्थापक / महाव्यवस्थापक	४००	५००	५००

(टीप : १) जेव्हा भोजन व नाश्ता विनामुल्य असलेल्या कोणत्याही रेल्वे, बस, जल, अथवा हवाई मार्गाने प्रवास केला जाईल तेव्हा दौऱ्याच्या त्यादिवसाच्या दैनिक भत्त्यातून ५०% दैनिक भत्ता कपात करणेत यावा.

२) दौऱ्याच्या ठिकाणी भोजन व्यवस्था प्राप्त झाल्यास दैनिक भत्त्यातून २५% कपात करणेत यावी.

**परिशिष्ट क्र. 'ब'**

**नियमित व कंत्राटी अधिकारी/कर्मचारी यांच्या कार्यालयीन दौऱ्यांकरिता अनुज्ञेय निवासी शुल्क**

अनु. क्र.	पदनाम	सामान्य शहरांसाठी (रु.)	विशेष शहर (मुंबई, पुणे, नागपूर, नाशिक औरंगाबाद, नांदेड, अमरावती)	राज्याबाहेरील शहरे (रु.)
		प्रतिदिन दर	प्रतिदिन दर	प्रतिदिन दर
१.	चतुर्थश्रेणी कर्मचारी	८००	१०००	१२००
२.	लिपिक, पणन व तांत्रिक कर्मचारी - II	८००	१०००	१२००
३.	सहाय्यक/तांत्रिक कर्मचारी / वाहनचालक	१०००	१२००	१४००
४.	सहा. व्यवस्थापक / विक्री प्रतिनिधी	१५००	१७००	१९००
५.	उप व्यवस्थापक	१८००	२०००	२२००
६.	व्यवस्थापक	२०००	२२००	२४००
७.	उप महाव्यवस्थापक / महाव्यवस्थापक	प्रत्यक्ष देयकांच्या अदायगीप्रमाणे		

**परिशिष्ट क्र. 'क'**

**नियमित व कंत्राटी अधिकारी/कर्मचारी यांच्या कार्यालयीन दौऱ्यांकरिता अनुज्ञेय प्रवास वाहतुक भत्ता**

अनु. क्र.	पदनाम	रेल्वे	हवाई मार्ग	रस्ते मार्ग (संबंधित जिल्ह्यांमध्ये ९ पेक्षा जास्त तालुके असल्यास १५०० कि.मी. मर्यादित व जिल्ह्यांमध्ये ९ पेक्षा कमी तालुके असल्यास १००० कि.मी. मर्यादित)	
				चार चाकी वाहन	दुचाकी वाहन
				सुधारित दर	सुधारित दर
१.	चतुर्थश्रेणी कर्मचारी	अ) सामान्य III टायर शयनयान	--	--	रु. ६.५० प्रति कि.मी.
२.	लिपिक, पणन व तांत्रिक कर्मचारी - II	अ) सामान्य III टायर शयनयान ब) वातानुकूलित चेअरकार	--	--	रु. ६.५० प्रति कि.मी.
३.	सहाय्यक/तांत्रिक कर्मचारी / वाहनचालक	अ) सामान्य III टायर शयनयान ब) वातानुकूलित चेअरकार	--	--	रु. ६.५० प्रति कि.मी.
४.	सहा. व्यवस्थापक / विक्री प्रतिनिधी	अ) सामान्य III टायर शयनयान ब) वातानुकूलित चेअरकार क) वातानुकूलित III टायर शयनयान	--	रु. १०.०० प्रति कि.मी.	रु. ६.५० प्रति कि.मी.
५.	उप-व्यवस्थापक	अ) सामान्य III टायर शयनयान ब) वातानुकूलित चेअरकार क) वातानुकूलित III टायर शयनयान ड) वातानुकूलित II टायर शयनयान	व्यवस्थापनाच्या पुर्व मंजूरीने (Economics Class)	रु. १०.०० प्रति कि.मी.	रु. ६.५० प्रति कि.मी.
६.	व्यवस्थापक	अ) सामान्य III टायर शयनयान ब) वातानुकूलित चेअरकार क) वातानुकूलित III टायर शयनयान ड) वातानुकूलित II टायर शयनयान	व्यवस्थापनाच्या पुर्व मंजूरीने (Economics Class)	रु. १०.०० प्रति कि.मी.	रु. ६.५० प्रति कि.मी.
७.	उप महाव्यवस्थापक / महाव्यवस्थापक	अ) सामान्य III टायर शयनयान ब) वातानुकूलित चेअरकार क) वातानुकूलित III टायर शयनयान ड) वातानुकूलित II टायर शयनयान इ) वातानुकूलित I टायर शयनयान	व्यवस्थापनाच्या पुर्व मंजूरीने (Economics Class)	रु. १०.०० प्रति कि.मी.	रु. ६.५० प्रति कि.मी.

राज्यात एकूण ३६ जिल्हे असून ३६ जिल्ह्यांपैकी (रत्नागिरी, रायगड, नाशिक, जळगांव, बुलढाणा, अमरावती, नागपूर, गडचिरोली, चंद्रपूर, यवतमाळ, नांदेड, परभणी, औरंगाबाद, बीड, लातूर, सोलापूर, अहमदनगर, पुणे, सातारा, सांगली व कोल्हापूर) २१ जिल्ह्यांमध्ये ९ पेक्षा जास्त तालुके आहेत. अशा ठिकाणी दौऱ्यांकरिता चार चाकी व दुचाकी वापरल्यास एकूण मासिक कि.मी. १५०० च्या मर्यादित प्रति कि.मी. वरील प्रमाणे वाहतूक भत्ता अदा करण्यात यावा. उर्वरित १५ जिल्ह्यांमध्ये (सिंधुदूर्ग, मुंबई, मुंबई उपनगर, ठाणे, पालघर, नंदूरबार, धुळे, अकोला, वाशिम, वर्धा, भंडारी, गोंदिया, हिंगोली, जालना व उस्मानाबाद) ९ पेक्षा की तालुके आहेत. अशा ठिकाणी दौऱ्यांकरिता चार चाकी व दुचाकी वापरल्यास एकूण मासिक कि.मी. १००० च्या मर्यादित प्रति कि.मी. वरील प्रमाणे वाहतूक भत्ता अदा करण्यात यावा. (टीप : दौरा अहवालचे विवरण जोडणे आवश्यक राहिल.)

सदर नमुद करणेत आलेल्या १५०० ते १००० कि.मी. मर्यादेपेक्षा जास्त अंतराचा दौरा होत असल्यास अशा अदायगी करिता संबंधित लेखा प्रशासन अधिकाऱ्यांच्या शिफारशीवर आधारित कार्यालय प्रमुखांच्या अवलोकन व टिप्पणी मंजुरी अंती प्रवास भत्ता अदा करणेत यावा.

सदर बाबत इतर नियम व अटी पुर्वीप्रमाणेच कायम राहतील.

उपरोक्त बदल दि. १५.०४.२०२२ पासून अमलात राहतील.

--- S D ---

(बाबासाहेब पारधे)

महाव्यवस्थापक (प्रशासन)

प्रति,

१. सर्व विभागप्रमुख
२. सर्व विभागीय कार्यालये
३. सर्व उत्पादन केंद्रे
४. व्यवस्थापक (रोख)
५. व्यवस्थापक (आस्थापना)
६. अंतर्गत लेखा परिक्षण विभाग, मुख्य कार्यालय, गोरेगांव
७. मा. व्यवस्थापकीय संचालक यांचे स्वीय सहाय्यक
८. सर्व अधिकारी/कर्मचारी संघटना
९. सुचना फलक, गोरेगांव

# महाराष्ट्र कृषि-उद्योग विकास महामंडळ मर्यादित

कृषि उद्योग भवन, मुख्य कार्यालय, गोरेगांव (पूर्व), मुंबई-४०० ०६५

संदर्भ क्र.: आस्था/प्रवास/२०१७-१८/०२२०२

दिनांक : १०-०५-२०१७

## परिपत्रक

महामंडळातील अधिकारी व कर्मचारी यांना प्रवास भत्ता शासनाच्या धर्तीवर लागू करण्याचे व्यवस्थापनाच्या विचाराधीन होते. या संदर्भातील वित्त विभाग, महाराष्ट्र शासन यांचा शासन निर्णय क्रमांक प्रवास - १०१०/प्र.क्र.२/सेवा-५ दिनांक ३ मार्च २०१० मध्ये जारी केल्यानुसार महामंडळातील अधिकारी/कर्मचारी यांच्या प्रवास भत्त्याचे दर शासन निर्णयातील खालील परिच्छेद क्रमांकातील नियमानुसार रहातील.

- १) निरनिराळ्या प्रवास साधनांतील जागेच्या वर्गासाठी पात्रता वरील शासन निर्णयातील परिच्छेद क्रमांक ४ प्रमाणे
- २) बदली प्रवास भत्ता वरील शासन निर्णयातील परिच्छेद क्रमांक ११ प्रमाणे
- ३) सडक मैल भत्ता वरील शासन निर्णयातील परिच्छेद क्रमांक ५ प्रमाणे इतर अटी व नियम पुर्वीप्रमाणेच रहातील. उपरोक्त बदल तात्काळ अंमलात आणले जातील.

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(महेंद्र बोरसे)

उप महाव्यवस्थापक (प्रशासन)

शासन निर्णय प्रत ई-मेलद्वारे

प्रति,

१. सर्व विभागीय कार्यालये
२. सर्व उत्पादन केंद्रे
३. सर्व विभाग प्रमुख
४. व्यवस्थापक (रोख)
५. व्यवस्थापक (आस्थापना)
६. अंतर्गत लेखा तपासणी विभाग, पुणे
७. मा. व्यवस्थापकीय संचालक यांचे स्वीय सहाय्यक
८. सूचना फलक



**महाराष्ट्र शासन**  
**वित्त विभाग**

शासन निर्णय क्रमांक - प्रवास-१०१०/प्र.क्र.२/सेवा-५  
मंत्रालय, मुंबई - ४०० ०३२, दिनांक ०३ मार्च, २०१०

- पहा :- (१) शासन निर्णय, वित्त विभाग, क्रमांक - प्रवास-१०९८/प्र.क्र.७४/९८/सेवा-५  
दिनांक ०४ डिसेंबर, १९९९
- (२) शासन निर्णय, वित्त विभाग, क्रमांक - प्रवास-१०९८/प्र.क्र.७४/९८/सेवा-५  
दिनांक ०७ डिसेंबर, १९९९
- (३) शासन निर्णय, वित्त विभाग, क्रमांक - प्रवास-१००५/प्र.क्र.८०/सेवा-५  
दिनांक ०६ जानेवारी, २००६
- (४) शासन निर्णय, वित्त विभाग, क्रमांक - प्रवास-१००५/प्र.क्र.१७/सेवा-५  
दिनांक १९ जून, २००६
- (५) शासन निर्णय, वित्त विभाग, क्रमांक - प्रवास-१००५/प्र.क्र.१७/सेवा-५  
दिनांक ११ डिसेंबर, २००६
- (६) शासन निर्णय, वित्त विभाग, क्रमांक - प्रवास-१००५/प्र.क्र.१७/सेवा-५  
दिनांक १० जानेवारी, २००७
- (७) भारत सरकार, वित्त मंत्रालय, व्यय विभाग यांचे कार्यालयीन ज्ञापन  
क्रमांक - एफ क्र. १९०३०/३/२००८-ई-चार, दिनांक २३ सप्टेंबर, २००८

**शासन निर्णय**

सहाय्या क्रेडिटिव वेतन आयोगाच्या शिफारशीच्या अनुषंगाने - केंद्र शासनाने केंद्र शासकीय कर्मचाऱ्यांना अनुज्ञेय असलेल्या प्रवास भत्त्याच्या दरामध्ये वरील (७) येथील दिनांक २३ सप्टेंबर, २००८ च्या आदेशान्वये सुधारणा केली आहे. राज्य शासकीय कर्मचारी व इतर पात्र कर्मचाऱ्यांच्या प्रवास भत्त्याच्या दरात त्याप्रमाणे सुधारणा करण्याचा प्रश्न शासनाच्या काही काळ विचाराधिन होता.

शासन आता असे आदेश देत आहे की, दौरा आणि बदलीशी संबंधित प्रवास भत्त्यांच्या नियमांतील विशिष्ट तरतूदी व दर खालील परिच्छेदात दर्शविल्याप्रमाणे सुधारण्यात येत आहेत. प्रवास भत्ता नियमांच्या / आदेशांच्या अन्य तरतूदी पूर्वीप्रमाणेच अंमलात राहतील. शासन असेही आदेश देत आहे की, प्रवास भत्ता विषयक सर्व तरतूदी काटकसरीच्या उपायोजनांसंबंधीच्या सध्याच्या तसेच भविष्यात काढल्या जाणाऱ्या आदेशांच्या अधीन अंमलात राहतील.

२. (अ) या आदेशांच्या प्रयोजनार्थ 'वेतन' म्हणजे महाराष्ट्र नागरी सेवा (सुधारित वेतन) नियम, २००९ अन्वये लागू करण्यात आलेल्या सुधारित वेतनसंरचनेतील मूळ वेतन (वेतनबँडमधील वेतन + ग्रेड वेतन) होय.

(ब) जे कर्मचारी असुधारित वेतनश्रेणीमध्ये वेतन घेतील त्यांच्या बाबतीत विविध भत्त्यांची रक्कम परिगणित करताना त्यांनी धारण केलेल्या पदाचे सुधारित वेतनसंरचनेतील ग्रेड वेतन विचारात घेण्यात यावे.

असुधारित वेतनश्रेणीमध्ये वेतन घेणाऱ्या कर्मचाऱ्यांच्याबाबतीत संयुक्त बदली अनुदानाची परिगणना करण्याच्या प्रयोजनार्थ त्यांचे वेतन म्हणजे असुधारित वेतनश्रेणीतील मूळ वेतन अधिक महागाई वेतन आणि दिनांक १ जानेवारी, २००६ रोजी लागू असणाऱ्या दराने अनुज्ञेय महागाई भत्ता होय.

(क) या आदेशांतील प्रवासभत्ताविषयक तरतूदींच्या प्रयोजनार्थ कर्मचारी प्रत्यक्ष धारण करीत असलेल्या पदाचे ग्रेड वेतन विचारात घेण्यात यावे. कर्मचाऱ्यांना आर्थिक लाभ देण्याच्या दृष्टीने अंमलात असलेल्या सेवांतर्गत आश्वासित प्रगती योजना / सुधारित सेवांतर्गत आश्वासित प्रगती योजनेतर्गत मंजूर केलेल्या उच्च वेतन संरचनेतील ग्रेड वेतन या आदेशातील विविध भत्त्यांच्या मंजूरीच्या प्रयोजनार्थ विचारात घेण्यात येऊ नये. मात्र, ज्या पदांच्या बाबतीत विशिष्ट कालावधीच्या सेवेनंतर अकार्यात्मक (Non-functional) उच्च वेतनसंरचना मंजूर करण्यात येते अशा पदधारकांच्या बाबतीत, त्या उच्च वेतनसंरचनेतील ग्रेड वेतन या आदेशातील विविध भत्त्यांच्या मंजूरीच्या प्रयोजनार्थ विचारात घेण्यात यावे.

### ३. शासकीय कर्मचाऱ्यांची वर्गवारी (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ३७७) :-

वरील (१) येथील दि. ४ डिसेंबर, १९९९ च्या आदेशांतील परिच्छेद ३ मधील तरतूद सुधारून, सुधारित वेतनसंरचनेच्या अनुषंगाने दौन्यावरील व बदलीच्या प्रवासभत्ताच्या नियमनासाठी शासकीय कर्मचाऱ्यांची वर्गवारी खालीलप्रमाणे विहित करण्यात येत आहे :-

श्रेणी	सुधारित वेतनसंरचनेतील ग्रेड वेतन
प्रथम श्रेणी	रूपये ६,६००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी + (HAG + श्रेणी)
द्वितीय श्रेणी	रूपये ४,४००/- व त्याहून अधिक मात्र रू. ६,६००/- पेक्षा कमी
तृतीय श्रेणी	रूपये ४,४००/- पेक्षा कमी

### ४. निरनिराळ्या प्रवास साधनांतील जागेच्या वर्गासाठीची पात्रता :-

वरील (२) येथील दि. ४ डिसेंबर, १९९९ च्या आदेशांतील परिच्छेद ४ मधील तरतूद सुधारून, सुधारित वेतन संरचनेच्या अनुषंगाने शासकीय कर्मचाऱ्यांची स्वेच्छानिर्णयानुसार दौन्यावरील व बदली निमित्ताच्या विमान प्रवासासाठी आणि रेल्वे, सार्वजनिक बसेस व बोट यांच्यामधील वेगवेगळ्या जागेच्या वर्गासाठीची पात्रता खालीलप्रमाणे विहित करण्यात येत आहे.

#### ४.१ विमान प्रवास (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४१७-ब आणि ४९०)

विमान प्रवासासंबंधी तरतूदी पुढीलप्रमाणे लागू राहतील -

अ) सचिवांपेक्षा कमी दर्जाच्या अधिकाऱ्यांना विमान प्रवास अनुज्ञेय असणार नाही. सचिव व सचिव दर्जाच्या अधिकाऱ्यांना फक्त इकॉनॉमी क्लासनेच विमान प्रवास अनुज्ञेय राहील.

प्रधान सचिव व त्याहून उच्च दर्जाच्या अधिकाऱ्यांना एअर इंडिया व इंडियन या विमान कंपन्यांच्या विमानाने एक्झिक्युटिव्ह क्लासने विमान प्रवास अनुज्ञेय राहील. मात्र इकॉनॉमी वर्गाचा प्रवास कोणत्याही विमान कंपनीच्या विमानाने अनुज्ञेय राहील.

वरील अधिकाऱ्यांनी विमान प्रवासाची तिकीट इंटरनेटवर उपलब्ध ई-तिकीट सेवेद्वारे काढावीत. यासाठी आकारण्यात येणाऱ्या आनुषंगिक खर्चाची प्रतिपूती अनुज्ञेय राहील. इकॉनॉमी वर्गाच्या पूर्ण दराची (Full Fare Economy Tickets) तिकीट काढू नयेत.

ब) विमानप्रवास अनुज्ञेयतेविषयी अंमलात असलेले सध्याचे शासन निर्णय, वित्त विभाग, क्र. प्रवास-१००३/प्र.क्र. ३८/सेवा-५, दि. २० एप्रिल, २००४, शासन निर्णय, वित्त विभाग, क्र. प्रवास-१००५/प्र.क्र. ५३/सेवा-५, दि. २७ सप्टेंबर, २००५, व शासन निर्णय, गृह विभाग, क्र. आयपीएस-२६०५/प्र.क्र. ६३०/पोल-१, दि. ६ नोव्हेंबर, २००६ हे विशेष आदेश यापुढेही अंमलात राहतील.

तसेच विमान प्रवासा संदर्भातील अमेरिकन एक्सप्रेस इंडियन एअरलाइन्स गोल्ड/सिल्व्हर (ग्रीन) कार्डची सुविधा रद्द करण्यात येत आहे.

क) न्यायालयीन तसेच विधीमंडळ कामकाजासाठी इतर कोणत्याही साधनाने / मार्गाने वेळेत पोहोचणे शक्य नसल्यास, अशा प्रसंगी संबंधित प्रशासनिक विभागाच्या सचिवांच्या लेखी पूर्वपरवानगीने विमानप्रवास करता येईल. मात्र असा प्रवास करताना प्रथम अल्प दराने विमान सेवा पुरविण्याच्या विमान कंपन्यांच्या विमानाने प्रवासास प्राधान्य देण्यात यावे. अशा कंपनीच्या विमानाचे तिकीट उपलब्ध न झाल्यास सर्वसाधारण विमान कंपन्यांच्या इकॉनॉमी क्लासने विमान प्रवास करता येईल. परतीच्या प्रवासासाठी ही सवलत यापुढे अनुज्ञेय असणार नाही. तथापि, अपवादात्मक परिस्थितीत परत येणे तातडीचे असेल तर प्रशासनिक विभागाच्या सचिवांच्या लेखी पूर्वपरवानगीनेच वरीलप्रमाणे विमानप्रवास करता येईल. प्रशासनिक विभागाच्या सचिवांनी उपरोक्त कारणांसाठी अवर सचिव आणि त्यापेक्षा उच्च दर्जाच्या मंत्रालयीन व क्षेत्रीय अधिकाऱ्यांनाच विमान प्रवासास परवानगी द्यावी. इतर कोणत्याही कारणांसाठी विमानप्रवास अनुज्ञेय असणार नाही.

ड) तसेच मुख्यमंत्री व उपमुख्यमंत्री यांच्या खाजगी सचिवांना, ते मुख्यमंत्री व उपमुख्यमंत्री यांचेसोबत प्रवास करित असतील तरच आणि मुख्यमंत्री व उपमुख्यमंत्री यांच्या पूर्व परवानगीनेच इकॉनॉमी क्लासने विमानप्रवास अनुज्ञेय राहील. मंत्री व राज्यमंत्री यांचे आस्थापनेवरील खाजगी सचिव / स्वीय सहाय्यक यांना तसेच मुख्यमंत्री व उपमुख्यमंत्री यांच्या आस्थापनेवरील स्वीय सहाय्यकांना विमान प्रवास अनुज्ञेय असणार नाही.

#### ४.२ रेल्वे प्रवास (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४०० आणि ४९०)

सुधारित वेतन संरचनेच्या अनुषंगाने दौऱ्यावरील व बदलीनंतरच्या रेल्वे प्रवासासंबंधीची पात्रता पुढीलप्रमाणे असेल -

“तक्ता-अ”

श्रेणी	शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	प्रवास पात्रता-ऑर्डिनरी मेल, एक्सप्रेस पॅसेंजर ट्रेन आणि अन्य सुपर फास्ट ट्रेन्स
प्रथम श्रेणी	अ) रु. ८,९००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी +(HAG + श्रेणी) ब) रु. ६,६००/- व त्याहून अधिक मात्र रु. ८,९०० पेक्षा कमी	वातानुकूलित प्रथम वर्ग / वातानुकूलित २-स्तर शयनयान द्वितीय वर्ग वातानुकूलित २-स्तर शयनयान/ प्रथम वर्ग / वातानुकूलित खुर्ची यान
द्वितीय श्रेणी	अ) रु. ४,४००/- व त्याहून अधिक मात्र रु. ६,६०० पेक्षा कमी*	प्रथम वर्ग / वातानुकूलित ३-स्तर शयनयान/ वातानुकूलित खुर्ची यान/द्वितीय वर्ग शयनयान
तृतीय श्रेणी	अ) रु. ४,२००/- व त्याहून अधिक मात्र रु. ४,४०० पेक्षा कमी** ब) रु. ४,२००/- पेक्षा कमी	वातानुकूलित खुर्ची यान/द्वितीय वर्ग शयनयान द्वितीय वर्ग शयनयान

\* टीप - १) ग्रेड वेतन मर्यादेतील अधिकारी, प्रवासाचे सुरुवातीचे व शेवटचे ठिकाण अखंडीतपणे व सर्वात जवळच्या मार्गाने जोडणाऱ्या कोणत्याही रेल्वेमध्ये त्यांना अनुज्ञेय ठरविण्यात आलेले वर्ग उपलब्ध नसल्यास, वातानुकूलित २-स्तर शयनयानाने प्रवास करण्यास पात्र असतील.

**\*\* टीप - २)** ग्रेड वेतन मर्यादेतील राजपत्रित अधिकारी प्रथम वर्गाने, वातानुकूलित ३-स्तर शयनयानाने प्रवास करण्यास पात्र असतील.

**टीप - ३)** रेल्वेच्या प्रथम वर्गाने अथवा कोणत्याही वातानुकूल वर्गाने केलेल्या प्रवासाच्या प्रकरणी प्रवासभत्ता देयकात तिकीट क्रमांक, दिनांक इत्यादी तपशील नमूद करणे आवश्यक असेल.

**“तक्ता-ब”**

श्रेणी	शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	प्रवास पात्रता	
		राजधानी एक्सप्रेस	शताब्दी एक्सप्रेस
प्रथम श्रेणी	अ) रू. ८,९००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी + (HAG + श्रेणी)	वातानुकूलित प्रथम वर्ग/द्वितीय वर्ग वातानुकूलित २-स्तर शयनयान	एक्झिक्युटिव्ह क्लास
	ब) रू. ६,६००/- व त्याहून अधिक मात्र रू. ८,९०० पेक्षा कमी	द्वितीय वर्ग वातानुकूलित २-स्तर शयनयान	वातानुकूलित खुर्ची यान
द्वितीय श्रेणी	अ) रू. ४,४००/- व त्याहून अधिक मात्र रू. ६,६०० पेक्षा कमी	वातानुकूलित खुर्ची यान	---

**\* टीप - १)** ग्रेड वेतन मर्यादेतील शासकीय कर्मचारी वातानुकूलित खुर्ची यान पुरविलेले नसल्यास वातानुकूलित ३-स्तर शयनयानाने प्रवास करण्यास पात्र असतील.

**टीप - २)** जेव्हा भोजनाची व नाशत्याची विनामुल्य सोय असलेल्या कोणत्याही गाडीने प्रवास केला जाईल तेव्हा प्रवास कालावधीचा ५०% दैनिक भत्ता शासकीय कर्मचाऱ्यांच्या प्रवास भत्ता देयकातून कमी केला जाईल.

**तात्काळ आरक्षण शुल्क :-** वरील (१) येथील दि. ४ डिसेंबर, १९९९ च्या आदेशातील तात्काळ आरक्षण शुल्कासंबंधीची तरतूद पुढील प्रमाणे सुधारण्यात येत आहे.

शासकीय कर्मचाऱ्यांना तातडीच्या परिस्थितीत मंत्री / प्रशासनिक विभागाच्या सचिवांनी मंत्रालयात आयोजित केलेल्या बैठकांनिमित्त राज्यातील कोणत्याही ठिकाणाहून मुंबई येथे जाण्यासाठी व परतीच्या प्रवासासाठी, विधीमंडळ कामकाजास्तव राज्यातील कोणत्याही ठिकाणाहून मुंबई/नागपूर येथे जाण्यासाठी व परतीच्या प्रवासासाठी आणि न्यायालयील कामकाजास्तव राज्यातील कोणत्याही ठिकाणाहून दिल्ली/मुंबई/नागपूर/औरंगाबाद येथे जाण्यासाठी व परतीच्या प्रवासासाठी रेल्वेचे सर्वसाधारण आरक्षण सेवेद्वारे तिकीट उपलब्ध न झाल्यास, तात्काळ आरक्षण सुविधेचा लाभ अनुज्ञेय राहिल. मात्र, नियंत्रक अधिकाऱ्यांनी प्रवासाची निकड प्रमाणित करणे आवश्यक असेल.

**एजन्सी शुल्क :-** वरील (१) येथील दि. ४ डिसेंबर, १९९९ च्या आदेशातील याविषयी तरतूद पुढीलप्रमाणे सुधारण्यात येत आहे.

प्रवास भत्तावरील, मुख्यत्वे विमान प्रवासावरील खर्च कमी व्हावा म्हणून, स्वेच्छा निर्णयानुसार विमान प्रवास अनुज्ञेय असलेल्या कर्मचाऱ्यांना रेल्वे आरक्षणासाठी रेल्वेने परवाना दिलेल्या अधिकृत एजन्सीने आकारलेल्या शुल्काची प्रतिपूर्ती अनुज्ञेय राहिल.

**४.३ सार्वजनिक वाहनातून रस्ता मार्गाने प्रवास (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४१४ आणि ४९०) :-**

अ.क्र.	शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	प्रवास भत्त्याची पात्रता
१	रु. ६,६००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी +(HAG + श्रेणी)	वातानुकूलित बससहित इतर सर्व प्रकारच्या सार्वजनिक बसचे प्रत्यक्ष भाडे
२	रु. ४,४००/- व त्याहून अधिक मात्र रु. ६,६०० पेक्षा कमी	वातानुकूलित बसखेरीज इतर सर्व प्रकारच्या सार्वजनिक बसचे प्रत्यक्ष भाडे
३	रु. ४,४००/- पेक्षा कमी	सर्वसाधारण सार्वजनिक बसचे प्रत्यक्ष भाडे

**४.४ बोटीने प्रवास (समुद्र आणि नदी) (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४०६ आणि ४९०):-**  
समुद्र अथवा नदीवरील बोटीच्या प्रवासासाठी पात्रता खालीलप्रमाणे असेल -

श्रेणी	शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	समुद्र किंवा नदीवरील बोटीच्या वर्गाची पात्रता
प्रथम श्रेणी	अ) रु. ६,६००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी +(HAG + श्रेणी)	उच्चतम वर्ग
द्वितीय श्रेणी	अ) रु. ४,४००/- व त्याहून अधिक मात्र रु. ६,६०० पेक्षा कमी ब) रु. ४,२००/- व त्याहून अधिक मात्र रु. ४,४०० पेक्षा कमी	दोन वर्गातील वरचा, तीनमधील मधला वर्ग, चार मधील दुसरा दोन वर्गातील खालचा, तीनमधील मधला वर्ग, चार मधील तिसरा
तृतीय श्रेणी	अ) रु. ४,२००/- पेक्षा कमी	निम्नतम वर्ग

४.५ रेल्वेने जोडलेल्या अथवा न जोडलेल्या दोन विवक्षित ठिकाणांदरम्यान वाहतूक अधिकाऱ्यांनी दर प्रमाणित केलेल्या टॅक्सीमधील एक आसन भाड्याने घेतल्यास अशा प्रकारणी, जर ती दोन ठिकाणे रेल्वेने जोडलेली असतील तर आलेला खर्च संबंधितास त्या मार्गावर उपलब्ध असलेल्या रेल्वेच्या अनुज्ञेय वर्गाच्या भाड्याशी सिमित करून आणि जर ती दोन ठिकाणे रेल्वेने जोडलेली नसतील तर सार्वजनिक परिवहन सेवेच्या त्या मार्गावर उपलब्ध असलेल्या अनुज्ञेय वाहनाच्या भाड्याशी सिमित करून देण्याची वरील (१) येथील दि. ४ डिसेंबर, १९९९ च्या आदेशातील तरतूद यापुढेही चालू राहिल.

**४.६ प्रवासाची तिकीटे रद्द करण्यासाठी आकारण्यात येणाऱ्या शुल्काची प्रतिपूर्ती :-**

शासन निर्णय, वित्त विभाग, क्र.टीआरए-१००४/प्र.क्र. २७/सेवा-५, दिनांक १० जून, २००४ मधील प्रवासाची तिकीटे रद्द करण्यासाठी आकारण्यात येणाऱ्या शुल्काच्या प्रतिपूर्तिसंबंधीची पुढील तरतूद तशीच चालू राहिल.

शासकीय कामकाजानिमित्त विमानाने/रेल्वेने/सार्वजनिक बससेवेच्या बसने प्रवास करण्यासाठी आरक्षित केलेले तिकिट रद्द करण्यात आल्यास, आरक्षण रद्द करण्यासाठी आकारण्यात येणाऱ्या शुल्काची (Cancellation Charge) शासकीय कर्मचाऱ्यास प्रतिपूर्ती करण्यात येईल. तात्काळ आरक्षण सेवेचा लाभ घेऊन खरेदी केलेले रेल्वे प्रवासाचे तिकिट रद्द करण्यासाठी आकारण्यात येणाऱ्या शुल्काची कर्मचाऱ्यास

प्रतिपूर्ती करण्यात येईल. अशा प्रकारणी रेल्वे प्रशासनाने कोणताही परतावा नाकारला असेल तर तिकिट आरक्षित करण्यासाठी खर्च कराव्या लागलेल्या संपूर्ण रकमेची त्याला प्रतिपूर्ती करण्यात येईल. मात्र वरील दोन्ही प्रकरणी, लोकहितास्तव वा शासकीय कर्मचाऱ्याच्या नियंत्रणाबाहेरील कारणांसाठी तिकिट रद्द करावे लागत असल्याचे त्याच्या नियंत्रक अधिकाऱ्याने प्रमाणित केले पाहिजे.

**५ किलोमीटर भत्ता (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४१४ (१) आणि (२) :-**

वरील (१) येथील ४ डिसेंबर, १९९९ च्या आदेशांतील मालकीच्या अथवा भाड्याच्या वाहनातून \* केलेल्या प्रवासासाठी अनुज्ञेय असलेल्या किलोमीटर भत्त्याचे दर खालीलप्रमाणे सुधारण्यात येत आहेत:-

श्रेणी	शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	मोटर कार/जीप		मोटर सायकल/स्कूटर/ऑटोरिक्षा	मोपेड/लूना	अन्य वाहने
		पेट्रोल	डिझेल			
१	२	३	४	५	६	७
		रु.	रु.	रु.	रु.	रु.
प्रथम श्रेणी	रुपये ६,६००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी +(HAG + श्रेणी) **	९.००	७.००	३.५०	१.७५	--
द्वितीय श्रेणी	अ) रु. ४,४००/- व त्याहून अधिक मात्र रु. ६,६०० पेक्षा कमी**	९.००	७.००	३.५०	१.७५	१.००
	ब) रु. ४,२००/- व त्याहून अधिक मात्र रु. ४,४०० पेक्षा कमी	--	--	३.५०	१.७५	१.००
तृतीय श्रेणी	रुपये ४,२००/- पेक्षा कमी	--	--	--	१.७५	१.००

\* टीप - १) ज्या ग्रेड वेतनाच्या समोर किलोमीटर भत्त्याचे दर दर्शविण्यात आले आहेत त्या ग्रेड वेतन मर्यादेतील अधिकारी त्या प्रकारचे वाहन बाळगण्यास पात्र समजण्यात येतील.

\*\* टीप - २) ग्रेड वेतन गटातील अधिकारी टॅक्सीने प्रवास केल्यास स्तंभ ३ मधील दराने किलोमीटर भत्ता मिळण्यास पात्र असतील.

**५-अ) आनुषंगिक प्रवासाचा खर्च :-**

वरील (१) येथील ४ डिसेंबर, १९९९ च्या आदेशांतील याविषयीची पुढील तरतूद तशीच चालू राहिल :-  
दौन्यानिमित्त करावयाच्या मुख्य प्रवासाच्या अनुषंगाने करावयाचा आनुषंगिक (म्हणजे कामाच्या ठिकाणापासून रेल्वे / विमान / बस स्थानकापर्यंतच्या व परत असा ) प्रवास शासकीय कर्मचाऱ्यास दौन्यासाठी अनुज्ञेय असलेल्या रेल्वे / सार्वजनिक बस सेवेच्या अनुज्ञेय वर्गाने करण्याची आणि वरील वाहनांव्यतिरिक्त इतमर साधनांनी प्रवास केल्यास त्यासाठीचा प्रत्यक्ष खर्च हा त्या वाहनासाठी विहित केलेल्या किलोमीटर भत्त्याच्या दराशी सिमित करून देण्याची तरतूद यापुढेही अनुज्ञेय राहिल. **आनुषंगिक प्रवास खर्चाचा समावेश मूळ प्रवास भत्ता देयकातच करणे आवश्यक आहे.**



**५-ब) प्रवासाच्या प्रारंभाचे ठिकाण (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ३९८) :-**

शासन निर्णय, वित्त विभाग, क्र.टीआरए-१०७७/प्र.क्र. १५६-सी/सेवा-५, दिनांक ११ ऑगस्ट, १९७७ च्या आदेशातील परिच्छेद ३ मधील सध्याच्या तरतुदीमध्ये पुढील परंतुकाचा समावेश करण्यात येत आहे :-

परंतु रेल्वे, विमान अथवा बसच्या निर्गमनाची वेळ आणि ठिकाण हे दौऱ्याची सुरुवात कामाच्या ठिकाणाहून सुरू करण्यासाठी सोयीचे नसेल आणि कर्मचाऱ्यास त्याच्या निवासस्थानाहून दौऱ्याची सुरुवात करावी लागत असेल अशा प्रसंगी आनुषंगिक खर्च मंजूर करताना निवासस्थानापासून रेल्वे, विमान अथवा बसस्थानकापर्यंतचा प्रवास विचारात घ्यावा. मात्र, नियंत्रक अधिकाऱ्याने यासंबंधी खातरजमा करणे आवश्यक असेल.

या परंतुकाच्या प्रयोजनार्थ कर्मचाऱ्याचे निवासस्थान त्याच्या मुख्यालयाच्या शहराच्या नागरी समूहक्षेत्राच्या हद्दीत असणे आवश्यक राहिल. शहराच्या नागरी समूहाची हद्द ही घरभाडेभत्त्याच्या मंजुरीच्या प्रयोजनार्थ विहित केल्याप्रमाणे असेल.

**६. रिकाम्या मोटारीची वाहतूक (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४६२) :-**

वरील (१) येथील ४ डिसेंबर, १९९९ च्या परिच्छेद ६ मधील रिकाम्या मोटार वाहतुकीच्या भत्त्याचा दर सुधारून रु. ५.०० प्रति किलोमीटर करण्यात येत आहे. मात्र त्यासाठी येणारा खर्च, रेल्वेने/बोटीने अथवा अन्य वाहनाने वाहतूक करण्यासाठी येणाऱ्या खर्चापेक्षा अधिक नसावा व शासकीय कर्मचाऱ्याने स्वतः प्रत्यक्षात रेल्वेने किंवा बोटीने प्रवास केलेला असावा, ही अट यापुढेही लागू राहिल.

**७. वाहनभत्ता (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ३८८) :-**

शासकीय कर्मचाऱ्याने, त्याची दैनंदिन कर्तव्ये पार पाडताना, त्याच्या कार्यक्षेत्रात केलेल्या प्रवासासाठी मंजूर करण्यात येणाऱ्या वरील (१) येथील ४ डिसेंबर, १९९९ च्या आदेशांतील परिच्छेद ७ मधील वाहनभत्त्याच्या दरांत पुढीलप्रमाणे सुधारणा करण्यात येत आहे. वाहनभत्त्याच्या मंजुरीविषयीच्या अन्य तरतुदी यापुढेही तसाच चालू राहतील.

वाहनभत्त्याचे सुधारित दर					
मासिक सरासरी किलोमीटर	मोटर कार		मोटर सायकल/स्कूटर	मोपेड/लूना	सार्वजनिक वाहने
१	पेट्रोल २	डिझेल ३	४	५	६
	रूपये	रूपये	रूपये	रूपये	रूपये
२०१-३००	६००	४६०	२४०	१७०	१५०
३०१-४५०	९००	६६०	३६०	२१०	१९०
४५१-६००	१३४०	१०००	५४०	२५०	२३०
६०१-८००	१८००	१३६०	७२०	२९०	२५०
८०१ व त्याहून अधिक	२४००	१८००	९६०	३७०	२७०

**८. सायकल भत्ता (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ३८९) :-**

वरील (१) येथील ४ डिसेंबर, १९९९ मधील परिच्छेद ८ मधील तरतुदीमध्ये सुधारणा करून, सायकल भत्त्याचा दर रु. ६० प्रतिमाह करण्यात येत आहे.

**९. दैनिक भत्ता (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४२०) :-**

वरील (४) येथील दि. १९ जून, २००६ च्या शासन निर्णयामधील दैनिक भत्ताविषयक तरतुदी पुढीलप्रमाणे सुधारण्यात येत आहेत :-

अ) कर्मचाऱ्याने शासकीय विश्रामगृहात वास्तव्य केल्यास / स्वतः राहण्याची अन्य व्यवस्था केल्यास मंजूर करावयाचे दैनिक भत्त्याचे सुधारित दर खालीलप्रमाणे असतील :-

**तक्ता - अ**

अ.क्र.	श्रेणी	शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	दिल्ली, मुंबई, कोलकाता, चेन्नई, बंगलुरु, हैदराबाद	देशातील/राज्यातील 'अ' वर्ग शहरे	देशातील/राज्यातील 'ब-१' वर्ग शहरे	अन्य स्तंभात समाविष्ट नसलेली शहरे/गावे
१	२	३	४	५	६	७
			रूपये	रूपये	रूपये	रूपये
१	प्रथम श्रेणी	अ) रु. ८,९००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी +(HAG + श्रेणी)	३२५	२००	१६०	१३०
		ब) रु. ६,६००/- व त्याहून अधिक मात्र रु. ८,९००/- पेक्षा कमी	२९०	१८०	१४०	१२०
२	द्वितीय श्रेणी	अ) रु. ५,४००/- व त्याहून अधिक मात्र रु. ६,६००/- पेक्षा कमी	२९०	१८०	१४०	१२०
		ब) रु. ४,४००/- व त्याहून अधिक मात्र रु. ५,४००/- पेक्षा कमी	२२५	१५०	१४०	११०
३	तृतीय श्रेणी	अ) रु. ४,२००/- व रु. ४,३००/-	२१०	१३०	१३०	११०
		ब) रु. ४,२००/- पेक्षा कमी	१६०	१२५	१२५	१००

ब) अनुसूचित दर आकारण्याच्या हॉटेलमध्ये वास्तव्य केल्यास दैनिक भत्त्याचे सुधारित दर खालीलप्रमाणे असतील :-

**तक्ता - ब**

अ.क्र.	श्रेणी	शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	दिल्ली, मुंबई, कोलकाता, चेन्नई, बंगलुरु, हैदराबाद	देशातील/राज्यातील 'अ' वर्ग शहरे	देशातील/राज्यातील 'ब-१' वर्ग शहरे	अन्य स्तंभात समाविष्ट नसलेली शहरे/गावे
१	२	३	४	५	६	७
			रूपये	रूपये	रूपये	रूपये
१	प्रथम श्रेणी	अ) रु. ८,९००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी +(HAG + श्रेणी)	१०००	८००	६५०	५००
		ब) रु. ६,६००/- व त्याहून अधिक मात्र रु. ८,९००/- पेक्षा कमी	७५०	६००	५००	३५०
२	द्वितीय श्रेणी	अ) रु. ५,४००/- व त्याहून अधिक मात्र रु. ६,६००/- पेक्षा कमी	७५०	६००	५००	३५०
		ब) रु. ४,४००/- व त्याहून अधिक मात्र रु. ५,४००/- पेक्षा कमी	५७५	४५०	३७५	३००

३	तृतीय श्रेणी	अ) रु. ४,२००/- व रु. ४,३००/-	३७५	३००	२५०	२००
		ब) रु. ४,२००/- पेक्षा कमी	३००	२२५	२२५	१५०

टीप : १) वर नमूद केलेली 'अ' आणि 'ब-१' शहरे ही स्थानिक पूरक भत्त्याच्या प्रयोजनार्थ केलेल्या वर्गीकरणाप्रमाणे राहतील. मात्र स्थानिक पूरक भत्त्याच्या मंजुरीसाठी निम्न वर्गीकरण प्राप्त झालेल्या काही शहरांचे जुनेच वर्गीकरण अनुसरण्याविषयीची सवलत दैनिक भत्त्याच्या मंजुरीसाठी लागू असणार नाही.

देशातील व राज्यातील 'अ' आणि 'ब-१' शहरे पुढीलप्रमाणे आहेत.

**‘अ’ वर्ग शहरे** – पुणे, नागपूर (महाराष्ट्र), अहमदाबाद, सुरत (गुजरात), जयपूर (राजस्थान), लखनौ, कानपूर (उत्तरप्रदेश)

**‘ब’ वर्ग शहरे** – नाशिक (महाराष्ट्र), विजयवाडा, विशाखापट्टणम (आंध्रप्रदेश), पाटणा (बिहार), राजकोट, वडोदरा (गुजरात), फरीदाबाद (हरियाणा), जमशेदपूर, धनबाद (झारखंड), कोच्ची (केरळ), जबलपूर, भोपाळ, इंदौर (मध्यप्रदेश), अमृतसर, लुधियाना (पंजाब), कोईंबतूर, मदुराई (तामिळनाडू), मेरठ, आग्रा, अलाहाबाद, वाराणसी (उत्तरप्रदेश), असनसोल (पश्चिम बंगाल).

टीप : २) हॉटेल वास्तव्यासाठी दैनिक भत्त्याची मागणी करताना शासकीय कर्मचाऱ्यास हॉटेलमध्ये राहण्याचा / राहण्याचा व जेवणाचा आलेला प्रत्यक्ष खर्च, सर्वसाधारणपणे अनुज्ञेय असलेल्या दैनिक भत्त्याच्या रकमेपेक्षा अधिक आहे हे दर्शविणारी एकच पावती सादर करण्याची तरतूद चालू राहिल.

#### १०. कायम प्रवासभत्ता (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ३८३) :-

कायम प्रवासभत्ता बंद करण्यापूर्वी ज्या पदांसाठी कायम प्रवासभत्ता मंजूर करण्यात आला होता, अशी पदे धारण करणाऱ्या शासकीय कर्मचाऱ्यांच्या प्रवासभत्तावरील दरमहा आर्थिक मर्यादा ही, वरील परिच्छेद-९ मधील तक्ता - अ च्या स्तंभ ७ मध्ये विहित केलेल्या दैनिकभत्त्याच्या दराने १५ दिवसांच्या दैनिकभत्त्याच्या रकमेइतकी असेल.

#### ११. बदली प्रवासभत्ता (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४९०) :-

वरील (१) येथील ४ डिसेंबर, १९९९ मध्ये विहित केलेली कुटुंबाची व्याख्या पुढीलप्रमाणे सुधारण्यात येत आहे. शासकीय कर्मचाऱ्याचे कुटुंबिय त्याला अनुज्ञेय असलेल्या श्रेणी / वर्गाने प्रवास करण्यास पात्र आहेत.

**(अ) कुटुंबाची व्याख्या :** महाराष्ट्र नागरी सेवा (सेवेच्या सर्वसाधारण शर्ती) नियम, १९८१ मधील नियम ९ (१६) :-

कुटुंब म्हणजे यथास्थिती शासकीय कर्मचाऱ्यांबरोबर राहणारी त्याची पत्नी किंवा राहणारा तिचा पती आणि शासकीय कर्मचाऱ्यांबरोबर राहणारी आणि संपूर्णपणे त्याच्यावर अवलंबून असणारी औरस मुले व सावत्र मुले, याशिवाय या संज्ञेत, शासकीय कर्मचाऱ्याबरोबर रहात असतील आणि संपूर्णपणे त्याच्यावर अवलंबून असतील तर त्याचे आई-वडील, बहीण आणि अज्ञान भाऊ यांचा समावेश होतो.

टीप-१ : ह्या प्रयोजनार्थ 'कुटुंब' या संज्ञेमध्ये एकाहून अधिक पत्नीचा समावेश होत नाही.

टीप-२ : जर शासकीय कर्मचाऱ्याच्या व्यक्तिगत कायद्याप्रमाणे, दत्तक मुलाला नैसर्गिक मुलाचा दर्जा देणाऱ्या दत्तकविधानास कायदेशीर मान्यता मिळालेली असेल तर ते दत्तक मूल औरस मूल समजण्यात येईल.

स्पष्टीकरण :-

- १) कुटुंब या संज्ञेत दिनांक १५ सप्टेंबर, २००० या दिनांकापासून केवळ २ मुलांचा समावेश असेल, परंतु ही अट दिनांक १४ सप्टेंबर, २००० पर्यंत २ पेक्षा जास्त मुले असलेल्या शासकीय कर्मचाऱ्यास लागू असणार नाही. तसेच एकही मूल नसलेल्या आणि दिनांक १४ सप्टेंबर, २००० रोजी वा त्यानंतर एक मूल असताना, पुढील प्रसूतीत एकापेक्षा जास्त मुलांचा जन्म झाल्यामुळे त्यांची संख्या दोन पेक्षा अधिक झालेल्या मुलांचाही समावेश असेल.
- २) या प्रयोजनार्थ अविवाहित मुली, विधवा मुली व “गार्डीयन्स अँड वॉर्ड्स अँक्ट, १८९०” खाली पालकत्व स्विकारलेले मुल जे शासकीय कर्मचाऱ्यासोबत राहते व ज्यास शासकीय कर्मचाऱ्या कुटुंबाचा सदस्य म्हणून मान्यता आणि विशेष मृत्युपत्राद्वारे औरस मुलाचा दर्जा दिला आहे अशा मुलांचाही समावेश होतो.
- ३) घटस्फोटीत, परित्यक्ता किंवा पतीपासून वेगळी आणि पालकासोबत राहणाऱ्या आणि त्याच्यावर आर्थिकदृष्ट्या अवलंबित असणाऱ्या विवाहित मुलींचाही समावेश आहे.
- ४) बहिणींमध्ये शासकीय कर्मचाऱ्यासोबत राहणाऱ्या व त्याच्यावर पूर्णपणे अवलंबित असणाऱ्या विधवा बहिणी, ज्यांचे वडील ह्यात नाहीत किंवा असल्यास ते शासकीय कर्मचाऱ्यावर अवलंबून आहेत, यांचाही समावेश आहे.
- ५) शासकीय कर्मचाऱ्यासोबत राहणाऱ्या व त्याच्या पूर्णपणे अवलंबित असणाऱ्या सावत्र आईचाही समावेश आहे.

टीप :- या व्याख्येचा प्रयोजनार्थ शासकीय कर्मचाऱ्यावर पूर्णपणे अवलंबित व्यक्ती म्हणजे ज्या व्यक्तीचे दरमहा उत्पन्न हे दरमहा रु. २८८२ मूळ निवृत्तीवेतन आणि त्यावरील महागाई वाढ यांच्या एकत्रित रकमेपेक्षा कमी असेल असा कुटुंबाचा सदस्य.

**ब) बदलीनिमित्त खाजगी/भाड्याच्या वाहनाने प्रवास (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ४९०):-**

रेल्वे/सार्वजनिक बसने न जोडलेल्या ठिकाणांदरम्यान \* बदली निमित्त खाजगी / भाड्याच्या वाहनाने केलेल्या प्रवासासाठी किलोमीटर भत्त्याची रक्कम :-

वरील (१) येथील ४ डिसेंबर, १९९९ च्या आदेशांतील परिच्छेद १० मधील तरतूद पुढीलप्रमाणे सुधारण्यात येत आहे.

शासकीय कर्मचाऱ्याने आणि /किंवा त्यांच्या कुटुंबियांनी रेल्वे/सार्वजनिक बसने न जोडलेल्या ठिकाणांदरम्यान बदली निमित्त खाजगी / भाड्याच्या वाहनाने केलेल्या प्रवासाचा प्रत्यक्ष खर्च त्याला अनुज्ञेय असलेल्या किलोमीटरभत्त्याच्या रकमेशी सीमित करून मंजूर करण्यात येईल.

\*टीप :- दोन्ही ठिकाणे रेल्वेने जोडली असल्यास मात्र आलेला खर्च हा त्या मार्गावर रेल्वेच्या उपलब्ध असलेल्या अनुज्ञेय वर्गाच्या भाड्याशी सीमित करून देण्यात येईल.

**क) संयुक्त बदली अनुदान:-**

वरील (३) येथील ६ जानेवारी, २००६ च्या आदेशांतील संयुक्त बदली अनुदानाचे दर पुढीलप्रमाणे सुधारण्यात येत आहेत. मात्र त्यासाठी बदलीनंतर शासकीय कर्मचाऱ्याच्या निवासस्थानात बदल होण्याची अट यापुढेही लागू राहील.

अ.क्र.	बदलीचा प्रकार	संयुक्त बदली अनुदानाचा दर
१	२	३
१	त्याच मुख्यालयात	वेतनाच्या (वेतनबँडमधील वेतन + ग्रेड वेतनाच्या) १/३ इतकी रक्कम
२ अ)	नवीन व जुन्या मुख्यालयातील अंतर २० कि.मी. पेक्षा कमी असल्यास	वेतनाच्या (वेतनबँडमधील वेतन + ग्रेड वेतनाच्या) १/३ इतकी रक्कम
ब)	नवीन व जुन्या मुख्यालयातील अंतर २० कि.मी. पेक्षा अधिक असल्यास	वेतनाच्या (वेतनबँडमधील वेतन + ग्रेड वेतनाच्या) १/२ इतकी रक्कम

कर्मचाऱ्यांना बदली निमित्तच्या प्रवासासाठी मिळणारा दैनिक भत्ता व मुंबई नागरी सेवा नियम, १९५९ मधील तरतूदीनुसार अनुज्ञेय असलेला बदलीनिमित्तच्या आनुषंगिक प्रवासाचा (म्हणजे जुन्या व नव्या मुख्यालयाच्या ठिकाणचे निवासस्थान आणि रेल्वेस्टेशन / बसस्थानक / विमानतळ या दरम्यानच्या प्रवासाचा किंवा त्याच मुख्यालयाच्या बदलीनंतरच्या प्रवासाचा) खर्च यापुढेही वेगळा अनुज्ञेय ठरणार नाही.

#### ड) वैयक्तिक सामानाच्या वाहतूकीसाठी अनुज्ञेयता :-

वरील (१) येथील ४ डिसेंबर, १९९९ च्या आदेशांतील या विषयीच्या तरतूदी पुढीलप्रमाणे सुधारण्यात येत आहेत.

१) **रेल्वे वाहतूक :-** वेतन मर्यादा आणि वैयक्तिक सामानाच्या वाहानाची पात्रता खालील तक्त्यात दर्शविल्याप्रमाणे असेल. शासकीय कर्मचारी वैयक्तिक सामान स्वतःच्या जोखमीवर खालील तक्त्यातील रकाना ३ मध्ये दर्शविलेल्या मर्यादेपर्यंत मालगाडीने वाहून नेण्याचा प्रत्यक्ष खर्च मिळण्यास पात्र असेल. या प्रयोजनार्थ कुटुंब असलेला किंवा कुटुंब नसलेला असा फरक राहणार नाही.

श्रेणी	शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	रेल्वे
१	२	३
प्रथम श्रेणी	अ) रू. ८,९००/- व त्याहून अधिक आणि उच्च प्रशासकीय श्रेणी + (HAG + श्रेणी) ब) रू. ६,६००/- व त्याहून अधिक मात्र रू. ८,९००/- पेक्षा कमी	मालगाडीने ६००० कि.ग्रॅ. किंवा ४ चाकांची पूर्ण वॅगन किंवा १ दुहेरी कंटेनर प्रत्यक्षात आरक्षित केलेली/केला असल्यास मालगाडीने ६००० कि.ग्रॅ. किंवा ४ चाकांची पूर्ण वॅगन किंवा १ एकेरी कंटेनर प्रत्यक्षात आरक्षित केलेली/केलेला असल्यास
द्वितीय श्रेणी	अ) रू. ५,४००/- व त्याहून अधिक मात्र रू. ६,६००/- पेक्षा कमी ब) रू. २,८००/- व त्याहून अधिक मात्र रू. ५,४००/- पेक्षा कमी	मालगाडीने ६००० कि.ग्रॅ. किंवा ४ चाकांची पूर्ण वॅगन किंवा १ एकेरी कंटेनर प्रत्यक्षात आरक्षित केलेली/केलेला असल्यास मालगाडीने ३००० कि.ग्रॅ.
तृतीय श्रेणी	अ) रू. २,८००/- पेक्षा कमी	मालगाडीने १५०० कि.ग्रॅ.

२) **रस्त्याने वाहतूक :-** दोन्ही ठिकाणे रेल्वेने जोडलेली असताना, शासकीय कर्मचाऱ्याने वैयक्तिक सामान रस्त्याने वाहून नेल्यास वैयक्तिक सामानाच्या वाहतूकीचा प्रत्यक्ष खर्च किंवा मालगाडीने वाहतूकीसाठी अनुज्ञेय खर्चाच्या २५ टक्के वाढीव रक्कम यापैकी जे कमी असेल ते मिळण्यास तो यापुढेही पात्र असेल.

**३) रेल्वेने न जोडलेल्या ठिकाणांमध्ये वैयक्तिक सामानाची वाहतूक :-**

शासकीय कर्मचाऱ्याला वैयक्तिक सामान रस्त्याने वाहून नेण्यासाठी खालील दराने किलोमीटर भत्ता मंजूर करण्यात येईल.

शासकीय कर्मचारी धारण करित असलेल्या पदाचे ग्रेड वेतन	अ-१/ब-१ वर्ग शहरे (रु. प्रति कि.मी.)	इतर शहरे (रु. प्रति कि.मी.)
१	२	३
रु. ५,४००/- व त्यापेक्षा अधिक आणि उच्च प्रशासकीय श्रेणी +(HAG + श्रेणी)	४८.००	३०.००
रु. ४,४००/- व त्यापेक्षा अधिक मात्र रु. ५,४००/- पेक्षा कमी	२४.००	१५.००
रु. ४,४००/- पेक्षा कमी	१२.००	७.५०

टीप : स्तंभ २ मधील किलोमीटर भत्त्याचा उच्च दर अ-१/अ/ब-१ शहरांच्या शासन निर्णय, वित्त विभाग, क्रमांक प्रभाग-१००५/प्र.क्र.१३/सेवा-५, दिनांक १७ जून, २००५ अन्वये स्थानिक पूरकभत्त्याच्या प्रयोजनार्थ केलेल्या वर्गीकरणानुसार) हद्दीत एका ठिकाणापासून दुसऱ्या ठिकाणी वैयक्तिक सामानाची वाहतूक केल्या प्रकरणी अनुज्ञेय असेल.

**४) वाहनाची वाहतूक :-**

वाहनांच्या वाहतूकीसाठीचे दर खालीलप्रमाणे असतील.

अ) मोटार कार	रु. ५.०० /- प्रति कि.मी.
ब) मोटार सायकल/स्कूटर	रु. १.६० /- प्रति कि.मी.
क) मोपेड/लूना	रु. ०.८० /- प्रति कि.मी.
ड) सायकल	रु. ०.५० /- प्रति कि.मी.

टीप : या शासन निर्णयातील परिच्छेद ५ मधील तरतूदीनुसार बाळगण्यास पात्र असणाऱ्या वाहन प्रकारांपैकी एक वाहनाच्या वाहतुकीचा खर्च अनुज्ञेय राहील. तसेच शासन निर्णय, वित्त विभाग, क्र. टीआरए-१०७७/प्र.क्र.१५६-सी/सेवा-५, दिनांक ११ ऑगस्ट, १९७७ मधील रेल्वेने वाहनांची वाहतूक करण्याबाबतची तरतूद या पुढेही अमलात राहील.

**इ) बदली होणाऱ्या शासकीय कर्मचाऱ्यास अनुज्ञेय वर्गाचे अतिरिक्त भाडे :-**

बदलीनंतर नव्या मुख्यालयाच्या ठिकाणी शासकीय निवासस्थान न मिळाल्यामुळे कुटुंब जुन्या मुख्यालयाी ठेवल्याच्या प्रकरणी, नवीन मुख्यालयात रुजू होण्याच्या दिनांकापासून ६ महिन्यांच्या आत सर्वसाधारण बदली प्रवास भत्त्याशिवाय, नवीन मुख्यालय ते जुने मुख्यालय या दरम्यान जाता-येतानांच्या दोन्ही प्रवासासाठी अनुज्ञेय वर्गाचे अतिरिक्त भाडे द्यावयाची वरील (१) येथील दि. ४ डिसेंबर, १९९९ च्या आदेशांतील परिच्छेद १० मधील तरतूद यापुढेही चालू राहील.

**फ) दुसऱ्या शासनाकडील बदली (मुंबई नागरी सेवा नियम, १९५९ मधील नियम ५०६-बी):-**

दुसऱ्या शासनाकडे तात्पुरत्या बदलीवर असलेल्या शासकीय कर्मचाऱ्यांना त्या शासनाकडील पदावर रुजू होण्यासाठी व परतीच्या प्रवासासाठी द्यावयाच्या प्रवास भत्त्याच्या बाबतीत त्यांची प्रवास भत्त्याची मागणी, उसनवारीवर घेणाऱ्या शासनाच्या नियमानुसार किंवा या राज्य शासनाच्या नियमानुसार विनियमित करण्याबाबतचा विकल्प देण्याची वरील (१) येथील दि. ४ डिसेंबर, १९९९च्या आदेशांतील परिच्छेद १० मधील तरतूद यापुढेही चालू राहील.



**१२. अशासकीय सदस्यांचा प्रवासभत्ता (मुंबई नागरी सेवा नियम खंड २ परिशिष्ट ४२-ए विभाग-एक):-**

वरील (१) येथील दि. ४ डिसेंबर, १९९९ च्या आदेशांतील परिच्छेद ११ मधील तरतूद पुढीलप्रमाणे सुधारण्यात येत आहे -

राज्य/विभाग/जिल्हा स्तरावरील समिती/मंडळ/आयोग यावर नियुक्त केलेल्या अशासकीय सदस्यांना रू. ८,९००/- व त्याहून अधिक ग्रेड वेतन असणाऱ्या शासकीय कर्मचाऱ्यांच्या दराने प्रवासभत्ता व दैनिकभत्ता अनुज्ञेय असेल, मात्र त्यांना विमान प्रवास आणि रेल्वेच्या वातनुकुलित प्रथम वर्गाचा प्रवास अनुज्ञेय असणार नाही. तालुका स्तरावरील समिती/मंडळ/आयोग यावर नियुक्त केलेल्या अशासकीय सदस्यांना रू. ४२००/- ग्रेड वेतन असणाऱ्या शासकीय कर्मचाऱ्यांना अनुज्ञेय असलेल्या दराने प्रवासभत्ता मिळेल. तसेच हे सदस्य रू. ४२००/- ग्रेड वेतन असणाऱ्या शासकीय कर्मचाऱ्यांना अनुज्ञेय असलेल्या दराने दैनिकभत्ता मिळण्यास पात्र असतील. समिती/मंडळ/आयोग वगैरेंवर अशासकीय सदस्य म्हणून नियुक्त झालेल्या आमदार/खासदार यांचा प्रवासभत्ता/दैनिकभत्ता, शासन निर्णय, वित्त विभाग क्रमांक-टिआरए-१४७०/१३१/अठरा, दिनांक २७ जानेवारी १९७१ मध्ये नमूद केल्याप्रमाणे आमदार व खासदार यांना विधानमंडळाच्या कामकाजासाठी अनुज्ञेय असलेल्या दराप्रमाणे नियमित केला जाईल.

प्रशासकीय विभागांच्या नियंत्रणाखालील समित्या/मंडळ/आयोग वगैरेंवर अशासकीय सदस्यांच्या नियुक्तीच्या आदेशात त्यांच्या प्रवासभत्ताबाबत वरीलप्रमाणे स्वतंत्र परिच्छेद अंतर्भूत करण्यात यावा. अशासकीय सदस्यांच्या प्रवासभत्ता मंजुरीसाठी रेल्वेच्या अनुज्ञेय वर्गाने केलेल्या प्रवासाच्या तिकीटाचा क्रमांक, दिनांक इत्यादी तपशील देण्याची आवश्यकता नाही.

**१३. सेवानिवृत्तिनंतर / मृत्यूनंतर प्रवास भत्ता :-**

वरील परिच्छेद ११ मधील बदली प्रवास भत्त्याच्या सुधारीत तरतूदी, सेवानिवृत्त शासकीय कर्मचारी व त्याचे कुटुंब किंवा मृत शासकीय कर्मचाऱ्यांचे कुटुंब यांना लागू होतील

१४. विमान / राजधानी, शताब्दी एक्सप्रेसने प्रवास अनुज्ञेय नसलेल्या कर्मचाऱ्यांनी स्वेच्छेने या वाहनांनी प्रवास केल्यास आलेला प्रत्यक्ष खर्च त्याला अनुज्ञेय असलेल्या रेल्वेच्या वर्गाच्या भाड्याशी सीमित करून मंजूर करण्यात येईल. तसेच, कर्मचाऱ्यांनी स्वेच्छेने रेल्वे / सार्वजनिक बसच्या त्याला अनुज्ञेय असलेल्या वर्गापेक्षा उच्च वर्गाने प्रवास केल्यास त्याला त्या प्रवासाचा प्रत्यक्ष खर्च रेल्वेच्या व सार्वजनिक बसच्या अनुज्ञेय वर्गाच्या भाड्याशी सीमित करून मंजूर करण्यात येईल.

**१५. अंमलबजावणीचा दिनांक :-**

अ) हे आदेश दि. १ एप्रिल, २०१० पासून अंमलात येतील. मात्र प्रत्यक्ष प्रवास हा दि. ३१ मार्च, २०१० च्या मध्यरात्री १२.०० नंतर सुरू होणे आवश्यक आहे.

ब) दि. १ एप्रिल २०१० पूर्वी ज्या शासकीय कर्मचाऱ्याची बदली झाली असेल किंवा जो सेवानिवृत्त झाला असेल त्यांचे कुटुंबिय आणि वैयक्तिक सामान दिनांक दि. १ एप्रिल २०१० रोजी किंवा त्यानंतर परंतु नवीन मुख्यालयाच्या ठिकाणी त्याने कार्यभार स्विकारण्याच्या / सेवानिवृत्तीच्या तारखेपासून सहा महिन्यांच्या आत हलविले असल्यास अशा प्रकरणी वरील परिच्छेद ११ मधील सुधारीत तरतूदी लागू राहतील.

मुंबई नागरी सेवा, नियम १९५९ मधील यासंबंधीच्या सध्याच्या तरतूदी या आदेशांच्या मर्यादितपर्यंत सुधारित करण्यात आल्या आहेत, असे समजले जावे. या नियमांना औपचारिक सुधारणा यशावकाश करण्यात येईल. याखेरीज, प्रवासभत्ताविषयी वेळोवेळी विहित करण्यात आलेल्या अन्य तरतूदी यापुढेही लागू राहतील.

या आदेशांच्या परिणामी होणारा अतिरिक्त खर्च संबंधित विभाग / कार्यालय यांनी आपआपल्या मंजूर अनुदानातून भागवावा.

सदर शासन निर्णय महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेतस्थळावर उपलब्ध असून, त्याचा संगणक संकेतांक २०१००३०४१३३५२५००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(शि.म. म्हात्रे)

उप सचिव, वित्त विभाग

प्रति,

- \* महालेखापाल-१ (लेखा व अनुज्ञेयता) / (लेखापरीक्षा), महाराष्ट्र, मुंबई.
- \* महालेखापाल-२ (लेखा व अनुज्ञेयता) / (लेखापरीक्षा), महाराष्ट्र, नागपूर.
- \* अधिदान व लेखा अधिकारी, मुंबई.
- \* निवासी लेखापरीक्षा अधिकारी, मुंबई.
- \* राज्यपालांचे सचिव.
- \* मुख्यमंत्र्यांचे प्रधान सचिव.
- \* उपमुख्यमंत्र्यांचे प्रधान सचिव.
- \* सर्व मंत्री आणि राज्यमंत्री यांचे स्वीय सहायक.
- \* मंत्रालयीन सर्व विभाग.
- \* सर्व विभागीय आयुक्त.
- \* मंत्रालयाच्या सर्व विभागाखालील विभाग प्रमुख व कार्यालय प्रमुख.
- \* \* प्रबंधक, उच्च न्यायालय (मूल शाखा), मुंबई.
- \* \* प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई.
- \* \* सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई.
- \* \* सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई.
- \* \* प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई.
- \* सिनियर रिसर्च ऑफिसर, पे रिसर्च युनिट, भारत सरकार, वित्त मंत्रालय (व्यय विभाग), खोली क्र. २६१, नॉर्थ ब्लॉक, नवी दिल्ली.
- \* संचालक, लेखा व काषागारे, मुंबई.
- \* मुख्य लेखा परीक्षक, स्थानिक निधी हिशेब, मुंबई.
- \* उपमुख्य लेखापरीक्षक, स्थानिक निधी हिशेब, मुंबई / पुणे, नागपूर / औरंगाबाद / नाशिक / अमरावती.
- \* जनसंपर्क अधिकारी, मंत्रालय, मुंबई.
- \* सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी.
- \* सर्व जिल्हा परिषदांचे मुख्य लेखा व वित्त अधिकारी.
- \* सर्व जिल्हा कोषागार अधिकारी.
- \* वित्त विभागातील सर्व कार्यासने.
- \* निवडनस्ती, वित्त विभाग/सेवा ५.
- \* पत्राद्वारे

## CHAPTER - IV

### PAY AND ALLOWANCES

#### 32. PAY SCALE : \*

- i) The Management reserves the right to determine scale of pay and allowances applicable to the employees of the Corporation from time to time. Pay scale applicable to the various categories of employees as also admissible & D.A., H.P.A., C.L.A. and other allowance shall be notified from time to time.
- ii) The pay and allowances of an employee shall be effective from the date from which he joins the post to which he is appointed. When an employee joins the post before the rest interval, pay and allowances shall be admissible from the same day.
- iii) The pay and allowances shall be disbursed monthly on such day in such manner as may be notified by the Management from time to time.

33. These provisions shall not apply to the employees who are appointed as apprentice/ trainees or persons on consolidated salary or wages or employees engaged on contract or on daily rate basis.

#### 34. INCREMENT :

- i) An increment of an employee in time scale shall become due after one years satisfactory service, it may be withheld if the conduct and the work of an employee is not found satisfactory. For withholding increment a written order mentioning facts shall be issued by the competent authority.

The competent Authorities for the purpose of Rule 34 shall be as under :

<u>Class of Employee</u>	<u>Competent Authority</u>
1) Class III & IV Employees working at Head Office	Head of the Administration Department
2) Class III & IV Employees working at Regional Offices	Regional Manager
3) Class III & IV Employees working at Units	Manager of Unit
4) All Officers	Managing Director

- ii) The Probationer will draw increment as per provisions of Rules No. 19 (iv)

#### EXPLANATION :

An increment in the time scale shall be granted to an employee from the first day of the month in which it accrues.

Period of leave without pay will not be considered for counting period for increment.

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#### \*AMENDMENT :

Revised pay scale as per 7th Pay Commission are applicable to the officer/staff of the Corporation as per Circular No. 03423 dtd. 14.12.2021 Please refer Page No. 52

### **35. FIXATION OF PAY :**

- a) On promotion to the higher post, the initial pay of an employee whose starting basis pay does not exceed Rs. 1920/- shall be fixed as follows
  - i) By adding one increment in the old scale to the basic pay in the old scale at the time of promotion.
  - ii) The pay so notionally arrived at shall be fixed at a stage next above the pay scale of the higher post of promotion.
  - iii) If the basic pay notionally arrived at is equivalent to the stage in the time scale of the higher post, the initial pay of an employee shall be fixed at the next higher stage of the higher post.

Provided on reversion to the lower post, an employee promoted to the higher post shall be entitled to the pay which would have been drawn by him, had he not been promoted.

- b) On promotion to the higher post, the initial pay of an employee whose starting basis pay does not exceed Rs. 1921/- shall be fixed as follows
  - i) An employee will draw initial pay, the stage of the time scale next above the pay of the old post.
  - ii) If an employee has reached the maximum of the pay scale, in such case, on promotion to the higher post, the initial pay of such employee shall be fixed in the time scale of higher post.

#### **c) FIXATION OF PAY ON CHANGE IN CADRE :**

Pay of an employee in such case shall be fixed at a stage in the changed cadre equal to the last pay drawn. His pay shall be fixed at a lower stage in the changed cadre and the difference shall be treated as personal pay to be absorbed in the next increment.

The pay of the Senior will be stepped up to that of Junior where the Junior draws more pay except on account of the following :

1. Fixation of initial pay on promotion.
2. Grant of higher initial pay
3. Grant of Additional increments
4. Fixation of pay as a result of change in the cadre.

### **36. COMBINATION OF APPOINTMENTS :**

- i) An employee of any category shall be required by the competent authority to hold charge of the higher post in addition to his duties and when such charge is held by an employee who is not an officer in Management cadre, for a period not less than 30 days, he shall be entitled to a special pay @10% of the minimum of the scale of higher post.
- ii) When an employee is asked to hold the additional charge of the equivalent post in addition to his own duties for a period not less than 30 days, he being not an officer in Management Cadre, shall be entitled to a special pay at the rate of 10% minimum of the scale of the equivalent post.

- iii) When an employee is asked to officiate in the higher post as stop gap arrangement without regular promotion, and hold a full fledged charge, he shall be entitled to special pay at the rate of 20% of the minimum of the scale of the higher post with a limit of Rs. 250/- p.m. The period of such arrangement shall be maximum six months only.

The special pay (Presumptive pay) so granted shall not be taken into account for determining of any allowance except for HRA & C.L.A. including dearness allowance.

**Competent authority for the purpose of Rule 31**

- i) & shall be - Head of the Adm. Divn.
- ii) At Head Quarter - on the recommendation of Division Head.
- iii) At Regional Office - Regional Manager  
At Unit - Unit Head
- iv) Head of the Adm.  
Division - In case of Officer.



# महाराष्ट्र कृषि-उद्योग विकास महामंडळ मर्यादित

कृषि उद्योग भवन, मुख्य कार्यालय, गोरेगांव (पूर्व), मुंबई-४०० ०६५

संदर्भ क्र.: मकृउविममर्या/प्रशासन/सुवेश्री/२०२१/०३४२३

दिनांक : १४.१२.२०२१

## परिपत्रक

**विषय : महाराष्ट्र कृषि उद्योग विकास महामंडळ मर्यादित महामंडळाच्या आस्थापनेवरील अधिकारी/कर्मचाऱ्यांना सुधारीत वेतनश्रेण्यांची अंमलबजावणी करणेबाबत.**

- संदर्भ : १) शासन अधिसूचना, वित्त विभाग, क्र. वेपुर-२०१९/प्र.क्र. १/सेवा-९ दि. ३०.०१.२०१९  
२) शासन निर्णय क्र. शासाउ २०१९/प्र.क्र. १३/सा.उ. दि. ०४.०८.२०२१  
३) कृषि व पदुम विभागाचा शासन निर्णय क्रमांक मकृउ १६१९/प्र.क्र. ३१४/१७-अे दि. २६.११.२०२१

संचालक मंडळाच्या दि. १३.०८.२०१९ रोजीच्या २२९ व्या सभेतील ठराव क्रमांक २२९:८ नुसार महामंडळातील नियमित अधिकारी / कर्मचारी यांना सातव्या वेतन आयोगाच्या शिफारशीवर सुधारीत वेतनश्रेण्या लागू करण्याबाबतचा प्रस्ताव शासनाच्या मान्यतेसाठी सादर करण्यात आला होता. सदर प्रस्तावास सदर्भाधीन क्रमांक मकृउ १६१९/प्र.क्र. ३१४/१७-अे दि.१६.११.२०२१ वरील कृषि व पदुम विभागाच्या शासन निर्णयान्वये महाराष्ट्र कृषि उद्योग विकास महामंडळाच्या आस्थापनेवरील अधिकारी व कर्मचाऱ्यांना संदर्भ क्र. १ मधील व वित्त विभागाच्या शासन अधिसूचनेमधील अटी व शर्तीच्या अधीन राहून संदर्भ क्र. २ च्या शासन निर्णयानुसार सुधारीत वेतनश्रेण्या व वेतन मॅट्रीक्स दिनांक ०१.०७.२०२१ पासून लागू करण्याबाबत शासन मान्यता प्रदान करण्यात आली आहे.

वरील अनुषंगाने सुधारीत वेतननिश्चिती दिनांक ०१.०१.२०१६ पासून काल्पनिक परिगणना करून वेतन मॅट्रीक्स मध्ये कर्मचाऱ्यांकडून विकल्प प्राप्त होणाऱ्या अधीन राहून करण्यात याव्यात. व्यवस्थापनाच्या मान्यतेने अधिकारी/कर्मचाऱ्यांना दिनांक १ जुलै, २०२१ पासून सुधारीत वेतनश्रेण्या लागू करून, माहे जुलै, २०२१ ते माहे नोव्हेंबर, २०२१ या पाच महिन्यांच्या कालावधीतील थकबाकीसह माहे डिसेंबर, २०२१ चे मासिक वेतन सुधारीत वेतन श्रेण्यांनुसार प्रदान करणेत यावे.

खालील अटी व शर्ती वजा मार्गदर्शक सूचनांप्रमाणे सुधारीत वेतन निश्चितीनुसार वेतन प्रदान करणे, थकबाकीचे शोधन करणे / वसुली करणे बाबत संबंधित कार्यालय प्रमुख तथा आहरण व संवितरण अधिकाऱ्यांनी कार्यवाही करावी.

- १) ०१.०७.२०२१ रोजी महामंडळाच्या आस्थापनेवरील सर्व अधिकारी/कर्मचाऱ्यांना सुधारीत वेतनश्रेण्या लागू असतील.



- २) सुधारीत वेतनश्रेण्यांचा लाभ दिनांक ०१.०१.२०१६ पासून काल्पनिक रित्या गणना करून दिनांक ०१.०७.२०२१ पासून प्रत्यक्ष अनुज्ञेय होईल.
- ३) दिनांक ०१.०७.२०२१ रोजी सुधारीत वेतनश्रेण्यांनुसार जुलै २०२१ ते सप्टेंबर २०२१ पर्यंत १७% व ऑक्टोबर २०२१ ते नोव्हेंबर २०२१ पर्यंत २८% दराने महागाई भत्ता अनुज्ञेय असून सुधारीत वेतन मॅट्रीक्स / स्तरानुसार असलेल्या मुळे वेतनावर अनुक्रमे १७% व २८% दराने महागाई भत्त्याची गणना करण्यात यावी.
- ४) वित्त विभागाच्या दिनांक ५ फेब्रुवारी, २०१९ रोजीच्या शासन निर्णय क्र. घभाभ-२०१९८/प्र.क्र.२/सेवा-५ अन्वये राज्य शासकीय कर्मचारी व इतरांना सुधारीत वेतनश्रेण्यानुसार महामंडळातील अधिकारी/कर्मचारी यांना सुधारीत दराने घरभाडे भत्ता मंजूर करण्यात येत आहे. सदर शासन निर्णयानुसार दिनांक १ जुलै, २०२१ पासून शहराच्या वर्गवारीनुसार खालीलप्रमाणे महामंडळाच्या कर्मचाऱ्यांना घरभाडे भत्ता मंजूर करण्यात येत आहे.

अ.क्र.	शहरांचे/गावांचे वर्गीकरण	घरभाडे भत्त्याचे विद्यमान (असुधारीत) दर (मूळ वेतनाची टक्केवारी)	घरभाडे भत्त्याचे सुधारीत दर (मूळ वेतनाची टक्केवारी)
१	२	३	४
१	X एक्स	३०%	२४%
२	Y वाय	२०%	१६%

तथापि, ज्यावेळी शासकीय कर्मचाऱ्यांना सातव्या वेतन आयोगानुसार अनुज्ञेय केलेला महागाई भत्ता हा २५ टक्क्याची मर्यादा ओलांडेल त्यावेळी वरील प्रमाणे वर्गीकृत शहरांना अनुक्रम २७% व १८% दराने घरभाडे भत्ता व ५० टक्क्याची मर्यादा ओलांडल्यास वरील प्रमाणे वर्गीकृत शहरांना अनुक्रम ३०% व २०% दराने घरभाडे भत्ता व्यवस्थापनाच्या पूर्व मान्यतेने अनुज्ञेय राहील.

- ५) स्थानिक पूरक भत्ता व वाहतुक भत्ता हे दोन्ही भत्ते सहाय्यावेतन आयोगाच्या धर्तीवर सुधारीत वेतन श्रेण्यांच्या कालावधीत, ज्या दराने अदा करण्यात येत होत्या त्याच दराने अदा करण्यात यावा.
- ६) सुधारीत वेतनसंरचनेप्रमाणे शासन मान्यतेनुसार दिनांक ०१.०७.२०२१ पासून दिनांक ३०.११.२०२१ या ५ महिन्यांचे कालावधीतील थकबाकीसह माहे डिसेंबर, २०२१ चे नियमित वेतन उपरोक्त शासन निर्णय क्र. मकृउ १६१९/प्र.क्र. ३१४/१७-अे दि. २६.११.२०२१ मधील परिशिष्ट - अ मध्ये नमुद वेतननिश्चिती केल्यानुसार अदा करावयाचे आहे.

- ७) कारखाने अधिनियम व औद्योगिक अधिनियमांच्या अनुषंगाने सद्या देय्य असलेले भत्ते व कल्याणकारी सुविधा प्रचलित दरांप्रमाणे भविष्यात देखिल देय्य असतील.
- ८) संदर्भाधीन क्र. १ वरील दिनांक ३०.०१.२०१९ रोजीच्या अधिसूचनेन्वये व या अनुषंगाने वेळोवेळी निर्गमित होणाऱ्या शासन निर्णयान्वये निर्देशित केल्यानुसार तसेच त्यामधील मार्दर्शक सूचनांनुसार सातव्या वेतन आयोगाच्या सुधारीत वेतनसंरचनेत कर्मचाऱ्यांची वेतननिश्चिती करण्यात आली आहे. तथापि, या कार्यालयाचे पत्र क्र. ३३८८ दिनांक १०.१२.२०२१ रोजीच्या पत्राच्या अनुषंगाने अधिकारी /कर्मचाऱ्यांकडून सुधारीत वेतननिश्चितीबाबत विकल्प व वचनपत्र प्राप्त झाल्यावर अंतिम वेतननिश्चिती करण्यात यावी व त्याबाबतच्या नोंदी कर्मचाऱ्यांच्या वैयक्तिक धारीकेत ठेवण्यात याव्यात. याद्वारे असे निर्देशित करण्यात येते की, कर्मचाऱ्यांकडून विकल्प प्राप्त झाल्याशिवाय त्यास सुधारी वेतन संरचनेचा लाभ देण्यात येवू नये.
- ९) संचालक मंडळाने पारित केलेल्या ठरावानुसार सुधारीत वेतनश्रेण्यांच्या शिफारशीनुसार महामंडळातील कर्मचाऱ्यांना लागू केल्यामुळे भाराची आर्थिक भरपाई करण्याच्या दृष्टीने तसेच उत्पादकता व नफा वाढविण्याच्या दृष्टीने अधिकारी/कर्मचारी संघटनांसोबत झालेल्या चर्चेनुसार कार्यवाही करण्यात यावी.
- १०) महाराष्ट्र शासनातर्फे महामंडळास अर्थसंकल्पीय तरतुदीचे माध्यमाद्वारे कोणतेही आर्थिक सहाय्य उपलब्ध करून देण्यात येत नाही. कर्मचाऱ्यांच्या वेतन व भत्यांवर होणारा खर्च महामंडळाच्या स्वउत्पन्नातून भागविण्यात येतो. त्यामुळे भविष्यात महामंडळास सतत नुकसान/तोटा झाल्यास अशा विशिष्ट कालावधीत आर्थिक सोयीसवलती अधिकारी / कर्मचारी संघटनांशी चर्चा करून रद्द / कमी / स्थगित ठेवण्याचे अधिकार सर्वस्वी व्यवस्थापनास राहतील.
- ११) सुधारीत वेतन संरचनेमधील वेतन मॅट्रीक्स / स्तरानुसार मुळ वेतनसंबंधी आपले अधिनस्थ कर्मचाऱ्यांच्या वैयक्तिक तक्रारी तथा त्रुटी असल्यास तशा प्रकारची निवेदने प्राप्त करून मुख्य कार्यालयास सादर करण्यात यावेत. विभाग प्रमुख / संबंधित विभागीय व्यवस्थापक व उत्पादन केंद्र प्रमुख यांना सुधारीत वेतन संरचनेच्या अनुषंगाने काही अडचण उद्भवल्यास त्वरीत मुख्य कार्यालयास संपर्क साधून शंकेचे निरसन करून घ्यावे.

१२) सबब, सर्व विभागीय व्यवस्थापक, सर्व उत्पादन केंद्र प्रमुख तथा कार्यालय प्रमुख यांना निर्देशित करण्यात येते की, उपरोक्त प्रमाणे सुधारीत वेतन संरचनेनुसार माहे जुलै २०२१ ते नोव्हेंबर २०२१ या पाच महिन्यांच्या कालावधीतील वेतनाच्या थकबाकीची रक्कम ही रोखीने अदा करणेत यावी. थकबाकी पोटी द्यावयाच्या एकूण रक्कमे मधून भविष्य निर्वाह निधीची व इतर वैधानिक कपातीची रक्कम प्रचलित नियमानुसार कपात करण्यात यावी व माहे डिसेंबर २०२१ चे वेतन सुधारीत वेतननिश्चिती प्रमाणे प्रदान करण्या बाबतची यथोचित कार्यवाही करण्यात यावी.

म.कृ.उ.वि.म.मर्या. करीता,

--- SD ---

(बाबासाहेब पारधे)

महाव्यवस्थापक (प्रशासन)

(मा.व्य. संचालक यांच्या मान्यतेने)

प्रति,

१. सर्व विभाग प्रमुख
२. सर्व विभागीय व्यवस्थापक
३. सर्व उत्पादन केंद्र प्रमुख
४. मा. व्यवस्थापकीय संचालक यांचे स्वीय सहाय्यक - माहितीसाठी
५. सुचना फलक

## CHAPTER - V

### LEAVE RULES AND TRAVEL CONCESSION

#### 37. LEAVE RULES :\*

Employees shall be entitled to the leave under the scheme which are as follows :

37-A For purpose of Leave Rules of the Corporation the employees of the Corporation divided into the following categories.

a. Officers and staff at Head Office

AND

Officers and staff at factories and units who are not covered by Employees State Insurance Act.

b. Workmen not falling under (a) above such as office and laboratory staff skilled and semi-skilled workmen, unskilled workmen at factories and other.

c. Workmen on daily and monthly rated basis, at factories and other units.

Provided those employees at Head Office, if and when covered by Employees State Insurance Act, shall be under category (b) for the purpose of leave rules.

37-B The following shall be the leave rules for employees of category (a) under rule above.

37-B1 An employee shall be entitled to the following categories of leave :

a. Casual Leave

b. Privilege Leave

c. Sick Leave

d. Maternity Leave

e. Extra-ordinary Leave.

Provided no employee shall claim grant of leave at a particular time a matter right.

37-B2 The leave of an employee shall be sanctioned by the respective competent authority as detailed in the annexure which may be revised by the Board from time to time.

37-B3 Leave of any category may be granted in combination with leave of any other category except casual leave.

Provided that casual leave on medical grounds may be granted in combination with leave of any other category.

#### 37-C CASUAL LEAVE :

37-C1 An employee shall be entitled to casual leave upto 12 days in a calendar year.

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#### \*AMENDMENT :

Leave Rules has been revised as per Circular No. 4210 dtd. 28.11.2006 Please refer Page No. 66

- 37-C2 Unaviled position of casual leave shall lapse at the end of the calendar year, subject to the provision of Rule 93.5
- 37-C3 Sunday/s and/or holiday/s contiguous with or falling with in the period of casual leave shall not be counted as part of the casual leave. However, if these holidays contiguous with or falling within the period of casual leave/C.H. and priviege leave shall be counted as part of P.L.
- 37-C4 An employee shall be entitled to pay and allowance during casual leave as if he was on duty.
- 37-C5 An employee shall be entitled to encash unutilised casual leave at the end of the calendar year. However maximum seven days of balance C.L. shall be encashed.
- 37-C6 The rate of encashment per day shall be 1/15th of the goss pay and allowances admissible to him for the month of December of that year.
- 37-C7 C.L. shall not be allowed along with the Compensatory Off.
- 37-C8 Holidays and weekly off falling between Compensatory Off and Casual Leave shall be treated as a paid days and not as leave.

#### **37-D PRIVILEGE LEAVE :**

- 37-D1 An employee who is on probation shall not be entitled to any privilege leave, however on confirmation he shall be entitled to privilege leave as mentioned under (ii) below :
- 37-D2 An employee shall be entitled to 30 days privilege leave for every calendar year of service.

Provided that in the case of employee who joins service during the course of a calendar year, his entitlement to privilege leave shall be reulated as under :

<b>Date of joining</b>	<b><u>No. of days</u></b>
1. Before 1st April	30 days
2. Between 1st April & 30 th June	22 days
3. Between 1 April & 30th September	15 days
4. Between 1st October & 31st December	7 days

- 37-D3 Privilege leave as in (ii) above shall be credited to the account of an employee only twice in a year i.e. on the 1st January and 1st July.
- 37-D4 An employee shall be entitled to pay and allowances during privilege leave as if he was on duty.
- 37-D5 Out of 30 days privilege leave :
- 1/2 i.e. 15 days shall be credited to an account styled "Encashable Privilege Leave Account" representing leave which may be enjoyed or encashed at the employee's option.
  - 1/2 i.e. 15 days shall be credited to an account styled "Non-Encashable Privilege Leave Account" representing leave which may be enjoyed but shall not be encashed.

- 37-D6 Privilege leave may be accumulated upto maximum period of 60 days in encashable account and 120 days in non-encashable account. All accumulated leave in excess of this shall be considered as lapsed and shall be forfeited except when such excess accumulation was caused by the written refusal of leave by the Management.
- 37-D7 A Sunday or holiday/holidays falling at the beginning or at the end of the Privilege leave period shall not be counted as part of the leave. In all other cases, Sunday or a holiday/holidays falling between the first and last days of the leave period, shall be counted as of the leave taken.
- 37-D8 Encashable Privilege Leave, when encashed, shall be at the rate of the basic pay Dearness Allowance, Compensatory Local Allowance and House Rent Allowance last drawn. The money equivalent of the encashed leave shall be deemed to be a special allowance and not part of the ordinary salary of the employee and accordingly it shall not be subject to or be taken into consideration for provident fund, other contributions, deduction and payments except for calculation of income tax.
- 37-D9 Not less than 15 days Encashable Privilege Leave shall be permitted to be encashed at a time.
- 37-D10 The accumulated Privilege Leave may be encashed by an employee at the time of his resignation, retirement, Discharge termination of service.
- 37-D11 Employee shall be asked to avail refused leave within 6 months from the date of refusal falling which if will lapse after exceeding the sanctioned limit i.e. 120 days.
- 37-D12 Notwithstanding anything contained in these Rules the Management, may when the absence of an employee is necessitated by reasons of his being a member of auxillary forces including Home Guards and Civil Defence Corps, having to attend an annual camp or be on training, grant him Special Privilege Leave which may not be debited to the Privilege Leave account of such an employee.

### **37-E SICK LEAVE :**

- 37-E1 An employee shall be entitled to 10 days sick leave for every completed year of service at full wages of 20 days at half wages subject to maximum period of six months at full wages of 12 month at half wages during the entire period of service.
- (Note : "Wage" in the rule will mean the total emoluments drawn on the day prior to proceeding on sick leave)*
- 37-E2 The period of probation shall be taken into account for calculating the completed year of service.
- 37-E3 No sick leave shall be granted during probation.
- 37-E4 Sick leave shall not be granted except on the strength of a medical certificate.
- 37-E5 An employee on sick leave exceeding period of five days shall be permitted to resume duty only on production of a certificate of medical fitness from a Registered Medical Practitioner.



**37-F MATERNITY LEAVE :**

37-F1 A formal employee shall be entitled to maternity benefits as per Maternity Benefit Act, 1961 and the rules made there under .

**37-G EXTRA-ORDINARY LEAVE :**

37-G1 The Management may grant extra-ordinary Leave to an employee, in exceptional circumstances if there is no other type of leave at his credit.

37-G2 During Extra Leave no pay and allowance whatsoever shall be admissible.

37-G3 Extra-Ordinary Leave shall be treated as service for any purpose except for seniority.

37-G4 Holidays/weekly off shall not be allowed to be suffixed to Extra-Ordinary Leave.

37-H The following shall be the leave rules for employees of category (b) under Rule (a) above.

37-H1 An employee of category 'B' shall be entitled to the following categories of leave.

- a. Casual Leave
- b. Annual Leave with Wages/Privilege Leave.
- c. Sickness Benefit.
- d. Maternity Leave.
- e. Extra-Ordinary Leave.

Provided no employee shall claim grant of leave at a particular time as a matter of right.

37-H2 The leave of an employee shall be sanctioned by the respective competent authorities mentioned in schedule-I to the Rule which may be revised by the Board from time to time.

37-H3 Leave of any category may be granted in combination with leave of any other category except casual leave. Provided that casual leave on medical grounds may granted in combination with leave of any other category.

**37-I a) CASUAL LEAVE :**

- i) An employee shall be entitled to casual leave upto 12 days in a calendar year.
- ii) Unavailed portion of casual leave shall lapse at the end of the calendar year, subject to the provision of Rule 37- I(V).
- iii) Sunday/s and holiday/s contiguous with or falling within the period of casual leave shall not be counted as part of casual leave.
- iv) An employee shall be entitled to pay and allowance during casual leave as if he was on duty.
- v) An employee shall be entitled to encash unutilised casual leave at the end of the calendar year. However, maximum 7 days of balance C.L. shall be encashed.

- vi) The rate of encashment per day shall be at 1/15th of the gross pay and allowances admissible to the employee for the month of December of that year.

**b) ANNUAL LEAVE WITH WAGES/PRIVILEGE :**

- i) An employee shall be entitled to 30 days Annual leave with wages for every completed year of service where the Factory Act, 1948 is applicable and at rest of the places 30 days Privilege Leave for every calendar year of service. However, for Privilege Leave the entitlement shall be regulated as per Rule (5) (ii) & (iii) of the Leave Rules of the Corpn.
- ii) An employee shall be entitled to pay and allowance during the Annual leave with Wages/Privilege Leave, as if he was on duty.
- iii) Out of 30 days annual with wages/privilege leave
  - a) 1/2 i.e. 15 days shall be credited to an account styled "Encashable Privilege Leave/Annual Leave with wages account" representing leave which may be enjoyed or encashed at the employee's option.
  - b) 1/2 i.e. 15 days shall be credited to an account styled "Non-Encashable Privilege Leave/Annual Leave with wages account" representing leave which may be enjoyed but shall not be encashed.
- iv) Privilege/Annual leave with wages, shall be accumulated upto maximum period of 60 days in encashable account and 120 days in non-encashable account. All accumulated leave in excess of this shall be considered as lapsed and shall be forfeited except when such excess accumulation was caused by the written refusal of leave by the Management.
- v) A Sunday or a holiday/holidays falling at the beginning or at the end of the privilege/Annual leave with wages period shall not be counted as part of the leave. In all other cases, Sunday or a holiday/holidays falling between the first and the last day of the leave period, shall be counted as part of the leave taken.
- vi) Encashable Privilege Leave/Annual Leave with wages, when encashed, shall be at the rate of the basic pay, D.A., C.L.A. and HRA last drawn. The money equivalent of the encashed leave shall be deemed to be a special allowance and not part of the ordinary salary of the employee and accordingly it shall not be subject to or be taken into consideration for Provident Fund, other contributions, deduction and payment except for calculation of income tax.
- vii) Not less than 15 days of encashable P.L. / Annual Leave with wages shall be permitted to be encashed at a time.
- viii) The accumulated P.L. / Annual leave with wages be encashed by an employee at the time of his retirement/resignation provided that such leave was applied for well in time and refused by the Management.
- ix) When an employee come under category 'B' from Category 'A' he shall be allowed to enjoy the leave benefits etc. as at the credit at the time of his transfer i.e. balance credit or P.L. shall be carried forward.

- x) The balance of Annual Leave with wages on the date of modifications i.e. 30.11.75 shall be converted into 50% Encashable Annual Leave with Wage Actt. and 50% Non-encashable Annual Leave with Wages Actt.
- xi) Notwithstanding anything contained in this Rule, the Management may when the absence of an employee is necessitated by reasons of his being a member of auxiliary forces including Home-guards and Civil Defence Corps having to attend an annual camp or be training grant him special leave with wages which may not be debited to the Annual leave with wage/P.L. account of such an employee.

#### **37-J SICKNESS BENEFIT :**

- i) An employee shall be entitled to sickness benefit as admissible under the provision of E.S.I. Act, 1948, the daily rate of benefit payable for a maximum period of 91 days in any two consecutive benefit periods shall be roughly half of the normal daily wages of an insured person.

As per the provisions of E.S.I. Act, he shall not be entitled to the benefit for the first two days of sickness of the last spell of sickness for which benefit was paid. However, in the former types of case the Corporation has now extended the benefit of giving full wages for the first two days by debiting it to the privilege/Annual leave with wages. Further out of the balance days of leave for which sickness benefit is admissible Management will bear the half of the wages for maximum period of 10 days leave (sickness benefit) in a year. Thus in fact, employees under category 'A' gets.

- ii) The half pay leave (sick leave admissible to the 'A' category of employees) at the credit as on the date of transfer (i.e. 1st July and 30th November 1975 in case of H.O. and Units respectively) shall be credited as Non-encashable PRIVILEGE LEAVE/Annual leave with wages by reducing it to the half of the quantum. The leave so converted into the non-encashable account (at half of the rate) shall be allowed to be enjoyed as non-encashable Privilege leave/Annual leave with wages.

#### **37-K MATERNITY BENEFIT :**

A female employee shall be entitled to the Maternity benefit as provided in the E.S.I. Act, 1948 and Rules made thereunder.

However, an employee shall be paid leave salary advance not exceeding for a month at a time.

#### **37-L EXTRA ORDINARY LEAVE :**

- i) The Management may grant extra-ordinary leave to the employee in exceptional circumstances, if there is not other type of leave at his credit.
- ii) During extra-ordinary leave no pay and allowances what-so-ever shall be admissible.
- iii) Extra-ordinary leave shall not be treated as service for any purpose except for determination of seniority.

In view of the fact that the application of E.S.I. to the employees drawing Rs. 1,000/- and above brought into effect from 30.11.1975 the modifications mentioned above shall be made effective from 30.11.1975 to coincide with that date. These modifications shall also be made applicable with effect from 1.7.1975 to the employees drawing less than Rs. 1,000/- in H.O. since the E.S.I. scheme was started in Hed Office from the above date.

- 37-M1 The employees of category 'C' shall be entitled to leave as per the provisions of the Factories Act, 1948 and the Sickness benefits as per the Employees State Insurance Act.
- 37-M2 The leave of an employee shall be sanctioned by the respective competent authorities as detailed in Schedule-I, which may be revised by the Board from time to time.
- 37-M3 Leave of any category may be granted in combination with leave of any other category except casual leave, provided that casual leave on medical grounds may be granted in combination with leave of any other category.

### **37-N SPECIAL DISABILITY LEAVE :**

- 37-N1 An employee of the Corporation whether permanent or temporary who is temporarily disabled by injury met in an accident while performing his official duties shall be entitled to special disability leave upto maximum of 90 days at a time.

However, the grant of such type of leave will be subject to the following conditions.

- a. The accident occurred where the employee was performing his official duties.
  - b. The accident has not occurred due to the negligence on the part of the employee.
  - c. The treatment for the injury needed hospitalization and a certificate to that effect is produced by him from the Hospital Authority.
- 37-N2 ii) An employee shall be entitled to pay and allowance during the special disability leave as if he was on privilege leave. Provided, in case when an employee has taken treatment from the E.S.I. Hospital the difference in the sickness benefit given by the E.S.I. authorities and the pay and allowance he is entitled to get from the M.A.I.D.C. shall be paid by the MAIDC. However, whatever leave will fall short to him during the year as a result of availing of the E.S.I. leave for the above purpose will be compensated from the special disability leave and he will also be paid leave salary at the rate mentioned above.

### **37-O SPORTS LEAVE :**

- i) An employee shall be entitled for grant of Sports leave subject to the conditions that :
  - a. He must be selected to represent District/State or National level in any form of competitive sports.

- b. The employee produces a documentary proof to the effect alongwith the application for grant of leave that he has been chosen to participate of District/State/National level.

The maximum period of sports leave to be granted will normally not exceed 7 days as a stretch and subject to the total period of leave not exceeding 30 days in a calendar year.

- ii) An employee shall be entitled to pay and allowances during the sports leave as if he was on privilege leave.

Earned leave/sick leave will be sanctioned from a minimum of 5 days at a time. Leave sanctioned for a period smaller than 5 days will be treated as casual leave.

### **38. LEAVE TRAVEL CONCESSION : \***

These Rules may be called Leave Travel Concession Rules of Maharashtra Agro Industries Development Corporation Limited, which shall come into effect immediately from the Block Year being counted 1st January, 1981.

#### **Definitions :**

- a) "Corporation" shall mean Maharashtra Agro Industries Development Corporation Limited.
- b) "Eligible employee" shall mean an employee who is appointed in the regular scale and who is continuous service for more than 3 years with the Corporation including the service during the probation period. But the employee/officers who would be competing continuous three years service during last six months of the second block of two years would not be entitled to either home Town concession or Leave travel concession for that particular block of four years.
- c) "Competent authority" shall mean the Managing Director, Head of Division, Regional Manager and Heads of Manufacturing Units.
- d) "Family" shall mean an employee his/her spouse, dependent child/children, dependent parents as also minor dependent brother and sisters. The Maximum number of persons including minors and employee himself shall be five.
- e) "Year" shall mean the calendar year.
- f) "Home town" shall mean the permanent home town privilege of an employee as entered in his service record or other appropriate official record of the employee or such other place as has been declared by him duly supported by reasons such as ownership of immovable property, permanent residence of nearest relations like parents and brothers and the place where he would normally reside but for his absence from such place for the sake of service in Maharashtra Agro Industries Development Corporation Limited.
- g) "Week" shall mean period of seven days.

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#### **\*AMENDMENT :**

Leave Traveling allowance has been revised as per Circular No. 530 dtd. 10.05.2022 Please refer Page No. 69

## **DECLARATION :**

An employee shall have to declare the Home Town unless he had already done so and in support of the said declaration the employee shall be required to submit the documentary proof.

## **SCHEME OF CONCESSION :**

4. An eligible employee shall be entitled to go to his home town once in block of two years by shortest route. The block are 1981 and 1982, 1983 and 1984 so on.
5. In lieu of one home town concession, an eligible employee shall be entitled to go any place in India in a block of four years subject to the condition that the distance from head quarter does not exceed 4000 Kms. both ways. The blocks are 1985 to 1988 to 1992 and so on.
6. The concession shall be lapsed if not availed before last day of the block year. However, if the concession could not be availed on account of refusal of leave, the concession will be allowed to be availed in the following year.
7. For availing Leave Travel Concession to visit any place in India, the employee will have to take prior permission before availing L.T.C. and will also have to avail a week's leave including prefixed and suffixed holiday. However, there shall not be any restriction for the home town concession.
8. In case the husband and wife are employed in the Corporation, the concession shall be admissible to only one of them. The declaration nominating the employee in this behalf shall be furnished by such employee on every 1st January of the year.

## **LIMITS OF ASSISTANCE :**

9. The Corporation shall reimburse to an eligible employee, the actual fare for him and his family to go to his home town as well as for the visit to any place in India.

The fare shall mean the cost of return ticket by the shortest possible route of the Class admissible to an employee under the Travelling Allowance of the Rules, restricted to first class rail fare irrespective of mode of transport.

10. Employees shall be entitled to encashment of Leave Travel Concession in the Manner indicated below for the block year 1985-88 and onward as under :-

First year of the Block

year 1985-88 ..... No encashment will be allowed

2nd year of Block ..... 'do'

3rd year of block ..... 60% of the claim

4th year of block ..... 75% of the claim

Where the L.T.C. is encashed, employees shall not be entitled for incidental.



- 11) An eligible employee shall be entitled to receive lumpsum amount of Rs. 500/- as per Agreement clause No. 23 towards the incidental charges in addition to the fare for visit to any place in India.

**MODE OF PAYMENT :**

- 12) An eligible employee shall apply in writing in the prescribed form for the concession and shall be subject to the approval of the competent authority. The eligible employee shall be paid advance equal to 80% of the fare of the Class of travel admissible to him well in advance, to enable him to make the reservation etc. The amount of advance shall be adjusted within a period of 30 days from the date of resumption of duty. The admissible amount of incidental charges shall be paid in full alongwith the advance towards fare.

An employee shall submit the Leave Travel Concession claim in the prescribed form duly supported by valid proof in support of travel, such as money receipt, ticket or ticket numbers etc.

In case of travel by Private vehicles/or through travel agents employee shall submit documentary proof showing that he visited the places as mentioned in the claim form.

In case of travel through Travel Agent of Private vehicles employee shall submit certificate from the agency in the prescribed form.

The claim submitted after the period of 30 days from the date of resumption of duty shall be treated as lapsed and the amount of advance as paid shall be recovered from the pay and Allowance of the employee.

Provided that the claim may be entertained after the expiry of 30 days mentioned above, in case the employee could not make the claim for the reason or circumstances beyond his control such as his sickness immediately after resuming the duty.

**MAINTENANCE OF RECORDS :**

13. The record of Leave Travel concession shall be kept in the prescribed form by the Administration Divn./Section. This will be kept alongwith the Leave Account/Record of the employee.
14. Interpretation : The Managing Director's interpretation of these Rules shall be final.



# महाराष्ट्र कृषि-उद्योग विकास महामंडळ मर्यादित

राजन हाऊस, तिसरा मजला, प्रभादेवी, मुंबई-४०० ०२५

संदर्भ क्र.: प्रशासन/आस्था/रजा नियम/४२१०

दिनांक : २८/११/२००६

## परिपत्रक

**विषय : रजा नियमात सुधारणा**

**अर्जित (हक्काची) रजा साठवणे व तीचे रोखीकरण**

**तसेच किरकोळ रजेचे रोखीकरण बंद करणेबाबत**

महामंडळाच्या प्रचलित रजा नियमानुसार सर्व अधिकारी व कर्मचाऱ्यांना जास्तीत जास्त २४० दिवस हक्काची रजा साठविण्याची व त्यांचे खात्यावर वटविण्यासाठी शिल्लक असलेल्या रजेपैकी किमान १५ दिवस रजा रोखीकरण करण्याची तरतुद आहे. याशिवाय दरवर्षी डिसेंबर अखेर शिल्लक असणाऱ्या किरकोळ रजेपैकी जास्तीत जास्त ७ दिवसांच्या किरकोळ रजेचे रोखीकरण करण्याची तरतुद देखील अंतर्भूत आहे.

या तरतुदीचे दि. १७/१०/२००६ चे करारानुसार पुनर्विलोकन करण्यात आले असून शासन निर्णय क्र. अ.रजा/२००१/१६२/सेवा-९ दि. १५/१/२००१ अंमलात आणण्याचा निर्णय घेण्यात आला आहे. महामंडळातील सर्व अधिकारी व कर्मचाऱ्यांना यापुढे हक्काच्या रजेचे रोखीकरणाबाबत असलेली सवलत देखील २००५ या दिनदर्शिका सालापासून बंद करण्यात आली आहे. सध्या अस्तित्वात असलेली हक्काची रजा साठविण्याची तसेच सेवानिवृत्तीच्या वेळी हक्काच्या रजेचे रोखीकरण करण्याची २४० दिवसांची मर्यादा ३०० दिवसांपर्यंत वाढविण्यात येत आहे. महाराष्ट्र शासनाच्या वित्त विभागाने जारी केलेल्या निर्णय क्र.अ.रजा/२००१/८२ सेवा-९ दि. १५.०१.२००१ मधील तरतुदींच्या अधीन राहून महामंडळातील अधिकारी व कर्मचाऱ्यांना यापुढे सेवानिवृत्ती व इतर वेळी हक्काच्या रजेचे अधिदान अदा करण्यात येईल.

महामंडळातील सर्व अधिकारी व कर्मचाऱ्यांना सेवानिवृत्ती व इतर वेळी दिल्या जाणाऱ्या शिल्लक हक्काच्या रजेचे अधिदान देखील शासकीय कर्मचाऱ्यांस देय्य असणाऱ्या तरतुदीनुसार नियमित करण्याच ठरले असून, संबंधितांना यापुढे शिल्लक हक्काच्या रजेचे अधिदान त्यांचे सेवा समाप्तीच्या दिवशी असलेले मूळ वेतन व महागाई भत्ता या बाबी लक्षात घेऊन शासन निर्णयाप्रमाणे अदा करण्यात येईल.

--- S D ---

(मंगेश पारकर)

उप महाव्यवस्थापक (प्रशासन)

सोबत :- वरीलप्रमाणे

प्रति,

१. सर्व विभागीय व्यवस्थापक
२. सर्व उत्पादन केंद्र प्रमुख
३. अंतर्गत तपासणी विभाग, मुंबई/पुणे/नागपूर
४. सूचना फलक, मु.का. गोरेगांव

अर्जित रजा साठविणे व रजेचे रोखीकरण करणे  
यांच्या कमाल मर्यादा वाढविण्याबाबत

**महाराष्ट्र शासन**  
**वित्त विभाग**

निर्णय क्रमांक - अरजा २४०१/८/सेवा-९  
मंत्रालय, मुंबई - ४०० ०३२, दिनांक १५ जानेवारी, २००१

**निर्णय**

महाराष्ट्र नागरी सेवा (रजा) नियम १९८१ नुसार सध्या अस्तित्वात असलेली अर्जित रजा साठविण्यासाठी, तसेच सेवानिवृत्तीच्या वेळी अर्जित रजेचे रोखीकरण करण्याची २४० दिवसांची मर्यादा ३०० दिवसांपर्यंत वाढविण्याचा प्रश्न शासनाच्या विचाराधीन होता.

२. शासन आता असे निर्देश देत आहे की महाराष्ट्र नागरी सेवा (रजा) नियम १९८१ मधील सध्या अस्तित्वात असलेल्या तरतुदी खालीलप्रमाणे सुधारण्यात याव्यात -

१. नियम ५०(१)(बी) नियम ५४ मध्ये तरतुद केल्याप्रमाणे अर्जित रजा साठविण्याची २४० दिवसांची सध्याची कमाल मर्यादा ३०० दिवस इतकी वाढविण्यात यावी;
२. खाली नमूद केलेल्या प्रकरणांमध्ये न उपभोगिलेल्या अर्जित रजेचे रोखीकरण करण्याची २४० दिवसांची सध्या असलेली मर्यादा ३०० दिवस इतकी वाढविण्यात यावी;  
(एक) नियत सेवावधि सेवानिवृत्ती [नियम ६८(१)]  
(दोन) शासकीय कर्मचार्याची सेवा लोकहिताच्या दृष्टीने त्याच्या नियत सेवावधि सेवानिवृत्तीच्या दिनांकापुढे वाढविण्यात आली असेल अशा प्रकरणी [नियम ६७(२)]  
(तीन) स्वेच्छा/मुदतपूर्व सेवानिवृत्ती [शासन निर्णय, वित्त विभाग, क्रमांक पीईएन १०८३/सीआर १२९६/८३/एसईआर ४, दिनांक १ ऑक्टोबर १९८४ चा परिच्छेद (५)]  
(चार) जेथे शासकीय कर्मचार्याची सेवा नोटिशीद्वारे अथवा नोटिशीच्या बदल्यात वेतन व भत्ते देऊन अथवा त्याच्या नियुक्तीच्या अटी व शर्तीप्रमाणे अन्य प्रकारे समाप्त करण्यात आली असेल अशा प्रकरणी [शासन निर्णय, वित्त विभाग, क्रमांक पीईएन १०८३/सीआर १२९६/८३/एसईआर ४, दिनांक १ ऑक्टोबर १९८४ चा परिच्छेद (५)]  
(पाच) सेवानिवृत्तीनंतरच्या पुनर्नियुक्तीच्या समाप्तीनंतर [नियम ६५(२)(ए)]  
(सहा) सेवेत असताना कर्मचार्याचा मृत्यू झाल्यास, त्याच्या कुटुंबाला देतवेळी [नियम ६९]  
(सात) सेवानिवृत्तीपूर्व रजेच्या प्रकरणी [नियम ६६(१)]  
(आठ) शासकीय कर्मचार्याचे सार्वजनिक उपक्रमामध्ये समावेश झाल्याच्या प्रकरणी [शासन निर्णय, वित्त विभाग, क्रमांक पीईएन १०८०/सीआर २१०/एसईआर ४, दिनांक २८ एप्रिल १९८१ चा परिच्छेद (६)]
३. जेव्हा शासकीय कर्मचारी राजीनामा देईल किंवा नोकरी सोडील अशा प्रकरणी सेवासमाप्तीच्या दिनांकाला त्याच्या खाती जाम असलेल्या एकूण अर्जित रजेच्या अर्ध्या रजेच्या सममूल्य इतके रोखीकरण त्याला देय राहील. परंतु असे रोखीकरण १५० दिवसांपेक्षा अधिक मिळणार नाही [नियम ६७(३)]

३. महाराष्ट्र जिल्हा परिषदा व पंचायत समिती अधिनियम १९६१ (सन १९६२ चा महाराष्ट्र अधिनियम क्रमांक पाच) च्या कलम २४८ च्या परंतुकान्वये प्रदान केलेले अधिकार आणि त्यासंबंधीचे इतर सर्व अधिकार याचा वापर करून शासन असाही आदेश देत आहे की वरील निर्णय जिल्हा परिषदांचे कर्मचारी यानांही लागू राहतील.
४. हे आदेश दिनांक १ फेब्रुवारी २००१ पासून अंमलात येतील.
५. महाराष्ट्र नागरी सेवा (रजा) नियम १९८१ मधील यासंबंधीच्या विद्यमान तरतुदी स्वतंत्रपणे सुधारण्यात येत आहेत.
६. या आदेशाची इंग्रजी प्रत सोबत जोडली आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

वसन्त वा. चौधरी  
शासनाचे उप सचिव

प्रति,

भारत सरकारचे सचिव, वित्त मंत्रालय, नवी दिल्ली  
महालेखापाल (लेखा व अनुज्ञेयता)-१, महाराष्ट्र, मुंबई (१२५ प्रती)  
महालेखापाल (लेखा व अनुज्ञेयता)-२ महाराष्ट्र, नागपूर (१२५ प्रती)  
महालेखापाल (लेखापरीक्षा)-१, महाराष्ट्र, मुंबई (५ प्रती)  
महालेखापाल (लेखापरीक्षा)-२, महाराष्ट्र, नागपूर (५ प्रती)  
मुख्य लेखा अधिकारी, बी ब्लॉक, दिल्ली प्रशासन, विकास भवन, नवी दिल्ली (५ प्रती)  
नियंत्रक, लेखा, परराष्ट्र मंत्रालय, नवी दिल्ली (१० प्रती)  
संचालक, लेखा व कोषागारे, मुंबई (५ प्रती)  
अधिदान व लेखा अधिकारी, मुंबई (५२० प्रती)  
मुख्य लेखा परीक्षक, स्थानिक निधी लेखा, कोकण भवन, वाशी, नवी मुंबई (१० प्रती)  
उप मुख्य लेखा परीक्षक, स्थानिक निधी लेखा, मुंबई/पुणे/नागपूर/औरंगाबाद/नाशिक/अमरावती (प्रत्येकी १० प्रती)  
वरिष्ठ कोषागार अधिकारी, पुणे/नागपूर/औरंगाबाद/नाशिक (प्रत्येकी १५ प्रती)  
निवासी लेखापरीक्षा अधिकारी, मुंबई (५ प्रती)  
सर्व जिल्हा कोषागार अधिकारी (प्रत्येकी १० प्रती)  
राज्यपालांचे सचिव  
मुख्यमंत्र्यांचे सचिव  
उप मुख्यमंत्र्यांचे सचिव  
सर्व मंत्री आणि राज्यमंत्री यांचे खाजगी सचिव  
\* प्रबंधक, उच्च न्यायालय (मूळ न्याय शाखा), मुंबई  
\* प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई  
\* सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई  
\* सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई  
\* प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई  
\* प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण कुटीर क्र. ३ व ४, अधिदान व लेखा कार्यालय आवार, मंत्रालयासमोर, मुंबई  
मंत्रालयातील सर्व विभाग

# महाराष्ट्र कृषि-उद्योग विकास महामंडळ मर्यादित

कृषि उद्योग भवपन, मुख्य कार्यालय, गोरेगांव (पुर्व), मुंबई-४०० ०६५

संदर्भ क्र.: प्रशासन/आस्था/रजा प्रवास/२०२२-२३/००५३०

दिनांक : १०/०५/२०२२

## परिपत्रक

**विषय : स्वग्राम व महाराष्ट्र दर्शन रजा प्रवास सवलती संदर्भातील तरतुदीमध्ये सुधारणा करणेबाबत**

संदर्भ : आस्था/प्र.दौरा/२०१७-१८/०२२०४ दि. १०.०५.२०२४

महामंडळातील नियमित श्रेणीतील अधिकारी/कर्मचारी यांच्या स्वग्राम व महाराष्ट्र दर्शन रजा प्रवास सवलत संदर्भातील तरतूद सन २०१७ पासून अमलात आहेत. सद्यस्थितीतील महागाई, इंधन व ऊर्जा यांच्या दरातील सातत्याने होणारे बदल व अनुषांगिक खर्चात वाढ लक्षात घेऊन त्यामुळे सुधारणा करण्याची बाब व्यवस्थापनाच्या विचारधीन होती.

वरील अनुषंगाने महामंडळातील नियमित अधिकारी/कर्मचारी यांच्या स्वग्राम व महाराष्ट्र दर्शन रजा प्रवास सवलतीकरिता दरांमध्ये दि. १५.०४.२०२२ पासून खालील परिशिष्ट क्र. ड मध्ये नमूद केलेनुसार सुधारणा करणेत येत आहे.

### परिशिष्ट क्र. ड

#### नियमित अधिकारी/कर्मचारी यांच्या स्वग्राम व महाराष्ट्र दर्शन करिता वाहतूक भत्ता

अनु. क्र.	वेतन मॅट्रिक्स स्तर	पदनाम	रेल्वे	हवाई मार्ग	चार चाकी वाहन	अधिकतम कि.मी मर्यादा
					सुधारित दर	
१.	एस-१ ते एस-७	चतुर्थश्रेणी कर्मचारी	सामान्य ।।। टायर शयनयान		रू. ११ प्रती कि.मी.	अधिकतम ४०००
२.	एस-८ ते एस-१०	लिपिक, विपणन व तांत्रिक कर्मचारी	सामान्य ।।। टायर शयनयान/ वातानुकूलित चेअरकार		रू. ११ प्रती कि.मी.	अधिकतम ४०००
३.	एस-११ ते एस-१४	सहाय्यक आणि तांत्रिक कर्मचारी	सामान्य ।।। टायर शयनयान/ वातानुकूलित चेअरकार		रू. ११ प्रती कि.मी.	अधिकतम ४०००
४.	एस-१५ ते एस-२२	सहा. व्यवस्थापक/ विक्री प्रतिनिधी	सामान्य ।।। टायर शयनयान/ वातानुकूलित चेअरकार/ वातानुकूलित ।।। टायर शयनयान		रू. ११ प्रती कि.मी.	अधिकतम ४०००
५.	एस-२३	उप व्यवस्थापक	सामान्य ।।। टायर शयनयान/ वातानुकूलित चेअरकार/ वातानुकूलित ।।। टायर शयनयान/ वातानुकूलित ।। टायर शयनयान	व्यवस्थापनाच्या पुर्व मंजूरीने (Economic Class)	रू. १८ प्रती कि.मी.	अधिकतम ४०००
६.	एस-२४	व्यवस्थापक	सामान्य ।।। टायर शयनयान/ वातानुकूलित चेअरकार/ वातानुकूलित ।।। टायर शयनयान/ वातानुकूलित ।। टायर शयनयान	व्यवस्थापनाच्या पुर्व मंजूरीने (Economic Class)	रू. १८ प्रती कि.मी.	अधिकतम ४०००
७.	एस-२५	उपव्यवस्थापक/ महाव्यवस्थापक	सामान्य ।।। टायर शयनयान/ वातानुकूलित चेअरकार/ वातानुकूलित ।।। टायर शयनयान/ वातानुकूलित ।। टायर शयनयान/ वातानुकूलित । टायर शयनयान	व्यवस्थापनाच्या पुर्व मंजूरीने (Economic Class)	रू. १८ प्रती कि.मी.	अधिकतम ४०००

सदर बाबतचे इतर नियम व अटी पुर्वीप्रमाणेच कायम राहतील.

--- S D ---

(बाबासाहेब पारधे)

महाव्यवस्थापक (प्रशासन)

प्रति,

१. सर्व विभागप्रमुख
२. सर्व विभागीय कार्यालये
३. सर्व उत्पादन केंद्र
४. व्यवस्थापक (रोख)
५. व्यवस्थापक (आस्थापना)
६. अंतर्गत लेखा परिक्षण विभाग, मुख्य कार्यालय, गोरेगांव
७. मा. व्यवस्थापकीय संचालक यांचे स्वीय सहाय्यक
८. सर्व अधिकारी / कर्मचारी संघटना
९. सुचना फलक, गोरेगांव



## CHAPTER - VI

### WELFARE MEASURES

- 39.** Employees shall be entitled to the benefits under the Schemes mentioned below. The extent of the benefit and the terms and condition governing them will be as decided from time to time.
- i) Medical Reimbursement Rules for staff.
  - ii) Medical Reimbursement Rules for Officers.
  - iii) Reimbursement of expenses for Education.
  - iv) Benevolent and Contingency Fund.



## CHAPTER - VII

### ADVANCES

**40.** Employees of the Corporation may be entitled to the following advances subject to the admissibility of funds. The terms and conditions governing these Advances will be as decided from time to time.

- i) House Building Advance.
- ii) Festival Advance.
- iii) Bicycle Advance.
- iv) Motor Car/Motor-cycle/Scooter Advance.
- v) Grant of Advance - Not a matter of rights.



## CHAPTER - VIII

### CONDUCT RULES AND DISCIPLINARY ACTION

#### 41. GENERAL :

The following General condition of service shall be observed by the Employees of the Corporation and breach of any of these rules shall render the employee concerned liable to be dealt with in accordance with the provisions made hereunder.

1. Every employee of the Corporation shall discharge his duties and assignments with integrity and promptness.
2. Every employee shall be obedient to lawful orders of his superiors and shall behave courteously with the members of the public, colleagues and subordinates.
3. Every employee shall observe the prescribed rules or procedure in all matters and also abide by the rules, regulations, orders and circulars may be issued by the Management from time to time.
4. Every employee shall attend to his work punctually at the time fixed and/or notified to him. An employee who after presenting himself for work is found absent without permission from his proper place of work during his prescribed hours of work, shall be liable to be treated as absent and shall be subject to such disciplinary action as the Competent Authority may deem fit.
5. An employee of the Corporation shall not take part in the raising of any fund other than a fund for any social, educational, religious or charitable object, provided no such employee uses his official position in raising subscription in aid of any such fund.
6. An employee of the Corporation shall not contribute to the press any matter which will amount to reckless or scurrilous attack on the service condition or the affairs/ business of the Corporation. An employee desirous of contributing to the press any matter relating to the service condition or the affairs/business of the Corporation shall take prior approval of the Management.
7. An employee of the Corporation shall not approach Govt. or any Government Officer or any Legislature for any dispute/question affecting him personally as an employee of the Corporation or generally relating to any class of the employee of the Corpn. or relation to any affairs/business of the corporation unless the ways and means provided in the grievance procedure are exhausted.
8. An employee of the Corporation shall be permitted to contest the election only if it is permissible under the law in force and applicable to the Government employees at that particular time.
9. An employee of the Corporation shall not apply for any post or seek any employment outside the Corporation without the specific written permission of the Management.

10. No employees shall make false allegation with malicious intention against any Officer/Employee of the Corporation.
11. No employee shall, except with the previous sanction of the Managing Director, engage, directly or indirectly in any trade or business.
12. No employee shall, accept any fee or honorarium for any work done by him for any public body or for any private person without the sanction of the Managing Director or any other Office authorised in this behalf.
13. No employee shall persecute any academic, whether part time short term course without prior written permission of the Management.  
  
However the Management shall impose certain conditions as deemed fit, while granting such permission.
14. An employee shall be liable for the disciplinary action if he attempts to defraud the Corporation by making false declaration.

**Classification of Misconducts - Minor misconducts :-**

- i) Without prejudice to the generally of the term 'Minor Misconduct' the following are minor misconducts :
  1. Late attendance on more than 3 occasions in a month.
  2. Asking for extension while on leave, without sufficient cause.
  3. Instance of lack of normal courtesy towards colleagues or subordinates.
  4. Availing leave without permission (other than casual leave)
  5. Instance of lacking due respect towards superiors.
  6. Discourtesy and undignified behavior with the members of the public.
  7. Leaving headquarters without permission.
  8. Holding meeting inside the Corporation's premises without prior permission from the Management.
  9. Leaving place of work without sufficient cause.
  10. Distributing or exhibiting, within the premises of the establishment handbills, pamphlets, posters and such other things or causing to be displayed by means of signs or writing or other visible representations on any matter without previous sanction of the Management.
  11. Refusal to accept a charge-sheet, order or other communication served in accordance with these Rules.
  12. Writing of anonymous letters and criticising the superior Officers or any co-worker of the Company.
  13. Bloitering idling to wasting time during working hours or remaining within the factory/establishment premises after the authorised hours of work without permission.
  14. Engaging on personal work within the factory premises during working hours.

15. Commission of any act subversive of discipline or good behavior within the premises or precincts or the establishment or in company's or public transport bringing / taking company's employees before or after the office house.
16. Chewing of betel where it is prohibited within the factory premises.
17. Sleeping or dozing while on duty.
18. Entering the Factory premises when not on duty without proper permission.
19. Spitting on the premises of establishment where it is prohibited.
20. Any breach of any of the general condition mentioned under Sr. Nos. 5, 9, 10, 12, & 13 shall be treated as minor misconducts while General Conditions mentioned under Sr. Nos. 6, 7, 8, 11, & 14 shall be treated as major misconducts.

An employee committing any of the minor misconducts shall be warned or censure in writing or fined subject to and in accordance with the provisions of the payment wages act, 1936.

## **II. Major Misconducts :**

Without prejudice to the generality of the term "Major Misconduct", the following are Major Misconducts :

1. Unauthorised use of Corporation's Vehicle.
2. Misuse of Corporation's Property.
3. Causing willful loss to the Corporation's material or property.
4. Gross negligence resulting in or likely to result loss to the Corporation.
5. Joining hand with any person with a view to depriving the Corporation of its revenues or other dues.
6. Causing damage to the Corporation's property or failure where it was reasonable, necessary or possible to prevent damage or loss to the Corporation.
7. Unruly behaviour in the course of official duties.
8. Insubordination, uncivil behaviour or any act subversive good behaviour.
9. Disobedience of lawful order to the Superior.
10. Theft, fraud, falsification of accounts, tempering the official documents, breach of trust and misappropriation or dishonesty in connection with the affairs or property of the Corporation.
11. Act of disloyalty to the Corporation.
12. Instigating others to disobey orders to stuck work except in accordance with provision of any law.
13. Sabotage.

14. Unauthorised disclosure of any official information or documents.
15. Accepting or permitting any member of his family to accept any gift or reward or gratifying or bribe or any consideration in cash or in kind or any favour or promise of favour or for doing or not doing any official act, directly or indirectly from any member of the staff or fro any member of the public.
16. Breach of any rules, regulation, circulars, orders or instructions.
17. Canvassing for membership of any trade union of for any instruction or body on the promises of the Corporation without prior permission of the Competent Authority.
18. Doing any private business or being engaged in trade directly or in partnership while in the service of the Corporation.
19. Accepting any appointment or offer in any outside institution either as paid officer or employee without prior permission of the Management.
20. Wilful failure or reluctance to give full and correct information which the employee possesses with regard to his own instance and records or any other matter connected with the Corporation's affair or in connection with any offence or any irregularity committed by himself or any other person within his knowledge when demanded by the superior officer.
21. Making a false statement or making false complaint.
22. Making unauthorised statement in the press or contribute any article in the press or in magazine in his own name or in the name of other person to any periodical or participation in radio/T.V. broadcast of any official matter without the sanction of the Management.
23. Going on illegal strike or chatting, inciting, instigating or acting in furtherance thereof.
24. Wilful slowing down in performance of work or abetment or instigation thereof.
25. Threatening, instigating, coercing other employees or wrongfully interfering with the work of other employees.
26. Assault or threat or assault either provoked or otherwise within the factory / establishment.
27. Commission or any act subversive or discipline or good behaviour on the premises of the Establishment.
28. Wilful neglect of work or gross or habitual negligence.
29. Gambling within the premises of the establishment.
30. Smoking on the premises of the establishment, where it is prohibited or spitting on the premises of the establishment wherever prohibited.
31. Deliberate abuse of any leave privileged or concessions or benefits provided under any of the scheme.



32. Resorting to Gherao in any of the premises of the Corporation or abetting, inciting instigation or acting in furtherance thereof.
33. Habitual absence without leave for more than 10 consecutive days or over staying of sanctioned leave without insufficient ground or satisfactory explanation.
34. Dishonesty in connection with the marketing of attendance by card punching or otherwise or punching other worker's card or attempting to mark attendance in other worker's card, Absence from actual work after punching/ marking attendance.
35. Interfering or tempering with or wilful falsification, defacement or destruction or forging of any record of the establishment in order to fabricate a false evidence or in order to get benefit out of it whether for himself or for any other person.
36. Availing of leave on false grounds.
37. Drunkenness, fighting, riotous or disorderly behaviour or conduct endangering the life or safety of any person, or any other act subversive of discipline, whether committed inside or outside the factory premises or in the workers colony provided by the Management. Any act of sabotage of plant, machinery or any property of the Company.
38. Giving false information regarding his name, age, father's name, qualification or previous service at the time of employment or thereafter.
39. An offence involving moral turpitude committed anywhere, which is punishable under the Indian Penal Code or any other law.
40. Refusal to accept transfer from one shift to another or from one section or department to another, or from one place to another whether locally or out of station from one unit to any other unit under the same Management.
41. Threatening, assaulting, intimidating or misbehaving with any officer workman or any employee of the establishment whether inside or outside the factory premises, or incitement to or abetment of any of these acts.
42. Carrying or any lethal weapon(s) or arms within the factory premises.
43. Gambling or playing cards or any activity involving moral turpitude within the factory premises (or the workers colony provided by the Management)
44. Distributing or exhibiting inside the factory or office premises of residential colony or impersonating another workmen or person, newspapers, handbills, pamphlets, books or posters etc. without prior permission of the Manager or any authorised person.
45. Unauthorised or forceful occupation of the residential quarters of the establishment or unauthorised subletting or permitting use of the same by another person, or putting any unauthorised structure of any vacant place of the establishment or making any addition and/or alteration in the quarter or using the land of establishment for keeping cattle, goats, poultry etc. or committing any nuisance or creating disorder in the

quarters of the workers colony of the establishment of any breach of terms and conditions for the allotment in this respect.

46. Any act of coercion against the Management or any of the Managerial staff of the company for fulfilment of demands.
47. Disclosing to any unauthorised person any information relating to the secrets of the trade of the establishment which may come into the possession or knowledge of the workman during the course of his employment.
48. Taking out of work any article or material belonging to the company without a gate-pass issued by authorised signatory.
49. Breach of any clause of these Service Rules or any terms or conditions of service mentioned in the letter of appointment or making a false vicious or malicious statement in public or otherwise against the Company/ Factory or Management of Officers.

An employee committing any of the major misconduct, shall be liable for any of the following punishment, according to the gravity of the misconduct committed by him.

- a. Recovery from pay for the loss of or damage to the property of the Corporation as per payment of Wages Act.
- b. Suspension without wages for the period upto 3 days.
- c. Withholding of the increment with permanent effect.
- d. Stoppage of promotion upto 3 years.
- e. Reversion to the lower post.
- f. Removal from service.
- g. Dismissal.

**NOTE :** In case if an employee commits any particular act of misconduct, whether major or minor, 3 times. In such case it shall be treated as "Habitual Misconduct".

For the purpose of Rules No. 63 to 66 following shall be competent authorities for awarding punishment.

<u>CLASS OF EMPLOYEES</u>	<u>COMPETENT AUTHORITY</u>
1. Class III & IV Employee working at Head Office .....	Head of the Administration Divn.
2. Class III & IV Employee working at Regional Offices .....	Regional Manager
3. Class III & IV Employee working at Manufacturing Units.....	Manager of Unit
4. Jr. Management Officers, Middle Management Officers, Sr. Management Officers .....	Managing Director
5. General Manager / Head of the Dept. ....	Chairman

For the purpose of Rule No. 67 the competent authority means :

6.
  - i) In respect of Class IV  
Employees at H.O. .... Head of the Administration Division
  - ii) In respect of Class IV  
Employees at Units/ROs ..... Head of the Unit
  - iii) Other Class III Employees ..... Managing Director
  - iv) Officers in Management Cadres ..... Chairman of the Board or in his  
absence Managing Director

#### **42. PROCEDURE FOR DEALING WITH THE MINOR MISCONDUCT :**

If an employee commits any of the minor misconducts for the first time the Management may issue first warning or censure and if the same act is repeated for the second time, the Management may issue second warning. But if the very act of misconduct is repeated for the third time the Management may then treat the said act of misconduct as "Habitual" and "Major" misconduct for the purpose of imposing punishment and then for the purpose of issuing warning or reprimand in such case, the Management need not follow any procedure as laid down in this Chapter. Any warning or Reprimand issued to an employee shall be entered in his personal file / Record.

#### **43. PROCEDURE FOR DEALING WITH THE MAJOR MISCONDUCT :**

- 1) An employee/workman against whom departmental equity enquiry is proposed to be held, shall be given an charge sheet clearly setting forth all the circumstances appearing against him and he shall be given an opportunity to explain the charges before commencement of the written domestic enquiry.
- 2) He shall be permitted to defend himself or shall be permitted to be defended by co-workman working in the same department as himself or by an office bearer of a trade union of which he is a member. Except for reasons to be recorded in writing by the Enquiry Officer holding on enquiry, the workman shall be permitted to produce documents and also witness in his defence and cross examine any witness on whose evidence the charge rests.
- 3) All proceedings of the enquiry shall be conducted in English or Marathi according to the choice of the workman concerned and the person defending him.
- 4) A concise summary of the evidence led on either side and the workman's plea shall be recorded.

#### **44. The enquiry shall be completed within a period of three months from the date of issue charge sheet.**

Provided that the period of three months may for reasons to be recorded in writing, be extended to such further period as may be deemed necessary by the Enquiry Officer.

#### **45. SUSPENSION PENDING ENQUIRY :**

An employee charged for an act of major misconduct may be suspended by the Competent Authority pending a written Domestic enquiry, if his continuance in the post held by him or in the establishment in which he is working is likely to vitiate the enquiry or to become otherwise detrimental to the proceedings or to the interest of the Corporation, and the orders of suspension may take effect immediately on its communications to the workman.

1. Subject to the provision of the payment of "Wages Act", and employee/ workman who is placed under suspension under Rule 66 above shall during the period of such suspension, be paid a subsistence allowance at the following rates namely.
  - a. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic wages, dearness allowance and other compensator allowances to which the workman would have been entitled as if he were on leave with wages.
  - b. If the enquiry gets prolonged and the workman continues to be under suspension for period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three fourths of such basic wages, dearness allowances and other compensatory allowance.
  - c. If the enquiry is not completed within a period of 180 days , the workman shall be paid wages, dearness allowances and other compensatory allowance in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded.

Provided that, whether, the findings of the enquiry officer show that such enquiry is prolonged beyond a period of 90 days or as the case may be 180 days, for reasons directly attributable to the workman, the subsistence allowance to be paid per month shall for the period exceeding 90 days or, as the case may be 180 days, shall be reduced to one half of such basic wages, dearness allowance and other compensatory allowances.

2. In awarding punishment under these Rules the Competent Authority shall take into account the gravity of the misconduct, the previous record, of the workmen and any other extenuating or aggravating circumstance that may exist.
3. If a workman/ employee refuses to accept charge sheet order or other communication served, in accordance with these Rules Provided that he has been asked to accept the charge sheet in the presence of at least two witnesses, he shall be told verbally the time and place at which the enquiry into the alleged misconduct is to be held. However, it is the discretion of the Management to send the said charge-sheet by Registered Post A.D. on the last known address of the employee and or by publishing said charge-sheet in the local newspapers and the same shall be treated as service of the charge-sheet.
4. Even after service of the charge-sheet in the manner referred in Rule 65, the employee / workman refuses or fails to attend at the notified time, the enquiry shall be conducted ex-part and the punishment awarded shall take account of the misconduct.

## 5. DISCHARGE SIMPLICITOR :

Notwithstanding anything contained in any of the Rules, Management, may terminate the service of an employee including the employee who is not a workman as defined in the industrial Disputes Act, 1947, at any time giving him notice of 30 days in writing or one month's salary including allowance in lieu thereof as per terms of appointment letter if the Management in its considered opinion is satisfied that it is expedient to terminate the service of such employee on account of :

- i) Non-availability of the service of the employee arising out of prolonged or long absence of the employee without permission of the Management except where delinquent employee is unable to communicate the reasons for his absence due to circumstances beyond his control.
- ii) Possible threat to the security and interest of the Corporation.
- iii) If he has committed an offence involving moral turpitude or has been convicted for any crime.
- iv) **Loss of confidence** : Loss of confidence in an employee of the Corporation who is not a workman as defined in section 2(s) of the Industrial Disputes Act, 1947 in the following cases.
  - a) Loss of confidence on account of a reasonable suspicion of financial irregularities.
  - b) Loss of confidence for suspected loyalty.
  - c) Loss of confidence on account of reasonable suspicion of Commission of serious misconduct.
  - d) Loss of confidence when the concerned employee is suspected indulgence in dangerous activities.
  - e) Loss of confidence on account of prejudicial activities.
  - f) Loss of confidence on account of misrepresentation in getting employment.

Provided that investigation (not regular Departmental enquiry) shall be carried out by giving sufficient opportunity to the employee before terminating the services of anyone on the above ground.



## CHAPTER - IX

# GRIEVANCE PROCEDURES

### 46. GENERAL :

With a view to resolve grievances of employees expeditiously at the point of original of the grievance itself, the Management has evolved the grievance procedure as referred herein below.

However

- a. The grievance procedure is intended to provide an effective channel for processing and remedying employees grievances, and in no case it shall substitute any existing union Management, consultation system / forum nor will take away the bargaining right of the union.
- b. If the grievance is one resulting out of an order of a superior that order must be complied with immediately and there should be no time-lag between the issue of the order and its compliance. Subsequently, the procedure for settlement of grievance may be set in motion.
- c. In any case stages mentioned herein above shall be followed while presenting processing the grievance.

### 47. DEFINITION :

For the purpose of this chapter grievance shall mean a complaint of an individual employee or group of employees on any aspect of the job situation which disturbs or upsets them or make the working condition unsatisfactory.

### 48. The procedure for resolving/setting the grievances shall be in three stages :

#### **Stage I :**

An aggrieved employee or group of employees as the case may be, should present the grievance verbally in person to their immediate superior. An answer to the grievance shall be given to the employee or group of employees within two working days.

#### **Stage II :**

- a) If the employee or group of employees does not get satisfied with the answer or if there is no response the grievance shall be presented in writing to the superior and every such written grievance shall be acknowledged.  
  
However, if the grievance is against the immediate superior himself the stage-I may be excluded and the immediate higher officer may directly be approached verbally or in writing.
- b) A reply to the written grievance submitted under stage II shall be given to the employee or group of employees by the higher authority within working 7 days.
- c) An employee or group of employees if so desires may obtain assistance from their union representative for the purpose of presenting the grievance from Stage - II only.



**Stage III :**

- a) If the decision of the higher officer is not communicated within the stipulated time as above or it does not satisfy the employee or group of employees a written appeal may be made to the Managing Director through Head of the Administration Division at H.O. through the concerned Division Head.
- b) The decision of the Management will be communicated to the employee or group of employees directly or through the union within 7 working days from the presentation of appeal to the Managing Director through the Head of the Administration Division at H.O.

Provided that the Union in Mumbai shall be free to raise the matter by way of an appeal to the Management through the Head of Administration Division if the grievance is taken up by the union at stage II.



## CHAPTER - X

### MISCELLANEOUS PROVISIONS

#### **49. LAY-OFF AND CLOSURE OR STOPPAGE OF WORK :**

1. In the event of fire, act of God, Catastrophe, epidemic, riot, civil commotion, breakdown of machinery, stoppage of or shortage of power supply / fuel or steam or accumulation of stocks, shortage or raw material or financial difficulties or for the other cause beyond the control of Management, the Management may stop machine or machines, department or section of any department or establishment wholly or partially for a reasonable period without notice or compensation in lieu to the employee who is likely to be affected and shall give lay off to any number of employees as deem fit by the Management.
2. In the event of any stoppage of work under these Rules during working hours, the workmen likely to be affected shall be informed immediately regarding the tentative period of stoppage and whether they are required to remain present or leave the establishment. The employee if detained, shall be entitled to receive salary for the period for which, he is detained during the stoppage and if they are sent home they shall be entitled for salary upto the time, at which they are informed to leave.
3. Wherever possible a reasonable notice of resumption of normal work shall be given and all such employees so laid off under these rules, with a view to be present them for work and shall be given preference in employment according to the seniority/performance.
4. All notices required to be given under these Rules shall be prominently displayed on the Notice Board of the establishment.

- 50.**
- 1) The establishment may at any time in the event of insufficient work orders or for any other logical reasons lay off the employees for a period not exceeding 6 days in the aggregate (excluding statutory holidays) in any month. However, the period of lay off exceeds above, unless it is impracticable, a 7 days notice shall be given. An employee laid or under these Rules for more than 6 days in a month may leave his employment without usual notice, if intends to do so.
  - 2) An employee, who is laid off, shall be entitled to lay off compensation under the provision of law, a workman presents himself for work at a stipulated time, at a stipulated place for the purpose of resuming work, but it is not given any work within 2 hours of his so presenting shall be deemed to have been laid off, provided.
    - 1) The workman instead of being given employment at the commencement of the shift, in any day and is asked to present himself, for the second half of the shift.
    - 2) If he is not given any such employment, even after so presenting himself in the second half of the shift;
    - 3) In such case, workman, not given work, shall be entitled for full wages for the second half of the shift;

- 3) The workman laid off shall be entitled to lay off compensation as per the provisions of law. In calculating the lay off compensation, in case of place rated or daily rated employee, the average daily earnings for the previous wage period which the employee has worked shall be taken to be daily wages.
- 4) If lay off continued, uninterruptedly for more than 45 days, then the concerned employee shall be retrenched according to provisions of law.

**51. Strike :**

The Manager or any other officer authorised, in the event of strike affecting either wholly or partially any section or department, may close down wholly or partially, such section or department by such closing down. The fact of such closure shall be notified by notice to the employees as soon as possible.

The workmen so laid off, as a result of such closure, shall be given notice of resumption of work by way of general notice displayed at prominent usual place.

**52. Token Ticket & Attendance Card :**

Every employee/workman in the factory shall be provided with card and Token Ticket. The Attendance Card, after punching shall be kept delivered at the place provided for or to the person authorised to collect the same. In case of lose of the card, the employee shall report such loss of card immediately in writing to the authority to avoid misuse. The Manager of the factory may issue Gate Pass for the time being such card of token ticket or gate pass as the case may be, shown whenever demanded by the Officer authorised by the Manager in this behalf.

**53. Hours of working :**

Notices showing the period and hours of work for every Class and Group of the Employees/workmen in the factory and for each shift, shall be displayed on the Notice Board maintained for the purpose.

Subject to the provisions of the Factories Act, 1948, or other legislation for the time being in force, the factory/establishment reserves the right to require all employees/workmen to work on any weekly holidays or public holidays in accordance with the notice which may be issued from time to time. Such notices shall be displayed on the Notice Board.

**54. Notices specifying Holidays, Pay Days, Weekly Wages and Unclaimed Wages :**

Notices specifying (a) the weekly holidays u/s 52 of the Factories Act and under section 18 of the Bombay Shops & Establishment Act, 1948 (b) the dates on which Compensatory Holidays, if any u/s 53 of the Factories Act, 1948 will be allowed and (c) the dates on which salary/wages and unclaimed wages to be paid shall be displayed on the Notice Board.

**55. Salary / Wages due to an employee/workman but not paid on the usual pay day, on account of its being unclaimed, shall be paid on unclaimed wages pay day as may be notified. An employee/workman or his legal heir should claim the same within three years from the date on which it became due.**

**56. Any notice, order, charge sheet, communication or intimation which is of personal nature i.e. addressed to an individual employee/workman shall be in writing and shall be in regional language.**

- a) More than one shift may be worked in a Department or Section of a Department at the discretion of the Management.
- b) If more than one shift is worked in the factory, employee/workman shall be liable to be transferred from one shift to another.
- c) Whenever an additional shift is started or shifts are restarted or discontinued or altered, notice to be given shall be as per the provision of the existing legislation applicable in this behalf. If as a result of discontinuation of a shift any permanent employee/workman becomes surplus, then he may be provided with alternative employment at the same wages in a job of same or similar nature and if no such job is given then he shall be retrenched in accordance with the provisions of the law.
- d) If any discontinued shift is restarted, a notice thereof shall be pasted on the Notice Board and a copy of the Notice may be sent to the Union well in advance i.e. at least seven days before restarting of shift in case of the employee / workmen discharged as a result of discontinuation of the shift, present themselves within seven days of notice or restarting of the shift, then they shall be offered re-employment as per provisions of Industrial Disputes Act, 1947. If any workman does not join as required under the law. Then he shall lose the right of re-employment.
- e) Where employee/workman is to be discharged on account of discontinuation of shift regard should be given to the length of service in the occupation concerned and the junior most employee/workman shall be discharged first, while re-employing workman, Senior most employee/workman shall be offered re-employment first.

#### **57. ATTENDANCE, ABSENTEEISM & LATE COMINGS :**

- i) Every employee/workman shall have while entering factory/establishment register his attendance by punching his attendance card in punching Clock where they are provided or in such other manner or signing in the Muster, where they are provided by the Management.
- ii) All employees/workmen shall be at work in the factory/establishment at the fixed time.
- iii) Employees/workman reporting late shall be liable to the deduction, as provided in the payment of Wages Act, 1936. An employee/workman reporting late for more than 10 minutes of the starting time, will not be permitted to register his attendance until permission is granted by the Manager or such other Officer, who has been authorised in this behalf.
- iv) Any employee/workman found absent during working hours, from his proper place of work without permission or without sufficient reason, shall be liable to be treated as absent and deduction from the salary/wages may be made in accordance with the provision of payment of Wages Act, depending upon the period of such absenteeism i.e. for the whole day in case of absence commencing before the rest interval and for half a day in case, he absents after the rest interval.

- v) Deduction from salary/wages for the period of absence as mentioned herein above, may be affected in accordance with the provision of the Payment of Wages Act, 1936. The Management shall also be entitled to take any disciplinary action as if may deem fit fo the above arts.
- vi) If any employee/workman or group of employees/ workmen adopts go slow tactics or deliberately fail to give agreed norms of production, his/their wages shall be deducted proportionately.

**58. ENTRY, EXIT & SEARCH :**

- 1) No employee/workman shall enter or leave the premises of the establishment / factory except by Gates fixed for this purpose.
- 2) No employee who is not on duty shall enter the establishment / factory premises except for reasonable cause and except with the prior permission of the Management. All employees/workmen shall be liable to be searched while entering or leaving the establishment/factory or any time whilst on duty to be searched by the person authorised in this behalf by the competent authority if acting without malice, who suspect that an employee/workman to be so searched, has wrongful possession of property of the Corporation provided that no search shall be made except in the presence of two persons, subject to the above provision, the search of female employee shall be carried out by a female searcher only.

**59. ISSUE OF CERTIFICATE :**

Every employee/workman, other than casual employee in the Establishment shall be issue at Service Certificate on his resignation or retirement or termination of service by way of discharge or dismissal, without any delay if he applies, for.



## CHAPTER - XI

### 60. GRATUITY :

#### 1. DEFINITIONS :

In these Rules the headings shall not affect the construction and unless repugnant to the subject or context masculine shall include feminine and the following words and expressions shall have meanings assigned to them as follows.

- i) "the Company/the Employer" shall mean the Maharashtra Agro Industries Development Corporation Limited and shall include any Company, firm, Corporation or Association which may by purchase, amalgamation or otherwise taken over in whole or in part of the business of the Company and which shall enter into a Deed in such form as the Trustees shall require undertaking to continue the obligations of the Company under these presents and releasing the Company from all further liabilities thereof.
- ii) For the purpose of this chapter - "the Corporation" shall mean the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation Act, 1956.
- iii) "the Commissioner of Income Tax" mean the person appointed as such under sub-section (l) of section 117 of the Income Tax Act, 1961 and having jurisdiction over the Fund.
- iv) "the Trust Deed" shall mean the Trust Deed executed by the Company and all amendments made thereto from time to time.
- v) "the Fund" shall mean the Gratuity Fund as described in the Trust Deed.
- vi) "the Scheme" shall mean the 'Krushidudyog Employees' Group Gratuity-cum-Life Assurance Scheme described in the Rules.
- vii) "the Rules" shall mean the Rules of the Scheme as set out below and as amended from time to time.
- viii) "the Trustees" shall mean the Trustees appointed from time to time under the scheme.
- ix) "the Employees" shall mean the permanent Employees of the Employer other than personal and domestic servants and shall be deemed to include whole time bonafide working Directors, who do not own beneficially shareholding carrying more than 5% voting rights in the Company.
- x) "Members" shall mean persons who as Eligible employee join the scheme and become entitled to any benefits hereunder.
- xi) "Eligible Employees" shall mean the person who shall be eligible to benefit by these Rules as more particularly set forth in Rule 38 below.
- xii) "Original Members" shall mean Eligible employees who become Members of the Scheme on the Effective date.



- xiii) "the Beneficiary" shall mean the wife and/or child or children and/or dependants of the Members.
- xiv) "the Policy" shall mean the Master Policy which incorporates the Assurances effected under these rules for the benefit of the Members and which Policy shall be held by the Trustees.
- xv) "the Effective Date" in relation to the Scheme shall mean the 1st day of March 1975, the date as from which the Scheme takes effect.
- xvi) "Annual Renewal Date" in relation to the Scheme shall mean the 1st day of March 1976 and the 1st March in each subsequent year.
- xvii) "Entry Date" shall mean (a) in relation to the Original Members the Effective Date and (b) in relation to new Members admitted to the Scheme after the Effective Date, the Annual Renewal Date which is coincident with or which next follows the date on which they become eligible.
- xviii) "Renewal Date" shall mean in relation to the Member the relevant Annual Renewal Date subsequent to the Entry Date.
- xix) "Normal retirement Date" shall mean in respect of the Member the Date on which he attains the age of 58 years.
- xx) "Service" shall mean continuous service rendered by the Member to the employer including periods of authorised leave. For the purpose of the Scheme, a period of 6 months and over shall be reckoned as one year in the case of member who is not in uninterrupted service for over one year he shall be deemed to be in continuous service if he has been actually employed by the Employer during the year for not less than 240 days.
- xxi) "Salary" for this scheme shall mean gross monthly salary of the Member inclusive of dearness allowances on the Entry Date of the relevant Annual Renewal Date, as the case may be, and shall not include C.L.A. house rent allowance, bonus, overtime or any emoluments of a variable or contingent nature.

## **2. THE TRUSTEES TO ACT FOR EMPLOYER AND MEMBERS :**

The Trustee shall act for and on behalf of the Employer and the Member and every act of the trustees in consultation with or on instructions of the Employer in matters where the Employer has discretion under the Rules or is concerned shall be binding on the Employer and the Members. Every act done by agreement made with and notice given to the Corporation by Trustee shall be binding on the Employer and the Members.

### **60A. (a) ELIGIBILITY :**

The employees who satisfy the following conditions shall be eligible to participate in the Scheme.

Permanent Employees who on the Entry Date are not below 18 years of age and not above 58 years of age.

Employees who are in the service of Employer on the Effective Date and satisfy the above condition shall join the Scheme as from that date. Present Employees who do not satisfy the above condition on the Effective Date and Employees appointed by the Employer after the Effective Date shall join the Scheme on the Annual Renewal Date which is coincident with or which next follows the date on which they satisfy the said condition.

It shall be condition of Service for future Employees that they must join the Scheme on the Annual Renewal Date coincident with or next following the date on which they become eligible.

No member shall withdraw from the Scheme while he is still at Eligible Employee in the Service of the Employer.

#### **60B. EVIDENCE OF AGE :**

Evidence of age of every Eligible Employee satisfactory to the Corporation shall be furnished before he is admitted to the Membership of the Scheme and if the age of the Member is conclusively proved later to have been incorrectly stated in the evidence submitted, the Member shall not be entitled to any more benefits under the Scheme than what he would receive and his correct age been stated on the Entry would receive had his correct age been stated on the Entry date. The Corporation shall have the right to make such adjustment in the benefits as it may in its absolute discretion decide having regard to the normal practice in this behalf for the time being in force.

#### **60C. EVIDENCE OF INSURABILITY :**

For the purpose of effecting Assurance under Term Insurance Plan in respect of the Member, evidence of insurability satisfactory to the Corporation will be required prior to the each Eligible Employee's entry into the Scheme and on each occasion when an increase in sum Assured under the Assurance is to be granted.

If, in the opinion of the Corporation, the evidence submitted is not satisfactory or other special hazards exists, the Corporation may vary the terms of acceptance of the risk in respect of the Member. In case the evidence submitted makes the life of the Member ineligible for insurance on his entry date for initial sum assured or on any subsequent renewal date for increase in sum Assured, there shall not be effected any assurance or increase in assurance, as the case may be, under this plan on and from the date on which the Member is declared to be uninsurable. The Corporation's decision about insurability of the employees shall be final and binding on the Members and the Trustees.

#### **60D. CONTRIBUTION :**

- i) **Annual Contribution :** This shall be duly paid for each Member annually in advance on the Entry date and subsequent Annual Renewal Dates, such contributions as are required to secure the Assurances hereinafter described. The contributions shall be paid throughout the future service of the Member until his normal Retirement Date, unless determined earlier under the Rules.

When an increase in Assurance is effected consequent upon increase in Salary provided in Rule 7 (b), the annual contributions payable for the Member shall be appropriately adjusted. The contribution shall be ascertained by the Corporation under the appropriate plans of assurances.

- ii) **Additional Contribution** : In addition to the contribution payable under paragraph (i) above, the Employer shall pay to the Trustee contributions of an amount which shall be determined by the Corporation and the Corporation shall require the employer to pay these additional contribution to the Trustee for the purpose of the Scheme. The said contribution shall however, not be paid to the Corporation but shall be held by the Trustees in the Surplus Account or any other Account as the Trustees may deem appropriate. The Trustees shall have absolute and uncontrolled discretion to utilise out of these contributions or the Surplus Account any sum which together with the benefits under the Scheme, may be required to make up the whole of the amount or gratuity due to the Members under the provisions of Appendix (1) hereto.

PROVIDED HOWEVER THAT if the balance to the credit of Surplus Account together with the sum payable under the provisions of the Rules is insufficient to make up the whole of the amount accrued and payable to the Member according to the said Appendix (1), the Employer shall pay to the Trustees such additional contribution as may be required to make up the deficiency in the gratuity payable to the Member.

- iii) **Special Contribution** : Subject always to any general or specific directions given by the Commissioner of Income Tax, Employer may pay any sums to the Trustees by way of Special Lumpsum contributions and upon paying such sums shall give instructions to the Trustees as to their allocation for the benefit of all or specified Members or their dependants and the dates as of which the said contributions may be appropriated. The contributions shall be paid by the Employer to secure the benefits vesting absolutely or contingently in the member in respect of the Member's Service prior to the date of his admission to the Membership of the Scheme.

Provided that in any case the Aggregate of the contributions payable by the Employer in respect of any Member in terms of paragraphs (i), (ii) and (iii) hereof shall not exceed 8-1/3% of the aggregate salary of the Member.

- iv) The expenses of administration of the Fund and the Scheme incurred by the Trustees shall be borne by the Employer. The employer shall not claim such expenses as deductible expenses in computing his business profits or losses for the purpose of Income Tax assessment.

#### **60E. ASSURANCES :**

- a) **Assurances** : Subject to the provisions of Rule 5 appropriate Assurance on the life of each member under a plan suitably combining one year Renewable term insurance with Pure endowment (without return of premiums) will be effected to secure the benefits described in section IV below. An Assurances necessary to provide the benefits shall be affected only with the Corporation.
- b) **Changes in Assurances** : Subject to the provisions of Rule 5 when the Member's Salary is changed, the Assurance affected in respect of him will be appropriately adjusted. Such adjustment in assurance shall be affected on the Annual Renewal Date which is coincident with or which next follows the date on which the increase in Salary becomes effective.

- c) **Limitation of Assurance** : If the contributions payable in respect of the Member under Rule 6 are not sufficient to secure the benefits as described in section IV below, the benefits in respect of the Member shall be reduced to an amount as can be secured by the contributions.

**60F. BENEFITS ON SURVIVAL TO NORMAL RETIREMENT DATE :**

1. Upon a member's retirement at Normal Retirement Date, there shall become payable to the Trustees for the benefit of the Member, an amount equal to half a month's Salary as on the Annual Renewal Date last preceding the Normal Retirement Date multiplied by the total number of years of service completed by the Member, subject to a maximum of 20 month's salary. The Trustees shall pay the benefits to the Member in accordance with the provisions of Appendix (1).

**BENEFITS ON DEATH WHILST IN SERVICE BEFORE NORMAL RETIREMENT DATE :**

2. In the event of death of the Member before Normal Retirement Date whilst he is in the Service of the Employer, there shall be paid to the Trustees a sum which shall be the total of :
- i) the sum, if any, for which the Member's Life was insured under Term insurance on the date of death and
  - ii) the value of Assurance under pure endowment.

The Trustee shall pay to the Beneficiary the benefits in accordance with the provision of Appendix 1.7

**BENEFITS ON RETIREMENT AFTER NORMAL, RETIREMENT DATE OR DEATH WHILST IN EXTENDED SERVICE :**

3. If, with the consent of the Employer, a Member remains in service after Normal Retirement Date, no further contributions will be payable in respect of him. The payment of benefits will be deferred until his actual retirement or death during the extended service. Upon the Member's actual retirement or death, there shall be paid to the Trustees the sum that would have become payable had the Member retired at Normal Retirement Date, together with interest thereon at the rate to be determined by the Corporation on the said date calculated up to the date of his actual retirement or upon the date of death, as the case may be and the Trustees shall pay to the Member or the Beneficiary as the case may be, the benefits in accordance with the provisions of Appendix (1)

**60G. EARLY RETIREMENT DUE TO HEALTH OR TOTAL AND PERMANENT DISABILITY OR WITHDRAWAL FROM SERVICE :**

If, before the Normal Retirement Date, the Member leaves the service of the employer of his own free will or otherwise or retires from the service with the consent of the Employer on grounds of ill health or total and permanent disability, the surrender value of the Pure Endowment effect in respect of him shall become payable to the Trustees and the Trustees shall pay to the Member the benefits in accordance with the provisions of appendix (1)

Term Insurance Cover shall cease as from the date the Member ceases to be in service.

#### **60H. ADJUSTMENT IN THE BENEFITS ON CEASSATION OF SERVICE :**

- a. Any balance of the value of Assurance remaining over after payment of the Gratuity as ascertained according to the provisions of Appendix (a) hereto having regard to the total service completed by the member and the circumstances in which he ceases to be in the Service shall be transferred by the Trustees to the Surplus Account.
- b. If the amount of Gratuity payable to the Member according to the provisions of Appendix (a) hereto exceeds the value at the benefits payable to the Trustees under the Assurance effected, the Trustees shall be entitled to pay excess due to the Member out of the Surplus Account.
- c. If the funds in the hands of the Trustees in the Surplus Account and the value of the Assurance hereunder are not sufficient to pay the whole of the Gratuity payable to the member under Appendix (1) the Trustees shall utilise Additional Contributions payable in respect of the Member to make up the difference in the amount of Gratuity.
- d. If a Member is not entitled to any benefits under the provisions of Appendix 1(a) hereto, the Trustees shall surrender the Assurance effected on his life for immediate cash value and the surrender value so realised shall be transferred to the Surplus Account.

#### **60I SURRENDER VALUE :**

Pure Endowment effected under the Scheme will acquire surrender value immediately upon payment of the first year's premium in full. The Surrender value will be calculated in accordance with the Rules of the Corporation. One year Renewable Terms Assurances are not entitled to the surrender value.

#### **60J RESTRAINT ON ANTICIPATION OR ENCUMBRANCE :**

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

If a restraint or a prohibitory order is served on the Trustees in respect of any benefits secured for vesting in the Member or if the member or his Beneficiary shall become bankrupt or attempt to assign, change or in any way encumber the Assurance or any benefits thereunder, the member or the Beneficiary as the case may be, shall forfeit all rights and claims thereto and the same shall lapse to the Trustees but without prejudice to the powers of the Trustees at their absolute discretion to maintain or continue the same if they think fit, either immediately or after an interval or otherwise to make payments for the support or benefit of the Member or his Beneficiary.

#### **60K SURPLUS ACCOUNT :**

Any additional contributions paid by the Employer under Rule 6 and the value of any of the Assurance in respect of a Member, which do not vest in him for any reason and lapse to the Funds shall be transferred to an account which shall be called the "Surplus Account"

The Trustees may at their discretion utilise the amounts lying to the credit of the Surplus Account in part or full payment of the contributions payable in any year in respect of all or any of the then current Assurance or to provide additional benefits to all the Members or their Beneficiaries.



**60L DISCONTINUANCE OF THE CONTRIBUTIONS AND WINDING UP OF THE FUND :**

- a) In the event of the discontinuance of the contributions by the Employer, the trusts hereunder shall however continue until the assets of the scheme have been distributed as provided hereinafter.
- b) The Trustees shall first ascertain the amount of Gratuity accruing and due to all the Members of the Fund according to the provisions of the Appendix (1) hereto by reference to the Salary of the Members on the date of termination of the Scheme and the length of Service completed by each one of them of that date.
- c) If the Members remain in the service of the Employer after discontinuance of the Scheme, they shall not be paid the gratuity so long as they continue in the service of the Employer.
- d) The Trustees shall realise the value of the assets of the Fund including the value of the Assurances and the amount so realised shall be allocated to the Member in the manner described below.
  - i) If the total amount realised exceeds the total liability in respect of gratuity ascertained as in the paragraph (b) above, the Trustees shall earmark for each Member the amount of Gratuity accrued and due to him under the said Appendix (1) out of the money realised and utilise the excess to provide additional benefits to the Members in proportion to their accrued benefits.
  - ii) If the amount so realised is less than the said gratuity accruing to the Members as aforesaid the total amount shall be allocated to each member in proportion to his accrued gratuity.
- e) Nothing stated in paragraph (d) of this Rules shall prejudice the Trustee's uncontrolled and absolute discretion to consult an actuary to adopt any other method or principles for the winding up of the Scheme which they consider equitable or expedient.

PROVIDED HOWEVER THAT the Trustees shall obtain the prior approval of the Corporation and the Commissioner of Income tax before giving effect to any method or principle that may have been drawn up for the purpose of winding up of the Scheme or the distribution of assets of the fund AND if the Corporation or the Commissioner of Income Tax so require the Trustees shall review the said method or the principle of winding up of the Scheme or the Fund.

**60M JURISDICTION :**

All Assurance issued under the Scheme shall be Indian contracts. They will be subject to the Law of India including the Indian Insurance Act, 1938, as amended, the Estate Duty 1953, as amended, the Life Insurance Corporation Act, 1956, the Income Tax Act, 1961, the payment of Gratuity Act, 1972 and to any legislation subsequently introduced, All benefits under the scheme shall be payable only in India. Should anything contained in these Rules, or in any amendment made thereof be repugnant to any provision or provisions of the Income Tax Act, 1961, or the Income Tax Rules, 1962, it shall be ineffective to the extent to such repugnance. Any such repugnance shall be remove by the Trustees if so directed by the Commissioner of the Income Tax.



#### **60N RATES OF PREMIUM AND CONDITIONS OF ASSURANCE :**

- 1) The rates of premium and conditions under which the Corporation is prepared to arrange the Scheme shall be subject to an agreement between the Trustees and the Corporation.
- 2) By giving three month's written notice taking effect on and from the next following Annual Renewal Date the conditions of Assurance and rates of premium may be amended from time to time in respect of all Assurances on the lives of new entrants to the Scheme and addition to Assurance of existing members to be effected on and from the date of expiry of such notice. Assurance existing at the time of such alteration or alteration shall not be effected in any way.
- 3) By giving three month's notice in writing effective on the next following Annual Renewal Date, the Corporation has the right to terminate the Term assurance and reissue them on such terms and conditions as the Corporation shall decide.

#### **60O MASTER POLICY :**

The Corporation will issue a single Master Policy incorporating all the assurances affected by the trustees for the benefit of the existing and new Members of the Scheme.

#### **60P EMPLOYER'S LIABILITY LIMITED TO BENEFITS UNDER ASSURANCES :**

The Employer of the Trustees are neither the insurer nor the guarantor of any policy of assurance purchased under these Rules and in their event of the Corporation with holding any benefits owing to circumstances beyond the control of the Trustees or Employer or otherwise, in respect of any of the Contracts under such Assurances that may be issued, the Employer or the Trustees shall be under no liability soever to any Member entitled to the Benefits secured by such Assurance or Assurances.

#### **60Q INCOME-TAX AND OTHER TAXES :**

- a) In any case where the Trustees or the Corporation are liable to account to the Income Tax authorities for income tax on any payment made under the Rules the Corporation or the trustees shall not be liable to the Members for the sum so deducted.
- b) **Estate Duty :** Where any liability to Estate Duty arises in respect of any benefits the Trustees shall apply the benefit or part of it in payment of such duty including any interest thereon and deduct the amount so paid from the benefit or may postpone the payment of the benefits until the liability has been provided for their satisfaction.  
  
PROVIDED THAT if the Beneficiary satisfies the Trustees that duty has been paid or shall be paid or that duty is due, the Trustees shall have the discretion to pay the benefits subject to the Beneficiary furnishing indemnity or indemnities in the form and manner prescribed by them.
- c) If the Gratuity Fund and Scheme for reason cease to be approved by the Commissioner of Income Tax, the Trustees shall nevertheless remain able to tax on any benefits paid to any member or his Beneficiary.

## **60R APPOINTMENT OF BENEFICIARY :**

- a) Every Member shall appoint one or more beneficiaries wife, child/children or dependants as Beneficiary or Beneficiaries under the Rules to receive the benefits hereunder in the event of his death.

If a Member dies whilst in service, the Trustees shall hold the benefits in force under the Assurances on his life UPON TRUST for payment to the Beneficiary or Beneficiaries as shall have been appointed by the Member in accordance with the remaining paragraphs of this Rule.

- b) Every appointment made under this Rule shall be in writing signed by the Member and attested by two witnesses and shall be according to the form of Nomination as prescribed under the payment of Gratuity Act, 1972 and shall remain in full force and effect until the death of the Beneficiary or until the same shall be revoked in writing by the Member and a fresh appointment made in the manner aforesaid.
- c) A Member may from time to time or at any time without the consent of the Beneficiary change the Beneficiary by filling a written notice of the change to the Trustees in the prescribed form satisfactory to the Trustees whereupon an acknowledgement of the change and the registration of the name of the new Beneficiary will be given to the Member by the Trustees. The new appointment shall take effect on the date the notice was signed whether or not the member is living on the date of acknowledgment of the change without prejudice to the Corporation or Trustees on account of any payment made before the acknowledgement of the change.
- d) If a Beneficiary shall at the time of his appointment be a minor or otherwise under disability to give a legal receipt or discharge to the Trustees, the Member must at the time of such appointment as aforesaid, appoint a person of full age who is capable of giving a legal receipt or discharge to the Trustees and to whom the benefits are to be paid for and on behalf of such beneficiary.
- e) If more than one Beneficiary is appointed and in such appointment the Member has failed to specify their respective interests, the Beneficiaries so named shall share the benefits equally. If the beneficiary predeceases the Member the interest of such Beneficiary shall terminate and his share shall be payable equally to such of the remaining Beneficiaries as survive the Member unless the Member has made written request otherwise to the Trustees in the prescribed form.
- f) If a Beneficiary is not appointed the benefits shall be paid to the Member's wife falling which to his child/children in equal shares, falling which to his dependants in equal shares. If the Member does not leave a wife, child/children or dependants then the benefits shall be realised by the trustees and credited to the Surplus Account.

## **60S INTERPRETATION OF RULES :**

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



## APPENDIX (1)

Contingency of the happening of which benefits become payable	Benefits
<p>1. Upon retirement of the Member on or after Normal Retirement Date of upon death whilst in Service after Normal Retirement Date or in the event of the Member becoming incapable of further Service by reasons of total and permanent disability (Certified to Employer's Satisfaction)</p> <p>2. In the event of the death of the Member before Normal Retirement Date whilst in the Service of the Employer.</p>	<p>Half a month's salary of the Member on the date of retirement or death, the case may be, for each year of service subject to a maximum of 20 month's salary.</p> <p>a) In respect of a Member who is declared to be insurable and for whom life cover has been granted.</p> <p>Half a month's salary of the Member as on the Annual Renewal Date last preceding the date of death for each year of his Anticipated Service upto the Normal Retirement Date but for his earlier death subject to a maximum of 20 month's salary.</p> <p>PROVIDED THAT the benefit payable hereunder shall not be less than the benefits in paragraph (c) below.</p> <p>NOTE : "Anticipated Service" shall mean the service which the Member would have completed had he lived upto his Normal Retirement Date.</p> <p>b) In respect of a Member who is declared to be Insurable on the Entry Date and/or Annual Renewal Date but uninsurable on subsequent Annual Renewal Dates.</p> <p>i) sum for which the Member's life was assured by the Corporation under Term Insurance on the date of death of the Member, and</p> <p>ii) The value of Assurance under Pure Endowment</p>

PROVIDED THAT the total benefits payable vide (i) and (ii) above shall not be less than the benefits in paragraph (c) below.

c) In respect of a Member who is declared to be uninsurable on the Entry Date and Annual Renewal Dates.

Half a month's salary of the Member as on the date of death for each year of service upto the date of death subject to maximum of 20 month's salary.

3. Upon the Member leaving the service of the Employer of his own free will prior to Normal Retirement Date.

a) Before completion of 5 years

a) Nil

b) On or after completion of 5 years

b) Half a month's salary of the Member as on the date of leaving service for each year of service subject to a maximum of 20 month's salary.

4. On the termination of service by the Employer before Normal Retirement Date for reasons other than those stated in Note 1 below :

a) Before completion of 5 years

a) Nil

b) On or after completion of 5 years

b) Half a month's salary of the Member as on the date of Termination on of each year of service subject to maximum of 20 month's salary.

#### NOTES :

- 1) Gratuity shall be wholly forfeited in case of termination of Service of the Member for riotous or disorderly conduct or any other act of violence on his part or (b) for any act which constitutes an offence involving moral turpitude provided such offence is committed by him in the course of his employment.
- 2) In case of any act, wilful omission or negligence by the Member causing any damage or loss to or destruction of property belonging to the Employer, Gratuity at the rate shown in item 4 above shall be forfeited to the extent of the damage or loss so caused.
- 3) Salary for the purpose of items 1, 2 (c), 3 & 4 above shall be the salary last drawn by the Member.
- 4) All gratuity benefits payable in respect of any Member under the Scheme shall be paid only in a lump sum.

**61. PROVIDENT FUND :**

The Maharashtra Agro Industries Development Corporation Limited has formed its Provident Fund Trust as per the provisions of Employer's Provident Fund and Miscellaneous Provisions Act, 1952 which has been exempted by Government of India vide its Notification No. EDP-11882/8497/Lab-4, dated 23.12.1982. The affairs of the Trust shall be Manage by the Board of Trustees which shall consist of nominees of Management, Representation of employees and Officers Association.

These Rules shall be published separately.

