

NATIONAL PROJECTS CONSTRUCTION CORPORATION

(NPCC)

PROJECT EXCELLENCE SINCE 1957

CHAPTER-1.....	4
A. Delegation of Powers	4
1.1 The following powers have been delegated to the Managing Director:-	4
1.2 Cases to be referred to the Board in which Managing Director exercised specific power delegated to him.	11
1.3.Purchases of stores and machinery beyond Managing Director’s powers.....	12
1.4 Residual powers vested in the Standing Committee of the Board.	13
B. SUB- DELAGATION OF POWERS.....	14
1.5 Powers sub-delegated by the Managing Director to subordinate officers.....	14
REMARKS.....	14
C-BUDGET.....	46
1.7 Furnishing of cash Security and Surety Bonds by the staff.	46
1.8 Conversion of Security into Post Office Saving Bank Account.	47
1.9 Interest on Security Deposit.....	48
1.10 Hypothecation of Security Deposit.....	48
E-MISCELLANEOUS.....	48
1.11 Cases in which consultation of Finance Wing is necessary.....	48
1.12 Consultation of Deputy Finance Advisor by Chief Engineer.....	50
1.14 Submission of review of working of Corporation to the Financial Advisor.	50
1.15 Important reference from Ministry of Energy to be submitted to the Financial Advisor.....	50
CHAPTER 2.....	51
A-Recruitment of Regular Staff	51
2.1 Categorization of Posts	51
B.- Pay and Allowances of Regular Establishment.....	88
C. Service Conditions of Regular Staff.....	90
D. Miscellaneous.....	94
RULES.....	110
CHAPTER -3.....	118
STORES	118
A- General Store.....	118
B. Quantity Accounts – Receipts.....	120
C- Quantity Account-Issues	123
D. Store Price Ledger and other Returns.....	124
Stock Taking.....	125
F- Tools and Plant –Accounts.....	126
B- Treatment of overhead expenses on work.....	156
Extent	161
C- PURCHASE ORDER	172
Appendix II.....	205
STORE PURCHASE RULES OF THE N.P.C.C.....	254
DEFINITION OF THE POWERS OF PURCHASE.....	256
III TENDERS	259
IV TENDER NOTICE AND TENDER FORMS.....	261
V. PROCEDURE FOR ISSUE OF TENDER ENQUIRIES AND CONSIDERATIN OF TENDERS RECEIVED.....	263
VI PURCHASE ORDERS	269

VII	REGISTRATION OF CONTRACTORS	271
XI	WATCHING OF DELIVERY AND PROGRESS OF SUPPLIERS	274
XII	POST SCRUTINY OF PURCHASE ORDERS IN THE ACCOUNTS SECTION	275
XIII	STORES INSPECTION	275
XIV	PROCEDURE FOR THE PROCUREMENT OF STORES IN THE CENTRAL WORKSHOP AND STORES AT AGRA	276
	ANNEXURE 1	278
	Appendix IV	285
	RULES AND PROCEDURE TO DECLARE NPCC EMPLOYEES AS PERMANENT	285
	Appendix V	288
	N.P.C.C. (CLASSIFICATION, CONTROL & APPEAL) RULES, 1966	288
	Appendix VI	357
	A. HOUSE RENT ALLOWANCE	357
	APPENDIX- VII	368
	APPENDIX VIII	383
	Appendix - IX	393
	Appendix- X	396
	Appendix- XI	397
	Appendix XII	400
	Appendix XIII	429
	Appendix XIV	434
	Appendix -XV	448
	Appendix XVI	453
	Appendix XVII	455
	Appendix XVII	472
	APPENDIX XVIII	474

MANUAL OF ORDERS

CHAPTER-1

FINANCIAL MATTER

A. Delegation of Powers

1.1 The have been Managing	Note: -Whenever machinery and equipment is required to be purchased for big work, an overall plan detailing requirements of equipment should be drawn and approval of the standing committee obtained. After such approval has been accorded by the Standing Co		following powers delegated to the Director:-	
	2	Purchase of articles of tools, plant & stores, including vehicles, furniture and office equipment, quotations being called for or not at discretion, for reasons to be recorded in writing.		Full power for purchase of serviceable machinery and spares rendered surplus on other projects subject to provision in estimate for work: for other purposes, power on the basis of competitive tender or quotation as the case may be, upto Rs.2 lakhs on each
	[2]3	Creation of posts by the Chairman and MD		Power to create any post upto and equivalent to Zonal Manager's level.
	4	Deputation of staff on duty		Power to depute any servant of the Company to any place in India on duty.
	5	Advance of traveling allowance.		Power to sanction advances of traveling allowances in respect of his own tours and the tours of Company's servants.
	6	Renting of office accommodation, classification and allotment of residential buildings and fixation of rent for them.		Full Powers.
		[1] C.S.NO.100 DT. 29.09.1975		
	[2] C.S.NO.136 DT. 04.11.1979			
11(a)	Purchase of Heavy Earth- moving Machinery	Power to sanction purchase upto a limit of Rs.15 lakhs on each occasion.		
[b]	Purchase of other construction equipment and Transport Vehicles.	Power to sanction purchase upto a limit of Rs.5 lakhs.		
Note: -Whenever machinery and equipment is required to be purchased for big work, an overall plan detailing requirements of equipment should be drawn and approval of the standing committee obtained. After such approval has been accorded by the Standing Committee, the Managing Director can purchase equipment, as and when required, without any further restriction.				

¹ C.S.NO.100 DT. 29.09.1975

NPCC MANUAL

2.	Purchase of articles of tools, plant & stores, including vehicles, furniture and office equipment, quotations being called for or not at discretion, for reasons to be recorded in writing.	Full power for purchase of serviceable machinery and spares rendered surplus on other projects subject to provision in estimate for work: for other purposes, power on the basis of competitive tender or quotation as the case may be, upto Rs.2 lakhs on each occasion and power to purchase upto Rs.10,000/- without calling for quotations, for reasons to be recorded in writing.
13	Creation of posts by the Chairman and MD	Power to create any post upto and equivalent to Zonal Manager's level.
4.	Deputation of staff on duty	Power to depute any servant of the Company to any place in India on duty.
5.	Advance of traveling allowance.	Power to sanction advances of traveling allowances in respect of his own tours and the tours of Company's servants.
6.	Renting of office accommodation, classification and allotment of residential buildings and fixation of rent for them.	Full Powers.
7.	Renting of accommodation to be used as residences of field staff and for purposes other than offices.	Full Powers
8.	Sale of Properties	Power to sanction sale of miscellaneous properties like unserviceable materials upto a maximum of Rs.25,000/- (book value) if sale is by public auction and Rs.2500/- (book value) for private sales.
9.	Lease of Land.	Full powers where rent levied, and free of rent where occupation is for benefit of project.
10.	Telephone	Full powers to sanction telephone connection.
11.	Purchase of Stationery and printing of forms and all other materials.	Full Powers
12.	Contingent expenditure.	Full Powers within allotment
13.	Power to execute in consultation with the legal advisor, when appointed contracts, deeds, instruments and assurance of property and in particular.	Full Powers
i)	All service agreement.	
ii)	Security deeds for the due performance of their duties by Corporation's servant.	
iii)	Leases of houses, land or other Immovable Property.	

¹ C.S.NO.136 DT. 04.11.1979

NPCC MANUAL

14	Power to institute, conduct and defend any legal proceedings by or Against the Corporation or its officers in connection with the affairs of the Corporation, in consultation with the Legal Adviser, when appointed.	Full Powers	
15.	Power to make and give receipts.	Full Powers	
	Releases, and other discharges for moneys payable to the Corporation for the claims and demands of the Corporation.		
16.	To write off irrecoverable losses of Corporation money due to fraud or Negligence of individual or other Causes.	Rs. 1,000/-	
17.	To write off irrecoverable, losses of Stores due to fraud or negligence of Individuals or other causes.	Rs. 5.000/-	
18.	Power to sub-delegate to subordinate officers specific delegations made to the Managing Director.	Full Powers.	
119.	Power to permit Officers to travel by Air and ACC 1st Class.	Full Powers	In the exigencies of Corporation's work.
² 19.A	Power to permit employees to travel by rail in any class higher than the one to which he is entitled.	Full Powers	
20.	Power to authorize payment to Corporation employees other than those on regular establishment in the following circumstances:-	Rs.250/- in an individual case.	In case of doubt, the M.D. should consult the Corpn. F.A. & C.A.O.
(a)	By way of a reward for outstanding service rendered or for valuable work of an occasional nature done for the Corporation;		
(b)	By way of relief to victims adversely affected by acts of God, and		
(c)	Ex-gratia payment on humanitarian grounds.		
Authority: - Item No.9 of the Minutes of the 14th Meeting of the Board of Directors, Case No.94-A.			

¹ C.S. No.110 dt.4.9.76

² C.S.No.130 dt. 12.7.77

NPCC MANUAL

21.	To tender, negotiate and contract for new works.	Full powers provided powers to tender and negotiate are exercised within the existing framework of overheads etc. laid down by the Board.	
Authority: Item No. IX of the Minutes of the XXII Board Meeting case 60-A			
22.	Power to incur expenditure at his discretion on miscellaneous items on each occasion.	Rs. 2,000/-	Prior concurrence of Financial Adviser is not necessary for such items of expenditure.
122.A	CORRECTION SLIP NO. 7 DATE- 10/06/1987 Power to incur expenditure on purchase of Gift Articles, etc. for Sales promotion	Rs. 20,000/-	At a time, subject to an annual ceiling of Rs. One lakh
Authority: Item No.20 of the Minutes of the 26th Meeting of the Board of Directors. Case No.87-E.			
23.	Power to invest Corporation's funds in Government securities for purpose of pledging those Govt. Securities with the project Authorities in lieu of cash securities for works under taken for execution by the Corpn. and to sell, endorse, transfer and or otherwise deal with such securities.	Rs. 25 lakhs at a time.	
Authority: Item No.XI of the Minutes for the XXXIII Meeting of the Board of Directors Held on 12.6.1964.			
24.	Power to write off losses of documents or original entry such as G.R. Sheets, Measurement Books and Muster Rolls	Full powers, before granting write off M.D. will satisfy himself that the loss has not arisen due to negligence on the Part of a Corporation's employee, and should that be the case, after ensuring that adequate disciplinary action is taken against him.	
Authority:- Item No. XVII of the Minutes of XXXIX Meeting of the Board of Directors case No.410214.			
25.	Power to grant daily allowance at 3/4th of the rate applicable to the employee at the Station in which the enforced halt takes place for the period of enforced halt after excluding the first day of such halt for which no daily allowance is allowed.	Full powers	
Authority: Item No.XXII of the Minutes of the XLII Meeting of the Board of Directors -Case No.300514			

¹ C.S. No. 7 Dt. 10.06.1987

NPCC MANUAL

26.	Power to refer any claim or demand by or against the Corporation to arbitration and to observe and perform the awards	Full Powers	Cases involving satisfaction of the awards exceeding Rs.10,000/- shall be reported to the Board for information.
Authority: Item No.XVIII of the Minutes of the XLV Meeting of the Board held on 28.6.67 - Case No.500159.			
127.	Power to sanction sale of Stores surplus to the requirements of the Corporation at the issue rate plus 10% Storage Charges to other Government Departments/ Government Projects/Public Sector Enterprises/other parties.	Full Powers	
228.	Power to hire plant & Machinery and equipment etc. available with The Department s or from any other agencies on mutually agreed rates for expeditious execution of the work and to enter into and sign agreements as may be required in this behalf in consultation with the Financial adviser & Chief Accounts Officer.	Full Powers	1.The rates mutually agreed to should be in accordance with generally acceptable principles . 2.Hiring should be resorted to only if serviceable and /or repairable equipment and Machinery belonging to the Corporation is not available for being used in the Unit. A certificate to this effect should be obtained from Addl. Chief Engineer (Mech.) before hiring of Equipment & Machinery.
329(a)	To arrange for pretender tie-ups for works	Rs.4 Crores	Though more than one party could be engaged in no case should the amount exceed the prescribed limit in each case.
(b)	Subletting/subcontracting of works.	Rs 4 Crores	

¹ C.S. No. 27 dated 27.08.1969.

² C.S. No. 28 dated 29.08.1969

³ C.S. NO.138 DT. 22.03.80 & C.S. NO.148 DT. 16.04.82.

NPCC MANUAL

Correction Slip No. 22.		Dated 19.5.1992	
Sr. No. 29(a) & (b) of para 1.1 of manual of Orders is substituted as under:-			
29(a)	To arrange for pre tender tie-ups for works.	Rs. 6 Crores	More than one party could be engaged. In no case amount should exceed the prescribed limit in such case.
(b)	Sub-letting/sub contracting of of works.	Rs 6 Crores.	
(c)	To sub-delegate		To the Directors/General Managers/ Chief Engineers and Zonal Managers in the field by prescribing a suitable lower limit according to the level of delegation for the award of works to sub-contractors.
<p>Note:-1. As a policy, the entire work in a project allotted to NPCC may not be sublet, only works of specialized nature, or highly labour and /or machinery oriented jobs for which heavy investment in men/machinery would be required and where adequate resources of the Corporation would not be available for a particular case and jobs likely to be uneconomical, if executed departmentally, could be sub-let in the overall interests of the Corporation to ensure timely execution of works as per contractual obligations and profitability, EQTEP(Execute works Qualitatively Timely and Earn Profits) concept adopted by the Corporation should be kept in view.</p>			
<p>2. There will be a system of pre-qualifying suitable sub-contractors for various types of works after which quotation would be invited only from the pre-qualified sub- contractors. Negotiations wherever necessary could be held with those who responded with the quotations and are considered suitable for the type, nature, quantity, rate of construction involved etc. should generally be considered while considering the award of work except in special cases. Prequalification should normally be done at the Zonal level among the suitable contractors available in the Zone wherever required or considered essential looking to special needs of the works may be done at Head Office level also.</p>			
<p>3. The same procedure indicated above for sub-letting will also be followed mutatis- mutandis for pre-tender tie ups and wherever possible the parties considered suitable for the nature, type and quality, in the list of pre-qualified sub-contractors/associates will normally be duly considered before a decision is taken for the pre-tender tie ups except in special or unavoidable circumstances.</p>			
Correction Slip -17		Date 18/8 /1989	
<p>The following amendments be made in the Manual of Orders:</p> <p>i) In paragraph 1.1. in note no.3 below item 29 thereof, add the following: " Pre tender tie-ups should, however, be restricted to specialized job only"</p>			
<p>4. The pre –tender tie ups will also be backed by a contract coverage i.e. a full-fledged agreement so that the party entering into pre-tender tie- up with NPCC will secure and safeguard the interest of NPCC fully.</p>			
<p>5. The Chairman & MD should constitute committees both in the Head office and in the field offices and issue necessary guidelines to these committees for dealing with the award of work to</p>			

NPCC MANUAL

sub-contractor/associates and also pre-tender tie ups.		
6. The Committee(s) so constituted will record the reasons and circumstances leading to the award of work to a particular sub-contractor/associate. The committee(s) should also record their observations in case they do not follow such guidelines for any valid reason in the award of work in case of any sub-contractor/associate.		
7. A copy of the orders constituting the committee(s) and also of sub- delegation of powers to the officers as and when issued will be placed before the Board/Standing Committee meeting in the subsequent meeting for information.		
30.	To consider and sanction reimbursement of Medical expenses to the regular employees of the Corporation over and above their entitlement on merits of each case.	Full
Note: Sanction accorded by a competent authority for incurring any expenditure will lapse if it remains un-operated for one year (File No. 500102).		
31.	Correction Slip No. 21 Dt.13-March- 1992 In para 1.1 of the Manual of Orders the following may be added after S.No. 30 namely :- i) To consider and approve with financial concurrence on merit, all types and categories of Machinery, vehicles and equipment beyond economic repair and to further dispose of the same by sale.	Full
	To dispose of obsolete , surplus, non-moving and unserviceable spare parts and other surplus store materials and other scrap items having no utility to the Corporation with financial concurrence.	Full
	iii) To dispose of obsolete , unproductive and surplus machinery, vehicle and equipment of all types and categories with financial concurrence.	Full
all be kept informed of all such cases of disposal where realized sale proceeds are less than the		
Authority :- Item No.166.6 (Part-III) of the Board of Directors Meeting held on 21.2.1992)		
Correction Slip No. 23 Dated :- 20.11.1992 In para 1.1 of the Manual of Orders, the following may be added after S.No. 31, namely :-		

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

32. For hiring of under utilizes or idle machinery/equipment of Government Departments, Public Sector undertakings and Private parties as per rules of the Corporation on rental/hire charges basis provided that the corporation does not incur any financial loss by doing so.
- FULL

<u>Correction Slip No. 26</u>		Dated:- April,20,1993	
In para 1.1 of the Manual of Orders, the following may be added after S.No. 32, namely :-			
	To purchase Cement & Steel required for execution of works	Full	<i>To be purchased at the lowest rates in consultation with Finance.</i>

Correction Slip No. 28

ated :- Sept., 17,1993

In Para 1.1 of the Manual of Orders, the following may be added after Sl.No.33 namely :-

<u>Sl.No.</u>	<u>Nature of Power</u>	<u>Extent</u>	<u>Remarks</u>
34	To sanction repair estimate of Machinery/Equipment.	Full	In consultation with Finance Depending upon the merit of each case.

**(Authority :- Item No.174.2 (Part-III) of 174 Meeting of the Board of Directors held on 12th Aug.1993)
Case No.8000026/Vol.II**

1.2 Cases to be referred to the Board in which Managing Director exercised specific power delegated to him.

1.2 A statement of cases in which the Managing Director has exercised the following powers in respect of each item of power delegated to him in Para1.1 will be placed before the Board of Directors at the succeeding meeting :

Sl. No. in. Para 1.1. above	Cases to be reported to the Board	Remarks
1.	Purchases involving Expenditure over Rs.10,000 /-	Brief details of Office equipment and furniture purchased should be

NPCC MANUAL

	in each case.	indicated while making reports to the Board in Future.
2	Cases involving purchases of Rs. 3,000/- and above without competitive tenders	
3	All posts carrying maximum of the scale of pay above Rs.500/-.	
6	Cases each of which involves expenditure over Rs.300/-	
7	-do-	
8	Sale exceeding Rs.10,000/-	
9	Lease exceeding Rs. 3000/- p.m. in each case.	
12	Expenditure over Rs. 3,000/- p.m.	
13.	Expenditure over Rs.1,000/- p.m. in each case.	
14.	All cases	
16.	All cases	
17.	All cases	
18.	All cases	
Authority: Minutes of item No. X of Meeting of Standing Committee held on 20.03.1967.		
<p>1.3.Purchases of stores and machinery beyond Managing Director's powers.</p> <p>Purchases of stores and machinery beyond Managing Director's powers should be done after prior approval by a sub-committee consisting of the Chairman, the Directors, who are representative of the Central Water and Power Commission and the Ministry of Finance and the Managing Director.</p>		
(Item 4 (iv)(c) 2nd Meeting of the Board 5th April, 1957).		

1.4 Residual powers vested in the Standing Committee of the Board.	
11.4	(i) All residual powers excepting those which may hereinafter be delegated to the Managing Director vest in the Board. It is however, felt that for the efficient management of the work of the Corporation, it may not be possible always to postpone decisions on certain matters till the next meeting of the Board which usually takes place at intervals of about 3 Months. Instances in point are tendering, negotiating and contracting for new works and purchases of machinery beyond the Managing Director's powers. Under the circumstances, a Committee of the Board of Directors consisting of the following: -
1.	Chairman & Managing Director, NPCC
2.	Director representing the Ministry of Energy.
3.	Director representing the Finance Wing of the Ministry of Energy- Financial Adviser in the Ministry of Energy.
4.	Director representing the Central Water Commission Ministry of Irrigation.
<p>May take decision on any matters of the Corporation, which cannot be postponed till the next meeting of the Board. Such committee will be known as the Standing Committee of the Board. The quorum for the meeting of the Standing Committee will be three. A report of all such decisions would be made to the Board of Directors at their next meeting. The meeting of the Standing Committee will be convened whenever necessary at short notice at one/two days notice.</p>	
(ii) The Standing Committee has been specifically delegated the powers to borrow funds to the extent of Rs.50 lakhs by the following resolution of the Board: -	
<p>"Resolved that under proviso to sub-section (i) of Section 292 of the Companies Act, 1956 the Standing Committee of the Board be and is hereby authorized to borrow moneys from various works allotting Agencies. Central Government, State Governments and the State Bank of India or its subsidiaries under Clause © of Subsection (1) ibid to the extent of Rs.50 lakhs at any time with or without creating charge on the assets of the Corporation ."</p>	
<p>Authority:- Item No. XI of the Minutes on item No. XI of the Agenda for the XXXVIII Meeting of the Board held on 30.09.1965.</p>	
(Case No. 300555)	

¹ C.S. No 134 dtd. 29.8.79 and No. 137 dtd. 19.2.80.

B. SUB- DELAGATION OF POWERS

1.5 Powers sub-delegated by the Managing Director to subordinate officers.

11.5 In exercise of the Powers delegated to him vide item No.18 of Para 1.1. of the Manual of Orders, the Managing Director has sub-delegated the following Powers to the subordinate Officers.

The Powers sub-delegated to the Executive Director/Group General Manager/General Manager/Chief Engineer/Additional General Manager/Addl.Chief Engineer/Zonal Manager / Dy.General Manager/Dy.Chief Engineer/Superintending Engineer/Executive Engineer and in their capacity when they hold charge of the Region/Zone/Unit as the case may be. Powers sub-delegated should be exercised in consultation with the financial counterpart. The powers sub-delegated are also to be exercised subject to the budget provision. Proposals put up to Directors (full time) for sanction be submitted through Manager Finance/ Sr.Dy.Manager Finance /Dy.Manager (F) as the case may be.

SI.No	NATURE OF POWER	TO WHOM DELEGATED	EXTENT (Rs.)	REMARKS
1.	To sanction estimates for:			
(a)	Purchase of Tools, Plant Machinery and other equipment required for use on works	Directors	5,00,000	
		ED/GGM	4,00,000	
		GM, CE	3,00,000	
		AGM/ACE/ ZM/DGM	2,00,000	
		DCE/CS/SE	1,00,000	
		EE	20,000	
(b)	Purchase of office furniture & Equipment in Head Office/Regional Office/Zonal Office/Field Units.	Directors	1,00,000	
		ED/GGM	75,000	
		GM/CE/CP AM-HO	50,000	
		AGM/ACE/ ZM/DGM/ DCE	25,000	
		CS/SE	15,000	

¹ C.S. No. 153 dt. 17.12.82 C.S. No. 163 dt. 28.06.84
C.S. No. 154 dt. 10.01.83 C.S. No. 164 dt. 07.08.84
C.S. No. 161 dt. 17.01.84

C.S. No. 165 dt. 24.08.84
C.S. No. 166 dt. 19.10.84

NPCC MANUAL

(c)	Manufacture of materials to be used on Works	EE	5,000	Subject to provision in the Sanctioned estimates.	
		Director (FT)	Full		
		ED/GGM/G	Full		
		M/CE			
		AGM/ACE/			
		ZM/DGM/			
DCE	5,00,000				
CS/SE	2,50,000				
EE	1,00,000				
(d)	Working of transport & other Machinery (on basis of operation & out-turn)	Director (Full time)	Full		
		ED/GGM/G	Full		
		MCE			
		AGM/ACE/			
		ZM/			
		DGM/DCE	5,00,000		
CS/SE	2,50,000				
EE	1,00,000				
(e)	(Sub-estimates for) jobs under each work under taken on contract	Director(FT)	Full	Provided the rates are within the contract rates	
		ED/GGM/G	Full		
		M/CE			
		AGM/ACE/	5,00,000		
		ZM/DGM			
		/DCE			
CS/SE	2,50,000				
EE	1,00,000				
(f)	(Sub-estimates for) jobs subsidiary to a work under taken on contract	Director (Full time)	Full		Provided the progressive total of sanction for these works does not exceed the provision for subsidiary works included in the works overheads in the contract amount.
		ED/GGM/G	Full		
		M/CE			
		AGM/ACE/	5,00,000		
		ZM/			
		DCE			
CS/SE	2,50,000				
EE	1,00,000				
g)	Works other than (e) and (f)	Director (Full time)	Full		

NPCC MANUAL

		ED/GGM/G M/CE	Full	
		AGM/ACE/ ZM/DGM/ DCE	5,00,000	
		CS/SE	2,50,000	
		EE	1,00,000	
h)	Repairs & carriage of tools and plants, office furniture's, articles of T&P type- writer etc.	Director(Full time)	Full	
		ED/GGM/G M/CE/ CPAM/HQ	Full	
		ACE/AGM/ ZM/ DCE/DGM	Full	
		CS/SE	Full	
		EE	Full	
		DM(Admn.l)	500 *	(*1,000/-in consultation with GM(P&A)
i)	Overhaul of special T&P	Director (Full time)	Full	
		ED/GGM/G M/CE	Full	For major overhauls/repairs – provided it is covered by the balance amount available under provision for overhauls for the machine.
		AGM/ACE/ ZM/ DCE/DGM	2,00,000	
		CS/SE	50,000	
		EE	25,000	
¹ Correction Slip No. 20 In para 1.5 , against S.No. 1(i), after the entry AGM/ACE/ZM, insert the following under the respective cols :-		AGM (E) Corporate Office	Rs. 2,000 Per year	

¹ C.S. NO.20 DT. 15.11.1990

NPCC MANUAL

J	Custody, carriage & handling charge of materials chargeable to stocks	Director (Full time)	Full	
		ED/GGM/GM/CE	Full	
		AGM/ACE/ZM/DGM/DCE/CS/SE	Full	
		EE	10,000	

¹Correction Slip No-13

Dated 21.6.1988

Add following as item No. 1(k) to the para 1.5 of manual of orders:-

Sl.No.	Nature of Power	To whom delegation	Extent	Remarks
1(A)	Power to sanction			
	Repair Estimate			
	Beyond repair			
	Reserve.			
(i)	HEM/Tunneling equipment .	Director (Full time)	Rs. 50,000/-	Justification in special circumstances to be reported in the C.O. on monthly basis.
		GGM/GM/Directly Reporting to C.O.	Rs. 20,000/-	
(ii)	Machinery/equipment other than HEM/ tunneling equipment	Director (Full time)	Rs. 25,000/	
		GGM/GM/Directly Reporting to C.O.	Rs. 10,000/-	

¹ C.S. NO.13 DT.21.6.1998

NPCC MANUAL

NOTE: - Estimates sanctioned by CS/EE will be thoroughly post checked in Regional Zonal Offices under the supervision of ED/GGM/GM/ZM and sanction accepted or observations made with the concurrence of finance wing. Copies of sanctioned estimates to be supplied to accounts branch.

2. Power of purchase delegated to officers of NPCC.				
(a)	To accept tenders for ordinary & special Tools & plants or their erection (excluding Motor vehicles) and for stores.	Director (Full time)	5,00,000	1) Purchase to be made within the sanction estimates. 2) Lowest responsible tender to be accepted
		ED/GGM	4,00,000	
		GM/CE	3,00,000	
		AGM/ACE/ZM/DCE/DGM	2,00,000	
		CS/SE	1,00,000	
(b)	To award contracts for purchase of equipment & special tools & plant by negotiations after calling for tenders.	Director (FT)	5,00,000	(1) The negotiations should be carried with all the tenderers and work allotted except for special recorded reasons to the lowest responsible tenderer after negotiations.
		ED/GGM	4,00,000	
		GM/CE	3,00,000	(2) Negotiations should be conducted in consultation with appropriate officers in Finance Wing.
		AGM/ACE/ZM/DCE/DGM	2,00,000	
		CS/SE	1,00,000	
EE	20,000	(3) Purchase to be made within the sanctioned estimates.		
(c)	To purchase equipment & special tools & plants & other stores urgently required in single or limited tender inquiry.	Director (Full time)	2,50,000	Purchase to be made in consultations with appropriate officer in finance wing. Monthly report of all emergent purchases to be submitted to H.O.
		ED/GGM	1,50,000	
		GM/CE	1,00,000	
		AGM/ACE/ZM/DCE/DGM	50,000	
		AGM (P)-HO		
		CS/SE	10,000	
Manager (P)-HO	10,000			
EE	5,000			
(d)	To purchase equipment tools and plants and other stores	Directors (Full time)	Full	. Within the provision of sanctioned estimates
		ED/GGM/GM/CE	Full	
		AGM/ACE/ZM/DGM/DCE/AGM (P)-HO	Full	

NPCC MANUAL

	against DGS and D rate contracts or from authorized sole agents.	CS/SE/Manager (P)-HO EE	Full Full	
(e)	To purchase Cement & Steel locally in emergency.	Director (Full time) ED/GGM GM/CE	Full 1,50,000 1,00,000	Subject to lowest rates or recording reasons for accepting other than lowest or for not inviting tenders. Monthly report to be submitted to H.O.
		AGM/ACE/ZM/DGM/ DCE	50,000	
		CS/SE	30,000	
		EE	20,000	
(f)	(i) To purchase office furniture & equipment against sanctions.	Director (Full time) ED/GGM/GM/CE	1,00,000 50,000	On the basis of competitive tenders or quotations. Purchase to be made with in the sanctioned estimates and lowest responsible tender to be accepted.
		AGM/ACE/ZM/DGM/ DCE/AGM(P)-HO	25,000	
		CS/SE/Manager(P)-HO	15,000	
		EE	5,000	
	ii) To purchase office equipment & furniture against sanction.	Director (Full Time)	25,000	
		ED/GGM	10,000	Without calling quotations. Purchases are to be made within the sanctioned estimate.
		GM/CE	7,500	

NPCC MANUAL

		AGM/ACE/ZM/DGM/ DCE/AGM (P)-HO	5,000	
		CS/SE/M(MP)-HO	2,500	
		EE	1,000	
		DM(Admn.-I)-HO	500 *	(*1,000 in consultation with GM(P&A).

NOTE:

- (1) Before placing orders for any stores and T&P, advice of the appropriate officer in the Finance Wing should be taken.
- (2) Normally, only lowest tenders should be accepted. If in any specific case need is felt for accepting tenders or quotations other than the lowest, reasons therefore should be recorded in writing. In case the officer competent to sanction does not accept the advice of the Financial Counterpart, he will record in writing reasons for doing so.
- (3) Sub-Para (iii) of Para 3.3 of Manual of Orders relating to purchases may be referred to for 'Procedure of Purchases' and other details.

3.	(a) To issue work orders for works and repairs.	Directors (Full Time)	Full	Provided rates are within sanctioned job estimates.
		ED/GGM/GM/CE AGM/ACE/ZM/	Full	
		DGM/DCE/CS/SE	Full	
		EE	1,00,000	

NOTE: (1) A work order in excess of Rs.1,00,000 may be signed by EE after its issue has been approved by ED/GGM/GM/CE/AGM/ZM/ACE/DGM/DCE as the case may be.

(2) When the amount of work to be done does not exceed Rs.1, 000/- formal work order may not be issued but the rates should be settled in writing to avoid disputes later on.

	(b)(i) Pre-tender Tie-ups for works.	Directors (F.T.)	3 Crores	Provided sufficient cushion is kept for meeting Head Office share of expenditure and that likely to be incurred by the Unit.
		ED/GGM/ GM/CE/ AGM/ACE ZM/DGM/ DCE	2.5 Crores	
			2 Crores	

¹Correction Slip -17

Date 18/8 /1989

The following amendments be made in the Manual of Orders:

ii) Delete item no 3(b)(i) of para 1.5..

	(ii) Sub-letting /Sub-contracting of works	Director (Full Time)	1.5 Crores	Provided sufficient cushion is kept for meeting Head Office share of expenditure and expenditure likely to
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¹ C.S.17 DT.18.8.1989

NPCC MANUAL

		ED/GGM	1.25 Crores	be incurred by the Unit. Where, the part of a work is sub-let, the rates awarded should not exceed the contract rates reduced by 14%. The proposals for awarding the work in excess of the above rate Head Office indicating the reasons thereof and with full justification for approval before the work is awarded. While subletting to sub-contractors or piece workers, it should be made clear in the work orders and agreements that they will be wholly responsible for implementing required labour laws in full and as made applicable and compensate NPCC fully in all lapses as ordered. They will obtain licenses for engagement of labour.
		GM/CE/AGM	1.00Crores	
		/ACE/ZM/DGM/DCE		
4.	To sanction W/C Establishment.	Directors (F.T)	Full	Subject to provision in the sanctioned estimates.
		ED/GGM/GM/CE ACE/AGM/ZM/ DGM/DCE	Full	
			Full	
5.	To sanction to incur expenditure chargeable to provision for contingencies in the works overhead:			
	(i)Opening Ceremonies.	Directors (F.T.)	10,000	Provided the progressive expenditure is not in excess of the provision for works contingencies in the works overheads included in the contract amount.

		ED/GGM	7,500	
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NPCC MANUAL

		GM/CE	5,000	
		AGM/ACE/ZM/ DGM/DCE/CPA M-HO	3,000	
		CS/SE	1,000	
		EE	500	
	(ii) Compensation payable under Workmen's Compensation Act.	Directors (FT)	Full	
		ED/GGM/GM/CE	Full	
		AGM/ACE/ZM/ DGM/DCE	Full	
		CS/SE	Full	
		EE	Full	
6.	To adjust balance of Manufacture Operations.	Director (F.T)	Full	These percentages specify limit beyond which out-turn rates as per sanctioned estimates should not be increased.
		ED/GGM/GM/CE	Full	
		AGM/ACE/ZM/ DGM/DCE	Full	
		CS/SE	10%	
		EE	5%	
7.	To employ labour for works and repairs.	CS/SE	Full	Provided rates sanctioned by competent authority are not exceeded and further subject to the approval of strength by ED/GGM/GM/CE/AGM/ACE/ZM/DGM/DCE and appointment in any category of NMR or Work charge etc. is made by a Selection Committee on norms and criteria of skills approved by ZM/GM/GGM/ED concerned first.
		EE	Full	
8.	(i)To write off from the return of T&P where 95% value has been recovered.	Directors (F.T)	Full	
		ED/GGM GM/CE/ZM/AGM	Full	
		ACE/DGM/DCE	Full	

NPCC MANUAL

		CS/SE/EE	Full @	@ Subject to being exercised in consultation with Finance
		DM (Adm.I)		
	(ii) Where part value has been Recovered.	Directors (F.T)	Full	
		ED/GGM	5,000	
		GM/CE	2,000	
		ACE/AGM/ZM/ DGM/DCE	1,000	
		CS/SE	500	
		EE	250	
		DM(Adm.I)	500 @	@ -do-
9.	To submit tenders for works to be undertaken by the Corporation.	Directors (FT)	Full	Provided rates and conditions have been Approved by Head Office
		ED/GGM/GM/ CE/ZM/AGM/	FULL	
		ACE/DGM/DCE	Full	
10.	(a) To sign contract agreements and work orders etc. in respect of works allotted to the Corporation for execution	Directors (F. T)	Full	Subject to the conditions that approval of H.O. has been obtained for taking up the work.
		ED/GGM/GM/CE /ACE/ AGM/ ZM/DGM/ DCE	Full	
		CS/SE	Full	
		EE	Full	
	(b) To sign lease/rent deeds for houses, lands or other immovable property hired by the Corporation.	Director (F.T)	Full	Subject to the following conditions. (1) Approval of HO/ Competent Authority in case of HO has been obtained for hiring the accommodation.
		ED/GGM GM/CE/ZM/ACE/	Full	
		AGM/DGM/DCE/	Full	
		CS/SE/EE/	Full	
		DM (Admn.I)		
				(2) The document to be executed has been approved by HO/ Competent Authority and cleared by the legal cell in case of HO.

NPCC MANUAL

11	Sanction purchase of stationery.	Director(F.T)	Full	
		ED/GGM	15,000	At a time.
		GM/CE/CPAM-HO	10,000	
		AGM/ACE/ZM/	5,000	Economy has to be ensured. The type and form of stationery and forms with
		DGM/DCE	2,500	
		CS/SE/Manager(P)-HO		
		EE	1,000	modernization concept are got finalized for regions and Units within 3 months with HO approval. Standardization has to be ensured. in consultation with GM (P&A).
		DM (Admn.I)	500*	
			* 1,000/-	
12.	Sanction of Printing forms & other materials.	Director (F.T)	Full	
		ED/GGM	15,000	
		GM/CE/CPAM-HO	10,000	
		AGM/ACE/ZM/DGM/DCE	5,000	
		CS/SE/Manager (P)-HO	2,500	
		EE	1,000	
		DM(Admn.I)	500*	*1,000/- in consultation with GM(P&A)
13.	Sanction Non-recurring misc. Office contingent expenditure for which no specific delegation is made.	Directors(F.T)	10,000	
		ED/GGM	7,500	
		GM/CE/CPAM-HO		
			5,000	
		AGM/ACE/ZM/DGM/DCE	2,500	
		CS/SE	1,000	
		M(F)/SR.DM(F)	500	
		EE	500	

NPCC MANUAL

		DM(Adm.I)	500*	*1000/- in consultation with GM (Adm.)	
14.	Controlling Officers for T.A. Bills.	Directors (F.T)	Full	For themselves and all Officers in H.O. under their respective charge.	They will send a copy of their tour Journeys made in each month to Directors.
		1.ED/GGM/GM/CE in Regions	Full	For themselves and Officers staff working under them.	
		2. ZM/CS/EE/UO	Full	For officers and staff working under his charge.	
		GM/CE-HO/AGM(P&M)	Full	For himself and officers under his charge.	
		CPAM-HO	Full	For himself and all officers & staff under his charges	
		ZM/CS/SE/EE	Full	For all officers and staff employed in his Unit.	
		M(F)/SR.DM(F)-HO	Full	For Officer below DM(F) and staff in the Finance, Accounts & Internal Audit Wing.	
		AGM/DGM in charge of Technical Divisions in C.O.	Full	For the officer & staff working under his charge.	
		AGM (P&A) / CAO/ Company Secretary at C.O.	Full	-do-	
<p>NOTE: 1. All Officers in Head Office who are their own Controlling Officers would move from Head Office subject to approval of their tour programmed by Chairman and Managing Director.</p> <p>2. All other Officers who have not been declared their own Controlling Officers will perform journey after obtaining the approval of Competent Authority.</p>					
15.	Bill for Pay & Allowances other than T.A. of regular staff and to issue LPC.	1. AO in charge of bill section in H.O.	Full		

NPCC MANUAL

		2.MF/DMF/AO/ AAO in the Region/Zone/Unit	Full	
		3. CS/SE/EE in the absence of MF/DMF AO/ AAO in the Unit or where no MF/DMF/AAO is attached to Unit.	Full	
16.	Disbursing Officers for payment other than Pay & Allowances of Regular Staff.	1. AO in charge of Bill Section in H.O.		Full powers to pass for payment of bills verified by responsible officers and entered in relevant books.
		2.MF/DMF/AO/ AAO attached to Region/ Zone /Unit.		The rates paid shall not exceed the prescribed rates or rates sanctioned by the Competent Authority.
		3.CS/SE/EE where no MF/DMF/ AO/ AAO is attached to Unit.		
NOTE: Small payments upto Rs.25/- may be certified by Cashier. All other payments should be certified by the Disbursing Officers specially authorized for the purpose in each case.				
17.	To sign receipts for money received on behalf of the Corporation	1. AO in charge of Cash Section in H.O.	Full	
		2. MF/DMF/AO/ AAO attached to Region/Zone /Unit	Full	
		3. CS/SE/EE where no MF/DMF/AO/ AAO is attached to Unit.	Full	
18.	To sign bills on behalf of the Corporation.	ED/GGM/GM/CE ZM/AGM/ACE/DG M/DCE/CS/SE/EE	Full	

NPCC MANUAL

119	To issue temporary advance	Directors (Full time)	Full	See condition in Para 4.14 of the Manual of Orders. Advance to be given against specific approval for purchases.
		ED/GGM/GM/ CE/ ACE AGM/ZM/ DCE/DGM	Full	
		CE (M)-HO/PAM	Full	
		CS/SE/EE	Full	
		M(F)/SR.DM (F)	Full	
		AO/AAO/in charge of Cajsh Section in H.O.	500	
		² DM (Admn.I)-HO	2,000	
		AGM(P&A)/CAO/Co. Secretary at Corporate Office	Full	
20.	To purchase Postage Stamps.	1. AO in charge of bill section in HO		Full powers upto requirements.
		2. MF/DMF/AO attached to Region/Zone/Unit		Full powers upto requirements.
		3. CS/SE/EE where no MF/DMF/.AO/AAO is attached to the Unit.		Full powers upto requirements.
³ 21	To sanction advance for T.A. on tour or transfer.	Directors (F.T) ED/GGM	Full	For themselves and all officers in HO under their respective charge.
		GM/CE/ZM/ACE AGM/DGM/DCE	Full	For themselves all officer and staff working under them.
		GM/CE-HO	Full	For himself and officers under his charge.
		CPAM-HO	Full	For himself and all officers & staff under his charge.

¹ C.S.NO.161 DT.17.1.1984

² C.S. NO.165 DT.24.09.1984

³ C.S.NO.123 DT.28.06.1984

NPCC MANUAL

		¹ AGM (P&A)/CAO/ Co. Secy. at C.O.	Full	For officers & staff under his charge.
		CS/SE/EE	Full	For all officers & staff employed in his Unit.
		M(F)/Sr.DM(F)-HO	Full	For officers below DM (F)-staff Internal Audit Wing.
		AGM/DGM/in charge of Technical Divisions in Corporate Office		
		Stores Officer-HO	Full	For staff other than officers working in Store Wing.

NOTE: All Officers who have not been declared their own Controlling Officers for purposes of T.A. will perform journey after obtaining the sanction of Competent Authority.

22.	To sanction the crossing of :			
	A. The Efficiency Bar and withholding increments			
	(i) For category -I	In case of AE/AEE/EE level & equivalent Officers - Directors (Full Time) - Full. In all other cases CMD		
	(ii) For category II & III	Directors (FT)/ED GGM/GM in Regions CPAM (Cat.II)	Full	
	(iii) For category III & IV	CAO(For cate.III &IV) ED/GGM	Full	In HO and wherever specified separately.

¹ cs.no.165 dt.24.09.1984

NPCC MANUAL

	B. Power to warn or suspend and Erring officer/officers lacking in Respect of performance, profitability, Productivity, discipline etc. and Initiate disciplinary proceedings as per rules	ED/GGM/GM in Regions- Full except in case of UOs and Officers at the level of SE and equivalent & above.		
23.	To sanction entertainment expenses.	Director (F.T.)	2,000	At one time subject to provision in the approved budget and provided prior sanction is accorded before incurring of expenditure.
		ED/GGM	1,500	
		GM/CE/ZM/AGM/ACE/DG M/DCE/CPAM	1,000	
		CS/SE	500	
		M(F)/SR.DMF/DMF	250	
		EE	250	
		GM/AGM/DG M in charge of Technical Division/ Sections Corporate Office.	¹ Rs.100/ - at a time subject to Max. of Rs. 300/- p.m.	Within Corporate Office premises for Tea, Coffee, Snacks, Cold Drinks etc.

¹ For expenditure beyond the limit prescribed the bills will submitted to Director (Finance) for approval.

NOTE: The amount will be spent on the entertainment of important visitors both at work site and at their residence for normal entertainment being just tea or light refreshment, a lunch or a frugal dinner. On special festive occasions, however expenditure may be incurred on small prizes to be distributed amongst children of the Corporation's Staff and or Project Authority Staff. A quarterly statement shall be submitted to the CMD indicating the number of persons entertained during the month and expenditure incurred thereon.

NPCC MANUAL

24.	Misc. items such as recreational funds, medical expenses incurred by Work charged establishment etc.	Director(F.T)	2,000	On each occasion after examining the proposal in consultation with Finance.
		ED/GGM GM/DGM/ACE	1,500	
		ZM/DGM/DCE	1,000	
		CS/SE	200	
		EE	100	
25.	Powers to permit Officers to travel by Air.	Directors (F.T)	Full	For themselves only in the exigencies of Corporation work in economy class. In case of other in Regions, Zone, Units it will need prior written approval of ED/GGM/ GM/ and in H.O. of C.M.D.
		ED/ GGM/ GM/ CE AGM/ ACE/ ZM DGM/DCE/ CPAM	Full	
26.	To sanction expenditure on Demurrage/ Wharfage charges.	Director (F.T.)	Full	In each case.
		ED/GGM/GM/ CE AGM/ACE/ ZM/DGM/DCE	Full	
		CS/SE	500	
		EE	250	
NOTE: 1. They should satisfy themselves that it is a bonafide expenditure and has not been caused by negligence of the employee of the Corporation. 2. Payment of demurrage charges due to late receipt of R/R should be charged to the firm and recovered from their bill. 3. A Register in M.O. Form No.64 should be maintained in the Unit Office and kept upto date for inspection by the Inspecting Parties.				
27.	Purchase of Books.	Director (F.T.)	Full	At a time as per requirement and subject to availability of funds. All purchases in H.O. including that for the Library after an overall programme/ estimate has been approved by CMD for each year.
		ED/GGM/ GM/CE	2,000	
		CPM/AGM/ ACE/ZM DGM/DCE	1,000	
		CS/SE	500	
		EE	250	
		Officer I/c Library H.O	250	

NPCC MANUAL

28.	(i) To sanction advance for purchase for bicycle to all eligible members of staff of the Corporation subject to the availability of funds.	ED/GGM AGM(P&A/ CAOat C.O.	Full Full	As per rules in force, from time to time.
	(ii) To sanction festival advance to all eligible employees of the Corpn.	ED/GGM/ GM/CE/ AGM /ACE/ZM/ DGM/ DCE	Full	
		AGM(P&A/ CAO at Corporate Office CS/SE	Full	
29.	(i) To sanction Children Education Allowance to eligible employees of the Corporation.	ED/GGM/ GM/CE/ AGM ACE/ZM/ DGM/DCE CE/SE/EE	Full	
		M (F)/Sr. DM (F) in charge of Bill Section at H.O.	Full	
	(ii) To sanction House Rent Allowance to all the eligible employees.	-Do-	-Do-	
30.	To write off irrecoverable loses of stores due to fraud or negligence of individuals or other causes	Director (F.T.)	3,000	Powers to be exercised in consultation with financial counter part.

NPCC MANUAL

		ED/GGM/ GM/CE/ AGM/ACE/ ZM/DGM/ DCE	1,000	
31.	Powers to grant daily allowance to touring Officers in excess of thirty days halt.	Director (F.T.)	Full	Proposals to be submitted through M (F)/ Sr.DM (F)/ in charge of bill section at H.O.
32.	To sanction expenditure for issuing advertisements for:			
	(i)Purchase/Disposal of Spares/Machinery for Works.	Director (F.T.)	Full	Maximum economy & standardization to be done. Image of NPCC kept in view.
<p>¹ Correction Slip No. 19 Dated 5th Feb. 90. In the paragraph 1.5 of Manual of order, SI No. 32(i) may be amended to read as under:-</p>				
<u>Sl. NO</u>	<u>Power</u>	<u>To whom</u>	<u>Extent</u>	<u>Remarks</u>
32	To sanction expenditure for issuing advertisement for:			
i)	Purchase/disposal of spares/ machinery for works	Director(F.T.)	Full	Maximum economy and standardization. To be done Image of NPCC To be kept in View .
		ED/GGM/ GM	Full	
	(ii) Recruitment.	ED/GGM/G M/CE/CPAM	Full	After filling up of the posts has been approved by the Competent Authority.
	(ii) Publicity.	ED/GGM GM/CE	2,000	
		AGM/ACE/Z M/DGM /DEC	1,000	

¹ C.S. NO.19 DT.05.02.1990.

NPCC MANUAL

33.	Powers to defend any legal proceedings by or against the Corporation.	ED/GGM/GM/CE/AGM/ACE/ZM/DGM/DCE	2,500	In each case. They may authorize any officer to defend.
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¹Correction Slip No. 30

Dated: 7th April, 1998

MANUAL OF ORDER

Sl. No. 33 of para 1.5 of Manual of order is hereby substituted as under:-

Sl.No.	Nature of Power	To Whom Delegated	Extent	Remarks.-----
Para 1.5				
S.No33.				
a)	Power to institute, Conduct or defend any legal proceeding by or against the Corporation Or its officers and /or arbitration proceeding in connection with the affaires of the Corporation.	Incharge or Regions/ Sectors /Unit Officers.	Full	They may Authorize any office Official.
b)	Power to refer any claim or demand by or against the Corpn. to arbitration.	Incharge of Regions/ `Sectors /Unit Officers.	Full	
c)	To sanction legal expenses on account of Advocate's fee or Arbitrators fee	ED,GM,AGM DGM when Incharge of Region/ Sector		Rs. 10,000/- (Maximum) (Rs ten thousand only per case

¹ C.S. NO.30 DT.07.04.1998

NPCC MANUAL

	including other Misce-			
34.	Deputing Officer/ Staff for Manage- ment/ development programmes/ seminars(excluding self).	ED/GGM/GM in charge of Regions.	4,000	Per Annum. The expenditure over and above Rs.4000/- per annum should be got approved from H.O. It should also be ensured that proper intimation for deputing employees for Management Development Programmes is sent to H.O. for record. However, no employee will be deputed for Training abroad except with the prior approval of H.O. It must be ensured that proper bond as prescribed vide H.O. Order No.500178 dated 28.1.1981 for train- ing etc. is got executed and sent to H.O. for record.
35.	Signing of docume- nts like Power of Attorney & Indem- nity Bonds and such Other documents where Company's common seal is Required to be affixed.	Director (F)	Full	
36.	Signing of other documents such as Lease agreements, agreements with	AGM (P&A)/ CAO at C.O.	Full	

NPCC MANUAL

	the employees for different types of advances, service agreements etc. etc. where Company's common. Seal is not required to be affixed.			
37.	Power to take/initiate action to ensure rigid implementation at Project sites in Units of all labour laws as in force & introduced from time to time :			
	(a) Power to take action against Unit Officers, Industrial Relation Officers Attached with Region for lapses in above.	ED/GGM/GM	Full	
	(b) Power to take action against all Officers including IRO/Dy.IRO etc. attached to Units, Officials - etc. working in Units and Sub- contractors/ piece workers etc. for lapses in above.	Unit Officers	Full	Including rescinding of contracts of Sub-contractors and piece workers.

NPCC MANUAL

38.	Power to enter into/ approve authorize U.Os for entering into short-term/long term industrial settlements with workers at local/Unit level/ Regional level for ensuring smooth & timely execution of Projects and achievement of EQTEP Concept.	ED/GGM/GM	Full	Provided so far as Pay Scale and allowances and other items of Interregional or All India nature are concerned etc. in respect of regular and work charged staff are concerned and other items which have large financial repercussions and implications are referred to H.O. for prior approval before entering into any settle-ment.
39.	Power to enter into approve/authorize Unit Officers for entering into short term/long term industrial settlement with Workers at local unit level/ regional level for ensuring smooth and timely execution of projects and achievement of EQTEP Concept.	ED/GGM/GM	Full	
40.	Power to initiate/ implement action plan for improvement in internal resources, productivity, profitability etc.	ED/GGM/GM	Full	Provided where extra financial expenditure is involved in any scheme or proposal, prior approval of H.O. is obtained.

NPCC MANUAL

41	To sanction hiring of Taxi for VIPs and officers of the Corporation in the interest of the Corporation work.	Director (FT)	Full	At one time
		CPAM	1,000	
42	Reimbursement of conveyance charges incurred during the month by an officer in the interest of Corporation work.	Director (FT)	500	For Officers in the Admn. & Perso-nnel Wing. If the expenditure is more than Rs.350/- for an Officer in Any month CPAM at H.O. will put up the case to D(F).
		CPAM	350	
143.	Deleted.			

¹ C.S. NO.161 DT. 17.01.1984

NPCC MANUAL

44.	To incur expenditure on maintenance/upkeep of Guest House /Office premises/residence of CMD and Directors according to the requirements subject to stipulation laid down in the lease agreement after following laid down procedures. Powers 1(h), 2(f) (ii) 11,12,13 and 44 are to be exercised subject also to the following conditions. Expenditure up to the limit of 500 at a time in each case to be incurred after making enquiries and endorsing a certificate in this regard. Expenditure above the limit of Rs. 1,000/- is to be incurred through a committee consisting of representative of General Administration, Finance, and Purchases/Works. The formal sanction for purchases by the Committee is to be obtained from Competent Authority i.e. GM (P&A).	DM (Admn.I)-HO	500* (at a time)	(*1000/- in consultation with GM (P&A)
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NPCC MANUAL

45.	Power to dispose (i) BER equipment.	ED/GGM/GM/General Manager (directly reporting to Corporate Office)	Full	Subject to Approval of the CMD for declaring the equipment as BER (Beyond Economical Repairs).
	(ii) Obsolete and non-moving spare parts	ED/GGM/GM (directly reporting to Corporate Office).	Full	Subject to Approval of the CMD for declaring the spare parts as obsolete, non-moving and having no utility in the services of the Corporation, on recommendation of a Committee, constituted by the concerned ED/ GGM/ GM, comprising the Unit Officer concerned Unit/ Region, Manager (F) & two Senior Engineering Officers—preferably Superintending Engineer (M)/Sr. Executive Engineer (M)

NPCC MANUAL

¹Correction Slip No. 29

Dated: 02.05.1994

MANUAL OF ORDER

Sl. No. 45 to para 1.5 of the Manual of orders may be substituted by the following :-

Sl.No	Nature of Power	To Whom Delegated	Extent	Remarks
45	Power to dispose of by Sale:-	ED/GGM/GM AGM(Only Sector Incharge)	Full	Subject to the rules of procedures of prescribed in Standing Order No. 1 dated 13.03.1994
i)	All types and categories of machinery, vehicles and equipment which have been approved BER(beyond economical repairs) by the competent authority.			
ii)	All obsolete, surplus, non-moving and unserviceable spare parts and other surplus stores, materials which have been approved for disposal/sale by the CMD.	ED/GGM/GM ED/GGM/GM/ (only Sector Incharge)	Full	
iii)	All types and categories machinery, vehicles and equipment which have been approved by the CMD as obsolete, un-productive and surplus	ED/GGM/GM/ Only Sector Incharge	Full	
iv)	All types and categories of scrap materials	ED/GGM/GM/ AGM (Only Sector incharge)	Full	

(Authority :- Approval of the Competent Authority on case file No.8000026 Vol. III/NP-75 dt. 25.04.1994)

¹ C.S. NO. 29 DT. 02.05.1994

NPCC MANUAL

146.	a. To purchase tender documents.	GM(Contracts)	Rs.1000/-	At a time
	b. To incur expenditure in connection with filing of various returns, documents with the Registrar of Companies, Company Law Board, Purchase of Stamp Papers, Court Fee Stamps to Be affixed to the documents to be Filed etc.	Co. Secy	Rs.500/-	At a time.
	c. To incur miscellaneous expenditure in connection with Legal cases, purchase of stamp papers, court fee, stamps, notary-zation of documents etc.	Co. Secy.	Rs.500/-	per month

² Correction Slip No.13		21.06.1988		
Add following further as item no. 46 to the para 1.5 of Manual of Order:-				
46	Powers to declared BER Machinery/Construction /works Equipment	Director (F.T)	Rs.1.00 Lakh	These powers shall be in respect of the Machines
		GGM/GM directly reporting	Rs. 50,000/-	

¹ C.S.NO.2 DT. 28.08.1986

² C.S.NO.13 DT.21.06.1988

NPCC MANUAL

		to C.O.	equipment whose Original purchase price Dose not exceed Rs. 1.00 lakh/ Rs.50,000/-and when 95% value has been recov-ered and beco-me unservice-able as per Rec-ommendation of the committee specially Const-ituted for survey Of Plant & Mach-inery under the orders of Director (Full time) GGM/ GM.
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¹Correction Slip No. 27 Dated :- April 20, 1993

Add the following as Item No. 47 to the para 1.5 of Manual of Order :-

Sl.No	Nature of Power	To who delegated	Extent	Remarks
47.	To purchase Cement & Steel required for execution of works	Director(FT)	30 Lakhs	To be purch-ased at the lowest rates in Consultation with finance.
		ED/GGM	10 Lakhs	
		GM/Sector Head.	5 Lakhs	
		SE/DGM(While functioning as Unit Officer)	2.5 Lakhs	

(Authority : Item No.172.3 (Part-II) of 172nd Meeting of the Board of Directors held on 31.03.1993. (CASE NO. 6188637/NP-5)

Note:- 1. Sanction accorded by a competent authority for incurring any expenditure will lapse if it remains inoperative for one year.

2. All Officers should follow the prescribed rules and procedures as laid down by the Corporation in letter and spirit failing which the Disbursing Officer will not pass any bill for payment. All such cases should, however, be reported to Head Office immediately by the Disbursing Officers

¹ C.S.NO.27 DT.20.04.1993

3. Any contravention of the instructions contained herein or non-observance of relevant rules, procedures and guidelines etc. as issued by the Corporation will render the Officers liable to disciplinary action as may be considered appropriate.

4. General Managers and all the Officers, Staff Workers has to make all efforts to ensure EQTEP concept being implemented and image of the Corporation goes up. Productivity at all levels has to be ensured. Internal resources have to be adequately generated by the Regions/Units to meet the specified and related requirements of works and the above delegation and that of Head Office at all times.

Ref.No.500159/

Dated 13.04.1992.

¹OFFICE ORDER

Chairman & Managing Director is pleased to further sub-delegate the following powers to Director (Engineering) in addition to powers already delegated to him under Manual of Orders:-

S.No.	Nature of Powers	Extent
1	To Transfer Executives/Staff	Up the level of superintending Engineer /equivalent posts in other disciplines.
	Sanction of Tours of Executives/Staff.	Full
	Signing of documents like Power of Attorney and Indemnity Bonds and such other documents where Company's Common Seal is required to be affixed.	Full
	Sanction of Leave (Casual/Earned) for all Officers & Staff working under him.	Full
	Sanction of Leave not due & Extra Ordinary Leave.	Full
	Issue of NOC for Passport.	Full
	Forwarding of applications for outside employment / deputation, etc.	Addl. General Manager/ Dy. General Manager/ Superintending Engineer and equivalent posts.
	Sanction of Journeys by non entitled class in special circumstances (excluding Air Journey	Full

¹ O.O.NO.500159 DT.13.04.1992

Sanction of Gratuity /Terminal benefits as per Rules. Full

Sanction of conveyance allowance for maintenance of Vehicle – Car Full

C-BUDGET

1.6 Advance Planning of financial resources for budget purpose etc.

1.6 In order to maintain control over our financial resources, it is necessary that cash receipt and payments. should be known well in advance. Each field office should, therefore, submitted on the 1st of every month an estimate in the M.O. form No.1 of probable cash receipts and payments during the next 3 months. A similar estimate should also be prepared in the Head Office. After consolidation of all the statement by the 15th of each month, the financial resources should be reviewed by the check and Compilation Section and submitted to the Managing Director for perusal and orders.

1.7 Furnishing of cash Security and Surety Bonds by the staff.

1.7 (1) The staff of the Corporation who have to handle either cash or stores or both should be required to furnish cash security and to execute surety. Bonds or fidelity guarantee from Insurance Companies to the extent shown against each:

Sl. No.	Name of the post	Cash Security	Surety Bond or Fidelity Guarantee.
1.	Cashiers	Rs.1, 000/-	Rs.5, 000/-
2.	Sectional Officers	Rs. 500/-	Rs. 500/-
3.	Store Holders	Rs.1, 000/-	Rs.1, 000/-
4.	Head Store Keepers	Rs.1, 000/-	Rs.1, 000/-
5.	Store Keepers	Rs. 500/-	Rs. 500/-
6.	Head of Guard Establishment	Rs. 100/-	--
7.	Members of Guard Establishment Jeep Drivers, Peons, Dak Runners and other class IV Establishment who are required to work on cash or stores.	Rs. 50/-	

Note: - In case the personnel required to furnish cash security are not in a position to deposit the same in lump sum, they may be allowed to fulfill the requirements in monthly installments as indicated below subject to the condition that the requirement of Surety Bond or the Fidelity Guarantee is fulfilled before an appointee is allowed to join his duties :-

Sl. No.	Name of the post	Amount of Cash Security Deposit	Installments

NPCC MANUAL

1.	Cashiers	Rs.1, 000/-	Rs. 25/-P.M
2.	Sectional Officers	Rs. 500/-	Rs. 25/-P.M.
3.	Store Holders	Rs.1, 000/-	Rs. 30/-P.M
4.	Hd. Store Keepers	Rs.1, 000/-	Rs. 30/-P.M.
5.	Store Keepers	Rs. 500/-	Rs. 25/-P.M.
6.	Head of Guard Estab.	Rs. 100/-	Rs. 10/-P.M.
7.	Members of Guard Establishment, Jeep Drivers, Peons, Dak Runners and other class IV Estt., who are required to work on cash or stores.	Rs. 50/-	Rs.5/-P.M.

Authority: - (Item No. XVI of the Agenda approved by the Board of Directors in their meeting held on 26.6.66)

1.7 (2) The form of security bond to be executed by various categories of employees shall be in one of the following forms as the case may be.

Form No. 57	Bond for Cashiers
Form No. 58 (a)	Bond with Fidelity Guarantee for Sectional Officers, Store keepers etc.
Form No. 58 (b)	Bond with Surety for Sectional Officers, Store Keepers etc.

Note:- The forms are not printed, Cyclostyled copies can be had from Head Office on requisition.

(Case No.33-A)

1.8 Conversion of Security into Post Office Saving Bank Account.

1.8 Security deposit recoverable in cash, may at the option of the depositor be converted into Post Office Savings Bank Account. A register of receipt and disposal of these accounts should be kept in the 'Register of Interest Bearing Securities' in M.O. Form No.2. At the close of the year, an account in M.O. Form No.3 should be prepared from this register and submitted to the Head Office by 1st May duly supported by (1) the acknowledgement (in original) of the depositors for securities returned or re-transferred to them during the year and (2) the certificate from the Accounts Officer/Execute Engineer that all securities shown as outstanding in the account or their acknowledgements by the authorized custodians are in his possession.

1.9 Interest on Security Deposit

- 1.9 If a security is recovered in installments and is being deposited in the Post Office Savings Bank Account, no entries should be made in respect of it in the register of interest bearing security until the security has been fully paid up. But if such security deposit is to be refunded before the full amount is recovered, this should be treated as fully paid up and brought on the register before being refunded. The annual account in M.O. Form No.3 prepared from the register in M.O. Form No.2 should be completed in respect of securities in course of recovery by taking the recoveries of the period covered by the account from the register of recoveries. The register of recoveries in M.O. Form No.4 should be maintained to watch that periodical recoveries are being made regularly.

1.10 Hypothecation of Security Deposit

- 1.10 Security Deposits lodged in the Post Office Saving Bank Accounts should be hypothecated to the head of Office in which a person is employed at the time the account is opened. If that person is transferred from one Office to another, security recovered in the new office shall be intimated or remitted to the original office in which the account was started according as the accounts of the two officers are compiled at one office or different offices. The remittance shall be made by transfer. The security shall be refunded by the officer to whom it is pledged after satisfying himself and placing on record certificate to the effect that nothing is due from the employee.

E-MISCELLANEOUS

1.11 Cases in which consultation of Finance Wing is necessary.

- 1.11 The following type of cases should be submitted to the Financial Adviser: -

- (1) (i) Proposals to be submitted for the orders of the Board of Directors or any Sub-Committee setup by them, that is those, which are beyond the power of the Managing Director.
- (ii) Matters connected with the drawing up of the contracts for works undertaken by the Corporation.
- (iii) Terms & conditions of the National Projects Construction Corporation employees.
- (iv) Scrutiny of the budget estimates, which will be prepared by the Chief Engineer, in consultation with the Senior Accounts Officer.

- (v) Proposals for undertaking new works and the rates to be quoted in tenders. In this matter, the Financial Adviser will be associated from the very early stages of the proposal.
- (vi) Decision on cases of estimates for manufacture, works or jobs, creation of posts, purchase of stores, Tools and Plants, Vehicles etc. and other cases involving financial implications, which are to be approved by the Managing Director will be taken in consultation with the Financial Adviser.

¹(2) Financial Scrutiny of the following cases will be conducted by the Deputy Financial Adviser and Deputy Chief Accounts Officer (Head Quarters) Deputy Chief Accounts Officer/Senior Accounts Officer on behalf of the Financial Adviser and Chief Accounts Officer.

- (i) All cases relating to fixation of pay.
- (ii) All cases relating to Contributory Provident Fund.
- (iii) Relaxation of T.A. Rules, which do not involve substantial departure from the Rules.
- (iv) Cases of re-imburement of Medical claims, not involving substantial departure from the Rules.
- (v) Cases under Workmen's Compensation Act.
- (vi) Financial concurrence for job estimate upto Rs.5 lakhs.
- (vii) Financial concurrence for the purchase of Stores, Plant & Machinery upto Rs. One lakh at a time provided that these purchases are not in connection with a major scheme of purchase exceeding one lakh.
- (viii) Cases relating to demurrage and Wharfages.
- (ix) All proposals for purchase of liveries, uniforms stationery and other contingent articles.
- (x) Proposals for the leave of Accountants/ Sr. Clerks/Junior Clerks in the Finance /Accounts and Internal Audit Wings.
- (xi) Proposals for the creation of post up to category III Officers.
- (xii) Financial scrutiny of Tenders/Agreements submitted to Project Authorities for works estimated to cost upto Rs.50 lakhs.
- (xiii) Claims with the Project Authorities not exceeding Rs.1 lakh.
- (xiv) Financial scrutiny of cases relating to sanction of extra, additional and substituted items of works to piece workers/sub-contractors up to Rs.10, 000 at a time.

¹ C.S.NO.92 DT.25.01.1975

- Note:** - (a) Important cases and cases in which question of policy or difference of opinion are involved will be approved by the F.A. & C.A.O.
- (b) Cases referred to by the Managing Director should not be disposed of without the approval of the F.A. & C.A.O.
- (c) Any case which in the opinion of the Dy.F.A. & Dy. C.A.O. Senior Accountants Officer should be submitted to him.
- ¹(d) All cases in which the Managing Director has to give his approval in consultation with the F.A. & C.A.O. & Director (Mech.) will be routed to him through the F.A. & C.A.O./ Director (Mech.)

1.12 Consultation of Deputy Finance Advisor by Chief Engineer

1.12 The Chief Engineer/Zonal Manager would similarly take decisions in regard to functions within his competence having financial implications in consultation with the Deputy Financial Adviser/Senior Accounts Officer. In other words the Deputy Financial Adviser Senior Account Officer would function in relation to the Chief Engineer /Zonal Manager in the same manner as the Financial Adviser to the Managing Director. In the same way the Unit Officer would take decision in regard to function having financial implication in consultation with Account Officer of his Unit. In all such cases the Accounts Officer concerned will be associated from the very early stages.

1.13 Results of Periodical cost reports to be submitted to the Financial Advisor.

1.13 The Financial Adviser will be kept informed of the results of the working in respect of the various works undertaken by the Corporation, as brought out in the periodical cost reports.

1.14 Submission of review of working of Corporation to the Financial Advisor.

1.14 Financial Adviser will also be shown all reviews, which are submitted to the Managing Director in respect of the working of the Corporation.

1.15 Important reference from Ministry of Energy to be submitted to the Financial Advisor.

1.15 Financial adviser will also be kept informed of all-important references received from or referred by the Ministry of Irrigation and Power.

Authority: - Item 6 Minutes of the 4th Meeting held on 16.9.1957.

¹ C.S.NO. 64 DT. 08.12.1972

CHAPTER 2

A-Recruitment of Regular Staff

2.1 Categorization of Posts

2.1 For the purpose of Recruitment, the regular staff will be divided into four categories as follows:

Category-I	Posts carrying a pay scale the minimum of which is Rs.1100 per month or above. Reclassification of Category -I employees will, however, come into force with effect from the date, the revision of pay scales of Category-I employees is approved.
Category-II	Posts carrying a pay scale the minimum of which ranges between Rs.425/- to Rs.800/-.
Category-III	Posts carrying a pay scale, the minimum of which ranges between Rs.260/- to Rs.424/-.
Category-IV	Posts carrying a pay scale, the minimum of which is below Rs.260/-.

²2.2 The selection will be made by a Committee consisting of the following members in respect of categories I, II, III & IV:-

Category-I (Post carrying pay scales the minimum of which is Rs.1100/- and above).

- A. Officers in the pay scale of Rs.1800-2250 and above in all cadres (Except Full Time Directors) :-
1. Chairman & Managing Director.
 2. Joint Secretary, Ministry of Energy- Director, NPCC.
 3. Director Engg.- Full Time.
 4. Director Finance
 5. CPAM – As Member Secretary.
- B. Officers in the pay scale of Rs.1100-1600 and above but below Rs.1800-2250 in all cadres.
- (a) Engineering Establishment:
- (1) Chairman & MD
 - (2) Director Engg./GM-One to be designated by Chairman & MD.
 - (3) CPAM
 - (4) CAO – As Member Secretary.

¹ C.S.NO.89 DT.22.11.1974

² C.S.NO.159 DT.03.06.1982

(b) Finance & Accounts Establishment:

- (1) Chairman & MD
- (2) Director (Finance).
- (3) CPAM
- (4) CAO- As member Secretary.

(c) Administrative & other Establishment:

- (1) Chairman & MD
- (2) Director (Eng./Fin.)/General Manager-one to be designated by CMD.
- (3) CPAM
- (4) CAO-Member Secretary.

Category-II : (Posts carrying pay scales, the minimum of which ranges between Rs.425-1099).

(a) Engineering Establishment:

(i) In the scale of Rs.700-1300 / 650-1200.

1. Directors Engg. – Full Time
2. General Manager/Chief Engineer/Zonal Manager.
3. CPAM
4. CAO-As Member Secretary.

(ii) In the scale of Rs.550-900 / 425-800.

1. General Manager/Chief Engineer/Zonal Manager.
2. SE / CS.
3. CAO/Dy.Manager (P&A)-As Member Secretary.

(a) Finance and Accounts Establishment:

(i) In the Scale of Rs.700-1300 / 650-1200.

1. Director (Finance)
2. CPAM
3. Manager (Finance)
4. CAO-As Member Secretary.

(ii) In the Scale of Rs.550-900 / 425-800.

1. Director (Finance)/Dy.Chief Finance Manager.
2. Manager (Finance).

-
3. CAO
 4. Dy.Manager (P&A)-As Member Secretary.

(b) Administrative & other Establishment:

(i) In the scale of Rs.700-1300 / 650-1200 /1040.

1. Chairman & Managing Director
2. CPAM
3. CAO- (He will also act as Member Secretary).

(ii) In the scale of Rs.550-900 / 425-800.

1. CPAM
2. CAO
3. Secretary/Manager (IR)/Manager (Security).
4. Adm.Officer/ Dy.Adm.Officer-As Member Secretary.

Category-III: (Posts carrying a pay scale, the minimum of which ranges between Rs.260/- to Rs.424/-).

(a) Technical Establishment:

- (1) SE/CS
- (2) CAO
- (3) Admn.O/Dy.Admn.O-As Member Secretary

(b) Accounts Establishment:

- (1) Manager (Finance)
- (2) Chief Administrative Officer
- (3) Secretary
- (4) Admn.O/Dy.Admn.O-As Member Secretary.

(c) Administrative and other Establishment:

- (1) Chief Admn. Officer
- (2) Secretary
- (3) Dy.Manager (Admn./Industrial Relations)
- (4) Admn.O /Dy.Adm.O-As Member Secretary.

Category-IV: (Posts carrying the pay scales minimum of which is below Rs.260/-).
Head of the office concerned.

GM(P&A) will be the Head of the office as regards Head Office is concerned.

- Note:**
1. Whenever any member of the Committee is not able to participate on account of unavoidable circumstance or any other reasons, Chairman & MD may select a Member in his place.
 2. Chairman & MD may co-opt any other suitable person at his discretion, wherever necessary and his order be obtained well in time in each case.
 3. The number of the candidates to be called for interview for each category of posts may be normally taken as four to five times of the anticipated vacancies.

The selections in respect of categories of employees below officer cadres viz. those in the scale of Rs.550-900 and below may also be made by the Regions/Zones for which the Selection Committees will be as under:

REGIONS/ZONES/FIELD UNITS:

Engineering/Tech. Establishment:

1. General Manager/Zonal Manager
2. CS/SE
3. Manager/Adm.O/Dy.Adm.O.-As Member Secretary.

Accounts Establishment:

1. General Manager/Zonal Manager
2. Manager Finance/Sr.Accounts Officer.
3. Manager/Adm.O/Dy.Adm.O-As Member Secretary.

Administrative and other Establishment:

1. General Manager/Zonal Manager
2. SE/CS
3. Manager/Dy. Manager/Admn. O/Dy. Admn. O-Act as Member Secretary also.

One officer from the Department (Project Authority) may also be co-opted on the above Selection Committees by the Units.

Category-V.

Head of the Office.

¹**Note:** The record of the selection will be forwarded to Corporate Office immediately thereafter for obtaining approval of the Chairman & Managing Director. Appointment letters to the candidates in the order of merit, after obtaining the approval of the Chairman & Managing Director, can be issued by the Regions' and Unit Heads directly reporting to Corporate Office.

2.2 (ii) The appointment to the cadre of Senior Specialist and Junior Specialist will be made by a Central Selection Committee consisting of the following:

(a) Senior Specialist:

- (1) Chairmen & Managing Director, NPCC Ltd.
- (2) Director, NPCC (representing the Ministry of Irrigation & Power).
- (3) Director, NPCC Ltd. (representing the Ministry of Finance).
- (4) Director, NPCC Ltd. (representing Central Water & Power Commission).
- (5) Director (Mechanical)(Full Time), NPCC Ltd.
- (6) Two Directors representing the State Govt. by rotation.

(b) Junior Specialist:

- (1) Managing Director, NPCC Ltd.
- (2) Director NPCC Ltd. (representing the Ministry of Irrigation & Power).
- (3) Director (Mechanical)(Full Time), NPCC Ltd.
- (4) Director, NPCC Ltd. (representing C.W. & P.C.).
- (5) Chief Engineer, NPCC Ltd.

Note:- The rules regarding recruitment, appointment and promotion to the cadres of Junior Specialist are enclosed to the Manual of Orders as Appendix- X.

Authority:- Minutes on item No.5 of Standing Committee Meeting held on 31.3.1972.

(Case No.500414).

¹ C.S. NO.168 DT. 19.10.1984

² C.S.NO.58 DT. 14.02.1972 & C.S. NO.71 DT.28.05.1973

¹2.2 (iii) Powers to make appointment for various posts from the candidates selected by the relevant Selection Committee is vested in the following officers:

Category I&II Chairman & Managing Director

Category III (i) Directors (Full Time)/General Manager (P&A) in Corporate Office.

(ii) ED/GGM/GM in charge of the Region and Unit Heads directly reporting to Corporate Office.

Category IV Head of Office.

- Note:-** (1) GM(P&A) will be the 'Head of Office' in the Corporate Office for this purpose.
 (2) The appointment authorities will have the powers to clear/extend the period of probation and to accept, resignation of the category of employees for whom they are the appointing authorities.

²Correction Slip No. 11

Dated :- 09.05.1988

Para 2.2 of the Manual of Order is, hereby, substituted as under :-

1. TITLE & APPLICATION ON

i) These rules shall be called " Recruitment, Appointment and Promotion Rules" as applicable to the Specialists.

ii) These rules shall apply to the Specialist in the various grades who will form a temporary Non-Executive Supervisory Cadre.

2. CLASSIFICATION OF POSTS & GRADE

The classification would be as under :-

<u>Name of the posts</u>	<u>Pay scales</u>
Specialist Gr.III	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.
Specialist Gr.II	Rs. 550-25-750-EB-30-900.
Specialist Gr.I	Rs.650-30-740-35-810-EB-35-880-40-1000-EB-40-1200.
Sr. Specialist	Rs. 1000-50-1500.

¹ C.S. NO.167 DT.19.10.1984

² C.S. NO.11 DT.09.05.1988

3. JOB SPECIFICATIONS FOR DIRECT RECRUITMENT

Name of the Post	Age	Educational Qualification	Experience
1.	2.	3	4.
Specialist Gr. III years	35 Yrs.	Metric Candidates Having Diploma In Engineering will be Preferred	Should have at least 10 practical experience our of which 5 years in the responsible position in the job of specialization.
Specialist Gr.II	40Yrs.	-do-	Should have at least 15 years Practical experi- ence in the trade out of which 10 years shall be in responsible position.
Specialist Gr.I	45Yrs.	-do-	Should have atleast 20 year Practical experi- ence in the Trade & should have worked.In supervisory capacity for at least a period of 15 Years in the job of Specification.
Sr. Specialist	50 Yrs	---do--	Should have at least 25 years practical experi- ence in the trade out of which 20 Years in super- visory capacity in the job of specialization

Note :

- (i) Condition of qualification and age can be relaxed at the discretion of the Management.
- (ii) Condition of experience is relaxable in case of Diploma holders in Engineering to the extent of 5 years.

4. APPOINTMENT AUTHORITY

The Chairman & Managing Director shall be the Appointing Authority. Recruitment shall be made by a Selection Committee constituted by the Chairman & Managing Director at Corporate Office level. The constitution of Selection Committee may be as under :-

NPCC MANUAL

1. Director (Full Time)	Chairman, Selection Committee.
2. GGM/GM from respective discipline	Member.
3. GM/AGM(F)/DGM(F)	Member.

5. REFERENCE/CHECKS

(a) Character & Antecedents Verification : In order to ensure that the character and antecedents and previous background of the candidate proposed to be appointed are such as not to render him unsuitable for appointment to service in the Corporation, the candidate's character, antecedents etc. are verified. The verification will be completed within probationary period of the employee in such a manner as determined by the Management from time to time.

(b) Medical Fitness : Every candidate to be appointed in the Corporation will be required to produce a medical fitness certificate from a District Civil Surgeon/Chief Medical Officer of the District before joining the appointment.

6. JOINING FORMALITIES

Appointment at the time of joining the Corporation to take up appointment shall be required to report to the Head of the Personnel Department of the Corporate Office/Region/Unit concerned and furnish such documents as required by the Management.

If on verification at the time of appointment or at a later date, it is found that an appointment has furnished wrong information or suppressed or concealed material/information, he will be liable for termination from the service of the Corporation without any notice.

7. ALLOWANCE/PERQUISITES

(a) Dearness and other allowances shall be payable as admissible to temporary regular establishment non-executive employees from time to time depending upon the place of posting as per the rules of the Corporation from time to time.

(b) The facilities/perquisites such as Leave, Leave Encashment, LTC facility, LTC Encashment, Medical CPF, Gratuity etc. will be applicable as admissible to temporary regular establishment, non-executive employees of the Corporation as per the rules of the Corporation from time to time.

8. SUPERANNUATION

NPCC MANUAL

The age of superannuation or compulsory retirement shall be the same as applicable to the temporary regular establishment employees of the Corporation as amended from time to time.

9. **PROMOTION**

(i) **Channels of Promotion** : Promotion of Specific would mean movement from a post in the lower grade to the post in the next higher grade as indicated in Para 2 above i.e. classification of posts and grades subject to availability of vacancy and suitability.

(ii) **Eligibility for Promotion** :

- (a) Every Specialist shall have to put in a requisite period of service in a particular grade to become eligible for consideration for promotion to the next higher grade. The eligibility period for promotion shall be fixed by the Management from time to time as per requirement.
- (b) The other conditions/requirements, however will be as stipulated in the NPCC Promotions Policy for Non-executives, Supervisory Cadre.

These rules shall, however, be subject to the other relevant rules of the Corporation.

2.3 The authorities to whom the above powers for recruitment of establishment have been delegated are authorized to fix the starting pay of a person selected at any stage in the scale taking into account the qualifications, past service, efficiency and experience of the person.

Authority: Item No.XIII of the Agenda for XXXVI Meeting of the Board held on 29.3.1965.

(Case No.500160).

2.4 **RECRUITMENT POLICY IN N.P.C.C.**

- (1) Recruitment to posts falling under categories I and II from the open market should be made by advertising on an All India Basis. Copies of such advertisements should be forwarded to the Employment Exchange for sponsoring suitable candidates.
- (2) Higher technical posts carrying a pay scale, the minimum of which is Rs.1800/- may be filled in either by advertisement on All India basis or by personal contact.
- (3) All requirements of posts for categories of unskilled workers and skilled workers corresponding to Central Government III and IV posts should be communicated to the Employment Exchange of the Area concerned. In very urgent cases, the officer in charge of the Employment Exchange may be sent for by the office (including Zonal/Unit Offices) and asked if he could furnish candidates from his list for the categories of staff for which recruitment is to be made urgently. He should be in a position to state whether he has got suitable candidates readily. If he is not in a

position to send suitable candidates readily, it would be open to the Projects to advertise, sending a copy of the advertisement to the local Employment Exchange as well as to the Central D.G.E. & T. office at Delhi. Further, if the Exchanges are unable to comply with the requirements of qualifications and experience and produce candidates for selection within the time stipulated, Head Offices (including Zonal/Unit Offices) shall be at liberty to advertise. In such advertisement, the intending candidates should be asked to register themselves at the nearest Employment Exchanges and also send a copy of their application direct to the N.P.C.C. Head Office/Unit Office concerned. It would be the duty of the Central Employment Exchange of the area to collect applications of the various categories of candidates registered at the various exchanges in response to the advertisement and produce the candidates. If any fees are payable for applications, those candidates who send their applications, through the Employment Exchange would be exempted from these fees.

While making recruitments, as far as practicable and feasible, personnel from the region where the works are located may be selected and appointed.

- (4) All advertisements should mention that preference will be given to persons who are registered with the Employment Exchange.
- (5) The Managing Director may make urgent adhoc appointment where the exigencies of work so requires and inform the Selection Committee accordingly.

¹(6) (i) Recruitment of:

(a) Category III posts enumerated below:

- (1) Junior Stenographer.
- (2) Draftsman
- (3) Tracer
- (4) Ferro Printer
- (5) Compounder/Dispenser
- (6) Jr.Clerk/Typist
- (7) Staff Car Driver/Jeep Driver
- (8) Electrician
- (9) Binder.

(b) All Category IV Posts.

¹ C.S.NO.20 DT. 10.04.1969

Is to be made in future by the Unit Officers after getting names through the local Employment Exchanges and by duly constituted Field Selection Committee after seeking approval of the Appointing Authority.

(ii) Appointment letter for Temporary employees of the Corporation to be recruited locally, to be issued as per from enclosed (From No.67).

2.5 It was decided to adopt the following formula for fixation of the initial pay of personnel taken from the Centre, the States and other River Valley Projects:-

- | | | |
|------|--|--|
| I. | Temporary Personnel taken from Projects bearing completion. | Post service will be counted for fixation of pay |
| 1II. | Persons taken on foreign service from Central/or State Governments | <p>(a) The initial pay shall be fixed either according to Normal rules in the scale to which he is appointed in N.P.C.C. or his grade pay in the parent office plus 20% deputation (Duty) allowance whichever is more beneficial to the official (the latter being subject to maximum Rs.300/-per mensem subject also to the condition that his basic pay i.e. grade pay in his parent department plus deputation (duty)allowance shall at no time exceed Rs.3000/- per mensem.</p> <p>(b)Deputation (duty)allowance will not be admissible to employees who join the Corporation on foreign service to ex-cadre posts which carry identical, equivalent or lower scale of pay. Such cases would be regulated as under:-</p> |

¹ C.S.NO.2 DT. 03.08.1968

- (i) Pay will be fixed in the scale of the post, to which the employee is transferred under the normal rules and orders;
- (ii) Where, however, the individual wishes to retain the scale of pay admissible to him in his parent department at the time of deputation, he may be allowed to do so if it is an equivalent scale but, no Deputation (duty) allowance will be paid.

Other terms and conditions of foreign service will be the same as prescribed by the Ministry of Finance O.M.No.F-10 (24)E-111/60, dated the 4th May, 1961 as modified from time to time.

(Authority:- Minutes of Item No.XIII of Agenda Note for XLVIII Meeting of the Board held on 30.3.1968).

2.6 The pay of the retired personnel employed under the Corporation will be fixed in accordance with the orders contained the Government of India, Ministry of Finance (Department of Expenditure) Office Memorandum No.8 (34)/Estt.III/57, dated the 25th November, 1958. These orders apply to the pensioners already re-employed in the Corporation with effect from 1st May 1959. Relaxations under clause (d) and (f) of Para 1 of the orders may be made only under the order of the Board.

Authority:- Minutes Item No.10 and 15 of the 13th Meeting of the Board held on 28th September,1959.
(Case 59-E).

2.6 (A) The Board approved the following decisions of its Standing Committee in the application of the orders contained in the Ministry of Finance Office Memorandum referred to in Para 2.6.

-
- (i) The substantive pay last drawn referred to in Para 1 Clause© Note 2 should be taken to mean substantive pay in permanent post only. Officiating pay should be taken as the pay drawn immediately before retirement provided the persons concerned had held that post for not less than a year. Special pay should be taken as defined in the Fundamental Rules.
- (ii) Pay of all pensioners in service should be refixed from 1.5.59 in accordance with the orders contained in Finance Ministry's Office Memo. Referred to above and increments allowed as admissible for service rendered after that date. Service rendered prior to 1.5.59 will not count for increments.
- (iii) The initial pay should be calculated as followed:-
- | | |
|--|----|
| If minimum of the scale in which appointed. | |
| Number of increments allowed for service in a post not lower than that in which re-employed if fixation at 'A' causes undue- | -A |
| Hardship | -B |
| Gross Pension. | -C |
| Pre-retirement pay | -D |

Then initial pay = A+B provided A+ B + C do not exceed D. when A+B+C exceed D, than A+B should be reduced by A+B+C-D. In cases falling under para/(e) initial pay will be minimum of the prescribed scale less gross pension. For purpose of granting increments, pay will be taken as A+B except in cases falling under para 1(e) when the initial pay will be minimum of the scale. Thus for Calculation of increments pay will never be less than the minimum or out of stage in the scale and increments can be granted on this pay till the maximum of the scale is reached provided pay plus gross pension does not exceed Rs.3000/-.

Note:- In the case of re-employment in the posts of Assistant Engineers, Assistant Executive Engineers, Executive Engineers and Superintending Engineers under the Corporation, service rendered by a pensioner before retirement in a corresponding post will count for the purpose of increment irrespective of the scale which might have been attached to the post.

- (iv) The grant of any concession under para 1(d) of the orders regarding recruitment of an officer with requisite qualifications and experience at a considerable distance from his home town will only be on the specific orders of the Board of Directors.

-
- (v) The pensioners who claim the benefit of the past service rendered for fixation of pay on re-employment should produce satisfactory evidence from their erstwhile employers.
 - (vi) The benefit of the Contributory Provident Fund under Clause (h) of para 1 will be extended to the re-employed pensioners with effect from 1.5.1959.
 - (vii) The emoluments for purposes of Contributory Provident Fund will be as may be decided by the Ministry of Finance for Central Government Servants. (Item 10 of the 13th Meeting and Item 27 of the 14th Meeting of the Board of Directors.).

12.7 Scales of pay of employees on regular establishment (Appendix- XIV).

Note:-1 Dearness Allowance will be at Central Government Rates. Other allowance will be admissible as per para 2.8 and as provided at appropriate place in the Manual of Orders.

- 2. Sanction to the creation of a post will lapse, if it remains unoperated for one year & fresh sanction of the competent activity will be needed for its operation.

2.7 (A) Added vide C.S. No.59 dt. 16.2.72 (Appendix -XV).

2.8 ALLOWANCES

²(1) Field Allowance: In all Field Units in India & Bhutan except Units/Offices located at:-

- (i) District Headquarters or;
- (ii) in places where the population exceeds 50,000;
Regular employees shall be paid Field Allowance at the rates specified below with effect from 1.10.1980.

Members of Staff	:	15% of pay p.m.
AE/AEE/EE & equivalent	:	Rs.125/- p.m.
Sr.EE/SE/CS & equivalent	:	Rs.150/- p.m.
Sr. SE/Dy.CE/Dy.GM & equivalent	:	Rs.175/- p.m.

¹ OFFICE ORDER NOS. 500128 DT. 18.06.80 & 09.05.1981

² C.S. NO. 144 DT. 30.09.1980

NPCC MANUAL

Zonal Manager & equivalent	:	Rs.200/-p.m.
Chief Engineer/GM Level II and above & equivalent.	:	Rs.250/- p.m.

Application of the above benefits in other places/project sites other than above, shall need prior approval of Chairman & MD.

Note 1: The Field Allowance will not be admissible during periods of transfer out of the Project area exceeding two months or during leave for a period exceeding two months provided that the allowance may be paid for another period not exceeding two months if the extended period of leave is on medical certificate.

Note 2: The drawl of field allowance would be subject to the condition that the authority sanctioning leave certifies that the person is expected to return on expiry of leave to the same post or another post at the same station or another station where such field allowance is attached.

(Item No. XII of XLVI Meeting of the Board held on 25.9.1967 File No.500221).

Note 3: According to these rules, the allowance is payable at the same rate as the person was drawing immediately before proceeding on leave, if he returns to the same post from which he proceeds or another post at the same or another station carrying a similar allowance at the same rate. When he joins another post carrying the allowance at reduced or enhanced rate, he shall be paid at the same rate which he was drawing immediately before proceeding on leave or at the rate admissible for the post to which he is expected to return, whichever is less.

(ii) Accommodation – House Rent Allowance.

¹(a). Field Units.

The field staff on regular establishment is required to be given rent free accommodation in building either owned or rented by the Corporation and where this arrangement is not possible, they should be paid House Rent Allowance at the following rates subject to the following conditions:

- | | | |
|--|---|---|
| i. Staff drawing pay up to Rs.200/- p.m. | : | 7½ % of pay. |
| ii. Staff drawing pay more than Rs.200/- | : | 5% of pay subject to a maximum of Rs.30 p.m. The max. limit of house rent |

¹ C.S.NO.68 DT.04.12.1972

allowance in respect of Executive Engineer and Officers of equivalent ranks is Rs.50/- and in respect of Construction Superintendent and officers of Equivalent ranks is Rs. 90/- p.m. All such persons except Class IV Employees of Wazirabad Unit Whose headquarters or place of Duty if fixed at Wazirabad Barrage Site and who are actually engaged on construction shall be paid house Rent allowance at these rates.

1. The Unit Officer certifies that suitable accommodation in buildings either rented by the Corporation or owned by the Corporation is not available.
2. The accommodation rented is suitable to the status of the employee and its rent is reasonable and cheaper arrangements cannot be made by the Corporation.

Note:-1. Such of the Field staff as have been permitted to station their families at Headquarters of the field unit or in nearby villages, instead of at their own headquarters, shall be paid house rent allowance at the rates and conditions mentioned above.

2. 'Basic Pay' for the purposes of these orders shall mean the pay of the post held and shall include special and personal pay, deputation pay and gross pension but not dearness pay.
3. The orders are not applicable to work charged establishment.
4. The following procedure is laid down for drawl of the House Rent Allowance:-

(i) When Corporation is unable to provide accommodation, the employees should obtain in writing consent of the Unit Officer for making his own arrangement for accommodation. He shall then proceed to make his arrangement and after he has made one, shall inform the Unit Officer giving him the particular of the building rented, brief details of accommodation along with a rough sketch, monthly rent and date of occupation along with an attested copy of the rent deed or receipt for payment of rent. For this purpose, an application claiming house rent allowance should be submitted within a reasonable time not exceeding a fortnight after an employee has rented a building for residential purpose or shifted to a new one.

-
- (ii) On receipt of the above information, the Unit Officer shall determine if the accommodation hired is not in excess of the status of the occupant and the rent is reasonable and that cheaper arrangements cannot be made. He shall also verify the particulars so far as necessary.
- (iii) The Unit Officer shall then forward all the papers furnished to him to Head Office alongwith the two certificates given in condition 2 and 3 and also certify that he has verified the particulars so far as necessary and that they are correct to the best of his knowledge and belief. In the case of a person who has been permitted to keep his family at Headquarters of the field office or in a nearby village instead of his own headquarters, he shall record clear reasons for giving this permission.
- (iv) After necessary scrutiny, the Head Office shall issue necessary sanction indicating the amount payable and the date.
- (v) Any change in occupancy shall be immediately reported by the employee to the Unit Officer who shall after necessary verification, communicate them to the Head Office for necessary action.
- (vi) Once the sanction has been accorded, the monthly certificates of all the employees in the form prescribed, in the next sub-para should be collected before the 10th of every month and forwarded with the counter-signature of the Unit Officer in one lot so as to reach Head Office before the 15th of the month. This will enable Head Office to draw the allowance for a month in the pay bill for that month. In cases where the certificates could not be submitted within the time prescribed, an explanation justifying the late submission should be added. In cases where delay in submission of monthly certificate is found to be willful or due to negligence, house rent allowance will not be drawn and the employee will forfeit his claim.
- (vii) Alongwith the monthly certificates, house rent receipt are also added. This is not necessary for all months. When a fresh sanction is applied for, submission of house rent receipt is necessary for scrutiny by Head Office, which will be returned if the employee so desires. For drawing the monthly allowance, certificate alone need be submitted by the due date in the form given below:-
- (a) I certify that I have taken up a rented house in _____ to _____ and will be paying/have paid Rs. _____ as its rent (excluding water, electricity charges etc.) and the house rent allowance of Rs. _____ claimed is the amount of

monthly rent paid by me
7 ½/5% of basic pay

- (b) I certify that no portion of the accommodation has been sublet or occupied by another employee of the Corporation except to the extent indicated below:-

Name of Person	Details of portion Sublet	Amount of rent paid by him
----------------	---------------------------	----------------------------

- (viii) In addition to the monthly checks referred to above, the house rent receipt for that or the preceding month should be verified by the Unit Officer half yearly in the month of January and July, i.e. in January, the house rent receipt for December or January should be verified and in July rent receipt for June or July should be verified. A certificate should then be sent to Head Office in the following form:-

"Certified that receipt for the rent paid by the following employees have been verified for the current/preceding month and found the House Rent Allowance sanctioned not in excess of the rent paid. The House Rent Allowance as sanctioned may be continued to be drawn on the basis of the monthly certificate until otherwise intimated."

"Unit Officer"

It is not necessary to certify all the rent receipts for the half year in question. Only one month's receipt should be verified in January and July each year. If the rent is paid at the beginning of the month, the receipts for January and July should be verified, but if the rent is paid after the expiry or at the end of the month, the receipts for the preceding months, viz. December and June should be verified.

- (ix) The allowance shall be paid upto four months of leave (including extra ordinary leave) and temporary transfer provided the house has been kept occupied and full rent paid and it is certified in the order sanctioning leave or temporary transfer that he is likely to be posted on the expiry of the leave or temporary transfer at the same or another station at which House Rent Allowance is payable. House Rent Allowance during leave will be calculated on basic pay drawn immediately before proceeding on leave.

(Case No: 10A/II/PART-II)

- (x) If a building is sublet, the house rent allowance shall be assessed on the share of rent paid by the employee. Similarly when an accommodation is shared by another employee, each shall be paid house rent allowance on the basis of rent paid by each. But in either case it shall be seen that the rent paid is not very much disproportionate to the accommodation provided.

-
- (xi) The allowance shall not be paid during transit from one post to another unless rent has been paid at either place and the concession is applicable to both places.
 - (xii) Similar procedure shall be followed for claiming reimbursement of expenses incurred in hiring accommodation by persons who have been given rent-free accommodation.

(b) Classified Cities

1. The employees of the Corporation stationed in the classified cities shall, with effect from 1st July, 1965 be entitled to the payment of house rent allowance and city compensatory allowance at the rates and terms as given in Appendix-VI.
- ¹(c) The payment of House Rent Allowance to employees borne on regular Establishment of the Corporation on transfer, will be regulated according to the procedure laid down in Appendix -XI. These orders will take effect from 26.3.73.
2. Headquarter Office at Delhi.

House rent allowance shall be admissible as per Central Government Rules. Where an employee of the Corporation is allotted Government Accommodation he should be required to pay 10% of his emoluments or rent under F.R.45(A), whichever is less and the balance should be met by the Corporation.

²III. Supply of Electricity:

(a) Field Units.

Electricity will be supplied free of cost to the Officers and staff of the field Units of the Corporation however subject to the following ceilings:-

(i)	Officers of the rank of GM/CE and equivalent	100 Units p.m.
(ii)	Officers of the rank of ACE/ZM/DGM an equivalent	70 -do-
(iii)	Officers of the rank of CS and equivalent	50 -do-
(iv)	Officers of the rank of EE and equivalent	35 -do-

¹ C.S. NO.69 DT.04.04.1973 & C.S. NO.111 DT. 07.09.1976

² C.S. NO.158 DT. 13.7.1981

NPCC MANUAL

(v)	Officers of the rank of AEE/AE/AO/AAO and equivalent.	25 -do-
(vi)	Sectional Officers/Office staff drawing pay @Rs.201/- and above	15 -do-
(vii)	Office staff drawing pay less than Rs.200/- p.m. and Work charged staff (One room quarter).	10 -do-

Note: 1. Free electricity upto the limits as prescribed above will be allowed to all the field officers and staff who are either provided accommodation by the Corporation or who arrange the accommodation themselves and are allowed HRA whether electricity is arranged through generator installed by NPCC or by the Project Authorities or otherwise subject to the usual conditions.

(Authority: Minutes on Item No.117.5 (Part II) of the 117th Meeting of the Board of Directors held on 25.5.1983).

1Note:2. Electricity supplied free of cost to the officers in the field units of the Corporation is a perquisite under Section 17(2) of the Income Tax Act 1961. The value of this perquisite in accordance to Rule 3(d) of the Income Tax Rules, 1962 shall be taken as the sum equal to the amount paid on that account by the employer to the agency supplying the electricity. The value of this perquisite shall be taken into account for the purpose of calculation of income tax in respect of those officers only whose income under the Head 'Salaries' exclusive of all non-monetary benefits or amenities exceed Rs.18000/- per annum.

(b) **Headquarters Office at Delhi.**

Electricity Charges will be paid by the employees.

¹ C.S. NO.159 DT.20.09.1981

NPCC MANUAL

¹Correction Slip No.-3

Dated: 1st December, 1986

Following be substituted for the existing para III, in para 2.8 of the Manual of Orders as amended by correction Slip No. 157 dated 2.7.1983, C.S. No. 102 dated 2.6.1984 and C.S. No.173 dated 3.7.1985 :-

1 The special allowance as reimbursement of conveyance expenditure is exclusively and necessarily for performance of official duties locally and shall be admissible to those executives who possess and maintain their own Car/ Scooters / Motor-cycles in the interest of Corporation's work, at the rates and for distance to be covered w.e.f. 1.10.1986, as given hereunder :-

S. NO.	Type of Vehicle	Rate per Month		Distance to be covered in Kilometer.
		For Class Cities	Other Cities Excluding in Kilometer.	
A	CAR			
1.	GGM/GM& equivalent	Rs.375/-	325/-	280/-
2.	AGM/DGM & equivalent	Rs.325/-	275/-	250/-
3.	Manager/Sr. Dy. Manger & equivalent	Rs.325/-	275/-	250/-
B.	SCOOTOR/MOTORCYCE:			
1	GGM/GM/AGM/DGM. Manager/Sr. Dy. Manager , & equivalent and maintain Scooter instead of Car.	Rs.150/-	135/-	250/-
2.	Dy. Manager & Equivalent	Rs.150/-	135/-	250/-
3.	Asst. Manager(Gr-I& II) & equivalent	Rs.150/-	135/-	250/-

N.B.: Scooter/Motor Cycle having a minimum H.P.O 150 CC only will be considered the grant of reimbursement under this scheme.

The scheme would not cover those executives who are posted in Filed Units and drawing Field (Project)' Allowance. However, and Asstt. Manager (Cash) & Sr. Accountant (Cash), Accountant (Cash) at Corporate Office shall continue to avail the special Allowance & Rs. 90/- P.M. as hitherto for a (distance to be covered 150 Kms.).

¹ C.S.NO.3 DT. 01.12.1986

CONDITIONS :

1. Reimbursement shall be admissible to the eligible executives strictly on a functional basis, the criteria for the recrimination of which shall be:
 - (a) He is required to perform frequent journeys on the Corporation's business.
 - (b) He is required to attend to official business beyond normal duty hours and/or during holidays for which no Corporation transport or extra compensation is admissible.
 2. The special Allowance as conveyance reimbursement will granted for one vehicle only, provided it is owned and registered in the name of the eligible executive.
 3. The special Allowance as conveyance reimbursement will not be admissible during:-
 - a) Joining time, leave and any period of temporary transfer including holidays prefix to leave or holiday suffix to leave .
 - b) Any period of more than 15 days at a time during which Corporation's executive in receipt of special allowance does nor maintain Motor car/ Scooter or the motor car/ Scooter maintained by him remains out of order or is not used for official journey for any other reasons .
- Note :In all cases where Corporation 's executives drawing the above special allowances are away from there head water on tour, temporary duty etc. For a period of 15 days or more , the allowances will not be admissible for such period of absence .
4. The executive getting reimbursement under the scheme will not be entitle to availed of Corporations staff Car.
 5. This reimbursement is not in the nature of any perquisite will to meet expenses wholly necessarily exclusively incurred maintaining the conveyance used for performance of official duties. If the vehicle is not in used , the executive shall give notice in writing to the competent authority within a week time .
 6. In the cases of executives proceeding on tour, Journeys /tour from railway station/Airport /bus stand at the commencement and or return , shall not attack with provision of those scheme .

NPCC MANUAL

PROCEDURE :

1. An executive who is eligible for reimbursement may apply in the prescribed form (Annexure A) through proper channel to the Competent Authority specified in this behalf who will examine the application with reference to the conditions of eligibility as provided herein. If he is satisfied; he will accord his approval to the grant of the monthly reimbursement w.e.f. the 1st day of the month following the date of application or the date of the registration of the vehicle in the name of the concerned executive whichever is later.

Note: Special Allowance for maintenance of scooter/motorcycle to the executives shall be admissible w.e.f. 01.10.1986 provided they maintained scooter/motorcycle w.e.f. 01.10.1986 and apply for the Special Allowance within one month from the date of issue of these orders; subject to the conditions specified above.

2. In pursuance of the sanction order by the Competent Authority, reimbursement shall be made on the basis of a certificate of monthly claim in the prescribed proforma (Annexure-B) submitted by the executive at the end of each month.
3. The executive entitled to special allowance as reimbursement of conveyance expenditure shall, if he is no longer in possession of the vehicle through loss, sale, theft etc. immediately report the matter to the Competent Authority with a copy to the Accounts Section. The Competent Authority thereupon shall cancel the order.
4. The Competent Authority for the purpose of sanction of the above allowance would be as under :-

Special Allowance for maintenance of Car	Chairman & MD
Special Allowance for maintenance of Scooter / Motorcycle	GM(P&A) at Corporate Office GGM/GM Incharge of particular Region

SD/-
(R.K.CHOUDHARY)
MANAGER (P&A)

NPCC MANUAL

¹Correction Slip No. 10

Dated :- 13.10.1987

The following is, hereby, deleted/substituted in correction slip No. 3 of the Manual of order :-

The second part of N.B after the H.P of scooter/Motor cycle i.e " However, the Asstt. Manager (Cash) and Sr. Accountant, Accountant (Cash) at Corporate Office shall continue to avail the special allowance @ Rs.. as hitherto fore (desistance to be covered 150 KMs)" is, hereby, deleted.

The conditions no. 1 (b) and 3 are, hereby, substituted as follows:-

- 1(b) He is required to attend to official business beyond normal duty hours for which no Corporation transport or extra compensation is payable. Executives attending office on holidays shall, however, be entitled to mileage allowance at a fixed rate over and above the monthly special allowance admissible under the schemes. The rate of mileage allowance admissible to executive maintaining Car shall be @ Rs. 1.30 per K.M and to maintaining Scooter/Motor-cycle @ Rs. 50 per K.M.
3. The special allowance as conveyance reimbursement will not be admissible during :-
- (a) Leave, tour and temporary transfer including holidays in conjunction therewith for a period in excess of 15 days during a month. The reimbursement for the remaining period of the month shall, however, be admissible proportionately.
- (b) Joining, time including holidays in conjunction therewith.
- (c) Any period of more than 15 days during which the Executive in receipt of special allowance does not maintain the Car/Scooter/Motor-cycle or the Car/Scooter/Motor-cycle maintained by him remains out of order or is not used for official journey for any other reason.
4. Other conditions etc. of correction slip No. 3 of the Manual of Order will remain unaltered
- The above shall come into force with effect from 01.10.87.

²Correction Slip No.-8

Dated 23rd June ,1987

The following is , hereby , added in the Manual of Orders as para 2.8-III(a):-

11(a) The executives posted at Corporate Office and in other any based offices (excluding Field Unit where they are drawing Field/ Project allowance) will be entitled for

¹ C.S. NO.10 DT. 13.10.1987

² C.S. NO.8 DT. 23.06.1987.

NPCC MANUAL

reimbursement of conveyance expenditure incurred by them on, conveyance for official purposes @ Rs. 100/- w.e.f. 1.5.1987 : subject to the conditions as enumerated below :-

CONDITIONS:

- 1.(a) The eligible executive is required to perform frequent journeys on the Corporation's business.
- (b) He is required to attend Official business beyond normal duty hours and/ or during holidays for which no Corporation transport or extra compensation is admissible.
- 2.(a) The reimbursement of conveyance expenditure will not be admissible during the joining time, leave and any period of temporary transfer including holidays prefix to leave or holidays suffix to leave.
- (b) For a period of 15 days or more if he is away from the Head quarter on tour, temporary duty etc., the reimbursement of conveyance expenditure will not be admissible for such period of absence.
3. The executive getting reimbursement as conveyance expenditure will not be entitled to avail of Corporation's staff Car ,Scooter facility.
4. This reimbursement is not in the nature of any perquisite but no meet expenses wholly, necessarily and exclusively incurred on the conveyance used for performance of official duties.
5. In the case of executive's proceeding on tour to/ from Railway Station/ Airport/ Bus-stand at the commencement and on return , shall not attract the provision of these scheme.

PROCEDURE:

An executive who is eligible for reimbursement of conveyance expenditure may apply in the prescribed form (Annexure ' A') through proper channel to Accounts Department for necessary payment at the end of each month.

Sd/-
(R.K. CHOUDHARY)
MANAGER(P&A)

NPCC MANUAL

¹Correction Slip No-9

Dated 13 th October,1987

The conditions No. 1 (b) and 2(a)(b) of Correction Slip No.8 of Manual of Order are, hereby, substituted at under :-

CONDITIONS:

- (b) He is required to attend official business beyond normal duty hours for which no Corporation transport or extra compensation is admissible .
 - (c) The reimbursement of conveyance expenditure will not be admissible during leave , tour and temporary transfer including holidays in conjunction there with for a period in excess of 15 days during a month. The reimbursement for the remaining period of the month shall, however, be admissible proportionately.
2. All other conditions on the issue will, however, remain unaltered.
 3. The above shall come into force with effect from 1.10.1987.

Sd/-
(R.K. CHOUDHARY)

(IV) Supply of Water

(a) **Field Units:**

Supply of Water to the officers and staff of all the field units will be free where available.

Note: Free supply of water is permissible if water pipes have been laid in the colony where the staff has been provided accommodation but appointment of water carriers on Muster Roll or Workcharged basis for arranging free supply of water is not permissible and the provisions of the Manual should not be wrongly interpreted.

(b) **Headquarters Office at Delhi**

Water charges will be paid by the employees.

(V) Children's Education Allowance:

¹ C.S. NO.9 DT. 13.10.1987

At the rates and subject to the conditions specified by the Central Government in Ministry of Finance Memorandum No.F.10(1)-Est.(Spl)/62 dated the 30th January 1962 as modified from time to time:-

(a) Eligibility:

- (i) All regular employees of the Corporation whose pay does not exceed Rs.349/- p.m. will be eligible for the grant of this allowance.

Note:- Employees holding posts, the minimum of the scale of pay of which is below Rs.350/- and drawing pay between Rs.350/- and 399/- shall be entitled to marginal adjustments as indicated in the illustration given below:-

"If 'A' gets a pay of Rs.360/- and has got liabilities which would entitle him to an allowance of Rs.30/- (had his pay been Rs.349/-) he would get Rs.349 + 30 – Rs.360 = Rs.19/- p.m."

- (ii) Where both the NPCC employee and his wife or her husband are in NPCC service or one of them is in Government sponsored organization in which such allowance is sanctioned, the allowance will be admissible in respect of one of them only provided that it will not be admissible if the pay of either of them exceeds Rs. 349/- p.m.

Note:- Pay for the above purpose means pay as defined in F.R.9(21)(a) and in case of an employee getting pay in pre-revised scales, it also includes dearness pay as defined in Finance Ministry's O.M.No.6(5)-E-11/53 dated 9.5.1953.

- (iii) The allowance will be admissible to an employee who is on duty, under suspension or on leave including terminal leave. It will not be admissible to deceased, retired or discharged employees. If any employee dies, retires or is discharged in the middle of an academic year, the allowance will be admissible till the end of that academic year.

Note: The pay with reference to which the allowance will be given while the employee is under suspension or on leave will be the pay admissible to him at the time he was placed under suspension or proceeds on leave.

(b) Rate of Allowance:

- (i) The allowance will be admissible at the following rates:-

Primary Class	Rs.10/- p.m. per child.
Secondary & Higher Secondary Class	Rs.15/- p.m. per child.

- (ii) The total allowance admissible to an employee at any time shall not exceed Rs.50/- p.m.

(c) Conditions for the grant of Allowance:

- (i) The allowance will be admissible only in respect of children between the age of 5 and 18 years. It will commence from the month following that in which the

- child attains the age of 5 and shall cease at the end of the academic year in which the child attains the age of 18.
- (ii) The concession will be limited to education upto higher secondary classes.
 - (iii) It will be admissible only when the child or children of the employee study in school away from the station at which he/she is posted and/or is residing and that school is recognized by the Department of Education or Education authorities of the jurisdiction in which it is situated.
 - (iv) The allowance will be admissible only in respect of employee's legitimate children including step-children and adopted children (where adoption is recognized under the personal law of the employee) who are wholly dependent on him.
 - (v) Where a child is in receipt of any Government Scholarship, the allowance will be reduced by the amount of Government Scholarship. If he is in receipt of a Scholarship higher than Rs.10/- in any primary stage and Rs.15/- in the secondary stage, the allowance will not be admissible in respect of such a child.
 - (vi) Where the pay of an employee is raised beyond Rs.349/- consequent on the grant of increment or promotion, the allowance will be continued, if other conditions remain unaltered until his pay exceeds the total of his pay plus educational allowance prior to such rise in pay. The amount of the allowance will, however, be limited to the difference between the sum total of pay plus educational allowance prior to grant of increment or promotion.
 - (v) The allowance will be admissible from the month following that in which the employee completes three years service.
 - (vi) Where the Children's educational allowance is claimed a certificate should be furnished by the claimant in the form given below twice a year in the first week of the month of April and October for transmission to the Cash and Bill Section, which draws his pay and allowance.

F O R M

Certified that my children mentioned below, in respect of whom Children's Educational Allowance is claimed, are studying in schools which are recognized by the Educational Department/Educational authorities of the jurisdiction in which the should is situated at a place other than my Headquarters and/or residence.

Sl. No.	Name of Children	Date of Birth	School of which studying and its location.	Place where the clai-mant is residing.	Class in which Studying	Amount of Scholarship	Amount of Allow-ance Claimed
1	2	3	4	5	6	7	8
1.							
2.							
3.							
4.							
5.							
6.							

Certified that the children are not in receipt of Govt. Scholarship except to the extent indicated against the child concerned.

Certified that my wife/husband is not in NPCC or Govt. service or in the service of any other Government sponsored organizations where Education Allowance is sanctioned and that no allowance would be claimed by her/him and also the pay drawn by her/him does not exceed Rs.349/-.

- (ii) A certificate should be furnished on the bills by the Accounts Officer in charge of the Bills Section every month that the necessary certificates have been obtained and the correctness of the certificate should be got verified by him periodically. The grant will have effect from 20.9.1962.

Authority: Item No. XII of the Minutes of XXV Meeting of the Board held on 28.9.1962.

¹Note:- The wife/husband of a Corporation employee, employed outside the Corporation and entitled to the benefit of children education allowance from her/his employer shall be deemed to be a Corporation employee for the purposes of grant of children's Educational Allowance.

(VI) Emergency Works Allowance:

¹ C.S.NO.16 DT.28.03.1969

'Emergency Works Allowance' equal in value to three increments in the grade of member of the staff (these increments taken only to compute the quantum of allowance with no intention to grant these increments as such) excepting Construction Superintendent, in whose case it will be at fixed rate of Rs.150/- p.m. will be admissible to NPCC staff posted on Emergency Works undertaken by the Corporation to assist the Defence Department.

This allowance will be paid in addition to the Field Allowance normally admissible to the NPCC Staff posted in the field (vide Para 2.8(l) of the Manual).

Authority: - Point 3 of the Minutes of the Sub-Committee held on 17.11.1962.

(VII) Reimbursement of Tuition Fees in respect of Children of N.P.C.C. Employees.

Reimbursement of tuition fees will be admissible to N.P.C.C. employees in regard to education of their children at the rate and subject to the conditions specified by Government of India in the Ministry of Finance O.M. No.17(1)-E-II(B)/64 dated 3.6.1964 as modified from time to time. These are reproduced below:

(A) Eligibility

- (i) All the regular employees of the Corporation whose pay as defined in F.R.9 (21)(a) together with the amount of dearness allowance treated as dearness pay does not exceed Rs.720/- p.m. will be eligible for claiming re-imbusement of tuition fees paid. In the case of an officer who draws pay, including dearness pay, at a rate not exceeding Rs.720/- for a part of a month, reimbursement will be allowed for that month only if he draws pay, including dearness pay, at a rate not exceeding Rs.720/- p.m. for at least 15 days in that month.
- (ii) State or Central Govt. servant on deputation to the Corporation will also eligible for the concession for the duration of their deputation. For the month in which they join Corporation's service and that in which they leave it, the concession will be admissible only if the service under the Corporation is not less than 15 days.
- (iii) "Where both husband and wife are in Corporation's service, reimbursement of tuition fees will be admissible in respect of one of them only, provided that it will not be admissible if the pay of either of them, including dearness pay, exceeds Rs.720/- p.m. If a Corporation employee's wife or husband is employed outside the Corporation's service and is entitled to the facility of reimbursement of

tuition fees in respect of her/his children from that employer, the concession to the Corporation's employee will be correspondingly reduced."

- (iv) The concession will be admissible to a Corporation's employee who is on duty, under suspension or on leave including leave preparatory to retirement. It will not be admissible in respect of children of deceased, retired or discharged employee of the Corporation. If any employee of the Corporation dies or ceases to be in Corporation's employment in the middle of an academic year, the allowance will be admissible only till the end of the month in which the event takes place.

Note:- The pay with reference to which the concession will be given while the Corporation employee is under suspension or on leave will be the pay admissible to him at the time he was placed under suspension or proceeded on leave.

(B) Conditions of reimbursement:

- (i) The concession will be admissible only if the child is enrolled in a school, which is recognized by the Educational authorities of the Govt. of the area in which the School is situated.
- (ii) The concession will be admissible only in respect of a Corporation employee's legitimate children including step-children and adopted children (where adoption is recognized under the personal law of the employees) who are wholly dependent on the employee.
- (iii) Reimbursement in terms of these orders will not be admissible to India-based staff serving in Unit abroad.
- (iv) No reimbursement will be admissible in respect of a child for more than two academic years in the same class.
- (v) Where a child is in receipt of any Govt. or non-Govt. scholarship and is required to pay tuition fees to the school, no reimbursement will be made in cases where the scholarship amount is in excess of the tuition fees paid. In case where the scholarship amount is less than the tuition fees the difference to the extent admissible may be allowed to the employee. For this purpose, a purely merit scholarship or a scholarship earmarked for a specific purpose other than tuition fee will not be taken into account. In cases where partial free-ship is awarded to the student, only the tuition fee actually paid will be basis for reimbursement.

-
- (vi) Reimbursement will be restricted to tuition fees only and will not cover special fees like library fee, games fee, extra curricular activity fee etc. which will have to be borne by the employee himself.
 - (vii) The reimbursement under these order will be admissible in respect of children for whom children's Educational Allowance is claimed under Ministry of Finance O.M. No. F.10(1)-Est.(Spl)/60 dated 30.1.1962 as amended from time to time.
 - (viii) The expenditure on account of reimbursement of tuition fees in terms of these orders will debitable to the same head of the account of which the employee's pay and allowances are debited. The procedure to be followed for claiming reimbursement under these orders is contained in subpara 3 below. The rates of approved tuition fees in force in each area for Government/aided schools may be obtained from the Local/State Authorities. The authority may also be requested to communicate from time to time modification to those rates. Pending the circulation of the approved rates initially the Corporation authorities at Head Office/Zonal/Unit offices may deal with the claims after such verification, locally or otherwise, as may be feasible.

These orders take effect from the 1st July, 1964. Fees payable at paid for the month of May, 1964 onwards may be reimbursed.

- (ix) As envisaged in the Ministry of Finance O.M. No. 17(3)/E.II(B)/65 dated the 2nd September, 1965, the tuition fee payable and actually paid for education in India in pre-university classes or in the first year class of an Intermediate College or of a technical college will also be reimbursed provided that the children have passed the Secondary, High School, Matriculation or equivalent examination, but not the higher secondary or equivalent examination.

In respect of claims for reimbursement of tuition fees for children of Govt. servants studying in the pre-University classes or first year classes of an Intermediate College or of a technical college, the following certificate should be obtained from the Principal and submitted along with the first claim and subsequently at the beginning of every academic year of the college.

"Certified that the College/Institution is run by/affiliated to/recognized by the University of _____ Board of _____".

(Circular No.2114/300532 dated 3/7.8.1967)

- (x) As envisaged in the Ministry of Finance O.M. No.17(24)-E.II(B)/65 dated the 25th January, 1966 for the purpose of reimbursement of tuition fees:

(a) A college run by University shall be treated at par with 'Aided School' and the fees actually paid reimbursed, and,

(b) A college affiliated to a University will on the other hand be treated like a recognized unaided institution and the tuition fees actually paid in such a college that may be reimbursed shall not exceed the fees prescribed by the University with which it is affiliated.

These orders take effect from 1st January 1966. Cases already decided otherwise in accordance with these orders will not be reopened.

Authority: Item No. XIV of Agenda for XXXIV Meeting of the Board held on 30.9.1964.
(Case No.500126)

3. Procedure to be followed for claiming reimbursement of tuition fees:

1. When reimbursement of tuition fees is claimed, the employee concerned shall submit information and certificates as in the enclosed form.

2. The reimbursement of fees will be claimed not often than once in a quarter.

Note: - These claims shall be preferred in separate pay bill forms, and not along with the monthly salary and allowances of the employees.

3. At the time of preferring the initial claim and subsequently at the beginning of each academic year, he shall also submit a certificate from the Head Master of the School that the school is a recognized one.

4. The drawing officer and in the case of officers the Head of Office will verify that the reimbursement claimed as in accordance with the prescribed conditions and in particular he shall verify it with reference to the rate of tuition fees approved by the Govt. of the area.

5. The drawing officers, and in the case of officers, the Head Office shall also certify in the bills that the particulars and receipts mentioned in 1 and 2 above, have been received and that the claim has been verified.

Where the head of office is himself the claimant he shall have his claim scrutinized and countersigned by his next superior officer.

6. The drawing officer, head of the office, or the next superior officer should maintain a suitable record of the claims received, admitted or rejected and reimbursed in respect of each employee and make it available to the local audit, along with the certificates and information furnished by the Corporation employee the receipt of

education authorities in support of the claims preferred by them and other documents if any. The record to be maintained will be in M.O. Form No: 61 and 62.

(VIII) Hill Compensatory Allowance:

The officers and staff of J&K Unit of the Corporation at Baramulla will be paid Hill Compensatory Allowance with effect from 1.1.1964 at the following rates:-

Pay Range	Hill Compensatory Allowance admissible per month
Below Rs.250/-	7 ½% of pay subject to a minimum of Rs.6/- and maximum of Rs.15/-.
Rs.251/- to Rs.750/-	6% of pay subject to a minimum of Rs.15/- and maximum of Rs.20/-
Rs.751/- and above.	Amount by which pay falls short of Rs.770/-

Authority: Item No.XIII of XXXIX Meeting of the Board
(Case No. 500224)

(IX) Winter Allowance:

The employees of J&K Unit of the Corporation at Baramulla Unit will be paid winter allowance with effect from 1st July, 1965, for a period of six months in the year from 1st October to 31st March at the following rates:-

Pay Range	Allowance admissible per month
Upto Rs.750/-.	10% of pay subject to a minimum of Rs.10/- and maximum of Rs.25/-.
Rs.751/- and above	Amount by which pay fall short of Rs.775/-.

Authority: Item No.: XIII of XXXIX Meeting of the Board.
(Case No. 500224)

(X) Jeep/Staff Car Drivers:

- (i) Jeep Drivers or Staff-Car Drivers on regular establishment in the scale of Rs.110-3-131-4-139 will be granted T.A. in accordance with the Central Government Supplementary Rules for Drivers.
- (ii) Liveries will be provided to the Driver as per Class IV services. Washing Allowance will also be paid.
- (iii) For purposes of recruitment drivers come under Category No.III vide para 2.1 above. (File No.29-G NP 73 to 79).

¹(XI) Cash Allowance:

The Accounts Clerk/Junior Clerk (Accounts) required to handle cash in the Head Office/ Unit Officers of the Corporation will be paid special pay at the following rates instead of Rs.40/- p.m. hither to paid:-

- | | |
|---|--------------------|
| 1. Handling of cash upto Rs.20, 000/- per mon | Rs.20.00 per month |
| 2. Handling of cash above Rs.20, 000/- | Rs.40.00 per month |
- The above provisions will take effect from 1.4.1975.

²(XII)(a) The Special Allowance necessarily and exclusively for performance of official duties locally at the Headquarters shall be as admissible to the employees at the rates and for distances to be covered` with effect from 1.3.1983, as given here under:-

	Special Allowance Per month	Distance in KM to be covered
(a) Officers in the rank of General Managers and equivalent	Rs.375/-	Rs.280/-
(b) Officers in the rank of AGM/ACE/ZM/SE and their equivalent.	Rs.325/-	Rs.250/-
(c) Stores Officers/SO(Stores)/Asstt. Manager (Cash)/Sr.Acctt. (Cash)/Acctt.(Cash)	Rs. 90/-	Rs.150/-

The Special Allowance is not in the nature of Entertainment Allowance or any other perquisite but to meet expenses incurred by the employee towards performance of official journeys.

The Special Allowance, shall however, be subject to usual conditions and on production of the certificate as under in the case of (a) & (b) above.

“Certified that I have maintained my car in good running condition and that the distance covered by me in my case during the month of _____ on official journeys excluding journeys from residence to office and back is not less than 280/250 KMs.”

¹ C.S. NO. 95 DT. 04.03.1975.

² C.S. NO.157 DT. 02.07.1983.

¹Note: The usual conditions are the same as prescribed by the Govt. of India for the payment of Conveyance Allowance to its employees; except for maintenance of Log-Book either for initial fixation or thereafter.

(b) The officers of the Corporation who are required to under take tours shall be allowed re-imbursement of conveyance charges at the place of their halt subject to the following conditions:-

- (I) Reimbursement would be admissible where no Corporation's vehicle be available.
- (II) The reimbursement would be admissible to the officers of the rank of Superintending Engineers and above.
- (III) Officers below the rank of Superintending Engineers claiming re-imbursement t will be granted reimbursement only on the certificate by the Controlling Officers that the amount claimed had actually been spent in the best interest of the Corporation.

Authority: Item No: XII of XXXIX Meeting of the Board of Directors.
(Case No. 500109)

(c) The officers while claiming reimbursement should furnish the following information: -

- 1. Taxi Number;
- 2. Date & Time during which the Taxi was hired;
- 3. Total distance covered;
- 4. Rate per K.M.;
- 5. Amount;
- 6. Purpose.

(Circular No.300514 dated 20.11.1967).

²(XIII) Difficult Area Allowance:

The staff working in Gumti Unit (Unit No.35) of the Corporation will be paid Difficult Area Allowance at the following rates:

¹ C.S. NO.162 DT. 26.06.1984.

² C.S. NO.5 DT. 28.09.1968.

NPCC MANUAL

Pay Range	Difficult Area Allowance
Upto Rs.500/-	10% subject to a maximum of Rs.40/-
Rs.501/- to Rs.699/-	10% subject to a maximum of Rs.60/-
Rs.700/- to Rs.1299/-	Rs.65/-
Rs.1300/- and above	Rs.75/-

The orders come into force with effect from the 16th February 1968 (Corr . No.535221 dt. Dec. 1968).

Authority: Item No. I of the Standing Committee meeting held on 12.9.1968.

2.8 A The Board approved that the Sub-Committee while creating a temporary post of an Executive Engineer in the scale of Rs.600-40-1000-1050-1100-1150 for purposes of investigations upto a period of three months may also approve the appointment of a person thereto as and when required, without inviting applications by advertisements or submitting the case to the Selection Committee.

Authority: Item No.VIII of the Minutes of XII Meeting of the Board.
(Case No. 58/W)

B.- Pay and Allowances of Regular Establishment.

2.9 The following procedure is laid down for drawing and disbursing pay and allowances of regular establishment and their adjustment in account.

The pay and allowances of the whole staff borne on regular establishment, whether employed in the Head Office or in Field Unit, should be draw in the Head Office. The Unit Officer should see that all events relating to regular staff occurring near the end of the month are reported promptly so that bills are correctly drawn. He and the Accounts Officer attached to his unit will be personally responsible to see that amounts excess drawn on a bill are withheld and intimated to Head Office promptly for adjustment. At the end of the month he should give a certificate that no person for whom pay had been draw for the previous month and disbursed by him or remain unpaid with him, had been absent either on other than Corporation duty or suspension or with or without leave except on casual leave. He should also give such other certificates as may be required from time to time. If these certificates are not received by Head Office by the 15th of the month following that to which they relate, no bills will be drawn for that Field Office for the running month.

2.10 After a pay bill has been passed, its gross amount should be debited to 'Salaries Head Office/Field Office' account by credit of the net payable amount to 'Suspense Establishment' account, and the difference (recoveries) to relevant accounts. The adjustment should be made in the Head Office. After that the bills relating to field offices should be sent to them.

2.11 On payment the Unit Officer should debit 'Head Office account' and sent its intimation to Head Office immediately or at the end of the month according as a bill has been discharged by one or more than one payment.

2.12 On receipt of advice of payment, the Head Office should give credit to 'Field Office' account by corresponding debit to 'Suspense Establishment' account. In this way credits given to the latter head will be cleared as payments are made. 'Suspense Establishment' account should not be operated in Field Office.

2.13 On the close of the month, all unpaid items should be noted in the 'Unpaid Register' wherein full particulars of the charge including reference to the bill should be noted. This register should be in the same form as 'Register of Unpaid Wages' but a separate one. Subsequent payments of the unpaid items should be made on ordinary cash voucher form in which reference to the bill and voucher number and date in which the charge was originally included should be quoted. When making payments, suitable rates of payments should be recorded against the original entries in the 'Unpaid Register' so as to guard against second payment. The payment of unpaid item should be advised to the Head Office in the same manner as if it was made in the month in which it was drawn. All entries in the Unpaid Register should be attested by the Disbursing Officer who should also write under his dated initials the word 'Unpaid' against all unpaid items in a paid voucher, before it is sent to Head Office along with the monthly account.

2.14 At the end of the month, a detailed list of unpaid items should be extracted from the 'Unpaid Register' and sent to Head Office for monthly reconciliation of the balance under 'Suspense Establishment' Account.

C. Service Conditions of Regular Staff

2.15 For the purpose of regulating pay and allowances including traveling allowance, leave (including casual leave) and supply of liveries, the employee of the Corporation will be governed by the rules applicable to temporary Central Government Servants subject to modifications and orders issued by or under the authority of the Board, till such time as the Corporation frames its own rules, provided that in respect of leave other than casual leave, the employees, who are on deputation from the Central Government or the State Government, will be governed by the rules of their respective Governments. Joining time (including journey days) on transfer of an employee of the corporation will be specified in the transfer order; but the amount of joining time, will, in no case, exceed that admissible under the Central Govt. Rules. In case of any doubt in the application of any rule, the matter will be referred for decision to the Standing Committee of Directors set up vide para 1.4.

Note:1. For the purpose of refixiation of pay in a higher post the benefits accruing under F.R.31(2) would be admissible to employees who have put in more than five years of service in the Corporation on the date of promotion

12. The benefit of 'Leave nod due' as permissible to the permanent Central Government employees has been extended to all the regular employee of the Corporation who have put in 5 years of continuous service in the Corporation subject to the condition that they give an undertaking that the dues of leave not due be recovered from their CPF in case they do not earn leave during the remaining period of their service in NPCC.

Authority: Minutes on Item No.95.1 (Pt.II) of the Minutes of 95th Meeting of the Board of Directors.

²(3) Encashment of Earned Leave:

Regular employee of the Corporation shall be eligible to encashment of Earned Leave in accordance with the rules enclosed as Appendix-XIII w.e.f. 1.1.1979. The employees, during the year 1979 shall however be allowed to encash leave upto 15 days only for the present till the financial resources permit and until further orders.

¹ C.S. no.128 dt. 13.12.1978.

² C.S. NO.130 DT.24.04.1979 /01.05.1979.

NPCC MANUAL

¹In continuation of Correction Slip No.130 dated 24.4.79/1.5.79 of the Manual of Orders, regular employees of the Corporation shall be allowed encashment of half of the Earned Leave at their credit on the date of application reduced by one year's Earned Leave entitlement to be retained at their credit as per Rules subject to a maximum 30 days with effect from 12.1.1982 instead of 15 days as at present until further orders.

2.16 The total number of holidays allowed in a year to the employees of the Corporation will not exceed the number of Government of India Holidays; the actual dates of the holidays will, however, be subject to adjustment depending on local conditions. No extra remuneration will be allowed when any employee is required to work extra hours or on holidays.

2.17 The Managing Director will exercise the powers of the "Head of Department" under the rules of the Central Government which are made applicable to the employees of the Corporation and the Powers of "Government" will vest in the Standing Committee referred to in Para 2.15.

Authority: Item No.II of the Minutes of the III Board Meeting held on 28.6.1957.

2.18 Casual and other kinds of leave may be sanctioned to members of the regular establishment by the officers noted against each category as below:

Sl.No.	Category of Establishment	Officers empowered	Extent
(l)	Casual Leave:		
(a) (i)	Directors(Full Time)	Chairman & MD	Full
(ii)	Officers of the rank of GM and above in the Corporate Office	Chairman & MD	Full
(b) (i)	EDs/GGMs incharge of the Region	Directors(Full Time)	Full
(ii)	Unit Heads directly reporting to Corporate Office	Directors(Full Time)	Full
(c) (i)	Unit Officers reporting to Regions/Divisions	ED/GGM/GM/ZM incharge of Region/Division	Full
(ii)	All Officers and Staff working in the Region/Division	-do-	Full
(d)	All Officers and staff in the Units	Unit Officer	Full
(e) (i)	All Officers of the rank of Manager and above but below GM in the Finance	Director(F)	Full

¹ O.O. NO.500293 DT.21.01.1982

² C.S. NO.169 DTD. 19.10.1984.

NPCC MANUAL

	Division in the Corporate Office		
(ii)	All Officers of the rank of Manager and above but below GM in the Technical Divisions in the Corporate Office	Director (Full Time)/in charge of the Division	Full
(iii)	All Officers of the rank of Manager and above in the P&A Division.	GM (P&A)	Full
(f)	All Officers below self and Members of the Staff in various Divisions in the Corporation	Manager and equivalent rank and above.	Full

(II) Other than Casual Leave (Excluding Study Leave, Special Disability Leave, Quarantine Leave, Hospital Leave and Leave Not Due)

Sl.No.	Category of Establishment	Officers empowered	Extent
(a) (i)	Directors (Full Time)	Chairman & MD	Full
(ii)	All Officers of the rank of GM and above in the Corporation.	-do-	Full
(b) (i)	All Officers below the rank of GM in the Finance Division in the Corporate Office	Director(F)	Full
(ii)	All Officers below the rank of GM in the Corporate Office in Technical Division.	Director (Full Time)/ Incharge of the Division	Full
(iii)	All Officers below the rank of GM in the P&A Division	GM (P&A)	Full
(c) (i)	All Officers below the rank of GM and staff in the Regional/Divisional Officers	ED/GGM/GM/Incharge of the Region/Division	Full
(ii)	All Officers of the rank of EE and above, but below GM in the Units	-do-	Full
(d)	All Officers below the rank of EE and staff in the Units	Unit Officers	Full
(e) (i)	Staff in the Finance Division in the Corporate Office	Manager(F)	Full
(ii)	Staff in the Technical Divisions in the Corporate Office	GM/AGM/DGM/Incharge of the Division	Full
(iii)	Staff in the P&A Division in the Corporate Office	AGM (P&A/CAO/Co. Secretary.	Full

Note:- The leave will be granted subject to admissibility. The certificate of admissibility shall be given by Accounts Branch after checking the leave account maintained by Administration Section.

2.19 Deleted

2.20 -do-

2.21 -do-

2.22 -do-

2.23 -do-

2.24 -do-

2.25 -do-

2.26 -do-

2.27 -do-

2.28 -do-

12.29 National Projects Construction Corporation Service Conduct Rules (1979) are enclosed as Appendix I. These Rules are in suppression of NPCC Employees Service Conduct Rules, 1966 and subsequent amendments issued thereon.

Authority: - Minutes of 98th Meeting of the Board of Directors held on 31.3.1979 on Item No.98.9 (Pt.II)

2.30 The Board has authorized the Managing Director to exercise (except for himself) all power under these rules except those under Rule 23.

(Item 4 of the Minutes of the 6th Board Meeting held on 28th February 1958).

2.31 The Board has extended the benefit of the interim relief sanctioned by the Central Government vide Ministry of Finance Memo No.F-9(Est.(Spl)/57 dated 27th Dec., 57 and sanctioned subjected to the same condition w.e.f. 1.7.57, the grant of an additional Dearness Allowance of Rs.5/- p.m to all regular employees of the Corporation, who are at present eligible for Dearness Allowance at the rates prescribed by the Central Government

¹ C.S. NO.131 DT. 01.05.1979.

and are drawing on basic pay not exceeding Rs.250/- p.m. As a measure of marginal adjustment an additional of Rs.5/- p.m. to the Dearness Allowance has also been sanctioned to all regular employees of the Corporation as are drawing a basic pay between Rs.251 to Rs.300/- p.m.

(Item 8 of the Minutes of the 6th meeting of the Board held on 28th February, 58).

D. Miscellaneous

2.32 The following procedure is laid down for submission of traveling allowance bills by the Field Staff.

- (1) Travelling allowance bills for journeys performed during a month should be prepared immediately after completion of the journey or after the end of the month in which the journey is performed and submitted to the Unit Officer through proper channel, where necessary, before the 10th of the succeeding month.
- (2) The Unit Officer after necessary scrutiny should record his approval or countersign the bill, as the case may be, and forward it to Head Office, before the 20th of the succeeding month for further necessary action.
- (3) Bills received in Head Office after the close of the month succeeding that to which the claim relates will not be entertained and the employees will forfeit their claim for delayed submission, e.g. claim for journeys performed during May, 1958 must reach Head Office by 30th June, 1958 at the latest. After this period only such claims will be entertained, which are supported by strong reasons endorsed by the Unit Officer and to the satisfaction of the Managing Director.

In case delay occurred due to the Field Unit having returned the T.A. bill of an employee for further scrutiny, the fact should be stated in which case an additional period upto one month will be allowed and the bill entertained in Head Office.

- (4) In cases where T.A. advances have been paid to employees, the amount will be deducted from their next pay bills; if the T.A. claims adjusting the advances are not received within the time prescribed.

2.33 A classified list should be prepared for each category of establishment and annual efficiency reports should be obtained and properly recorded. The Selection Committee functioning for the selection of staff will also be the promotion committee for their promotion.

Authority:- Item No.6 Minutes of the 6th Meeting of the Board held on 28th February, 1958.

12.34 (i) Overtime Allowance – See Appendix XVI

22.34 (ii) Staff Car DriverS/Chauffeurs etc. At Delhi and Calcutta will be entitled to the payment of overtime allowance at the rates mentioned below w.e.f. 23.12.1982 and as amended by the Central Government from time to time.

Emoluments as defined in Note –1 of Rule 26 of Staff Car Rules	Rates of Overtime Allowance Per hour	
	Upto first One hour	Thereafter
Below Rs.575/-	NIL	Rs.4.30
Rs.575 and above but below Rs.625/-	NIL	Rs.4.50
Rs.625 and above but below Rs.675/-	NIL	Rs.4.90
Rs.675 and above but below Rs.725/-	NIL	Rs.5.25
Rs.725 and above but below Rs.775/-	NIL	Rs.5.60
Rs.775 and above but below Rs.825/-	NIL	Rs.6.00
Rs.825 and above but below Rs.875/-	NIL	Rs.6.40
Rs.875 and above but below Rs.925/-	NIL	Rs.6.75
Rs.925 and above	NIL	Rs.6.95

The above rates of overtime allowance to the Staff Car Drivers/Chauffeurs will be regulated subject to the conditions laid down in Rule 26 of the Staff Car Rules of the Central Govt. as modified from time to time.

- Note:** (i) The first one hour of overtime work on a working day shall be free, only where Government servant works in continuation of the prescribed hours of work.
- (ii) Where an employee is recalled from his residence to perform overtime work over time allowance may be paid for entire period including the first one hour.

¹ CIRCULAR NO.IR/OTA/84 DT. 15.06.1984.

² C.S. NO.156 DT. 28.02.1983.

- (iii) The overtime work in excess of one hour upto half an hour may be reckoned as half an hour and thereafter every period upto half an hour may be reckoned as half an hour e.g. a person working for 2 hour and 10 minutes in excess of one hour beyond the prescribed hours of work will get overtime allowance for 2 ½ hours.
- (iv) The periods shall be reckoned in half hour e.g. a person working for two hours and ten minutes will get overtime allowance for 2 ½ hours.
- (v) Overtime allowance payable to an employee shall be calculated to the nearest multiple of 5 paise. The fraction of 3 paise and more being rounded off to the next higher multiple of 5 paise and fraction below 3 paise being ignored.

The following certificate appended to the form for claiming the overtime allowance in M.O. Form No.63 shall be signed by the Drawing Officer:

"Certified that Shri _____ in whose case the overtime allowance has been claimed in this bill was/were required under specific order to sit/late in office after having put in work during prescribed hours on _____ attend office on Sunday/Holiday, for disposal of urgent work which, in Corporation interest could not be postponed till the next working day".

Certified that the amount claimed in this bill is in accordance with the rates specified in paragraph 6 of the Government of India Ministry of Finance O.M. No.9(5) E.II(B)/60 dated the 1st June, 1961.

Also certified that the Government servant(s) concerned did not receive any other remuneration/conveyance charge or compensatory leave for the performance of that overtime work".

Note: (i) A register of overtime work in M.O. Form No.64 shall be maintained in each section of the Corporation in which entries shall be made as and when overtime is authorized by the competent authority and is performed by the employee concerned.

(ii) The register shall be examined by higher officers and shall be liable to examination by Audit at the time of Inspection or Audit and any instance of undue grant of overtime allowance shall be brought to the notice of higher authorities. The Superior Office shall particularly scrutinize case where the same employee has been paid overtime allowance for more than 10 days in a month.

These orders take effect from 6.1.1965.

The total overtime allowance payable to an employee in any month shall not exceed 1/3 of his monthly emoluments. The ceilings will normally apply to personal staff also. In special cases, however, such staff may be paid overtime allowance in excess of the prescribed ceiling but not in excess of 50% of their monthly emoluments if the officers to whom they are attached certify that they have satisfied themselves that overtime work performed by their personal staff necessitating the payment of overtime allowance in excess of prescribed ceilings but not in excess of 50% of their monthly emoluments) was necessary in the Corporation's interest.

The overtime allowance is taxable under Section 7 of the Income Tax Act, 1962 and the income tax should be deducted at source.

- Note:-** (i) If for special reasons such as the demise of a dignitary a working day is declared as a holiday before the time prescribed for the opening of the office it shall be treated just like a Sunday or any other holiday for the purpose of payment of overtime allowance. But a day on which the office is closed for special reasons after the prescribed closing time shall be treated as a holiday only from the time the orders of closing the office reached the office or branch.
- (ii) The overtime allowance is claused as Honorarium and may be booked separately under the "Overtime Allowance" to the sub-head "Allowance and Honorarium" and shall not be treated as pay.
- (iii) The authority competent to ask the staff to sit late or to attend office on Sundays/Holidays so as to entitle them to the grant of overtime allowance under these orders is vested in the F.A. & C.A.O. for Accounts, Finance and Internal Audit Wings and in the A.C.E.(P) for Administration, Stores and Works Wings, or higher officers in each case.
- (iv) For staff deputed for duty for the full prescribed hours of work on Sunday (or other weekly or fortnightly off days or Second – Saturday) shall as a rule be granted compensatory leave in lieu;
- (v) For work on such holidays beyond full day, a day's compensatory leave in lieu of the full day's work and overtime allowance on Sunday rates for excess time put in by them minus 1 hour shall be given;
- (vi) For work for half a day or less e.g. from the office opens till lunch time two such holidays to be taken as equivalent to one full day for the purpose of grant of compensatory leave, where necessary, half a day's compensatory leave may be given;

(vii) Cash compensation in the form of overtime allowance for duty on such days may be granted only in very exceptional circumstances where the Chairman & Managing Director is satisfied and certifies that is not possible to grant compensatory leave;

(viii) For work on a public holiday overtime allowance at holiday rates will be paid unless the employee himself desires to avail of compensatory leave for the full day or half a day;

(ix) For calculating overtime allowance on off-day, Second Saturday or holidays, actual time taken for lunch break should continue to be deducted.

The above orders will also apply to:

(x) The staff of the Central Registry (including Stenographers and Steno-typists performing duty in Central Registry), Night Duty staff and other non-gazetted Class IV staff of whom the following flat rates of overtime allowance are prescribed:-

(a) Class IV employees	Rs.1.85 per diem
(b) Other non-gazetted employees drawing pay less than Rs.500/-	Rs.4.50 per diem

Authority:- Minutes of Item No. XVII of XXXIII Meeting of the Board held on 24.9.65.

12.34. A Dual Allowance:-

Managing Director, in special cases, as considered necessary by him, may grant additional pay wherever an employee of the Corporation is appointed in the exigencies of work to hold full and not partial charge of another higher post for a period of not less than 14 days, provided the additional pay granted shall not exceed 20% of the pay of the other post. Each case will be decided on merits after the additional duty has been performed and after taking into consideration the quality of the work done in dual charge. No extra Dearness or Construction Allowance will be allowed.

Authority: - Minutes of 96th Meeting of the Board of Directors held on 15.11.1978).

2.35 The following procedure is prescribed for keeping account of postage stamps:-

(a) Postage stamps being equivalent of cash should not be purchased at any one time to cover more than a week's requirements unless the Post Office is at a considerable distance and it is inconvenient to purchase stamps from there more

¹ C.S. NO.127 DT. 08.12.1978.

frequently. In such cases, requirements of 10 to 15 days but not for more than Rs.50/- may be obtained at any one time. Action to purchase stamps may ordinarily be taken when the balance of stamps in hand has been reduced to Rs.10/- or less as necessary.

- (b) Whenever stamps are required a hand receipt should be prepared by the Dispatcher who will give the balance in hand at the back of the receipt. This balance should be verified by the Accounts Branch.
- (c) Account of postage stamps purchased and used shall be maintained in the dispatch register. As soon as the dispatcher receives the postage stamps of different denominations, these should be counted in the presence of the Office Superintendent, who should attest the entry in the dispatch register.
- (d) The stamps should be kept in a small note book, the different leaves of which shall be used for keeping stamps of different denominations.
- (e) Progressive total of receipts in the dispatch register should be struck and agreed with the ledger balance at the end of each month.
- (f) The balance of stamps at the end of the month and consumption during the month should also be checked and certified by the Office Superintendent on the dispatch register.

(Case No. 44/E)

2.36 No employee of the Corporation will be allowed to appear in any examination which is not conducted by the Corporation unless he has obtained permission to do so well in advance. Departmental action will be taken against the employee if he is found to have taken an examination without permission.

(Case No. 185-C/PF)

12.37 The transfer of the establishment from Corporate Office to Regions/Divisions/Units and Vice-versa and also from one Region/Division/Unit to the other Region/Division/Unit may be ordered by the Officers noted against each category as under:

Sl.No.	Category of Establishment	Officers Empowered	Extent	Remarks
1.	Officers (Executives) of the rank of Executive Engineer	Chairman & MD	Full	

¹ C.S. NO.170 DT.19.10.1984.

NPCC MANUAL

	and above whether attached to the Corporate Office/Regional Office/Divisional Office or Units.			
2.	Officers (Executives) of the rank of AE/AEE and above but below the rank of EE	Directors (Full Time)	Full	
3.	Staff (non-executives) working in the Corporate Office/Regional/Divisional Offices as well as in the field units.	GM(P&A)	Full	With the approval of respective Director(Full Time).
4.	Staff (non-executives) working in the Regional/Divisional Offices as well as in the field Units	Executive Director/GGM/GM in charge of the Region	Full	(i) Within the Region. (ii) Copies of all transfer orders will be sent to Corporate Office.

2.38 Contributory Provident Fund (National Projects Construction Corporation) Rules are given in Appendix II. The benefits of Contributory Provident Fund are applicable with effect from the 1st May, 1959 to retired personnel, who are re-employed by the Corporation for more than one year from the date. In their case, the term "emoluments" should be defined in accordance with the decision of Government. To all other staff these rules apply with effect from 1st October 1958.

These rules do not apply to deputationists.

(Case No. 35-A)

2.39 Whenever any accident occurs to any workmen in the Field Unit, the Engineer-in-charge of the Unit shall make a report to the Head Office in the Manual of Orders Form No.59 along with his recommendations as to the payment of any compensation to the workmen under the Workmen's Compensation Act, 1923.

(Case No. 16/SRG/A/Cs)

2.40 Regular staff of the Corporation shall be eligible to the grant of travel concession during regular leave on the lines of travel concession sanctioned for the Central Government servants in the Ministry of Home Affairs O.M. No.43/1/55-Ests.(A) Part II dated 11.10.1956 (as amended and simplified from time to time) as given below:-

- (1) Except as provided in Clause (2), the concession will be admissible to regular servants of the Corporation of all Grades once in a period of two calendar years for visiting their homes. It will cover all Corporation servants and their families as defined in Clause (5) below. The families need not necessarily accompany the Government servant but may proceed or follow them during the same calendar year. For purposes of deciding the number of the occasion, the qualifying journeys made by an employee and his family will be viewed as one.
- (2) Persons whose 'homes' are within a distance of 250 miles from their head quarters will not be allowed the concession.
- (3) Those whose home are beyond 250 miles or 400 kilometers from their head-quarters shall themselves meet the entire cost of fares for the initial 250 miles or 400 kilometers one each of the outward and return journeys. For the remaining distance (over the initial 250 miles or 400 kilometers) the Corporation will meet 90 per cent of the actual fares, the balance of 10 per cent being borne by the employee. In every case, the journey should be to the home and back, but it need not necessarily commence from or end at the head-quarters of the Corporation servant either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance traveled, limited to the amount that would have been admissible, had the journey been performed between the headquarters and the home of the Corporation servant.
- (4) The term 'home' referred to in this Office Memorandum shall be the permanent home town or village as entered in the History Sheet or other appropriate official record of the Corporation servant concerned, or such other place as has been declared by him, duly supported by reasons (such as, ownership or immovable property permanent residence of near relatives, for example, parents, brothers etc.) as the place where he would normally reside but for his absence from such a station for service in Corporation. Persons 'displaced' from territories not part of Pakistan or those who have recently acquired an Indian domicile or those who have not so far declared their homes for any purpose in correspondence with Corporation, for example, service records, applications for house building advances etc. should make a formal declaration. In every case, the declaration should be made to the authority who has been declared to be the Controlling Officer in respect of the Corporation servant for purposes of traveling allowance claims. It should reach that authority not later than six months from the date of

this Order or on a date prior to the availing of the concession under this para, whichever is earlier date. Persons who enter Corporation service in future should make such a declaration before the expiry of six months from the day of entry into service.

The declaration will be subject in each case to the acceptance of the Controlling Officer who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider necessary.

The declaration will be kept on the History Sheet or other appropriate service record of the Corporation servant.

A declaration of 'home' once made shall ordinarily be treated as final, but in exceptional circumstances, the Managing Director, if Corporation servant himself is the Managing Director, the Board may authorize change in such declaration provided that such a change shall not be made more than once during the service of a Corporation servant.

- (5) The term 'family' shall have the same meaning as given in Supplementary Rule 2(8) (as amended from time to time) or other corresponding rule applicable to the Corporation servant for purpose of traveling allowance on transfer. Where the wife is also a Government Servant, the concession will be admissible to the family on the scale admissible to the husband or the wife and not both.
- (6) The concession is not admissible to Corporation servant who has not completed one year of continuous service on the date of journey performed by him or his family as the case may be.
- (7) The concession will be admissible only in the case of journeys performed by the Corporation servant during regular leave including medical leave, leave on average pay, earned leave, leave on half average pay or extraordinary leave and not in the case of journeys performed during casual leave. The period of the leave taken should not be less than 15 days.
- (8) In the event of the return journey falling in the succeeding Calendar year, the concession should be counted against the year in which the outward journey commenced.
- (9) If the leave applied for by a Corporation servant is refused in writing by the authority competent to sanction the same in the interest of public service and if it is also certified by that authority that leave can not be granted at any time during that Calendar year, the concession may be granted in respect of the family of the Government servant during that year. In that case, the concession

will be deemed to have lapsed for that occasion so far as the Corporation servant himself is concerned. The

- (10) concession is restricted to journey by rail within India.

¹Correction Slip No. 5

Dated 18th may , 1987.

The Sl. No. 10 of para 2.40 of Manual of Order is, hereby, substituted as under:-

2.40

S.10.(10)The concession is restricted to journey by rail for all the employees upto the level of Group General Manager within India. The Chairman & Managing Director and Functional Directors will be entitled to travel by Air on L.T.C. within India.

- (11) The class of railway accommodation to which a Corporation servant and his family will be entitled will be the class to which he is entitled under the normal rules at the time the journeys are undertaken. It will be possible for the Corporation servant and/or his family to travel in a class higher or lower than that to which he is entitled; in the former case, the Corporation's liability for the distance in excess of 250 miles will be restricted to 90 per cent of the fare for the excess distance by the class in which he or his family actually traveled. If on such journeys or part of such journeys, the Corporation servant or a member of his family traveled by air or by road or by steamer, the extent of Corporation assistance will be limited to what would have been admissible had he traveled by rail in the authority class or the actual expenses, whichever is less.
- (12) Corporation liability for the cost of railway fare between the Corporation servants head-quarters and his home shall be limited to the fare by the shortest route.
- (13) For places which are not themselves connected with rail but which are connected with the railway system by road or steamer, unless the road transport or steamer services are owned by the railway, the concession will be admissible for journeys from and upto the nearest railway station only.
- (14) No road mileage will be admissible where road facilities exist.
- (15) Corporation servants will be reimbursed 90 per cent of the railway fare they have paid for themselves and their families after paying the full fare for the 250 miles of the journey on presentation of claims in T.A. bill forms on the usual certificate that they actually performed such journeys and traveled by the class

¹ C.S. NO.5 DT. 18.05.1987.

of accommodation not lower than that for which reimbursement of fare is claimed. The Corporation servant should inform the Controlling Officer before journeys for which assistance under this scheme will be claimed are undertaken. They should also produce evidence of their having actually performed the journeys, for example, serial numbers of railway tickets, cash receipts, etc.

- (16) A record of all assistance granted under these orders shall be suitably maintained. The record shall be maintained by Head Office in the form of entries in the History Sheet or other appropriate service records and should indicate the date or dates on which the journeys of the 'home' commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion, a Corporation servant proceeds on leave which is entered in that record, the fact whether or not he availed of the travel assistance.
- (17) The order contained in this Office Memorandum shall take effect from 28.11.1962 and will cover journeys commenced on or after that date.

Authority: Item No.XI of the XXVI Meeting of the Board of Directors held on 28.12.1962.

¹Correction Slip No-6

Dated 25th may,1987

The following is, hereby added in the manual of order as para 2.40(a):-

2.40(a) This scheme may be called the 'NPCC Leave Travel concession Encashment Scheme' and will be applicable to all temporary regular establishment employees in the Corporation who are drawing salary in Central scales of pay and also to functional Directors including CMD.

1. The benefit of this scheme, will be applicable at the option of the employees:-
 - (i) Once in each of the two calendar years of a two year block period.
Or
 - (ii) Once in a two year block period.
2. The facility of encashment will be available to employees for the entitled mode/class of travel, during the actual block year period only viz., 1986-87, 1988-89 and so on, and not during the period of grace. In other words an employee can encash the benefit for the two- year block 1986-1987 during the period from 1.1.86 upto 31.12.87 and not beyond 11.12.1987.

¹ C.S. NO.6 DT. 25.05.1987.

3. The word " employment" " family", " block year", " for year block" etc. will have the same meaning as they have under the LTC rules of the Central Government as adopted by the Corporation. However, the 4 years block will now be split in two year block. For example, the 1986-89 four year block will be split in two blocks i.e 1986-87 and 1986-89 and for the purpose of allowing the LTC encashment the total distance in the block of two years will be taken as 1500 KMS, each way.
 4. The benefit under this scheme will be available enumerated below :-
 - An employee who is eligible to avail LTC under the existing rules of the Corporation will exercise an option for encashing the benefits at the time he intends to encash once in a block of two years.
 - The extend of encashment in respect of each adult member will be as under"-
 - (i) If an encashment is desired in each calendar year s the extent of encashment in respect of each year will be the fare by the entitled class for a distance equal to 80% of 750 KMs, by rail each way i.e para 3 (i) optess).
 - (ii) If encashment is desired once in a two year block period, the extend of encashment will be the fare 'Y'entitled class for a distance equal to 80% of 100 KMs., by rail each way (i.e para 3 (ii) optees). In this case encashment will be allowed in the second year of the two year block.
- NOTE: (i) Encashment in respect of a child who is in the age group of 5 to 12 years on the date of encashment, will be @ 50% of the fare admissible for the adult member and no encashment in respect of a child below 5 years of age will be available since under the railway rules such children are eligible for free fare.
- (ii) In respect of CMD/Directors (Full Time) the encashment will be allowed for the entitled mode/class of travel.
5. The above facility of encashment will be admissible for self and every entitled family member under the LTC rules in force.
 6. The encashment will be availed of for the family as a whole including self and the family can not be split for this purpose.
 7. The benefit will not be available for the employees who have availed the LTC other for Home Town or for any other place during the 1986-89 block year.
 8. All other terms and conditions not covered above governing the existing LTC rules shall apply mutatis mutandis.

9. An employee who wishes to opt for the encashment will have to exercise an option immediately on commencement of particular 4 years block either to opt for existing scheme or encashment, option once given will be in operation for the said 4 years block and will not be changed under any circumstances.
10. An employee who is eligible for LTC encashment under the said scheme may apply in the prescribed form (Annexure "A") to personnel department of Corporate Office in the case of Corporate Office based employees and Region/Unit in the case of Regional /Unit based employees who after examining the application, with reference to the conditions of the eligibility as provided herein will issue an office order sanctioning LTC encashment in favour of eligibility employee.
11. For the purpose of interpretation of any provisions of the scheme, the decision of competent authority shall be final and binding.

This issues with the approval of competent authority.

12.41 The age of superannuation i.e. compulsory retirement for the employees of the Corporation shall be 58 years. However, in exceptionally deserving cases, the Competent 'Appointing Authority' for various categories of personnel may retain the employees in service beyond the age of 58 years (which in no case shall exceed 61 years). All cases of retention of the employees in service beyond the age of 61 years should be referred to the respective Selection Committee.

Correction Slip No. 31

Dated 22.10.98

Sub: Correction Slip to the Manual of Orders

The opening para of 2.41 of Manual of Orders is amended as under:-

"The age of superannuation i.e. compulsory retirement for the employees of the Corporation shall be 60 years and there shall be no extension of service beyond the age of superannuation i.e. 60 years provided that an employee whose date of birth is first of the month shall retire from the services of the Corporation on the afternoon of the last date of the preceding month and in all other cases the employees shall retire from the service on the afternoon of the last date of the month in which he / she attains the age of 60 years.

The remaining sub- para 2.41 of Manual of Orders shall remain unaltered.

The above amended provision shall come into force w.e.f. 30.09.1998.

¹ C.S. NO. 61 DT. 28.04.1972 & C.S. NO.116 DT. 23.03.1977.

NPCC MANUAL

This amendment will be applicable only to those employees who are specifically governed by the Manual of Orders. It does not apply in case of other employees who are governed by the Certified Standing Orders/ Office Orders/ Circulars.

Notwithstanding anything aforesaid the Competent 'Appointing Authority' shall have the absolute right to retire:

- a). An employee in category I & II, if recruited before attaining the age of 35 years, after he has attained the age of 50 years;
- b). An employee in category I & II, if recruited at the age of 35 years and above, after he has attained the age of 55 years;
- c). An Employee in category III & IV after he has attained the age of 55 years or on completion of 30 years of service;

either by giving notice of not less than 3 months in writing, in the prescribed Performa or by giving pay and allowances in lieu of such notice.

2. An employee, in category I & II, if recruited before attaining the age of 35 year, after he has attained the age of 50 years, an employee in Category I & II if recruited at the age of 35 years and above after he has attained the age of 55 years and employee in Category III & IV, after they have attained the age of 55 years or on completion of 30 years of service, may also seek retirement from the service of the Corporation by giving a Notice for not less than three months to the Competent Authority.

Note 1: The three months notice referred to above may be given before the employee attains the relevant age or has completed 30 years of service as specified above, provided that the retirement takes place after he has attained the relevant age of has completed 30 years service as the case may be.

Note 2: For the purpose of retirement, the retirement of the Corporation employees shall take effect from the afternoon of the last day of the month in which the employee concerned attains the age of superannuation instead of the afternoon of the actual date of his superannuation.

FORM

NATIONALPROJECTS CONSTRUCTION CORPORATION LIMITED
(A Public Sector Enterprise)

Ref. No. _____

Dated: _____

ORDER

WHEREAS the _____(appropriate authority) is of the opinion that it is in the interest of the Corporation to do so:

NOW, THEREFORE, in exercise of the powers vested in me, I (appropriate authority), hereby give notice to Shri _____ that he having already attained/or on attaining the age of Fifty-five years shall retire from the Service of the Corporation with effect from the Forenoon of the _____, or, from the date of expiry of three months computed from the date of service of this Notice on him, whichever is later.

Shri/Smt._____.

N.P.C.C. Limited,
H.O./Unit.

A C K N O W L E D G E M E N T

I, _____. Now holding the post of _____ hereby acknowledge the receipt of the Original Notice of the Order of retirement as aforesaid.

Designation:

Place:

Date:

2.42 ¹⁽ⁱ⁾ Medical facilities to the staff-Head Office, Covered by Medical attendance Rules w.e.f.1.4.84.

²⁽ⁱⁱ⁾ Medical Allowance:

	Pay range (Revised Scale of	Amount Payable Per month
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¹ O.O. NO.500204 DT.31.03.1984.

² C.S. NO.94 DT.04.03.1975.

NPCC MANUAL

	pay)	
(i)	Up to Rs. 300/-	Rs. 15.00
(ii)	Rs.301 to 650/-	Rs. 20.00
(iii)	Above Rs. 650/-	Rs. 30.00

The above rates will take effect from 1.3.1975

- ¹(iii) The Chairman & Managing Director may in consultation with F.A. & C.A.O. allow the payment of medical allowance to the officers and staff on regular establishment posted in the field units, at the rates indicated in sub- items (ii) above, till such time alternate medical facilities are provided and also to the regular employees of those field Units which are on the verge of closure and the staff strength has depleted and continued running of the field dispensary is not considered economical.

Authority: Minutes on Items No. 5 (part II) of the Agenda of 56th Meeting of the Board of Directors held on 21.11.1969

2.43 Regular employees of the Corporation with more than three years service at their credit and Government servants on foreign service to the Corporation with the concurrence of the authority empowered to sanction the advance for the purchase of conveyance as if the Government servant was serving directly under the Government shall be eligible to the grant to advance for the purchase of conveyance viz., Motor Cars, Motor Cycles, (Scooter/Scooterettes) and Bicycles etc. subject to the following rules, provided the competent authority certified that:-

- (i) It is certified that it will be useful to the Public service (Corporation's Service) if the employee possesses the conveyance in question for the performance of his official duties:
- (ii) The Competent Authority is satisfied that the N.P.C.C. Employees has the capacity to repay the advance; and
- (iii) In the case of an employee applying for an advance for the purchase of a bicycle in the opinion of the sanctioning authority, the possession of a bicycle will add to the efficiency of the employee concerned.

¹ C.S. NO.35 DT. 22.12.1969.

RULES

11. Eligibility:

- (a) Advance for the purchase of Car:
 - (i) Officers in the rank of CS/SE/Manager and their equivalent and above.
- (b) Advance for purchase of Motorcycle/Scooter/Scooterette:
 - (i) Employees with basic pay Rs. 500/- per month or more.
- (c) Advance for the purchase of bicycle:
 - (i) Advance for the purchase of bicycle shall be permitted to employees whose basic pay does not exceed Rs. 600/- per month.

2II Extent of Grant:

- (i) For the purchase of motor Car Rs. 20,000/- or 20 months pay or the anticipated price of car whichever least. The amount will be recoverable in not more than 100 equal monthly installments.
- (ii) For the purchase of Motor-Cycle/Scooter/Scooterette etc. Rs. 3,500/-or 10 months pay or the anticipated price of the conveyance, whichever is least. The amount is recoverable in not more than 70 equal monthly installments.

³Correction Slip No.-14

Dated: 8th September 1988

Sub para (i) and (ii) under Rule II- Extent of Grant' of para 2.43_ of the manual of Orders are, hereby substituted as under:-

RULE: II – Extent of Grant:

- (i) For the purchase of Motor Car Rs. 40,000/- or 20 months pay or the anticipated price of Car whichever is least . The amount will be recoverable in not more than 100 equal monthly installment.

¹ C.S. NO.160 DT. 07.11.1983.

² C.S. NO.160 DT. 07.11.1983.

³ C.S. NO.14 DT. 08.09.1988.

(ii) For the purchase of Motor-Cycle/Scooter/ Scooterette etc. Rs. 7,000/- or 10 months pay or the anticipated prices of the conveyance whichever is least . The amount is recoverable in not more than 70 equal monthly installments

(iii) For the purchase of bicycle Rs. 275/-or the anticipated price of the bicycle, inclusive of the sales tax, whichever is less. The amount is recoverable in not more than 25 equal monthly installments.

¹Correction slip No. 18

Dt. 12-Oct-89

(B) Substitute sub-para (ii) & (iii) under rule-II Extent of Grant' para2.43 to be read with Correction Slip No. 14 dated 8th September,1988 of the Manual of Orders:

Rule-II Extent of Grant:-

(ii) For the purchase of Motor Cycle/Scooter/Scoorette etc. Rs. 7,000/- or the anticipated price of the conveyance whichever is least. The amount is recoverable in not more than 70 equal monthly Installments.

(iii) For the purchase of Bicycle Rs. 400/- or the anticipated price of he bicycle whichever is least. The amount is recoverable in not more than 25 equal monthly installments.

Note:- Grant or Advance on the second or subsequent occasions for the purchase of a motorcar/Motorcycle/Scooter/scooorttte or bicycle shall be as per rules prescribed by the Central Govt. for the purpose.

III , Interest.

(i) Simple interest at 4% or at such rates as may be fixed by the Govt. of India from time to time shall be charged on advances granted to Govt./Corporation employees for the purchase of conveyances. Such interest shall be calculated on balance out-standing on the last day of each month.

(ii) The amount of interest shall be recovered in the minimum number of monthly installments; the amount of each such installment being not greater than the amount of the installment fixed for the recovery of loan.

(iii) The recovery of the amount of interest shall commence from the month immediately following in which the repayment of the advance for the purchase of the conveyance is completed.

Sale or Transfer:

¹ C.S. NO.18 DT. 12.10.1989.

The borrower shall not sell or transfer the conveyance for so long as the amount of advance together with the interest on such amount is not completely repaid, except with the permission of competent authority.

N.B. Unless a Govt. servant or the Corporation employee, who is sanctioned an advance for the purchase of a conveyance, completes the purchase of, and pays for, the conveyance within one month from the date on which he draws the advance, he shall refund forthwith the full amount of advance drawn together with interest on the amount for one month.

The competent authority may, in exceptional case, extend the period of one month prescribed in this rules up to two months.

The period of one month laid down in this rules should be a calendar month from date of drawl of the advance. The employees have to enter into agreement (except those who take as advance for the purchase of a bicycle) as per forms prescribed.

Authority: - Minutes of item No. 1 of XXVIII Meeting held on 26th June 1963.
(Case No. 500129)

1IV. The employees shall not ordinarily be entitled to the grant of advance for the purchase a bicycle within a period of three years of the grant of a previous advance for the same purpose unless satisfactory evidence is produced by the employee concerned to the effect that the conveyance purchased with the help of an earlier advance has been lost or has become unserviceable. In the latter type of cases, the authority sanctioning the advance should record a certificate that it has satisfied itself that the conveyance possessed by employee has been lost or has become unserviceable as the case may be.

2.43(A) House Building Advance

Regular employees of the Corporation shall be eligible to the grant of "House Building Advance" as per the rules framed by the Central Government for its regular employees for the purpose and as amended from time to time. Applications for grant of House Building Advance shall be processed as per rules and submitted to the Managing Director for sanction.

Correction Slip No. 18

Dated: 12th Oct. 1989

(A) Add the following after the para 2.43(a) of House Building Advance:-

¹ C.S. NO.8 DT.30.10.1968.

² C.S. NO.141 DT. 27.06.1980.

(i) The employees, who have rendered atleast 5 years continuous Service provided they are likely continue in service till the house is built and mortgaged to the Corporation, shall be eligible for the grant of House Building Advance subject to a maximum of Rs. 1.25 lacs and other terms & conditions as stipulated in the Central Government House Building Advance Rules (3rd pay Commission)for its regular employ.

2.44 The National projects Construction Corporation Service (Conduct) Rules, 1979 are enclosed as appendix -I.

2.45. The rules and procedure to declare NPCC employees as permanent are enclosed in Appendix-IV.

2.46 NPCC (Classification, Control & Appeal) Rules 1966 are enclosed as Appendix-V.

Authority: Minutes of Item No. XXI of the Agenda Note of XLII Meeting of the Board of Director held on 30.9.66.

12.47 The employees of the Corporation working at Gumti Unit are entitled to travel by Air with family once in a year from Agartala to Calcutta and back. This is in addition to the ordinary leave travel concession giving to the officers and their family for going to their home town once in a block of two years under the leave Travel Concession rules.

The orders come into force with effect from the 12th September,1968.

Authority: Item No.1 of the Standing Committee meeting held on 12.9.1968.

2.48 NPCC Seniority Rules (Enclosed as Appendix -IX)

3.49 NPCC Employee (payment of Gratuity) Rules,1975 (Enclosed as Appendix-XII).

4.50 Grant of Hostel Subsidy to the employees of NPCC:

1. All employees on regular establishment of the Corporation who have put in not less than one year's service, who on account of transfer are obliged to keep their children in the hostel or a residential school away from the station at which they are posted and /or residing will be eligible to the payment of hostel subsidy irrespective of the pay drawn by him.

¹ C.S. NO. 5 DT. 28.09.1968.

² C.S. NO. 36 DT.04.03.1970.

³ C.S. No.135 DT.18.10.1977 & NO.155 DT. 03.02.1983.

⁴ C.S.NO.172 DT. 06.02.1985

2. If both wife and husband are in the services of the Corporation, the subsidy will be admissible to one of them only.
3. If wife or husband of any employee of the Corporation is employed outside the Corporation, Payment will be admissible if his or her spouse is not entitled to such benefit from his/ her employer.
4. Children for whom admissible:
 - (i) The subsidy will be admissible only in respect of the Corporation employee's (borne on regular cadre) legitimate children including stepchildren and adopted children (where adoption is recognized) who are wholly dependent on the Corporation's employees.
 - (ii) The hostel subsidy shall be payable up to 10+2 stage in States and Union Territories, where the pattern of 10 plus, plus 3 has been adopted and up to Higher Secondary stage in other States and Union Territories irrespective of the fact that the children study in a Kendriya Vidyalaya or any other recognised school in respect of children between the age limit of 5 and 20 years.
 - (iii) It will be admissible in respect of any student for not more than 2 academic years in the same class.
 - (iv) The Hostel subsidy shall not be admissible in respect of a child for whom children's educational allowance is claimed by the Corporation's employee under separate orders.
 - (v) It will be admissible only if the child attends school regularly. In case the period of absence of the child from the school without proper leave exceeds one month, the subsidy shall not be admissible.
 - (vi) Where the child is in receipt of any scholarship, hostel subsidy may be given if scholarship offered is not accepted.
 - (vii) The hostel subsidy is only for food charges and not for lodging, electricity and water charges

Quantum of Subsidy:

- (i) Rate of subsidy:

Ceiling rate of Rs. 60/- per month per child.

- (ii) Limit regarding No. of children:

The subsidy will be admissible in respect of not more than three children at a time

- (iii) Limit in conjunction with children's educational allowance:

The total number of children for whom the subsidy under this scheme and the children's educational allowance is drawn should not exceed four in all.

5. Period during which admissible:

- (i) The subsidy will be admissible to the employees of the Corporation while on duty or under suspension or on leave (including E.O.L.)
- (ii) It will not be admissible during any period treated as 'dies non'.

- 6.** If the employee dies or ceases to be in service by reason of retirement, resignation, discharge, dismissal or removal, the subsidy is admissible till the end of the academic year in which the event occurs.

7. Procedure of payment of subsidy to eligible employees:

- (i) He should obtain a Certificate in the prescribed Performa as given below from the principal giving particulars of date of admission of the child and the period for which food charges at specific rate per month are payable during the month.
- (ii) He should produce this certificate to his office and claim payment of hostel subsidy due to him.
- (iii) He should give an undertaking in the prescribed Performa that he would intimate changes in the rates or withdrawal of the child from the hostel.
- (iv) He should pay the Principal the food charges in full from month to month and produce hostile receipt for payment of the first month immediately after such payment. Thereafter receipt should be produced every six months.
- (v) He should furnish a certificate each month that the amount of subsidy drawn by him during the previous month was utilized by him towards the payment of food charges for his child for the month.

NPCC MANUAL

The above rules are subject to amendment issued by the Central Government from time to time.

PROFORMA FOR GRANTL OF HOSTEL SUBSIDY

My child, (Name)_____ who is studying in a _____the
(Name of the School)

was admitted to hostel of the school on (date)_____. A certificate from the Head master/Principal of the school, giving particulars of date of admission is enclosed. I request that the hostel subsidy, due to me, on account of this child, may be paid to me, in advance, each month.

I undertake to inform my employer forthwith in the event of my withdrawing the child from the hostel. I also undertake to produce the hostel receipt for the payment of the first month immediately after payment and, thereafter, at the end of every six month period, the receipt from the hostel for the amount paid by me during that period.

Signature of the Employee

Date__ /__ /__ /

Designation_____

(Full name of School)

(Name of place)

Particulars of boarder admitted to the hostel

1. Name of the boarder _____
 2. Name of Parent_____
 3. Class to which admitted _____
 4. Date of admission in the hostel _____
 5. Period during the year for which the child would continue to be admitted in the Hostel
From To
- | | | |
|-----|-------|-------|
| (1) | _____ | _____ |
| (2) | _____ | _____ |
| (3) | _____ | _____ |
| (4) | _____ | _____ |

Date_____

Signature_____

(Headmaster/Principal)

CHAPTER -3

STORES

A- General Store

3. 1 The general administration at all stores in a Field unit vests in the Unit Officer on whom primarily devolves the duty of arranging, in conformity with the rules and instructions as may be issued by the Head office from time to time for:-

- (i) the acquisition of stores;
- (ii) their custody and distribution according to the requirements of works, and
- (iii) their disposal.

3. 3 In order that capital is not unnecessarily blocked in the acquisition of materials, phased programme for their purchase at the proper time should be drawn up for all works undertaken. In accordance with this programme, timely action should be taken by the Engineer-in-charge to arrange for their supply. Although no materials should be purchased, unless immediately required for use on works, certain materials have necessarily to be kept on 'stock' to meet the needs of works generally. For such articles, maximum, minimum and ordering levels should be fixed. The Store- Keeper should submit a report as soon as stocks of any article are likely to fall below the prescribed minimum limit.

3. 3 (i) The necessity for the purchase of materials shall be intimated either by the Engineer-in-charge, if required for work, or by the Store- Keeper, if needed to replenish stores, by a report, to the Executive Engineer which should give as far as possible all the information required to fill in M.O. Form No. 5. Orders may, however, be placed by the Unit Officer or Head Office without waiting for a report from them. Whenever stores are ordered after calling for tenders, quotations or otherwise in accordance with the prescribed rules, all orders should be placed in the Form No. 5. If it is not possible to adhere to the exact form as in the case of orders placed with the Director General of Supplies and Disposals, all the information required in M.O Form No. 5 should be incorporated in the order. The number of copies of the order to be made out and their disposal is indicated below:-

First copy should go to the firm of suppliers. Second copy should be filed in the proper file of the office ordering the stores.

Third copy should be sent to the Sectional officer, who is ultimately to take over the articles on his books and verify them for payment. Fourth copy

should be sent to the Sectional Officer, Rail head etc., who will take delivery of the stores and forward them to the Sectional Officer in-charge of the work or stock.

- (ii) When any order is placed by the Head Office or the Chief Engineer (Planning) six copies should be made out, five copies to be disposed of as above and one copy sent to the Unit officer concerned.
- (iii) The procedure for stores Purchases Rules of the N.P.C.C. are given in Appendix-III.

3.4 Field Officer should maintain a register in M.O Form No. 6 of all orders placed by the Unit Officer or higher authority. The Unit Officer is responsible to watch the receipt of stores ordered, arrange to take delivery and dispatch to the sites of work or stock, make payments, maintain proper accounts and keep proper stocks of materials of general consumption. Before filing the copy of each order whether placed by himself or by higher authority he should have it noted by the clerk. Who maintains the register in M.O. Form No. 6.

3.5 The Sectional Officer, Rail Head, should record all copies of orders received by him serially in a separate file and maintain a 'Railway Receipt Register in M.O. Form No. -7. As each Railway Receipt is received, columns 1 to 20 should be filled up and a corresponding note made in the relative order in the file. When delivery of stores is taken, the remaining columns of the form should be filled up.

3.6 All stores moved from the Rail Head to Stores/site of work or from one place to another should be accompanied by challans in M.O. Form No. 8 or M.O Form No.9 as the case may require. These challans forms should be in bound books in triplicate and in three colours -white, yellow and pink. All the three copies of each challan should bear a serial number and also the book number. The numbering should be done by machine. The original white copy should remain with the officer issuing the challan. The duplicate and triplicate, yellow and pink coloured copies should be sent with the stores to the receiving end. The Officer-in-charge at the destination should retain the duplicate yellow copy and return the triplicate pink copy duly signed and acknowledged to the officer issuing the challan. On receipt by the latter of the triplicate pink copy, duly acknowledged, he should check the acknowledgement and compare the challan with the original. If the acknowledgement is found to be in order, he should note the fact on the first original copy and forward the triplicate copy to the Unit Officer. These triplicate copies should be sent fortnightly i.e. on the 1st and 16th of a month. Any discrepancies should be promptly settled by personal contact. Any losses should be immediately reported to the Assistant Executive Engineer who will make an immediate enquiry, fix responsibility and send a report to the Unit Officer.

3.7 When for any reason a challan in M.O Form No. 8 or M.O Form No.9 is cancelled., the triplicate pink copy should be sent to the Field Office and the duplicate yellow copy posted, to the original white copy. The triplicate copies of challan forms should be maintained in the Field Office serially by books.

B. Quantity Accounts – Receipts.

3.8 As soon as possible after their receipts, the stores should be taken over by an Assistant Executive Engineer, Assistant Engineer or Sectional Officer, and measurement recorded by him in M.O Form No.10 'Goods Receipt Sheet' independently and without reference to the relative invoice, and the information required therein should be filled in M.O. Form No 10 should be prepared in duplicate and will replace the measurements book so far as it concerns the receipt and measurements of materials/ furniture/ equipments /tools /plant and machinery etc. The original copy having perforation should be in white and duplicate coloured. The officer recording the measurements should obtain the signatures of the Store Keeper in case the stores have been received for stock and of the Sectional Officer in-charge of the work, if the stores are debitable to work . The white copy should be torn out at the perforation and sent to the Field Officer for check and payment in the case of minor purchase and posting of the store price ledger etc. These M.O. Forms No.10 should be bound in books of 100 forms in duplicate. The book and page number should be machine numbered on each sheet.

3.9 'The Goods Received Sheet' M.O. Form No.10 should be treated with the same care as a measurement book and an account should be kept in the register of measurement books. Whenever any form is cancelled, the fact of cancellation should be recorded in both copies of the form. The original cancelled form should be submitted to the Field Office.

3.10 When the original white M.O. Form No.10 is received in the Head Office, postings should be made in books as follows:--

- (a) Material purchased for stock should be posted in the purchases Register M.O. Form No.21 and also in the Stores Price Ledger.
- (b) Materials directly debitable to works/jobs should be posted in the purchase Register.
- (c) Purchases of plant and machinery, office furniture, tools and equipment should not be centered in the purchase Register. If the relative bills have already been received and payment are being made immediately, the amounts paid should be debited to the Ledger Heads for the articles concerned through the Cash Book. In case any payment cannot be made at once, the value should

be adjusted through the Journal crediting the supplier and debiting the Ledger Head concerned. Postings should also be made in the relative plant and machinery, office furniture, tools or equipment registers.

Form duplicate coloured copies, entries should be made by the official concerned in the bin-cards if cost is debitible to stock, or in the material- at site account, if debitible direct to work/job or in the Tools and Plants Register 'sub- divided into separate sections.'

3. 11 The supplier's bill or invoice should be received in triplicate. On its receipt, the triplicate copy should immediately be forwarded to the officer who would take the stores on his books. When the goods received sheet (M.O.) Form No.10 original copy) is received in, the Head Office or the Field Office as the case may be, the supplier's bill should be checked with it as regard actual quantities received and price to paid and with the purchase order as regards rates and other conditions of the purchase order. After the invoice has been checked the original should be passed for payment and would become a voucher after payment. It should bear reference to the goods received sheet and the purchase order and those documents in turn should bear counter reference to the paid voucher. The duplicate copies should be recorded in the Field Office after noting reference of goods received sheet. Purchase order and payment of voucher thereon. A rubber stamp bearing the following information should be affixed above the endorsement passing the invoice.

Reference to Purchase Order No.

Reference to G.R. Sheet No.

Credit Memo, issued, if any, for returns etc.

Cash Voucher checked by.

Authority:- Orders in file No. 59A

Before filing the duplicate copy, it should be shown to the clerk maintaining the register in M.O. Form No.6 for noting therein reference to voucher number and date with which payment has been made.

3. 12 No payment should be made on the authority of the duplicate coloured M.O. Form No. 10. The duplicate Form is for posting the bin-cards, the materials-at site account or the 'Registers of Tools and Plant'. The white copies in the Field office, after payment where necessary, and note by the clerk concerned should be submitted to Head Office, to be recorded serially for each book, so that when all the leaves on a book have been paid for, the white copy should from the original measurement book is loose sheets and recorded in the same way as measurement book. The officer recording the measurement should also

forward the book of coloured copies with him to the Field Office as soon as possible after the book is completed.

3.13 A bin card in M.O. Form No.15 should be maintained for each article kept at each store. These bin-card should be arranged in loose leaf binders and kept in the personal custody of the store-keeper. The daily receipts, issues and balances should be noted therein. Reference to Goods Receipt Sheet (M.O. Form No.10) or the 'Stores Returned Note' in M.O. Form No.14 with which the articles are taken on stock should be noted against each item of receipt. Similarly, reference to indent No. (M.O.) Form No.12) should be noted against each issue. The issue rate prescribed for each article from time to time should be noted in the relative bin-card.

3.14 Serial or Code Number should be allotted to each article borne on stock. A separate numerical serial shall be maintained for every sub-section or section under each sub head of stock. For instance Brass sheets may be given Code No. M.B.S. 44 M-indicating the sub-head Metal, B-the section Brass, S-sub Section sheets and 44, the specific size, gauge or dimensions. In this way every article shall bear a distinguishing number (Code No.), which shall be given against each article on requisitions, purchases orders, goods received sheets, indents, stores returned notes, transfer notes and store price cards. The bin cards and store price ledger would arranged on the above principle and would bear identical number. There should be one serial number for the same article in the whole of the Corporation and this number should be noted as mark of identification for all store orders as far as possible.

C- Quantity Account-Issues

3.15 All issues shall be priced on the average price method which contemplates calculation of unit price on the basis of total up-to date cost divided by total up-to-date quantity on hand. Under this method fresh calculations shall be necessitated as soon as fresh supply of an article is received or any adjustment in cost relating to the supply already received is made. Thus, when the Store-Keeper makes any fresh entry to receipt, he should at once take action to revise the issue rate, which should be worked on store price card(M.O. Form No. 13) prepared in duplicate. The original shall be kept by the Store-Keeper and duplicate sent to Field Office, where it will be checked with reference to entries made in the relevant store price ledger card and discrepancy, if any, settled. This new rate together with the date from which it is applicable shall be written both in the bin-card and the store price ledger card. If any revision in rate is necessitated by value adjustment in the Field Office, that office shall prepare the store price card and send one copy to the Storekeeper.

Sales and issues to task workers, sub-contractors and others will be priced as follows: -

- (a) For bonafide use on Corporation's works, price charged should be at the issue rate plus storage charges and 10% supervisory charges added on both. If however, issue rate is specifically provided for in the work order, price at the agreed rate should be debited to the task workers or sub-contractors account and the difference between the agreed rate and the issue rate plus storage charges debited or credited to the accounts of the job concerned.
- (b) For private use, the price charged should be at the issue rate increased by 15% plus storage charges on the increased issue rate 10% supervisory charges added on both.

Approval of the Head Office should be obtained for any reduction in the above charges in each case.

Authority :- File No. 8 BD/ part II NP 17-18.

Note:- Spare parts which are not likely to be required should be reported to the Additional Chief Engineer (M) who will declare them surplus to requirements. The price that may be charged from the State Governments and other Government Projects authorities, in case the surplus spare parts are required by them should be the book value plus 3% storage charges. No supervision charges will be recovered.

(File No. 8004011)

- ¹(c) Stores which are surplus to the requirements of the Corporation and are needed by other Government Departments, Government Projects, Public Sector Enterprises, may be disposed of at the issue rate plus 10% Storage Charges after obtaining approval from Managing Director. In so far as other private parties are concerned, the usual procedure of inviting quotations and or auction will be followed in addition.

3. 16 An Officer requiring stores should fill up columns 1 to 5 and opening entries of the indent in M.O Form No.12 in triplicate. Whenever stores are returned to stock from works, they should be accompanied by the 'Stores Returned Note'- M.O Form No.14 in triplicate with opening entries and columns 1 to 4 filed in M.O Form No.11- 'Stores Transfer Note' in triplicate should be used, when stores are transferred from one work to another. Opening entries as far as possible and columns 1 to 5 should be filled up by the officer requiring stores. The three copies of each M.O Form No.11 No.12 and 14 should be marked as original, duplicate and triplicate. All these forms should be signed by the Sectional Officer indenting, returning or requiring transfer of stores and approved by the Assistant Executive Engineer. The Store-Keeper should complete M.O. Forms No.12 and No.14 after filling in columns 6 to 9 and 5 to 7 respectively. The Sectional officer transferring the Stores in M.O Form No.11 on transfer from his work should complete the form along with columns 6 to 8.

3. 17 The original M.O Forms No. 12 and 14 should be sent to the Field Office in support of debits in respect of indents and credits in the case of stores returned notes by the Store-Keeper. The duplicate copy should be retained in the Stores and the triplicate indent M.O. Form No.12 will accompany the stores for delivery to the officer requisitioning the stores. The triplicate M.O Form No.14 stores returned note should be handed over after acknowledgement to the person tendering these materials at the store. Similarly original copy of M.O. Form No.11 Stores transfer note should be sent to the Field office by the Sectional Officer from whose work the stores are issued. The duplicate should be kept by the Sectional Officer issuing the stores from this work and the triplicate sent with the stores to the Sectional Officer receiving the stores for work under his charge.

D. Store Price Ledger and other Returns.

3. 18 Goods Received Sheets M.O. Form No.10 Store Transfer Notes M.O. Form No.11, Indents M.O. Form No.12, and Store Returned Notes M.O. Form No. 14 should on completion be submitted daily to the Field Office with a covering list for transmission to the Head Office. No such form should take more than 48 hours to reach Accountant of the Field Office. From these forms the Head Office Accountant will write up the above price ledger cards (M.O.

¹ C.S. NO.27 DT.27.08.79.

Form No.16) the purchase Register M.O. Form No.21, the material summary M.O. Form No.20, Analysis Sheet of purchases M.O. Form No.17, journal and tools and plants register.

If any value adjustments are made in the Head Office during the month in respect of stock the same should also be posted in the Store Price Ledger. The posting of receipts and issues in the store price ledger should be cross-checked daily. As each posting is made, serial or code No. should be noted separately for receipts and issues in a simple register specially maintained for the purpose. After the postings the total of daily receipts and issues should be noted against each serial or code No. and total stock for receipts and issues. The total of M.O. Forms No.1 No.14 or other debit vouchers or indents should then be worked out and agreed with the total of receipts and issues as posted in the ledger. It should be, sent by the Accountant in the Head Office that proper issue rates have been worked out for all articles received during the month.

3. 19 Charges paid or adjusted on account of carriages, freight and other incidental charges relating to stores taken on purchases register should be allocated to stock (amount relating to each article being separately shown or work/job with sub- head) to which the cost of the materials has been debited the name and number of the work/job being correctly written as per estimate. The charges debitible to stock should further be posted in the stores price against the article concerned or under general charges as the case may be (see also M.O Form No.19).

3. 20 Store returned to suppliers, which were previously posted in the 'purchases Register' should be posted in the 'Purchases Returns Register' -M.O. Form No 21.

Stock Taking

3. 21 The Store Keeper-in-charge at a store will be responsible for all storages occurring in his store. He should, therefore, keep a physical check and verify stock balance as and when possible. Each article of stores should also be checked at least once in half year by the Assistant Executive Engineer in the presence of the Unit's Accounts Officer who should certify its correctness. This physical check should not be postponed to the end of the half year, but should be done continuously as and when work permits. Whenever stores are counted a suitable note indicating the result of count should be given with the dated initials against the quantity balance at the time in the bin card of the store-keeper. A monthly statement of checks carried out should be submitted to the Head Office in M.O. Form No.18 showing list, the number of sheets enclosed. At the end of each half year, the Unit Office shall report to the Head Office whether all the stores have been checked by the Assistant Executive Engineer in presence of the Accounts Officer, who should certify its correctness and also whether all discrepancies noted in the Stores Verification have been set right. He will detail what items of verification or discrepancies remain and what action has been taken in each case. The Head Office will watch that no under delay takes place in completing the physical verification and settling store discrepancies.

3. 22 Similarly, the materials charged to work and borne on material-at-site accounts should also be checked by the Assistant Executive Engineer in the presence of the Accounts Officer who should certify to its correctness at irregular intervals of not more than six months, 31st March and at the completion of each work/job. A statement showing quantities of each article found on such checks should be submitted to the Head Office with comments. If any.

13. 22A Physical Verification of Stores.

The Stock Verification of Stores & materials in the Field Units will be carried out in accordance with the following procedure.

- (a) Unit Officers should detail some A.E.E./A.E during the slack season to carry out the verification of stock and material at site as per instructions laid down in Standing Order No. 59 dated 6.11.1965 and give a consolidated report to the Unit Officer and a copy marked to Head office directly by the verifying Officer:
- (b) In respect of Field Units under the charge of Chief Engineer/ Additional Chief Engineer stationed outside Delhi, the Executive Engineer (Works) at Head Office will deal with the following duties in consultation with Additional Chief Engineer (M):
 - (i) processing and progressing of survey reports;
 - (ii) To process write-off of sanctions etc. received from time to time from various units for approval in the Head Office; and
 - (iii) Inter -unit transfer of stores from one Unit to the other Unit.
- (c) The Works Wing of the Unit under the Additional Chief Engineer (M) will deal with the cases of the Units under the charge of the Additional Chief Engineer (M).

F- Tools and Plant –Accounts

3. 23 The term “Tools and Plant” includes office furniture and other equipment required for general use, as also all tools, machinery and other equipment required for use on works. Articles of tools and plant may be sub- divided into the following sub-heads:-

- (1) Office furniture.
- (2) Equipment. Further sub-divided into
 - (a) Office equipment and
 - (b) Works equipment

¹ C.S. NO.23 DT.30.06.69.

-
- (3) Tools (for use on works)
 - (4) Plant and Machinery (for use on work)

3. 24 The formality of preparing and sanctioning estimates to cover all purchase of tools and plant is not essential though estimates may be prepared and sanctioned when convenient e.g. to cover procurement of large number of different articles from sources at about the same time. Each and every purchase must, however, be covered by the sanction of and a purchase order by an officer competent to do so.

3. 25 As soon as possible after their receipt, articles of tools and plant should be taken over by the officer responsible for their verification, and measurement recorded by him in M.O. Form No.10- goods received sheet independently and without reference to the relative to the relative invoices, and the information required in the M.O. Form No.10 should be filled in. It is preferable that all tools and plant in Field Unit should be put under the charge of one official- a Sectional Officer or Head Store Keeper, but when this is found impracticable, more than one official may be given charge according to areas of work-their number, however being kept minimum because the more the number of officials-in-charge of tools and plant, the greater would be the accounts work involved.

3. 26 After measurements of the articles of tools and plant received have been recorded, the official in-charge should enter them on loose sheets M.O. Form No. 22 each article being accounted for on a separate Sheet with value. The articles should as far as possible be marked with numbers for purpose of identification and subsequent accounting. A receipt in M.O. Form No. 23 should be obtained by him from the official to whom these articles are made over for use on work or safe custody. Separate receipt should be obtained for each article, though more than one number of the same article may be covered by a single receipt. All receipt should be tagged to the relevant sheets. All loose sheets relating to each sub-head should be recorded in alphabetical order in flap file.

13. 27 (i) Articles of equipment and plant and machinery, which have working tools, detachable component parts and accessories e. g. mathematical instruments boxes, scientific instruments, motor vehicles and other machines should also be described in detail-listing such tools, components and accessories- in a "detail book" reference to whose pages should be noted in the loose sheet, against the articles concerned. Pages of detail book should be machine numbered. The Detail books should be a blank register and written in half margin, so that remarks can be entered against each part subsequently, and carbon copy of the entry in the detail book, should also be pasted in the relative history sheet or log book of the article which should be kept in suitable form and accompany the articles. The history sheets and log books will be written by the person, who uses these articles as and when required except the opening entries which should give full description e.g. name of article,

¹ READ WITH C.S.NO.32 DT.03.10.69 (APPENDIX-XVII)

maker's number, name of maker, price etc, which should be filled in by the official in-charge of T&P along with the copy of entries in the Detail Book.

- (ii) Removal of parts from one machine and putting them into other (cannibalizing) or using them independently must be rigidly avoided. If any part has to be taken out of a machine in a emergency or unavoidable circumstance, prior sanction in writing should be obtained from the Unit Officer who should discourage such a sanction as far as possible. Whenever any such sanction is accorded, a copy of the order must invariably be enclosed to the Head office. The fact of any part having been removed from any machine should be noted in its 'Detail Book'. The value of part removed, estimates if not known, must at the same time be adjusted by a journal entry by credit to the machines repair reserve or depreciation according as the part is to be subsequently replaced or not be replaced and debit to the repair reserve or cost of the machine benefited according as it is used for repair or addition. The part taken out from the latter machine should be dealt with in accordance with the instructions in para 4.6 (10 & (ii) (iii)).

- (iv) The Log Books and History Sheets of each machine should be considered part and parcel of the machine and should when a machine is transferred from one Unit to another, be sent along with the machine. The new Unit will, thereafter, be responsible for their care and custody. This procedure will prevent their loss or misplacement or their being taken away by Sectional Officers.
(NP 24 of Case 30 Sheo/works)

13. 28 As soon as the goods received sheet containing measurements of tools and plant is received in the Head office with a certificate thereon, that the articles have been received and entered in the "T & P " Sheets and 'Detail Book pages.....' where necessary, the cost should be debited to the tools and plant ledger head separately for the 5 categories given in para 3.23 through the cash book, if payment is made at the same time, otherwise through financial journal (adjustment) by credit to supplier (adjustment). When posting the transactions in the Financial ledger, a separate account should be opened for each of the 5 categories. At the same time, posting should also be made in the tools and plant register (in the same form as T&P sheets), which should be divided into 5 parts and account of each article kept in a separate folio, just like the loose sheets of the official incharge. At the end of each quarter, the "Detail Book" should be sent to the Head Office, where copy thereof should be made in another Detail Book after check on the same pages. The Detail Book should also be reviewed in respect of any remarks made, which should be

¹ Return of details of details of detachable (components, parts & accessories of T&P held in unit, to be sent to Head Office is cancelled vide C.S. no.50 DT. 12.10.71. Read with C.S.No.32 DT.03.10.69 (Appendix-XVII).

copies after verification. Carriage and freight charge of (i) office furniture and (2a) office or general equipment should be charged to a separate ledger head "Carriage etc. of office furniture and equipment". Carriage freight etc. of (2b) works equipment, (3) tools and (4) plant and machinery should be charged to "Carriage and freight machinery account", which should be treated as deferred revenue expenditure in the financial Books. Carriages on works, tools & plant recovered from works on a percentage basis should be credited every month under "Carriage and Freight of Machinery Account."

3. 29 When tools and plant articles are received back by the official incharge, from works, the receipt originally taken should be cancelled by two diagonal red lines and a note should be given on the back thereof indicating the works on which the articles have been used and the period for which used on each work. The condition of the article in which they are received back should also be noted for working out depreciation and charging the same to the work. These details should be got signed by the official using the articles, who should also see that the receipt on the above has been crossed out. When any article becomes unserviceable a survey report in Manual of Order Form No.24 should be prepared and sanctioned by the Unit Office in the case of fair wear and tear, otherwise it should be sent to the Head Office for sanction by the Managing Director. The sanction should show the name of work or works to which the loss or depreciation is to be charged. An adjustment should then be made charging the amount to depreciation account by credit to the 'T&P' ledger head concerned. The necessary journal entry should be submitted to the Head Office with each survey report (27/C).

13. 29 (A) The survey report in case of fair wear & tear would be sanctioned in accordance with the authority delegated under para 1.5 of the Manual of Orders by the concerned authorities about their receipt. All other survey reports may be forwarded to Head Office for sanction indicating full reasons for recommending such write off.

In case of items lost by an individual, survey reports can be sanctioned by the authority concerned provided the cost thereof (original procurement price suitably decreased by amount of depreciation fixed in consultation with the financial counterpart of the Unit) has been recovered.

2Note:- Survey Reports in Manual of Order Form No.24 need not be put up to Chairman & Managing Director for formal sanction in those cases in which the particular Plant & Machinery has been declared Beyond Economical Repairs by a committee specially constituted for survey of Plant & Machinery under the orders of Chairman & Managing Director or the Board and after this declaration the Chairman & Managing Director has passed orders for the disposal of the Plant & Machinery in question. Formal sanction on the survey report may be accorded by Addl. Chief Engineer (M) or any officer authorized by him giving reference to the case file in which the approval has

¹ C.S. NO.46 DT. 11.03.71.

² C.S. NO. 38 DT.30.05.70

been recorded by the Chairman & Managing Director. In other cases the normal procedure as laid down in the Manual of Orders will continued to be followed as usual. In these case also after the Plant & Machinery in question has been disposed off, the write off action for capital loss, if any, will have to be obtained as usual from competent authority.

3. 30 For issues to other Field Units or the Head Office, debits should be raised and quantity and value shown in the issue columns of the loose sheets against the receipt entry concerned. For issue outside the Corporation, recovery should be made and issue entry similarly noted. For this purpose a report of each issue should be made to the Head Office through the Field Office with acknowledgement, particulars of dispatch and reference to correspondence etc. The Head Office on receipt of the information will credit the tools and plant sub-head concerned by debit to the party to whom the articles have been supplied or show as cash sales, if supplied against immediate payment.

13. 30 (A) Sales of tools & Plant articles to task workers, sub-contractors and others should be charged for as follows:

- (i) For bonafied use on Corporation work, the price charged should be the value at which the article was originally procured plus storage charges as fixed for stock article and 10% supervisory charges or the market value which ever is higher. However, where the rate is specifically provided for in the work order, price at that rate will be charged to the task worker or sub-contractor and difference with the value shown in the books may be debited or credited to 4.00 or 5.59 at the case may be.
- (ii) for private use also the price charged will be worked out on the above lines but the Unit Officer concerned will have to record a certificate in case of each such sale. 'that the article intended to be sold is surplus to his requirement'. Approval of Head Office should be obtained for any reduction in the sale price worked out on the above lines.

3. 31 At the end of March and September, the official in-charge of tools and plant will prepare and submit a list of quantity balances of various tools and plant articles to the Field Office, which will verify it with the balance shown in their register and reconcile discrepancies. If more than one official holds charge of tools and plant, lists received should be consolidated in distribution list and total reconciled with the register for the Field office.

3. 32 As soon as possible after March, depreciation of each article should be worked out. New receipts for the articles of tools and plant in use on works should be obtained as from 1st April. Each article should be inspected by the Assistant Executive Engineer in-charge of tools and plant and the Accounts Officer of the Unit both of whom should jointly verify and

¹ C.S. NO. 47 DT. 11.03.71.

certify that the article has not deteriorated beyond fair wear and tear. In case any article has deteriorated more than the depreciation worked out according to the normal formula, additional depreciation should be charged. Depreciated values should be brought over in the books of the following year against quantities in the Head Office books as well as in the loose sheets of the official –in-charge.

3. 33 (1) A 'Log Book Register' should be maintained separately for each machine and transport vehicle in Manual of Orders Form No. 25 and 26 respectively so that its proper consumption of P.O. and proper maintenance etc. may be watched.

1(2) A record to show the financial results of the working of each machine will be maintained in form No.55 and No. 56 of the Manual of Order. The former (Form No. 55) in part 1 of the record of a machine and will supply the information for each year, the latter (Form No. 56) in Part II of the record of the machine and in it information for each month is recorded and the total of it for the year is carried forward to part-I. The Unit which received the machine in the first instance will initiate the preparation of the card, filling in all particulars upto the date of its transfer to other Unit and transfer the card to the transferee Unit. The transferee Unit may retain a copy of the machinery card for its reference but with a clear indication on the copy that the original was transferred to Unit. The transferee Unit will therefore fill in the particulars relating to that Unit for the period the machine is retained by it and transfer the card to the Unit to which machine is transferred later.

The figures for column 2 and column 4 of part 1 of the card will normally be the product of the hours (or miles) run by the machine and the estimated rate for depreciation and Major overhauls as sanctioned from time.

However, when additional depreciation on account of rough hand or deterioration in the condition of the major machine and/or additional provision for major and minor repairs on account of expenditure in excess of the provision earned is made, the total amount of depreciation and/or major overhaul will not be the product of the rates multiplied by the working hours or miles. In such cases, the amount of additional depreciation and/or additional provision for major overhaul during the year should be exhibited separately from that worked out on the basis of working hours (miles) in column 4 of the part 1 of Manual of Orders Form No.55. The first entry should be the ordering rate i.e. the product of rate and working hours of miles while the second entry should indicate the additional provision made.

¹ Read with C.S. No. 32 DT. 03.10.69 (Appendix-XVII)

Part II of the machinery card should be completed month by month after Journal entries are passed for depreciation and major overhauls with reference to the out-turn statements of the machines received monthly from the Sectional Officers.

The results of working of each machine should be reviewed at the end of each year with particular emphasis on the limit of economic repairs of the machine against its earning for major and minor repairs to decide the usefulness of the machine on the work and particulars whether any machine is so uneconomical for maintenance that it should rather be disposed of .

(Case 25/A)

1Note:- This applies to heavy earthmoving machinery, no such records should be maintained for small works equipment such as mixers, vibrators, Jack hammers etc.

3. 34 At the end of each month, the various columns in the Log Book Register should be totaled up and a return in Manual of Orders Form No.27 submitted for the month by each Sectional Officer for all the machines under his charge, so as to reach the Field Office by the 5th of the following month, duly signed by the Assistant Executive Engineer.

23. 35 In order to watch that no machine is unnecessarily kept idle for want of repairs a consolidated return should be prepared in Manual of order Machine History Sheet form No: 70 after check in the field Office. If there are more than one machine of a particular type, the return should be prepared separately for each machine and NOT collectively.

The return will be prepared in triplicate for each machine and disposed of as follows: -

- (a) Copy No: 1 Will be sent to Head Office.
- (b) Copy No: 2 Will be kept in the Unit and will move along with the machine on its transfer to Other Unit .
- (c) Copy No: 3 Will act as shuttle copy between the Head Office and the unit. This copy will be sent to Head Office by 15th of the month following the quarter after filling in the required information. This shuttle copy will be returned to the unit after making entries in copy no: 1 held in Head Office.

It must be ensured that complete information as required in part III and part V of the Machine History Sheet is compiled at the end of every quarter and the shuttle copy sent to Head Office regularly latest by 15th of the month following the quarter.

¹ C.S. NO. 37 DT. 29.04.70.

² C.S. NO.52 DT. 12.10.71

NPCC MANUAL

13. 35A Unit Officers will carryout annual inspection of all the Earth Moving Machinery & Construction Equipment in Manual of Order Form No.69(Prescribed in Correction Slip No. 4 dt. 24.9.68) and of all the vehicles in Manual of Order Form No:67(Prescribed in Correction Slip No.45 dt. 25.2.71) after 30th of April and send a copy of the same to Additional Chief Engineer (Mech) in Head Office latest by 15th of May every year so that timely action can be taken for repairs and general improvement in maintenance of our fleet.

23. 36 The Unit Officers must ensure compliance of Local rules, laws and regulations for plying the vehicles and should obtain fitness Certificate and third party insurance.

CORRECTED

¹ C.S. NO.51 DT. 12.10.71.

² C.S. NO. 34 DT.19.12.69.

CHAPTER-4

ACCOUNT

A- Cost Accounts

4.1 The term 'Cost Accounts' for the purpose of (these orders includes expenditure on execution of works, manufacture or collection of materials, erection or manufacture of plant and machinery, office furniture and other tools and equipment, which is incurred and controlled against sanctioned estimates or sub—estimates. These may be divided into the following categories:-

- (i) Contract items of works undertaken by the Corporation on contract, e.g masonry, concrete etc., for which payment is to be received at agreed rates.
- (ii) (a) **Works " Subsidiary"** to the contract items of work e.g. temporary works, lighting arrangements etc. for which payment is not to be received on the basis of those works, but which are necessary for the execution of contract items.

(b) **Hutting Charges** (including sanitation and medicines) for which payment is not to be received directly.
- (iii) **General Works**, which are of an administrative nature for the establishment of offices etc., e.g. repairs and residential and office buildings, running, of jeeps etc. The cost of these will finally be chargeable to the several contracts under execution by the Field Unit.
- (iv) **Collection or Manufacture** of materials for works e.g. running of trucks, workshops, power houses etc.
- (v) **Manufacture Estimates** for working of machinery, e.g stone quarries, fabrication of re-inforcement steel etc.
- (vi) Erection and/ or manufacture of plant and equipment.

4.2 In order that data for 'Cost Accounts' may be available as far as possible from the regular accounts, each work, of the categories mentioned in para 1 above, should be split up in to jobs, unless it is too small and a separate sub—estimate prepared and sanctioned for each job. A job should consist of such parts of the work as would be handled by a single Sectional Officer and should not ordinarily consist for the purpose of working out

'rate of cost', of more than 4 sub-heads. If the part of the work entrusted to a Sectional Officer is big, it may be split up into two or more jobs.

4.3 A Sectional Officer will have to do transactions of the following kinds in the course of execution of each work/ job under his charge. The action to be taken by him in respect of each type of transaction is noted against each:

- (i) **Procurement of Materials:** Materials will be received from either of the following sources:-
 - (a) **Indents on Store:** The requirement of each sub-head of the work/job should be estimated for a week, 10 days or a fortnight and an indent (Manual of Order Form No.12) should be sent to the store concerned duly approved by the Assistant Executive Engineer. Materials should be removed from the store after giving due acknowledgement to the Storekeeper and kept at site of work. A register should be maintained for watching the use of these stores on the work.
 - (b) **Material Obtained Directly from the Project Authorities (Contractees)** Duplicate copies of the issue note on which acknowledgement is given to the Project Authorities should be prepared, one copy of which may be retained by the Sectional Officer and one copy submitted to the Head Office through the Field Office in the covering list submitted after that date.
 - (c) **Materials Arranged Directly from Other Suppliers.** Measurements should be recorded in the Goods Received Sheets (Manual of Order Form No.10). While copy should be submitted duly passed by the Asstt. Executive Engineer to the Head Office through the Field Office as provided in (b) above.

Note-1. Only principal items of the material-at-site accounts should be taken as directly chargeable to work. Other items should be charged directly to work only if they are sure to be consumed in the same month. In other cases they should first be charged to stock and issued there from as explained in (a) above.

Note 2. Blank Goods Received Book (Manual of Order Form No.10) should be supplied to all Asstt. Executive Engineers/ Sectional Officers who have to receive material directly on works.

- (b) **Materials Received from Out-Turn of Manufacture Estimates:** Store transfer Notes (Manual of Order Form No.11) duly acknowledged and approved by the Asstt. Executive Engineer should be given to the Sectional Officer in charge of manufacture in case of receipt of materials from out- turn of manufacture.

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- (e) **Stores Transferred from/to Other works** : Store transfer notes (Manual of Order Form No. 11) should be prepared and signed in respect of materials transferred from on job/sub-head to another job/ sub head. The Sectional Officer from whose work/ job the materials are used, will send the original copy of the stores transfer note to the Head Office through the Field Office as provided in (b) above. The Asstt. Executive Engineer of the work to which the material are issued should countersign the stores transfer note.
- (f) **Materials Returned to Stock:** Store returned note (Manual of Order Form No.14) should be prepared and acknowledgement of the store-keeper obtained for all stores returned to stock.
- (ii) **Services** : Service Note (Manual of Order Form No.28) should be prepared and acknowledgements given for every service rendered by workshop or other Sectional Officers or other machinery, e.g., compressor, electric lines, water supplies etc, duly approved by the Asstt. Executive Engineer.
- (iii) **Carriage:** Duty slip (Manual of Order Form No. 29) Should be signed, approved by the Asstt. Executive Engineer, and given to the Sectional Officer in charge of vehicles.

¹(iv)(a) Labour charges:

For any recruitment of work charged or Muster Roll Workers to be made by the Unit Officers within the powers vested in them, the requirements for the season should be got approved from the Chief Engineer /Additional Chief Engineer/ Supervisory officer incharge of the Unit. However, in cases of emergency, ex-post facto approval of the Chief Engineer/ Additional Chief Engineer/ Supervisory Officer must be obtained.

Where Muster-roll labour is employed, Executive Engineer shall exercise 10% checks in all cases at least once a week and should also conduct surprise checks and record a certificate to the effect.

Daily reports for muster-roll should be submitted by the field officers to the Unit Officers and the muster-rolls received in the Unit Office should be checked at the time of payment with reference to daily reports.

- (b) For work done on piece work rates, it is permissible to record measurements and make payments during the month. But the work done by each piece worker to the end of a month must be measured and the measurement sheets (Manual

¹ C.S. NO.41 DT. 29.09.70.

of Order Form No. 31) submitted duly passed by the Asstt. Executive Engineer to the Field Office by the 3rd of the following month.

Order for work on piece work rates shall be in Form No. 31-A. Special conditions may be provided in special cases. For work done on contract, 'contract deeds' shall be executed in consultation with the legal adviser.

- (v) Work charged roll should be prepared for all monthly paid establishment and submitted on the 25th of each month duly countersigned by the Asstt. Executive Engineer through the Field Office to the Head Office where it will be checked and passed for payment just like regular establishment. In case such establishment has done any work, which is measurable, measurements should be recorded in Manual of Order Form No.31 and noted on the work charged roll. It may be noted that establishment which work with their hands, should be charged to the works/ jobs on which they are employed while supervisory establishment would be shown under the ledger head 'work charged establishment'. The Head Office will arrange to returned the Work-charged rolls duly passed for payment within three days of their receipt. It is very necessary that all workcharged establishment should be paid before the 7th of the following month. Needless to add that workcharged rolls should be correctly prepared, include the names of all persons who have worked during the month, quote sanctions of their employment and should be completed in all respects to avoid their return and consequent hardship to the work-charged establishment.

When the services of work-charged staff or labour engaged by the Corporation are lent to outside parties including the Project Authorities, the cost of the staff or labour so lent as also 25% of such cost should also be charged as "OVERHEAD CHARGES" and the latter will be creditable to "Miscellaneous Receipts".

- (vi) At the end of each month a statement in Form No. 32 showing the quantities executed in respect of each job or manufacture estimate together with a statement of materials in Form No. 32-A showing the materials received at site, the quantity used in the construction of each item of the work (together with value) with reference to the quantities executed and the balance of each material at hand at the end of the month should be submitted by each Sectional Officer to the Field Office in duplicate duly countersigned by the Asstt. Executive Engineer, in-charge. After check, the field office will retain the duplicate copy and submit the original to the Head Office. Defects and mistakes found in the Field Office and the Head Office should be communicated to Sectional Officer for correcting his office copy and future guidance. Detailed instruction for their preparation are given below:

(a) **Form 32-A Material-at-site account.**

- (1) This should be a copy of the transactions during the month as entered in the materials at site register kept by the Sectional Officer in the same form. Each month's account will commence with the balance of each article in hand at the commencement of the month. All receipts will then be posted chronologically i.e. strictly in the order of their occurrence. Transfer from the work to other works or stock will also appear under receipts as minus item. Issues to sub- contractors or piece workers for which value is recoverable from them should also be shown as minus entries under receipts.
- (2) At the end of the month total should be struck under each article of the balance brought forward and received during the month.
- (3) Reverse of Form No.32-A should be filed up at the end of each month. All the sub-heads of the work should be shown in column 2 and the quantity executed, during the month which should be taken from Form No. 32 column 5, should be shown against each sub-head. The quantity of each article consumed in the work under each sub-head should then be shown together with value in red under each quantity. The value should be worked out on the basis of rates given in indents G.R. Sheet, out-turn-statements etc, on which the materials were received after adding incidental charges incurred. If in any case rate is not known, approximate or estimated rate should be taken. The total value of materials used under each sub-head should then be worked out (horizontally) in the last but one column. The total quantity of each article under various sub-head should also be worked out (top to bottom).
- ¹(4) The quantities consumed in the work under each sub-head should be checked with the provision in the estimate or on the basis of standard data as per schedule of the Project Authorities in the area.
- (5) The total quantities issued or consumed under each article should then be posted on the obverse of Form No. 32-A. Below the total receipts and the balance carried over to next month's account struck.
- (6) Form No. 32-A should be checked in the Field Office and reference to journal entries with which cost of materials received on the work (plus or minus) has been adjusted should be quoted.
- (7) The materials at site account for a manufacture estimates should be prepared in the same way as the material at site account for other works.

¹ C.S. NO.37 DT. 29.04.70.

(b) Form 32 Monthly report of quantities executed (obverse)

- (1) All sub-heads of the estimate should be noted in column 2. The quantities executed during the month as entered in column 5 should be those, whose cost has actually been adjusted after recording measurements. Quantities should, therefore be taken from measurement books details with number and page of each quantity being noted in column 3.
- (2) The upto-date quantity in column 6 should be the quantity as noted in column 6 of the previous month plus column 3 of the month under report.
- (3) Both the quantities during the month and upto date should be checked in the Field Office before transmission to the Head Office. Reference to Journal Entry with which each quantity executed during the month has been adjusted should be quoted in last column together with any other remarks. This report in the case of manufacture estimates should show the quantity manufactured during the month and upto date. In the case of running of machinery it should show separately for each machine (whose permanent distinguishing number shall be given) hours / miles for which it has run during the month and upto the end of the month.
- (4) A separate form shall be prepared for each estimate.

(C) Form 32/Monthly Report of quantities executed (reverse).

- (1) In order that each item of work is executed most economically and without any wastage, it has been found necessary that each Sectional Officer should work out the rate of prime cost for each items of work executed by him during the month, so that any wastage or in economies come to his notice immediately and are rectified. For this purpose he should fill in the reverse of Form No.32.
- (2) Columns 3 to 5 will be filled in by the Field Office and not by the Sectional Officer after monthly bill for work done has been prepared and submitted to the Project Authorities with a copy to Head Office. All other columns will be filled in by the Sectional Officer. Column 6 will show the same quantities as in column 5 on the obverse of the Form. Column 7(a) to (d) should then be filled up which will not involve much labour or difficulty. Column 7 (a) will be filled in respect of each item of work by taking the difference between the quantity in the last bill of the current month and the quantity in the last bill of the sub-contractor doing the work. Quantities executed on daily labour can be taken from the Muster Rolls. Column 7 (b) will be filled up from the values worked out in respect of each item in the last but one column on the reverse of Form 32-A. Items of other costs to be shown in column 7(c) will be few and can easily be

abstracted from the duty slips, service notes etc., which should however, give detailed classification to ensure correct booking. Column 8 should be worked out by dividing the cost in column 7(d) which is the total of 7(a) and 7(c) by the quantity shown in column 6. Column 9 should be noted from the sanctioned job estimates.

- (3) In the case of manufacture estimate the above information should be in respect of the sub heads of the estimate under 'operation' for instance, in the case of running of trucks, information should be for the sub-heads work-charged establishment, POL's and provision for major over hauls and repairs, replacement of tyres and depreciation.
- (vii) **Out-Turn-Statement:** Out-turn Statement (Manual of Order Form No. 36) should be written up daily in triplicate and closed at the end of each month. One copy supported by store transfer notes (Manual of Order Form No.11) in the case of estimates for collection or manufacture of materials, duty slips (Manual of Order Form No. 29) in case of manufacture estimates for transport vehicles and service notes (Manual of Order Form No.28) in the case of manufacture estimates for workshop, machinery, electric line, water supply etc. should be submitted duly counter signed by the Assistant Executive Engineer to the Head Office through the Field Office, which should be supplied with the duplicate copy of the out-turn statement. An abstract should be prepared below each out-turn statement showing the amounts debitible to each job estimate with the name of sub-head or contract job item, there under, to stock should indicate the name of article concerned.
- (viii) The documents required to be submitted to the Field Office by the Sectional Officer in accordance with the above clauses should be submitted at the end of 3rd, 8th, 13th, 23rd, 28th of the same month and 3rd of the following month with a covering list in Manual of Order Form No.33. The covering list should be submitted in duplicate separately for documents relating to each month. No covering list should contain documents relating to two months. If any documents relating to a previous month cannot be sent by the 3rd of the month, these should be sent by a separate supplementary covering list for that month as soon as these documents are completed.

Thus, two covering lists will have to be sent on 3rd of each month for the documents due for that month due on 3rd.

4.4 Stock Accounts:

- (i) **Receipts:** Materials may be received in store from three sources:

- (a) Purchased from Suppliers.
- (b) Materials issued by Project Authorities (Contractees) for use on works according to the conditions of the contracts, and .
- (c) Materials returned from works.

G.R. Sheets (Manual of Order Form No.10) should be prepared for materials received from suppliers or other direct sources. Duplicate copies should be prepared if issue notes on which acknowledgements were given to Project Authorities and duplicate stores returned noted (Manual of Order Form No.14) should be received from Sectional Officer, returning stores from works. White copy of every G.R. Sheet, one copy of the issue note given to Project Authorities and one copy of each store returned note should be submitted to the Head office through the Field Office in batches specified below:

It will be the duty of the store keeper to see that the issue notes for materials received from Project authorities indicate the name of work for which the materials have been received and the store returned notes indicate the name of work/ job and the sub-head to which the credit is to be afforded.

- (ii) **Issues:** An indent (Manual of Order Form No.12) should be prepared, got signed by the receiving Sectional Officer and approved by his Assistant Executive Engineer for all materials issued from stock the materials are allowed to be removed from the store. If any materials are removed without a proper indent, the storekeeper will be held responsible for the shortages thus caused. It will be the specific duty of the store-keeper to see that all indents indicate the name of work/job with sub-head for which the material is required except issued which are for purposes other than works. Materials should not be issued unless this condition is satisfied.
- (iii) **Bin Cards:** Before submitting the G.R Sheets, store return notes, copies of issue notes and invoices (indents) to the Field Office the store-keeper must write the receipts and issues in the respective bin cards.
- (iv) **Submission to Head Office:** All G.R. Sheets written up, copies of issue notes for materials received from Project Authorities and store return notes supported by store price cards in Manual of Order Form No.13 should be completed as transactions take place and submitted to the Head Office through the Field Office on the close of the 3rd, 8th, 13th, 18th, 23rd and 28th of the same month in Manual of Order Form No.33 in duplicate. Documents relating to each month should be sent by separate covering list. Thus, two covering lists will have to be prepared on 3rd one for documents relating to the previous month and one for documents relating to the month. Any document which cannot be submitted by the 3rd of the following month should be submitted by a separate covering list

immediately they are completed. But such should be rare exception and full explanation for delay should be given.

4.5 The Sectional Officer or Head Store Keeper in charge of Tools and plant should follow the procedure for accounting tool and plant as prescribed in paras. 3.23 to 3.32. At the close of each month, he should submit an account of receipts and issues in Manual of order Form No. 38 and No. 39 respectively to the Head Office through the Field Office. These should be submitted on the 3rd of the following month with a covering list in Manual of order Form No.33 in duplicate. Articles belonging to the Project, which are obtained on loan or for work according to the terms of the contract, should be shown separately without value. For other articles purchased and paid for wholly, values should be shown in red along with quantities which should be shown in black. Articles issued for work in the Field Office should not be shown under issues. These returns should be submitted by Field Office to the Head Office which need not maintain a Tools and plant Register.

4.6 On receipt of the accounts documents prescribed above and others separately prescribed, the Field Office will take the following action in respect of each: -

- (1) **Stock:** Normally all materials purchased should first be debited to stock and then issued there from to works / jobs as and when required in such a manner that there is practically no balance in the materials-at-site accounts at the end of each month. There is no objection, however, to debiting the work directly the cost and other charges of such articles as are principal items in respect of works/jobs or if they are to be used up immediately and before the end of the month. For the sake of efficient accounting, it is absolutely necessary that all G.R. sheets, Store Returned Notes, Indents and vouchers for carriage, handling etc., should give detailed classification i.e. name of each work/job and its sub-head and in the case of stock. Name of the article. The Goods Received Sheets showing measurements of materials received, store returned notes and copies of issues notes for store received from Project Authorities, together with store price cards (Manual of order Form No.13) in duplicate should be submitted to the Head office in batches as provided for below. Similarly, all invoices for stores issued on indents, duly valued should be submitted to Head Office. The field Office before forwarding these documents to the Head Office will note the amounts recoverable from contractors or task workers on account of materials issued to them and debit the amount to their ledger accounts. When any payments are made on account of loading, unloading or carriage etc., of materials the name or names or articles carried with the amount debitable to each should be stated on the payment voucher and/ or the journal entry. Payment for small supplies ordered by the Assistant Executive Engineer will be made in the Field Offices. In such cases, it may not be possible to send the G.R. Sheets at once. When a G.R. Sheet cannot be sent an extract thereof indicating book and sheet number of G.R. Sheet, date of entry, the name of

Suppliers, the articles purchased the rate and amount should be sent in lieu of the G.R. Sheet with an intimation that the relative G. R. Sheet has been retained in the Field Office for payment and will be submitted with the payment voucher. Such original G.R. Sheet should then accompany the payment voucher

(2) Work done by Sub contractors or Workers

As soon as measurements of work done are taken-all work done upto the last day of the month must in every case be measured. A journal entry should be prepared in the Field Office on receipt of the measurements sheets and submitted to the Head Office debiting the job-estimates-clearly stating the sub – head or job or contract item and crediting the contractor or task worker with the full amount. There is, however, no objection to intermediate payment being made during a month, but in such cases also the measurements for work done up to the end of the month must be taken and value adjusted. On the back of the journal entry form an abstract of quantities and cost should be given indicating the name of the Officer recording measurements and the date of measurements. Each such contractor's or task worker's ledger account should be maintained in the Field Office and a copy thereof sent to the Head Office with the last batch for that month's accounts documents. These ledger account will be checked in the Head Office and errors if any, pointed out. Copies of all work Orders issued to task workers or sub contractors should be submitted to the Head Office in batches as provided for below:

Security deposit should be recovered from task or place workers at 5% or 10% of gross value of work billed for under the orders of the Unit Officer or as provided for in their Work Orders. It shall be placed in a separate account and unless other wise provided in the work order, it shall be refunded after completion of the work if the work has been done strictly in accordance with prescribed specification and instructions and nothing is owing by the task or piece worker.

Note:- 1 No recovery of security deposit form first and final bill need be made in case the unit Officer records the following certificate on the bill:

Certified:-

- (a) that the work is completed strictly in accordance with prescribed specifications and instructions.
- (b) that for all recoverable materials issued to him recovery has been effected at approved rates and that nothing is owing by the piece worker on any account.
- (c) that the quantity measured and paid to the piece worker is not in excess of the quantity measured and paid to us by the Department.

At the time of payment of First and Final bill a certificate in the following form may also be obtained from piece worker and filed with the bill.

"In consideration of your having paid to me Rs.----- being the amount for the execution of work allotted to me by Work Order No---- dated ----. I hereby agree to indemnify the N.P.C.C. against all claims in respect of or relating to or arising out of the said Work Order and against all cost and expenses including the wages of labour remaining unpaid, if any, respect of labour employed by me at the said work which may be incurred by the N.P.C.C.

I also declare that to the best of my knowledge and belief there are no wages lying unpaid with me in respect of labour employed by me."

(3) Work done by Departmental labour:

- (i) As soon as a muster roll is received in the Field Office, a journal entry should be prepared and submitted to the Head Office debiting the-estimates- clearly indicating the job or contract item of sub-head and crediting 'Wages Suspense'. On the back of the journal entry form the number of muster roll, the name of the Sectional Officer, the period to which the muster roll relates and reference to measurements and abstract of cost and quantities as recorded in part III of the muster roll should be given. If the work is not susceptible of measurements, full particulars of work done justifying the amount payable should be given in detail. Reference to the journal entry number and date should also be given on the muster roll. All muster rolls current in the Field Office on the last working day of the month must be closed on that date and measurements of work done upto that date recorded. A ledger account should be maintained for "Wages Suspense" which should be supported by 'Unpaid Wages Register' (Manual of order Form No. 34). A copy of the ledger account should be submitted to the Head Office at the end of each month in the last batch certifying thereon that the balance agrees with the total amount shown in the unpaid wages register.
- (ii) If advance are paid to labour, ledger account 'Advances to labour' should be similarly supported by advances register (Manual of Order From No. 35- Register of recurring charges). At the end of each month, a copy of the ledger account should be sent to the Head Office in the last batch, certifying thereon that the totals of amounts outstanding in the advances register agrees with the ledger balance.
- (iii) Copies of ledger sent as (i) and (ii) above will be checked in the Head Office and discrepancies, if any, pointed out.

(4) Manufacture Estimates

- (i) All operation charges in the manufacture estimates other than of working of machines whether accounted for on stock indents, cash, vouchers, journal entries or other forms, should be clearly allocated in the sanctioned estimate. In respect of the operation charges of machine. The sub heads are in all cases-
- (a) Work-charged establishment.
 - (b) P.O.L.
 - (c) Miscellaneous charges
 - (d) Depreciation and repairs (both running, repairs and heavy overheads where applicable.)
- (ii) At the end of each month one copy of the out-turn statement in respect of each manufacture estimate should be submitted in the Manual of Order Form No.36 supported by Store Transfer Notes in case of estimates for collection or manufacture of materials, by duty slip in the case of estimates for transport vehicle and service notes in the case of manufacture estimates relating to workshop or other machinery . An abstract should be prepared below each out- turn statement showing the debits to each job estimate with the name of the sub-head or contract job item there under. Debits to stock should Indicate the name of article concerned.

(5) Work-charged Establishment:

As soon as the work-charged rolls in Manual of Order Form No. 37 are received from the Sectional Officers duly signed by the Asstt. Executive Engineer, they should immediately be reviewed by the Executive Engineer to see that the Establishment is not excessive. These work-charged establishment rolls, should then be immediately submitted to the Head Office with a journal entry for each work-charged roll debiting the job estimate (and sub-head thereof) and crediting 'Wages suspense'. The job estimates will, however the debited only in respect of that establishment debits should be to the Head 'Work-charged Establishment'. If any payment is made to any member of Work-charged establishment leaving service during the month, his name should all the same appear in the work-charged roll and a reference to the paid voucher number and date noted against him. Such payments can be charged directly to the work or ledger head 'Work- charged Establishment'.

Work-charged rolls must reach the Head Office by the 28th of the month to which they relate. These will be returned within three days of receipt after check and payment must be made to the wok-charged establishment before the 7th of month following that to which the claims relate.

(6) Tools and Plants.

- (i) Good Receipt sheets and copies of issue notes with acknowledgements given in respect of each article of tools and plant, Office or works equipment and machinery purchased from suppliers or taken on loan should be prepared and submitted to the Head Office in batches as provided for below. In cases where payment to be made by the Field Officer being petty, the original goods received sheet should be retained in the Field Office, but an extract thereof showing the Book and sheet number of the G.R. Sheet, date of entry, name of supplier quantities and rates of articles purchased should be sent in lieu of the G.R. Sheet has been retained for payment and will be sent with the payment voucher. Such original G.R. Sheets should accompany the relevant payment vouchers. Invoices for issues outside the unit or sales should also be submitted in batches, when survey reports (Manual of Order Form No.24) are returned duly sanctioned, journal entries debiting "depreciation of" tools and plant or other head specified in the survey reports and crediting
- (ii) articles concerned should be submitted in the next batch.
- (ii) A separate tools and plant register should be maintained without values for all tools machinery received from contractors or others on loan or hire or in accordance with the terms of the contract. Copies of acknowledgements given in such cases should be sent to Head Office in batches as provided for below.

7. Other Liabilities.

For every other liability not immediately paid for in cash, a journal entry should be prepared and submitted to the Head Office debiting the job estimate, clearly indicating the job sub head, contract item or other head of account, and if to stock, indicating the name of article and crediting the personal account or ledger head concerned.

- (8) Copy of each book supported by vouchers complete in all respect particularly in respect of classification should be sent to the Head Office on the 5th, 10th, 15th, 20th, 25th, and last day of the month, Those supplier's bills which are paid in the Field Office should be supported by the relative Goods received Sheets. Muster roll work-charged rolls and pay bills which are paid in the Field Office should be supported by the relative goods received sheets, if any materials are produced by such labour/establishment and measured in goods sheets. Muster rolls work-charged rolls and pay bills which are not fully paid can be retained till each is fully paid or the end of the month, whichever is earlier and then submitted.

Copy of the cash book should be written up from day to day so that there is no delay in its submission. All entries should be checked by the Unit Accounts Officer and such checks indicated by his dated initials against the last entry checked each day. The cash book should be closed at the end of each month and a certificate of physical count of cash should be recorded at the end and agreed with the closing balance by giving detail of imprest accounts. The balance under the bank column should, also be reconciled with the bank pass book and the details of difference noted at the end of the month in the cash book and a copy thereof submitted to Head Office. Imprest should be properly detailed and instructions prescribed in various paragraphs of this manual and otherwise from time to time strictly observed.

- (9) (i) At the end of each month, the value of stationery, postage, and library books as received during the month in the respective registers should be intimated for checking it with the account. Items unpaid should be detailed as also previous month's purchases paid for during the month.
- (ii) At the end of each month, the Accounts of Receipts / Issues of Tools and Plant Manual of Order Form Nos.38 & 39 received from the Official-in-charges vide para 4.5 should be submitted to the Head Office. After September and March a list of quantities and values of various articles of tools and plant shown in the records of the official-in-charge should be submitted to the Head Office. In the list for March the depreciation should be worked out in respect of each article and certificate of verification as done by Asstt. Executive Engineer in the presence of the Accounts Officer recorded, certifying that with the exceptions noted therein all articles have been verified and no article of T&P has deteriorated beyond fair wear and tear. Discrepancies between actual and closing balances should be explained with action taken or proposed for their settlement.
- (iii) A certificate should also be furnished after September and March stating that all stock articles, subject to exceptions noted therein have been actually counted by Assistant Executive Engineer, in the presence of the Unit Accounts Officer and found to be correct except reasons for the articles not counted should be recorded against each and position regarding discrepancies between actual and book balances explained with action taken or proposed to settle them.

(10) Depreciation and Repairs.

- (i) At the end of each month a journal entry should be submitted debiting the manufacture estimate concerned with depreciation and repairs (ordinary and major overhauls) and crediting 'depreciation of machinery' and 'repairs of machinery' respectively.

- (ii) Since preparation and sanction of estimates are not possible for ordinary field repairs, the expenditure on them can be watched against the provision earned therefore. But estimates must be prepared and got sanctioned by competent authority for repairs and overhauls of machines before these are taken in hand.
- (iii) When spare parts are replaced whether in the course of field repairs or major repairs and overhauls, the old parts taken out from the machines must be returned to Store Return Note (Form.14) and taken without value on 'Register in the proforma' as numbered Form No.54 of the Manual of Order indicating name and number of machines from which received. The Store Return Note should as usual be passed on to the Head Office for posting quantities of old spare parts in the Stores Price Ledger without value. If any of these parts are subsequently utilized, they should be drawn on Stores Transfer Note (Form.11) and their estimated value should be charged to the new 'machines repair provision by the credit to the old machines' repair provision through a Journal Entry. A note should be made in the remarks column of the Stores transfer Note that the items are old. These old parts which cannot be reused, should be surveyed and disposed off in-accordance with the orders passed on the survey report and sale proceeds being credited to the old machines repair provisions, if the amount is appreciable, otherwise to miscellaneous receipts.
- (12) A statement in Manual of Order Form No.32 should be submitted at the end of each month showing the quantities executed in respect of each job, contract items and sub head or job or manufacture estimate giving reference to measurements books, total quantities of materials which were issued to the issued to the work but have not been used up to the end of the month, should also be detailed. Normally there should be no balance of materials, as materials should be issued as and when required.
- ¹(12) Besides measurements for work done by daily labour, price workers and sub-contractors for which payments have to be made, measurement should also be recorded in measurement book for work done by machines at the end of the each month without fail. This will enable quantities of work done required to be reported to Head Office vide sub clause (11) above being correctly arrived at.

No.500270

Dated: 20.07.1990.

OFFICE ORDER

Sub:- Recording of measurements of work done by Corporation machinery and comparison of cost.

¹ Read with O.O. No.500270 DT. 20.07.90.

Para 4.6 (12) of Manual of Orders provides as under :-

"Besides measurements for work done by daily labour, piece worker and sub-contractors for which payments have to be made, measurement should also be recorded in measurements book for work done by machine at the end of each month without fail. This will enable quantities of work done required to be reported to Head Office vide sub-clause (11) above being correctly arrived at".

It has been noted that out-turn statements for machinery are not submitted by the field staff to the Unit accounts every month and they are received generally at the end of the year with the result that the Accounts Section has no alternative but to adjust the same without any checking as that accounts have to be closed within the prescribed time limit. At the same time the measurements of work done by Corporation machinery are not recorded and the quantities thereof are not available as envisaged in Para-4.6 (12) of Manual of Orders. It has, therefore, been decided that the out-turn statement of all machines shall be submitted to the Accounts Section, as required, every month together with the measurement of work done as envisaged in Para-4.6 (12) as reproduced above.

The Accounts Section will thereafter ensure that the Cost and Progress register is completed and put up to the Unit Officer as envisaged in Para-4.8 (vi) of the Manual of Orders which provides as under :-

" At the end of each month, progress register in Manual of Order Form No.45 showing quantities executed in respect of the various contract items and other works and striking out of the rates of cost should be prepared separately for each Unit and put up with accounts comments to the Chief Engineer/Addl. Chief Engineer through the Dy. Financial Advisor and Sr. Accounts Officer for further necessary action."

The upto-date rate of cost should be prepared by the Unit accounts and put up to the Unit Officer for submission to the GM/GGM Incharge of the Unit for his review. A copy of the same should also be forwarded to Corporate Office (Marketing Division and Account Division).

The observance of the prescribed procedure will ensure to the rate of cost of working by departmental machine is assessed regularly and remedial measures are taken wherever the cost of the departmental working is high in comparison to the job estimates.

The above instructions should be implemented with immediate effect.

- (13) No measurements should normally be required to be taken regarding payments to be received from the contractees (Project Authorities) as abstracts for work done by labour, sub-contractors and machines would give the quantities

NPCC MANUAL

to be billed for but if they become necessary in any case, they would be recorded in other separate measurement books.

Sl No	Name of Accounts Documents	Date of transactions upto which to be submitted	Due date for submission by Sectional Officer Store Keeper to Field Office	Due date for submission by Field Office to Head Office	Remarks
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4.7 Documents required to be submitted to the Head Office according to the above paragraph and other procedural orders or instructions should be forwarded with a covering list in Manual of Order Form No.40. The dates on which the accounts documents are required to be submitted are recapitulated below for facility of reference. Every Store-keeper and every Sectional Officer should use a consecutive number following an alphabet letter to distinguish his lists (Manual of Order Form No.33) when submitting them to the Field Office in duplicate. The Field Office will note these lists in its own lists (Manual of Order Form No. 40) prepared for submission to Head Office and add its own documents to be submitted to Head Office. Number should be kept consecutive so that any lists missed can be spotted out. It will be the personal responsibility of the Unit Accounts Officer to see that all accounts documents are received in the Field Office in due time and also dispatched to the Head Office on the specified dates. Further it will be personal responsibility of the Accountant to see that all the accounts documents are properly classified in details. He should get all omissions supplied-bringing them to the notice of the Unit Officer and filling them under his guidance.

NPCC MANUAL

1	2	3	4	5	6
1.	<p>G.R. Sheets (Manual of Order Form No.10) copies of issue notes for materials received from Project Authorities (contractees) Stores returned notes (Manual of Order No.14) All supported by Manual of Order Form No.13. Indents (Manual of Order Form No. 12) Store transfer notes (Manual of Order Form No.11(except for issues from out-turn).</p> <p>Survey reports (Manual of Order Form No.24) Return of Stock taking store/ material at the (Manual of Order No.18) copies of Acknowledgement of Tools and Plant taken on loan or works from Project Authorities in terms of contracts, acknowledgements for issues outside the Field Unit or sales.</p>	<p>3rd</p> <p>8th</p> <p>13th</p> <p>18th</p> <p>23rd</p> <p>28th</p> <p>Last day</p>	<p>3rd</p> <p>8th</p> <p>13th</p> <p>18th</p> <p>23rd</p> <p>28th</p> <p>Last day</p>	<p>5th</p> <p>10th</p> <p>15th</p> <p>20th</p> <p>25th</p> <p>30th</p> <p>3rd (following month)</p>	

NPCC MANUAL

Sl No	Name of Accounts Document	Date of transactions upto which to be submitted	Due date for submission by Sectional Officer/ Store Keeper to Field Office	Due date for submission by Field Office to Head Office	Remarks
1	2	3	4	5	6
2.	Copy of cash book supported by vouchers, journal entries for (a) Muster Rolls (b) work done by piece workers/ sub-contractors and (c) others and copies of work order.	3 rd 8 th 13 th 18 th 23 rd 28 th Last day		5 th 10 th 15 th 20 th 25 th 30 th 3 rd (following onths	
3	Out-turn statements (Manual of Order Form No. 36) supported by Duty slips (Manual of Order Form No.29) service notes (Manual of Order Form No.28) and stores transfer notes (Manual of order Form No.11) for issues from out-turn statements)	Last day	3 rd following month)	5 th (following month)	
4	Monthly report of Quantities (Manual of Order Form No.32) showing work done by Labour piece workers, sub-contractors W.C. Estt. and machines etc. quoting reference to measurement	Last day	3 rd (following month)	5 th (following month)	
5.	Pay rolls of Work Charged Estt. (Manual of Order Form No. 37) with Journal entries	Last day	25 th	27 th	The will be returned duly passed within 3 days of receipt for payment before 7 th of the

NPCC MANUAL

					following month
6.	Copies of ledger Accounts for:- (a)Wages suspense with certificate (b) Advance to Labour with certificate (c) Personal Account of Piece workers of sub - contractors. (d) Journal entries for depreciation and overhauls	Last day (Case No. 8-BD-Accts.)		5 th (following month)	
7	Accounts of Receipt/ Issues of Tools and plant (Manual of Order Form No. 38 and 39)	Last day	3 rd (following month)	5 th (following month)	
8.	Reconciliation statement of bank balance with pass book.	Last day		15 th (following month)	
9	Value of : (a) Stationary (b) postage (c) Library Books - received during the month . Items unpaid should be detailed as also previous month's purchases paid during the month.	Last day		15 th following month	
10	Copies of Corporation's ledger (sp) accounts with each project, Executive Engineer concerned.	Last day		25 th following month	
11	Imprests showing the action taken to clear them	Last day		5 th following month	
12	Monthly Report of working of machines (referred to in para 3.34)	Last day		5 th of the following month	
13	Report reviewing the financial aspects of the	Last day		15 th of the (following	

NPCC MANUAL

	working of the unit (referred to in para 4.18)			month) (C.S No. 60 dated 18.4.60)	
14	Certificate regarding House Rent Allowance (referred to in para 2.24(vi))		10 th	15 th	
15	T.A bills (referred to in para 2.32)	Last day	10 th of the following month	20 th of the following month	
16	'Detail Book' of Tools and Plant.	31 st March 30 th June 30 th Sept. 31 st Dec.	10 th Apr. 10 th July 10 th Oct. 10 th Jan.	15 th April 15 th July 15 th Oct. 15 th Jan.	
17	List of balance of tools and plant articles. Qtys. and values	30 th Sept.	15 th Oct.	20 th Oct.	
18	Certificate of count of Tools and Plant with depreciation against each articles	31 st Mar. 31 st Mar.	30 th Apr.	10 th May	
19	Certificate of count of Stock Articles	30 th Sept 31 st Mar.	15 th Oct. 15 th Apr.	20 th Oct. 20 th Apr.	
20	Annual Account of Interest Bearing securities (Manual of order Form No.3) with acknowledgement etc.	31 st March		1 st May	
21	Monthly report regarding advances to labour and sub-contractors (Task workers)	Last day of the month		5 th of the following month	

4.8 (i) The covering lists with accounts documents when received in the Head Office from the Field Offices will be passed on by Record Section to the Works Accounts Section. The latter will check classification of all documents received, prepare necessary journal entries, whether omitted to be sent by the Field offices or otherwise, give a certificate classification checked on the covering list and pass on the lists together with the supporting documents to the 'Finance Section'. The Finance Section will post the transaction in the journal, purchase book, carriage and freight of stock book, purchases returns book, 'issues day book' and 'stock returns to store day book'.

- (ii) The purchases Day Book will have two column (i) Purchases for cash and (ii) purchases on credit. Purchases of materials debitable direct to work will be marked in red by the distinguishing letter 'w' and at the end of the month an abstract will be prepared of amounts debitable to 'stock' and debitable to 'work'. The purchases returns book will similarly have two column and an abstract will also be prepared at the end of the month from materials returned from stock and from works. The stock issues day book will have two money columns (1) issues to works and (2) other issues. Similarly, stock returns to store day book will have two money column one for store returned from works and the other for 'other returns'. The above book other than the journal will be kept separately for each store. At the end of the each month the total amounts for purchase for stock, carriage and freight on stock and stores returned to the stock will be debited and the total amount for stock issued day book and purchases return day book will be credited to ledger account of the store concerned. The balance at the end of each month in this ledger account for each store should be agreed with the total balance in the relative store price ledger through Manual of Order Form No.41.
- (iii) The Finance Section will also post all transactions from the books or original entry into the financial ledgers for the respective field units and the Head office. Transactions relating to works will be posted in the 'Cost Accounts Control Book' in Manual of Order Form No. 42. To the monthly totals of this book will be added purchases for works, and issues to works on the debit side and stores returned from works and purchases returned from works on the credit side.
- (iv) The works section will post transactions from the purchases' book (relating to stock) carriage and freight on stock and stores returned day book on the debit side and stock issues day book and purchase returned from stock on the credit side of the store price ledger. The total of value balances under various articles should be agreed with the ledger account in the financial ledger account as explained in (ii) above.
- (v) The entries in the purchases book (for works), stock issue day book (for works,) purchases returned (from works). Issues Return (from works) and the cost accounts control book should be posted into the daily logs and material at site accounts (Manual of Order Form Nos.43 and 44 respectively) for each job/work. Full particulars of transactions should be entered in all ledgers the daily logs and the material-at-site accounts. The totals of monthly transactions as entered in the daily log and the materials-at-site account for each job should be posted in the Register of recurring charges and tools agreed with the difference in debits and credits as shown by the cost accounts control book. Any points of doubt and difficulty experienced in the posting of daily logs,

materials-at-site and store ledgers will be cleared under the guidance of the Chief Engineer/ Addl. Chief Engineer.

- (vi) At the end of each month, progress register in manual of order Form No.45 showing quantities executed in respect of the various contract items and other works and striking out of the rates of costs should be prepared separately for each Unit and put up with accounts comments to the Chief Engineer/Addl. Chief Engineer through the Dy. Financial Adviser and Senior Accounts officer for further necessary action.
- (vii) The works accounts section will be responsible for passing all bills relating to supplies of materials etc. to Field Units and work charged rolls. That section will also be responsible for checking all accounts and vouchers received from the Field Units and also for clearing and watching financial ledger accounts relating to the various field units. The Financial Accounts Section will be responsible for the preparation, checking and payment of all bills relating to the Head office the pay allowances of the entire regular establishment of the Corporation, clearing the ledger accounts of the Head Office, posting ledgers of all units and overall control of the Financial position and transaction.

B- Treatment of overhead expenses on work

4.9 With a view to exercise proper financial control over works overheads such as work-charged establishment, importation of labour, Jamadari, Hutting (including sanitation and medicines), subsidiary work. "Depreciation of tools and plant", carriage of machinery and contingencies, the following procedure is prescribed for accounting of expenditure and percentage recoveries by debits to works concerned:-

- (a) Expenditure incurred on work charged establishment, importation of labour jamadari and carriage of machinery would first appear in the finance accounts where these should be looked as follows:-

"Workcharged Establishment Account"

"Importation of Labour Account"

"Jamadar Charged Account"

"Carriage and freight of Machinery Account"

- (b) Estimates for "Hutting (including sanitation)" and "subsidiary works" will be sanctioned and accounted for like other works/jobs according to para 4.1 to 4.8

- (c) Except on the basis of survey reports, there will be no expenditure to be accounted for under depreciation of tools and plant, which will be calculated and debited to this head at the end of the year. In the cost accounts therefore, charges under this head will appear as "Depreciation-Tools and Plant Account".
- (d) Charges to contingencies will be based on specific sanction, which may be either monetary expenditure alone or works expenditure against sanctioned estimate. The former should be debited in the financial accounts to the head "Work Contingencies Account" while the latter should be accounted for directly under "Overhead Work Contingencies Account".

4. 10 At the beginning of each year, detailed statements should be submitted to the Head Office showing the estimated expenditure under each of the above overheads, which would be incurred during the year. Percentage debits to works under execution should also be proposed, which would cover the proposed expenditure and got approved from the Head Office. At the end of each month, a journal entry should be prepared debiting works' accounts with the prescribed percentages and crediting the following accounts in the accounts:-

- (i) Overheads- Workcharged Establishment
- (ii) Overheads- Importation of Labour
- (iii) Overheads- Jamadari,
- (iv) Overheads- Hutting.
- (v) Overheads- Subsidiary works
- (vi) Overheads- Tools and Plant
- (vii) Over heads- Carriage and Freight of Machinery
- (viii) Overheads- Works Contingencies,

4. 11 At the close of the year, depreciation on "Hutting", Subsidiary works and Tools & Plant shall be debited to the respective overheads accounts. Each overhead account will then show over or under absorbed expenses of that particular type, which shall be adjusted by transfer to cost profit account.

4. 12 At review of the expense incurred on the various items of overheads shall be made monthly with reference to the credit given therefore under the relevant corresponding heads in cost account and the percentage rates of recoveries for overheads shall be revised where necessary. This review is essential to keep track of the trends of cost under the above items as compared to rates adopted and the Chief Engineer/Addl. Chief Engineer in the Head Office should, therefore, ensure its timely completion.

C- CASH

(a) Imprest and Voucher

4.13 Para 4.6 (8) required that while recording the certificate of physical count of cash in hand at the end of the month in the cash book, all imprests and temporary advance, the date of issue name and designation of the person holding the advance and the amount.

At the end of the month, statement of outstanding imprests as prescribed in item 11 of para 4.7 should be sent. It should give the following information:-

1. Name and designation
2. Total amount outstanding
3. Details:
 - (a) Date of issue.
 - (b) Amount advanced.
 - (c) Since adjusted.
 - (d) Balance.
4. Reasons for non-clearance and for issue of 2nd advance.
(Case No. 25/A)

4.14 It is strongly emphasized that no advance should be granted unless it is absolutely necessary. This being so, the grant of a second advance when the first one is outstanding requires a greater justification. A written request should be made stating the purpose for which the advance is required, the amount required and how it has been worked out. The advance should then be sanctioned by competent authority. The Accounts Officer before making the payment should generally see that the instructions laid down for the grant of advance have been observed and that he as a representative of the Finance wing has no comments to offer thereon. A second advance must not be granted except under the written orders of the Unit Officer which should justify the advance. Accounts Officer should personally keep a register of advance made and adjusted, which should be consulted before agreeing to the grant of any advance.

¹Correction Slip No. 12

Dated:- 20th May, 1988

Para 4.14 of the Manual of Order is hereby, amended to added as under:-

¹ C.S. NO.12 DT. 20.05.88.

"4.14, It is strongly emphasized that no advance, should be granted unless it is absolutely necessary. A written request should be made stating the purpose for which the advance is required, the amount required and how it has been worked out. The advance should than be sanctioned by Competent Authority. The Account Officer before making the payment should generally see that the instruction paid down for the grant of advances have been observed and that he as a representative of the finance wing has no comments to offer thereon. Fresh subsequent imprest / advance shall be granted to individual only when he has rendered account in full in respect of the previous imprest(s) given to him. Account officer should personally keep a register of advance made and adjusted, which shall be consulted before agreeing to the grant of any advance.'

4.15 An account of every advance grant should be rendered as soon as the purpose for which it was granted is served. In any case, the account of the amount spent upto the 25th of each month should be rendered by the holder definitely before the 28th -the account of any balance left over being rendered in the following month. Every imprest holder should be made to understand that he is responsible to produce on demand, vouchers for payments made and the unspent cash balance. In case of doubt the Accounts Officer is authorized to demand the production of vouchers and the unspent cash.

4.16 Action taken by the Accounts Officer for the clearance of each advance before closing the Accounts of the month (and in any case within one month of the grant of advance) should be stated against each item of the statement referred to in para 1 above. This should also be officially brought to the notice of the Unit Officer requesting him to take necessary action. The notes written in this connection together with comments of the Unit Officer should be made available for inspection by the Head Office staff. The Field Accounts Officer should always bear in mind his role and responsibility before and after the grant of each advance.

4.17 All vouchers should be stamped "checked" and signed by the Accountant before pay order is recorded by the Accounts Officer and stamped paid immediately after payment is made.

4.18 A monthly report reviewing the financial aspects of the working of the Unit should be submitted by the Field Accounts Officer to the Dy. Financial Adviser and Senior Accounts Officer through the Unit Officer so as to reach him by the 20th of the month following at the latest. The report should interalia give a summary of the activities of the unit as also financial assessment thereon including general condition of the accounts etc. specially bringing out any irregularities or arrears. It is not sufficient merely to state the extent the arrears, but reason therefore and whether this was due to the delay in the rendering of the initial accounts by the executive staff should also be mentioned. The remedies applied or proposed to prevent delay and where these are due to the executive staff, action taken by the Unit Officer to whose notice these should be brought in writing, should be specially stated. The Field Accounts Officer should indicate the manner in which he has

discharged his various functions and how far his financial advice has been taken or rejected. It should be borne in mind that these monthly reports would form the basis of periodical reviews submitted by Financial Adviser to Government and the Board of Directors vide Government of India, Ministry of Finance Office memo No. 570-E(60)/57 dated 11.2.1957, which contains, in general, points to be covered by such report. In short, the Field Accounts officers are expected to function effectively and on the same lines as the financial Adviser and the Dy. Financial Adviser function with the Managing Director and the Chief Engineer. In this connection, reference is also invited to Chapter 1-E. Miscellaneous and para 1.12 thereof.

(b) Escort of cash from bank to office and to sites of works .

4. 19 The following procedure should be adopted for the Escort of cash from bank to office and to site of work in field units of the Corporation.

11. The Cashier may be permitted to carry cash upto Rs. 10,000/- in the Corporation jeep (Rs. 5,000/- in the case of area infested with dacoits). He should be accompanied by two members of the guard. In cases of special urgency and necessity, when an amount greater than Rs.10,000/- (Rs.5000/- in the case of area infested with dacoits) but not exceeding Rs. 20,000/- has to be carried, an officer of the rank of Executive Engineer or Accounts Officer should accompany in the Jeep and the strength of guards increased by one. Thus, there should be six persons (including the driver) for escorting the treasure.

A similar procedure should be followed for the escort of cash from office to the site of work.

2. Police escort may be requisitioned from the District authorities on payment, if any, when the amount to be drawn from the Bank is more than Rs. 20,000/-

4.20 As soon as gunmen have been recruited and fire arms provided, the member of guard escort should be reduced by one.

(Item 5 of the Minutes of the 6th Board Meeting held on 28th February, 1958- File 20-A, 10 to 14 NP and C.P 109 and 110).

(c) Remittances of cash to outstations

4. 21 Whenever large amount of advances are to be placed at the disposal of the Officer for making payments at outstations such as advances to labour or jamadars or defraying expenses or making purchase the fund should be provided by means of bank drafts or letters of credits as far as possible and not in cash.

¹ C.S.NO.18 DT. 07.04.69.

In cases where issue of an imprest in favour employees is considered necessary, cash imprest exceeding Rs. 500/- (Rupees five hundred only) should not be issued in any case.

(Case No. 586222)

4. 22 To have a better control from Head Office, in the case of small units in charge of an Asstt. Engineer/ Asstt. Executive Engineer, the following system of accounting has been prescribed which should be strictly followed:-

- (i) Asstt. Engineer/Asstt. Executive Engineer will be provided with funds through imprest from the Head Office. Arrangements, will however be made to maintain an account in the nearest branch of the State Bank of India or any other scheduled Bank to facilitate disbursements.
- (ii) All bills of sub -contractors will be very promptly paid in Head Office except running bill to the extent of Rs. 1,000/- which will be finally passed by the Asstt. Engineer/ Asstt. Executive Engineer.
- (iii) Temporary imprest will be issued on the basis of acquaintance rolls and muster rolls prepared by the Asstt. Engineer/Asstt. Executive Engineer and duly approved in the Head Office. The bills should be sent to Head Office for recoupment at least twice a month and as often as the imprest is required to be recouped.
- (iv) Asstt. Engineer/ Asstt. Executive Engineer will maintain only an Imprest Cash Book which will be written by an Accountant or Sr. Accounts Clerk as may be appropriate . The cash book should be signed by him at the end of each of day.
- (v) In the office of the Asstt. Engineer/Asstt. Executive Engineer, there will be very limited staff consisting of one Accountant (or Senior Accounts Clerk) one Senior Clerk in-charge of correspondence and one Junior Clerk for help in preparation of bills, muster rolls acquaintance rolls etc.
- (vi) To facilitate the smooth running of the units the following powers are hereby delegated in addition to other powers already exercised by the Asstt. Engineer/Asstt. Executive Engineer as per para 1.5 of the Manual of Order:

Extent

(a) Sanction of W. C. Estt.	Rs. 30/-	Basic pay. A copy of Appointment Order to be forwarded to Head Office. In all other cases prior sanction of H.O should be obtained.
(b) To issue Work Orders.	Rs.10,000/-	Provided rates allowed are with in the rates approved by Head Office.
(c) To incur non-recurring miscellaneous office contingent expenditure.	Rs 10/-	In any individual case subject to a maximum of Rs.30/- in any month

NPCC MANUAL

(d) Purchase of postage stamp	Rs. Full	Upto a limit of one month's requirements.

(No 503-08-F/60)-A)

CHAPTER -5
W O R K S

A. WORK- CHARGED ESTABLISHMENT

*15.1 The following scale of pay have been approved for mechanical staff.

GROUP-A.		
1.	Special Foreman	370-20-570
2.	Foreman	250-10-300-15-375
3.	Mechanic (Special Grade)	180-10-300
4.	Mechanic Class -1	150-10-200
5.	Mechanic Class -II	110-5-140
6.	Mechanic Class -III	90-5-110
7.	Tradesman (Special Grade)	180-10-300
8.	Tradesman Class-I	150-10-200
9.	Tradesman Class-II	110-5-140
10	Tradesman Class -III	90-5-110
GROUP- B. Operators		
1.	Shovel and Dragline Operators Class-I	250-15-400
2	shovel and Dragline Operators Class - II	200-10-290
3	Dozer, Tractor and Dumper Operators	150-10-205
4.	Truck Drivers	115-10-205
GROUP C. Drivers		
1	Light Vehicles and Cars	110-5-140
2.	Operators Stationary Plants (Mechanical or Electrical) Air Compressors, pumps, Pumpcrete, Welding sets Concrete Mixers, small Generating sets.	110-5-140
GROUP-D.		
1.	Aggregate plant control batching and mixing plant, hoisting double drum plumbers.	200-5-260
GROUP-E. Transportation		
1.	Shunters, Gangmen, Trolleyman & Keymen	75-2-85

¹ C.S. NO.14 DT. 06.03.69. / * See Appendix-XVII for Revised Pay Scales.

NPCC MANUAL

2.	Gangmates, Trolley Jamadars & Brakesmen	80-2-90
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GROUP- F. Semi- Skilled:		Scale of Pay Rs.
1.	Cleaners & Greasers	70-2-80
2.	Firemen & Boiler Attendants	-DO-
3.	Hammermen	-DO-
4.	Gangmates	-DO-
5.	Coalmen	-DO-
6.	Condenser Attendants	-DO-
7.	Muckers	-DO-
8.	Mucker Jamadars	75-2-85
9.	Slingers	80-2-110

Note:- Staff of categories like Greasers/Cleaners, Operators for Pumping sets, mixers and stone crushers at present employed on work-charged basis may continue to be borne on work-charged establishment. No future appointment of these categories of staff be made on work-charged establishment but they should be kept on muster rolls.

Authority: - Item No. XIV of the Agenda approved by the Board of Directors in their XXXIX Meeting held on 31.12. 1965.
(Case No. 500905)

*15.2 The following scales of pay have been approved for Civil Staff:
Scale of Pay Rs.

1.	Special Foreman	370-20-570
2.	Foreman (Civil)	250-10-300-15-375
3.	Supervisor Grade 1	100-10-290
4.	Supervisor Grade II	150-8-190
5.	Supervisor Grade III	110-5-140
6.	Survey Khalasi	70-2-80
7.	Chowkidar	70 -2-80
8.	Dak Runner	70-2-80*
9.	Sweeper	70-2-80.

* Plus cycle allowance of Rs 10/- p.m. where necessary.

Note:- Masons/ Carpenters and Watchmen should not be employed on work-charged establishment but should be employed on daily wages only.

* Also see Appendix-XVII for revised pay scales.

¹ C.S. NO.14 DT. 06.03.69.

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

Authority: - Item No. XIV of the Agenda approved by the Board of Directors in their Meeting held on 31.12.65

5.3 (i) Dearness allowance will be admissible to the members of the work-charged establishment at the rates sanctioned by the corporation from time to time. Work-charged establishment will not be entitled to any field allowance.

Authority: - Item No. XXII of the Agenda approved by the Board of Directors in their XXXVIII Meeting held on 30.9.1965.

(Case No. 500905)

(ii) The work-charged employees of the Corporation will be paid additional dearness allowance with effect from 1.6. 966 at the following rates:

Basic Pay P.M.	Addl. D.A. Rs.
Upto Rs. 124/-	3.00
From Rs. 125-179	3.50
From Rs. 180-249	5.00
From Rs. 250-324	6.00
From Rs. 325 and above	7.00

Note: -(i) D.A will not be treated as pay for any purpose i.e. for admissibility of house rent etc.
(ii) These Orders will not apply to Trisuli Unit.

Authority: - Item No. XXXIX of XLI Meeting of Board of Directors held on 27.6.66.

5.3 (a) Wherever practicable and economical, the Corporation shall provide accommodation to the workchard establishment. Where provision of such accommodation is not considered practicable and economical, it will be allowed House Rent Allowance at the following rates and subject to fulfillment of conditions laid down in para 2.8.(II) (a).

(i)	Staff drawing pay less than Rs. 200/- p.m.	7-1/2% of pay
(ii)	Staff drawing pay more than Rs.200/- p.m	5% of pay subject to a minimum Rs. 15/- p.m. and maximum of Rs. 50/-p.m.

Authority: - Item No. X of the Minutes of the Sub-Committee appointed by the Board of Directors held on 6.4.63 ratified in item No.10 of XXIV Meeting of the Board.

The Workcharged establishment will also be entitled to following benefits.

Supply of Electricity

10 Units per month. (in one room quarter)

Note: Free supply of water is permissible if water pipes have been laid in the colony where the staff has been provided accommodation.

5.4 Powers of recruitment are delegated as under:

(i)	Basic pay upto Rs. 570/-	Construction Superintendent or in his absence next higher authority.
(ii)	Basic pay upto Rs. 150/-	Executive Engineer.

The above authorities are authorized to fix the pay at any stage between the minimum and the maximum of the scale of the class to which they are empowered to recruit, taking into account the qualification, past service, efficiency, and experience of the person recruited.

The pay and allowance of the work-charged staff shown in paragraph-1 above or any others that may be approved hereafter are the maximum that can be allowed. All work-charged staff particularly, unskilled and semi-skilled, which can be recruited locally, should be given pay and allowances which are prevalent for similar jobs in the locality. Whenever it is desired to allow any person so recruited the full pay and allowances as sanctioned above or in any subsequent order, recommendation to the effect should be made to head office, which will be considered on merits provided he is prepared to serve the Corporation anywhere in India.

The Construction Superintendent (Unit Officer) or in his absence next higher authority will be empowered to grant annual increments or rise in salary.

For purpose of Selection and appointment, fixation of initial pay and subsequent increases in pay, grant of annual increments in respect of employees on work-charged establishment, or persons to be appointed locally, instructions contained in Standing Order No. 60 dated 20.th Nov,1965 attached as appendix VII are to be observed.

No recruitment of work-charged and muster- roll workers should be made by the Unit officers without prior approval of the Chief Engineer / Addl. Chief Engineer incharge of the unit.

Recruitment of such workers, when required to be made, should be made only through local employment exchange and the candidates whose names are sponsored by them should alone be considered by the Field Selection Committee. However, where any practical difficulty is experienced in recruiting workers through the local employment exchange or they regret their inability to help in the matter, the recruitment may generally be made from amongst the local persons after verification of their antecedents and their names notified to local employment exchange. In all cases the verification by the Police of the Character and antecedents of the Labour employed whether through local employment exchange or directly must be completed as quickly as possible and in no case later than 3 months after the initial appointment. No person whose character and antecedents have not been verified should be allowed to continue for more than three months without the approval of the Addl. Chief Engineer (Spl.) or the Chief Engineer as the case may be.

Relaxation of the above procedure shall only be made after taking the specific approval of the Chairman and Managing Director.

Authority: - (i) Item V & VI of the Minutes of the 1 Board of Directors meeting held on 20.2.57. Minutes of the two meetings of the Sub-Committee set up by the Board held on 21.2.57 and 8.2.57 and item of the minutes of the second meeting of the Board held on,
(ii) Standing Order No.60 dated 20.11.65.
(iii) Standing Order No.77 dated 11.10.67.

5.5 The pay and allowances and strength of work-charged establishment is so fixed that normally there should be no necessity for any member of that establishment to work time just like regular establishment .

No payment should, therefore, normally be made to members of work-charged establishment for over time work. However, if any members of this establishment are required to be put in over time regularly in the interest of work, a proposal should be submitted to and got approved by the Chief Engineer/ Addl. Chief Engineer concerned for payment of over time. In such cases overtime wages should be paid to the workers as per provision of Labour laws applicable to the area.

The amount paid should be based on the actual extra hours put in as certified by the Officer-in-charge of the work.

5.6 (a) Holidays with wages shall be granted to every workman i.e. whether borne on work-charged establishment or on muster rolls-3 national Holidays Republic Day (26th January), Independence Day (15th August) and Mahatma Gandhi's Birth Day (2nd October) in each Calendar year.

(aa) Holidays with wages shall be granted to every work-charged employ-4 festival holidays which exclude three National Holidays) in each Calendar year on the festivals which shall be notified by the Unit Officer incharge keeping in view the local customs, traditions and festivals of the calendar year .

Provided that these 4 festival holidays shall be allowed with wages to all work-charged employees who have put in a service of at least 30 days within a continuous period of 90 days proceeding every festival holiday.

(ab) if due to exigency of work the workman is required to work on these holidays mentioned under sub-para. 5.6(a) and (aa), he shall be allowed to avail of either compensatory holiday in lieu of these holidays or overtime allowance at the rate prescribed under any Central or State law or rule as applicable to the field unit of the Corporation from time to time at the discretion of the Unit Officer Incharge of the unit.

(Case No. 500939)

(b) The work charged establishment will be allowed leave with pay upto 24 days in a Calendar year i.e. 2 days per month of completed service in lieu of all kind of leave, Casual, Earned, Medical etc. Portion of unavailed leave pertaining to a particular year shall be carried forward to the next year , but it should lapse if not availed of during the second year.

Leave availed of during the slack season to be declared in advance by head Office every year would be computed on the basis of 4 days absence being reckoned as 3 days leave.

Item No.XI of the Minutes of the Sub-Committee of Board of Directors of the ratified vide item No.X of XXIV Meeting of the Board.)

¹(c) (i) A workman drawing a monthly basic wage of less than Rs. 300/- who proceeds duty on out of his headquarters on written orders of the Unit office shall be entitled to the reimbursement of actual rail/ bus/ steamer fare in lowest class available. A workman drawing a monthly basic wage exceeding Rs. 300/- shall

¹ C.S. NO.30 DT. 16.09.69 & C.S. NO.88 DT. 01.11.74.

NPCC MANUAL

be entitled to reimbursement of actual second class fare by rail or to the next higher to the lowest class in bus or steamer as the case may be.

In addition to actual fare, he shall be entitled to a daily allowance at the rate of 2% of his basic wages subject to the following: -

Pay range	Ordinary place	Class 1 cities
Upto Rs 250/-	Rs. 5/-	Rs.7/-
Rs.251 to 350/-	Rs.7/-	Rs 7/-
Rs. 351/- to 500/-	Rs. 10/-	Rs. 12/-

For each day of absence from head Quarters.

- (ii) A Workcharged employee, other than a workman i.e. supervisory staff drawing pay and allowances exceeding Rs. 500/- p.m. shall be entitled to traveling allowance as admissible to a workman drawing monthly basic wages exceeding Rs.300/- but shall draw daily allowance as admissible to regular employees.

Note: - During the time spent in journey, daily allowance will be admissible at the rate applicable to ordinary places.

- (f) (i) In all cases where a work-charged employee of the Corporation. In transferred from one place to another in the interest of Corporation he should be paid in addition to his own fare by third class for travel by train and the lowest class for travel by road one fare for the same class for each adult member of the family who accompanies him and for whom full fare is actually paid provided that such members is actually dependent on him. For the carriage of personal effects the following max. are prescribed:

(a)	If possessing a family	10 maunds	(370 K. G.)
(b)	If not possessing a family	5 maunds	(180 K.G.)

The employee would be reimbursed actual cost of transporting personal effects whether by rail or road provided that the amount draw shall not exceed the admissible, had the max. admissible number of maunds been transferred by goods train from the old to the new station.

(Item No. XV of the Minute of the XII Meeting of the Board of Directors Case 63-E).

- (ii) For purposes of effecting transfers of work-charged establishment from one unit to another in the interest of Corporation's work and the procedure to be observed, instructions are contained in para 5 of Standing Order 60 dated 20th Nov., 1965 attached as appendix- VII.
- (iii) In cases where work-charged staff who while going on transfer from one Unit to another unit are required to take the trucks of the Corporation or are accompanying the machines either in the trucks or in the Railway wagons, are to be allowed payment of TA/or daily allowance as under:-
 - (a) **T.A . For Self:-**
 - (1) In cases where a member of the work-charged staff is required to take the trucks of the Corporation or is to accompany the machines in the trucks, no T.A. or daily allowance is admissible.
 - (2) In cases where a member of work-charged staff is required to accompany the machines in Railway wagons, he will be entitled for single fare of lowest class as per actual journey performed and the requisite railway fare paid.
 - (b) **T.A for family and for personal effects:-**

For family and personal effects payment of T.A. is to be regulated as provided in para 5.6 (f) (i) of the Manual.

 - (g) The Managing Director/ Chief Engineer may allow:
 - (A) **To candidates called for interview for employment in the Corporation:**

Cost of single third class railway fare and/ or bus fare of the lowest class from home town or previous place of duty to the place of interview and back as actually incurred by the candidate.
 - (B) **To a selected candidate to join first appointment:-**

Cost of single third class railway fare and/or bus fare of the lowest class either from home town or previous place of duty (as considered fit by the Selection Committee in each case) to the place where he is required to report for duty.

Authority: item No.XV of the XXVII Meeting of Directors held on 30.3.63

- 5.6. A Increments in pay to work-charged staff will be regulated according to the rules prescribed below :
- (a) The work-charged staff will be granted increments annually on the basis of half yearly records and on their work on 30th September and
 - (b) The increment shall be earned by duty or casual leave granted under para-5.6 (b). All the periods of absence shall be ignored in working out the date of increment. Increment according to the above formula will be granted by the authority competent to appoint vide para 5.4 ibid. In order that increment of the staff appointed by the higher authority is sanctioned by the such authority expeditiously, the half yearly records shall be forwarded to him by the Executive Engineer, by the 10th October 10th April. On receipt of the record, necessary categorization shall be made by the authority concerned and communicated to the Executive Engineer. Increments will be given on basis of this categorization when they fall due actually and shall be sanctioned by the next higher authority as laid down in paragraph 5.4. above. Similar action will be taken by the Executive Engineer for staff appointed by him and categorization made by him shall be placed on record by 15th October and 15th April every half year.
 - (c) All adhoc increase or re-fixation of pay shall be referred to Head Office for sanction except in cases where a person has been appointed on a provisional rate of pay till the completion of a period of trial when final fixation of his pay will be made by the authority competent to appoint him on that date. Provisional pays should be fixed in exceptional cases only so as to create generally a sense of expectation which may not be fulfilled.

Authority: - Orders contained in File 10-E Part III read with item No. XIII of XXV Meeting of the Board held on 20.9.1962

- 15.6. B Regarding Confidential Report of Work-charge Staff.

B- APPOINTMENT OF ORDERLIES

- 5.7 Deleted.

¹ See Appendix-XVIII for revised Merit rating format for workmen vide C.O. Lr.No.000347 dt.28.3.84.

5.8 Deleted.

5.9 Deleted.

(Case No. 522202)

C- PURCHASE ORDER

5.10 On the first of each month, every Unit Officer should submit a statement to the head office showing orders placed by him for stores, plant and machinery, office furniture, tools and equipment etc. each exceeding Rs.1000/- in the following form. Items inadvertently committed from the statement should be included in the subsequent statement. If no such order has been placed during the month, nil statement should be sent.

Statement showing orders overs over Rs.1,000/- each placed for stores, plant and machinery furniture, tools and equipment etc, during the month.-----9

1. Serial Number
2. Name of Supplier.
3. Name of Article.
4. Quantity.
5. Unit.
6. Rate.
7. Cost.
8. F.O.R.
9. Probable date of supply.
10. Remarks.

5.11 The procurement Assistant in the Head office should maintain a register in the following form of all orders exceeding Rs.1,000/- each placed by the Unit Officer for which periodical statements as prescribed above will be received.

Register of all orders placed by the Head Office and orders exceeding Rs.1000/- each placed by the Unit Officer: -

1. Serial No.
2. Name of Officer placing Order.
3. Number and date of order
4. Name of Supplier.
5. Name of Article.
6. Quantity
7. Unit.
8. Rate

-
9. Cost.
 10. F.O.R.
 11. Page number of the file in which order or statement is filed.
 12. Probable date of supply
 13. Date of receipt.
 14. Reference to final payment or adjustment
 15. Remarks.

C. MEDICAL ATTENDANCE OF STAFF INCLUDING LABOUR EMPLOYED IN THE FIELD OFFICE

15.12 Medical attendance of labour & staff employed in Field Unit shall be arranged economically and efficiently. Where labour strength is such as can be conveniently and efficiently attended to by the Medical officer in-charge of local dispensary who can also give adequate attention and time to our labour, he may be employed on suitable honorarium with the sanction of the head office. In such cases, expenses on medical treatment including the amount of honorarium should not exceed Rs.1,000/- per annum. Where, however, this arrangement cannot be made an independent dispensary under the charge of a qualified Assistant Surgeon Class-II should be established. Actual arrangements in this regard will be prescribed by the head office with the regard to economy and efficiency but within the following limits:-

(a)	Non recurring (Per annum.)	Average Emoluments	Amount
	Hospital furniture and equipment	----	Rs. 1,000/-
(b)	Recurring (Per annum)		
	(i) Establishment.		
	(a) Medical Officer in the scale of Rs.325-25-500-30-590-EB-30-800 carrying a non-practicing allowance @ 25% subject to the minimum of Rs.150/-and max. Rs. 400/- p.m.	Rs. 920/-	Rs. 11,040/-
	(b) One Compounder in the scale of Rs.130-5-175-EB-6-205-7-212-EB-7-240.	Rs. 430/-	Rs. 6,160/-
	(ii) Recurring (per annum)		
	Purchase of Medicines in Unit with Staff strength upto 100	Rs. 2,000 per annum	
	-do- from 100 to 199	Rs. 3,000 per annum	

¹ C.S. NO.54 DT. 09.12.71.

NPCC MANUAL

	-do- from 200 to 299	Rs. 4,000 per annum
	-do- from 300 and above	Rs. 5,000 per annum

2. The following procedure is laid down for incurring expenditure on medical treatment (a) by a part-time medical attendant and (b) in a Departmental Dispensary.

(a) Part Time Medical Attendant

- (i) The appointment of a part time medical attendant and fixation of his honorarium shall be made by the Head office. His monthly pay shall be drawn in the monthly pay bill of regular establishment on a certificate from the Executive Engineer, that the medical attendant on the staff of the Corporation during the month and he was not absent except on casual leave. In his absence on leave other than casual leave, the honorarium will be paid to his substitute provided he had attended on the staff satisfactorily.
- (ii) Essential medicines required for general treatment shall be purchased by Executive Engineer on the recommendation of the Medical attendant. After purchase these shall be stored in the filed office under the custody of the responsible person and shall be issued on the authority of the Executive Engineer, who shall record such authority on written slip of the medical attendant giving the quantity to be issued and certifying that the medicine in question is not in stock in the dispensary. When necessary the Executive Engineer may prima facie satisfy himself by a perusal of the stock register that the slips are not issued by the medical attendant as a matter of routine.
- (iii) A proper stock account showing receipts and issues of each medicine shall be kept. The receipt shall bear reference to paid vouchers and issues to slips of the medical attendant, which for facility of reference shall be numbered. The account shall be checked by the accountant, who will also verify the balance at irregular intervals and at least once in six months. The results of the verification shall be reported to the Executive Engineer for necessary action.
- (iv) Medicines shall be purchased only when there is specific need for them and that also in a limited quantity to meet the anticipated requirement for a month. In case a medicine is very frequently used and is often out of stock in the dispensary and it is considered economical purchase in bulk quantity in excess of one month's requirements may be purchased but it should not be so large, as to result in waste. Purchases of medicines shall be made economically and at most competitive rates. Cheaper substitutes when available shall be obtained, if they are equally effective. Patent medicines and medicines having food value must not be purchased.
- (v) Medicines for injections and vaccines or other medicines required for specific treatment or for immuring purposes shall not be purchase. Not can any amount be

spent on pathological, bacteriological, radiological or other methods or examination considered necessary for purposes of diagnosis. Likewise, expenses in connection with maternity treatment of a female labourer or hospital charges of a patient admitted in a hospital on the advice of the medical attendant or otherwise or expenses in consultation with a treatment by specialists shall not be met out of this allotment. But expenses incurred in conveyance of patients to hospitals when sanctioned by head Office shall be so met.

- (vi) Subject to the aforesaid conditions and provided that the allotment is not exceeded and each purchase does not exceed Rs. 200/-. Executive Engineers are hereby empowered to make these purchases. In other cases prior sanction of the Head office should be obtained. While applying to Head office for sanction, the amount of balance allotment available shall invariably be indicated. It shall be the responsibility of the Executive Engineer to watch that the total expenditure on honorarium paid to the medical attendant does not exceed the allotment.

(b) Department Dispensary

- (i) All hospital furniture and equipment shall be purchased with the sanction of head office.
- (ii) The appointment of the staff except Class IV employees shall be made by Head Office. Class IV employees shall be appointed to the extent permitted by the Executive Engineer at local rates of pay and allowances. The pay of the staff shall be drawn on the regular pay bill or W.C. rolls according as the persons have been recruited on regular basis or W.C. basis.
- (iii) Executive Engineer is competent to incur expenditure on medicines subject to the following conditions and provided it is within the prescribed annual grant.
- (iv) Essential medicines required for general treatment shall be purchased on the recommendation of the medical Attendant. Medicines for injections and vaccines required for specific treatment or for immunizing purchased shall not be purchased nor can any amount be spent on pathological, bacteriological, radiological or other methods of examination considered necessary for purchases of diagnosis. Likewise, expenses in connection with maternity treatment of a female labour or hospital charges for patient admitted in hospital on the advice of the medical Attendant or otherwise or expenses in consultation with and treatment by specialist shall not be met out of this grant. Expenses incurred on conveyance of patients to hospitals when sanctioned by head Office shall however, be met out of this grant.

- (v) Purchase of medicines shall be made in a limited quantity to meet requirements for 2 to 3 months. They shall be effected economically and at most competitive rates. Cheaper substitutes when available shall be obtained provided they are equally effective patent medicines and medicines having food value must not be purchased.
- (vi) Proper stock account of each medicine shall be kept which will be checked monthly by Accountant or other responsible person. The stock of the medicines shall be checked by the medical Officer once in six month and by the Accounts Officer along with the Mdical Officer on 31st March. Stock Register in suitable form shall be maintained. In addition daily attendance Register shall be kept in the form used in Government Dispensaries.
- 3 It must be clearly understood by all concerned that by making the aforesaid arrangements for medical treatment of their employees, the Corporation does not undertake any responsibility for meeting expenses on medical treatment, which may be incurred by an employee either on his own or on the advice of a medical attendant or a special list or any other doctor.

(Case No. I M-O)

E. ADVANCES AND IMPORTATION CHARGES TO LABOUR RECRUTED DIRECT OR THROUGH SUB- CONTRACTORS (TASK -WORKERS)

5.13 The matter regarding advances and importation charges to labour recruited directly or through task workers has been further reconsidered and it has been decided that such advances should be made when absolutely necessary in the interest of the work subject to the following conditions and limitations:-

A Advance to labour recruited direct or through Jamadars.

- (1) Advance to labours granted at the time of recruitment should be restricted to as small an amount as possible, but should in no case exceed Rs.30/- per labourer. In order to minimize the chances of loss, advances to labourers, as far as possible should be given through jamadars having control over group of labourers.
- (2) No advance should be given unless the Executive Engineer, or any of his Assistant Executive Engineers certifies that "he knows the labour Jamadars----- since ----- and to the best of his knowledge and belief he is reliable and worthy of advance of Rs.....being granted to his lablour through him" if either the Executive Engineer or any of his Asstt. Executive Engineers does not know a labour jamadar who applies for advance, the advance applied for may be paid only after making full searching and careful enquiry about the trust worthiness and reliability of the

Jamadar. The Asstt. Executive Engineer should record a certificate to the effect that he has made inquiries and found to the best of his information and belief that Labour Jamadar.. is reliable and worthily of advance of Rs..... being granted, to his labour through him. The enquiries made should be put on record and filed in the guard file alongwith statement and receipts of labourers in Manual of Order Form No.46 and Manual of Order Form No.47. But the certificate should be appended to the voucher on which payment of advance is made. Advance in any other case shall be made in the execution of a personal bond by the jamadar supported by reliable surety know to the Executive Engineer or to the Asstt. Executive Engineer. No advance should be paid if there is slightest doubt about the reliability of the jamadar or his bonafides.

- (3) A written statement and receipt on (20p stamp) on Manual of Order Form No.48 should be obtained from each labour jamadar at the time of payment of advance to him, statement and receipts of labour in Manual of Order Form No.47 on which 20p stamp should be affixed when payment exceeds Rs.20/- should also be obtained from labourers. The latter statements should be signed by Jamadar as surety. All the statements should be carefully kept in field office, in a guard file but a certificate about these statements having been received should be recorded by the Unit Officer (Executive Engineer) on the voucher with which payment of advance is made.
- (4) The advance may be recovered gradually by installments, within six months, but in no case the recovery should be postponed beyond the end of the working season if this is earlier.
- (5) Total amount advanced in a Field unit whether directly to the labour recruited departmentally or to sub-contractors (task workers) for labour recruited by them should not exceed 1.5% of the total value of work scheduled to be done in the working season. On this principle the maximum limits of total advance to be granted to direct labour and to sub-contractors should be got fixed in advance with the approval of Head Office, which should then be adhered to strictly. Any alteration in the limits shall require the approval of Head Office.

B. Importation Charges of Labour.

- (1) In addition to Rs.30/- referred to in para (a) (i) above, importation charges actually incurred subject to a maximum of Rs.20/- per head, to the labour recruited direct or through jamadar, may be advanced. This amount may not be recovered from the labour if he sticks on to the work for six months. If he leaves the work earlier, recovery of proportionate amount for period actually worked may be foregone and the balance only recovered.

- (2) A written statement agreeing to the conditions on which the advance is given and/or importation charges incurred should be obtained from each labourer in the Manual of Order Form No.47 stamped with 20p stamp in case of payments exceeding Rs. 20/-. In case any labour insists on a stipulation being made that recovery of the importation charges will not be made, if he works for six months to the satisfaction of the Corporation, a note to that effect may be made. These written statement should also be got signed from the Jamadar concerned as surety. A written statement in Manual of Order Form No.46 should further be taken from Jamdar with receipt (on 20p stamp) for total amount paid to the labourers recruited through him at one time, but the money should never be handed over direct to the Jamadar.
- (3) A statement in Manual of orders Form No.48 should be submitted by the recruiting official in respect of each labourers whether any advance and/or importation charges have been paid or not and submitted immediately, in duplicate to the Unit Officer (Executive Engineer). In the Field Office the Original statement should be filed in a serial order in a separate file and the serial number of the file on which the statement of labourers is filed should be taken as his 'TOKEN NUMBER' which should be noted on muster-rolls and other records. An alphabetical index of names of labour indicating the serial number against which the statement relating to such labourers is filed should be kept in a separate register in order to trace out the statement or token number from the name of the labourer. Duplicate statements received back from the Sectional Officers on final settlement or leaving work should be separately filed serially (by token number) in loose file so that these can be reissued if the labourers return back to the work.
- (4) A separate register in form of "Register of Recurring Charges" already prescribed should be maintained to which the grant of land recovery of all advances and also for importation charges, where become recoverable. The name, token no, voucher and date and amount of advance should be entered in column 2 and 3 respectively with reference to sanction in red ink in column 2, Any importation charges, allowed upto 20/- should be entered in column 4 in red ink so that these do not interfere with the amount of advances in column 5 and their totals. In column 5 should also be entered importation charges in excess of Rs. 20/- which is treated as an advance. Recoveries of advances made from such labourer should be noted under each month.
- (5) Advances to laborers should be classified under the financial ledger head "Advance to Labourers' account. When recoveries are made they should be credited to the same ledger head. Gross amount payable in a muster roll should be charged to the 'Productive Labour' account, recoveries shown credited to 'Advances to Labour' account and the balance to 'Wages Suspense'. At the

end of each month column 5 of the Register of Recurring Charges should be totaled as also progressively the column of the month closing and progressive totals of advances and recoveries struck. The difference between the two should be agreed with the balance in the ledger account. A certificate should be recorded against the balance shown in the ledger that the total of advances and recoveries as noted in the register of advances have been struck off and their difference agrees with the balanced in the ledger.

- (6) Importation charges incurred upto a maximum of Rs.20/- in any one case when paid should be debited to the financial ledger head 'Importation of Labour' accounts. A reference to the muster roll in which the labour is first employed and the reference to the muster roll in which the labour is last employed or on the expiry of six months from the date of employment should be noted in red in the register of advances under the months concerned. The register of advances should be reviewed monthly by the Accounts Officer of the Field Unit and the results of his review recorded in fly leaf appended to the Register.

Note :- In special and individual cases the Managing Director may sanction advances in excess of the limits prescribed in A & B above but such advance should be reported to the Board for approval in the meeting.

(Authority :- Item No.15 of the 11th Meeting of the Board of Directors to file 4-W)

C. Advance to Sub- Contractors (Task Workers)

Arrangements for the recruitment of labour through task workers (sub-contractors), who will work on fixed piece work rates, has been extended temporarily subject to following limitations and conditions:-

1. Advances allowed should not exceed the following maximum:-
 - (a) Each labourer- Rs. 40/-
 - (b) Each Sub-Contractor- Rs.3,000/-
 - (c) Each Field Unit- limit fixed under para A (3) above subject to ceiling of Rs. 30,000/-.
2. Conditions laid down in sub-para A (2) in the case of advances to the labour recruited direct shall apply mutatis mutandis to advances paid to sub-contractors (task workers)
3. A written statement and a receipt (on 20p stamp) in Manual of Order Form No.62/A No. 46 should be obtained from each sub-contractors at the time of payment of advance to him. The sub-contractor shall be required to obtain a statement and

receipt from each labourer in Manual of Order Form 62/B No. 47 on 20p. stamp should be affixed, when payment exceeds Rs.20/-. These receipts together with sub-contractor's signatures on each as surety should be handed over by the sub-contractors to the Executive Engineer, while submitting the account within one month of obtaining the advance. In case where a sub-contractor fails to produce acknowledgement of the advances paid by him to his labourers, the Executive Engineer, should by enquiries or otherwise ascertain that how many labourers have been brought by the sub-contractor and how much importation charges he must have incurred on an average per labourer considering the home town of labourer brought to work. The Executive Engineer should exercise due precautions to see that the advance is utilized for the purpose for which it is given and not used by the sub-contractor for his other needs. If it is found that the labour imported is not commensurate with the amount advanced, the Executive Engineer shall call upon the sub – contractor to refund the balance immediately or recover it from the next payment due to him, in a lump-sum. All statements in Manual of Order Form No.47 should be kept in a guard file separately for each sub-contractor. A certificate by the Executive Engineer of his having done so or report of his enquiries in case the sub-contractor fails to furnish these statements should be recorded on the next monthly report in Manual of Order Form No. 49.

- 4 In addition to such other precautions as the Executive Engineer may deem fit to take to prevent loss, it is suggested that no payment should be made to the sub-contractor for work done except in the presence of the labourers actually executing the work, so that they are not deputed by the sub-contractor. The payment to the sub-contractor should preferably be made in cash so that he is able to settle the account of the labour promptly and there may be little chance of the sub-contractor disappearing from the work without settling the labourers. The precaution is necessary so that the labourer remain satisfied and sticks to the work.
5. Recovery of the advance should be made in one or more installments as considered necessary by the Executive Engineer but the advance must be recovered fully within 6 months or before the end of the working season which ever is earlier. The recoveries may be made either in cash or from the bills of the Sub-contractors as necessary.
6. All advances to sub-ontractors shall be debited to the personal accounts of the sub-contractors.

D. Miscellaneous:

1. In respect of labour recruited through Jamadar, commission upto 6 1/4% of the amount of muster roll may be paid to the Jamadars when payment are made on the

basis of daily wages. If a higher percentage is given, sanction of the Head Office should be obtained after justifying the higher rate. If payment to such labour is made on the basis of work done, the Jamadars commission should be taken as included in the rate agreed to be paid and no additional commission should normally be paid. Any deviation from this rule will require the sanction of the Head Office. All these sanctions should be noted in the monthly report prescribed in sub-para 2 below. The commission paid to the Jamadar shall be charged in the account to 'Jamadari account.'

2. A monthly report should be submitted on 5th of each month in respect of the month closing to the Head Office in Manual of Order Form No.49 with a forwarding letter commenting on the main features of the advances and recoveries.

Authority:- Item No.19-A, 20,3,10,12 and 13 on the 3rd 4th, 5th, 6th, 7th , and 10th Meeting respectively of the Board of Directors.

5.14 Work Order issued to piece workers generally contain few items and, therefore, there should ordinarily be no difficulty in measuring up works where-ever payments are to be made. Accordingly, in principle, there should be no necessity to take advance payments, but emergencies may arise which may make such a payment necessary. In such rate cases, advance payments for work actually done but not measured may be made on the certificate of a responsible officer not below the rank of the Asstt. Executive Engineer to the effect that not less than the quantity of work paid for had actually been done. The Officer giving the certificate will be held personally responsible for any over payment which may occur on the work in consequence. The payment of the advance should be made on the running bill form. After the advance is paid, actual measurement of the work done should be taken at the earliest opportunity and when this is done, the lump-sum payment previously made on account of item of work concerned should first be adjusted in full so that the contractor may not be paid twice over in respect of the same quantity of work. Delays in adjusting advance payments and adjustments otherwise than by crediting the value of the work actually measured should be specially looked into as being prima facie indication of over payment in the first instance.

CHAPTER – 6

MISCELLANEOUS

16.1 Employees permitted to use the staff car/jeep/scooter of the Corporation in Head Office/Field Units for private purposes should pay a flat rate of Rs.0.75 per Km. for Car/Jeep and Rs.0.35 per Km. for Scooter with effect from 1.7.1974.

The use of Corporation vehicles for private purposes should be restricted to the minimum.

- 26.1(2) (i) Detention charged at the rate of Rs.0.60 per hour will be livable if a staff car/ jeep is detained for non-duty purpose irrespective of the detention of the staff car/ Jeep being within or outside the normal working hours of the vehicle.
- (ii) The period of detention will commence from the time of start of vehicle from the garage to the time of its coming back to the garage reduced by the time taken in actual running of staff car/ Jeep calculated at 20 miles per hour.

These orders come into force with immediate effect

Authority:- Managing Director's order on NP.41 of case No.9-Mech/H.O.

3. Any other vehicle or machinery, if used for private purposes shall be charged for at the out-turn rate of the vehicle or machinery plus 25% overhead charged except when the use of departmental vehicle or machinery by a Sub-contractor at a specified rate is provided that rate shall be charged.
4. Heavy machinery let on hire shall be charged for at rate worked out independently and shall be subject to such other conditions of hire as may be prescribed.
5. When a vehicle or machinery is unnecessarily detained without work such charges for detention as may be fixed will be charged.

Authority: - Order contained in File 9- Machinery.

6.2 The Field Units of the Corporation will hereafter be known by their names as given below: -

¹ C.S. NO.86 DT. 09/11.07.74.

² C.S.NO.3 DT. 27.08.68.

NPCC MANUAL

Unit Number	Name of Unit.
01	Palaitha Unit
02	Sheopur Unit
03	Sabalgah Unit
04	Badhu Unit.
05	Kosi Barrage Unit
06	Wazirabad unit.
07	Suratgarh Unit
08	Tawa Unit.
09.	Baramulla unit.
10	Hasdeo Unit
11.	Suthan Nalla Reservoir Unit
12.	Trisuli unit
13	R.P.S. Unit
14	Kobra Leveling Site
15	Amarkantak Thermal Power Station
16	Central Workshop &Stores Agra
17.	Kunwari Aquaduct Unit
18	Chambal Earth work Unit.
19	Panagarh Unit.
20	Darbanga Unit.
21.	Kosi Power House Unit,
22.	Farakka Barrage & Upstream Lock Unit.
23	Chandan Dam Unit
24.	Gujarat Refinery Unit.
25.	Gandakk Barrage Unit.
26.	Durgapur Thermal Power Station Unit.
27.	Najafgarh Drain Regulator unit.
28.	Wazirabad Regulator Unit.
29.	Chenani Tunnel unit.
30	Akhnoor Unit.
31.	Nepal Power House Unit.
32.	Chenani Weir Unit.
33.	Dala Cement Factory Unit
34.	Mula Dam Unit.
35.	Gumti Unit
36.	Chenani Unit 3rd Tunnel
37.	Hidkal Dam Unit.
38.	K.T.P.S Uit.
39.	Khetri Unit.

NPCC MANUAL

40	Tawa Dam Unit.
41	Pench Dam Unit.
42.	Kangan Unit.
43	Delhi Shahdra Unit.
44.	Delhi Rohtak Road Unit
45.	Bailadilla Unit.
46.	Farkka Lock Unit
47.	Kalindri Unit.
48.	Bara Hindu Rao Unit
49.	Delhi Badarpur Unit.
50	Ram Lila Ground Unit.
51.	Loktak Unit.
52.	Pithoragarh Unit
53	Subernrhekha Unit
54	Salal Unit
55.	Loktak P/H Unit.
56.	Bairasiul Unit.
57	Suratgarh Unit
58	Tuli Unit.
59	Staken Unit.
60	Rourkela Unit.
61	Khrew Unit.
62	Lagyap Unit
63	Durgapur Unit.
64	Totladoh Unit
65	MTP Unit-I
66	Singda Dam Unit
67	Godavari Unit
68	Regional Stores FBD Unit.
69	Chenani Unit- IV
70	IISCO Housing Unit.
71	Najafgarh Unit
72	Singrauli Unit
73	Salal PH Unit
74	Grain Silos Unit.
75	Jaldhaka Unit
76	W.T Plant Unit.
77	M.T.P. Unit-II
78	M.T.P Unit. III
79	Chukha Hy. Project Unit-I
80	Chukha Hy. Project Unit -II
81	Bansagar Project Unit.

NPCC MANUAL

82	Bokaro T.P Unit.
83.	Tail Pool Dam Unit
84	Brahmini Bridge Unit
85	Bhim Barrage Unit.
86	Basar Bridge Unit
87	Nahar Saad Unit
88	Tehri Unit.
89	Huda Housing Unit.
90	Annapara Unit
91	Ramagundam Unit
92	M.T.P. North Unit.
93.	Chapora Bridge Goa Unit.
94	Maharani Barrage Unit.
95	T.T.D. Unit.
96	P.T.I Complex Unit
97	A.R.P.S. Unit.
98	Rajghat Unit.
99.	Maneri Bhali Unit
100	Wheel & Axle Plant Unit
101	Sewak Nagar Fly Over Bridge Unit
102	Farakka Spur Unit
103	Jayant Complex Unit
104.	Banswara Power Hs. Unit.
105	Vizag Unit
106	Jayant Coal Handling Unit.
107	Ramagundam Pump Hs. Unit.
108	Dankani Complex Unit.
109	AL- Edawiah Project Unit.
110	Khejuriaghat Hsg. Complex Unit.
111	Jaggayyapatta Unit.
112	Lalmatia Unit
113	M.T.P. IV- Unit
114.	Singrauli S.T.S. State-II Unit
115.	Salal Power House Unit.
116.	I.W.S.S. Unit.
117	Chandrapura Unit.
118	Rihand S.T.S. Unit.
119	Madharam Unit
120	Kangan Project Unit
121	Central Workshop, Singrauli Unit
122	Rihand Bridge Unit
123.	Balco Power Project Unit

- (2) The rate is all told and covers also electric and water charges. At places where there is no electricity or water connections the Corporation will provide light and water.
- (b) A visitor's register in Form No.53 should be maintained at each of these places and the Chowkidar shall be responsible to collect the dues from the visitors and remit them monthly or at other regular intervals he would not keep with him at any time an amount exceeding Rs.10/- .
- (c) An extract from the visitors register will support every receipt of the money in the cash book. A receipt in proper form will be issued for every remittance made in the Divisional Chest.
- (d) No body should be allowed to stay in the Rest House unless he is on duty and that too for not more than 10 days except with the sanction of the head Office.

(File No.19-W)

Appendix 1

NPCC EMPLOYEES SERVICE (CONDUCT) RULES, 1979.

In exercise of the powers conferred by Article 83 (15) of the Articles of Association, the Corporation hereby, makes the following Rules viz. National Projects Construction Corporation Employees Service (Conduct) Rules, 1979.

1 Short Title & Application

- (i) These rules may be called 'The National Projects Construction Corporation Employees Service (Conduct) Rules, 1979'.
- (ii) Except as otherwise provided by or under these rules they shall apply to all persons appointed to any post on the regular establishment in the National Projects Construction Corporation Ltd., provided that nothing in these rules shall apply to any Government Servants who are on foreign service with the Corporation and who are governed by the rules of their parent Government.
- (iii) These rules shall come into force from the date of notification.

2. Definition

In these rules, unless the context otherwise requires:-

- (a) "Corporation" means National Projects Construction Corporation Limited.
- (b) "Managing Director" means Director of National Projects Construction Corporation Limited.
- (c) "Employee" means any person appointed to any post on regular establishment, excluding employees on deputation who are governed by the rules of their parent of their parent Government.
- (d) "Members of the family" in relation to an employee includes:-
 - (i) the wife of husband as the case may be of the employees whether residing with him or not but does not include a wife or husband, as the case may be, separated from employee by a decree or order of a competent court.

(ii) sons or daughters or step- sons or step- daughter of the employee and wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.

(iii) any other persons related, whether by blood or marriage to the employee or to such employee's wife or husband wholly dependent on such employee.

(e) "Public Servant" shall mean and include a person as mentioned in Section 21 of Indian penal code as amended from time to tome.

3. General:

(1) Every employee of the Corporation shall at all times: -

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty; and
- (iii) do nothing, which is unbecoming of a public servant.

(2) Every employee of the Corporation holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

4. Misconduct

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct: -

- (1) Theft, fraud or dishonesty in connection with the business or property of the Corporation or of property of another person within the premises of the Corporation.
- (2) Taking or giving bribes or any illegal gratification.
- (3) Possession of pecuniary resources or property disproportionate to the known source of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.
- (4) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- (5) Acting in a manner prejudicial to the interest of the Corporation.

- (6) Willful insubordination or disobedience, whether or/ not in combination with others, of any lawful and reasonable order of his superior.
- (7) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (8) Habitual late or irregular attendance.
- (9) Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
- (10) Damage to any property of the Corporation
- (11) Interference or tampering with any safety devices installed in or about the premises of the Corporation.
- (12) Drunkenness or riotous or disorderly or indecent behavior in the premises the Corporation or outside such premises where such behavior is related to or connected with the employment.
- (13) Gambling within the premises of the establishment.
- (14) Smoking within the premises of the establishment where it is prohibited.
- (15) Collection without the permission of the competent authority of any money within the premises of the Corporation excepts as sanctioned by any law of the land for the time being in force.
- (16) Sleeping while on duty.
- (17) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (18) Absence from the employee's appointed place of work without permission or sufficient cause.
- (19) Purchasing properties, machinery, stores etc. from or selling properties, machinery, stores etc. to the Corporation without express permission in writing from the competent authority.
- (20) Commission of any act subversive of discipline or of good behavior.
- (21) Abetment of or attempt at abetment of any act which amounts to misconduct.

Note: The above instances of misconduct are illustrative in nature, and not exhaustive.

MANNUAL OF ORDER

In exercise of the power conferred by Article 83(15) of Articles of Association the Board in the 236th meeting held on 13.9.2005 approved the following acts of omissions and commissions for inclusion under Misconduct Rule 4(22) to 4(32) of NPCC Employees Service (Conduct) Rules 1979 along with explanatory notes:-

- 4(22) **Engaging in any trade or business** without taking permission of the Competent Authority
- 4(23) **Canvassing** in support of the business or Insurance Agency, Commission Agency, etc., owned or managed by his spouse or any other member of his family;
- 4(24) Publication of any article, journal, paper or book on any subject prejudicial to the Corporation or connected with any work of the Corporation without the prior permission of the competent authority;
- 4(25) Disclosing to any unauthorized persons any information in regard to the working or process of the Corporation which comes into the possession of the employee during the course of his work;
- 4(26) Spreading false rumors or giving false information or to bring into disrepute the Corporation or its employees or spreading panic among them;
- 4(27) **Levelling malicious or false allegations;**
- 4(28) Occupying or taking possession in an unauthorized manner or refusal to vacate or deliver possession of Corporation's quarters or any of its premises, owned or hired, when required to do so by Corporation;
- 4(29) **Refusal to accept a charge sheet** or order or any other communication from the Management;
- 4(30) **Striking work alone** or in combination with other employees or inciting them to strike work in contravention of the provisions of any law or rules having the force of law;
- 4(31) Adopt dilatory tactics or cause delays in the disposal of work;
- 4(32) Sexual harassment of the working women, at the work place.

¹ C.S. NO.39 dt.22.09.05.

Note : The above instances of misconduct are only illustrative in nature, and not Exhaustive

Explanation to Rule 3 & 4

(i) Integrity: Integrity wholesome – uprightness, honesty & purity. Lack of integrity can be divided into two types (i) straight forward cases of corruption like bribery, misappropriation, making false declaration, forging and interpolating records etc. (ii) Cases showing undue favours either to self or to others involve an element of lack of integrity. Infact any dishonest act in the discharge of the official duty will amount to lack of integrity within the meaning of this Rule. Also come within its purview offences committed under section 161 to 165 of the IPC, where a public servant can be prosecuted for acts committed in the discharge of his official duties. Departmental action can also be taken against a public servant, for serious cases of lack of integrity.

(ii) Devotion to Duty: A Government servant, who habitually fails to perform the task assigned to him, shall be deemed to be lacking in devotion to duty. Every Government servant holding a supervisory post is expected to take all possible steps to ensure that public servants under his control maintain absolute integrity and devotion to duty. He should not evade his responsibility merely by seeking instructions from above. Unless the mistake committed is so glaring, no formal disciplinary proceedings be started even though technically there has been violation of the conduct rules. For lack of devotion to duty, it would be sufficient if he is cautioned or reprimanded. A formal warning is not a punishment and can be issued without going through formal disciplinary proceedings. Censure is a recognized penalty and can be imposed only after formal penalty proceedings have been initiated for good and sufficient reasons.

(iii) Lack of Devotion to Duty: Cases out of lack of devotion to duty may vary from glaring cases of negligence and irresponsibility resulting in loss to Government and late attendance or delay in putting up a case. The gravity of the action to be taken, therefore varies according to its merits. For serious cases of the charges of lack of devotion to duty, major penalty would be justified. Minor lapses might not have a vigilance angle and can be dealt with administratively.

Failure to comply with Financial Rules which resulted in loss to Government due to negligence is a serous case of lack of devotion to duty. The Government servant is liable for disciplinary action even after retirement, within a specified period of four years from the date of commission of the offence. Some times there is very little difference between lack of integrity and lack of devotion to duty, in a particular case. The decisive factor is the 'Motive' behind the case. In case the mistake is due to oversight, error of judgment or inexperience then it is a fit case of lack of devotion to duty.

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(iv) Conduct Unbecoming of a Government Servant: Government expects that the conduct of its employees should conform to the ordinary norms of decency and morality prevailing in the society and one should not violate the laws of the land. Government can also demand a certain standard of conduct from its employees even in their private life, not connected with their official duties. (Shri Laxmi Narayan vs Government of India, AIR 1960). Government can thus control the private life of its employees also. "Conduct unbecoming of a Government servant" is left to the discretion of the Government. The test should be objective and not subjective. A Government servant should not bring discredit to the service. Action can also be taken for the 'past misconduct' committed by the Government servant (Dr. Bool Chand vs Chancellor, Kurukshetra University). Bidding in auctions arranged by the Ministry/Department in which the public servant is employed is prohibited. Similarly action can be taken for not vacating the Government accommodation and misutilising the advance taken from Government or not refunding it in time. Even habitual private indebtedness will amount to conduct unbecoming of a Government Servant.

(v) Moral Turpitude: It means a conduct against the justice, honesty, modesty or good morals which a man owes to fellowman or to society in general. Moral turpitude depends on the circumstances in each case. Since gunman employed in the Bank was found in possession of illicit liquor and that too concealed in a bladder, it does affect his character and involves a moral turpitude.

(vi) Gherao: Disciplinary action should be taken against the prominent participants in the Gherao that such conduct was subversive of discipline and harmful to public interest. The conduct was wholly unbecoming of a Government servant. Absence from work on account of participation in Gherao should in all cases be treated as unauthorized absence involving break in service. The absence should not be regularized as leave of any kind. A written report should be made to the S.H.O. Police Station requesting him to register a case and action taken under the law. The names of the offenders should be included in the written report.

(A.K.MAHAJAN)

DY.MANAGER(P&A)

(Authority- Agenda item 236.16 of Board of Directors' meeting held on 13.9.2005)

5. Employment of near relative of the employee of Corporation in any company or firm enjoying patronage of the Corporation.

- (1) No employee shall use his position or influence directly to secure employment for any person related, whether by blood or marriage to the employee or to the employees wife or husband, whether such a person is dependent on the employee or not.
- (2) No employee shall, except with the previous sanction of the Managing Director, permit his son, daughter or any member of the family to accept employment with any Company or firm with which he has official dealing or with any other Company or firm, having official dealings with the Corporation.

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

Provided that where the acceptance of the employment cannot await the prior permission of the managing Director, the employment may be accepted provisionally subject to the permission of the Managing Director, to whom the matter shall be reported for with.

- (3) No employee shall in the discharge of official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that firm or under that person or if he or any member of his family is interested in such matter or contract in any other matter and the employee shall refer every such matter or the contract to his official superior and the matter or contract shall thereafter be disposed of according to the instruction of the authority to whom the reference is made.

6. Taking Part in Politics & Elections.

- (1) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be subversive of the Government or by law established and where an employee is unable to prevent a member of his family from taking part in or subscribing in aid of or assisting in any other manner any such movement or activity, he shall make report to that effect to the Managing Director.
- (2) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Managing Directors shall be final.
- (3) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in, an election to any legislature or local authority provided that:-
 - (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
 - (ii) Any employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in-force.
 - (iii) The Managing Director may permit an employee to offer himself as a candidate for election to a local authority and the employee so permitted shall not be deemed to have contravened the provisions of this rule.

7. Demonstration and Strikes

No employee of the Corporation shall engage himself or participate in any demonstration which involves incitement to an offence.

8. Connection with Press or Radio or Television.

- (1) No employ shall, except with the previous sanction of the Managing Director, own wholly or in part or conduct or participate in the editing or managing of any news paper or other periodical publication.
- (2) No employee shall, except with the previous sanction of the Managing Director or any other authority empowered by it participate in a radio/ T.V. broadcast or contribute any article or write any letter either anonymously or pseudonymously or in his own name or in the name of any other person to any newspaper or periodical. Provided that no such sanction shall be required if such broadcast or contribution is of a purely literary, artistic or scientific character,

9. Criticism of Government or Corporation.

No employee, shall, in any radio/TV broadcast or in any document published anonymously or pseudonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion:

- (i) which have the effect of an adverse criticism of any current or recent policy or action of the Central or a State Govt. or the Corporation; or
- (ii) which is capable of embarrassing the relations between the Corporation and the Central Government or a State Govt. or the relations between the Central Govt. and the State Govt. and/or Government of any Foreign State. Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in his official- capacity or in the due performance of the duties assigned to him.

10. Evidence Before Committee or any other authority.

- (1) Save as provided in Sub-rule (3) no employee shall, except with the previous sanction of the Managing Director, give evidence, in connection with any enquiry conducted by any person, committee or authority;
- (2) Where any sanction has been accorded under clause (1) no employee giving such evidence shall criticize the policy or any action of the Central Government or the Corporation.
- (3) Nothing in this rule shall apply to: -
 - (a) Evidence given at an enquiry before an authority appointed by the Govt. by Parliament or by a State Legislature.
 - (b) Evidence given in any judicial enquiry, and
 - (c) Evidence given at any departmental enquiry ordered by the Corporation or by authorities subordinate to the Corporation

11. Unauthorized Communication of Information.

No employee shall, except in accordance with any general or special order of the Corporation or in the performance in good faith of the duties assigned to him, communicate directly any official document or information to any employee or any other person to whom he is not authorized to communicate such document or information.

12. Gifts

- (1) Save as otherwise provided in these rules, no employee shall accept or permit any member of his family or any person acting on his behalf, to accept any gift.

Explanation: The expression "gift" shall include free transport, board, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.

Note: An employee shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealing with him.

- (2) Occasions such as weddings, anniversaries funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practices, an employee may accept gifts from his near relatives but he shall make a report to the Managing Director if the value of the gift exceeds Rs.500/-

- (3) On such occasions as are specified in sub-rule (2) an employee may accept gift from his personal friends having no official dealings with him, but he shall made a report to the Managing Director if the value of any such gifts exceeds Rs.250/-
- (4) In any other case, an employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gifts without the sanction of the Managing Director if the value thereof exceeds Rs.250/-

Provided that when more than one gift has been received from the same person/firm within a period of 12 months, the matter shall be reported to the Managing Director if the aggregate values of the gift exceed Rs.250/-

13. Dowry.

No employ shall:-

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

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

14 Private Trade or Employment.

- (1) No employee shall except with previous sanction of the Managing Director engage directly or indirectly in any trade or business or negotiate for or undertake an employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall discontinue such work if so directed by the Managing Director.

- (2) No employee, except with the previous sanction of the Managing Director take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies, Act.1956(1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of co-operative society substantially for the benefit of employees of the Corporation, under the Co-operative Societies Act, 1912 (II of 1912) or any other law for the

time being in force or of a literary, scientific or charitable society registered under the Societies Registration Act., 1860 (XXI of 1860) or any corresponding law in force.

- (3) Every employee shall report to the Corporation if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

15. Investment, Lending and Borrowing.

No employee shall, save in the ordinary course of business with a bank, the Life Insurance Corporation or a firm of Standing, borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family.

16. Insolvency and Habitual Indebtedness.

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency.

An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts to the Corporation.

17. Movable, Immovable and Valuable Property.

- (1) Every employee shall on his first appointment to any post and thereafter at such intervals as may be specified by the Managing Director submit a return of the assets and liabilities, in such form as may be prescribed by the Managing Director giving the full particulars regarding:
- (a) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.
 - (b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him.
 - (c) Other movable property inherited by him or similarly owned, acquired or held by him.
 - (d) Debts and other liabilities incurred by him directly or indirectly.

Note-I: Sub-rule (1) shall not ordinarily apply to Category-IV employees but the Managing Director may direct that it shall apply to any such employee or category of such employees.

Note- II: In all returns, the value of items of movable property worth less than Rs.2,500/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such return.

Note-III: Every employee who is in the service on the date of the commencement of these rules shall submit a return under this sub-rule or before such date as may be specified by the Corporation after such commencement.

- (2) Where an employee of NPCC enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs.2,500/-

Provided that the previous sanction of the Managing Director shall be obtained, if any such transaction is:

- (i) with a person having official dealings with the employee of NPCC or
- (ii) otherwise than through a regular or reputed dealer.

¹Correction Slip No. 15

Dated .15th December 1988

Sub -Rule (2) of Rule 17 (Movable, Immovable and Valuable Property) of NPCC employees Service (Conduct) Rules, 1979 of Manual of Orders is, hereby, substituted as under:-

17 (2) Where an employee of NPCC enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs. 10,000/- in the case of an employee working in the pay scale of Rs.600-1200 & above and Rs.5,600/- in the case of an employee working in the pay scale of Rs. 550-900 & below.

Provided that the previous sanction of the Chairman & Managing Director shall be obtained, if any such transaction as:-

- (i) with a person having official dealing with the employee of NPCC or
- (ii) otherwise than through a regular or reputed dealer.

The above shall come into force w.e.f. 19.4.88.

- (3) Every Category-I and Category-II employee shall, at intervals of every twelve months, submit a return in such form as the Managing Director may prescribe in this behalf, of all immovable property owned, acquired or inherited by him or held

¹ C.S. NO.15 DT.15.12.88.

by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person, during such intervals.

- (4) The Managing Director or any authority empowered by him in this behalf may, at any time, by general or special order require an employee to submit within a period specified in the order a full and complete statement of such movable or immovable Property held or acquired by him or by any member of his family as may be specified in the order, such statement shall if so required by the Managing Director or by the authority so empowered, include details of the means by which or the source from which such property was acquired.
- (5) The Managing Director may exempt any category of employees belonging to Category-III or IV from any for the provisions of this rule except sub-rule(4)

¹Correction Slip No. 24

Dated :- 26th Feb., 1993

The following are inserted under Rule 17-5 of NPCC Employees Service (Conduct) Rules, 1979 regarding transaction in the sale and purchase of shares and debentures etc.

“ No Employee shall speculate in any stock, shares or other investment. Frequent purchase or sale of both, of shares, securities or other investments shall be deemed to be speculation. Shares and debentures are also considered as “Movable Property”. All the employees shall send intimation in the enclosed proforma to the Corporate Office in the following cases:-

- i) **Category I & II Employee** : If the total transactions in shares, securities, debentures or mutual funds scheme etc., exceed Rs. 50,000/- during the calendar year.
- ii) **Category III & IV Employees**: If the total transactions in shares, securities, debentures or mutual funds scheme etc., exceed Rs. 25,000/- during the calendar year.”

The above information shall be in addition to the other information required to be sent to the Corporate Office as already notified from time to time under NPCC Employees Service (Conduct) Rules, 1979.

AUTHORITY : 171TH Meeting of Board of Directors held on 04.02.93.

Form for giving intimation under Rule-18 (4) of CCS (Conduct) Rules, 1964 for transaction in shares, securities, debentures and investment in Mutual fund schemes etc.

1. Name & Designation :

¹ C.S. NO.24 DT.26.02.93.

2. Scale of Pay & Present Pay :
3. Details of each transaction made in shares, securities, debentures, mutual funds scheme etc. during the calendar year. :
4. Particulars of the party /firm with whom transaction is made: :
 - (a) is party related to applicant ?
 - (b) did the applicant have any dealing with the party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future.
5. Source of sources from which financed:-
 - (a) Personal savings
 - (b) Other sources giving details
6. Any other relevant fact which applicant may like to mention.

DECLARATION:

I hereby declare that the particulars given above are true.

Station:

Signature.

Date:

Designation.

Explanation: For the purpose of this rule: (1) the expression 'movable property', includes:-

- (a) Jewellery, insurance policies the annual premia of which exceeds Rs. 2500/- or one sixth of the total annual emoluments received from Corporation whichever is less, shares, securities and debentures;
- (b) Loans advanced by such employees whether secured or not;
- (c) Motor cars, motor cycles, houses or any other means of conveyance; and
- (d) Refrigerators, Radios, Radiogram and Television Sets.

Explanation: For the purpose of this rule, Lease means, except where it is obtained from or granted to, a person having official dealings with the employees of the Corporation, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

18. No employee of the Corporation shall except with the previous sanction of the Managing Director.

- (a) Acquire, by purchase, mortgage lease, gift or otherwise, either in his own name or in the name of any member of his family an immovable property situated outside India;
- (b) dispose off, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organization or concern;
 - (i) for the acquisition, by purchase, mortgage, lease gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property;
 - (ii) for the disposal of, by sale mortgage, gift or otherwise, or the grant of any lease in respect of any immovable, property which was acquired or is held by him either in his own name or in the name of any member of his family.

19. Vindication of Acts and Character of Corporation Employees.

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

20. Canvassing of non-official or Other Outside Influence.

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Corporation.

21. Bigamous Marriage.

- (1) No employee shall enter into, or contract, a marriage with a person having a spouse living and.
- (2) No employ, having a spouse living, shall enter into or contract, a marriage with any person.
- (3) An employee who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to he Managing Director. Provided that

the Managing Director may permit an employee to enter into, or contract, any such marriages as is referred to in clause (1) or Clause (2) if he is satisfied that:-

- (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage, and
- (b) there are other grounds for so doing.

22. Consumption of Intoxicating Drinks and Drugs.

An employee of the Corporation shall:

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

Explanation: For the purposes of this rule, public place means any place or premises (including clubs, even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, conveyance) to which the public have or are permitted to have access, whether on payment or otherwise,.

23. Adoption of small Family by Corporation Employees.

Every Corporation employee shall ensure that the numbers of his children does not exceed three:

Provided that nothing in this rule shall apply to a Corporation employee who has more than three children.....on the (One year from the date of notification)

Provided further that a Corporation employee referred to in the preceding proviso shall ensure that the number of his children does not exceed the number of children he has on that day.

24. Interpretation.

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

25. Delegation of Powers.

The Managing Director, by general or special order, direct that any power exercisable by him under these rules shall subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

26. Power to Relax Time- Limit and to Condone Delay.

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reason or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

¹Correction Slip No-33

Dated 30.6.2000

The following provisions are made in NPCC Employees Service (Conduct) Rules, 1979 as para 26(A) & 26 (B) :-

26(a): EMPLOYMENT AFTER RETIREMENT OF TOP LEVEL EXECUTIVES..

“No functional Director of the Company including the Chief Executive who has retired from the services of the Company, after such retirement, shall accept any appointment or post, whether advisory or administrative, in any Firm or Company, whether Indian or Foreign, with which the Company has or had; business relations, within two years from the date of his retirement without prior approval of the Government.

26(b): PLACEMENT OF CONTRACT WITH A PRIVATE FIRM IN WHICH TOP LEVEL EXECUTIVES HAVE JOINED AFTER RETIREMENT.

“ If the Chief Executives and Top Executives of the Organization join a private firm no contract should be placed with the firm without approval of the Board of Directors for a period of 2 years following the retirement of that Officer.”

(Authority-210th meeting of the Board of Directors held on 07.06.2000.)

(Ref. No. 500121)

27. Amendments.

The Corporation may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

¹ C.S.NO.33 DT. 30.06.2000.

28. Repeal and Saving.

Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the employees of the Corporation to whom these rules apply, are hereby repealed.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Provided further that such repeal shall not affect the previous operation of the rules so repealed and a contravention of any of the said rules shall be punishable as if it were a contravention of these rules.

Appendix II

NPCC EMPLOYEES CONTRIBUTORY PROVIDENT FUND RULES

2. In these rules, unless there is anything repugnant in the subject or context: -

(i) 'Board' shall mean the Board of Trustees constituted for administering the fund.

- (ii) 'Children' means legitimate children and include adopted children, if the Board is satisfied that, under the personal law of the member, adoption of a child is legally recognized.
- (iii) Unless the context otherwise required continuous service' means uninterrupted service and include service which is interrupted by sickness, accident authorized leave, strike which is not illegal, or cessation of work not due to the employees fault.
- (iv) 'Corporation' shall mean National Projects Construction Corporation Ltd., incorporated under Companies Act, 1956 (Act 1 of 1956) on the 9th day of January, 1957.
- (v) 'Pay' include basic wages with dearness allowance retaining allowance (if any) and cash value of food concessions admissible thereon.

NOTE: In the case of re-employed pensioners for the purpose of contribution to C.P. Fund (both employee's as well as employer's) the element of pension will be included in the emoluments of re-employed pensioners from the date of their re-employment in the case of officers who were in re-employment on 3.5.1974.

- (a) In rule 7 of the said Rules substitute 8% in place of 8-1/3% appearing in clauses (a) and (b) of Rule 7.
- (b) The above changes will take effect from 1.10.1977. The members, who have already used one option to increase or decrease their contribution during the current year under Rule 7 of the NPCC Employee C.P. Fund Rules are allowed to exercise another option within the current year, to increase their contribution to the Fund.

In the case of re-employed pensioners it shall mean the pay, leave salary or subsistence grant drawn in the Corporation and shall include dearness pay appropriate to such pay leave salary or subsistence grant. For persons in receipt of consolidated rate of pay it shall mean that element of pay including dearness pay corresponding to the dearness allowance as is included in the consolidated rate of pay.

- (vi) "employee" means any person who is employed for wages in any kind of work manual or otherwise, in or in connection with the work of the establishment, and who gets his wages directly or indirectly from the employer, and includes any person employed by or through a contractor in or in connection with the work of the establishment.
- (vii) " Family" shall mean

- (a) In the case of a male member, the wife, children whether married or unmarried and dependent parents of the member and the widow and children of deceased son of the member;
- (b) Provided that if a member proves that his wife has ceased under the personal law governing him or the customary law of the community to which he belongs to be entitled to maintenance, she shall no longer be deemed to be a part of the member's family for the purpose of these rules, unless the member subsequently intimates by express notice in writing to the Board that he shall continue to be so regarded and :
- (c) In the case of a female member, the husband and children of the member, the dependent parents of the member or of the husband and the widow and children of a deceased son of the member, provided that if a member by notice in writing to the Board expresses her desire to exclude her husband from the family, the husband and his dependent parents shall no longer be deemed to be a part of the members family for the purpose of these rules unless the member subsequently cancels it in writing any such notice.

Explanation: In either of the above two cases, if the child of a member has been adopted by another person and if under the personal law of a adopter, adoption is legally recognized such a child shall be considered as excluded from the family of the member.

- (viii) 'Financial Year' means the year commencing from 1st of April and ending on 31st March in the next calendar year.
- (ix) 'Fund' means the Contributory Provident Fund Constituted for the Corporation and shall include any moneys from time to time held by or to the account of the Board of Trustee in pursuance of the provisions herein contained and shall include any investments for the time being made with such moneys.
- (x) 'Scheme' means the employees provident fund scheme.
- (xi) 'Member' means a member of the Fund.
- (xii) 'Nominee or nominees' shall mean any person who may be appointed in writing by a member to receive the amount that may become payable from the fund to the estate of the member in the even of the member's death before the termination of his service from the Corporation.
- (xiii) 'Trustees' shall mean the members of the Board of Trustees constituted for administering the fund.

(xiv) Any expression connecting the masculine gender shall include the feminine gender also.

(xv) Works importing singular number shall include the plural number and vice-verse.

3(a) Establishment of Fund

The fund shall be deemed to have been established on and from 01.10.1958, pursuant to a resolution of the Directors of the Corporation passed at the meeting of the Board of Director held on the 6th October, 1958 in exercise of the authority conferred upon the Directors by Article 83 (17) of the Articles of Association of the Corporation.

4 (a) The fund shall be governed by these rules as amended from time to time and shall be interpreted by the Trustees whose decision shall be final and binding. Any dispute between the Board of Trustees and any member or the members of the fund regarding the interpretation of these rules, shall be referred to RPFC for his decision, which shall be final and binding upon both the parties.

(b). The Board of Directors of the Corporation, after consulting the Board of Trustees and subject to the approval of the RPFC from time to time repeal, add to vary or alter these rules and frame such other rules as may become necessary provided that no such additions alterations or repeals shall have retrospective effect.

5. Classes of employees entitled and required to join the fund.

(i) (a) Every employee, employed in or in connection with the work of the Corporation to which this scheme applies, other than an excluded employee, shall be entitled and required to become a member of the Fund from the beginning of the month following that in which paragraph comes into force in the Corporation if on the date of such coming into force he has completed three months continuous service or he actually worked for not less that (60 days within a period of three months or less) in that Corporation or other establishment (to which the Act applies) under the same employer or partly in one and partly in the other or has been declared permanent in any such Establishment or other Establishment whichever is earlier.

(b) Every employee employed in or in connection with the work of the Corporation to which this scheme applies other than an excluded employee shall also be entitled and required to become a member of the fund from the beginning of the month following that in which this paragraph comes into force in such Corporation if, on the date of such coming into force, such employee is a subscriber to a provident fund maintained in respect of the Corporation or in

respect of any other establishment to which the Act applies under the same employer.

Provided that where the Scheme applied to Corporation on the expiry or cancellation of an order of exemption U/S 1 of the Act every employee who but for the exemption would have become and continued as a member of the Fund, shall become a member of the Fund, forthwith.

- (ii) After this paragraph come into force in Corporation every employee employed in or in connection with the work of the Corporation other than an excluded employee, who has not become a member already shall also be entitled and required to become a member from the beginning of the month following that in which he completes three months continuous service or has actually worked for not less than 60 days within a period of 3 months or less in that establishment or in any establishment to which the Act applies under the same employer or partly in one or partly in the other or has been declared permanent in any such establishment whichever is earlier.
- (iii) An excluded employee employed in or in connection with the work of a Corporation to which this scheme applies shall on ceasing to such employee be entitled and required to become a member of the Fund from the beginning of the month following that in which he ceased to be such employee, provided that on the date on which he ceases to be an excluded employee he has completed (three months continuous service) or has actually worked for not less than (60 days within a period of three months or less) in the Corporation or other establishment to which the Act applies under the same employer or partly in one and partly in the other or has been declared permanent in any such establishment whichever is the earliest.
- (iv) On re-election of an employee or a class of employee exempted under paragraph 27-A, of the Scheme to join the Fund or on the expiry or cancellation of an order under that paragraph, every employee who but for such exemption would have become and continued as a member of the Fund, shall forthwith become a member thereof.
- v) Every employee who is a member of a private provident Fund maintained in respect of an exempted establishment and who, for the exemption would have become and continued as a member of the Fund, shall, on joining an Establishment to which this Scheme applies, become a member of the Fund forthwith.
- vi) Notwithstanding anything contained in this paragraph a Commissioner may, on the joint request in writing, of any employee of an establishment to which this

Scheme applies and his employer, control such employee as a member or allow him to contribute on more than one thousand and six hundred rupee of his pay per month if he is already a member of the Fund and thereupon such employee shall be entitled to the benefits and shall be subject to the conditions of the Fund, provided that the employer gives an undertaking in writing that he shall pay the administrative charges payable and comply with all statutory provisions in respect of such employer.

Explanation - i : For the purposes of this paragraph 'continuous service' shall mean uninterrupted service but includes service, which is interrupted by sickness, accident, authorized leave, strike which is not illegal or involuntary unemployment. Provided that an illegal strike shall not constitute a break in the service of an employee where his employer has condoned the break in continuous service due to such illegal strike or whether an employee is continue in employment without prejudice to his continuity of service, either as a result of a settlement between him and the employer or onwards.

Explanation-ii : In computing the period of work for (60 days) under this paragraph :-

- (a) Periods of involuntary unemployment caused by stoppage of work due to shortage of raw materials or fuel, changes in the line of production, breakdown of machinery or any other similar cause;
- (b) Periods of authorized leave ;
- (c) Sundays and other holidays intervening the day of actual work shall be deemed to be days on which the employee has worked in the Corporation.
- (d) In the case of a female employee, period of maternity leave for any number of days not exceeding twelve weeks shall also be deemed to be days on which the employee has worked in the Corporation.

Expiation-iii : The " Excluded employee " shall mean :

- (a) An employee who have been a member of the Fund, withdraw the full amount of his accumulations in the Fund under No. 14 clause (ii) a&c.
- (b) An apprentice/trainee which shall mean a person who according to the Certified Standing Orders applicable to the Corporation is an apprantice/trainee, who is declared to be an apprentice/trainee by the authority specified in this behalf by the Board of Directors of the Corporation.

6. Nominations

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- (i) An employee of the Corporation on becoming a member of the fund shall send in writing to the Board of Trustees a nomination in the form prescribed in Manual of Order Form No. 51 conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount has become payable or having become payable has not been paid to him.

Provided that in the case of a member having a family a nomination shall be made in favour of one or more person belonging to his family. If the member has no family on the date of his becoming a member of the fund, the nomination may be made in favour of any person and persons but if the member subsequently acquires a family such nomination shall forthwith deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his family.

- (ii) A nomination shall not be partly in favour of the members family, and partly in favour of the other outside his family.
- (iii) If a member nominates more than one person under sub-rule (i) above he shall specify in the nomination the amount or share payable to such of the nominee in such a manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (iv) A nomination shall be registered in the books of the Board of the Trustee under advice to the member.
- (v) A nomination shall take effect from the date it is handed-over to the Board for registration. No nomination shall be received for registration after the death of the member.
- (vi) A member may at any time cancel a nomination by sending a notice in writing to the Board of Trustee provided that the member shall alongwith such notice send a fresh nomination in accordance with these rules.
- (vii) Where the nominee is a minor, the member shall name the person appointed to receive the benefit on behalf of the minor in case the amount becomes payable before the minor nominee attains majority.
- (viii) The signature of the member in the nomination form shall be attested by two witnesses.
- (ix) A member may provide in a nomination:

(a) in respect of any specified nominee that in the event of his predeceasing the member the right conferred upon that nominee shall pass to such other persons as may be specified in the nomination.

(b) That the nomination shall become invalid in the event of the happening of a contingency specified therein.

(x) In case the nominee predeceases the member, the right conferred on the nominee shall revert to the member until a fresh nomination is made.

7.(a) **Members' Contribution:** The amount of contribution shall be fixed by the member himself/herself and shall be expressed in whole rupees and shall not be less than 8% and not more than 25% of the basic wages, dearness allowance (including the cash value of any food concession) and retaining allowance (if any) payable to the employee. For this purpose the emoluments of persons, who were members on 31st March of the preceding year, shall be the monthly rate of emoluments actually drawn on duty or to which he would have been entitled, if he was on duty on that date. In the case of others, the emoluments shall be the monthly rate of emoluments drawn on duty on the date of his/her joining the Fund.

The rate of contribution of a member fixed under this rule may be enhanced or reduced once at any time during the course of a year. The contribution shall be regular and not casual.

NOTE :- "The member going on leave will have the option whether or not to subscribe to the CP Fund during the period of leave. A member shall intimate his election, not to subscribe during the leave, to the Head Office before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option given by a member under this rule shall be final".

(b) **Corporation's Contribution:** The Corporations' contribution for a member shall be 8% of his emoluments. The amount of contribution shall be calculated to the nearest whole rupees 50np being ignored.

No contribution shall be payable by the Corporation for any period of absence or leave without pay. No contribution shall be payable by the Corporation for any period of absence or leave without pay or leave during which a member elects not to subscribe to the fund.

Provided that nothing in this Rule shall prohibit the crediting by the Corporation temporarily or permanently, any part of member's Pay & Dearness Allowance to the Contributory Provident Fund Account of the member.

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- (c) The member's contribution shall be reduced from the salary bills and made available to Trustees along the Corporation's contribution for credit to the individual account of the member before the 15th of the month following that in which the member's contribution is deducted from his salary.

Provided that if a member quits the service or dies during any month, the Corporation's contribution for the period between the close of the preceding month and the date of quitting the service or the casualty as the case may be shall be made available to the Trustees within a fortnight after the event for credit to the member's account with the member's contribution deducted from his salary.

8. **Assets of the Fund**

Fund shall consist of _____

- (a) Contribution by the members under Rule 7(a)
- (b) Contribution by the Corporation under Rule 7(b)
- (c) Interest and dividend which the investment of money forming the fund from time to time may yield.
- (d) Any contributions or donations of a contingent nature made by the Corporation subject to provision of Section 58-D of the India Income Tax Act.
- (e) Any capital gains arising from the sale, exchange or transfer of capital assets.

9. **Management of the Fund**

The custody, control and management of the fund shall be vested in the Board of Trustees. There shall be equal number of employers and employees, representatives to the BOT. The election shall be conducted in the presence of a representative of the PRFC. The election procedure is detailed in Annexure 'A'.

10. **Expenses of Management**

- (a) The costs, charges and expenses of administering the Fund and of the determination of any question arising under the Rule or otherwise, including the Trustees' remuneration and all expenses incurred by the Trustees in the discharge of their duties shall be paid by the Corporation.
- (b) **Audit :-** The Board of Trustees shall have the account of the Fund audited every year by Auditors nominated by the Trustees. A copy of the Audit report will be forwarded to the PRFC concerned.

11. Investment of Fund

Trustees shall from time to time pay all moneys received by them into the State Bank of India or such other scheduled bank as they shall, from time to time determine to the credit of special account. All moneys to the credit to such account shall be dealt with only in accordance with the rules and such account shall be operated by cheques bearing the signatures of any two Trustees one from employer side and one from employees side.

The moneys of the Fund not immediately required for the purpose of the Fund shall be invested in the securities of the Central Government payable both in respect of capital and interest in India, as per prescribed pattern of investment laid down by the Central Government Ministry of Labour from time to time.

The Trustees may from time to time withdraw from the Fund such sum or sums as may be required for the purpose of the Fund and raise any money so required by sale, hypothecation or pledge of the investments held by them or of a different part thereof.

12. Accounts

- (a) The following accounts shall be maintained in books of the Fund:
- (i) an account for each member showing the members' contribution the Corporations contribution, interest accrued, withdrawals, payments etc. vide Manual of Order Form No. 52.
 - (ii) a revenue account showing the credits on accounts of interest from the investments and other income actually received or accrued upto 31st March of each year and the debits for any proper charge or expenses other than the expenses mentioned in Rule 10, which in the opinion of Board of Trustees is to be charged to the Fund, and interest allowed on each account of the member.
 - (iii) an investment realization and valuation account showing the credits on account of profits realized from sale of investments. Surplus noticed at the annual valuation of investment of cost part of market value which ever is lowest and debits on account of less realized on sales and annual valuation on the same basis as indicated above.
 - (iv) "Capital Reserve Fund " to which shall be credited amounts which may be forfeited under Sub-rule (1) of Rule 14 and any profit arising from the sale of Securities. Any loss arising from the sale of Securities shall likewise be debited to the "Capital Reserve Fund".

- (v) The " Investment" account showing particulars of Investment and
- (vi) any other accounts which the Board of Trustees may decide to open for the correct exhibition of the transactions of the Fund.
- (b) The Board of Trustees shall have the accounts of the Fund audited every year by auditors nominated by the Trustees.
- (c) As soon as possible after the account has been audited the Trustees shall furnish to each member a statement of account as shown by the books of the Fund. This shall be accepted as correct and binding on the members except for errors, which are pointed out within six months.

13. Interest

- (i) Rate of interest to be credited to each account shall be determined by the Board of Trustees with reference to net receipts on investments of the Fund, after meeting expenditure. Interest calculated at this rate shall be credited to each account on 31st March of each year, but in any case the rate of interest shall not be less than the rate of interest declared by the Central Government in consultation with the Central Board, by debit to revenue account referred to in Rule 12 (ii). The credit shall be afforded separately under the Corporation's contribution and the member's contribution. The revenue account will then show at the end of each year, gain or loss which shall either be carried to the next year or distributed pro-rata on the live accounts as may be decided.
- (ii) Interest shall be credited with effect from the 31st March of each year in the following manner: -
 - (a) On the amount at the credit of subscriber on the 31st March of proceeding year, less any sums withdrawn during the current year-interest for twelve months.
 - (b) On sums withdrawn during the current year-interest from 1st April of the current year upto the last day of the month proceeding the month of withdrawal.
 - (c) On all sums credited to the subscriber's account after the 31st March of the preceding year-interest for the date of deposit upto the 31st March of current year.

- (d) The total amount of interest shall be rounded to the nearest rupee in the manner provided in sub-rule (b) of rule 7.

Provided that when the amount standing at the credit of subscriber has become payable in the course of the year, interest therefore shall be credited under this sub-rule upto the date on which the amount standing at the credit becomes payable to the subscriber. In a case where Corporation fails to make payment on the amount on the date on which it becomes payable, interest shall be credited upto the end of the month in which the payment is actually made;

Provided further that no interest shall be paid in respect of any period after the date on which the Corporation has intimated to that person (or his agent) or could have intimated to person (or his agent) but for this addresses being known the date on which is prepared to make payments in cash, or if it makes payment by Cheque, the date on which the cheque in that person's favour is put in post.

- iii) For the purpose of this rule the date of deposit shall, in the case of recoveries, from emoluments be deemed to be the first day of the month in which they are recovered, and, in the case of amounts forwarded by the subscriber, shall be deemed to the first day of the month of receipt, if they are received by the Corporation before the fifth day of the month, or, if they are received on or after the fifth day of that month, the first day of the next succeeding month.

14. Payment of Cessation of Membership

Circumstances in which accumulations in the Fund are payable to a member: -

- (i) A member may withdraw the full amount standing to his credit in the Fund :-

- (a) On retirement from service or after attaining the age of 55 years.

(Provided that a member, who has not attained the age of 58 years at the time of termination of his service, shall also be entitled to withdraw the full amount standing to his credit in the Fund, if he attains the age of 58 years before the payment is authorized).

- (b) On retirement on account of permanent and total incapacity for work due to bodily or mental infirmity duly certified by the Medical Officer of the Corporation or where the Corporation has no regular Medical Officer, by a registered medical practitioner designated by the establishment.

(c) Immediately before migration from India for permanent settlement abroad;

(d) On termination of service in the case of mass or individual retrenchment;

Provided that in the case of mass retrenchment payment shall be made immediately and in the case of individual retrenchment payment shall be made if the member has not been employed in establishment to which the ACT APPLIED FOR A CONTINUOUS PERIOD NOT LESS THAN two months immediately proceeding the date on which the member make the application for withdrawal;

Provided further that in the case of an individual retrenchment pending final withdrawal, the member may, at his option, be paid for the period during which the member is out of employment, monthly withdrawals, not exceeding two months of a non-refundable advance from the fund of an amount equal to (i) the pay (including dearness allowance, cash value of any food concession and retaining allowance) drawn by him in the month immediately proceeding the month in which he was retrenched or,

- (ii) one sixth of the amount standing to his credit (including interest) in the Fund, whichever is less and on the expiry of the period of two months referred to in the foregoing proviso the balance amount, if any, shall-
- (a) In any case where the member secures employment in any Corporation to which the Act applies, be transferred to the new Provident Fund Account of that establishment.
 - (b) In any case where the member secures employment in Corporation not covered by the Act, be paid in cash to him after the expiration of the said period of two months or be transferred under Section 17-A to the credit of the account of such member in the Provident Fund of the Corporation in which the employee provided the it shall be so done only if the member so desires any such transfer is permissible under the rules of that Provident Fund.
 - (c) In any case where the member does not secure employment be paid in cash;
 - (d) On termination of service under voluntary scheme of retirement framed by the employer and the employees under mutual agreement specifying, inter-alia, that notwithstanding the provisions contained in sub-clause (a) of Clause (00) of Section 2 of the Industrial Disputes Act, 1947, excluding voluntary retirement from the scope of definition of "retrenchment" such

voluntary retirements shall for the purpose be treated as retrenchments by mutual consent of the parties.

- (e) In any of the following contingencies, provided the actual payment shall be made only after completing a continuous period of not less than two months immediately proceeding the date on which a member makes the application for withdrawal;
- (i) where a Corporation is closed but certain employees who are not retrenched, are transferred by the employer to other Corporation not covered under the Act;
 - (ii) Where a member is transferred from covered Corporation to another Corporation not covered under the Act, but is under the same employer; and
 - (iii) Where a member is discharges and is given a retrenchment compensation under the Industrial Disputes Act, 1947 (14 of 1947);
 - (iv) **(a) For the purpose of Clause (b) of sub-paragraph (1)**
 - (i) Where Corporation has been closed, the certificate of any registered medical practitioner may be accepted;
 - (ii) Where there is no medical officer in the Corporation the employee shall designate a Registered Medical Practitioner stationed in the vicinity of the Corporation.
 - (iii) Where the Corporation is covered by the Employees State Insurance scheme, medical certificate from the Medical Officer of the Employees State Insurance Dispensary with which, or from the Insurance Medial Practitioner with whom, the employee is registered under that scheme, shall be produced.

Provided that whether the mutual agreement of employer and employee a medical Board exists for any Corporation or a group of Corporation a certificate issued by such Medical Board may also be accepted for the purpose of this paragraph.

Provided further that it shall be opened to the Board of Trust to demand from the member a fresh certificate from a civil surgeon or any Doctor acting on his behalf where the original certificate produced by him gives rise to suspicion regarding its genuineness provided further the entire fee of the Civil Surgeon or any doctor acting on his behalf shall be paid from the Fund in case the findings of the Civil Surgeon or any Doctor acting on his behalf agree with the original

certificate and that where such findings do not agree with the original certificate, only half of the fee shall be paid from the Fund and that the remaining half shall be debited to the members' account;

- (iv) A member suffering from Tuberculosis or leprosy (or Cancer) if contacted after leaving the service of Corporation on ground of illness but before payment has been authorized, shall be deemed to have been permanently and totally incapacitated for work;

14. (2) In cases other than those specified in sub-paragraph (i) the Board of Trust, or where so authorized by the Board of Trust and officer subordinate to him, may permit a member to withdraw, subject to the provisions of sub-paragraph (3), the amount standing to his credit in the Fund, if he being a national of a country other than India is leaving India for a year, or

- (b) he has not been employed in any establishment to which the Act applies for a continuous period of not less than two months directly preceding the date on which he makes the application for withdrawal;

Provided that the Board of Trust or any other officer authorized by him in this behalf may, in cases of hardship reduce subject to such rules as may be made in this regard by the commission or with the previous approval of the Central Board, the said period of two months to such extent as he may consider necessary.

Explanation: A declaration in writing made by a member affirming the fact of non-employment as aforesaid may be accepted as proof thereof.

14 (3) When a member withdraws any amount under sub-paragraph (2), the following provisions shall apply namely:

- (i) 75% of the employees contribution and interest thereon shall be forfeited to the Fund if the period of membership is less than 3 years; or
- (ii) 50% of the employee's contribution and interest thereon shall be forfeited to the Fund if the period of membership is 3 years or more but less than 5 years;
- (iii) 25% of the employer's contribution and interest thereon shall be forfeited to the Fund if the period of membership is 5 years or more but less than 10 years.
- (iv) 15% of the employer's contribution and interest thereon shall be forfeited to the Fund if the period of membership is 10 years or more but less than 15 years.

14 (4) Any member who withdraws the amount due to him under sub-paragraph (2) shall, on obtaining re-employment in a Corporation to which the scheme applies, be required to qualify again for the membership of the Fund and on qualifying the membership shall be treated as fresh member thereof.

14(5) Any sum forfeited to the Fund under this paragraph shall not be returned to the employer but shall be credited to the " Forfeited Account" of the Fund and shall be utilized for the following purpose: -

- (i) To maintain a higher rate of interest on the member's account at least at par with the rate of interest declared by the Government of India in respect of un-exempted establishments.
- (ii) To operate a death Relief Fund.
- (iii) To make good the capital loss to the fund on account of purchase/sale/redemption of securities.
- (iv) To meet the Money Order Commission in connection with dispatch of provided Fund consequent on settlement of claims to the member or their deceased or their family member.
- (v) Ad-hoc payment of Rs.30/- Rupees Thirty only to the heirs of deceased member as an aid for procuring a succession/Guardianship certificate.

Explanation: (a) In computing the period of membership under sub-paragraph (3) for the first withdrawal under sub-paragraph (2) in respect of a member, his total service, exclusive of period of breaks under the same employer or establishment before or after the scheme applied to the establishment as well as the periods of his membership whether of the Fund or of private provident funds or exempted establishment or provident funds exempted under paragraph 27 immediately preceding the current membership of the Fund shall be included provided that the member did not withdraw his provident fund moneys during such period.

(b) In computing the period of membership under sub-paragraph.

For subsequent withdrawals under sub-paragraph (2) period of membership whether of the Fund or of private provident funds exempted under paragraph 27 immediately preceding the current membership of the fund shall be included, provided that the member did not withdraw his provident fund money during such periods.

14(6) Accumulations of deceased member to whom payable: - on the death of member before the amount standing to his credit has become payable or where the amount has become payable before payment has been made: -

- (i) If a nomination made by the member in accordance with paragraph 61 subsists, the amount standing to his credit in the Fund or that part thereof to which the nomination relates shall become payable to his nominee or nominees in accordance with such nomination; or
- (ii) If no nomination subsists or if the nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate as the case may be, shall become payable to the members of his family in equal shares:

Provided that no share shall be payable to :-

- (a) Sons who have attained majority;
- (b) Sons or a deceased son who have attained majority;
- (c) Married daughters whose husbands are alive;
- (d) Married daughter of a deceased son whose husbands are alive.

If there is any member of the family other than those specified in clause (a), (b), (c) and (d)

Provided further that the widow or widows, and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the member and had not attained the age of majority at the time of the member's death.

- (iii) In any case, to which the provisions of clauses (i) and (ii) do not apply the whole amount shall be payable to the person legally entitled to it.

Explanation: For the purpose of this paragraph a member's posthumous child, if born alive, shall be treated in the same way as a surviving child born before the member's death.

14(7) Payment of Provident Fund: (1) When the amount standing to the credit of a member, or the balance thereof after any deduction under paragraph (69) becomes payable, it shall be the duty of the commissioner to make prompt payment as provided in this Scheme. In case there is no nominee in accordance with this Scheme (or there is not person entitled to receive such amount under sub-paragraph (ii) of paragraph (70) the Board of Trust, if the amount to the credit of the fund does not exceed (Rs.10,000) and if satisfied after inquiry about the title of the claimant pay such amount to the claimant.

- (ii) If any portion of the amount which has become payable is in dispute or doubt, the commissioner shall make prompt payment of that portion of the amount in regard to which there is no dispute or doubt, the balance being adjusted as soon as may be possible.

- (iii) If the person to whom any amount is to be paid under this scheme is minor for whose estate a guardian under the Guardians and Wards Act, 1890 (8 of 1890) has been appointed, the payment shall be made to such guardian, where no guardian under the Guardians and Wards Act, 1890 (8 of 1890) has been appointed, the payment shall be made to the guardian if any, appointed, under sub-paragraph (4-A) of Paragraph 61 has been appointed the payment shall be paid to the natural guardian and in the absence of natural guardians, to such person as the Board of Trust where the amount does not exceed Rs.10,000 considers to be such person for the amount paid shall be sufficient discharge thereof.

- (iii)a. If the person to whom any amount is to be paid under this scheme is a lunatic for whose estate a Manager under the Indian Lunacy Act, 1912 (4 of 1912) has been appointed, the payment shall be made to the natural guardian of the lunatic and in the absence of any such natural guardian such person as the commissioner where the amount does not exceed Rs.10,000 or the Chairman of the Central Board, if the amount exceed Rs.10,000 considers to be the proper person representing the lunatic and the receipt of such person for the amount paid shall be a sufficient discharge thereof.

- (iv) If it is brought to the office of the Board of Trust that a posthumous child is to be born to the deceased member he shall retain the amount which will be due to the child in the even of its being born alive and distribute the event of its being born and distribute the balance, if subsequently no child is born or the child is still born, the amount retained shall be distributed in accordance with the provisions of para 70.

- (v) Every employer shall at the time when a member of the Fund leave the service, except when it is necessitated due to this death, be required to get the claim application for refund of the provident fund amount in Form 19-A, as the case may be case may be filled up by the member and submit the same duly attested to the Board of Trust along with the other monthly returns required to be submitted by him. Any person who has not filled up the Form 19 or 19-A at the time of his leaving service and desires to claim payment under this paragraph shall send a written application for the purpose to the Board of Trust through the employer. If such person is unable to send the application through the employer for any reason whatsoever, he may submit it to the Board of Trust and the Commissioner may forward such application to the employer. The employer

shall accept or, as the case may be, return the commissioner every application received by him under this paragraph within fifteen days of the receipt of the application by him. The Board of Trust may at the option of the person to whom payment is to be made, made the payment (i) by postal money order at the cost of payee, or (ii) by crossed cheque sent through post, or (iii) by deposit in the payee's postal savings bank account, if any or (iv) through the employer;

(provided that where the Provident Fund money is remitted by postal money order, the balance, if any, remaining after such remittance shall be credited to the forfeiture account and in the case of claim for the said balance the amount shall be paid debiting the forfeiture account).

- (vi) Any amount becoming due to a member as a result of (i) supplementary contribution from the employer in respect of leave wage arrears of any, installment of arrears contribution received in respect of a member whose claim has been settled on account but which could not be remitted for want of latest address, or (ii) accumulation in respect of any member who has either ceased to be employed or died, but no claim has been preferred within a period of three years from the date it becomes payable, or if an amount remitted to a person, is received back undelivered, and it is not claimed against within a period of three years from the date it becomes payable shall be transferred to an account to be called the "Uncalled Deposits Accounts".

Provided that in the case of a claim for the payment of the said balance, the amount shall be paid by debiting the "Unclaimed Deposits Account".

- (vii) "Subject to the condition that no deduction maybe made which reduces the credit by more than the amount of any contribution by the Corporation with interest thereon credited or to be credited in respect of such contribution and accumulations thereof under Rule 13, before the amount standing to the credit of a subscriber in the Fund is paid out of the Fund, the Trustee may at the advice of the Corporation direct the deduction from any amount due under a liability incurred by the subscriber to the Corporation".

15. Payments

- (a) When a subscriber quits service or is on leave preparatory to quitting the service, the amount standing to his/her credit in the fund, subject to deduction under Rule 14, become payable to him/her.
- (b) On the death of a member before the amount standing to his credit has become payable or where the amount has become payable but payment has not made;

- (c) If a nomination made by the member in accordance with Rule 7 subsists, the amount standing to his credit in the Fund or that part thereof to which the nomination relate shall become payable to his nominee or nominees in accordance with nomination of
- (ii) If no nomination subsists or if the nomination relate only to a part of the amount or the part thereof to which the nomination does not relate, as the case may be shall become payable to that members or his family in equal shares;

Provided that no share shall be payable to :-

- (a) Sons who have attained majority.
- (b) Sons of a deceased son who have attained majority.
- (c) Married daughters whose husbands are alive.
- (d) Married daughters of a deceased son whose husbands are alive If there is any member of the family other than those specified in clauses (a), (b), (c) and (d).

Provided further that the widow or widows and the child or children of a deceased son, shall receive between them in equal parts only the share which that son would have received if he had survived the member and had not attained the age of majority at the time of the member's death.

- (iii) In any case to which the provisions of clause (i) and (ii) do not apply the whole amount shall be payable to the present legally entitled to.

Explanation: For the purpose of this rule a member's posthumous child, if born alive shall be treated in the same way as surviving child born before the member's death.

- 16 (a) Any amendment to the said scheme which is more beneficial to the employees than the existing rules of the establishment shall be made applicable to them automatically. No amendment of the rules of the provident fund of the said establishment shall be made without the previous approval of the Regional Provident Fund Commissioner and where any amendment is likely to affect adversely the interest of the employee of the said establishment, the Regional Provident Fund Commissioner shall, before giving his approval, give reasonable opportunity to the employees to explain their point of view.

- (b) Where an employee who is already a member of the Employees Provident Fund (Statutory) or a Provident Fund of any other exempted establishment is employed in his Estt., the employer shall immediately enroll him as a member of the fund and arrange to have the accumulation in the provident fund account of such employee with his previous employer transferred and credited to his account.
- (c) The Board of Trustees shall meet at least once in every three months and shall function in accordance with the guidelines that may be issued from time to time by the Central Government/Central Provident Fund Commissioner shall have the right to have the accounts re-audited by another qualified auditor and the expenses on such re-audit shall be borne by the employer.
- (d) A copy of the audited annual provident fund accounts together with the audited balance sheet of the establishment for each accounting year shall be submitted to the Regional Provident Fund Commissioner within six months after the close of the financial year. For this purpose the financial year of the provident fund shall be from the 1st April to the 31st of March.
- (e) The employer shall transfer to the Board of Trustees the contributions payable to the Provident Fund by himself and the employees by the 15th of each month following the month for which the contributions are payable. The employer shall be liable to pay damages to the Board of Trustees for any delay in payment of the contributions in the same manner, as an unexempted establishment is liable under similar circumstances.
- (f) The Board of Trustees shall invest the moneys in the fund as per directions that may be given by the Government from time to time. The securities shall be obtained in the name of the Board of Trustees and shall be kept in the custody of a Scheduled Bank under the credit control of the Reserve Bank of India.
- (g) The Board of Trustees shall maintain detailed accounts to show the contributions credited, withdrawal and interest in respect of each employee.
- (h) The Board shall issue an annual statement of account to every employee within six months of the close of financial/accounting year.
- (i) The Board may, instead of the annual statement of accounts, issue passbooks to every employee. These pass-books shall remain in the custody of the employees and will be brought up to date by the Board on presentation by the employee.
- (j) The account of each employee shall be credited with interest calculated on the opening balance as on the 1st day of the accounting year at such rate as may

be decided by the Board of Trustees but not shall not be lower than the rate declared by the Central Government under para 60 of the said Scheme.

- (k) If the Board of Trustees are unable to pay interest at the declared by the Central Government for the reason that the return on investment is less or for any other reason, than the deficiency shall be made good by the employer.
- (l) The employer shall also make good any other loss that may be caused to the Provident Fund due to theft, burglary, deflation, misappropriation or any other reason.
- (m) The employer shall bear all the expenses of the administration of the Provident, Fund including the maintenance of accounts, submission of returns, transfer of accumulations.
- (n) The employer shall enhance the rate of Provident Fund Contribution appropriately if the rate of provident fund contribution for the class of establishments in which his establishment falls is enhanced under the said Act so that the benefits under the Provident Fund Scheme of the establishment shall not become less favourable than the benefits provided under the said Act.
- (o) The employer shall comply the directions issued by the Regional Provident Fund Commissioner from time to time, which will be final for all practical purposes.
- (p) In case the rules of establishment are silent or any matter or are not in conformity with the provision of the Employees Provident Funds and Misc. Provisions Act, 1952 and the Schemes, the provisions of latter shall prevail.
- (q) The above relaxation is liable for withdrawal for breach of any of the aforesaid conditions or for other sufficient cause.

17. Withdrawals:

No member may be permitted to make withdrawal of any part of the moneys standing to the credit of his account except of his account except for any of the purpose and within the limits laid down in Indian Income Tax (Provident Fund) Rules for the time being in force.

Extracts from Indian Income Tax (Provident Funds Relief) Rules.

- 17 (i) Withdrawals by employees shall not be allowed by the Trustees except on special grounds in the following circumstances of similar nature:-
 - (a) to pay expenses incurred in connection with the illness of a subscriber or a member of this family:
 - (b) To pay for the passages over the sea of a subscriber or any member of his family:

- (c) to pay expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred:
 - (d) to meet the expenditure on building or purchasing a house or a site for a house provided that such house or site is assigned to the trustees of the fund:
 - (e) provided, however, that at the discretion of the Trustees of the fund the condition of such house or site being assigned to the Trustees of the fund may be waived in the case of an employee whose income under the head 'salaries' does not exceed Rs.3000/- per annum.
 - (f) To pay premia on policies of insurance on the life of the subscriber or his wife provided that the policy is assigned to the trustees of the fund at their discretion deposited with them and that the receipts granted by the insurance company for the premium or from time to time handed over to the trustee or inspection by the Income Tax Officer.
- 2 (a) Except for the purpose specified enclosed (d) of the sub-rule (i) no withdrawal shall exceed.
- 1. the pay of the employee for three months, or in case of withdrawal in connection with marriage as specified under Clause (c) of the said Sub-rule or for the purpose specified in clause (e) of the said Sub-rule 6 months at time when the advance is granted or
 - 2. The total of the accumulation of exempted contributions and exempted contributions and exempted interest contained in the balance to the credit of the employee, whichever, is less.
- (b) In the case of withdrawal for the purpose specified in clause (e) of Sub-rule (1) the restriction imposed by the clause (a) of the Sub-rule (3) shall apply to each withdrawal and not to total withdrawals.
- (c) In the case of withdrawal by an employee falling within the provision to the clause (b) of sub section (1) of section 58C, the 'Pay' referred to the clause (a) of Sub Rule (3) shall mean the pay (including increments if any) which the employee would have received had he not entered His Majesty's Forces or been taken into or employed in the national service.
- (d) The withdrawal for the purpose specified in clause (d) of Sub-Rule (1) shall be permitted upto on half of the amount standing to the employee's credit or the actual cost of the house and/or site whichever is less. It shall however, be subject to the following conditions :-
- (i) That the employee should have completed 5 years of service or is due to retire before 5 years.

- (ii) That the construction of the house should be commenced within six months of the withdrawal and shall be completed within one year from the date of commencement of construction. If the advance is taken for repayment of loan previously raised for the purpose, the repayment of loan should be made within 3 months of the withdrawal of the advance.
- (iii) That in the case of construction of a house withdrawal should be permitted only in 2 or more equal installments (not exceeding 4) one installments being permitted only after verification by the company or the Trustees about the actual utilization of the earlier of withdrawal.
- (iv) That the advance shall be payable only if the house site and/or house is free from encumbrance. No advance shall be payable for purchasing of share in joint property or building or house or land whose ownership is divided.
- (v) That if the amount withdrawn exceed the actual cost, the excess shall be refunded to the Trustees forthwith in one lump sum together with interest at the rate prescribed in rule 6 from the month of such withdrawal by the employee for being credited to the employees account in the Provident Fund.

The following provision may be added after sub-para (2) "provided that the withdrawal in connection with the marriage as specified in Clause (c) of Sub-Rule (1) of Rule 4 shall be repaid in not more than forty eight monthly installments".

- 2. (a) Same as in the Clause (b), (c) & (e) a second withdrawal shall not be permitted until the sum first withdrawn has been fully repaid.
 - (b) A withdrawal may be permitted for the purpose specified in Clause (e) of Sub-Rule (1) may be permitted notwithstanding that the sums previously withdrawn for the same purpose have not been repaid.
 - (c) Subsequent withdrawals for the purpose specified in Clause (e) of Sub-Rule (1) may be permitted notwithstanding that the sums previously withdrawn for the same purpose have not been repaid.
 - (d) A withdrawal for any one the purposes of Sub-Rule (i) other than that specified in Clause (e) of that Sub-Rule may be permitted notwithstanding that the same withdrawn for the purpose of Clause (3) Sub-Rule have not been repaid.
- 4. (i) Where a withdrawal is allowed for a purpose specified in Clause (d) or Clause (e) of Sub-Rule (1) of Rule 4 amount withdrawn need not be repaid.
 - (ii) Where a withdrawal is allowed for any other purpose the amount withdrawn shall be repaid is not more than twenty four equal monthly installments and shall be in accordance with Rule 6 and subject to the provisions of Sub-Rule (4) of rule 4 no

further withdrawal shall be permitted until repayment has been effected in full, provided that the withdrawal in connection with the marriages as specified in clause (c) of the sub-Rule (1) of Rule 4 shall be repaid in not more than Forty Eight monthly installments.

5. In respect of withdrawal which are repaid in not more than 12 monthly installments and additional installment of 4 per cent of the amount withdrawn shall be paid on account of interest and in respect of withdrawals which are repaid in more than 12 monthly installments two such installments of 4 per cent of the amount withdrawn shall be paid on account of interest.

Provided, however, that at the discretion of the Trustees of the Fund interest may be recovered on the amount withdrawn or the balance thereof outstanding from time to time at 1 percent, above the rate which is payable for the time being on the balance in the fund at the credit of the member.

6. The employer shall deduct such installments from the employee's and pay them to the Trustees. The deductions shall commence from the second monthly payment made after return to duty.

In case of default of repayment of installments, under rules 6&7 the Trustees of Income Tax may at his discretion order that the amount of withdrawal of the amount outstanding shall be added to the total of income of the employee for the year in which the default occurs and the Income Tax Officer shall assess the employees accordingly.

7. Advance from the fund for the purchase of a dwelling house flat of or for the construction of a dwelling house including the acquisition of a suitable site for the purpose.
 - (a) The Trustees or where so authorised by the Trustees, any officer subordinate to him, may on an application from a member in such form as may be prescribed and subject to the condition prescribed in this paragraph sanction for the amount standing to the credit of the member in the Fund, on advance for purchasing a dwelling house/flats including a flat in a building owned jointly with others (out right purchase basis), or for constructing dwelling house including the acquisition of a suitable site for the purpose from the Central Government, the State Government, a Co-operative Society, an institution a trust, a local body or a Housing Finance Corporation (herein after referred to as the agency/agencies);

OR

-
- (b) For purchasing a dwelling site for the purpose of construction of a dwelling house or a ready built house/flat from any individual provided the said house/flat to be purchased is new and un-lived one.

OR

- (c) For the construction of a dwelling house on a site owned by the member or the spouse of the member or jointly by the member and the spouse or for completion/continuing the construction of a dwelling house already commenced by the member or the spouse, on such site.

Explanation 1: In this paragraph, the expression, 'Co-operative Society' means a society registered or deemed to be registered under the cooperative societies Act, 1912 (2 of 1912) or under any other law for the time being in force in any state relating to Co-operative Societies.

Explanation 2: In this paragraph, the fact of new and un-lived house/flat shall be determined with reference to the certificate relating to the member and date of approval of the building plan, the date of commencement and completion of the house/flat and the tax bills and receipts issued by the appropriate authorities, and wherever necessary, by neighborhood enquiries.

(2) The amount of advance shall not exceed the member's basic wages and dearness allowance for twenty-four months or the member's own share of contribution, together with that amount of the employer's share of contributions admissible under sub-paragraph (3) of paragraph 69 had the member been allowed to withdraw his accumulations on the date of authorization of payment with interest thereon or the actual cost towards the acquisition of the dwelling site (together with the cost of construction thereon) or the purchase of the dwelling house/flat or the construction of the dwelling house, whichever is the least.

3. (a) No advance under this paragraph shall be granted unless;
- (i) the member has completed five year's membership of the Fund
 - (ii) the member's own share of contributions with interest thereon in the amount standing to his credit in the Fund is not less than one thousand rupees;
 - (iii) the dwelling site or the dwelling house/flat or the house under construction is free from encumbrances.

Provided that where a dwelling site or a dwelling house/flat is mortgaged to any of the agencies referred to in clause (a) of Su-paragraph (1) solely for having obtained funds for the purchase of a dwelling house/flat or for the construction of a dwelling house including the requisition of a suitable site for the purpose, such as dwelling site or a dwelling house/flat as the case may be, shall not be deemed to be an encumbered property:

Provided further that a land acquired on a perpetual lease or on lease for a period of not less than 30 years for constructing a dwelling house/flat, or a house/flat built on such a leased land, shall also not be deemed to be an encumbered property:

Provided also that where the site of the dwelling house/flat is held in the name of any agency, referred to in clause (a) of sub-paragraph (1) and the allottee is precluded from transferring or otherwise disposing of, the house/flat, without the prior approval of such agency, the mere fact that the allottee does not have absolute right of ownership of the house/flat and the site is held in the name of the agency shall not be a bar to the giving of an advance under clause (a) of sub-paragraph (1), if the other conditions mentioned in this paragraph are satisfied.

- (b) No advance shall be granted for purchasing a share in a joint property or for constructing a house on a site owned jointly except on a site jointly with the spouse.
- (4) Subject to the limitation prescribed in sub-paragraph (2)-
 - (a) Where the advance is for the purchase of a dwelling house/flat or a dwelling site from an agency referred to in clause (a) of sub-paragraph (1), the payment of advance shall not be made to the member but shall be made direct to the agency in one or more installments, as may be authorized by the member;
 - (b) Where the advance is for the construction of a dwelling house, it may be sanctioned in such number of installments as the Trustees or where so authorized by the trustees, any officer, subordinate to him thinks fit;
 - (c) Where the advance is for the acquisition of a dwelling site for the purpose of construction of a dwelling house thereon from any individual or any agency, the amount shall be paid in not less than two equal installments, the first installment at the time of the acquisition of the dwelling site and the remaining at his request at the time of the construction of a dwelling house on such dwelling site.
- (5) Where an advance is sanctioned for the construction of a dwelling house, the construction shall commence within six months of the withdrawal of the first installment and shall be completed within twelve months of the withdrawal of the final installment. Where the advance is sanctioned for the purpose of dwelling house/flat or for the acquisition of a dwelling site, the purchase or acquisition, as the case may be, shall be completed within six months of the withdrawal of the amounts.

Provided that this provision shall not be applicable in case of purchase of a dwelling house/flat on hire-purchase basis and in case where a dwelling site is to be acquired

or houses are to be constructed by a cooperative society on behalf of its members with a view to their allotment to the members.

- (6) Except in the cases specified in sub-paragraph (7), no further advance shall be admissible to a member.
- (7) An additional advance upto six month's basic wages and dearness allowance or the member's own share of contribution with interest thereon, in the amount standing to his credit in the Fund whichever is less, may be granted once and in one installment only, for additions substantial alterations or improvements necessary to the dwelling house owned by the member or by the spouse or jointly by the member and the spouse.

Provided that the advance shall be admissible only after a period of five years from the date of completion of the dwelling house.

- (8) The member shall produce the title deed and such other documents as may be required for inspection, which shall be, returned to the member after the grant of advance.
9. (a) If the advance granted under this paragraph exceeds the amount actually spent for the purpose for which it was sanctioned, the excess amount shall be refunded by the member to the Fund in one lump-sum with thirty days of the finalization of the purchase, or the completion of the construction of, or necessary additions, alterations or improvements to a dwelling house, as the case may be. The amount so refunded shall be credited to the employer's share of contributions in the member's account in the fund to the extent of advance granted out of the said share and the balance, if any, shall be credited to the member's share of contribution in the member's account in the Fund to the extent of advance granted out of the said share and the balance, if any, shall be credited to the member's share of contributions in his account.
- (b) In the event of the member not having been allotted a dwelling site/dwelling house/flat or in the event of the cancellation of an allotment made to the member and of the refund of the amount by the agency, referred to in clause (a) of sub-paragraph (1) or in event of the member not being able to acquire the dwelling site or to purchase the dwelling house/flat from any individual or to construct the dwelling house, the member shall be liable to refund to the Fund in one lump-sum and in such manner as may be specified by the Trustees, or where so authorized by the Trustee, any officer subordinate to him the amount of advance remitted under this paragraph to him, or, as the case may be, to the agency referred to in clause (a) of sub-paragraph (1). The amount so refunded shall be credited to the employer's share of contributions in the member's account in the Fund, to the extent of advance granted out of the said share and the balance, if any, shall be credited to the member's own share of contribution in his account.

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- (10) If the Trustees, or where so authorized by the Trustees, any officer subordinate to him, is satisfied that the advance granted under this paragraph has been unutilized for a purpose other than that for which it was granted or that the member refused to accept an allotment or to acquire a dwelling site or that the conditions of advance have not been fulfilled or that there is reasonable apprehensions that they will not be fulfilled wholly or partly, or that the excess amount will not be refunded in terms of clause (a) of sub-paragraph (9) or that the amount remitted back to the member by any agency referred to in clause (a) of sub-paragraph (1), will not be refunded in terms of clause (b) of sub-paragraph (9), the Trustees or where so authorized by the Trustees, an officer subordinate to him shall forthwith take steps to recover the amount due with penal interest thereon at the rate of two percent per annum from the wages of the member in such number of installments as the Trustees or where so authorized by the Trustees, any officer subordinate to him may determine.

For the purpose of such recovery the Trustee or where so authorized by the Trustees any officer subordinate to him, may direct the employer to deduct such installment from the wages of the member and on receipt of such direction, the employer shall deduct accordingly. The amount so deducted shall be remitted by the employer to the Trustees, or where so authorized by the Trustees, any officer subordinate to him within such time and in such manner as may be specified in the direction. The amount so refunded, excluding the penal interest, shall be credited to Employers share of contribution in the member's account in the Fund to the extent of advance granted out of the said share and the balance if any shall be credited to the member's own share of contribution in his account. The amount of penal interest shall, however, be credited to the Interest Suspense Account.

- (11) Where any advance granted under this paragraph has been misused by the member, no further advance shall be granted to him under this paragraph within a period of three years from the date of grant of the said advance or till the full recovery of the amount of the said advance, with penal interest thereon, whichever is later.

8. Advance from the Fund for repayment of loans in Special Cases.

- (1)(a) The Trustees or where so authorized by the Trustees, any officer subordinate to him, may on an application from a member, sanction from the amount standing to the credit of the member in the Fund, an advance for the repayment, wholly or partly of any outstanding principal and interest of a loan obtained from a State Government, /Co-operative Society, Housing Board, Municipal Corporation or a body similar to the Delhi Development Authority solely for the purpose specified in sub-paragraph (1) of Rule 7.
- (b) The amount of advance not exceed the member's basic wages and dearness allowance for twenty-four months or his own share of contributions together with the employers share of contribution with interest thereon, in the member's

account in the Fund or the amount of outstanding principal and interest of the said loans, whichever is least.

(2) No advance shall be sanctioned under this paragraph unless :-

- (a) The member has completed fifteen year's membership of the Fund,
- (b) The member's own share of contribution, with interest thereon, in the amount standing to his credit in the Fund, is one thousand rupees or more; and
- (c) The member produces a certificate or such other documents, as may be prescribed by the Trustees or where so authorized by the Trustees, any officer subordinate to him, from such agency, indicating the particulars of the member, the loan granted, the outstanding principal and interest of the loan and such other particulars as may be required.

(3) The payment of the advance under this paragraph shall be made direct to such agency on receipt of an authorization from the member in such manner as may be specified by the Trustees, or whereso authorized by the Trustee, any officer subordinate to him and in no even the payment shall be made to the member.

9. Grant of Advance in special Cases

- (1) In case establishment has been locked up or closed down for more than fifteen days and its employees are rendered unemployed without any compensation or in case an employee does not receive his wages for a continuous period of two months or more, there being reasons other than Strike, the Trustees or whereso authorised by the Trustees any officer subordinate to him may on an application from an employee, who is a member of the Fund, in such form as may be prescribed, authorise payment to him, one or more non-recoverable advance from his Provident Fund Account not exceeding his own total contribution including interest thereon upto the date the payment is authorized.
- (2) (a) In case the factory or other establishment continues to remain locked up or closed down for more than six months and the appropriate Government is of opinion that the said factory or establishment is likely to restart, the Trustees, on being satisfied that a member who has already been granted one or more non-recoverable advances to the full extent from his provident fund account under sub-paragraph (i) still continues to be unemployed and no compensation is likely to be paid to him at an early date, may, on receipt of an application therefore in the form prescribed by the Trustees in this behalf, authorise payment to the member of one or more recoverable advances from his provident fund account not exceeding 50% of the employer's total contribution including

interest thereon upto the date the payment has been authorised or fifty per cent of the amount admissible under sub-paragraph (3) of paragraph 69 if the member has been allowed to withdraw his accumulations on such date, whichever is less.

- (b) The advance granted under clause (a) shall be interest free.
- (c) The advance granted under clause (a) shall be recovered by deductions from the wages of the member in such installments as may be determined by the Trustees. The recovery shall commence from the first wages paid to the member immediately after the re-start of the factory or establishment.
- (d) The employer shall remit the amount so deducted to the fund within such time and in such manner as may be specified by the Trustees. The amount, on receipt, shall be credited to the member's account in the Fund.

10. Advance from the Fund for illness in Certain Cases:

- (1) A Member may be allowed non-refundable advance from account in the Fund in case of;
 - (a) hospitalisation lasting for one month or more, or
 - (b) major surgical operation in a hospital, or
 - (c) suffering from T.B, leprosy, paralysis, cancer, mental derangement or heart ailment and having been granted leave by his employer for treatment of the said illness.
- (2) The advance shall be granted if;
 - (a) the employer certifies that the Employee's State Insurance Scheme facilities and benefits thereunder are not actually available to the member or the member produce a certificate from the Employee's State Insurance Corporation to the effect that he has ceased to be eligible for cash benefits under the Employee's State Insurance Scheme, and
 - (b) a doctor of the Govt. Hospital certifies that a Surgical Operation, or as the case may be, hospitalization for one month or more had or has become necessary, or a Registered Medical Practitioner or in case of mental derangement or heart ailment, a specialist (Govt. Hospital) certifies that the member is suffering from T.B. leprosy, paralysis, Cancer, mental derangement of heart ailment.

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- (3) A member may be allowed non-refundable advance from his account in the fund for the treatment of a member of his family who has been hospitalized, or requires hospitalization for one month or more;
- (a) for a major surgical operation; or
 - (b) for the treatment of T.B. leprosy, paralysis, cancer, mental derangement or heart ailment.

Provided that no such advance shall be granted to a member unless he has produced: -

- (i) a certificate from a Govt. Doctor of the hospital that the patient has been hospitalized or requires hospitalization for one month or more, or that a major surgical operation had or has become necessary; and
 - (ii) A Certificate from his employer that the Employees State Insurance Scheme facility and benefits are not available to him for treatment of the patient.
- (4) The amount advanced under this paragraph shall not exceed the member's basic wages and dearness allowance for 3 months or his own share of contribution with interest in the Fund, whichever is less.
- (5) Where the Trustees or where so authorized by the Trustees any officer subordinate to him, is not satisfied with the medical certificate furnished by the member under this paragraph, may, before granting an advance under this paragraph, demand from the member another medical certificate to his satisfaction

11. Advance from the Fund for Marriage-or Post-Matriculation Education of Children

- (1) The Trustees or where so authorized by the Trustees, an Officer subordinate to him, may on an application from a member, authorize payment to him or her of a non-refundable advance from his or her Provident Fund account not exceeding fifty percent of his or her own share of contribution with interest thereon, standing to his or her credit in the Fund, on the date of such authorization, for his or her marriage, the marriage of his or her daughter, son, sister or brother or for the Post-Matriculation Education of his or her son or daughter.
- (2) No advance under this paragraph shall be sanctioned to a member unless:-
- (a) he has completed seven year's membership of the fund, and
 - (b) the amount of his own share of contributions with interest thereon standing to his credit in the Fund is rupees one thousand or more.

- (3) Not more than three advances shall be admissible to a member under this paragraph.
- (4) If the Trustees, or where so authorized by the Trustees, an officer subordinate to him, is satisfied that the advance granted under this paragraph has been utilised for a purpose other than that for which it was granted, or that the conditions of advance have not been fulfilled within a reasonable time, or where so authorized by the trustees an officer subordinate to him, shall forthwith take steps to recover the amount due with penal interest thereon at the rate of 2 percent per annum above the rate of interest from the wages of the member in such number of installment as the trustees or where so authorized by the Trustees, an officer subordinate to him, may determine for the purpose of such recovery. Trustees or where so authorized by the Trustees, an officer subordinate to him, may direct the employer to deduct each such installment from the wages of the member and on the receipt of such direction the employer shall deduct accordingly. The amount so deducted shall be remitted by the employer to the Trustees or whereso authorized by the Trustees, an officer sub-ordinate to him within such time and in such manner as may be specified in this direction. The amount refunded excluding the penal interest shall be credited to the account of the Member of the Fund and the amount of penal interest shall be credited to the Interest Suspense Account.

12. Grant of Advance in Abnormal Conditions

- (1) The Trustees or whereso authorized by the Trustees any officer subordinate to him may, on an application from a member whose property, movable or immovable, has been damaged by a calamity of exceptional nature, such as floods, earthquakes or riots, authorize payment to him from the provident fund account, a non-refundable advance, of rupees five hundred or fifty per cent of his own total contributions including interest thereon standing to his credit on the date of such authorization, whichever is less, to meet any unforeseen expenditure.
- (2) No advance under sub-paragraph (i) shall be paid unless:-
 - (i) The State Government has declared that the calamity has affected the general public in the area:
 - (ii) The member produces a certificate from an appropriate authority to the effect that his property (movable or immovable) has been damaged as a result of the calamity and
 - (iii) the application for advance is made within a period of four months from the date of declaration referred to in sub-Para (i)

13. Grant of Advance to Member Affected by Cut in the Supply of Electricity

A member may be allowed a non-refundable advance from his account in the Fund, if there is a cut in the supply of electricity to a factory or establishment in which he is employed on the following conditions namely;

- (a) The advance may be granted only to a member whose total wages for any one-month commencing from the month of January 1973 were three-fourths or less than three-fourths of wages for a month.
- (b) The advance shall be restricted to the amount of wages for a month or Rs.300/- or the amount standing to the credit of the member in the Fund as his own share of contributions with interest thereon, whichever is less.
- (c) No advance shall be paid unless the State Government certifies that the cut in the supply of electricity was enforced in the area in which the factory or establishment is located and the employer certifies that the fall in the member's pay was due to cut in the supply of electricity.
- (d) Only one advance shall be admissible under this paragraph.

Explanation:- " Wages " means, for the purpose of this paragraph, basic wages and dearness allowance excluding lay-off compensation, if any.

14. Grant of Advance to Members who are Physically handicapped

- (1) A member, who is physically handicapped, may be allowed a non-refundable advance from his account in the Fund, for purchasing an equipment required minimizing the hardship on account of handicap.
- (2) No advance under sub-paragraph (i) shall be paid unless the member produces a medical certificate from a competent medical practitioner to the satisfaction of the Trustees or such other officer as may be authorized by him in this behalf to the effect that he is physically handicapped.
- (3) The amount advanced under this paragraph shall not exceed the member's basic wages and dearness allowance for six months or his own share of contributions with interest thereon or the cost of the equipment, whichever is the least.
- (4) No second advance under this paragraph shall be allowed within a period of three years from the date of payment of an advance allowed under this paragraph.

18. (A) Closing and Winding of the Fund

The Fund shall not be recoverable except with the consent of all the beneficiaries. Upon the closing of the fund, all amounts due by the members in respect of their own contribution and the Corporation's contribution shall be paid by the Corporation to the Trustees and thereafter credited by the Trustees to the Members accounts.

18. (B) Distribution of Assets on Closing and Winding up

On the closing and winding up of the Fund, the Trustees shall realize, the assets at their disposal and shall after liquidating all liabilities, if any of the fund, shall transfer to RPFC who has over all jurisdiction over the Fund.

19. Capital Reserve Fund

The Trustees at their discretion may utilise the amount lying in "Capital Reserve Fund" for the following purposes in addition to the purposes and welfare measures specified in para 12 (iv) the amount lying in the Reserve and Forfeiture Account will be utilised for the following purposes.

- (i) adhoc payment of Rs. (50.00) to the heirs of a deceased member as an aid for procuring a succession or a guardianship certificate for getting the provident fund dues if such a certificate is necessary.
- (ii) Payment of a sum to the nominee/heirs of a deceased member provided that the total amount including the sum proposed to be paid does not exceed Rs.1250/-. The intention is that a sum of Rs.1250 should be assured to such nominees/heirs;
- (iii) For meeting money order commission on remittances from the provident fund to outgoing members/the heirs;
- (iv) For declaring the rate of interest so that ts is not lower than that fixed under the Employee's Provident Fund Schemes.
- (v) Reimbursement of the cost on medical treatment of a member either in part, or in whole, if the member was on leave without wages, and did not enjoy and benefit under the employee's State Insurance Scheme (A member may be given @ 40.00 per month for the period he is on leave he is on leave without wages and does not enjoy any benefits under the Employees State Insurance Scheme subject to the maximum of Rs.100/- per member at any time).
- (vi) For making good the capitals loss on the conversion of securities and other instruments. This should however, be limited to cases of absolute necessity.

20. Employee's share not to be deducted from the members

Notwithstanding any contract to the contrary the employer shall not be entitled to deduct the employer's contribution from the wage of a member or otherwise to recover it from him.

21. Recovery of a member's share or contribution

- (i) The amount of a member's contribution paid by the employer shall, notwithstanding the provisions in this scheme or any law for the time being in force or any contract to the contrary, be recoverable by means of deduction from the wages of the member and otherwise;

Provided that no such deduction may be made from any wages other than that which is paid in respect of the period of part of the period in respect of which the contribution is payable;

Provided further that the employer shall be entitled to recover the employee's Share from a wage other than that which is paid in respect of the period for which the contribution has been paid or is payable where the employee has in writing given a false declaration at the time of joining service with the employer that he was not already a member of the Fund:

Provided further that where no such deduction has been made on account of an accidental mistake or a clerical error, such deduction may, with the consent in writing of the Inspector, be made from the (Subsequent) wages.

- (ii) Deduction made from the wages of a member paid in daily weekly or fortnightly basis should be totaled up to indicate for monthly deduction.
- (iii) Any sum deducted by an employer from the wages of an employee under this scheme shall be deemed to have been entrusted to him for the propose of paying the contribution in respect of which it was deducted.

22. Declaration by Persons Already Employed at the Time of the Institution of Fund

Every person who is required or entitled to become a member of the Fund shall be asked forthwith by his employer to furnish and shall, on such demand, furnish to him, for communication to the Commissioner, particulars concerning himself and his nominee required for the declaration form in Form 2. Such employer shall enter the particulars in the Declaration Form and obtain the signature or thumb impression of the person concerned.

23. Declaration by Persons Taking up Employment after the Fund has been Established

The employer in relation to an (establishment) shall, before taking any person into employment ask him to state in writing whether or not he is a member of the Fund and if he is asked for, the Account Number and/or the name and particulars of the last employer. If he is unable to furnish the Account Number he shall require such person to furnish and such person shall, on demand, furnish to him for communication the Board of Trust particulars regarding himself and his nominees required for the Declaration Form. Such employer shall enter the particulars in the Declaration Form and obtain the signature of thumb impression of the person concerned;

Provided that in the case of any such employee who has become a member of the Family Pension Fund under the employee's Family Pension Scheme, 1971 the aforesaid Declaration Form shall also contain such particulars as are necessary to comply with the requirements of that scheme.

24. Duties of the Corporation

(i) The Corporation shall send to the Commissioner, within fifteen days of the commencement of this scheme, a consolidated return in such form as the Board of Trust may specify of the employees required or entitled to become members of the Fund showing the basic wage, retaining allowance (if any and dearness allowance including the cash value of any food concession) paid to each of such employees.

Provided that if there is not employee who is required or entitled to become a member of the Fund, the Corporation shall send a NIL return.

(ii) Every employer shall send to the Commissioner within fifteen days of the close of each month a return (a) in Form 5, of the employees qualifying to become members of the Fund for the first time during the preceding month together with the declaration in Form 2 furnished by such qualifying employees, and (b) in such form as the Commissioner may specify, of the employees leaving service of the employer during the preceding month;

Provided that if there is no employee qualifying to become a member of the Fund for the first time during or there is no employee leaving service of the employer during the preceding month, the employer shall send a 'NIL' return.

(iii) The Corporation shall maintain an inspection note book in such form as the Commissioner may specify, for an Inspector to record his observation on his visit to the Corporation.

- (iv) The Corporation shall maintain such accounts in relation to the amounts contributed to the Fund by him and by his employees, it shall be duty of Corporation to assist the Board of Trust in making such payments from the Fund his employees as are sanctioned by or under the authority of the Board of Trust.
- (v) Notwithstanding anything herein before contained in this paragraph, the Central Board may issue direction to employer generally as it may consider necessary or proper for the purpose of implementing the scheme and it shall be the duty of the Corporation to carry out such directions.

25. Interest Suspense Account

All interests, rent and other income realized, and net profits or losses, if any from the sale or investments not including therein the transaction of the Administration Account, shall be credited or debited as the case may be to an account called the "Interest Suspense Account". Brokerage and commission of the purchase and sale of securities and other investment, shall be included in the purchase or sale price, as the case may be, and not separately charged to the "Interest Suspense Account".

26. Financing of Member's Life Insurance Policies

- (i) Where a member desires that premium due on a policy of life Insurance taken by him on his own life should be financed from his Provident Fund Account, he may apply in such form and in such manner as may be prescribed by the Commissioner.
- (ii) On receipt of such application the Board of Trust, or where so authorized by the Board of Trust, any other Officer subordinate to him may take payment on behalf of the member to the Life Insurance Corporation of India towards premium due on his policy:

(Provided that no such payment shall be made unless the premium is payable yearly).

- (iii) Any payment made under sub-paragraph (2) shall be made out of and debited to the member's own contribution with interest thereon standing to his credit in the Fund.

- (iv) No payment shall be made under sub-paragraph (2) unless the member's own contribution in his provident Fund Account with interest thereon is sufficient to pay the premium; and where the payment is to be made on the first premium, sufficient to pay the premium for two years.
- (v) No payment shall be made towards a policy unless it is legally assignable by the member to the Central Board.
- (vi) The Board of Trust shall before making payment in respect of existing policies, satisfy himself by reference to the Life Insurance Co. that no prior assignment of the policy exist and the policy is free from all encumbrances.
- (vii) No educational endowment policy or marriage endowment policy shall be financed from the Fund, if such policy is due for payment in whole or in part before the member attains the age of 58 years.

27. Conversion of policy into a paid up one and payment of late fee etc.

Where a policy of Life Insurance of a member is financed from his Provident Fund Account, the Commissioner may:

- (a) convert the Insurance Policy into a paid up one when the credit in his provident fund on account of his share becomes inadequate for the payment of any premium;
- (b) Pay late fee and interest out of the member's own contribution in his provident Fund Account, if any premium can not be remitted to the Life Insurance Corporation in time because of delay in sending to the Commissioner the policy duly assigned to the Central Board or any other reasons for which the member or his employer may be responsible.

28. Assignment of Policies to the Fund

- (i) The policy shall, within six months of the first payment under paragraph 62, be assigned by endorsement thereon, to the Central Board and shall be delivered to the Commissioner.
- (ii) Notice of the assignment of the policy shall be given by the member to the Life Insurance Corporation and the acknowledgement of the said notice by the Corporation shall be sent to the Board of Trust within three months of the date of assignment.

- (iii) The terms of the policy shall not be altered nor shall the policy be exchanged for another policy without the prior consent of the Board of Trust to whom the details of the alteration or of the new policy shall be furnished in such form as he may specify.
- (iv) If the policy is not assigned and delivered as required under sub-paragraph (1), or is assigned otherwise than to the Board of Trust, or is charged or encumbered or lapses, any amount paid from the Fund in respect of such policy shall, with interest thereon at the rate provided under paragraph 60, be repaid by the member forthwith to the Fund. In the event of default the employer shall on receipt of such directions as may be issued by the Board of Trust in this behalf, deduct the amount in lump-sum or in such installments of the member and pay it to the Fund within such time and in such manner as may be specified by the Board of Trust. The amount so repaid or recovered shall be credited to the member's account in the Fund.

29. Bonus on policy to be adjusted against payments made from the Fund

So long as the policy remains assigned to the Board of Trust, any bonus accruing on it may be drawn by the Board of Trust or where authorized by the Central Board by the Commissioner, and adjusted against the payment made on behalf of the member under paragraph 62.

30. Re-assignment of Policies

- (1) Where the accumulation standing to the credit of the member are withdrawn under paragraph 69 or when the member repays to the Fund the amounts of premium paid by the Board with interest thereon at the rate provided in Paragraph 60, the Board of Trust shall re-assign by endorsement thereon the policy to the member together with a signed notice of reassignment addressed to the Life Insurance Corporation.
- (2) If the member dies before the policy has been reassigned under sub-paragraph (1), the Board of Trust shall reassign by the endorsement thereon the policy to the nominee of the member if a valid nomination subsists and if thereby no such nominee, to such person as may be legally entitled to receive it together with a signed notice of reassignment addressed to the Life Insurance Corporation.

31. Recovery of amounts paid towards Insurance Policies

If a policy matures or otherwise falls due for payment during the currency of its assignment, the Board of Trust shall realize the amount assured together with bonus, if any, accrued thereon, place to the credit of the member the amount so realized, or the whole of the amount paid from the fund in respect of the policy with interest thereon, whichever is less and refund the balance, if any, to the member.

32. Employees Family Pension Scheme 1971

The employer is responsible to comply with the statutory provision of the Family Pension Scheme with RPFC.

33. Employees Deposit Linked Insurance Scheme 1976

The employer will comply with the conditions of Employees Deposit Linked Insurance Scheme 1976 with the RPFC with effect from 1st August, 1976.

Whenever any provision of the NPCC Rules are found silent the provisions of Employees Provident Fund & Miscellaneous Provisions Act, 1952 shall apply.

34. The employer shall also make good any other loss that may be caused to Provident Fund due to theft, burglary, deflation, misappropriation or any other reason.
35. If any question arises whether an employee is entitled or required to become or continue as a member or as regards the date from when he is so entitled or required to become a member, the decision thereon of the Regional Provident Fund Commissioner, Delhi shall be final.

ANNEXURE A

Rules for the constitution, functioning etc. of the Board of Trustees.

Rule 1. Number of member

The Board shall consist of an equal number of representatives of the employer and the employees. The number of Trustees on a Board shall be so fixed as to afford, as far as possible, representation to employees in Head Office/various units of the Corporation Provided that the number of Trustees on a Board shall be neither less than four nor more than twelve.

Rule 2. Employer's Representatives

The Corporation shall nominate his representatives from amongst the officers employed in managerial or administrative capacity in the Corporation.

Rule 3. Election of employee's representatives

The representative of the employees shall be elected by the members of the Fund in an election to be held for the purpose on any working day.

Provided that wherever there is a recognized union under Code of Discipline or under any Act, such unions shall nominate the employee's representatives.

Provided further wherever there is no recognized union under Code of Discipline or under any Act and more than one Registered Unions are functioning only the union with the largest number of members but with minimum of 15% membership shall have the right to nominate employees representatives and in case there is only one registered union functioning, it shall have the right to nominate the employees representatives on the Board of Trustees if it has a minimum of 15% membership.

Rule 4. Qualifications of candidates for election

Any employee of the Corporation who is a member of the Fund and who is not less than 21 years of age may, if nominated as herein after provided, be a candidate for election as an employee's representatives.

An outgoing trustee shall be eligible for re-election or re-nomination as the case may be.

Rule 5. Procedure for election

The Corporation shall fix a date for receiving the nomination from candidates for election as employee's representatives. Shall also fix a date for withdrawal of nomination and the date of election, which shall not be earlier than three days or later than ten days after the closing of the date for withdrawal of nomination. The date so fixed shall be notified to the members at least seven days in advance. The notice shall be affixed on the Notice Board of the Corporation. The notice shall also specify the number of seats to be filled by the employee's representatives. A copy of such notice shall also be sent to the recognized Association of the Corporation and to the Regional Provident Fund Commissioner. The election notice and procedure shall be published/conducted in the Regional language besides in English.

Rule 6. Nomination of candidates for election

Every nomination shall be made in the Form concerned annexed to the Rules. Each nomination paper shall be signed by candidates to who it relates and attested by at least two members of the Fund, other than the proposer and shall be delivered to the Corporation before or on the closing date fixed for receiving the nomination.

Rule 7. Scrutiny of Nomination papers

The Corporation shall scrutinize the nomination papers received under Rule 6 on the date following the last date fixed for withdrawing the nomination papers. The candidate or his nominee, the proposer or the attesting members may be present if they so desire. The invalid nomination papers shall be rejected.

Rule 8. Voting in Election

(1) If the number of candidates who have been validity nominated is equal to the number of seats, the candidates shall forthwith be declared duly elected.

(2) If the number of candidates is more than the number of seats voting shall take place on the date fixed for election,

(3) The election shall be conducted by the Corporation in the presence of an Officer deputed by the Regional Provident Fund Commissioner,

(4) Every member of the Fund shall have as many votes as there are seats to be filled on the Board. Provided that each such number shall be entitled to cast only one vote in favour of one candidate.

Rule 9. Disqualification of a Trustee

A person shall be disqualified for being a Trustee to the Board.

(i) If he is declared to be of unsound mind by a competent courts; or (ii) if he is undischarged insolvent; or (iii) if he has been convicted of an offence involving moral turpitude.

Rule 10 Chairman of the Board

The Corporation shall nominate one of his representatives on the Board to be the Chairman thereof. In the event of equality of votes, the Chairman shall exercise a casting vote.

Rule 11 Filling of Casual Vacancies

In the event of Trustees, elected or nominated, ceasing to be a Trustee during the tenure of the Board, his successor shall be elected or nominated as the case may be in the manner, herein-before provided for election or nomination.

Provided that the Trustees so elected, shall hold office for the unexpired term of the Board of Trustees.

Rule 12. Cessation and Restoration of Trusteeship

A Trustee ceases to be a Trustee on the Board if he (i) ceases to be an employee of the provident fund of the Corporation (ii) ceases to be member of the provident fund of the Corporation (iii) is a nominee or a representative of recognized Association of the Corporation or (iv) incurs any of the disqualification's mentioned in the Rule 9 or (v) fails to attend three consecutive meetings of the Board without obtaining leave of absence from the Chairman of the Board of Trustees may restore him to Trusteeship if he is satisfied that there were reasonable grounds for such absence.

Rule 15 Reference to Regional Provident Fund Commissioner

In cases of any dispute or doubt the matter shall be referred to Regional Provident Fund Commissioner in whose region the Head Office is situated. His decision in the matter shall be final and binding.

Rule 14 Provision for residuary matters

NPCC MANUAL

All matters not provided for in these rules shall be regulated by the approved provident fund rules of the Corporation and the decision of the Regional Provident Fund Commissioner shall be final.

Manual of Order Form No. 50

APPLICATION FORM

(Referred to in Rules 5 (ii) of Appendix II)

To

I, hereby, declare that I have read and understood the rules and regulations of the Provident fund of the

..... As I agree to become a subscriber and to be bounded by the rules and regulations of the Fund for the time being in force and as may from time to time be prescribed.

1. Name in full
2. Father's name
3. Nature of Appointment
4. Date of joining service
5. Present pay/wages

Witness

Signature or Thumb Impression

Date :

As the applicant is illiterate, the rules and regulations of the Provident Fund of the.....have been explained to him by me and certified that he understands them.

Witness

Signature

Dated :-

Manual of Order Form No. 51

DECLARATION & NOMINATION FOR
(Refer to Rule 6 of Appendix II)

1. Name
2. Caste or Surname
3. Sex
4. Religion
5. Occupation
6. Height
7. Father's Name
8. Husband's name (for married women only)
9. Marital Status (whether bachelor, spinster,
(Married, widow or widower)
10. Date of BirthDayMonthYear
11. Marks of Identification.....
.....
12. Permanent Address.....
Village.....Thana.....
District.....State.....

I, hereby, nominate the person/persons mentioned below to receive the amount standing to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid and direct the said amount that shall be distributed amount the said person/persons in the manner shown below against their names.

Name and address of the nominee or nominees	Nominee's relationship with the member	Age of the nominee	Amount or share of accumulation in the Fund to be paid to each nominee	Contingencies on the happening of which the nomination shall become invalid
1.	2.	3.	4.	5.

Date.....

Signature or left hand thumb
Impression of the member.

Certified that the above nomination has been signed by.....
employed.....before me after he had read the entries.
The entries have been read over to him by me.

Signature of the Manager or
Other authorised officer.....
Designation.....

NPCC MANUAL

Date

Name & Address of the Corporation
.....

CHAPTER-1.....	4
A. Delegation of Powers	4
1.1 The following powers have been delegated to the Managing Director:-	4
1.2 Cases to be referred to the Board in which Managing Director exercised specific power delegated to him.	11
1.3.Purchases of stores and machinery beyond Managing Director's powers.....	12
1.4 Residual powers vested in the Standing Committee of the Board.	13
B. SUB- DELAGATION OF POWERS	14
1.5 Powers sub-delegated by the Managing Director to subordinate officers.....	14
REMARKS.....	14
C-BUDGET.....	46
1.7 Furnishing of cash Security and Surety Bonds by the staff.	46
1.8 Conversion of Security into Post Office Saving Bank Account.	47
1.9 Interest on Security Deposit.....	48
1.10 Hypothecation of Security Deposit.....	48
E-MISCELLANEOUS.....	48
1.11 Cases in which consultation of Finance Wing is necessary.....	48
1.12 Consultation of Deputy Finance Advisor by Chief Engineer.....	50
1.14 Submission of review of working of Corporation to the Financial Advisor.	50
1.15 Important reference from Ministry of Energy to be submitted to the Financial Advisor.....	50
CHAPTER 2.....	51
A-Recruitment of Regular Staff	51
2.1 Categorization of Posts	51
B.- Pay and Allowances of Regular Establishment.....	88
C. Service Conditions of Regular Staff.....	90
D. Miscellaneous	94
RULES.....	110
CHAPTER -3.....	118
STORES	118
A- General Store.....	118
B. Quantity Accounts – Receipts.....	120
C- Quantity Account-Issues	123
D. Store Price Ledger and other Returns.....	124
Stock Taking.....	125
F- Tools and Plant –Accounts.....	126
B- Treatment of overhead expenses on work.....	156
Extent	161
C- PURCHASE ORDER	172
Appendix II.....	205
V. PROCEDURE FOR ISSUE OF TENDER ENQUIRIES AND CONSIDERATION OF TENDERS RECEIVED	263
VI PURCHASE ORDERS.....	269

STORE PURCHASE RULES OF THE N.P.C.C

(Referred to in Para 3.3)

1. CENTRALIZED AND DECENTRALIZED PURCHASES AND POWERS OF PURCHASE

In order to eliminate the delay in effecting purchases through the C.P.O and thus facilitate expeditious PURCHASE by the units themselves, the Board of Directors in (Sub Item 6 of Item 20) at its 24th meeting held on 27th and 28th June 1962 approved the revision of stores purchase rules in the manner and to the extent indicated as below :-

(A) There are certain items of stores, which are by their very nature, required to be procured locally by the Field Units unless they are to be supplied by the Project Authorities in terms of the contract agreement (e.g. Bricks, Aggregate, Sand and such other building materials). The purchase of these items may, as at present, continue to be fully within the competence of the Unit Engineer, subject to the usual requirements of sanctions of competent authority to the job estimates, calling for competitive quotations, consulting the Accounts Officer etc.

(B) Other purchase can be divided mainly into five categories, namely : (i) special tools and plant, (ii) ordinary tools and plant, (iii) cement and steel, (iv) spare parts for machinery, and (v) other stores.

(i) In case of cement and steel (item iii), local officers may purchase these direct provided they are purchased from the authorized factories, under D,G.S & D. rates or at controlled rates where these are prescribed. For small requirements needed in emergency only, limited local purchase powers are delegated (referred to correction slip No. 105).

(ii) As regards the purchase of spare parts (Item iv) the local officers should draw up indents, separately for requirements of the current working season and for the major overhauls or heavy repairs to be done during the following slack season. The indents will be required to be approved by the Head Office before procurement action is initiated by the Field Officers. Subject to these arrangements, the Field Officers have been given full powers of purchase of spare parts (which should be within the quantities approved by Head Office in the indents), against D.G.S. & D rate contract or from the authorized sole agents concerned as the case may be, if these exist. If not, the local officers may buy the spare parts from the market at competitive rates within the limits approved in the indents and within the powers delegated to them respectively (vide S. No. 2 of para 1.5 of Manual of Orders). In respect of any unforeseen and immediate requirements that may arise, in addition to the indented quantities, the Unit Officer may purchase them without prior approval of indents by head office subject to

the conditions that all purchases as made should be got later approved by the Head Office and the procedure of purchase followed is the same as given above.

- (iii) In the case of special tools and plant (item (i), ordinary T&P (item (ii)) and other stores (item v) the Unit Officers have been delegated powers of purchase as indicated Serial No. 2 of para 1.5 of Manual of Orders.

All delegations in the foregoing paras are subject to the following conditions:-

(a) Purchase should be made as far as possible against D.G.S. & D. rate contracts or from authorised sole agents. For this purpose, steps should be taken by the C.P.O to keep a record of all the running contracts of D.G.S. & D. It should be given serial No. and copies of the Rate Contracts should be supplied to the various Field Units.

(b) Where the above is not possible, competitive tenders should invariably be called for and the lowest accepted. If any offer higher than the lowest is accepted, full reason for the choice should be recorded and approval of the next higher authority should be obtained.

(c) The Unit Accounts Officer should be invariably associated for financial scrutiny of the purchase be made in the Field unit before the purchases are made and the objections raised by them, if they have been over-ruled, should be recorded in the register of over-ruled objections.

(d) All the other normal provisions of the Store Purchase Rules of NPCC should be followed.

(e) All records relating to purchases and in the Field such as tender notices, quotations received in original, comparative statements, final purchases orders etc. should be made available to Internal Audit Periodically scrutiny,

(f) All purchase which are not within the competence of the Field Engineer should be effected by the Central Purchase Organization.

(C) No powers of purchase are delegated to officers in charge of sub-units, holding the rank below that of an Executive Engineer. The T&P and Stores required by the Sub-Units will continue to be purchased by the Central Purchase Organisation.

(D) Powers of Purchases

The powers of purchases are as indicated in para 1.5 (Serial No. 2) of Manual of Orders.

DEFINITION OF THE POWERS OF PURCHASE

The powers of purchase delegated to various officers are to be exercised not with reference to the total value of an Indent nor to the value of any items or any group of items in Indent but with reference to the value of the most acceptable complete tender received in response to enquiries, advertised or otherwise.

II INDENTS

(i) Consolidated Indents

(a) Consolidated Indents for stores requirements of works to be executed in the following working season i.e October to June should be prepared by each Unit and sent in duplicate in the prescribed form (Annexure I) to the Procurement Section of the Head Office before 15th July of every year in respect of indigenous items, and before the 15th January every year in respect of items of foreign manufacture. As the time factor is very crucial for ensuring most economical prices and early delivery of stores, the time limits prescribed for submission of Indents should be strictly adhered to.

(b) An Indent should be complete in all respects and should show in respect of each article the stock position as on 30th June/31st December, the anticipated requirements of the whole of the next working season, the average monthly consumption of the immediately proceeding 12 months and the quantities required with date or dates by which the various items are required. The requirements should be worked out on the basis of average consumption suitably modified in the light of specified needs of individual works. In all normal circumstances, these annual Indents should be regarded as final demands of the Units for the following working season.

(ii) Supplementary Indents

Supplementary Indents may be sent but only in respect of unforeseen items or for emergent demands or whenever new works are allotted. These should be sent in the prescribed form (Annexure I) at the earliest opportunity and allowing, as far as possible, a margin of at least two months for procuring the indented items. The reasons for not including the items in the annual Indents should be fully explained in a memorandum accompanying the Indent.

Indents for Spare Parts

(iii) Indents for Spare Parts

All Indents for spare parts required for overhauling of machines during the following non-working season-July to September-should be submitted to the Head Office by each Unit by the preceding 1st December. The Indents should be in the prescribed form (Annexure I) Supplementary and emergent Indents for spare parts may also be submitted, but these

should be as few and exceptional as possible and should be submitted as indicated in para II (ii) above.

(iv) **Monetary Limit Below which Indents not be Sent to the Procurement Section.**

Indents for stores, the value of which does not exceed Rs.500/- not be sent to the Procurement Section from the Field Units except when;

- (i) the rate and running contracts for stores in question exist, or
- (ii) stores cannot conveniently be obtained by the indenter directly.

When such Indents are sent to Head Quarters full circumstances in which they had to be sent should be explained

(v) **General Instructions Regarding Indent**

(a) Field Engineer should strive to guard against over-estimation of requirements and blocking up of capital in super-fluous stores. The objective of consolidating annual requirement and planning purchase in advance is to avoid wastage and extra cost resulting from haphazard and piecemeal purchases. This objective should always be kept in view while preparing Indents.

(b) In order to determine whether a particular requirement needs advertisement or only limited enquiries, or in whose powers the purchase lies, etc. it is desirable that the Indenting Officer should, as far as possible, give in the Indent an indication of the price of each article as far as is known to him from records available in his office. This information is intended only as a very rough guide to the purchase agency and is, in no way binding either on the indenter or the purchase agency.

(c) Indents for articles needed in less than 6 weeks should invariably be supercribed in large block letters in red in 'PRIORITY'. Such purchases are likely to be made from ex-stock instead of on forward delivery basis and ex-stock prices are considerably higher than the latter. Such "priority" Indents should be prepared with utmost caution and on extremely rare occasions and the mark "priority" should be attested by the dated signature of the indenting Field Engineer in token of his personal scrutiny.

If only part-supplies are immediately required and the indenter can wait for the balance supply on forward delivery basis, such quantity should be separately shown under a column marked "Immediate" and the balance shown in column marked, " In due course."

(d) Specifications of articles required should be complete in all respects, such as make, size, etc.

(vi) Alterations of Indents in Respect of Essential Particulars

The Procurement Section should not make any material change in the size type or quality of stores demanded in the Indent in order to bring them within the limits of standard specifications or approved quality without prior approval either of the Indenting Officer or the Managing Director/Chief Engineer.

(vii) Procedure to be Followed Where Particulars Governing the Supply of Stores are not Indicated by the Indentor.

In cases where no specification/drawings and the indentors are not also immediately accessible to approve the samples received from tenders, the quotations and samples received from tenders may be referred to the Chief Engineer for advice before placing Purchase Orders. If the Chief Engineer himself or in consultation with the Stores Officer is not in a position to give the requisite advice, reference should be made to the indentor before arriving at decision.

(viii) Register of Indents

A register of Indents should be maintained in the Procurement Section to watch prompt disposal of the Indents. The register should be periodically put up to the Stores Officer for reviewing the position.

(ix) Examination of Indents in the Procurement Section in the Head Office

(a) On receipt of Indents for stock items or spars parts, they should be carefully examined in the Procurement Section. The dealing Assistant should consult the concerned Accounts Sections who should ascertain from relevant records such as Stores Price Ledger, the Tools and Plants Registers and Machinery Cards maintained by them, the quantities in the stock, the surplus stores available for transfer in any Unit and credits available for major overhauls, etc and see whether the total requirements indicated by the Indents are fully justified and covered by credit where necessary, and whether they can not be modified or reduced in any respect. He should particularly bring to notice any surplus stores that might be available in any Unit for transfer to another needy Unit, and ensure their proper utilization.

(b) Each dealing Assistant should maintain a complete record of current rate contracts concluded by D.G.S. & D. covering stores dealt with by the Assistant. He should also ensure that the NPCC Stores Officer is declared as the Direct Demanding Officer against relevant D.G.S. & D. running contract, wherever necessary. He should also certify whether or not any D.G.S. & D, rate contract exists in respect of any items included in the Indent.

(x) Consolidating and Bulking of Demands for Purpose of Inviting Tenders

(a) When dealing with Indents due attention should be paid to the consolidation and bulking of demands which will result in economy in purchase. Demands for stores received simultaneously from different indentors should be combined as far as possible when inviting tenders. Due regard should, however, be paid to the delivery instructions given by the indentors and demands which cannot suitably be combined with others for this or any other reason, should be dealt with separately.

(b) Each dealing Assistant should maintain Unit-wise files for individual indents and bulking of demand should give cross references and file a copy of the indenter-wise split up in each of the files from where the requirements are extracted for consolidation. He should also give cross-references to notings and orders leading to the placement of the final purchase order. A copy of the purchase order should also be filed in each relevant file.

(xi) Examination of the Indents by Stores Officer and Assistant Stores Officer

The Stores Officer who is a Civil Engineer will be responsible for scrutinizing the requirements of machinery, tools, equipment's and materials required for the execution of the works. The Assistant Stores Officer, who is a Mechanical Engineer, will be responsible for scrutinizing the requirements for materials and spare parts required for the maintenance and overhaul of Machinery. Both the officers may freely consult the Chief Engineer/Addl. Chief Engineer in this matter as and when necessary. Only after this detailed crucial examination of the Indents is completed and the quantities to be purchases are duly approved by the competent authority the purchase action viz. Inviting tenders etc. be initiated.

III TENDERS

(i) General Principles

No stores costing more than Rs.100/- should be purchased without calling for quotations.

In the case of articles such as rubber tyres or POL, which are obtainable only from firms who form a ring and quote identical rates for stores of the same specifications or when supplies are to be acquired against D.G.S & D. rates/running contracts or when they are of a proprietary nature and are to be purchased from the manufactures or sole against the restriction of calling competitive quotations would not apply.

(ii) Advertised Tenders

(a) As a rule no demand of an estimated value exceeding Rs.25,000 should be purchased without advertising the tenders. If in any case advertising is proposed to be dispensed with, the competent authority should in consultation with Finance record the reasons for the same.

(b) Even when tenders are advertised, copies of the tender notices should also be sent to all the dealers registered with the NPCC.

(iii) Limited Tenders

For demands costing more than Rs.5,000/- but less than Rs.25,000, enquiries should be issued to all the suppliers on the approved list of the NPCC who deal in the required category of stores and for requirements between Rs.100/- and Rs. 5,000/- enquiries should be addressed to all or at least six of the suppliers registered in the required category of stores. The exception in (i) above, however, holds in this case also.

(iv) Repeat Order

Repeat Order may be placed against a previous order recently placed but not, in any case, later than three months after the first order was placed, provided that the officers empowered to place that order satisfy themselves that there has not been any downward trend of prices since the original order was placed and the convinced that the placing of the repeat order would be in the interest of the Corporation. If the repeat order increases the value of the purchase beyond the limits prescribed for the officer concerned, he will obtain the orders of the competent higher authority before placing the repeat order.

(v) Negotiation

Purchases by negotiations are permissible in cases where, as a result of tenders invited, it is observed that it is possible to reduce the prices by negotiations or it is considered preferable not to scrap tenders but to negotiate with tendering firms despite changes in specifications or for any other justifiable reason.

No negotiations will, however, be conducted without associating the Financial Adviser where the Managing Director/Chief Engineer is empowered to effect the purchase, and without associating Deputy Financial Adviser where the Stores Officer is empowered to make the purchase. In the Field Units the Senior Accounts Officer or the Accounts Officer as the case may be, should be associated with such negotiations. No negotiations should, however, be carried out below the rank of Stores Officer/Executive Engineer.

IV TENDER NOTICE AND TENDER FORMS

(i) **Exhibition of Tender Notices on the Notice Boards**

A copy of all tender notices whether advertised or otherwise would, on the date of issue be posted by the Assistant concerned on the Notice Board hung up in the entrance of the of premises the Corporation.

(ii) **Charges for Tender forms**

Tender forms against advertised demands should be charges for according to the following scale :-

Estimated value of the tender	Charges for a set of tender forms
Rs. 25,000/- to Rs. 50,000/-	Rs. Five each.
Rs.50,000/- to Rs. 75,000/-	Rs. Six each
Rs. 75,000/- to Rs. 1,00,000/-	Rs. Seven each.
Above Rs. 1,00,000/-	Rs. Seven and annas eight only.

Additional (or duplicate) copies of tender forms and the accompanying schedules will be supplied on request at 50 percent of the original price of the tender forms; cost drawings and specification if any, would be extra.

These forms would not be transferable.

(iii) **Issue of Tender Forms against Demands to Firms in Anticipation of their Request.**

Tender forms against advertised demands are not to be sent to prospective tenders in anticipation of their application and the necessary amount to cover the cost of the forms.

(iv) **Issue of Tender forms on payment**

The Procurement Section will furnish the Accounts Branch (Cash Section) with a copy of the tender notice as soon as the same is issued to Press/Indian Trade Journal, and as soon as possible thereafter, a suitable number of tender sets.

The Cash Section will keep these tender sets and on receipt of requests from individual firms, issue them, after affixing on each tender set, the price charges as notified in the tender notice, and the name of the firm and the name of the tender.

Immediately after the closing date of the tender, Cash Section will furnish the dealing Assistant concerned of the Procurement Section with a list of firms to whom tender forms have been supplied.

(v) Supply of Tender forms to Government Department Free of Charges

Tender forms against advertised demands will be supplied free of charge, to Government Departments, if any may want to quote against the tender and requests for the form.

(vi) Recovery and Accounting of Cost of Tender forms

Payment on Account of the cost of tender forms, will as a rule be received by money order or by cash presented at the counter. No Cheques or Stamps will be accepted.

The money orders and cash in the case of local sales will be received by the Cashier. The dealing Section will be consulted, if necessary, and if it is decided that forms cannot, for any reason, be issued to a firm, the money will be refused straight way. In doubtful cases money may be received by the Cashier in anticipation of its acceptance by the Procurement Section. Immediate action should, however, be taken by the Cash Branch to obtain final instructions, from the Procurement Section, but no tender forms should be issued by the Cash Branch without instructions from the dealing Assistant concerned of the Procurement Section. Full address of the remitter should be carefully noted by the Cashier on the money order coupon if it is not already given on it.

The amounts received will be entered in a separate cash book maintained for the purpose.

(vii) Disposal of Sales Proceeds

The Sale Proceeds of tender forms and drawings and specifications etc. would be treated as "Miscellaneous Receipts" of the Office.

viii) Refund of the Cost of Tender forms

The cost of tender forms sold is, as a rule, not refundable and the forms are not transferable. Refunds would be admissible when a demand is cancelled. In such cases the refund amount should be placed at the credit of the firm and adjusted against future issues of tender forms but if the firm requests for cash refund, it has to be allowed.

V. PROCEDURE FOR ISSUE OF TENDER ENQUIRIES AND CONSIDERATION OF TENDERS RECEIVED

(i) Preparation of Tender Enquiry

(a) The invitation to tenders is an important document as the firms' proposal (on tender) is made on the same. It is important, therefore, that the tender enquiry should be very carefully prepared setting out in clear terms the requirement of purchaser as to quality, quantity, delivery required etc.

(b) In the tender enquiry, firms should invariably be invited to quote for Deliver both 'F.O.R.' place of dispatch in India and "Free Delivery at destination". In the later case the place at which the stores are required to be delivered and whether by passenger/goods/road transport should be clearly stated.

(c) Tender must be invited to standard specifications where these exist. Otherwise adequate specifications should be given.

(d) Tender for standardized items should not be called for by makers name viz. "Singer sewing machines or similar" or "Hercules cycles or similar" etc. All invitations to tender for standard items should contain full description without reference to particular make or similar.

Enquiries for stores should as far as possible be worked in such a way as to give clear indication of the stores required and should avoid reference to catalogues.

(ii) Submission of Tender Samples after the opening of tenders

As the belated submission of tender samples (where these are required to be submitted) unnecessarily holds up decision of tenders, it should be made clear to the tendering firms by the insertion of a suitable clause in the invitations to tenders that samples received after the opening of tenders, (or such other date as may have been specified in the tender for the purpose) will not be considered.

(iii) Time to be allowed to tenders to Quote

Save in special cases which should be seen and approved by the Stores Officers, the following minimum periods should be allowed to firms to quote against the under mentioned classes of tenders :-

- | | |
|---|---------------|
| i) Advertised tenders | 21 clear days |
| ii) Limited tender enquires for value exceeding Rs.1000/- | 14 clear days |
| iii) Limited tender for value Rs.1000/- | 7 clear days |
| Or less | |

(iv) **Fixing the period for which Firms should Keep their Offers Open**

In every tender a date is to be specified up to which the tenders should be asked to keep their offers, open. This date should usually be one month after the date of opening of tender, unless otherwise specified.

(v) **Extension of Firm's Offers against Tenders**

The purchasing officers are required to take a decision on the tenders as early as possible and in any case within the prescribed time and not to ask the tenderers to extend the period of validity of their offers time and again. This is of considerable importance, for apart from the delay, which would invariably occur in covering the demand, there is always the risk of the firms refusing to accede to the request.

In exceptional circumstances where it is necessary to ask the tenderers to keep their offers open after the date originally specified, the orders of the officer next higher to the respective supply officer in whose competence the purchase lies should be obtained on the file.

(vi) **Purchase of Spare Parts**

Copies of tender enquires for spare parts should be sent to the indenter and the tenderer should be requested to send a copy of the quotation directly to the indenter. It should be clearly explained to the indenter that the purpose of sending a copy of the tender enquiry and firm's quotations is that he would check the part numbers and forward his recommendations to this Office within the specified time.

(vii) (a) The latest hour for receipt of tenders will be 10.00 A.M. on the date of opening of the tender and the time of opening of tenders will be 11.30 A.M. on the date of opening of tenders. Both these timings should be clearly indicated on the enquiry form or tender notice.

(b) Tenders delivered by hand or received in the Administration Section are to be put, unopened, in the Tender Box provided for the purpose not later than 10.00 A.M. on the specified date of opening of the tenders. All tenders sent by post including those with bearing charges, whether received in the Procurement Section or the Administration Section before 10.00 A.M. on the date of opening must be put in the tender box by 10.00 A.M. by the Section concerned. Those received by express delivery or on holidays have also to be similarly treated.

(c) Tenders received by post in covers which do not bear any tender No. and/or other marking to show that a tender is enclosed therein, will be open in the Procurement Section if addressed to it or in the Administration Section if addressed to NPCC Ltd., (without indication on the envelope) and the work "unsubscribed" endorsed on contents of each

such envelope and got signed date by the Assistant Stores Officer in the Procurement Section and by the Superintendent (or if Superintendent is not available by the official working in his place) with utmost expedition and then the tender including the cover will be put in a new cover, closed and sealed, and tender No. and date of opening noted by the section concerned on the outer envelope. The Administration Section should obtain the relevant tender No. and date of opening from the Procurement Section. Thus sealed envelopes should be put in tender box, if the date of opening has not expired. If the date of opening has expired, such envelopes should not be put in the tender box, but should be listed and delivered to the Record Keeper of Procurement Section against his dated and timed acknowledgement. It would be then his responsibility to deliver these expeditiously to the Assistant concerned under letter's acknowledgement.

Unmarked tenders cleared from the Tender Box would be similarly treated by the Procurement Section.

In cases where firms enclose more than one tender in one cover and the cover has no marking to show that it contains tender, the officer opening the cover should put in his dated initials on each sheet containing prices and immediately enclose the tenders in separate covers which should be closed and sealed. Necessary particulars such as "received with tender No" , "tender No. and the date of opening thereof" should be noted on the cover under the dated signature of the officer opening the same.

No tenders including delayed/late tenders should be passed from one officer to another in open condition. The delayed/Late tenders should be passed to the Assistant Stores Officer on the day these are received.

Tender Box would be kept double locked, each of the Stores Officer and Assistant Stores Officer keeping a key of one lock so that the tender box is not opened unless both Officers are present. If one officer be on leave or tour, or otherwise absent the Senior Most Assistant in the Procurement Section may be given the key of the absentee officer. The tender box would be opened daily at 10.15 A.M.

Tenders and/or modifications to tenders brought in by tenderers or their agents for personal delivery after the latest hour for receipt of tenders i.e 10.00 A.M and before the opening of tenders will be accepted by the Assistant Stores Officer on in absence on leave or tour of both of these, by the Senior Most Assistant of Procurement Section. Such tenders will be initialed and dated by the respective officer, as the case may be, and will be passed on unopened to the supply officer concerned responsible for the opening of the tenders. Such tenders will be treated as delayed tenders and marked by the recipient as such.

(viii) **Opening of Tenders**

Tenderers themselves or their authorised representatives are as a rule, permitted to be present, if they so choose, at the time of opening tenders. The officer opening the tenders should verify that, that only authorised representatives firms which have actually submitted the tender are present. Unauthorized representative or representatives of firms (which have not submitted the tender) should not be allowed to be present.

The following procedure shall be strictly observed in the opening of tenders:-

- (a) The rates should be announced and recorded at the time of opening of the tenders and got signed by the officers/members of the Committee opening the tenders.
- (b) Tenders shall be opened by the Stores Officer or under his permission by the Assistant Stores Officer. He will be assisted by the dealing Assistant concerned.
- (c) Every tender should be numbered serially, initialed and dated on the front page. Each page of the tender should also be initialed and dated. In addition, the part containing prices (though part of the main sheet of the tender) should be initialed and dated separately.

The Total number of tenders received and opened should be noted down by the Officer opening tenders in the notes portion of the relevant file so that there may be no possibility of suppression, substitution or addition of any tender.

- (d) Entries left blank, if any, by a tenderer should be indicated by drawing a line across the blank space under the dated initials of the officer opening the tender.
- (e) Blank tender, if any received should be cancelled under the dated initials of the officer opening the tenders and their numbers noted separately in the notes portion of the relevant file immediately below the note regarding filed tenders.
- (f) Alterations in the tender, if any, made by the firm should be initialed legibly by the officer opening the tender to make it perfectly clear that such alterations were present in the tender at the time of opening.
- (g) No amendments to a tender will on any account be permitted after the opening of a tender has commenced.
- (h) A tender in which the prices quoted are doubtful should not be considered, unless, for reasons to be recorded, the Stores Officer, personally verified, at the time of opening, on telephone if possible and rewrites the verified rate in his own hand and attests it under his dated initials the corrected rate being got invariably confirmed in writing from the firm later. Where this can not be done, such items with doubtful entries be marked as in-admissible, and if need be, fresh enquiry may be issued or all tenderers be asked to revise their quotations by a specified date.

(ix) **Disclosure of Prices**

Tenders are to be treated as confidential documents and except at the time of public opening of tenders, prices quoted are not be disclosed to anybody by any member of the staff.

(x) **Tenders on Prescribed form**

If quotations are received from a registered or otherwise well-known firm by telegram or in their own letter form instead of on the prescribed tender form, if any, against an advertised demand or limited or restricted scope tender the Procurement Section may consider such quotations if they are received in time.

If tender forms are priced, cost thereof must be recovered, otherwise the tenders on letter form or telegram etc. should not be considered.

(xi) **Consideration of "Rate" and "Delayed" Tenders**

" Delayed" tenders consist of tenders or modifications to tenders, received or delivered by hand after the due date and time of receipt but before the due date and time of opening, as may be clear from the post mark on the envelope or so endorsed under the signatures of the officer responsible for the receipt and custody of tenders.

Assistant Stores Officer is authorized to recommend acceptance of "delayed" tender and Stores Officer has the full power to permit such tenders.

" Late " tenders consist of tenders and modification to tenders, received after the due date and time of opening as may be clear from the post mark on the envelope or from the endorsement of the officer responsible for the receipt and custody of tenders, that these were:

- (a) Posted before such date and time.
- (b) Posted or delivered by hand after the due date and time of opening

" Late" tenders should not be accepted, unless for reasons to be recorded by Stores Officer in case of (a) or under permission of the Chief Engineer if in case of (b).

(xii) **Tabulation of Tenders**

All tenders received in response to an enquiry should be tabulated and comparative statement prepared on the prescribed form. All necessary details concerning the firm's offer such as rate, make, delivery, quantity offered together with any another information relevant

to the decision of the tender should be extracted and neatly entered in the Comparative Statement.

" Late " and " Delayed " tenders should be entered in red ink and prominently marked as such.

When alternative quotations are given by a tenderer, full details of the same should be entered in the Comparative Statement alongside the original marking the same " alternative" in red ink

The previous purchase price must always be given in red ink in a separate column of the comparative statement.

In putting up the Comparative Statement the dealing Assistant will also enter in it:-

- (a) The number of tenders forms issued
enquiries
- (b) The number of replies received

All comparative statements will be prepared and carefully examined and signed with date by the Dealing Assistant concerned and countersigned by the Section Officer to see that the particulars given therein such as nomenclature of articles, rates, arithmetical calculations including conversion of quantities and rates on a uniform basis etc. are correct and complete and then they should be submitted to the Assistant Stores Officer/Stores Officer. It is dealing Assistant's personal responsibility that the Comparative Statement are accurately prepared and present the correct picture as any inaccuracies or in-completions in the same can lead to incorrect decisions, having considerable financial repercussion. Extreme caution therefore is vitally necessary.

The Assistant Stores Officer will also exercise a token check to keep himself assured that the Assistants keeps discharging their responsibility in this behalf.

(xiii) **Passing Over Lower Tenders.**

As a general rule, the lowest tender should be accepted. If for any reason, the tender higher than the lowest is proposed to be accepted by the competent authority, the decision should be taken after consulting the Finance and after recording the full circumstances in which the other lower tender is proposed to be ignored.

(xiv) **Intimation of Acceptance of Tenders**

A purchase order becomes enforceable upon communication of the acceptance of a tender within the time prescribed. Where the post is the medium of communication between the parties, the acceptance is complete as soon as it is posted. Proper care should be taken to address the letter or telegram of acceptance correctly.

After a decision has been taken in regard to the acceptance of a tender, the formal acceptance in the form of purchase order should normally issue within 48 hours of the decision. Under certain circumstances it may be necessary to issue advance advice of acceptance of tender by telegram or letter to be followed by the issue of a proper purchase order, but it is absolutely necessary that this kept to as few cases as possible.

VI PURCHASE ORDERS

(i) Preparation and Checking of Purchase Orders

The purchase order is a formal document and the sole basis of the transactions between the parties, and in the even of any dispute arising later in respect of the same, clauses loosely worded or not expressing the intention clearly will adversely affect the interest of the Corporation. It is absolutely necessary therefore that every purchase order should be very carefully drafted. The names of the person who prepare and check the purchase order should be clearly show in the margin of the Note Sheet viz.

Purchase Order prepared by.....

Checked by.....

In addition to the above, the dealing Assistant concerned will affix his date initials on the note and the typed purchase orders in token of his having personally examined the same, before submission to the officer concerned.

(ii) Stipulation of a Definite Delivery Date in Purchase Orders.

Except in the case of iron and steel material which are controlled and planned by the Government, a definite date of delivery must always be given in all purchase order, irrespective of the fact whether supply is to be made ex-stock or otherwise.

Such expressions as "Immediate, Ex-Stock", "Urgently", " As early as possible" etc. must not be used. Where tenders quote delivery in terms of weeks or month, e.g. "8/10 weeks" or "4/6 months" after receipt of order, a specific date should be worked out in the basis of the firm's offer and inserted in the purchase order.

The system of locally taking delivery of stores and machineries ordered for outside stations is not to be adopted, except in rare and special circumstances, which should be recorded on the file. This does not, however, preclude local inspection by Mechanical staff in order to assure overselves generally that goods being supplied are prima facie in order.

The responsibility of correct supply as per ordered specification, however, continues to squarely rest on the suppliers.

(iii) **Acknowledgement of Purchase Orders**

It is essential that an acknowledgement of the purchase order is obtained by the Procurement Section and filed alongwith the office copy as contractual documents are not complete unless the purchase order is acknowledged by the firms. If therefore, no acknowledgement is received from the firm within 14 days from the date of issue of the purchase order then the firm should be reminded and the matter persued till a proper acknowledgement is received from him. To ensure obtaining of the acknowledgement is the responsibility of the dealing Assistant concerned.

To facilitate implementation of this requirement, an acknowledgement slip in the prescribed form should accompany each purchase order and its return duly completed by the firm watched.

The acknowledgement on receipt back should be examined to see that the firm has given a clear acknowledgement and not qualified it by inserting unacceptable conditions of their own. Where they have done so, the matter should be immediately taken up them and decision given about accepting or rejecting such new conditions.

(iv) **Foreign Exchange Liability and Granting of Import Licenses in Respect of Purchase of Imported Store:**

Where an order is placed on importing firms for supply of stores against the Corporation's demands involving specific importation from abroad, and the importing firms have stipulated in their offers the assistance for procurement of import license, the Procurement /Section will obtain the necessary applications from the firm concerned, in the prescribed forms and will forward the same to the Ministry of Irrigation and power with its own recommendations under covering letter containing the following particulars :-

That Messrs.....
have been given an order for the supply of the goods, as per the list, which should be enclosed and that it is considered necessary to procure these goods through commercial channel from abroad and that therefore the necessary Import Licence and the requisite letter of authority in favour of the firm may please be issued as per particulars below :-

- (1) No. and date of the purchase Order.
- (2) Description of goods.....as per list to be enclosed.
- (3) Contractual value of the goods.
- (4) C.I.F value of the goods.
- (5) Expected period of delivery.

-
- (6) Name of indenter.
 - (7) Country of origin.

It should be stated in the covering letter that goods of acceptable quality and price can not be obtained in India (or the soft currency areas) within the specified delivery period.

The Import License assistance conditions should not normally be accepted for items of common use and as far as possible should be confined to specialised articles which under the commercial practice, it is usual for firms to import generally to meet specific order.

In view of the importance attached to the need for conservation of limited foreign exchange resources of the country, the Supply Officers, in considering tenders received should give suitable preference to tenders which do not require special import license. No price preference, will, however, ordinarily be given to such tenderers.

VII REGISTRATION OF CONTRACTORS

A list of recognised suppliers for the various items of stores representing the various markets should be maintained in the Head Office. The suppliers should be asked to enrol themselves as "Registered dealers" on payment of a prescribed amount. For this purpose advertisements may be issued in important newspapers in India. The approved list of suppliers may be amplified with reference to the list of recognized firms by the D.G.S. & D., reviewed from time to time and kept up-to-date. In inviting tenders or quotations, enquiries should as a rule be made from all the firms in the list (See also part III, items (iii).

VIII FINANCIAL ADVICE

No purchase proposal should be finalised without the financial advice of the appropriate financial counterpart. In respect of all purchases within the power of the Managing Director, Financial Adviser should be consulted. In respect of purchases made by other officers, Deputy Financial Adviser should be consulted.

IX PAYMENT PROCEDURE

(a) Every purchase order should stipulate that the supplier is required to submit the Railway Receipt with the triplicate copy of his invoice/bill to the Executive Engineer of the consignee Unit and forward the original and the duplicate copies of the invoice/bill to the Head Office.

(b) Units will verify the receipt of material and submit the G.R. Sheets to the Head Office when goods are dispatched direct them. The G.R. Sheets should contain in a certificate by the Officer receiving the goods that the same are of the specifications

ordered and have been received in satisfactory condition. Payments of the suppliers Bill/Invoice will be made in the Head Office only on the basis of these G.R. Sheets.

(c) For the orders placed and deliveries taken by a representative of the Head Office, payment will be made at Head Office on the G.R. Sheets written by the representative of the Head Office who should also record a certificate that the goods are of the specifications ordered and have been received in satisfactory condition. Transactions will not, however, be regarded as complete until receipt of the acceptance of the materials by the Unit. Intimation of the payment will be given to the Unit concerned (along with a triplicate copy of the bill/invoice if not separately sent direct by the supplier to the Unit).

(d) Normally, all payments for stores supplied should be made within 30 days of the receipt of the goods at destination if they are found to be satisfactory and in accordance with the ordered specifications.

In case part of the goods are found to be different in specifications or are otherwise rejected, the entire payment should not be withheld. Adequate amounts to cover the value of the rejected goods should be retained and the balance payment made on a provisional basis.

(e) Where any deficiencies or variations from the ordered specifications are found by a consignee, he must accurately assess the cost of the good found short or deficient and deduct that amount inclusive of the corresponding freight, packing and forwarding charges if any included or the expenses that may be incurred on return to the suppliers of the unaccepted goods and make payment of the balance within the stipulated period.

(f) It is the consignee's paramount duty to expeditiously inform the suppliers and the Head Office Procurement Section and the concerned Accounts Section by an official letter setting out the discrepancies found and the specific deductions being made on each account.

(g) The unaccepted goods must forthwith be returned to the suppliers with a statement of the full facts of the case with freight under intimation to the Procurement Section and Accounts Cell.

(h) Where the goods are carried at Railway risk or covered by insurance, it is necessary to take open deliveries, when any outside damage to package is noticed. Unless this is done, and a suitable note is recorded in delivery book of the carriers at the time of taking delivery, the Railways or the Insurance Companies are prone to disown all responsibility.

In all such cases necessary claim has to be lodged without loss of any time, with the Railway and/or the Insurance Company concerned under copy to the Suppliers, Procurement Section, and the concerned Accounts Cell.

(i) In cases where some items received are of inferior or differing specifications than ordered, the consignee may be agreeable to accept them either because the same with adaptations or otherwise can be used or because of urgency of his requirements and he is unable to wait for replacements, provided the cost charged is suitably reduced. In such cases the consignee should quickly intimate to purchase section the realistically assessed prices which may be offered to Suppliers. If these are accepted by suppliers the reduced prices will be paid and the good retained, but in no case these should be brought into use until the suppliers' acceptance to the revised prices is communicated to the consignee.

(j) Several suppliers demand payment to the extent of 90% against documents of dispatch. This should, as far as possible, be resisted, and unless entirely unavoidable, attempt should be made to stipulate only 75% against document of dispatch and the balance with 30 days of the goods having been received at destination during which period the consignee should invariably satisfy himself about the correctness and the conditions of the goods supplied.

X DELIVERY DATES

(i) Delivery dates have to confirm, in all cases to those offered by the tenderers, unless by prior reference, improved delivery dates have been got agreed to by them. Delivery dates to be given in the purchase orders should be realistic and practicable so that necessity of revisions or extensions of delivery dates is the minimum.

(ii) The delivery dates given in purchase orders should ordinarily be adhered to. Where extensions are required, this would be the responsibility of the suppliers to ask for the same in due time and in any case before the existing delivery dates expire asking for extensions, they must be required to give adequate justification for the requested extensions which should not be allowed on account of trivial and unsatisfactory grounds.

(iii) Where higher rates have been accepted, because of earlier deliveries, extensions should, as a rule, be refused.

(iv) Supply of goods ordered would not be accepted by the Consignees, if found dispatched after the delivery date specified in the purchase orders, unless requisite extensions of the delivery dates had been got authorized by the suppliers from this officer in time. The part of a purchase order, unexecuted by the specified date would be considered as cancelled and the unsupplied goods may be purchased by the Corporation

at the risk and cost of the defaulting suppliers. Such a clause should be introduced in the tender notices and purchase orders.

XI WATCHING OF DELIVERY AND PROGRESS OF SUPPLIERS

(i) General

The time for and the date of delivery of the stores, stipulated in the purchase order, unless got modified under proper authority before expiry of the stated date, in which case the date agreed upon, shall be deemed to be the essence of the contract and delivery must be completed not later than the date thus specified.

The time given for delivery or dispatch dates from receipt by the firm of the purchase order.

Failure on the part of the firm to effect delivery by the stipulated date amount to breach of the contract and gives the Corporation, as purchaser (apart from other possible remedies) the right to recover compensation by way of liquidated damage as may be determined by the Corporation.

(ii) Definition of Date of Delivery

The delivery date in respect of the purchase orders placed by the Procurement Section shall be deemed to be as follows depending upon the type of delivery specified: -

- (a) In the case of delivery F.O.R. station of dispatch the date of which the goods are delivered to the carriers suitably and satisfactorily packed.
- (b) In cases where delivery is F.O.R. destination the date on which the goods reach the destination is the date of delivery.
- (c) In this case of local delivery the date on which the delivery is actually effected is the date of delivery.

In the case of local deliveries the local consignee should invariably quote on the goods receipt the actual date of delivery at the time of completion of the receipt by him.

(iii) Responsibility for Progress of Suppliers

The Procurement Section at Headquarters and the Field Units will be responsible as the case may be, for pursuing the respective Purchase Orders placed by them and ensuring timely supplies, against these Purchase Orders. A Kardose system has been introduced in the Procurement Section for this purpose.

XII POST SCRUTINY OF PURCHASE ORDERS IN THE ACCOUNTS SECTION

Each Purchase Order will be checked in the Accounts Branch on receipt of a copy from the stores Purchase Section. The Scrutiny will consist in seeking with reference to the relevant file that the order has been correctly placed in accordance with the procedure and advice of the Finance. The copy of the Purchase Order will be prominently marked "ACCOUNTS COPY" and will be endorsed "checked with the orders on file No.....CP/NP.....and found to be in order." The marking on Purchase Order against "Accounts copy" and the "check certificate" will both be signed by the Accountant and the Accounts Officer. This copy of the Purchase Order will be only copy against which payments will be noted.

All bills for supplies, whether in duplicate or in triplicate should, on receipt be passed on to the Accounts Branch direct where they will be entered by in a special Bill Register to watch their payment. Accounts Branch will check the Bill against the "Accounts Copy" of the purchase order and the G.R. Sheets. The relevant file of the purchase section should also be consulted by the Accountant to see if any correspondence has, in the interval since placing of the order, take place warranting withholding or deduction of any amount from the Bill. If on scrutiny, bill is found to be in order, payment will be made under the orders of the Accounts Officer incharge and necessary intimation given to the Unit concerned in accordance with the procedure in para 3.11 of the Manual of Orders.

XIII STORES INSPECTION

The Stores Officer and under his direction the Assistant Stores Officer in accordance with the program approved by the Managing /Director will inspect the stores including equipment and machinery periodically at the site of works. They will physically check a percentage of articles and see that generally the storing arrangements are satisfactory to protect the articles from deterioration, that the machinery is well kept and no surplus machinery or spare parts are stocked without their having been reported to the Head Office and that generally the store against organization is functioning satisfactorily.

XIV PROCEDURE FOR THE PROCUREMENT OF STORES IN THE CENTRAL WORKSHOP AND STORES AT AGRA

The following will be the procedure for procurement of stores in the Central Workshop & Stores, Agra:-

- (a) The maximum minimum and normal order limits for each article to be stocked in the Central Stores and Workshop will be determined by the Superintendent, Central Stores & Workshop. The Superintendent shall fix the maximum and minimum limits very judiciously with the object that the locked up capital remains at the minimum, yet keeping in view regular and timely availability of the required stores.
- (b) All purchases of stores which are beyond the powers of the Superintendent, Central Workshop & Stores, Agra will be referred by him through the Additional Chief Engineer concerned to the Procurement Section in the Head Office. This also includes equipment and other stores payable against D.G.S. & D. Rate Contracts or from authorized sole agents exceeding Rupees Twenty Thousand at a time.
- (c) There shall be a Stores Purchase Committee consisting of the following :-

Superintendent, Workshop	Chairman
Executive Engineer (Incharge of the Shop concerned)	Member

Accounts Officer (Agra)	Member	Executive Engineer
(Incharge of Stores)	Member Secretary	

All purchase whether required for the normal requirements or emergent purchases will be referred to this Committee for consideration of the procedure, that is to be adopted for making purchases.

(d) Open Quotations will be invited from business houses dealing in the items required. These quotation will be opened by the Executive Engineer (Stores) who will prepare the comparative statement and submit the case to the Committee for decision. In respect of emergent purchases which are to be purchased from market and there is no time for inviting quotation, two Officers- one from the Stores Wing and other from the Workshop Wing

will make the purchases at spot. The reasonability or otherwise of the rates paid will be examined by the purchase committee. All purchase orders will be serially entered in the Register prescribed in Standing Order No. 39 dated 12th February 1964.

(e) Other Rules & Orders of the Corporation regarding powers, procedure and accounting of purchases shall remain operative except to the extent modified above.

ANNEXURE 1

Please read carefully the following instruction before filling in this indent form

NPCC -PS- No. 1

Indent by the filed Units of NPCC on the Procurement Section of the Head Office of NPCC at New Delhi.

IMPORTANT INSTRUCTION

- (a) It may please be noted that if the indent form is not completely and correctly filled it will be returned without action. If any information required to be filled in, is not readily available, it must be collected before submitting the indent.
- (b) Separate indents must be prepared for each separate commodity.
- (c) Indents are required to be submitted in duplicate.
- (d) Indenters must fill in the items 1 to 14 as full as possible
- (e) Only those stores, spare parts and or equipment be indented for which no direct purchase action is to be taken because on this account, later cancellation will not be accepted.
- (f) Separate indents be prepared for Ex-Stock and Forward Delivery requirements.
- (g) Indents for less than Rs.500/- worth need not be placed on Head Office unless it has not been possible to procure the requirements direct for reasons to be clearly specified.
- (h) Please note that it is Indenting Officer's responsibility to secure administrative approval or sanction to the indented requirements before placing indent on Head Office.
- (i) The Indenting Officer/Consignee will be responsible to carry out the terms given in purchase order. Any financial liabilities accrued as a result of delays counter or in excess of the terms given in purchase orders would sparely lie against the official responsible for such delays.
- (j) After a purchase order is placed and copy thereof endorsed to the Indenting Officer, it would be his sole responsibility to follow up the supplies, and where necessary, to urge the suppliers direct, under copy to Stores Officer at Head Office. When asking for assistance to expedite the Suppliers, references to the direct efforts made should always be given.
- (k) In case of spare parts, copies of enquiries issued by Head Office would be endorsed to Indenting Officers. Suppliers would also be requested to endorse copies of their offers to them. The object is that they should scrutinize whether the offers made are for part acceptable to them and that where suppliers want any clarifications or further details these are furnished direct by them under copy to this office.

NPCC MANUAL

It should, however, be clearly understood, that no direct orders are to be placed on the basis of the copies of offers received by them in response to enquiries issued by Head Office.

Signatures of Construction
Superintendent.....Unit
Executive Engineer.....Unit
AE/AE.....Sub Unit

NPCC MANUAL

Item No. 1 : In case of spare parts, makers name, name of make brand or serial, year, model, engine No. and chassis No. etc. must be supplied of the machine, for which spare parts are required.

Item No.	Description of article	Complete Specifications Catalogue No. or other Particulars in case of spare parts, part No. must be given in this col.	If an article similar to one previously purchased through this office is required, a reference to No. and date of the previous order should be given here to guide supply.	Number or quantity specifying Unit		Estimated or known cost		If details shown at regular intervals
				No.	Unit	Rate per Unit	Total Cost	
1	2	3	4	5	6	Rs. nP.	Rs. nP.	9

No. held in stock	No, previously indented vide No. _____ Dated _____ and not yet received.	** (a) Total requirement till completion of the work in the unit _____ (b) Total requirement till date _____ ** Either should if (a) in (b)	Net quantity now indented. (a) or (b) be crossed Crossed date to be filled	Instructions to be filled
11	12	13	14	

NPCC MANUAL

Item No. 2

Justification for purchase

Sl. No.	Name of articles	Total quantity required	Quantity in hand	Quantity in arranged and awaited	Net balance required	If stores relate to such T&P for which depreciation Accounts are kept, the total credits earned upto end of preceeding month both for major, overhauls and running repairs.	Total expenditure incurred on Major overhauls and Running Repairs upto end of Preceeding month	E r a a v p i s p
1	2	3	4	5	6	7	8	

Date

Signature of Indentor

3. Unit's serial indent No.
4. Indenting Unit
5. Reference to any indent previously placed for the same goods
6. Whether the present indent is in supercession of the earlier hither-to unexecuted indents or in addition thereto.
7. Reference to last communication from this office, if any, on this subject.
8. The ultimate date by which the Stores are required if available ex-stock. This period should not be less than twelve weeks.
9. If stores required can not be arranged by the date specified at item 8, may these be arranged on Forward Delivery basis? Forward delivery procurement will require about nine to twelve months.
10. In case of spare parts of machinery, are only the genuine parts required, or replacements of foreign or indigenous origin, may also be arranged? Only those replacement parts would be ordered as are guaranteed for correct fit and performance.
11. If any attempts at direct procurement from market, other Government, Organization, or other Units of NPCC have been made, the reasons why then the procurement was not made and indent is now being placed on Head Office should be given here.
12. Actual use to which the stores will be put should be clearly given, to guide supply.
13. Is the delivery desired by Goods Train/Passenger train or Road Transport, where available?
14. Signatures in this Col. of the indenter indicating that he has personally scrutinized the indent and that quantities indented are minimum required and that all date has been correctly filled in this indent.

Appendix IV

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(Government Concern)

(Referred to in para 2.45 of the Manual of Orders)

RULES AND PROCEDURE TO DECLARE NPCC EMPLOYEES AS PERMANENT

1. All temporary employees who hold a post borne on the regular establishment of the NPCC. On 1st April, 1966 and all persons entering service thereafter shall henceforth be eligible to be absorbed on permanent basis against the permanent vacancies subject to the following conditions: -

- (i) If he/she has been in continuous temporary service of the Corporation for more than 3 years in a grade or post. The period spent on leave with/without allowances shall be counted as temporary service. Service rendered in an identical post or a higher post shall also be counted as temporary service in computing 3 years.
- (ii) The Corporation being satisfied as to his/her suitability in respect of age, qualification, work and conduct for employment capacity.

2. The service of a permanent employee shall be liable to termination:-

- (i) On attaining the age of superannuation i.e 58 years
or
- (ii) In accordance with the orders passed by the Managing Director on any disciplinary proceedings against him in accordance with the NPCC's Classification, Control and Appeal Rules, 1966.
or
- (iii) When the Corporation has certified that a reduction has occurred in the number of permanent posts.

Provided that the service of an employee in permanent service shall not be liable to termination under clause (iii) above so long as any post of the same grade is held by an employee not in permanent employment:

Provided further that as among employee in permanent service whose permanent are of the same grade, termination of service consequent on reduction of posts shall ordinarily take place in order of juniority in the list.

3. An employee in permanent service in the post specified shall from the date of which his service is declared permanent be entitled to the same conditions of service in respect of leave, allowances and disciplinary matters as per rules framed by the Corporation from time to time.

4. Employees will, however, be declared permanent on the basis of seniority-cum-fitness. For the purpose of declaring employees permanent a seniority list shall be prepared of the whole establishment of the Corporation as on 1st April 1966 and on 1st April of each subsequent year and periodical review of the cases of eligible persons will be conducted once every year.

a) Cases of employees belonging to Category-I posts shall be reviewed by a Committee comprising of :

- (i) Managing Director
- (ii) Director representing the Ministry of Water Resources/Concerned Ministry
- (iii) Director representing the Central Water & Power Commission
- (iv) Chief Engineer
- (v) Financial Adviser & Chief Accounts Officer
- (vi) Administrative Officer, NPCC- Secretary.

(b) Cases of employees belonging to Category II & III posts shall be reviewed by a Committee comprising of:-

- (i) Managing Director
- (ii) Director representing the Ministry of Irrigation and Power
- (iii) Chief Engineer.
- (iv) Financial Adviser & Chief Accounts Officer.
- (v) Administrative Officer- NPCC- Secretary.

5. The following categories of employees shall not, however, be eligible for permanent absorption in the Corporation:

- (a) Government servant of the Union/State Government on deputation to the Corporation who do not desire absorption in the Corporation;

(b) Personnel re-employed by the Corporation after their superannuation in their parent departments.

6. This procedure may be amended or modified from time to time by the Board of Directors.

All the amendment or modifications made to these rules and any notices, order or instructions issued there under shall be notified from time to time.

7. If there is any conflict regarding correct interpretation of these rules, the decision of the Managing Director thereon shall be final and binding

Appendix V

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(Government Concern)

(Referred to in para 2.46 of the Manual of Orders)

N.P.C.C. (CLASSIFICATION, CONTROL & APPEAL) RULES, 1966

If exercise of the powers conferred by Art 83 (15) of the Articles of Association the Corporation hereby makes the following rules:-

PART I - GENERAL

1. Short Title and Commencement

(a) These rules may be called the NPCC (Classification, Control & Appeal) Rules 1966.

(b) They shall come into force at once

2. Interpretation

(a) Appointing Authority, in relation to an employee of the Corporation means:-

(i) the authority empowered to make appointments to the service of which the employee is for the time being a member or to the grade of the service in which he is for the time being included,

or

(ii) the authority empowered to make appointments to the post which the employee for time being holds,

or

(iii) the authority which appointed the employee to such service, grade or post, as the case may be,

or

(iv) where the employee having been permanent member of any other service or having substantively held on other permanent post, has been in continuous employment of the Corporation, the authority which appointed him to that service or to any grade in that service or to that post, whichever authority is the highest.

(b) " Disciplinary Authority", in relation to the imposition of a penalty on a Corporation employee means the authority competent under these rules to impose on him that penalty.

- (c) Corporation employee means a person who holds a post under the Corporation and includes permanent or temporary employees and excludes persons on Foreign Service or deputation
- (d) Schedule means the Schedule to these rules.
- (e) 'M.D'. means Managing Director of the Corporation
- (f) 'C.E' means Chief Engineer of the Corporation.
- (g) 'F.A & C.A.O' means Financial Adviser and Chief Accounts Officer.
- (h) 'Dy. F.A & Dy. C.A.O' means Deputy Financial Adviser & Deputy Chief Accounts Officer.
- (i) 'Dy.C.A.O.' means Deputy Chief Accounts Officer.
- (j) 'Adm. O.' means Administrative Officer,

3. **Application**

These rules apply to all Corporation employees except those who fall in any one of the following categories: -

- (a) Employee on foreign service or deputation;
- (b) Persons in casual employment;
- (c) Persons subject to discharge from service on less than one month's notice
- (d) Persons for whose appointment and other matters covered by these rules special provision is made by or under any law for the time being in force, in regard to the matters covered by such law:
- (e) Workcharged employees of the Corporation.

¹Correction Slip No.-32

Dated: 30.06.2000

Para 3' Application' of NPCC classification control & Appeal rules, 1966 is modified as under:-

"These rules apply to all Corporation employees including retired employees against whom disciplinary proceedings were initiated before retirement, except those who fall in any of following categories :-

- a) Employees on foreign Service or deputation;

¹ C.S. NO.32 DT. 30.06.2000.

- b) Persons in casual employment,
- c) Persons subject to discharge from service on less than one month's notice;
- d) Persons for whose appointment and other matters covered by these rules special provision is made by or under any law for the time being in force , in regard to the matters covered by such law.
- e) Work charged employees of the Corporation."

Authority- 210th meeting of the Board of Director held on 07.06.2000.
(Ref.No. 500121)

4. Protection of Rights and Privileges Conferred by any Law or Agreement

Nothing in these rules shall operate to deprive any Corporation employee of any right or privilege to which is entitled: -

- (a) by or under any law for the time being in force;
- or
- (b) by the terms of any agreement subsisting between such persons and the Corporation at the commencement of these rules.

PART II--CLASSIFICATION

5. Classification of Services

The services of the Corporation shall be classified as follows:

- (i) Category I.
- (ii) Category II
- (iii) Category III
- (iv) Category IV

As specified in the Schedule

PART III-- APPOINTING AUTHORITIES

6. Appointments to Category I & II posts

All appointments to Category I & II shall be made by the M.D

Provided the M.D may be a general or a special order and subject to such conditions as he may specify, delegate to any other authority the power to make such appointments.

7. Appointments to Other Posts

All appointments to the Category III & IV shall be made by the authorities specified in this behalf in the schedule.

PART IV- SUSPENSION

8. Suspension

The appointing Authority or any authority to which it is subordinate or any other authority empowered by the M.D in that behalf may place a Corporation employee under suspension :-

- (a) where a disciplinary proceeding against him is contemplated or is pending, or
- (b) Where a case against him in respect of any criminal offence is under investigation or trial.

2. A Corporation employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention, by an order of Appointing Authority and shall remain under suspension until further orders.

3. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Corporation employee under suspension is set aside in appeal or on review under these rules and the case remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

4. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Corporation employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a

consideration of the circumstances of the case, decides to hold a further enquiry against him on the allegation of which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Corporation employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

5. An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority, which made or is deemed to have made the order or by any authority to which that authority is subordinate.

PART V ---DISCIPLINE

19. Nature of Penalties

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a Corporation employees, namely: -

MINOR PENALTIES

- (i) Censure;
- (ii) withholding of his promotion;
- (iii) recovery from his pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders;

²Correction Slip No. 25

Dated:- 26th Feb., 1993

The following are inserted under rules 9 of NPCC (Classification, Control & Appeal) Rules, 1966 under the heading Major & Minor penalties :-

Under Clause (iii) of Miner penalties the following 3 required to be inserted as (iii-a):-

“(iii) (a) Reduction to a lower stage in the time scale of pay for a period not exceeding 3 years, without cumulative after and not adversely affecting his “Gratuity.”

Authority:- Item no. 3 (Part-III) of 17th meeting of board of directors held on 04/02/1993

- (iv) withholding of increments pay;

MAJOR PENALTIES

- (v) reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Corporation employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

³Correction Slip No. 25

Dated:- 26th Feb., 1993

¹ C.S. NO.13 DT. 25.02.69.

² C.S. NO.25 DT.26.02.93.

³ C.S. NO.25 DT.26.02.93.

The following are inserted under rules 9 of NPCC (Classification, Control & Appeal) Rules, 1966 under the heading Major & Minor penalties :-

Under heading "Major Penalties" for Clause V the following may be substituted :-

"(v) Reduction to a lower stage in the time scale of pay for a period not exceeding 3 years, without cumulative effect and not adversely affecting his "Gratuity". Reduction to a lower state in the time scale of pay for a specified period, with further directions as to whether or not the Corporation employee will earn increments of any during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay."

Authority:- Item no. 3 (Part-III) of 17th meeting of board of directors held on 04/02/1993

¹Correction Slip No.35

Dated: 05.10.2004.

In pursuance to the approval of the Board of Directors in their 230th Meeting held on 7th July,2004 the following is substituted at Clause (V) of Correction Slip No.25 dtd. 26.2.1993.

Under heading "Major Penalties" for Clause "V" the following may be substituted :-

(v) Save as provided for in Clause (iii) (a) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay."

- (vi) reduction to a lower time-scale of pay, grade post or service which shall ordinarily be a bar to the promotion of the Corporation employee to the time-scale of pay grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or Service from which the Corporation employee was reduced and his seniority and pay on such restoration to that grade, post or Service,
- (vii) compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment.
- (ix) dismissal from service which shall ordinarily be a disqualification for future employment.

²CORRECTION SLIP NO.37

Dated : 12.09.2005.

The following Clause is added after Item No. (ix) of NPCC (Classification, Control & Appeal) Rules,1966 under the head of "Major Penalties".

¹ C.S. NO.35 DT.05.10.04.

² C.S. NO.37 DT. 12.09.05.

“Provided that, in every case in which the charge of possession of assets disproportionate to known sources of income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act is established, the penalty mentioned in Clause (viii) or (ix) shall be imposed”:

Provided further that in any exceptional case and for special reasons recorded in writing, any other penalty may be imposed.

Explanation: The following shall not amount to a penalty within the meaning of this rule:-

- (i) withholding of increments of Corporation employee for failure to pass a departmental examination in accordance with the rules of orders governing the service or post or the terms of his appointment;
- (ii) stoppage of a Corporation employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (iii) non-promotion whether in a substantive or officiating capacity of a Corporation employees, after consideration of his case, to a Service, grade or post for promotion to which he is eligible;
- (iv) reversion to lower service, grade or post of a Corporation employee officiating in a higher service, grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct;
- (v) reversion to his permanent Service, grade or post of Corporation employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and order governing probation;
- (vi) replacement of the services of an employee whose services have been borrowed from a State Government or an authority under the control of State Government at the disposal of the authority which had lent his services;
- (vii) compulsory retirement of a Corporation employee in accordance with the provisions relating to his superannuation or retirement;
- (viii) termination of the service;

-
- (a) of a Corporation employee appointed on probation, during or at the end of the period of probation, in accordance with the terms of his appointment or the rules and orders governing probation;
or
 - (b) of a temporary Corporation employee, in accordance with the terms of his appointment,
or
 - (c) of a Corporation employee, employed under an agreement in accordance with the terms of such agreement.

110. **Disciplinary Authorities**

The Authorities mentioned in the Schedule may impose any of the penalties specified in rule 9 on any Corporation employee.

11. **Procedure for Imposing Major Penalties**

1. The Disciplinary Authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held. Such charges, together with a statement of the allegations on which they are based, shall be communicated in writing to the Corporation employee and he shall be required to submit within such time as may be specified by the disciplinary authority,

- (a) to such authority,
or
- (b) where a Board of Inquiry of Inquiring Officer has been appointed to that Board or Officer.

Written statement of his defence and also to state whether he desires to be heard in person.

Explanation :- In this sub-rule and in sub-rule (2), the expression the 'Disciplinary Authority' shall include the authority competent under these rules to impose upon the Corporation employee any of penalties specified in clauses (i) to (iv) of rule 9.

The disciplinary authority may inquire into the charges itself or, if it considers it necessary so to do, it may, either at the time of communicating the charges to the Corporation employee or at any time thereafter, appoint a Board of Inquiry or Inquiring Officer for the purpose.

¹ C.S. NO.78 dt.28.12.73.

2. The Corporation employee, shall for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the Disciplinary Authority such records are not relevant for the purpose or it is against the public or Corporation's interest to allow him access thereto.

3. On receipt of the written statement of defence, or if no such statement is received within the time specified, the disciplinary authority or, as the case may be, the Board of Inquiry or the Inquiring Officer may inquire into such of the charges as are not admitted.

4. The Disciplinary Authority may nominate any person to present the case in support of the charges before the authority inquiring into the charges (hereinafter referred to as the Inquiry Authority). The Corporation employee may present his case with the assistance of any other Corporation employee approved by the disciplinary Authority, but may not engage a legal practitioner for the purpose unless the person nominated by the Disciplinary Authority as aforesaid is a legal practitioner or unless the disciplinary authority, having regard to the circumstances of the case, so permits.

¹**Note--** The Corporation employee shall not take the assistance of any other Corporation employee who has two pending disciplinary cases on hand in which he has to give assistance."

5. The Inquiring Authority shall, in course of the Inquiry consider such documentary evidence and take such evidences as may be relevant or material in regard to the charges. The Corporation employee shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross-examine the Corporation employee and the witnesses examined in his defence. If the Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record its reasons in writing.

6. At the conclusion of the inquiry, the Inquiring Authority shall prepare a report of the inquiry, recording its findings on each of the charges together with reasons therefore. If in the opinion of such authority the proceedings of the inquiry establish charges different from those originally framed it may record findings on such charges provided that findings on such charges shall not be recorded unless the Corporation employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

7. The record of the inquiry shall include:

¹ C.S. NO.118 dt. 28.03.77.

-
- (i) the charges framed against the Corporation employee and the statement of allegations furnished to him;
 - (ii) his written statement of defence, if any;
 - (iii) the oral evidence taken in the course of the inquiry;
 - (iv) the documentary evidence considered in the course of the inquiry;
 - (v) the orders, if any made by the disciplinary authority and the reasons therefore,

8. The Disciplinary Authority shall, if it is not the Inquiring Authority, consider the record of the inquiry and record its findings on each charge,

9. If the disciplinary authority, having regard to its findings on the charges, is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 9 should be imposed it shall :

- (a) furnish to the Corporation employee a copy of the report of the Inquiring Authority and where the Disciplinary Authority is not the Inquiring Authority, a statement of its finding together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority;
and
- (b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time such representation as he may wish to make against the proposed action.

10. Order passed by the Disciplinary Authority shall be communicated to the Corporation employees who shall also be supplied with a copy of the report of the Inquiry Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority, unless they have already been supplied to him.

11. (a) Where the disciplinary authority itself inquires into any article (s) of charge of appoints an inquiring authority for holding an inquiry into such charge, it may by an order, appoint a Corporation employee or a legal practitioner, to be known as the 'Presenting Officer' to present on its behalf the case in support of the article (s) of charge.
- (b) disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority, a copy of the order appointing the 'Presenting Officer'.
 - (c) The Corporation employee may take the assistance of any other Corporation employee to present the case on his behalf, but may not engage a legal

practitioner for the purpose unless the 'Presenting Officer' appointed by the disciplinary authority is a legal practitioner, or the 'disciplinary' having regard to the circumstances of the case, so permits.

12. Procedure for Imposing Minor Penalties

1. No order imposing any of the penalties specified in clauses (i) to (iv) of rule 9 shall be passed except after:

- (a) the Corporation employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make.
- (b) Such representation, if any, is taken into consideration by the Disciplinary Authority.

2. The record of proceedings in such cases shall include:

- (i) a copy of the intimation to the Corporation employee of the proposal to take action against him;
 - (ii) a copy of the statement of allegations communicated to him;
 - (iii) his representation, if any;
- and
- (iv) the orders of the case together with the reasons therefor.

13. Joint Inquiry

1. Where two or more Corporation employees are connected in any case, the M.D. or any other authority competent to impose the penalty of dismissal from service on all such Corporation employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

2. Subject to the provisions of rule 10, any such order shall specify:

- (i) the authority which may function as the Disciplinary Authority for the purpose of such common proceedings;
- (ii) the penalties specified in rule 9 which such disciplinary authority shall be competent to impose, and
- (iii) whether the procedure prescribed in rule 11 or rule 12 may be followed in the proceedings.

14. Special Procedure in certain cases

Notwithstanding anything contained in rule, 11, 12 and 13,

- (i) where a penalty is imposed on Corporation employee on the ground of conduct which has led to his conviction on a criminal charge;
or
- (ii) where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules;
or
- (iii) where the M.D. is satisfied that in the interest of the Corporation , it is not expedient to follow such procedure the Disciplinary Authority may consider the circumstances of the case and pass such order thereon as it deems fit.

¹Correction Slip No.-32

Dated: 30.06.2000.

1. Para 3' Application' of NPCC classification control & Appeal rules, 1966 is modified as under :-

2) The following is incorporated as para 14(A) in NPCC (Classification, Control & Appeal) Rules, 1966.

14(A)

i) Disciplinary proceedings, if instituted , while the employees was in service whether before his retirement or during his reemployment, shall, after the final retirement of the employee, be deemed to be proceeding and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service.

ii) During the pendency of the disciplinary proceeding, the disciplinary authority may withhold payment of gratuity, for ordering the recovery from gratuity of the whole or part of any pecuniary loss caused to the Company if the employee is found in a disciplinary proceeding or judicial proceeding to have been guilty of offence /miss-conduct as mentioned in sub-section(6) of Section 4 of the payment of Gratuity Act, 1972 or to have caused pecuniary loss to the Company by misconduct or negligence, during his service including service rendered on deputation or on re-employment after retirement. However, the provisions of Section 7 (3) and 7 (3A) of the payment of Gratuity Act, 1972 Should be kept in view in the event of delayed payment , in case the employee is fully exonerated.

Authority- 210th meeting of the Board of Director held on 07.06.2000.

(Ref.No. 500121)

²CORRECTION SLIP NO.36

Dated : 22.08.2005.

¹ C.S. NO.32 DT.30.06.2000.

² C.S. NO.36 DT. 22.08.2005

The following Clause is added as Rule 14 (a) of NPCC (Classification, Control & Appeal) Rules, 1966 under the heading Special Procedure in certain Cases :-

14 (a) "For the cases falling under Gender inequality and of Sexual Harassment, the Complaints Committee constituted vide Ref. No.500121 dated 16th January, 1998 will be an Inquiry Authority and the report of the Complaints Committee shall be an Inquiry Report under these rules."

(CASE NO.500121)

15. Provisions Regarding Officers lent to the Central or State Government etc.

1. Notwithstanding anything contained in these rules, where the services of a Corporation servant are lent to the Central Govt. or a State Government or an authority subordinate thereto or to a local or other authority (hereinafter in this rule referred to as the borrowing authority), the borrowing authority shall have the Powers of the appointing authority for the purpose of placing him under suspension and of the disciplinary authority for the purpose of taking a disciplinary proceeding against him :

Provided that the borrowing authority shall forthwith inform the Corporation of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceedings as the case may be.

2. In the light of the findings in the disciplinary proceeding taken against the Corporation servant :-

(i) If the Borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 9 should be imposed on him it may in consultation with the Corporation, pass such orders on the case, as it deems necessary.

Provided that in the event of difference of opinion between the borrowing authority and the Corporation, the services of the Corporation servant shall be replaced at the disposal of the Corporation.

(ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 9 should be imposed on him it shall replace his services at the disposal of the Corporation and transmit to it the proceedings of the inquiry and thereupon the Corporation may refer the case to the disciplinary authority who shall pass such orders thereon as it deems necessary in accordance with those rules.

Explanation:- The disciplinary authority may make an order under this clause on the record of the inquiry transmitted by the borrowing authority, or after holding such further inquiry as it may deem necessary.

16. Provisions Regarding Employees Borrowed from the Central or State Government etc.

1. Where an order of suspension is made or a disciplinary proceeding is taken against a Government servant, other than an officer of the All India Services, whose services have been borrowed by the Corporation from the Central Government or a State Government or an authority subordinate thereto or a local or other authority, the authority lending his services (hereinafter in this rule referred to as " the lending authority") shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceedings, as the case may be.

2. In the light of the findings in the disciplinary proceeding taken against the Government servant:-

- (i) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) (ii) & (iv) of rule 9 should be imposed on him it may, after consultation with the, lending authority, pass such orders of the cases as it deems necessary;

Provided that in the even of a difference of opinion between the Corporation and the lending authority, the services of the Government servant shall be replaced at the disposal of the lending authority;

- (ii) if the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) to rule 9 should be imposed on him, it shall replaces his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action it deems necessary.

PART VI --APPEALS

17. Appeals Against Order of Suspension

A Corporation employee may appeal against an order of suspension to the authority, to which made or is deemed to have made the order is immediately subordinate.

18. Appeals Against Order Imposing Penalties

A Corporation employee may appeal against an order imposing upon him any of the penalties specified in rule 9 to the authority specified in this behalf in the Schedule.

19. Appeal Against Other Orders

- (1) A Corporation employee may appeal against an order which :
 - (a) denies or varies to his disadvantage his pay, allowances, or other conditions of services as regulated by any rule or by agreement,
 - (b) interprets to his disadvantage the provision of any such rules or agreement to the Managing Director
- (2) An appeal against an order :
 - (a) Stopping Corporation employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
 - (b) Reverting to a lower Service, grade or post, a Corporation employee officiating in a higher service, grade or post. Otherwise than as penalty.
 - (c) Reducing or withholding the employees contribution or denying the maximum contribution admissible under the rule, and
 - (d) Determining the pay and allowances for the period of suspension to be paid to a Corporation employee on his reinstatement or determining whether or not such period shall be treated as a period spent on duty for any purpose, shall lie :
 - (i) In the case of an order made in respect of a Corporation employee on whom the penalty of dismissal from service can be imposed only by the M.D. to the Board; and
 - (ii) In the case of an order made in respect of any other Corporation employee to the authority to whom an appeal against an order imposing upon him the penalty of dismissal from service would lie.

20. Period of Limitation for Appeals

No appeal under this part shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in the time.

21. **Form and Contents of Appeals**

1. Every person submitting an appeal shall do so separately and in his own name.
2. The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

22. **Submission of Appeals**

Every appeal shall be submitted to the authority, which made the order appealed against:

Provided that a copy of the appeal may be submitted direct to the appellate authority.

23. **With holding of Appeals**

1. The authority which made the order appealed against may withhold appeal if:-
 - (i) It is an appeal against an order from which no appeal lies;
 - or
 - (ii) it does not comply with any of the provisions of rule 21;
 - or
 - (iii) It is not submitted within the period specified in rule 20 and no cause is shown for the delay;
 - Or
 - (iv) It is repetition of an appeal already decided and no new facts or circumstances are adduced:

Provided that an appeal withheld on the ground only that it does not comply with the provisions of rule 21 shall be returned to the appellant and, if resubmitted within one month thereof after compliance with the said provisions, the appellant shall not be withheld.

2. Where an appeal is withheld the appellant shall be informed of the fact and the reasons therefore.

3. Within a fortnight after the commencement of each quarter, a list of the appeals withheld by any authority during the previous quarter, together with the reasons for withholding them, shall be furnished by that authority to the appellate authority.

24. **Transmission of Appeals**

1. The authority which made the order appealed against, shall without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under rule 23 and thereupon such appeal shall be transmitted to that authority together with the comments of the authority withholding the appeals and the relevant records.

2. The authority to which the appeals lies may direct transmission to it of any appeal withheld under rule 23 and there upon such appeal shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

25. **Consideration of Appeals**

1. In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 8 and having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

2. In the case of an appeal against an order imposing any of the penalties specified in rule 9, the appellate authority shall consider,

- (a) whether the findings are justified.
- (b) whether the procedure prescribed in these rules have been complied with, and , if not whether such non-compliance has resulted in failure of justice;
- (c) whether the penalty imposed is excessive, adequate or inadequate, and pass orders :-
 - (i) setting aside, reducing, confirming or enhancing the penalty;
 - or
 - (ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;

Provided that :-

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;
- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and

- (iii) If the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of rule 9 and an inquiry under rule 11 has not already been held in the case, the appellate authority shall subject to the provisions of rule 14, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

3. In the case of an appeal against any order specified in rule 19 the appellate authority shall consider all the circumstances of the case and pass such orders as it deems just and equitable.

26. Implementation of Order in Appeal.

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

27. Provision when Disciplinary Authority etc. subsequently becomes Appellate Authority.

Notwithstanding anything contained in this part, where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority under rules 17 to 19 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate and such authority shall in relation to that appeal be deemed to be the appellate authority for the purposes of rules 25 and 26.

PART VII-- REVIEW

28. Power to review

Notwithstanding anything contained in these rules, the Board may, on its own motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these rules and

- (a) confirm, modify or set aside the order;
- (b) impose any penalty or set aside, reduce, confirm,
or
enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as considered proper in the circumstances of the case;
or

(d) pass such other orders as deemed fit :

Provided that ----

- (i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty;
- (ii) if the Board proposes to impose any of the penalties specified in clauses (v) to (ix) of rule 9 in a case where an inquiry under rule 11 has not been held, it shall, subject to the provisions of rule 14 direct, that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as may be deemed fit.

29. **Review of Orders in Disciplinary Cases**

The authority to which an appeal against an order imposing any of the penalties specified in rule 9 lies may, of its own motion or otherwise, call for the records of the case in disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit, as if the Corporation employee had preferred an appeal against such order.

Provided that no action under this rule shall be initiated more than six months after the date of the order to be reviewed.

30. **Removal of Doubts:**

Where a doubt arises as to who is the head of any office or as to whether any authority is subordinate to or higher than any other authority or as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Board whose decision thereon shall be final.

(Case No. 500120)

31. **Savings**

The provision of these rules shall be in addition to, and not in derogation of the provisions of the Articles of Association of the Corporation and of the provision of the companies Act, 1956 and of any other

enactment for the time being in force and the rules and regulations made or prescribed there under.

NPCC MANUAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED SCHEDULE

Nature of penalties, punishing & appellate Authorities etc.

Sl. No	Classification nature of penalties	Appointing Authority	Censure		With-holding of increments stoppage at efficiency bar		Reduction to Lower post or to lower time scale or to lower stage in a time scale			Recovery from pay of the whole, part of pecuniary loss caused to the Corporation by negligence or breach of order		Suspension see also para 1.5 of Manual of order		Removal from service of the Corp.
			Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

NPCC MANUAL

1	2	3	4	5	6	7	8
4	Category IV Misc. Establishment	Head of Office	Appointing auth.	Next Higher Adm. Auth.	Appointing suth.	Next Higher Adm. Auth.	Appointing Auth.
11	12	13	14	15	16	17	18
Appoi nting Auth.	Next Higher Adm. Auth.	Appoint ing Auth. 1ZM/ Const. Supdt.*	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.	Next Higher Adm. Auth.	Appointing Auth.

Note : The Zonal Manager/Construction Superintendent will report the facts of each case immediately to the Head Office.

NPCC MANUAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

SCHEDULE

Nature of penalties, punishing & appellate Authorities etc.

Sl. No	Classification nature of penalties	Appointing Authority	Censure		With-holding of increments stoppage at efficiency bar		Reduction to Lower post or to lower time scale or to lower stage in a time scale			Recovery from pay of the whole, part of pecuniary loss caused to the Corporation by negligence or breach of order		Suspension see also para 1.5 of Manual of order		Removal from service of the Corp.
			Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

1. Officer of Category I

(i) All ranks other than Accounts	M.D.	Dir. F.T.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	Board	Dir F.T.
(ii) All Category I Officers on Accounts Est.	M.D.	FA & M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	Board	F.A. & CAO

2. Officer of Category II

(i) All ranks other than Accounts	M.D.	Dir.F.T.	M.D.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.
(ii) All Category II Officers on Accounts Est.	M.D.	FA & M.D.	M.D.	M.D.	M.D.	F.A. & M.D.	M.D.	M.D.	F.A. & M.D.	M.D.	M.D.	F.A. & CAO

NPCC MANUAL

3.. Estt. of Category III

(i) Engg. Estt. Dir.F.T. Dir.F.T. M.D. Dir.F.T. M.D. Dir.F.T. M.D. M.D. Dir.F.T.
M.D. Dir.F.T. M.D. Dir.F.T. M.D. M.D. Dir.F.T. M.D. M.D.

(ii) Accounts Est. Dir.F.T. Dy.F.A.& M.D. FA & M.D. FA & M.D. M.D. FA &
M.D. FA & M.D. FA & M.D. M.D. Dir. & M.D. M.D.
Dy.CAO CAO CAO CAO CAO CAO
CAO CAO CAO CAO CAO

(iii) All Est. other C.E. Chief M.D. Chief M.D. Dir.F.T. M.D. M.D.
Dir.F.T. M.D. Dir.F.T. M.D. M.D. Dir.F.T. M.D. M.D.
than Engg. & G.M. Adm.O.
Accounts Adm.O.

1. C.S. No. 78 dt. 28.12.73
Time.

Note : FT = Full

NPCC MANUAL

Item No. 1 : In case of spare parts, makers name, name of make brand or serial, year, model, enginer No. and chassis No. etc.

must be supplied of machine, for which spare parts are required.

Item No.	Description of article	Complete Specifications Catalogue No. or other Particulars in case of spare parts, part No. must be given in this col.	If an article similar to one previously purchased through this office is required, a reference to No. and date of the previous order should be given here to guide supply.	Number or quantity specifying Unit		Estimated or known cost		If del by instal is req detail instal shoul given dates montl weekl perio
				No.	Unit	Rs. nP.	Rs. nP.	
1	2	3	4	5	6	7	8	9

No. held in stock	No, previously indented vide No. _____ Dated _____ and not yet received.	** (a) Total requirement till completion of the work in the unit _____ (b) Total requirement till date _____ ** Either should if (a) in (b)	Net quantity now indented. _____ (a) or (b) be crossed Crossed date to be filled	If name & address c Agents _ known sc _____ Last sup known it please be this colu
11	12	13	14	15

Item No. 2

Justification for purchase

Sl. No.	Name of articles	Total quantity required	Quantity in hand	Quantity in arranged and awaited	Net balance required	If stores relate to such T&P for which depreciation Accounts are kept, the total credits earned upto end of preceeding month both for major, overhauls and running repairs.	Total expenditure incurred on Major overhauls and Runnin Repairs upt end of Preceeding month
1	2	3	4	5	6	7	8

Date

Signature of Indentor

NPCC MANUAL

1	2	3	4	5	6	7	8	9
4	Category IV Misc. Establishment	Head of Office	Appointing auth.	Next Higher Adm. Auth.	Appointing suth.	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.
11	12	13	14	15	16	17	18	19
Appointing Auth.	Next Higher Adm. Auth.	Appointing Auth. 1ZM/Const. Supdt.*	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.

Note : The Zonal Manager/Construction Superintendent will report the facts of each case immediately to the Head Office.

C.S. No. 101 dated 7.12.75

NPCC MANUAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

SCHEDULE

Nature of penalties, punishing & appellate Authorities etc.

Sl. No	Classification nature of penalties	Appointing Authority	Censure		With-holding of increments stoppage at efficiency bar		Reduction to Lower post or to lower time scale or to lower stage in a time scale			Recovery from pay of the whole, part of pecuniary loss caused to the Corporation by negligence or breach of order		Suspension see also para 1.5 of Manual of order		Removal from service of the Corp.			Dismiss the ser Corp
			Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Appellate Auth.	Punishing Auth.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

1. Officer of Category I

- (i) All ranks other than Accounts Est. M.D. M.D. Board M.D. Dir. F.T. M.D. M.D. Board M.D. M.D. Board M.D. M.D. Board M.D. M.D. Board M.D. Board Dir F.T.
- (ii) All Category I Officers on Accounts Est. M.D. M.D. Board M.D. FA & M.D. M.D. Board M.D. M.D. Board M.D. M.D. Board M.D. M.D. Board M.D. Board F.A. & CAO

2. Officer of Category II

- (i) All ranks other than Accounts Est. M.D. M.D. Board M.D. Dir.F.T. M.D. M.D. Board M.D. M.D. Board M.D. Dir.F.T. M.D. M.D. Board M.D. Dir.F.T.
- (ii) All Category II Officers on Accounts Est. M.D. M.D. Board M.D. FA & M.D. M.D. Board M.D. M.D. Board M.D. M.D. Board M.D. F.A. & M.D. M.D. Board M.D. F.A. & CAO

NPCC MANUAL

3.. Estt. of

Category III

(i) Engg. Estt.	Dir.F.T.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.
M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	

(ii) Accounts Est.	Dir.F.T.	Dy.F.A.&	M.D.	FA &	M.D.	FA &	M.D.	M.D.	M.D.	FA &
M.D.	FA &	M.D.	FA &	M.D.	M.D.	Dir. &	M.D.	M.D.		
		Dy.CAO		CAO		CAO				CAO
CAO		CAO			CAO					

(iii) All Est. other	C.E.	Chief	M.D.	Chief	M.D.	Dir.F.T.	M.D.	M.D.
Dir.F.T.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.		
than Engg. &	G.M.	Adm.O.		Adm.O.				
Accounts								

1. C.S. No. 78 dt. 28.12.73
Time.

Note : FT = Full

196

Item No. 1 : In case of spare parts, makers name, name of make brand or serial, year, model, enginer No. and chassis No. etc.

must be supplied of machine, for which spare parts are required.

NPCC MANUAL

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				No.	Unit	Rs. nP.	Rs. nP.	
1	2	3	4	5	6	7	8	9

No. held in stock	No, previously indented vide No. _____ Dated _____ and not yet received.	** (a) Total requirement till completion of the work in the unit _____ (b) Total requirement till date _____ ** Either should if (a) in (b)	Net quantity now indented. _____ (a) or (b) be crossed Crossed date to be filled	If name & address c Agents _ known sc _____ Last supp known it please be this colu
11	12	13	14	15

Item No. 2

Justification for purchase

Sl. No.	Name of articles	Total quantity required	Quantity in hand	Quantity in arranged and awaited	Net balance required	If stores relate to such T&P for which depreciation Accounts are kept, the total credits earned upto end of preceeding month both for major, overhauls and running repairs.	Total expenditure incurred on Major overhauls and Runnin Repairs upto end of Preceeding month
1	2	3	4	5	6	7	8

Date

Signature of Indentor

NPCC MANUAL

1	2	3	4	5	6	7	8	9
4	Category IV Misc. Establishment	Head of Office	Appointing auth.	Next Higher Adm. Auth.	Appointing suth.	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.
11	12	13	14	15	16	17	18	19
Appointing Auth.	Next Higher Adm. Auth.	Appointing Auth. 1ZM/Const. Supdt.*	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.

Note : The Zonal Manager/Construction Superintendent will report the facts of each case immediately to the Head Office.

C.S. No. 101 dated 7.12.75

NPCC MANUAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

SCHEDULE

Nature of penalties, punishing & appellate Authorities etc.

Sl. No	Classification nature of penalties	Appointing Authority	Censure		With-holding of increments stoppage at efficiency bar		Reduction to Lower post or to lower time scale or to lower stage in a time scale			Recovery from pay of the whole, part of pecuniary loss caused to the Corporation by negligence or breach of order		Suspension see also para 1.5 of Manual of order		Removal from service of the Corp.			Dismiss the ser Corpor
			Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Appellate Auth.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

1. Officer of Category I																		
(i) All ranks other than Accounts M.D.	Dir.	F.T.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	Board	Dir	F.T.	M.D.	M.D.	Board	M.D.	M.D.	Board	B
(ii) Officers on Accounts Est.	All	Categ I	M.D.	FA & M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	Board	F.A. & M.D.	M.D.	Board	M.D.	M.D.	Board	B	
2. Officer of Category II	CAO								CAO									
(i) All ranks other than Accounts	M.D.	Dir.F.T.	M.D.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	Board	M.D.	M.D.	Board	Board	B	
(ii) All Category II Officers on Accounts Est.	M.D.	FA & M.D.	M.D.	F.A. & M.D.	M.D.	F.A. & M.D.	M.D.	F.A. & M.D.	Board	M.D.	M.D.	Board	Board	Board	Board			
3. Estt. of Category III	CAO		CAO															
(i) Engg. Estt.	Dir.F.T.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M
(ii) Accounts Est.	Dir.F.T.	Dy.F.A. & M.D.	FA & M.D.	FA & M.D.	M.D.	FA & M.D.	FA & M.D.	FA & M.D.	M.D.	Dir. & M.D.	M.D.							
(iii) All Est. other	C.E.	Dy.CAO Chief	M.D.	Chief	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	M.D.	

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

than Engg. & G.M. Adm. Adm.O.
Accounts O.



National Projects Construction Corporation Limited
 (A Government of India Enterprise)
 Plot No. 67-68, Sector -25, Faridabad-(Haryana)-121004
 Phones 0129-2231271 & 2234760/2231272, 2234790, 5064129
 Fax- 0129-2234760/2230891, Email-npccindia@hotmail.com
 Website:npccindia.com

Ref.No. 500121

¹CORRECTION SLIP No.38

Date 22.9.2005

MANUAL OF ORDER

In exercise of power conferred by Article 83(15) of the Articles of Association, the Board, in the 236th meeting held on 13.9.05, approved the following amendments in NPCC(Classification , Control & Appeal) Rule, 1966 hereinafter known as NPCC(CC&A)(First Amendment) Rule, 2005.

1. Amendment in the existing clauses

(i) The categories of employees mentioned under classification of services may be specified under:-

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

Sl.no.	Category	Description
a)	I	The post carrying a pay scale, the minimum of which is Rs.10,000/-p.m and above in CDA scales or equivalent in IDA pay scale
b)	II	The post carrying a pay scale, the minimum of which ranges between Rs. 5000 to 8000 p.m in CDA scale or equivalent in IDA pay scale
c)	III	Post carrying a pay scale, the minimum of which ranges between Rs.2750 to 4500 p.m. in CDA scale or equivalent in IDA pay scale.
d)	IV	Post carrying a pay scale, the minimum of which is below Rs.2750 p.m in CDA scale or equivalent in IDA pay scale.

(i) The word '**two**' in the second line of "**Note**" of **clause 11.4** may be replaced by '**seven**'

(ii) The clause **11.11.(d).(iii)** may be read as "if the retired employee/officer of the Corporation is also a Legal Practitioner, the provision of rule **11.11[©] of NPCC (CC&A)(First Amendment) Rules, 2005 will apply**"

Contd...P/2

NPCC MANUAL

In addition to the above, the schedule attached with the NPCC (CC&A) Rules, 1966 is to be amended as under:-

SCHEDULE

PCC (CLASSIFICATION,CONTROL AND APPEAL) (First Amendment) Rules- 2005

Nature of penalties, Disciplinary & appellate authorities etc...

(Refer Rule – 10)

S No. S.N	Category of employ	Appointin Authority	For Minor Penalty		For Major Penalty		For suspension	
			D.A.	Appellate Authority	D.A.	Appellat Authorit	Punishing Authority	Appellat e Authority
1.	Officer of Category	CMD	CMD	Board	CMD	Board	CMD	Board
2.	Officers of Categor	CMD	CMD	Board	CMD	Board	CMD	Board
3.	Estt. Of Category-I	Director F.T.	Director F.T.	CMD	Director F.T.	CMD	Director F.T.	CMD
4.	Category-IV Misc.I (1) At Corp.Office	HOD(HR)	HOD(HR)	Director F. T.	HOD(HR)	Director F. T.	HOD(HR)	Director F. T.
	(2) At Zonal/Unit Office	Z.M	Z.M	Director F. T.	Z.M	Director F. T.	Z.M	Director F. T.

This schedule containing nature of penalties, Disciplinary Authority & Appellate Authorities, will be appended with NPCC (CC&A) (First Amendment) Rules 2005 and will come into force with effect from the date of approval of the NPCC (CC &A) (First Amendment) Rules 2005 by the Board.

Explanation:- Any Disciplinary proceeding pending before the commencement of NPCC (CC&A) (First amendment) Rules 2005 shall be continued and disposed of in accordance with the schedule appended with NPCC (CC& A) Rule 1966.

In case of joint Inquiry where two or more Corporation employees are involved and if the Disciplinary Authorities for such Corporation employees as specified in the schedule are different, the highest of the such authorities will be the Disciplinary Authority for such case.

copy of the (CC&A)(First Amendment) Rule 2005 incorporating up to date Correction slips and amended schedules is enclosed herewith as Appendix-V.

(A.K.MAHAJAN)
DY.MANAGER(P&A)

DISTRIBUTION

1. Director(F),C.O,NPCC Ltd., Faridabad
2. GM, NER, Guwahati, NPCC Ltd.,
3. AGMs, C.O/E.Z.O.Kolkata, NPCC Ltd.,
4. All Zonal Heads, NPCC Ltd., - This may please be brought to the notice of all the Units under your charge
5. CVO / All Divisional Heads, NPCC Ltd., C.O, Faridabad
6. DM(F)(CASH)/DM(F)(BILL)/CS-CIAO/NPCC Ltd., C.O., Faridabad
7. Notice Board

EA TO CMD/SPS TO CMD

(Authority:- Agenda item No. 236.17 of the Board of Directors' meeting held on 13.9.2005)

N.P.C.C.(CLASSIFICATION, CONTROL & APPEAL) (FIRST AMENDMENT) Rules 2005

(Referred to in Para 2.46 of the Manual of Orders)

In exercise of the powers conferred by Art. 83(15) of the Articles of Association, the Corporation. e NPCC (CC&A) Rules in 1966 and amended in 2005

PART I - GENERAL

Short Title and Commencement

(a) These rules first formulated in 1966 was amended in the 236th Board Meeting held on 13.9.2005 by incorporating correction slip No. 13 dt. 25.2.69, 78 dt. 28.12.73, 118 dt 28.3.77, 25 dt.26.2.93, 500121 dt. 23.4.96, 500121 dt. 3.6.2004, 35 dt. 5.10.04, 36 dt. 22.8.05, 37 dt.12.9.05 and by modifying the schedule to the rules. This amended rules may be called the N.P.C.C. (Classification, Control & Appeal)(First Amendment) Rules 2005.

(b) They shall come into force at once.

Interpretation

(a) Appointing Authority, in relation to an employee of the Corporation means:

(i) the authority empowered to make appointments to the service of which the employee is for the time being a member or to the grade of the service in which he is for the time being included,

or

(ii) the authority empowered to make appointments to the post which the employee for time being holds,

or

(iii) the authority which appointed the employee to such service, grade or post, as the case may be,

or

(iv) where the employee having been permanent member of any other service or having substantively held on other permanent post, has been in continuous employment of the Corporation, the authority which appointed authority is the highest.

(b) 'Disciplinary Authority', in relation to the imposition of a penalty on Corporation employee means the authority competent under these rules to impose on him that penalty.

(c) Corporation employee means a person who holds a post under the Corporation and includes permanent or temporary employees and excludes persons on foreign service or deputation.

(d) Schedule means the Schedule to these rules.

(e) 'CMD.' means The Chairman and Managing Director of the Corporation.

(f) Director F.T. means Director(Engineering) and Director (Finance) of the Corporation.

(g) HOD(HR) means Head of Division of the Human Resources

(h) ZM means Zonal Manager

3. Application.1

These rules apply to all Corporation employees including retired employees against whom disciplinary proceedings were initiated before retirement except those who fall in any of the following categories:---

(a) Employee on foreign service or deputation;

(b) Persons in casual employment;

(c) Persons subject to discharge from service on less than one month's notice;

(d) Persons for whose appointment and other matters covered by the Rules special provision is made by or under any law for the time being in force, in regard to the matters covered by such law;

(e) Workcharged employees of the Corporation.

4. Protection of Rights and Privileges Conferred by any Law Agreement.

Nothing in these rules shall operate to deprive any Corporation employee of any right or privilege to which he is entitled:---

(a) by or under any law for the time being in force;

(b) by the terms of any agreement subsisting between such persons and the Corporation at the commencement of these rules.

PART II -- CLASSIFICATION

5. Classification of Services.

The services of the Corporation shall be classified as follows:

(a) Category I. The post carrying a pay scale, the minimum of which is Rs.10,000/- p.m. and above in CDA scales/or equivalent in IDA Pay Scale.

(b) Category II The post carrying a pay scale, the minimum of which ranges between Rs.5000 to 8000 p.m. in CDA Scale/or equivalent in IDA pay scale.

(c) Category III Post carrying a pay scale, the minimum of which ranges between Rs.2750 to 4500 p.m. in CDA scale or equivalent in IDA pay scale.

(d) Category IV- Post carrying a pay scale, the minimum of which is below
Rs.2750 p.m. in CDA scale of equivalent in IDA pay scale.

As specified in the Schedule.

| 3 |

PART III – APPOINTING AUTHORITIES

6. Appointments to Category I & II Posts

All appointments to Category I & II shall be made by the C.M.D.

Provided that the C.M.D. may, by a general or a special order and subject to such conditions as he may specify, delegate to any other authority the power to make such appointments.

7. Appointments to Other Posts

All appointments to the Category III & IV shall be made by the authorities specified in this behalf in the schedule.

PART IV -- SUSPENSION

8. Suspension

The appointing Authority or any authority to which it is subordinate or any other authority empowered by the M.D. in that behalf may place a Corporation employee under suspension:-

(a) where a disciplinary proceeding against him is contemplated or is pending, or

(b) where a case against him in respect of any criminal offence is under investigation or trial.

2. A Corporation employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention, by an order of Appointing Authority and shall remain under suspension until further orders.

3. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Corporation employee under suspension is set aside in appeal or on review under these rules and the case remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

4. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Corporation employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations of which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Corporation employee shall be deemed to have been placed under suspension by the appointing Authority from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

5. An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

| 4 |

PART V – DISCIPLINE

9. Nature of Penalties

The following penalties may, for good and sufficient reasons and as hereinafter provided be imposed on a Corporation employee, namely:--

MINOR PENALTIES

- (i) Censure;
- (ii) withholding of his promotion;
- (iii) recovery from his pay the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders;

“(iii)(a)reduction to a lower stage in the time scale of pay for a period not exceeding 3 year, without cumulative effect and not adversely affecting is pension;”

- (iv) withholding of increments to pay;

MAJOR PENALTIES

- (v) Save as provided for in Clause (iii) (a) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.”

- (vi) reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Corporation employee to the time-scale of pay grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or Service from which the Corporation employee was reduced and his seniority and pay on such restoration to that grade, post or Service;

- (vii) Compulsory retirement;

(viii) removal from service which shall not be disqualification for future employment,

- (ix) dismissal from service which shall ordinarily be a disqualification for future future employment,

(a) Provided that in every case in which the charge of possession of assets disproportionate to know sources of income or the charge of acceptance from any person of any gratification other than legal remuneration as a motive or reward for doing or forbearing to do any official act is established, the penalty mention in clause (viii) or clause (ix) shall be imposed.

(b) Provided further that in any exceptional case and for special reasons to be recorded in writing, any other penalty may be imposed.

Explanation: -

The following shall not amount to a penalty within the meaning of this rule:-

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

- (i) with-holding of increment of Corporation employee for failure to pass a departmental examination in accordance with the rules or orders governing the Service or post or the terms of his appointment;
- (ii) stoppage of a Corporation employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (iii) non-promotion whether in a substantive or officiating capacity of a Corporation employee, after consideration of his case, to a Service, grade or post for promotion to which he is eligible;

| 5 |

- (iv) reversion to lower Service, grade or post of a Corporation employee officiating in a higher service, grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct;
- (v) reversion to his permanent Service, grade or post of Corporation employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation;
- (vi) replacement of the services of an employee whose services have been borrowed from a State Government or an authority under the control of State Government at the disposal of the authority which had lent his services;
- (vii) compulsory retirement of a Corporation employee in accordance with the provisions relating to his superannuation or retirement;
- (viii) termination of the service;

(a) of a Corporation employee appointed on probation, during or at the end of the period of probation, in accordance with the terms of his appointment or the rules and orders governing probation;

or

(b) of a temporary Corporation employee in accordance with the terms of his appointment,

or

(c) of a Corporation employee, employed under an agreement in accordance with the terms of such agreement.

10. Disciplinary Authorities

The Authorities mentioned in the Schedule may impose any of the penalties specified in rule 9 on any Corporation employee.

11. Procedure for Imposing Major Penalties

1. The Disciplinary Authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be

held. Such charges, with a statement of the allegations on which they are based, shall be communicated in writing to the Corporation employee and he shall be required to submit within such time as may be specified by the disciplinary Authority,

(a) to such authority,

or

(b) where a Board of Inquiry or Inquiring Officer has been appointed to that Board or Officer.

Written statement of his defence and also to state whether he desires to be heard in person.

Explanation: In this sub-rule and in sub-rule (2), the expression the 'Disciplinary Authority' shall include the authority competent under these rules to impose upon the Corporation employee any of penalties specified in clauses (i) to (iv) of rule 9.

| 6 |

The Disciplinary authority may inquire into the charges itself or, if it considers it necessary to do so, it may, either at the time of communicating the charges to the Corporation employees or at any time thereafter appoint a Board of Inquiry or Inquiring Officer for the purpose.

2. The Corporation employee, shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused for reasons to be recorded in writing, in the opinion of the Disciplinary Authority such records are not relevant for the purpose or it is against the public or Corporation's interest to allow him access thereto.

3. On receipt of the written statement of defence, or if no such statement is received within the time specified, the Disciplinary Authority or, as the case may be, the Board of Inquiry or the Inquiring Officer may inquire into such of the charges as are not admitted.

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4. The Disciplinary Authority may nominate a Corporation employee to present the case in support of the charges before the authority inquiring into the charges (hereinafter referred to as the Inquiring Authority). The Corporation employee may present his case with the assistance of any other Corporation employee approved by the disciplinary Authority, but may not engage a legal practitioner for the purpose unless the person nominated by the Disciplinary Authority as aforesaid is a legal practitioner or unless the disciplinary Authority, having regard to the circumstances of the case, so permits.

"Note -The Corporation employees shall not take the assistance of any other Corporation employee who has seven pending disciplinary cases on hand in which he has to give assistance."

5. The Inquiring Authority shall, in course of the Inquiry consider such documentary evidence and take such evidences as may be relevant or material in regard to the charges. The Corporation employee shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross examine the Corporation employee and the witnesses examined in his defence. If the Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record its reasons in writing.

6. At the conclusion of the inquiry, the Inquiring Authority shall prepare a report of the inquiry, recording its findings on each of the charges together with reasons therefore. If in the opinion of such authority the proceedings of the inquiry establish charges different from those originally framed it may record findings on such charges provided that findings on such charges shall not be recorded unless the Corporation employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

7. The record of the inquiry shall include :

- (i) the charges framed against the Corporation employee and the statement of allegations furnished to him;
- (ii) his written statement of defence, if any;
- (iii) the oral evidence taken in the course of the inquiry;
- (iv) the documentary evidence considered in the course of the inquiry;
- (v) the orders, if any made by the Disciplinary Authority and the reasons thereof,

| 7 |

8. The Disciplinary Authority shall, if it is not the Inquiring Authority, consider the record of the inquiry and record its findings on each charge.

9. If the disciplinary Authority, having regard to its findings on the charges, is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 9 should be imposed it shall:

(a) furnish to the Corporation employee a copy of the report of the Inquiring Authority and where the Disciplinary Authority is not the Inquiring Authority, a statement of its finding together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority; **and**

(b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time such representation as he may wish to make against the proposed action.

10. Orders passed by the Disciplinary Authority shall be communicated to the Corporation employee who shall also be supplied with a copy of the report of the Inquiring Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority, unless they have already been supplied to him.

11. (a) Where the disciplinary authority itself inquires into any article (s) of charge or appoints an inquiring authority for holding an inquiry into such charge, it may by an order, appoint a Corporation employee or a Legal practitioner, to be known as the 'Presenting Officer' to present on its behalf the case in support of the article(s) of charge.

(b) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority, a copy of the order appointing the 'Presenting Officer'.

(c) The Corporation employee may take the assistance of any other Corporation employee to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the 'Presenting Officer' appointed by the disciplinary authority is a legal practitioner, or the disciplinary' having regard to the circumstances of the case. So permits.

(d) The employees involved in disciplinary proceedings may also take the assistance of the retired employees/Officers of the Corporation subject to the following conditions:-

i) "No retired employee/officer concerned can take up more than seven cases at a time.

The retired employee/officer should satisfy the Inquiring Officer that he does not have more than seven cases in hand including the case in question."

"The retired employee/officer concerned should not have, in any manner, been associated with the case at investigation stage or otherwise in his official capacity."

ii) a retired employee/officer of the Corporation cannot assist an employee after the expiry of three years from the date of his retirement or the date of final cessation of duties on the expiry of re-employment in Central Government service without any break after retirement:

iii) if the retired employee/officer of the Corporation is also a legal practitioner, the provisions of Rule 11.11(C) of the NPCC(CC&A) (First amendment) Rules 2005 will apply.

iv) for payment of travelling and other expenses, the retired employee/officer of the Corporation will be deemed to belong to the grade of employee/officer of the Corporation to retirement. The expenditure on this account will be borne by the Department or office to which the delinquent employee/Officer belongs."

| 8 |

12. Procedure for Imposing Minor Penalties.

1. No order imposing any of the penalties specified in clauses (i) to (iv) of rule 9 shall be passed except after:

(a) the Corporation employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make.

(b) Such representation, if any, is taken into consideration by the Disciplinary Authority.

2. The record of proceedings in such cases shall include:
 - (i) a copy of the intimation to the Corporation employee of the proposal to take action against him;
 - (ii) a copy of the statement of allegations communicated to him;
 - (iii) his representation, if any; and
 - (iv) the orders of the case together with the reasons therefore.

13. Joint Inquiry

1. Where two or more Corporation employees are connected in any case, the M.D. or any other authority competent to impose the penalty of dismissal from service on all such Corporation employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding.
2. Subject to the provisions of rule 10, any such order shall specify:
 - (i) the authority which may function as the Disciplinary authority for the purpose of such common proceeding;
 - (ii) the penalties specified in rule 9 which such Disciplinary Authority shall be competent to impose, and
 - (iii) whether the procedure prescribed in rule 11 or rule 12 may be followed in the proceedings.

14. Special Procedure in certain Cases.

Notwithstanding anything contained in rules, 11, 12 and 13,

- (i) where a penalty is imposed on Corporation employee on the ground of conduct which has led to his conviction on a criminal charge;
- (ii) where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules;
- (ii) where the M.D. is satisfied that in the interest of the Corporation, it is not expedient to follow such procedure the Disciplinary Authority may consider the circumstances of the case and pass such orders thereon as it deemed fit.

- (i) Disciplinary proceedings, if instituted while the employee was in service whether before his retirement or during his re-employment, shall, after the final retirement of the employee, be deemed to be proceeding and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service.
- (ii) During the pendency of the disciplinary proceeding, the disciplinary authority may withhold payment of gratuity, for ordering the recovery from gratuity of the whole or part of any pecuniary loss caused to the Company if the employee is found in a disciplinary proceeding or judicial proceeding to have been guilty of offence/misconduct as mentioned in sub-section (6) of section 4 of the payment of Gratuity Act, 1972 or have caused pecuniary loss to the company by misconduct or negligence, during his service including service rendered on deputation or on re-employment after retirement. However, the provisions of section 7 (3) and 7(3A) of the payment of Gratuity Act, 1972 shall be kept in view in the event of delayed payment, in case the employee is fully exonerated.
- 14(a) "For the cases falling under Gender inequality and of Sexual Harassment, the Complaints Committee constituted vide Ref. No.500121 dated 16th January,1998 will be an Inquiry Authority and the report of the Complaints Committee shall be an Inquiry Report under these rules."

15. Provisions Regarding Officers lent to the Central or State Government etc:

1. Notwithstanding anything contained in these rules, where the services of a Corporation servant are lent to the Central Govt. or a State Government on an authority subordinate thereto or to a local or other authority (hereinafter in this rule referred to as the borrowing authority), the borrowing authority shall have the Powers of the appointing authority for the purpose of placing him under suspension and of the disciplinary authority for the purpose of taking a disciplinary proceeding against him:

Provided that the borrowing authority shall forth with inform the Corporation of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be.

2. In the light of the findings in the disciplinary proceedings taken against the Corporation servant:--

- (i) If the Borrowing authority is of the opinion that any of the penalties specified in clause (i) to (iv) of rule 9 should be imposed on him if may in consultation with the Corporation, pass such orders on the case as it deems necessary,

Provided that in the event of difference of opinion between the borrowing authority and the Corporation, the services of the Corporation servant shall be replaced at the disposal of the Corporation.

(ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 9 should be imposed on him it shall replace his services at the disposal of the Corporation and transmit to it the proceeding of the inquiry and thereupon the Corporation may refer the case to the disciplinary authority who shall pass such orders thereon as it deems necessary in accordance with those rules.

Explanation: The disciplinary authority may make an order under this clause on the record of the inquiry transmitted by the borrowing authority, or after holding such further inquiry as it may deem necessary.

| 10 |

16. Provisions Regarding Employees Borrowed from the Central or State Government etc.

1. Where an order of suspension is made or a disciplinary proceeding is taken against a Government servant, other than an officer of the All India Services, whose services have been borrowed by the Corporation from the Central Government or a State Government or an authority subordinate thereto or a local or other authority, the authority lending his services (hereinafter in this rule referred to as "the lending authority") shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding, as the case may be.

2. In the light of the findings in the disciplinary proceeding taken against the Government servant:--

(i) if the disciplinary authority is of the opinion that any of the penalties specified in clause (i); (ii) & (iv) of rule 9 should be imposed on him, it may, after consultation with the, lending authority', pass such orders on the case as it deems necessary;

Provided that in the event of a difference of opinion between the Corporation and the lending authority, the services of the Government servant shall be replaced at the disposal of the lending authority.

(ii) if the disciplinary authority is of the opinion that any of the penalties specified in clause (v) to (ix) to rule 9 should be imposed on him, it shall replace his services at the disposal of the

lending authority and transmit to it the proceedings of the inquiry for such action if deems necessary.

PART VI—APPEALS

17. Appeals Against Order of Suspension

A Corporation employee may appeal against an order of suspension to the authority to which made or is deemed to have made the order is immediately subordinate.

18. Appeals Against Order Imposing Penalties

A Corporation employee may appeal against an order imposing upon him any of the penalties specified in rule 9 to the authority specified in this behalf in the Schedule.

19. Appeal Against other Orders

(1) A Corporation employee may appeal against order which:

(a) denies or varies to his disadvantage his pay, allowances, or other conditions of services as regulated by any rule or by agreement,

or

(b) interprets to his disadvantage the provisions of any such rules or agreement to the Managing Director.

(2) An appeal against an order:

(a) Stopping Corporation employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;

(b) reverting to a lower Service, grade or post, a Corporation employee officiating in a higher Service, grade or post, otherwise than as penalty,

(c) reducing or withholding the employees contribution or denying the maximum contribution admissible under the rule and

| 11 |

(d) determining the pay and allowances for the period of suspension to be paid to a Corporation employee on his reinstatement or determining whether or not such period shall be treated as a period spent on duty for any purpose, shall lie :

(i) In the case of an order made in respect of a Corporation employee on whom the penalty of dismissal from service can be imposed only by the M.D. to the Board; and

- (ii) In the case of an order made in respect of any other Corporation employee to the authority to whom an appeal against an order imposing upon him the penalty of dismissal from service would lie.

20. Period of Limitation for Appeals

No appeal under this part shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

21. Form and Contents of Appeal

1. Every person submitting an appeal shall do so separately and in his own name
2. The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

22. Submission of Appeals

Every appeal shall be submitted to the authority which made the order appealed against: Provided that a copy of the appeal may be submitted direct to the appellate authority

23. Withholding of Appeals

1. The authority which made the order appealed against may withhold appeal if:-

(i) It is an appeal against and or from which no appeal lies;

or

(ii) it does not comply with any of the provisions of rule 21;

or

(iii) it is not submitted within the period specified in rule 20 and no cause is shown for the delay;

or

(iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced;

Provided that an appeal withheld on the ground only that it does not comply with the provisions of rule 21 shall be returned to the appellant and, if resubmitted within one month thereof after compliance with the said provisions; the appellant shall not be withheld.

| 12 |

2. Where an appeal is withheld the appellant shall be informed of the fact and the reasons therefore.

3. Within a fortnight after the commencement of each quarter, a list of the appeals withheld by any authority during the previous quarter, together with the reasons for withholding them, shall be furnished by that authority to the appellate authority.

24. Transmission of Appeals

1. The authority which made the order appealed against, shall without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under rule 23 and thereupon such appeal shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

2. The authority to which the appeal lies may direct transmission to it of any appeal withheld under rule 23 and thereupon such appeal shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

25. Consideration of Appeals

1. In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 8 and having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

2. In the case of an appeal against an order imposing any of the penalties specified in rule 9, the appellate authority shall consider,

- (a) whether the findings are justified;
- (b) whether the procedure prescribed in these rules have been complied with and, if not whether such non-compliance has resulted in failure of justice;
- (c) whether the penalty imposed is excessive, adequate or inadequate, and pass orders:-
 - (i) setting aside, reducing confirming or enhancing the penalty;

or

- (ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;

Provided that:--

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;
- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and
- (iii) if the enhanced penalty which the appellate authority propose to impose is one of the penalties specified in clause (v) to (ix) of rule 9 and an inquiry under the rule 11 has not already been held in the case, the appellate authority shall subject to the provisions of rule 14, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

| 13 |

3. In the case of an appeal against any order specified in rule 19 the appellate authority shall consider all the circumstances of the case and pass such orders as it deems just and equitable.

26. Implementation of Order in Appeal

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

27. Provision when Disciplinary Authority etc. subsequently becomes Appellate Authority.

Notwithstanding anything contained in this part, where the person who made the order appealed against become by virtue of his subsequent appointment or otherwise, the appellate authority under rules 17 to 19 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate and such authority shall in relation to that appeal be deemed to be the appellate authority for the purposes of rules 25 and 26.

PART VII – REVIEW

28. Power to review

Notwithstanding anything contained in these rules, the Board may, on its own motion or otherwise, after calling for the records of the case, review any order which is made or is appeal- able under these rules and

- a) confirm, modify or set aside the order;
- b) impose any penalty or set aside, reduce, confirm,
or
enhance the penalty imposed by the order;
- c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as considered proper in the circumstances of the case;
- d) pass such other orders as deemed fit :

Provided that—

- (i) an order imposing of enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty:
- (ii) if the Board proposes to impose any of the penalties specified in clauses (v) to (ix) of rule 9 in a case where an inquiry under rule 11 has not been held, it shall subject to the provisions of rule 14 direct, that such inquiry e held and thereafter on consideration of the proceedings of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as may be deemed fit.

29. Review of Orders in Disciplinary Cases.

The authority to which an appeal against an order imposing any of the penalties specified in rule 9 lies may, of its own motion or otherwise, call for the records of the case in disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit, as if, the Corporation employee had preferred an appeal against such order.

Provided that no action under this rule shall be initiated more than six

month's after the date of the order to be reviewed.

| 14 |

30. Removal of Doubts:

Where a doubt arises as to who is the head of any office or as to whether any authority is subordinate to or higher than any other authority or as to the interpretation of any of the provisions of these rule, the mater shall be referred to the Board whose decision thereon shall be final.

31. Savings

The provision of these rules shall be in addition to, and not in derogation of the provisions of the Articles of Association of the Corporation and of the provision of companies Act, 1956 and of any other enactment for the time being in force and the rules and regulations made or prescribed there under.

(Case No.500120)

SCHEDULE

NPCC (CLASSIFICATION,CONTROL AND APPEAL) (First Amendment) Rules- 200
Nature of penalties, Disciplinary & appellate authorities etc...
(Refer Rule – 10)

Category of employee	Appointing Authority	For Minor Penalty		For Major Penalty		For suspension	
		D.A.	Appellate Authority	D.A.	Appellate Authority	Punishing Authority	Appellate Authority
Officer of Category-I	CMD	CMD	Board	CMD	Board	CMD	Board
Officers of Category-II	CMD	CMD	Board	CMD	Board	CMD	Board
Estt. of Category-III	Director F.T.	Director F.T.	CMD	Director F.T.	CMD	Director F.T.	CMD

NPCC MANUAL

Category-IV Misc.Estt. 1. At Corp.Office	HOD(HR)	HOD(HR)	Director F. T.	HOD(HR)	Director F. T.	HOD(HR)	Director F. T.
2. At Zonal/Unit Office	Z.M	Z.M	Director F. T.	Z.M	Director F. T.	Z.M	Director F. T.

This schedule containing nature of penalties, Disciplinary Authority & Appellate Authorities, will be appended to NPCC (CC&A) (First Amendment) Rules 2005 and will come into force with effect from the date of approval of NPCC (CC&A) (First Amendment) Rules 2005 by the Board.

Explanation:- Any Disciplinary proceeding pending before the commencement of NPCC (CC&A) (First Amendment) Rules 2005 shall be continued and disposed of in accordance with the schedule appended with NPCC (CC&A) (First Amendment) Rules 2005.

11. In case of joint Inquiry where two or more Corporation employees are involved and if the Disciplinary Authorities for such Corporation employees as specified in the schedule are different, the highest of the said Authorities shall be the Disciplinary Authority.

the such authorities will be the Disciplinary Authority for such case.

1. Officer of
Category I

(i) All ranks other than Accounts	M.D.	Dir. F.T.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	Board	Dir F.T.
M.D. M.D.	Board	M.D.	M.D.	Board	Board	Board	Board	Board		
(ii) All Category I Officers on Accounts Est.	M.D.	FA & M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	Board	F.A. &
M.D. M.D.	Board	M.D.	M.D.	Board	Board	Board	Board	Board		
	CAO					CAO				

2. Officer of
Category II

(i) All ranks other than Accounts	M.D.	Dir.F.T.	M.D.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.
M.D. M.D.	Board	M.D.	M.D.	Board	Board	Board	Board	Board	
(ii) All Category II Officers on Accounts Est.	M.D.	FA & M.D.	M.D.	M.D.	M.D.	F.A. & M.D.	M.D.	M.D.	F.A. &
M.D. M.D.	Board	M.D.	M.D.	Board	Board	Board	Board	Board	
		CAO			CAO			CAO	

3.. Estt. of
Category III

(i) Engg. Estt.	Dir.F.T.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.
M.D. Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.		
(ii) Accounts Est.	Dir.F.T.	Dy.F.A.& M.D.	M.D.	FA & M.D.	M.D.	FA & M.D.	M.D.	M.D.	FA &
M.D. FA &	M.D.	FA & M.D.	M.D.	M.D.	Dir. & M.D.	M.D.	M.D.		
	Dy.CAO		CAO	CAO	CAO			CAO	
CAO	CAO			CAO					
(iii) All Est. other than Engg. & Accounts	C.E.	Chief M.D.	M.D.	Chief M.D.	M.D.	Dir.F.T. M.D.	M.D.	M.D.	
Dir.F.T. M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.			
	G.M.	Adm.O.		Adm.O.					

NPCC MANUAL

1. C.S. No. 78 dt. 28.12.73
Time.

Note : FT = Full

196

Item No. 1 : In case of spare parts, makers name, name of make brand or serial, year, model, engine No. and chassis No. etc.

must be supplied of machine, for which spare parts are required.

Item No.	Description of article	Complete Specifications Catalogue No. or other Particulars in case of spare parts, part No. must be given in this col.	If an article similar to one previously purchased through this office is required, a reference to No. and date of the previous order should be given here to guide supply.	Number or quantity specifying Unit		Estimated or known cost		If del by instal is req detail instal shoul given dates montl week perio
				No.	Unit	Rs. nP.	Rs. nP.	
1	2	3	4	5	6	7	8	9
						Rate per Unit Total Cost	 	

NPCC MANUAL

No. held in stock	No, previously indented vide No. _____ Dated _____ and not yet received.	**(a) Total requirement till completion of the work in the unit _____ (b) Total requirement till date _____ ** Either should if (a) in (b)	Net quantity now indented. _____ (a) or (b) be crossed Crossed date to be filled	If name & address of Agents known to _____ Last supply known it please be this column
11	12	13	14	15

Item No. 2

Justification for purchase

Sl. No.	Name of articles	Total quantity required	Quantity in hand	Quantity in arranged and awaited	Net balance required	If stores relate to such T&P for which depreciation Accounts are kept, the total credits earned upto end of preceeding month both for major, overhauls and running repairs.	Total expenditure incurred on Major overhauls and Runnin Repairs upto end of Preceeding month
1	2	3	4	5	6	7	8

Date

Signature of Indentor

NPCC MANUAL

1	2	3	4	5	6	7	8	9
4	Category IV Misc. Establishment	Head of Office	Appointing auth.	Next Higher Adm. Auth.	Appointing suth.	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.
11	12	13	14	15	16	17	18	19
Appointing Auth.	Next Higher Adm. Auth.	Appointing Auth. 1ZM/Const. Supdt.*	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.

Note : The Zonal Manager/Construction Superintendent will report the facts of each case immediately to the Head Office.

C.S. No. 101 dated 7.12.75

NPCC MANUAL

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

SCHEDULE

Nature of penalties, punishing & appellate Authorities etc.

Sl. No	Classification nature of penalties	Appointing Authority	Censure		With-holding of increments stoppage at efficiency bar		Reduction to Lower post or to lower time scale or to lower stage in a time scale		Recovery from pay of the whole, part of pecuniary loss caused to the Corporation by negligence or breach of order		Suspension see also para 1.5 of Manual of order		Removal from service of the Corp.		Dismissal from the service of Corporation		Remarks	
			Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
			Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.

1. Officer of Category I

(i) All ranks other than Accounts
 M.D. M.D. Board M.D. Dir. F.T. M.D. M.D. Board M.D. M.D. Board M.D. M.D. Board M.D. Board Board Dir F.T.

(ii) All Category I Officers on Accounts Est.
 M.D. M.D. Board M.D. FA & M.D. M.D. Board M.D. M.D. Board M.D. M.D. Board M.D. M.D. Board M.D. Board Board F.A. & CAO

NPCC MANUAL

2. Officer of Category II

(i) All ranks other than Accounts	M.D.	Dir.F.T.	M.D.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.
	M.D.	Board	M.D.	M.D.	Board	Board	Board	Board	
(ii) All Category II Officers on Accounts Est.	M.D.	FA & M.D.	M.D.	M.D.	M.D.	F.A. & Board	M.D.	M.D.	F.A. & Board
		CAO				CAO		CAO	

3.. Estt. of Category III

(i) Engg. Estt.	Dir.F.T.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.
	Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	Dir.F.T.	M.D.	M.D.	
(ii) Accounts Est.	Dir.F.T.	Dy.F.A.& M.D.	M.D.	FA & M.D.	M.D.	FA & M.D.	M.D.	M.D.	FA & M.D.
	FA & M.D.	Dy.CAO	CAO	CAO	Dir. & CAO	CAO		CAO	
(iii) All Est. other than Engg. & Accounts	C.E.	Chief Dir.F.T.	M.D.	Chief Dir.F.T.	M.D.	Dir.F.T.	M.D.	M.D.	
	M.D.	G.M.	Adm.O.	Adm.O.	Adm.O.	M.D.	M.D.		

1. C.S. No. 78 dt. 28.12.73
Time.

Note : FT = Full

Item No. 1 : In case of spare parts, makers name, name of make brand or serial, year, model, engine No. and chassis No. etc.

must be supplied of machine, for which spare parts are required.

NPCC MANUAL

Item No.	Description of article	Complete Specifications Catalogue No. or other Particulars in case of spare parts, part No. must be given in this col.	If an article similar to one previously purchased through this office is required, a reference to No. and date of the previous order should be given here to guide supply.	Number or quantity specifying Unit		Estimated or known cost		If delivery by instalments is required, details of instalments should be given by dates at monthly or weekly periods
				No.	Unit	Rs. nP.	Rs. nP.	
1	2	3	4	5	6	7	8	9

No. held in stock	No, previously indented vide No. _____ Dated _____ and not yet received.	** (a) Total requirement till completion of the work in the unit _____ (b) Total requirement till date _____ ** Either should if (a) in (b)	Net quantity now indented. _____ (a) or (b) be crossed Crossed date to be filled	If name and address of Agents known to Last supplier known to please be this column
11	12	13	14	15

NPCC MANUAL

Item No. 2

Justification for purchase

Sl. No.	Name of articles	Total quantity required	Quantity in hand	Quantity in arranged and awaited	Net balance required	If stores relate to such T&P for which depreciation Accounts are kept, the total credits earned upto end of preceeding month both for major, overhauls and running repairs.	Total expenditure incurred on Major overhauls and Running Repairs upto end of Preceeding month	B re a; w p p
1	2	3	4	5	6	7	8	

NPCC MANUAL

--	--	--	--	--	--	--	--

Date

Signature of Indentor

NPCC MANUAL

1	2	3	4	5	6	7	8	9
4	Category IV Misc. Establishment	Head of Office	Appointing auth.	Next Higher Adm. Auth.	Appointing suth.	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.
11	12	13	14	15	16	17	18	19
Appointing Auth.	Next Higher Adm. Auth.	Appointing Auth. 1ZM/ Const. Supdt.*	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.	Next Higher Adm. Auth.	Appointing Auth.	Next Higher Adm. Auth.

Note : The Zonal Manager/Construction Superintendent will report the facts of each case immediately to the Head Office.

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No	Classification nature of penalties	Appointing Authority	Censure		With-holding of increments stoppage at efficiency bar		Reduction to Lower post or to lower time scale or to lower stage in a time scale			Recovery from pay of the whole, part of pecuniary loss caused to the Corporation by negligence or breach of order		Suspension see also para 1.5 of Manual of order		Removal from service of the Corp.			Dismiss the ser Corp
			Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Punishing Auth.	Appellate Auth.	Appellate Auth.	Punishing Auth.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

1. Officer of Category I

(i) All ranks other than Accounts

Dir.	F.T.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	Boar	Dir	F.T.	M.D.	M.D.	Boar	M.D.	M.D.	Boar	F
									d					d			d	d

(ii) All Category I Officers on Accounts

All	Categ I	M.D	FA & M.D.	M.D.	M.D.	M.D.	M.D.	M.D.	Boar	F.A.	M.D.	Boar	M.D.	M.D.	Boar	F
	ory		M.D.						d	&		d			d	d
										M.D						

Officers on CAO

Accounts Est.

2. Officer of Category II

(i) All ranks other than Accounts

M.D	Dir.F	M.D.	M.D.	M.D.	Dir.F.	M.D	M.D.	Dir.F	M.D.	M.D.	Boar	M.D.	M.D.	Boar	Boar	Boar	F
	.T.				T.			.T.			d			d	d	d	d

(ii) All Category II

M.D	FA & M.D.	M.D.	F.A.	M.D.	F.A.	M.D.	Boar	M.D.	M.D.	Boar	Boar	Boar	Boar
	M.D.		&		&		d			d	d	d	d

NPCC MANUAL

				M.D.		M.D											
Officers on	CA					CAO											
	O		CAO														
Accounts																	
Est.																	
3.. Estt. of																	
Category III																	
(i) Engg.	Dir.	Dir.F	M.D.	Dir.F	M.D.	Dir.F.	M.D	M.D.	Dir.F	M.D.	Dir.F	M.D.	Dir.F	M.D.	M.D.	Dir.F	M
Estt.	F.T.	.T.		.T.		T.	.		.T.		.T.		.T.			.T.	
(ii)	Dir.	Dy.F.	FA &	FA &	M.D.	FA &	FA	FA &	M.D.	Dir.	M.D.						
Accounts	F.T.	A.&	M.D.	M.D.		M.D.	&	M.D.		&							
Est.		M.D.					M.D			M.D.							
							CAO	CA	CAO	CAO							
		Dy.C		CAO	CAO			O									
		AO															
(iii) All Est.	C.E.	Chief	M.D.	Chief	M.D.	Dir.F.	M.D	M.D.	Dir.F	M.D.	Dir.F	M.D.	M.D.	Dir.F	M.D.	M.D.	
other						T.	.		.T.		.T.			.T.			
Than Engg.	G.M	Adm.	Adm.														
&	.	O.	O.														
Accounts																	

Appendix VI

PAYMENT OF HOUSE RENT ALLOWANCE AND CITY COMPENSATORY
ALLOWANCE TO EMPLOYEES OF THE CORPORATION STATIONED
IN THE CLASSIFIED CITIES

[Referred to in Sub-Para (b) of Para 2.8 (II)]

A. HOUSE RENT ALLOWANCE

Class of City	House Rent Allowance Per Month
'A' B-1 and B-2	Rs. 15/- 15 % of pay subject to a max. of Rs.400 p.m.
'C'	7-½ % of pay subject to a max. of Rs.200 p.m.

Note I : The benefit of house rent allowance is also extended to employees in towns with population of 50,000 and above but below one lakh at rates Specified above for "C" class cities.

II : The Officers and Staff of the Zonal/Unit Offices of the Corporation which are located at places other than the classified cities will continue to receive house rent allowance in accordance with the existing structure of House Rent Allowance as given in para 2.8 (II) (a).

(A list of classified cities is enclosed as annexure II of
Endorsement No. 500169 dated 21.07.83 - attached)

CITY COMPENSATORY ALLOWANCE

'A'	Below Rs.250	6.5 % of pay subject to a min. of Rs.12/-
	Rs.250 and above and a max. of Rs.75/-	6 % of pay subject to a min. of Rs.16.20 and a max. of Rs.75/-
'B' 1	Below Rs.330	5 % of pay
	Rs.330 and above	4.5 % of pay subject to a min. of Rs.16.45 and max. of Rs.50/-.
'B' 2	Below Rs.1069	3.5 % of pay subject to a max. of Rs.10/-
	Rs.1069 and above	Amount by which pay falls short

NPCC MANUAL

		of Rs.1078/-
'C'	Nil	

Note : Employees who are allowed the concession of free boarding and lodging or messing allowance as condition of service, will be entitled to compensatory allowance (city) at 50% of the above rates.

The grant of house rent allowance and Compensatory allowance to regular employees of the Corporation is subject to the rules and conditions as applicable to Central Government employees.

(A list of classified cities is enclosed at annexure I of
Endorsement No. 500165 dated 21.07.83 – attached)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)

RAJA HOUSE
30-31, Nehru Place
New Delhi – 110 019.

Ref. No. 500169

Dated: 21st July, 1983

A copy of the under mentioned papers is forwarded to

- (1) All General Managers/Zonal Managers/CPM-Iraq
- (2) All Unit Officers
- (3) Manager (Finance)
- (4) Dy. Managers (P&A) I/II/All Admos/Dy Admos/AMF(C&B)
- (5) All Assistants in Administration Section

for information, guidance and necessary action.

Sd/-
(K. K. MADAN)
Administrative Officer

List of Paper Forwarded

Copy of O.M. No.11016/5/82-E. II(B), dated 7th February, 1983 from the Ministry of Finance, Department of Expenditure, to all Ministries/Departments of Government of India, received vide Ministry of Energy letter No.13/1/83-Coord dated 04.04.1983.

.....

Subject : Grant of Compensatory (City) Allowance and House Rent Allowance – Classification/ reclassification of cities/towns on the basis of population figures of 1981 Census.

.....

The undersigned is directed to say that the question of classification/re-classification of city and towns on the basis of final population figures of 1981 census was discussed in the National Council (JCM) in May, 1982. The President is now pleased to decide that, for the existing list of 'A', 'B1', 'B2' and 'C' Class cities included in Annexure I & II to this Ministry's O.M. No. F. 2(55)-E. II(B)/73 dated 6.6.1974, as modified by this Ministry's O.M. No. 11021/6/76-EII(B), dated 26.10.1977 and further amended from time to time, the enclosed list (Annexure I & II) shall be substituted. These revised orders shall apply without prejudice to the admissibility of HRA/CCA to Central Government employees in certain places sanctioned under special orders of this Ministry.

2. These orders shall take effect from 1.8.1982 but payments including arrears due on account of these orders shall be made on or after 01.04.1983.

3. In so far as persons serving in the Indian Audit and Accounts Deptt. are concerned, these orders issue after consultation with the Comptroller & A.G. of India.

NPCC MANUAL

List of 'A', 'B1' and 'B2' Class cities effective from 01.08.1982 where Compensatory (City) Allowance is admissible to Central Government Employees.

Name of the State/ Union Territory	'A'	'B1'	'B2'
1	2	3	4
Andhra Pradesh	Hyderabad U.A.	----	Vijayawada U.A. Vishakhapatnam U.A.
Bihar	----	Patna U.A.	Dhanbad U.A. Jamshedpur U.A. Ranchi U.A.
Chandigarh	----	----	Chandigarh U.A.
Delhi	Delhi U.A.	----	----
Gujrat	Ahmedabad U.A.	Surat U.A.	Rajkot, Vadodara U.A.
Jammu & Kashmir	----	----	Srinagar U.A.
Karnataka	Bangalore U.A.	----	Hubli-Dharwad Mysore U.A.
Kerala	----	----	Calicut U.A. Cochin U.A. Trivandrum U.A.
Madhya Pradesh	----	Indore	Bhopal Durg-Bhilainagar U.A. Gwalior U.A. Jabalpur U.A.
Maharashtra	Greater Bombay Pune U.A.	Nagpur U.A.	Nashik U.A. Solapur U.A. Ulhasnagar U.A.
Punjab	----	----	Amritsar, Jalandhar, Ludhiana
Rajasthan	----	Jaipur U.A.	Jodhpur
Tamil Nadu	Madras U.A.	Coimbatore U.A. Madurai U.A.	Tiruchirappalli U.A. Salem U.A.

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Uttar Pradesh	Kanpur U.A.	Lucknow U.A.	Agra U.A., Allahabad U.A., Bareilly U.A. , Meerut U.A., Varanasi U.A.
West Bengal	Calcutta U.A.	----	-----

List of 'A', 'B1', 'B2' and 'C' Class cities where House Rent Allowance will be admissible to Central Government employees effective from 01.08.1982.

A'	'B1'	'B2'	'C'
1	2	3	4
		ANDHRA PRADESH	
Hyderabad U.A.	---	Vijayawada U.A. Vishakhapatnam U.A.	Adilabad, Adono, An Kapalla, Annatapur, Bapatle, Bheemavaram Bodhan, Chilakaluripet, Chirala, Chittoor, Cuddapah, Dharmavaram, Eluru, Gudivada, Guntakal, Guntur, Hindpur, Jagtial, Jangaon (Godavarikhani), Kadiri, Karimnagar, Khammam, Kakinada, Kothagudem, Kurnool, Machilipatham, Madanapalle, Mahbubnagar, Nalgonda, Nandyal, Warsaraopet, Nellore, Nizamabad, Ongole, Poddatur, Ponnur, Rajahmundry U.A., Srikalahasti, Srikakulam, Tadepalligudem, Tedpatri, Tanuku, Tenali, Tirupati, Vizianagaram, Warangal, Yammiganur.

		BIHAR	
		Jamshedpur	Arrah, Barauni, Begusarai U.A.,

NPCC MANUAL

		U.A. Patna U.A. Ranchi U.A.	Bettiah, Bhagalpur, Bihar, Bokaro, Steel City U.A., Chapra, Daltonganj, Dehri, Deoghar U.A., Dhanbad U.A., Gaya, Giridih, Hazaribag, Hajipur, Jamalpur, Katihar U.A., Kishanganj, Molmeh, Motihari U.A., Munger, Muzaffarpur, Patratu U.A., Saharsa, Sasaram, Siwan.
--	--	-----------------------------------	--

		CHANDIGARH	
---	---		Chandigarh U.A.

		DELHI	
Delhi U.A.	---	---	---

		GOA DAMAN & DIU	
----	----	----	Margao U.A., Marmugao

		GUJRAT	
Ahmedabad U.A	---	Rajkot, Surat U.A. Vadodara U.A	Amreli U.A., Anand, Bharuch U.A., Bhavenagar U.A., Bhuj U.A., Botad, Dhoraji U.A., Gandhidham U.A., Gandhinagar, Godhra U.A. Gondal U.A., Jamnagar U.A., Jatpur U.A., Junagarh U.A.,
			Kalol, Khambhat, Mahesana U.A., Manuva U.A., Morvi, Nadiad, Navsari U.A., Palanpur, Patan U.A., Patan, Porbandar U.A., Sidhpur U.A., Upleta, Valsed U.A., Wadhwan U.A.

		HIMACHAL PRADESH	
----	----	----	Simla.

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

HARYANA			
----	----	----	Ambala U.A., Ambala, Bhiwani, Faridabad Complex, Gurgaon U.A., Hansi, Hissar U.A., Jind, Kaithal, Karnal, Panipat, Rewari, Rohtak, Sirsa, Sonapat, Yamunanagar

JAMMU & KASHMIR			
----	----	Srinagar U.A.	Jammu U.A.

KARNATAKA			
Bangalore U.A	----	Hubli Dharwad Mysore U.A.	Bagalkot, Belgaum U.A., Ballary, Bhadravati U.A., Bidar, Bijapur, Channapatna, Chikmagalur, Chitardurga, Dvangere, Betigeri, Gangawati, Gadag, Gulbarga, Harihar, Hassan, Hospet U.A., Kolar, Kolar Gold Fields U.A., Mandya, Mangalore U.A., Rabkavi-Banhatti, Raichur, Ranibennur, Shimoga, Tamkur.

KERALA			
----		Cochin U.A. Trivendrum U.A. Calicut U.A.	Alleppey, Badagara, Cannanore U.A., Changnacherry, Kayamkulam, Kottayam, Manjeri, Palghat U.A., Quilon U.A., Tellichary U.A., Trichur U.A.

MADHYA PRADESH			
----	Indore	Bhopal, Gwalior U.A. Jabalpur U.A.	Bhind, Bilaspur, Burhanpur, Dewas, Durg-Bhilainagar U.A., Guna U.A., Itarsi-Bhilakhedi U.A., JagdalpJur U.A., Khandwa, Khargone, Korba, Mandsaur, Mhow U.A., Morena, Murwara U.A., Nagda, Neemuch U.A.,

NPCC MANUAL

			Raigarh U.A., Raipur, Rajhra, Jharandalli, Rajnandgaon, Ratlam U.A., Rewa, Sagar U.A., Satna U.A., Sehore, Sebni, Shivpuri, Ujjain U.A., Vidisha, Chhatarpur, Chhindwara, Damoh U.A., Dhamatri
--	--	--	--

		MANIPUR	
---	---	---	Imphal

		MAHARASHTRA	
Greater Bombay	Nagpur U.A., Pune U.A.	Solapur U.A.	Achalpur, Ahmednagar U.A., Akola, Akot, Amalnar, Amravati, Aurangabad U.A., Ballarpur, Barshi, Bhandara, Bhiwandi, Bhusaqa U.A., Bid, Challisgaon, Chandrapur, Ichalkaranji, Jalgaon, Jalna, Karad, Khamgaon, Kolhapur U.A., Latur, Malegaon, Manmad, Nanded, Nandurbar, Nashik U.A., Pandharpur, Parbhani, Sangli U.A., Satara,
			Shrirampur, Thane U.A., Ulhasnagar U.A., Udgir, Wardha, Yavatmal, Dhule, Gondiya, Hingonghat.

		MEGHAILAYA	
---	---	---	Shillong U.A.

		MIZORAM	
---	---	---	Aizawl

		ORISSA	
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---	---	---	Balangir, Baleshwar, Berhampur, Bhadrak, Bhuneshwar, Brajrajnagar, Cuttack U.A., Jaypore, Jharsuguda, Puri, Rourkela U.A., Sambalpur U.A.
-----	-----	-----	---

		PONDICHERRY	
---	---	---	Pondicherry U.A.

		PUNJAB	
---	---	Amritsar, Jalandhur, Ludhiana	Abhor, Batala U.A., Bhatinda U.A., Firozpur, Hoshiarpur, Kapurthala, Khanna, Malerkotla, Moga, Muktsar, Pathankot, Patiala U.A., Phagwara U.A., Rajpura

		RAJASTHAN	
---	Jaipur U.A.	Jodhpur	Ajmer, Alwar, Barmer, Beawer, Bharatpur, Bhilwara, Bikaner U.A., Churu U.A., Fatehpur, Ganganagar, Hanuman - Garh, Kishangarh, Kota, Pali, Sardar Shahar U.A., Sikar, Sujangarh, Tonk, Udaipur.

		TAMIL NADU	
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Madras U.A.	Madurai U.A	Coimbatore U.A.	Ambur, Arakkonam, Aruppukkottai, Attur, Bodinayakkanur, Chidambaram U.A., Cuddalore, Dharamapuri, Dindigul, Erode U.A., Gudiyattam U.A., Kadalyanattur, Kambam, Kanchipuram U.A., Karaikkudi U.A., Karur U.A., Kovilpatti, Kumbakonam U.A., Monnargudi, Mayuram, Mettupalayam, Negappattinam U.A., Nagercoil, Neyveli U.A., Palani U.A., Paramakkudi, Pollachi U.A., Pudakkottai, Rajpalaiyam, Salem U.A., Sivakasi U.A., Srivilliputtur, Tenni-Allinagaram, Tiruchirappalli U.A., Tiruchengodu, Tirunalveli U.A., Tiruppattur, Tiruppur U.A., Tiruvannamalai, Tuticorin U.A., Udumalaipetai, Uthagamandalam, Valaparail, Vanjyambadi U.A., Vellore U.A., Villupuram, Virudunagar, Thanjavur, Tindivanam.
-------------	-------------	-----------------	---

		TRIPURA	
---	---	----	Agartala.

		UTTAR PRADESH	
---	Kanpur U.A.,	Agra U.A.,	Aligarh, Amroha, Azamgarh, Bahraich, Ballai, Banda,
	Lucknow U.A.	Allahabad U.A Meerut U.A. Varanasi U.A.	Bara, Banki, U.A., Bareilly U.A., Basti, Bijnor, Budaun, Bulandshahr, Chandausi,

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			Deradun U.A., Deoband, Deoria, Etah, Etawah, Faizabad U.A., Farrukhabad-cum-Fatehgarh U.A., Fatehgarh, Firozabad, Ghaziabad U.A., Ghazipur, Gonda, Gorakhpur U.A., Haldwani-cum-Kathgodam,
			Hapur, Hardoi, Hardwar U.A., Hathras, Jaunpur, Jhansi U.A., Kasganj, Kashipur, Khurja, Lakhimpur, Lalitpur, Mathura U.A., Mainpuri, Maunath, Bhanjan, Mirzapur-cum-
			Vindhyachal, Modinagar U.A., Moradabad U.A., Muzaffarnagar, Nagina, Najibabad, Orai, Pilibhit, Rae Bareilly, Rampur, Saharanpur, Sambhal, Shahjahanpur U.A., Shamli, Sitapur, Tanda, Unnao.

		WEST BENGAL	
Calcutta U.A.	---	---	Asansol U.A., Baharampur U.A., Balurghat U.A., Bangaon, Bankura, Barddhaman, Basirhat, Chakdaha, Chittaranjan U.A., Dabgram, Dharjiling, Durgapur, English Bazar U.A., Habra U.A., Jalpaiguri, Kharagpur U.A., Koch Bihar U.A., Krishnanagar, Medinipur, Nabadwip U.A., Purullya, Rayganj U.A., Ranaghat U.A., Santipur, Siliguri.

APPENDIX- VII

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

(Government Concern)

[Referred to in paras 5.4 and 5.6]

Standing Order No. 60
November, 1965

Dated: 20th

Sub: EMPLOYMENT OF WORKCHARGED ESTABLISHMENT

In supersession of all previous orders it is, hereby, notified that with immediate effect the Field Units will observe the following rules and procedure in respect of employment, selection and appointment, extent of employment and transfer of Workcharged staff from one Unit to another:

1. Categories of posts and Scales of pay

The employment of workcharged establishment in the Field Unit will be made only against the following categories of posts and the scales of pay:

I. Mechanical Establishment

GROUP A

		Scale of Pay Rs.
1	Special Foreman	500-25-750
2	Foreman	375-15-450-20-550
3	Mechanic (Spl.Grđ.) Tradesman (Spl. Grđ.)	300-10-360-15-420
4	Mechanic Class I Tradesman Class I	260-10-360
5	Mechanic Class II Tradesman Class II	200-10-300
6	Mechanic Class III Tradesman Class III	175-8-255

Group B. Operators

		Scale of Pay Rs.
1	Shovel Dragline & Crane Operator Class I	400-15-460-20-600
2	Shovel Dragline & Crane Operator Class II	325-10-375-15-450
3	Dozer, Tractor Loader and Dumper Operator	260-10-400
4	Truck Driver, Stone Crusher	250-10-400

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	(25 Tons & above)	
--	-------------------	--

Group C. Drivers

		Scale of pay Rs.
1	Light Vehicles Driver	200-10-300
2	Operation stationary plants (Mechanical or Electrical), Air Compressors, pumps, pump crete, welding sets, concrete mixtures, small Generating sets.	200-10-300
3.	Stone Crusher (below 25 Tons Capacity)	200-10-300

GROUP D.

		Scale of pay Rs.
1.	Batching and mixing plant operator	375-15-450-20-550

GROUP E. Transportation

		Scale of pay Rs.
1	Shunters, Gangmen, Trollymen & Keymen	160-4-200
2	Gangmates, Trolly Jamadars & Brakesmen	175-4-215

GROUP F. Semi-Skilled

		Scale of pay Rs.
1	Cleaners]	
2	Greasers]	
3	Firemen]	
4	Boiler Attendants]	
5	Hammer Men]	150-3-165-4-185
6	Gangmates]	
7	Coalmen]	
8	Condenser Attendants]	
9	Muckers]	
10	Khalasi]	
11	Mucker Jamadars	160-4-200
12	Slingers	175-4-215

Note:- Staff of categories like Greaser/Cleaner, Operators for Pumping Sets, Mixers and Stone Crushers at present employed on workcharged basis may continue to be borne on workcharged establishment. No future appointment of these categories of staff be made on workcharged establishment but they should be kept on muster rolls.

II. Civil Establishment

		Scale of pay Rs
1.	Special Foreman (Civil)	500-25-750
2.	Foreman	375-15-450-20-550
3.	Supervisor Grade-I	325-10-375-15-450
4.	Supervisor Grade-II	250-10-350
5.	Supervisor Grade III	200-10-300
6.	Survey Khalasi /Chowkidar	150-3-165-4-185

Note : Staff of categories like personal Khalasis/Orderlies, Masons, Carpenters & Watermen should not be employed on workcharged establishment but they should be employed on local rates, prevalent for similar type of workmen in the locality.

2. Extent of Employment

(i) Mechanical Establishment :

- (a) The creation of posts in various categories shall be done in accordance with the norms fixed for Mechanical Staff as per Appendices I to IV, enclosed as Annexure I.
- (b) The figures of requirement of workcharged staff as per standards fixed in the norms should be taken to represent the maximum limit upto which the staff in various categories can be recruited consistent with the number of machines available in the Unit. The Unit Officers will have to exercise due judgement, with a view to entailing economy in the expenditure on workcharged establishment, by considering if it can be made possible to reduce the total number of men to be employed under various categories if the number of machine in those categories happen to be fairly large. Similar consideration would also arise in cases where number of machines happen to go on sick and the likelihood of staff being surplus arises. The conservative attitude towards the recruitment at the initial stage would vouchsafe the possibilities of staff being surplus at any time. This will, however be entirely at the discretion of the Unit Officer concerned who can review the position frequently as necessary.
- (c) The norms are intended to effect proper control for bringing about economies and therefore it is impressed that in case the staff already employed is less than what would be admissible under the norms and the work is being carried on satisfactorily with the existing staff, the staff should not be increased just because the norms permit such increase.

(ii) CIVIL ESTABLISHMENT :

- (a) The total cost of civil workcharged staff to be employed in each Unit should not exceed 1 ½ % of the total yearly out-turn. In case of any variations, expenditure above 1 ½ % may be premitted at the discretion of the Additional Chief Engineer for which the Unit Officer will obtain sanction from the concerned Additional Chief Engineer. The concerned Additional Chief Engineer should determine each year the categories and the number for civil staff.

- (b) The Unit should comply with the procedure as laid down in the Standing Order No. 24 dated 20.06.1962 (Annexure II) for getting prior sanction for estimates for workcharged establishment. The statement of estimated expenditure both on Mechanical and Civil Establishment should be prepared separately at the beginning of each working season, for seeking sanction from the concerned Additional Chief Engineer.

SELECTION AND APPOINTMENT TO THE SANCTIONED POSTS :

- (i) The Unit should follow the procedure already in force regarding selection of work-charged personnel by the Field Selection Committee for which constitutions have been laid down in the Office Order No. 1039/10-E/PLT dated 27.08.1960 (Copy enclosed as Annexure III) which is henceforth made applicable to all the Units as a model. The appointments should be confirmed to the sanctioned categories and pay scale.

- (ii) To obviate complaints from workcharged establishment, appointments, promotions and lay-off should also be done by the Field Committees for which a proper note showing reason, suitability of the candidates and the procedure adopted be kept on record.

- (iii) Character and antecedent of all supervisory personnel employed on workcharged basis shall be got verified immediately after selection or after appointment, as is done in the case of regular establishment.

4. Fixation of initial pay and subsequent increases in pay

Normally the minimum of the time scale of pay should be allowed to every new entrant. However, the initial pay to be allowed may be determined by the Selection

Committee not merely in a general way but with reference to length and quality of previous experience which only should entitle the staff to higher start on first appointment. Subsequent increase in the emoluments should also be based on concrete consideration like skill and excellence of performance. Such increases shall require approval by the Additional Chief Engineer.

The annual increments shall be sanctioned by the Unit Officer concerned on completion of one year's continuous and satisfactory service.

5. Transfers from one Unit to another and concessions thereto

- (i) The transfer orders from one Unit to another within the charge of the same Additional Chief Engineer may be ordered by the Additional Chief Engineer concerned and in other cases transfer should receive approval of the Chief Engineer.
- (ii) Only essential and skilled categories of workcharged establishment like Spl. Foremen, Foremen, Chargemen and Operators should be allowed transfer concessions as laid down in the Manual of Orders, other categories (unskilled and semi-skilled) of workers should normally be disbanded in accordance with Labour Regulations.
- (iii) Joining time upto a maximum of 7 days (from the date the employee actually gets off from the work in one Unit to the time when he actually resumes duty in the Field in the other Unit) should be allowed. This period will be taken to include preparation, travel time, Sundays and Holidays etc. Any period taken in excess of this should be treated as absence without pay.
- (iv) The relieving Officer who relieves the workcharged employee on transfer to another Unit shall indicate under his dated signatures in Part I(A) of the proforma (copy enclosed as Annexure IV), the date of his getting off the work. The proforma shall then be sent to the Unit where the employee is transferred. The next Unit Officer shall fill in Part I(B) of the same proforma under his dated signature, the date of his actually resuming duty in the Field. The workcharged employee concerned shall then fill in, the remaining columns of the proforma and submit the same to the Unit Officer of his new Unit for audit and payment of his Transfer T.A. Bill.

The Units should employ workcharged staff only on the categories sanctioned and duly notified and according to the limits prescribed by the norms and should strictly follow these instructions and procedure with a view to effect the utmost economy.

Sd/-
(S. S. KUMAR)

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CHAIRMAN AND MANAGING DIRECTOR

ANNEXURE -I

Appendix I

REQUIREMENT OF WORKCHARGED STAFF FOR VARIOUS TYPES OF MACHINES PER SHIFT /MACHINE

Name of Equipment	Category of staff required and scale of provision –in numbers per machine per shift						REMARKS
	Foreman	Charge man	Mech.	Operator	Greaser Cleaner	Chowkidar	
2	3	4	5	6	7	8	9
Excavating Equipment Shovels/Draglines or any other attachment 1 ½ to 3 ½ Cyd. capacity	¼*	1 **	1	1	1	½ **	Minimum '1' *Minimum requirement one number is based on the consideration that whenever an isolated machine is employed on some work with a complement of dumpers, dozer and grader etc. the Foreman will also look after the operation and maintenance of all the machines. ** Chageman should be a versatile hand well versed in operation and mechanics of the excavator *** Minimum 1. If the machine is operating on single shift basis.
Shovels/Draglines less than 1 ½ Cyd. capacity	¼	--	1	1	1	½	
Dumpers/Motorised Scrapers size above 9 Cyd.	¼	¼	¼	1	1	1/6	
Dumpers below 9 Cyd. capacity and Motor Graders.	¼	---	1/3	1	½	1/6	
Dozers/Tractors/ Traxcavators/ Scrapers with Tractors above 60 H.P.	¼	¼	¼	1	1	1/6	

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Dozers/Tractors below 60 H.P.	---	1/4	1/2	1	1/2	1/6	
Wheeled Tractors (below 70 H.P.)	---	1/3	1/3	1	1/3	1/6	
Transport Trucks	1/6	1/4*	---	1**	1/2	1/6	*He can be a Chargeman or a Mechanic. **He will be designated as 'Driver'.
. Jeeps.	1/3	1 *	---	---	*He will be designated as 'Driver'.
Portable Diesel Compressors size 160 Cfm to 500 Cfm.	1/4	1/2*	---	1	---	1/6	He can be a Chargeman or a Mechanic.
Electric Compressors size 160 Cfm. to 500 Cfm.	1/4	1/2 *	---	1	---	1/6	*He will be a Chargeman Electrician. A senior Electrician can also be employed instead.
Electric Pumps.	1/8	1/3*	---	1	1/3	1/6	*He can be Chargeman or Mechanic or (Electrician) **For localised pumping with more than '2' pumps one place. For '2' and less than '2' pumps at one place or nearby places, '1' Operator will be employed
Diesel Pumps.	1/8	1/3*	---	1	1/3	1/6	*He can be a Chargeman or a Mechanic.
Trailer with Prime mover 20 tons and above.	---	1/2*	---	1	1	1/6	*He can be a Chargeman or a Mechanic
Concrete mixer 10/7, 14/10.	1/8	1/4	1/4	1	1/4		
Concrete Mixer 10/1 Cyd.	---	1/4	1/2	1	1/2		
Stone Crusher & Granulators.	1/6	1/2	1/2	1	1/2		
Sd/- (S.S. Chugh) Additional Chief Engineer(W)	Sd/- INDER SINGH MANKU LT.COL.(RETD.) Additional Chief Engineer(G)			Sd/- (S.S. SAHI) Additional Engineer (Mechanical)			

APPENDIX II

**ILLUSTRATIVE EXAMPLES SHOWING REQUIREMENTS OF STAFF FOR DIFFERENT COMBINATIONS
OF EARTHMOVING MACHINERY ITEMS – FOR HAULAGE WITH DUMPERS**

of equipment in the Group				Staff Requirement					
Excavators/ Shovel/Dragline	Dump ers	Dozers C(W)	Tractor with compaction Unit	Grader	Fore man	Charge man	Mechanic	Operator	Cleaner Greaser
3	4	5	6	7	8	9	10	11	12
1	---	---	---	---	1	1	Nil	1	2
1	---	1	---	---	1	1	1	2	3
1	3	1	---	---	1	2	2	5	5
1	3	1	1	---	1	2	3	6	6
1	3	1	2	---	1	2	3	7	7
1	3	1	2	1	1	2	3	8	8
1	4	1	--	---	1	2	2	6	6
1	4	1	2	---	1	3	2	8	8
1	4	1	1	1	1	3	2	8	8
1	5	1	1	---	1	3	3	8	8
1	5	1	1	1	1	3	3	9	9
1	5	1	2	1	1	3	3	10	10
2	8	2	3	1	3	5	6	16	14
2	10	2	3	1	3	5	6	18	16
3	12	3	4	1	4	7	7	23	21
3	15	3	4	1	4	7	8	26	21
4	16	4	5	1	5	9	10	30	26
4	20	4	6	1	5	10	11	35	30
5	20	5	8	1	6	11	12	39	33
5	20	5	10	1	6	11	13	41	35
5	25	5	10	1	6	12	14	46	40
5	25	5	10	2	6	12	14	47	40

Sd/-

SD/-

SD/-

(S. P. CHUGH)

(S.S. SAHI)

ADDITIONAL CHIEF ENGINEER(W)
CHIEF ENGINEER(MECH.)

INDER SINGH MANKU Lt. Co.; (Retd.)

Additional Chief Engineer (G)

ADDITIONAL

APPENDIX III

**ILLUSTRATIVE EXAMPLES SHOWING REQUIREMENTS OF STAFF FOR DIFFERENT COMBINATIONS
OF TRACTOR DRAWN SCRAPERS/MOTORISED SCRAPERS, DOZERS, COMPACTION UNITS &
PUSHER**

Details of equipment in the Group				Staff Requirement					
Group	Dozer	Tractor drawn scrapers/ Motorised Scrapers	Compaction Unit	Pusher	Foreman	Chargeman	Mechanic	Operator	Greaser
2	3	4	5	6	7	8	9	10	11
A	1	---		---	---	1	---		
B		2		---	1	1	1	2	3
C		3		---	1	1	1	3	3
D		3		1	1	1	1	4	4
E		4		---	1	1	1	4	4
F		4		1	1	1	2	5	5
G		5		---	1	1	2	5	5
H		5		1	1	2	2	6	6
J		6		---	1	2	2	6	6
K		6		1	1	2	3	7	7
L		7		---	1	2	3	7	7
M		7		1	1	3	3	8	8

Whenever compaction unit – one or more, is added to the fleet of machines, the requirement of staff can be assessed based on total number of machines by correlating it with a corresponding item of this statement, converting indential number(total) of machines. This is possible to do since the basic strength of staff provided for the various categories of machines (covered by this staff) is the same.

Sd/-

Sd/-

SD/-

(S. P. CHUGH)

INDER SINGH MANKU LT. COL.(RETD.)

(S.S.)

SAHI)

ADDITIONAL CHIEF ENGINEER(W)

ADDITIONAL CHIEF ENGINEER(G)

ADDITIONAL CHIEF ENGINEER(M)

APPENDIX IV

**ILLUSTRATIVE EXAMPLES SHOWING REQUIREMENTS OF STAFF FOR MISCELLANEOUS ITEMS
OF
EQUIPMENT IN DIFFERENT NUMBERS WHEN USED AT ONE PLACCE.**

MACHINES					STAFF				
Number	Mixers upto ½ Cu.Yd.	Mixer 1 Cu.Yd.	Crushers Granulators		Foreman	Charge man	Mechanic	Operator	Greaser
2	3	4	5	6	7	8	9	10	

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1	---	---		---	---	---	1	---
2	---	---		---	---	1	2	1
3	---	---		---	1	---	3	1
4	---	---		---	1	1	4	1
5	---	---		---	1	1	5	2
6	---	---		---	1	1	6	2
7	---	---		---	1	1	7	3
8	---	---		1	1	1	8	3
--	1	---		---	---	1	1	1
--	2	---		---	1	1	2	1
--	3	---		---	1	1	3	2
--	4	---		X	1	2	4	2
--	5	---		1	1	2	5	3
--	6	---		1	1	2	6	3
--	7	---		1	2	2	7	4
--	8	---		1	2	2	8	4
9	---	---		1	1	2	9	3
10	---	---		1	1	2	10	4
11	---	---		1	1	2	11	4
12	---	---		1	1	2	12	4
--	---	1		---	1	---	1	1
--	---	2		---	1	---	2	2
--	---	3		---	1	1	3	2
--	---	4		---	1	1	4	2
--	---	5		1	1	2	5	3
--	---	6		1	1	2	6	3
--	---	7		1	1	2	7	4
--	---	8		1	1	2	8	4

Sd/-
(S. P. CHUGH)
ADDITIONAL CHIEF ENGINEER (W)
(MECHANICAL)

SD/-
INDER SINGH MANKU
LT.COL.(RETD.)

SD/-
(S.S. SAHI)
ADDITIONAL CHIEF ENGINEER

Annexure- II

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(Government Concern)

E-9, Defence Colony,
New Delhi –3.

Standing Order No. 24
1962.

Dated: June 20,

Sub: PASSING OF WORKCHARGED ESTABLISHMENT

The monthly pay rolls of workcharged establishment (Manual of Orders Form No. 37) are at present sent to the Head Office for preaudit and pay order as required under para 4.6(5) of the Manual of Orders. As the workcharged establishment is to be employed only against the prior sanction to the creation of various posts for a specified period by the Head Office, the pre-audit of these rolls at Head Office does not, therefore, seem necessary. It has, therefore, been decided that in future the monthly workcharged rolls shall be prepared and pay ordered by the Unit Officer after satisfying themselves in consultation with their Accounts Officer that the establishment enrolled therein has got prior approval of the Competent Authority and that reference thereto is duly recorded on the roll. Also a certificate to the following effect is recorded by the Accounts Officer/Unit Officers under his dated signatures before giving pay order:-

“Certified that I have satisfied myself that the wages of only those workcharged personnel have been drawn in the roll for which necessary sanction has already been received and recorded in the Unit.”

In any exceptional case where W.C. Establishment has been employed against posts which have not yet been sanctioned by the Head Office, bill for such establishment should be drawn separately from the one relating to the establishment employed against sanctioned posts.

Necessary amendment to Para 4.6(5) will be issued in due course.

Sd/-
(A. L. Das)
Managing Director

Annexure- III

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(Government Concern)

“ OFFICE ORDER ”

In future to ensure more efficient use of machinery and better maintenance, by really qualified and experienced staff, recruitment of all Workcharged Staff, like operators , fitters, machanics, Chargemen, foremen etc. getting overall emoluments more than Rs. 100/- p.m. will be made by a Field Committee, consisting of the following :

- (i) Executive Engineer, Incharge of Unit.
- (ii) Asstt. Executive Engineer/Asstt.Engineer concerned under whom the workcharged staff is to serve.
- (iii) Chief Engineer/Addl. Chief Engineer or Construction Superintendent.

2. To avoid any justice in such selection a complete record of the experience and qualifications of the selected candidate should be maintained in the Unit so that it is open for inspection at any time when superior inspecting officers visit the field Unit. In some cases, if feasible, the Committee should take a trade test of the candidate to ensure the selection of really qualified personnel.

3. The recruitment of workcharged staff should normally be done in the begining of the Working seasons as per requirement when it would not be difficult either for the Chief Engineer/Addl. Chief Engineer to be associated with the Committee in such recruitment, if there happens to be no Construction Superintendent posted at the site of the work. However, if recruitment becomes necessary during the working period, when it may not be feasible for the Chief Engineer/Addl. Chief Engineer to be available for association in such recruitment, the Committee should consist of two local officers, viz. Executive Engineer and Assistant Executive Engineer/Assistant Engineer con

cerned, who will report full details of the selection for concurrence of the Chief Engineer/Addl. Chief Engineer.

In case of a bigger Unit working under Construction Superintendent, however, there will be no difficulty as the Committee will consist of :

- (i) Construction Superintendent,
- (ii) Executive Engineer,
- (iii) Asstt. Executive Engineer/Asstt. Engineer concerned.

4. While recruitment candidates, the Regional Employment Exchange should invariably be consulted.

5. A copy of the minutes of Selection Committee showing priority of Selection, initial pay to be given and the pay scale should always be supplied to Head Office.

6. These steps are absolutely necessary to ensure that costly machinery is handled by experienced and efficient staff to avoid accidents and eliminate sub-standard performance.

Sd/-
(A. N. Malhotra)
Chief Engineer

No. 1039/10-E/PLT

Dated: 27th August 1960

Copy to all Units.

Copy to all Officers and Accountants in Head Office.

Sd/-
(B. D.

Nangpal)

Chief Accounts Officer
& Dy. Finance Adviser

ANNEXURE -IV

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

Memorandum of transfer and transfer travelling allowance bill of Workcharged employees.

Part I. Memorandum of transfer.

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<p align="center">(A)</p> <p>(To be filled in by the Relieving Officer)</p> <p>1. Name of the Field Unit</p> <p>3. Name of W.C. employee</p> <p>5. Actual date of release.....</p> <p align="right">Dated signatures of the Relieving Officer.</p>	<p>2. Head-quarters</p> <p>4. Post held by the employee (a) (b) Pay</p>	<p align="center">(B)</p> <p>(To be filled in by the relieving Officer)</p> <p>1. Name of Unit</p> <p>2. Post on which employed</p> <p>3. Place at which employed.....</p> <p>4. Date of actually resumed duty..... Dated signature of the Relieving Officer</p>
--	---	--

Part-II. Transfer Travelling Allowance bill.
(Para 5.6 (f) of Manual of Orders)

<p>Particulars of Journey</p> <hr/> <p>From / To</p> <p>Station Date Station Date</p>	<p>Kind of Journey i.e. by rail or by road</p>	<p>Railway Fare III Class -----</p> <p>Road Fare Lowest Class -----</p> <p>Self 1</p> <p>Family members Wife Sons/Stepsons Daughters/Step Daughters Total</p>	<p>Carriage of personal effects -----</p> <p>Maximum 10 Mds.(370 Kg.) for an employee possessing a family and 5 Mds. (185 Kg.) for others. Actual cost of transportation by rail. --do-- By Road Total Restricted to maximum admissible number of mds. (kgs.) carried by goods Train from old to new station of posting. Passed for payment for Rupees</p>	<p align="center">Amount</p>
---	--	---	--	------------------------------

Certified that I/my family members did not travel free.

Certified that road mileage claimed is in accordance with the table of Polemetric distances.

Certified that my family members for whom T.A. has been claimed in this bill are residing with and wholly dependent on me.

Certified that actual expenses incurred on transporting -mds. (Kgs.)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

of personal effects on transfer was not less than the sum
 claimed. Accountant/Accounts Officer

Signature of traveling Officer/employee

APPENDIX VIII

**QUALIFICATION & EXPERIENCE FOR RECRUITMENT TO WORKCHARGED
 ESTABLISHMENT**

Sl. No	CATEGORY	QUALIFICATION		EXPERIENCE
		Academic	Technical	
(1)	(2)	(3)	(4)	(5)
MECHANICAL ESTABLISHMENT				
	1. Special Foreman			
	(Workshop, Field Earthmoving, Automobile, Batching & Mixing Plant, Structural, Tunnelling, Auto-Electrician)	Matriculation or equivalent from a Total recognised University/Board of Education.	Diploma/Certificate from a recognised Technical Institute	1. Should have the practical knowledge of the trade. 2. Should have minimum practical experience of the trade for 3 years of which minimum 1 year should be in supervisory capacity. 3. Should have capability of carrying out field repairs of major haul trucks to Plant & Machinery used in trade.

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			4. Show capability to organise and control work of skilled workmen.
			5. Show ability to maintain workshop documents such as cards, lists, books, etc.
			6. Pass a practical test conducted by the Unit Officer.
Foreman			
(Workshop, Field Earthmoving machinery, Automobile Batching & Mixing Plant, Structural Tunnelling, (Auto-Electrician))	----do---	----do---- Total	1. Show minimum experience of 6 years in the trade, of which 2 years experience should be supervisory capacity.
			2. Show capability in carrying out field rehaul to plant & Machir used in trade.
			3. Show capability in

NPCC MANUAL

			organisii controlli work of skilled w
Mechanic (Special Grade)	Matriculation or equivalent from a recognised University.	Should have a Diploma certificate from a recognised institute or should be hold- er of National Appren ticeship Certificate.	1. Shou through knowled trade
Tradesman (Special Grade)			2. Shou minimur practical experien trade for out of years sh Class I M
			3. Shoul capable carrying repairs v own han
			4. Shoul capable organisii controlli work of mechani Class-I -
			5. Shoul practical conducte Unit Off

NPCC MANUAL

5. Mechanic Class-I	Should be able of reading & Preferably should be writing in a regional language.		1 Should minimur experien holder o the trade years. 2 Shou Apprenti practical conducte Unit Off Certifica Certifica
6. Tradesman Class-I	---do---		Certifica
7. Mechanic Class-II	-----		1 Shou minimur experien years in National Apprenti Certifica holders, however exempte experien extent of practical of Appre
8. Tradesman Class-II	-----		2. Shoul practical conducte Unit Off
9. Tradesman Class-III	-----		1. Shoul minimur experien years in
10. Tradesman Class-III	-----		2 pass a pr trade tes conducte Unit Off
11. Operators			

NPCC MANUAL

(a) Shovel & Dragline	Matriculation Should have sucees course of at least 1 year organised by CW Training Institute.		
Operator Class 1	Heavy earth- moving equipment.		<p>1. Shou practical experien fully pas training includin period s</p> <p>2. Shoul capable operatin electric/ Govt. fo tractors/ capacity than 2 ½</p> <p>3. Shou also a gc working knowled field rep above m equipme</p> <p>4. Sho practical conduc</p> <p>Unit Off</p>

NPCC MANUAL

(b). Shovel & Dragline Operator Class II	Matriculation Preferably should have passed a Training Course of at least 1 year conducted by the Unit Officer. year organised by CW&PC/State Government for heavy earth-moving equipment.		1. Show experience years 2. Show practical by the Unit Officer.
(c) Dozer & Tractor	Should be able to read & write.		1. Show years experience in the operation and handling of Crawler Wheel Dozers of more than 150 HP 2. Show general knowledge of mechanical Tractors should be able to carry out repairs to Tractors 3. Show practical conducted by Unit Officer
(d) Dumper Operator	Matriculation organised by CW&PC/	Preferably should have passed technical training course of at least 1 year State Government for heavy earth-moving machinery.	-----do-----

NPCC MANUAL

(e) Truck Driver		Should have a valid driving licence for driving heavy & light vehicles.	<p>1. Should have at least 6 years of driving experience for heavy & light vehicles of up to 10 tons capacity.</p> <p>In addition, should have general knowledge of mechanical repairs.</p>
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CIVIL ESTABLISHMENT

NPCC MANUAL

<p>1. Special Foreman</p>	<p>Matriculation or equivalent from a recognised</p>	<p>Diploma/Certificat from a recognised Technical Institute.</p>	<p>1. Should have thorough practical knowledge of the trade. 2. Should have minimum practical experience in the trade for 8 years out of which minimum 2 years should be in supervisory capacity. 3 Capable of organising and controlling the work of 30-35 skilled workers. 4 Should be able to maintain the documents in relation to progress of works and accounting of materials. 5. Should pass a practical trade test conducted by the Unit Officer.</p>
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NPCC MANUAL

<p>2. Foreman</p>	<p align="center">---do---</p>	<p align="center">---do---</p>	<ol style="list-style-type: none"> 1. Should have through practical knowledge in the trade. 2. Should have minimum practical experience of 6 years out of which 2 years at least should be in supervisory capacity. 3. Should be capable of organising and controlling the work of 25-30 skilled workers. 4. Should pass a practical trade test conducted by the Unit Officer.
<p>3. Supervisor Gr-I</p>	<p align="center">---do--</p>	<p align="center">---do---</p>	<ol style="list-style-type: none"> 1. Should have through practical knowledge in the trade. 2. Should have minimum practical experience of 1 year in the case of certificate holders. 3. Diploma holders may be appointed with- out having any practical experience. 4. Should be capable of organising and controlling the work of 25-30 skilled workers. 5. Should be able to maintain simple accounts relating to the progress of workand material at site.

NPCC MANUAL

4. Supervisor Gr-II	Matriculation	Should preferably be a holder of certificate from a recognised Technical Training Institute/Centre.	<ol style="list-style-type: none"> 1. No experience needed in the case of a certificate holder. 2. Should be capable of organising and controlling the work of 25-30 skilled workers. 3. Should be able to maintain simple documents in relation progress of works and accounting of materials at site. 4. Should pass a practical trade test conducted by the Unit Officer.
5. Supervisor Gr-III	Matriculation	Not necessary	<ol style="list-style-type: none"> 1. Previous practical experience not necessary. 2. Should be capable of supervising and controlling the work of 25-30 workers. 3. Should pass a practical trade test conducted by the Unit Officer.

Appendix - IX

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Public Sector Enterprise)

Correction Slip No.36.

Dated: 4th March, 1970.
14th Phalguna, 1981 (S)

Add the following as para 2.48 of the Manual of Orders :
2.48 : N.P.C.C. Seniority Rules (Enclosed as Appendix IX)

(Authority : Minutes of item No.6 of the Meeting of the Standing
Committee of the Board of Directors held on 13th Jan. 1970).

For National Projects Construction Corporation Limited.

Authorised for issue

Sd/-
(O.P. Sehgal)
Section Officer.
Director

Sd/-
(P.T. Malla Reddy)
Chairman & Managing

Cc :

2. All Officers/Sections at Head Office.
3. All Regional /Zonal/Unit Offices.
4. Internal Audit Wing.
5. The Accounts Officers (C&B) /Finance/Book, NPCC Ltd., H.O.
6. Assistant (Board).
7. All Assistants in Administration
8. File No.500119.

Appendix- IX

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Public Sector Enterprise)

~~In exercise of the powers conferred by Article 83(15) of the Articles of Association, the Corporation, hereby makes the following rules, hereinafter to be called as the N.P.C.C. Seniority Rule :~~

N.P.C.C. SENIORITY RULES

- (i) The Seniority of Members of the service in each grade shall be determined annually effective 31st of March on the basis of length of service of each employee. The length of service would be worked out on the following basis:
 - (a) In the case of employees starting on the minimum of a grade it would be service in the N.P.C.C.
 - (b) In the case of employees given a higher start than the minimum of a grade at the time of their initial appointment, the excess over the minimum would be resolved into the number of annual increment of the grade. The number of years thus determined would be halved and the date of appointment in the N.P.C.C. would be correspondingly advanced for determining seniority. The length of service would thus be taken from the date so advanced.
 - (c) In the case of employees who are retired hands, the pay to be considered as having been given on appointment will be "the pay actually fixed as payable by the N.P.C.C. plus pension, if any or the maximum of the grade of the employees whichever is less".

After the dates of appointments are so determined, the one whose date is earlier would be senior. The seniority would hold for the duration of the year or until next determination is enforced whichever is later.

- (ii) The seniority list shall be brought upto date on the 1st April annually.
- (iii) All promotions to the next higher grade will be in accordance with the seniority lists. In case of selection posts, seniority will be only a secondary factor, greater emphasis will be laid on merit and suitability of candidates determined on merit-cum-seniority basis.
- (iv) Retrenchment in a particular grade will be in the reverse order of seniority i.e. on the principle of 'last come first go'.
- (v) In the case of person on deputation from Central or State Government Department or other Public Sector Enterprises, their seniority in the grade will be determined from the date of their

- ~~appointment in the grade in their parent office, if they are holding posts on the same scale in the Corporation and their inter-se seniority determined accordingly at the time of considering them for promotion. If, however, they hold the posts in the Corporation on a scale different from the one held by them in their parent office, their seniority will be reckoned from the date of appointment to the grade in the Corporation.~~
- (vi) If the dates of two or more persons in a grade are the same, the seniority shall be determined on the basis of pay drawn by each. In case the rate of pay drawn by them is also the same, the seniority shall be in accordance with the age, the elder member being senior to the younger member.

(Authority : Minutes of Item No. 6 of the Agenda of Standing Committee Meeting held on 13.01.1970)

Appendix- X

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Public Sector Enterprise)

(Referred to in para 2.2(ii) added by Correction slip No. 58 & Corrigendum No. 500414 at 25.03.72)

RULES FOR RECRUITMENT AND APPOINTMENT TO THE CADRE OF JUNIOR AND SENIOR SPECIALISTS,

(i) Recruitment and Appointment :	
Jr. Specialists	(a) By direct recruitment
	(b) BY appointment selection of Sectional Officers/ Special Foreman.
Sr. Specialists	(a) By direct recruitment ;
	(b) By appointment of Junior Specialists.
(ii) Qualifications:	
Jr. Specialists	Should have at least 12 years practical experience and should have worked in supervisory capacity for at least a period of 7 years in the job of specialisation (Person having diplomas in Engineering from recognized institution will be preferred).
Sr. Specialists	Should have at least 18 years practical experience in the trade out of which 10 years shall be in responsible position. (Persons having diploma in Engineering from recognised institution will be preferred).

Note :- Condition of experience relaxable in case of Diploma Holders from recognized institutions.

(iii) Terms of appointment :

The appointment will be on contract basis for a specified period viz. 3 years or for a lesser period as considered desirable in the first instance with the condition that the contract could be terminated with 3 month's notice from either side or in lieu thereof on payment of 3 months pay from either side.

- ~~The contract will be renewable on the expiry of contract period.~~
- (iv) **Appointment :**
- (a) **Junior Specialist :**
- (i) Appointment to this cadre will be limited only to persons from amongst the Sectional Officers/Spl. Foreman who possess diploma in Engineering from recognised/non recognised institutes.
 - (ii) No Sectional Officer/Special Foreman shall be eligible for appointment as a Junior Specialist unless he has completed 7 years of service in the grade.
- (b) **Sr. Specialists :**
- Junior Specialists shall be eligible for appointment as Sr. Specialists provided that :
- (i) Appointment to a post shall be made strictly by selection and no member of the services shall have any claim to such appointment as a matter of right or merely on basis of seniority.
 - (ii) No Jr. Specialist shall be eligible for appointment as a Sr. Specialist unless he has been assessed to be fully conversant with the job on which he is to be utilised and until he has continuously been awarded two contract terms of 3 years each and has reached the stage of pay of Rs. 810/- in the pay scale of the post of Jr. Specialist.
 - (iii) Appointment to the two cadres, these being contract appointments, will be made for specialised jobs.

Appendix- XI

The employees of the Corporation on transfer or on initial posting to a field unit will be required to give options :-

- (i) Either to take their families with them at the station of their posting; or
to maintain their families at a station other than the place of their posting.
- (ii) to maintain their families at a station other than the place of their posting.
- (iii) The employees, who opt for (ii) above, will be allowed single room accommodation, with attached kitchen at the station of posting free of rent and House Rent Allowance subject to a maximum rate of 10% of Basic Pay.

- ~~¹¹⁶(iv)~~ Employees drawing pay not exceeding Rs. 900/- per month would be allowed House Rent Allowance @ 10% without reference to the actual rent paid/rental value of his own house.
- (v) Employees drawing pay exceeding Rs. 900/- per month would be allowed House Rent Allowance @ 10% admissible on the pay of Rs. 900/- per month subject to the above certificate but in case they desire to be paid House Rent Allowance as per entitlement on the basis of pay actually drawn i.e. @ 10% of their basic pay, they shall have to produce the rent receipt/rental value of own house.
- (vi) Employees will not normally be allowed to change their option once exercised till the period of their stay at the place of their posting.
- (vii) The employees who, however, decide to shift their families after the option is given, can do so provided either they make their own arrangement or they make adjustment with other employees. The Corporation may, however, try to provide accommodation subject to the condition that it is available and the sanction of the Managing Director is obtained but no commitment on this can be made.
- ¹¹⁷(viii) A transferred employee who does not intend to continue his family at the place of previous posting but would like to shift after some period may be allowed to retain his accommodation at the previous place of posting and he may be allowed house rent allowance at the existing rates for a maximum period of 3 months extendable upto 6 months subject to the approval of Managing Director/Executive Director/Group General Manager/General Manager incharge of the region and Divisional/Unit Heads directly reporting to Corporate Office as the case may be.

(Clarification from Corporate Office vide letter No. 400920 dated 14/15.03.1985 –

It is clarified that the expenditure on rent of accommodation incurred for retaining his quarters for his family in his old headquarters for 3 months and upto the extended period of 6 months is to be borne by the Unit where the employee is transferred. Debits raised be responded on these lines.)

¹¹⁶ C.S. NO.152 DT. 152 DT. 27.8.82.

¹¹⁷ C.S. NO. 171 DT. 171 DT. 19.10.84.

~~(ix) Every employee claiming House Rent Allowance under (viii) above will be required to certify that he actually maintained the house during the period for which House Rent Allowance is claimed.~~

¹¹⁸(x) The term 'Family' for the purpose of these rules means a Corporation employee's wife/husband/children and parents only, residing with him and wholly dependent on him/her. A husband/wife/child/parent having an independent source of income is not to be treated as a member belonging to the family of the Corporation employee except when such income including pension (inclusive of temporary increases in pension and pension equivalent of death-cum-retirement benefits) does not exceed Rs. 250/- per month. **

(xi) An employee, who is allowed to keep his family away at a station other than the place of his posting, will be allowed the benefit of Children Education Allowance according to Central Govt. Rules as amended from time to time.

(xii) If the employee opts to retain his family at the place of his previous posting transfer, travelling allowance is not admissible in respect of members of family even if they visit the new head quarters within the period of six months. If the employees was keeping his family at the previous place of posting and opts to keep hjs family at his Home Town, the claim for transfer travelling allowances in such cases shall be regulated on the basis of S.R. 116C. If the employee was keeping his family at Home Town prior to posting to a new station and elect to retain his family at his Home Town, the question of admissibility of transfer travelling allowance in such case does not arise. If he opts to take his family to now Head-quarter, transfer travelling allowance will be admissible subject to provisions under S.R. 116-C.

(xiii) The Lump sum tranfer grant will be admissible to the employee on transfer as per rules extant in this respect irrespective of the fact whether or not his family also moves with him.

** **N.B.** A member of the family –husband/wife/child/parent who is in receipt of any income, other than the pensionary benefits not exceeding Rs. 250/- per month by virtue of private business, employment, property etc. will also be trested as an earning member of the family.

¹¹⁸ C.S. NO.152 DT. 27.08.82.

Appendix XII

'NPCC EMPLOYEES (PAYMENT OF GRATUITY) RULES, 1975

1. Short Title

- (i) These rules may be called the "NPCC Employees (Payment of Gratuity) Rules 1975."
- (ii) These rules shall be deemed to have come into force from 31.03.1975.

2. Definition.

¹¹⁹(a). In these rules unless there is anything repugnant in the subject or context, there to, the term "emoluments" in respect of such employees of the Corporation who are not covered by the provisions of the Payment of Gratuity Act, 1972 shall mean last pay drawn (which term includes all those payments which are earned by the employee while on duty or on leave in accordance with the terms and conditions of his employment, and which are paid or payable to him in cash and includes Dearness Allowance including DP, ADA, Adhoc DA or any other elements of DA, which the Corporation may declare from time to time but does not include any bonus, commission, house rent allowance, overtime wages and any other allowance).

Provided that the emoluments for the purpose of these rules shall be subject to a maximum of Rs. 4000/- (Rupees four thousand) per mensem.

However, in case of employees governed by the provisions of the Payment of Gratuity Act, 1972 the definition of the term 'emoluments' shall continue to be the same as provided in Section 2 (s) of the Payment of Gratuity Act, 1972.

- (b) Unless there is anything repugnant in the subject or the context, all other words and expressions used in these rules shall have the meanings respectively assigned to them in the NPCC Employees Gratuity Fund Rules, 1975 and the Payment of Gratuity Act, 1972.

¹¹⁹ C.S. No. 135 dt. 18.10.79.

¹²⁰Correction Slip No.- 16
January, 1989.

Dated: 16th

Delete the following appearing in Rule 2(a) of NPCC Employees (Payment of Gratuity) Rules, 1975 :-

“Provided that the emoluments for the purpose of these rules shall be subject to a maximum of Rs. 4,000/- (Rupees Four Thousand) per mensem.”

(B) Add the following as sub rule (k) in Rule 3 of NPCC Employees (Payment of Gratuity) Rules, 1975 :-

(K) In the event of there being no nomination, the gratuity on death may be paid in the manner indicated below :-

(I) If there are one or more surviving members of the family as in (a) to (d) below, it may be paid to all such members other than any such member who is a widowed daughter, in equal shares.

(II) If there are no such surviving members of the family but there are one or more surviving widowed daughters and or one or more surviving members of the family as in (e) to (j) below, the gratuity may be paid to all such members, in equal shares.

Family shall include the following :-

- a) Wife in the case of a male employee.
- b) Husband in the case of female employee.
- c) Sons } Including steps
- d) Unmarried & widowed daughters } children and
} adopted children
- e) Brother below the age of 18 years and unmarried and widowed sister (including step brothers and step sisters).
- f) Father
- g) Mother
- h) Married daughters; and
- i) Children of a pre-deceased son.
- j) 'Wife' of a pre-deceased son.

(c) Substitute the following for Rule-4 (b) (2) of NPCC Employees (Payment of Gratuity) Rules, 1975 :

¹²⁰ C.S. NO.16 16.01.89.

"4(b) (2) Gratuity will be granted for good, efficient and faithful service to such employees including 'Chief Executives and Full Time functional Directors and ex-serviceman' but shall exclude the following :-

- (i) Casual and non regular employees;
- (ii) Govt. servants and other employed on deputation terms;
- (iii) Employees on contract basis;
- (iv) Apprentices and Trainees;
- (v) Re-employed persons.

Provided that gratuity will not be admissible to an employee who resign from service (Voluntary Retirement at the Corporation would not constitute resignation) or whose services are terminated for mis-conduct, insolvency or inefficiency.

Excepting the case of death, gratuity will be admissible only after 5 years qualifying service. Qualifying service will mean all services rendered in the Corporation after completion of 18 years of age excepting period of service rendered as Apprentices and Extra Ordinary leave without salary.

(D) Substitute the following for Rule-5(i) and (3) of NPCC Employees (Payment of Gratuity) Rules, 1975 :-

- (1) In-respect of the employees other than those covered under the payment of Gratuity Act, 1972, the employees shall be paid gratuity equal to $15/26$ of a month's emoluments for each completed year of service or part thereof in excess of six months subject to a maximum of $16 \frac{1}{2}$ times of the emoluments or Rs. 1,00,000/- whichever is less.
- (2) In the case of death, the amount of gratuity will be as calculated under Rule-5(1) or (2) or as worked out below whichever be more :
 - (a) During the first year of service -2 months emoluments.
 - (b) After one year but before 5 years - 6 months emoluments.
 - (c) After completion of 5 years but before 20 years service - 12 months emoluments.
 - (d) Service of 20 years or more ($1/2$ month's emoluments for each completed $\frac{1}{2}$ year of qualifying service subject to maximum of 33 times, the emoluments

provided the amount of death gratuity shall be in no case exceed to Rs. 1,00,000/-.

(E) Add the following in Rule 5 as Sub-Rule (5) of NPCC Employees (Payment of Gratuity) Rules, 1975 :

(5) In respect of the Central Govt. Employees who have been appointed in the Corporation on permanent/immediate absorption basis, the previous service rendered under the Govt. shall not be taken into account while computing the qualifying service for payment of gratuity.

However, in such cases the total of the gratuity drawn from the Central Govt. and that admissible from the Corporation shall not exceed Rs. 1,00,000/-.

(F) Add the following in Rule 11 of NPCC Employees (Payment of Gratuity) Rules, 1975 :

The condition of minimum qualifying service of 5 years would not be invoked when such transfer takes place with the consent of both the employers.

The above shall come into force w.e.f. 01.01.1986.

3. Nomination

(a) A nomination shall be in Form 'A' or in a form as near thereto as may be necessary and submitted in duplicate by personal service by the employee, after taking proper receipt or by sending through registered post acknowledgement due or by recorded postal delivery to the Trustee Secretary NPCC Employees Gratuity Fund :-

(i) in the case of an employee, who is already in employment ordinarily, within ninety days from the date of promulgation of NPCC Employees Gratuity Fund Rules, 1975.

(ii) in the case of employees appointed after the date of promulgation of the said Rules, ordinarily, within sixty days of the date of appointment;

Provided that no nomination aforesaid shall be rejected or shall be invalid merely because it was filed after the specified period.

- ~~(b) An employee who has a family at the time of making the nomination shall make such nomination in favour of a member or members of his family.~~
- (c) An employee who has no family at the time of making a nomination shall, on acquiring a family, submit in the manner specified in the sub-rule (a), a fresh nomination, as required under sub-section (4) of section 6 of the Payment of Gratuity Act, 1972, in duplicate, in Form 'B' to the Trustee Secretary, NPCC Employees Gratuity Fund and thereafter the provisions of sub-rule (f) shall apply mutatis mutandis as if it was made under sub-rule (a).
- (d) If an employee nominates more than one person he shall specify in the nomination the amount of share payable to each of the two or several nominees.
- (e) If a nominee predeceases an employee, the interest of the nominee shall revert to the employee who shall make a fresh nomination in respect of such interest.
- (f) Within thirty days of the receipt of nomination aforesaid the Trustee Secretary NPCC Employees Gratuity Fund shall get the particulars of the employee, as mentioned in the form of nomination, verified with reference to the records of the Corporation and return to the employee, after obtaining a receipt thereof, the duplicate copy of the nomination duly attested by him, as a token of recording of the nomination by the Trustee Secretary and the other copy of the nomination shall be recorded.
- (g) A notice of modification of a nomination, including cases where a nominee predeceases an employee, shall be submitted in duplicate in Form 'C' to the Trustee Secretary in the manner specified in sub-rule (a), and thereafter the provisions of sub-rule (f) shall apply mutatis mutandis as if it was made under sub-rule (a).
- (h) A nomination, a fresh nomination or a notice of modification of nomination shall be signed by the employee, or, if illiterate shall bear his thumb impression, in the presence of two witnesses who shall sign a declaration to that effect in the nomination.
- (l) A nomination, fresh nomination or notice of modification of nomination shall take effect from the date of receipt thereof in the office of the Trustee Secretary, NPCC Employees Gratuity Fund.

- (J) The nomination forms submitted by an employee and accepted by the Corporation before the coming into effect of the NPCC Employees Gratuity Fund Rules, 1975 shall be deemed to have been made under these rules. The nomination forms so accepted by the Corporation shall be passed on to the Trustee Secretary, NPCC Employees Gratuity Fund within thirty days of promulgation of the said Rules.

4. Gratuity when Payable

- (a) In the case of an employee who comes within the purview of Payment of Gratuity Act 1972, gratuity shall be payable on the termination of employment after he has rendered continuous service for not less than 5 years :
- (i) On his superannuation; or
 - (ii) On his retirement; or
 - (iii) On his resignation; or
 - (iv) On his death or disablement due to accident or disease;

Provided that the completion of continuous service of 5 years shall not be necessary where the termination of the employment of any employee is due to death or disablement.

Provided further that in the case of death of the employee, gratuity payable to him shall be paid to his nominee or, if no nomination is made, to his heirs.

Explanation : For the purposes of this Rule, Disablement means such disablement as incapacitates an employee for the work which he was capable of performing, before the accident or disease resulting in such disablement.

- (b) (1) In respect of the employees who do not come within the purview of Gratuity Act, 1972, gratuity shall be payable only in the following circumstances :
- (i) discharge on abolition of post;
 - (ii) permanent incapacity due to bodily or mental infirmity;
 - (iii) superannuation;
 - (iv) retirement at the age of 50/55 years as per the regulations of the Corporation.

~~121(v) Resignation after 20 years of service in the Corporation including transferred service referred to under Rule 12, at the discretion of the Chairman & MD.~~

¹²²Correction Slip No.-4
1987

Dated 24 April-

The eligibility period for payment of Gratuity as provided in NPCC Employees (payment of Gratuity) Rules,1975 vide cause No.4(b) (1) Sub-Clauses (v) is, hereby, amended from 20 years period to 5 years with effect from 02.04.1987

(vi) In case of Tennure Appointment – on completion of tenure of service/or the period they remain in the Corporation, without invoking the eligibility clause.

¹²³CORRECTION SLIP NO.1
,AUG.86

21st

(VII) (i) In the said rules- the following new sub rule (vii) be added in rule 4 after the sub rule (b) (vi).

(ii) Provided that Gratuity will not be paid to an employee against whom disciplinary action/proceedings or pending at the time of resignation / retirement etc., unless the action/proceedings against him have been finalised. On finalization of the disciplinary proceedings the release of payment of amount of gratuity will be paid on the final outcome of the disciplinary proceedings and keeping in view the orders of the disciplinary authority.

" Provided that Gratuity will not be admissible to an employee whose services are terminated for mis-conduct, insolvency or inefficiency. In all such cases decision of Management shall be final and binding. This will also not be admissible to an employee who resigns before 20 years of service as provided under (v) above (Voluntary Retirement at the age of 50/55 years as per the regulations of the Corporation would not be constitute resignation)."

¹²⁴Correction Slip No-34
Jan.,2002.

Dated 16th

Correction Slip No. 1 dated 21.8.1986 of Manual of Order is hereby , withdrawn and following is substituted in place of it in NPCC Employees

¹²¹ C.S. NO. 155 DT. 03.02.83.

¹²² C.S. NO.4 DT. 24.04.87.

¹²³ C.S. NO.1 DT. 21.08.86.

¹²⁴ C.S. NO.34 DT.16.01.2002.

(payment) of Gratuity Rules). 1975 as new Sub-Rule(vii)in Rule 4 after the Sub- Rule(b) (vi):-

a) The gratuity of an employee whose services have been terminated for any act, willful omission or negligence causing any damage or loss to , or destruction of property belonging to the Corporation , shall be forfeited to the extent of the damage or loss so caused;

b) The Gratuity payable to an employee (may be wholly or partially forfeited) :

i) if the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or

ii) if the services of such employee have been terminated for any act which constitute an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

c) the gratuity payable to an employee may be reduced by deduction there from of any amount due under a liability incurred by the employee to the Corporation.

Authority-210th meeting of the Board of Directors held on 31.12.2001 (Ref. No. 500283).

Provided further that except in the case of death, gratuity will be admissible only after 5 years 'qualifying service.

(2) Gratuity will be granted for good, efficient and faithful service, to such employees excepting in the following cases.

- (i) Casual and non regular employees;
- (ii) Govt. Servants and others employed on deputation terms;
- (iii) Employees on contract basis;
- (iv) Apprentices and Trainees;
- (v) Re-employed persons.

Provided that gratuity will not be admissible to an employee who resigns from service (voluntary retirement at the age of 50/55 years as per the regulations of the Corporation would not constitute resignation) or whose service are terminated for misconduct, insolvency or inefficiency.

~~Excepting the case of death, gratuity will be admissible only after 5 years qualifying service.~~

Qualifying service will mean all services rendered in the Corporation after completion of 18 years of age excepting period of service rendered as Apprentices and Extra Ordinary leave without salary.

5. **Amount of Gratuity Admissible :**

¹²⁵(1) In respect of the employees other than those covered under the Payment of Gratuity Act, 1972 the employees shall be paid gratuity @ 15 days emoluments for each completed year of service or part thereof in excess of six months subject to a maximum of 16 ½ times of the emoluments or Rs. 50,000/- whichever is less.

(2) In respect of the employees covered by the Gratuity Act, 1972 the employees shall be paid gratuity @ 15 days emoluments for each completed year of service or part thereof in excess of 6 months, subject to a maximum of 20 times the emoluments. Provided that in the case of an employee, who, having been employed for a period of not less than 5 years on wages not exceeding Rs. 1000/- per mensem, is employed at any time there after on wages exceeding Rs. 1000/- per mensem, gratuity in respect of the period during which such employee was employed on wages not exceeding Rs. 1000/- per mensem, shall be determined on the basis of the wages received by him during that period.

(3) In the case of death, the amount of gratuity will be as calculated under Rule 5 (1&2) above or as worked out below whichever be more :

(a) During the first year of service	2 months
emoluments	
(b) after one year but before 5 years	6 months
emoluments	
(c) after completion of 5 years service	12 months
emoluments	

@ Reduced by the amount of Corporation's contribution together with interest thereon standing to the credit in the Contribution Provident Fund Account of the employee.

¹²⁵ Substituted vide C.S. No.174 dt. 12.07.85. Amendment effective w.e.f. 31.03.85.

- ~~(4) For the purpose of computing the gratuity admissible to an employee who is employed, after his disablement, on reduced emoluments, his emoluments for the period preceding his disablement shall be taken to be the emoluments received by him during that period, and his emoluments for the period subsequent to his disablement shall be taken to be the emoluments so reduced.~~

6. Forfeiture of Gratuity :

Notwithstanding anything contained in Rule 4 and 5.

- (a) the gratuity of an employee, whose services have been terminated for any act, wilful, omission or negligence causing any damage or loss to, or destruction of property belonging to the Corporation, shall be forfeited to the extent of the damage or loss so caused;
- (b) the gratuity payable to an employee shall be wholly forfeited,
 - (i) if the services of such employees have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or
 - (ii) services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.
- (c) the gratuity payable to an employee may be reduced by deduction therefrom of any amount due under a liability incurred by the employee to the Corporation.

7. Application for Gratuity

- (1) An application for payment of gratuity shall be made in writing either by personal service or by registered post acknowledgement due, or by recorded delivery, and shall be addressed to the Managing Director of the Corporation:
 - (a) in Form 'D' by an employee who is eligible for payment of gratuity, or by any person authorised in writing to act on his behalf, ordinarily within thirty days from the date the gratuity becomes payable; provided that when the date

-
- of superannuation or retirement of an employee is known such application may be made before 30 days of superannuation or retirement;
- (b) in Form 'E' or in a form as near thereto, by a nominee of an employee who is eligible for payment of gratuity under the second proviso to Rule 4, ordinarily within thirty days from the date the gratuity become payable to him;
 - (c) in Form 'F' by a legal heir of an employee who is eligible for payment of gratuity under the second proviso to Rule 4, ordinarily within one year from the date the gratuity become payable to him.
- (2) An application for payment of gratuity filed after expiry of the periods specified in this rule shall also be entertained by the Managing Director of the Corporation, if the applicant adduces sufficient cause for the delay in preferring his claim, and no claim for gratuity shall be invalid merely because the claimant failed to present his application within the specified period. Any dispute in this regard in respect of employees drawing upto Rs. 1000/- shall be referred to the Controlling Authority for his decision.

8. Notice for Payment of Gratuity

- (1) Within fifteen days of the receipt of an application under rule 7, for payment of gratuity, the Managing Director shall verify the particulars furnished in the application and subject to the provision of these rules, sanction the amount of gratuity payable to the applicant employee, nominee or legal heir, as the case may be specifying the amount of gratuity payable and fixing a date, not being later than the thirtieth day after the date of receipt of the application, for payment thereof in Form 'G' or if the claim for gratuity is not found admissible, issue a notice in Form 'H' to the applicant employee, nominee or legal heir, as the case may be, specifying the reasons why the claim for gratuity is not considered admissible.

In either case a copy each of the notice shall be endorsed to the Trustee Secretary and the Controlling Authority (in the case of employees drawing upto Rs. 1000/-).

- (2) In case payment of gratuity is due to be made in the office of the Trustee Secretary, NPCC Employees Gratuity Fund, the date fixed for the purpose in the notice in Form 'G' under sub rule (1) shall be re-fixed by the Trustee Secretary, NPCC Employees

~~Gratuity Fund, if a written application in this behalf is made by the payee explaining why it is not possible for him to be present in person on the date specified.~~

- (3) If the claimant for gratuity is a nominee or a legal heir, the Managing Director and/ or the Trustee Secretary may ask for such witness or evidence as may be deemed relevant for establishing his identity or maintainability of his claim as the case may be. In that case the time limit specified for issuance of notice under sub rule (1) shall be operative with effect from the date such witness of evidence, as the case may be called, is furnished.
- (4) A notice in Form 'G' or Form 'H' shall be served on the applicant either by personal service after taking receipt or by registered post with acknowledgement due or by recorded delivery.

9. **When Application is not Made**

Notwithstanding any thing contained in Rule 7, as soon as gratuity becomes payable, the Managing Director shall whether an application has been made under Rule 7 or not, determine the amount of gratuity and give notice in Form 'G' to the person to whom the gratuity is payable, with a copy to the Trustee Secretary and the Controlling Authority.

10. **Mode of Payment of Gratuity**

The Gratuity shall be paid in cash or, if so desired by the payee by Demand Draft or Bank Cheque to the eligible employee nominee or legal heir, as the case may be.

Provided that in case the eligible employee, nominee or legal heir, as the case may be, so desires and the amount of gratuity payable is less than one thousand rupees, payment may be made by postal money order after deducting the postal money order commission thereof from the amount payable.

Providing further that intimation about the details of payment shall also be given by the Corporation/NPCC Employees Gratuity Fund to the Controlling Authority of the area.

11. **Transfer of Gratuity**

~~When an employee moves from this Corporation to another Public Sector Enterprise with the consent of both the employers, the employee shall be entitled for the facility of carry forward of Gratuity. The Corporation in such cases will arrange with the other Public Sector Enterprise to pay to other the gratuity earned by the employee for the services rendered to the Corporation as though the employee has retired from the services of the Corporation on the date of his relief from the service of this Corporation to join another Public Sector Enterprise.~~

¹²⁶12. When an employee of another Public Sector Organisation joins the Corporation with the consent of the said Organisation (hereinafter referred to as 'transferring Organisation'), the Corporation may accept the gratuity earned by such employee in transferring Organisation and permit such transfer. If after joining the Corporation the employee, in whose case transfer of gratuity is accepted by the Corporation, becomes eligible for payment of gratuity under Rule 4, period of service rendered by the employee in the transferring Organisation shall also be taken into consideration while computing the number of years of service for the purpose of Rule 5. The amount of gratuity so transferred from the transferring Organisation shall also be subject to forfeiture as provided under Rule 6.

¹²⁶ C.S. NO. 155 DT. 03.02.83.

FORM 'A'

(See Sub-Rule (a) of Rule -3)

NOMINATION

(Give here name or description of the establishment with full address)

I, Shri/Shrimati/Kumari

(Name in full here)

whose particulars are given in the statement below, hereby, nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee (s).

2. I, hereby certify that the person (s) mentioned is/are member (s) of my family within the meaning of clause (h) of Section 2 of the Payment of Gratuity Act, 1972.
3. I, hereby declare that I have no family within the meaning of clause (h) of section 2 of the said Act.
4. (a) My father/mother/parents is/are not dependent on me.
(b) My husband/father/mother/parent is/are not dependent on my husband
5. I have excluded my husband from my family by a notice dated the _____ to the controlling authority in terms of the proviso to clause (h) of Section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee (s)	Relationship with the employee	Age of Nominee	Proportion by which the Gratuity will be shared.
1	2	3	4
1			
2			
3			
4			

so on

Note :- Strike out the words not applicable.

STATEMENT

1. Name of employee in full
2. Sex
3. Religion
4. Whether unmarried/married/widow/widower
5. Unit/Office/Branch/Section where employed
6. Post held
7. Date of appointment
8. Permanent Address

Village Post Office Thana Distt. Sub-Division State

Place :

Date :

the

Signature/Thumb-impression of

Employee

DECLARATION OF WITNESSES

Nomination signed/thumb impressed before me

Name and full address of

- | | | |
|----|----|------------------------|
| 1. | 1. | Signature of Witnesses |
| 2. | 2. | |
- Place
- Date :

Certificate by the Employer

Certified that the particulars of the above nomination have been verified and recorded in this Establishment.

Trustee Secretary's Ref. No., if any.

authorised

Signature of the Employer/Officer

Designation

Name and address of the

rubber stamp

establishment or thereof

Date:

Acknowledgement by the Employee

Received the duplicate copy of nomination in Form 'A' filled by me and duly certified by the employer.

Date :
employee.

Signature of the

FORM 'B'

(See Sub Rule (c) of Rule 3)

FRESH NOMINATION

The Trustee Secretary,
NPCC Employees Gratuity Fund,
NEW DELHI.

I, Shri/Shrimati (Name in full here) whose particulars are given in the statement below, have acquired within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972, with effect from the _____ in the manner indicated below and therefore I nominate a fresh the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name (s) of the nominee (s).

2. I hereby certify the person (s) nominated is/are member (s) of my family within the meaning of clause (h) of section 2 of the said Act.
3. (a) My father/mother/parents is/are not dependent on me.
(b). My husband's father/mother/parent is/are not dependent on my husband.
4. I have excluded my husband from my family by a notice dated the _____ to the controlling authority in terms of the proviso to clause (h) of section 2 of the said Act.

Nominee (s)

Name in full with full address of Nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared.
1	2	3	4
1			
2			
3			

Note : Strike out the words not applicable.

Manner of acquiring a "FAMILY"

(Here give details as to how a family was acquired, i.e. whether by marriage or parents being rendered dependent or through other process like adoption).

STATEMENT

1. Name of the employee in full
2. Sex
3. Religion

4. Whether Unmarried/married/widower
5. Unit/Office/Branch/Section where employed.
6. Post held.
7. Date of appointment
8. Permanent address :

Village Post Office	Thana District	Sub-Division State
------------------------	-------------------	-----------------------

Place _____

Date _____
employee

Signature/Thumb-impression of the

DECLARATION BY WITNESSES

Fresh nomination signed/thumb-impressed before me.
Name in full and address of witness.

1 _____

2 _____

Place _____

Date _____

Signature of witnesses :

1 _____

2

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer Reference No., if any

Signature of the
employer/Officer authorised.
Name and address of
establishment
or rubber stamp thereof.
Date.....

Acknowledgement by the Employee

Received the duplicate copy of nomination in Form 'B' filled by me
on _____duly certified by the employer.

Date: _____ Signature of the
employee.

Note : Strike out the words and paragraphs not applicable.

FORM 'C'

(See Sub rule (g) of Rule 3)

MODIFICATION OF NOMINATION

(Give here name or description of the establishment with full
address)

I, Shri/Shrimati/Kumari _____whose particulars
are given
(Name in full here)

in the statement below, hereby give notice that the nomination filed by
me on _____ and recorded under your reference no.
_____dated _____ shall stand modified in the following
manner:

(Here give details of the modifications intended)

STATEMENT

1. Name of the employee in full.

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISES)

2. ~~Sex.~~ _____
3. Religion.
4. Whether unmarried/married/widow/widower.
5. Unit/Office/Branch/Section where employed.
6. Post held.
7. Date of appointment.
8. Address in full.

Place _____

Date _____

Signature/thumb-impression of the employee.

Note :- Strike out the words not applicable.

Declaration by witness

Modification of nomination signed/thumb-impressed before me.

Name in full and address of witnesses :

Signature of witnesses.

1. _____

2. _____

1. _____

2. _____

Place _____

Date _____

CERTIFICATE BY THE EMPLOYER

Certified that the above modification have been recorded.

Employer Reference No., if any

authorised.

Signature of the employer/Officer

Designation

Name and address of establishment or
rubber
stamp thereof.

Date _____

ACKNOWLEDGEMENT BY THE EMPLOYEE

Received the duplicate copy of the notice for modification in Form
'C' filled by me _____duly certified by the employer.

Date :.....
employee.

Signature of the

FORM 'D'

(See Su-Rule (1) (a) of Rule 7)

APPLICATION FOR GRATUITY BY AN EMPLOYEE

To

_____ *(Give here name or description
of the _____ establishment with full address)
.....

Sir/Gentlemen,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of Section 4 of the NPCC Employees (Payment of Gratuity) Rules, 1975 on account of my superannuation/retirement/ resignation after completion of not less than five years of continuous service/total disablement due to accident/total disablement due to disease with effect from the _____ Necessary particulars relating to my appointment in the establishment are given in the statement below :-

STATEMENT

- 1 Name in full :
- 2 Address in full :
- 3 Department/Branch/Section where last employed :
- 4 Post held with Ticket No., or Serial No., if any :
- 5 Date of appointment :
- 6. Date and cause of termination of service :
- 7. Total period of service :
- 8. Amount of wages last drawn :
- 9. Amount of gratuity claimed :

(i) I was rendered totally disabled as a result of (here give the details of the nature of disease or accident).

_____ The evidences/witness in support of my total disablement are as follows :
(Here give details).

(ii) Payment may please be made in cash/open or crossed bank cheque.

(iii) As the amount of gratuity payable is less than Rupees One Thousand, I shall request you arrange for payment of the sum due to me by Postal Money Order at the address mentioned above after deducting postal money order commission therefrom.

Yours faithfully,

Signature/Thumb-impression of

the

applicant employee

Place _____

Date _____

- Note :-
1. Strike out the words not applicable.
 2. Strike out paragraph not applicable.

FORM 'E'

(See sub-rule (1) (b) of Rule 7)

APPLICATION FOR GRATUITY BY A NOMINEE

To

(give here the name or description of establishment with full address)

Sir/Gentlemen,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of Section 4 of the N.P.C.C. Employees (Payment of Gratuity) Rules, 1975, as a nominee of late _____ (Name of the employee) who was an employee of your _____ establishment and died on the _____. The gratuity is payable on account of the death of the aforesaid employee while in service/superannuation of the aforesaid employee on _____ retirement or resignation of the aforesaid employee on _____ after completion of _____ years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from the _____. Necessary particulars relating to my claim are given in the statement below :-

Statement

1. Name of applicant nominee :
2. Address in full of the applicant nominee :
3. Marital status of the applicant nominee (unmarried/married widow/widower)
4. Name in full of the employee :
5. Marital status of employee :
6. Relationship of the nominee with the employee :
7. Total period of service of the employee. :
8. Date of appointment of the employee :
9. Date and cause of termination of

- | | | | |
|-----|--|---|-------|
| | service of the employee | : | _____ |
| 10. | Department/Branch/Section where the employee last worked | : | |
| 11. | Post last held by the employee with Ticket or Serial No., if any | : | |
| 12. | Total wages last drawn by the employee | : | |
| 13. | Date of death and evidence/witness as proof of death of the employee | : | |
| 14. | Reference No. of recorded nomination available. | : | |
| 15. | Total gratuity payable to the employee | : | |
| 16. | Share of gratuity claimed | : | |

2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.

3. Payment may please be made in cash/crossed or open bank cheque.

4. As the amount payable is less than Rupees one thousand, I shall request you to arrange for payment of the sum due to me by postal money order at the address mentioned above after deducting postal money order commission therefrom.

Yours faithfully,

Signature/Thumb-

impression

of applicant nominee

Place _____

Date _____

Note :- (1) Strike out the words not applicable.

(2) Strike out the Paragraph or paragraphs not applicable.

Form 'F'
(See Sub-rule (1) (c) of Rule 7)
Application For Gratuity By A Legal Heir

To

(Give here the name or description of the establishment with full address)

Sir/Gentlemen.

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of Section 4 of the NPCC Employees (Payment of Gratuity) Rules, 1975 as a legal heir of late _____ who was an employee of your _____
(Name of the employee)

establishment and died on the _____ without making any nomination. The Gratuity is payable on account of the death of the aforesaid employee while in service/superannuation of the aforesaid employee on the _____ retirement or resignation of the aforesaid employee on the _____ after completion of _____ years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from the _____. Necessary particulars relating to my claim are given in the Statement below :-

Statement

- | | | |
|-----|--|---|
| 1 | Name of applicant legal heir | : |
| 2 | Address in full of the applicant legal heir | : |
| 3 | Marital status of the applicant legal heir
(unmarried/married/widow/widower) | : |
| 4 | Name in full of the employee | : |
| 5 | Relationship of the applicant with the employee | : |
| 6 | Religion of both the applicant and the employee | : |
| 7 | Date of appointment and total period of service of the employee: | : |
| 8 | Department/Branch/Section where the employee worked last: | : |
| 9 | Post last held by the employee with Ticket or
Serial No., if any | : |
| 10 | Total wages last drawn by the employee | : |
| 11 | Date and cause of termination of service
of the employee (Death or otherwise) | : |
| 12 | Date of death of the employee and evidence/
witness in support thereof | : |
| 13. | Total gratuity payable to the employee | : |

14. ~~Percentage of the gratuity claimed~~ _____ : _____
15. Basis of the claim and evidence/witness in support thereof _____ :

2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.

3. Payment may please be made in cash/open or crossed bank cheque.

4. As the amount payable is less than Rupees One Thousand, I shall request you to arrange for payment of the sum due to me by postal money order at the address mentioned above, after deducting postal money order commission therefrom.

Yours faithfully,

Signature/Thumb-impression of
applicant legal heir

Place _____

Date _____

- Note :- (1) Strike out the words not applicable.
(2) Strike out the Paragraph or paragraphs not applicable.

FORM 'G'

(See sub-rule (1) of Rule 8)

Notice for Payment of Gratuity

To

(Name and address of the applicant employee legal heir)

You are hereby informed as required under sub-rule (1) of Rule 8 of the NPCC Employees (Payment of Gratuity) Rule, 1975 that a sum of Rs. _____ (Rupees _____) is payable to you as gratuity/as your share of gratuity in terms of nomination made as a legal heir of _____ an employee of this _____ establishment.

2. Please call at _____ on _____ at _____ for collecting your payment in cash/open or crossed cheque.

3. Amount payable shall be sent to you by postal money order at the address given in your application after deducting the postal money order commission, as desired by you.

Brief Statement of calculation

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISES)

-
1. Total period of service of the employee concerned :
_____ Years _____ months.
 2. Wages last drawn :
 3. Proportion of the admissible gratuity payable in terms of nomination/as a legal heir :
 4. Amount payable :

Place _____
Officer

Signature of the employer/Authorised

Date _____
rubber

Name or description of establishment of
stamp thereof.

Copy to the Controlling Authority.

Note :- Strike out the word not applicable.

FORM 'H'

(See sub-rule (1) of Rule 8)

Notice Rejecting Claim for Payment of Gratuity

To

(Name and address of the applicant employee legal heir)

You are hereby informed as required under sub-rule (1) of Rule 8 of the NPCC Employees (Payment of Gratuity) Rules, 1975 that your claim for payments of gratuity as indicated on your application in Form _____ under the said rules is not admissible for the reasons stated below :

Reasons
(Here specify the reasons)

employer/

Signature of the

Authorised Officer

establishment or

Name or description of

rubber stamp thereof.

Place _____

Date _____

Copy to the Controlling Authority.

Note : Strike out the words not applicable.

Appendix XIII

NATIONAL PROJECT CONSTRUCTION CORPORATION LIMITED (A Public Sector Enterprise)

SCHEME/RULES REGARDING ENCASHMENT OF EARNED LEAVE BY THE REGULAR EMPLOYEES OF THE CORPORATION

These rules may be called the National Projects Construction Corporation Limited Leave Encashment Rules.

Encashment of Earned Leave may be allowed to the employees of the Corporation under the following terms and conditions.

1. **Date of Effect**

The Scheme of Encashment of Leave under these rules will come into force with effect from 1.1.1979:

2. **Applicability**

The Scheme will be applicable to all Regular Employees of the Corporation. Employees working on daily wages/workcharged/contract basis or appointed locally will not be entitled to the encashment of Leave under this scheme. The scheme shall also not be applicable to the deputationists from the Central or State Government or other Public Sector Undertaking working in the Corporation as they are governed by the corresponding rules, if any, applicable to the employees in there parent department. Trainees/apprentices shall also not be governed by this scheme.

3. **Extent of Leave Encashment**

The maximum number of days of encashable earned leave will be half of the earned leave at the credit of an employee on the date of application reduced by one year's earned leave entitlement to be retained at the credit employee. The facility shall be available to employees only once in a calendar year.

Note : The quantum of earned leave that can be encashed by an employee under this rule should be worked out in the following manner :

After reducing the balance at credit of an employee by one year's earned leave entitlement i.e. 30 days, the remaining balance, should be divided by 2 (Two). In other words, if 'X' represents the balance of Earned Leave at credit and 'Y' represents one year's earned leave entitlement, then the maximum encashable earned leave will be calculated as under :

$$(X-Y) = \frac{\quad}{2}$$

The method of calculation of maximum entitlement of encashed earned leave is further illustrated below:

(i)	Balance of Earned Leave at credit	=	175
(ii)	Less one year's entitlement	=	30
(iii)	Balance	=	145
(iv)	Maximum Earned Leave encashable	=	145 / 2
		=	72 Rounded to ½

4. **Amount Encashable**

For the quantum of earned leave sanctioned to be encashed, an amount equivalent to the total of the following elements of the emoluments admissible on the date preceding the date from which an employee proceeds on leave or is allowed encashment of leave will be payable :

- (a) Basic Pay including Special Pay, Personal Pay and Dearness Pay.
- (b) Dearness Allowance and Additional Dearness Allowance.

5. **Treatment of the Amount of Encashment for other purpose.**

The amount payable towards encashment of leave will not be reckoned as wages/salary for the purpose of over-time allowance, provident fund, bonus etc.

6. **Deductions**

The amount of encashment will be taxable in accordance with the provisions of the Income-tax Act. Dues, if any, outstanding against an employee can be recovered from the amount of encashment.

7. **Nature of Leave that can be Encashed**

Only earned leave standing at the credit of an employee can be encashed up to the extent indicated at Sl. No. 3 above.

8. **Competent Authority**

The authorities competent to sanction earned leave shall be the authorities competent to sanction encashment of leave.

9. **General**

- (a) An employee under suspension will not be eligible for encashment of leave;
- (b) If any doubt arises regarding the interpretation of these rules, the decision of the Managing Director would be final.

- (c) Applications for encashment will be made in the prescribed form (proforma attached). The sanctioning authority should specifically verify, before sanctioning the encashment, that a suitable entry has been made in the History Sheet as also in the Leave Account under proper attestation.

Before sanction of the leave, the admissibility of the leave shall be got verified from the Accounts Branch.

- (d) Leave at credit will not be encashed if any employee resigns from the service or his/her services are terminated under the Service Conduct Rules.
- (e) 30 days will be counted as full month for the purpose of encashment of leave.

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A Public Sector Enterprise)

Application for the grant of Encashment of leave

(Details to be filled in by applicant in triplicate)

1. Name of Applicant :
2. Designation :
3. Name of the Unit/Section :
4. Period of leave applied for :
encashment
5. Period of earned leave/leave :
encashment last availed

6. Whether any leave availed of during :
the
calender year, if so, details thereof

7. Basic Pay, Special Pay, Personal Pay, :
Dearness Pay and D.A. and
additional
D.A. on the date of application to be
Shown separately
8. I undertake to refund any difference :
between the amount admissible
under the rules and the amount
drawn by me,
if any :

Signature of applicant

Remarks of the Recommending Authority

(Signature)

(For use by Administration Section)

Certified that _____ days of earned leave is at the
credit of
Shri _____ Designation _____ as on

The date of the application.

NPCC MANUAL

It is recommended that sanction for encashment of earned leave for the _____ days may kindly be accorded,

Certified that an entry has been made on page _____ of the History Sheet as also in the leave account under attestation of _____

Signature

Designation

Orders of Leave Sanctioning authority :

Signature _____

Designation

Appendix XIV

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Public Sector Enterprise)

Registered Office
RAJA HOUSE
30-31, Nehru

Place,

New Delhi – 110

019

Ref. No. 500128
1980

Dated :18th June

OFFICE ORDER

With the rapid growth in the activities as a result of revamping the operations, launching of nation plans and bagging works of more than Rs. 100 crores within a short period and also due to the fact that the Corporation is being planned to become the premier contracting construction organisation in the country by increasing its turnover proposed progressively to touch Rs. 35 crores during 1980-81, Rs. 40-50 crores during 1981-82 and Rs. 50 crores or more from 1982-83 onwards, a re-structuring of manpower and personal administration has become a

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISES)

vital necessity to cope up with the increased activity and higher responsibilities to be tackled.

2. With this end in view, the present groupings in the various pay scales in various cadres have been revised/proposed to be introduced in due course.

3. New scales of Rs. 1300-50-1700 and Rs. 550-25-750-EB-30-900 with revised designation etc. have been introduced as indicated to provide proper incentive growth and adequate benefit to those whose conduct and performance is rated good and above, in the interest of the Corporation.

4. Wherever necessary, detailed recruitment/promotion rules for various cadres/posts will follow. New posts would be created looking to norms and criteria of work load and to meet the needs of optimal production and turnover, as and when required in a phased manner, Formal orders regarding change of designations, for introduction of managerial culture in Public Sector, in individual cases will follow, but in case of I-Engineering Wing-Projects Management and II-Mechanical Wing, these be implemented.

S.No.	Designation	Scale of Pay	Remarks
I. ENGINEERING WING/PROJECTS MANAGEMENT			
1.	Executive Director/ General Manager Level I	Rs. 2250-100-2750	To be proposed in due course. (Revision also under consideration)
2.	Chief Engineer/ General Manager Level II	Rs. 2250-125/2-2500	
3	Zonal Manager/Addll. Chief Engineer/Chief Project Manager Level I (when posted in the field in-charge Unit)/Addll. General Manager(In Office)	Rs. 2000-125/2-2250	
4.	Dy. Chief Engineer	Rs. 1800-100-2000-125/2-2250	To be proposed in due course.
5.	Superintending Engineer / Chief Project Manager level II(when posted in	Rs.1500-60-1800- EB-100-2000	

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

S.No.	Designation	Scale of Pay	Remarks
I. ENGINEERING WING/PROJECTS MANAGEMENT			
	the field in-charge of Unit/Manager)		
6.	Sr. Executive Engineer/ Project Manager	Rs. 1300-50-1700	New grade introduced
7.	Executive Engineer/ Dy. Project Manager	Rs. 1100-50-1600	
8.	Assistant Executive Engineer/ Asstt. Manager Grade I	Rs. 700-40-900-EB-40-1100-50-1300	
9.	Assistant Engineer/ Assistant Manager Gr-II	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	
10.	Jr. Engineer Grade I	Rs. 550-25-750-EB-30-900	New grade introduced
11.	Sectional Officer/ Jr. Engineer Grade-II	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	
12	Sr. Head Draftsman	Rs. 550-25-750-EB-30-900	
13	Head Draftsman	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	
14	Draftsman	Rs. 330-10-380-EB-12-500-EB-15-560	
15	Tracer/Ferroprinter/ Photostate Operator	Rs. 260-8-300-EB-8-340-10-380-EB-10-430	
16	Research Officer	Rs. 700-40-900-EB-40-1100-50-1300.	
17	Asstt. Research Officer	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	
18	Lab./Research Asstt. Grade I	Rs. 550-25-750-EB-30-900	
19	Lab/Research Asstt. Grade II	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	

S.No	Designation	Scale of Pay	Remarks
II MECHANICAL WING			

NPCC MANUAL

S.No	Designation	Scale of Pay	Remarks
1	Chief Engineer (Mech)/General Manager (Mech) Level II	Rs. 2250-125/2-2500	
2.	Addl. Chief Engineer/ Addl. General Manager (M)	Rs. 2000-125/2-2250	
3	Dy. Chief Engineer/ Dy. General Manager(M)	Rs. 1800-100-2000-125/2-2250	To be introduced in due course
4	Superintending Engineer/Manager(Mech Engg)	Rs. 1500-60-1800-EB-100-2000	
5	Sr. Executive Engineer/Sr. dy. Manager(Mech Engg)	Rs. 1300-50-1700	New grade introduced
6	Executive Engineer/ Dy. Manager(Mech)	Rs. 1100-50-1600	
7	Asstt. Executive Engineer/Asstt. Manager(Mech) Grade I	Rs. 700-40-900-EB-40-1100-50-1300	
8	Asstt. Engineer/Asstt. Manager(Mech) Grade II	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200.	
9	Jr. Engineer Grade I (Mech)	Rs. 550-25-750-EB-30-900	New grade introduced
10	Sectional Officer/Jr. Engineer Grade II(M)	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	

NPCC MANUAL

MATERIALS MANAGEMENT			
11	Stores Officer	Rs. 1100-50-1600	Formulation of effective Stores cadre under consideration.
12	Asstt. Store Officer Grade I	Rs. 700-40-900-EB-40-1100-50-1300	-----do-----
13	Asstt. Store Officer Grade II	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	-----do-----
14	Sr. Head Store Keeper	Rs. 550-25-750-EB-30-900	-----do-----
15	Head Store Keeper	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	-----do-----
16	Store Keeper	Rs. 330-10-380-EB-12-500-EB-15-560	-----do-----

III FINANCE & ACCOUNTS WING			
1.	Chief Finance Manager	Rs. 2000-125/2-2260	To be introduced in due course as turn-over increases considerably .
2.	Dy. Chief Finance Manager	Rs. 1800-100-2000-125/2-2250	-----do-----
3.	Manager	Rs. 1500-60-1800-EB-100-2000	
4.	Sr. Dy. Manager	Rs. 1300-50-1700	New Scale
5.	Sr. Accounts officer Dy. Manager	Rs. 1100-50-1600	
6.	Accounts Officer/Asstt. Manager Grade I	Rs. 700-40-900-EB-40-1100-50-1300	
7.	Asstt. Accounts Officer/Asstt. Manager Grade II	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	
8.	Senior Accountant	Rs.550-25-750-EB-30-900	New scale introduced
9.	Accountant	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	
10.	Accounts Clerk	Rs. 330-10-380-EB-12-500-EB-15-560	

NPCC MANUAL

IV PERSONNEL & ADMINISTRATION WING			
1.	Chief Personnel & Admn. Manager.	Rs. 2000-125/2-2250	New post created
2.	Dy. Chief Personnel & Admn. Manager.	Rs. 1800-100-2000-125/2-2250	To be introduced after turnover increase considerably
3.	Manager	Rs. 1500-60-1800-EB-100-2000	
4.	Sr. Dy. Manager()	Rs. 1300-50-1700	New scale
5.	Secretary/Dy. Manager	Rs. 1100-50-1600	
6.	Administrative Officer/Asstt. Manager Grade I	Rs. 700-40-900-EB-40-1100-50-1300	
7.	Dy. Administrative Officer/Asstt. Manager Grade II	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	
8.	Private Secretary Grade I	Rs. 700-40-900-EB-40-1100-50-1300	
9.	Private Secretary Grade II	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	
10	Sr. P.A.	Rs. 650-30-740-35-880-EB-40-1040	
11	P.A.	Rs. 550-25-750-EB-30-900	New scale introduced
12	Sr.Asstt./Sr.Office updt.(when posted in field) Sr. Librarian/ Receptionists Grade I	Rs. 550-25-750-EB-30-900	-----do----
13	Asstt./Office Supdt. (When posted in Field)/ Librarian/Receptionist Grade-II	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	
14	Sr. Stenographer	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	
15	Jr. Stenographer	Rs. 330-10-380-EB-12-500-EB-15-560	
16	Sr.Clerk(Correspondence)	Rs. 330-10-380-EB-12-500-EB-15-560.	
17	Jr. Clerk-cum-typist	Rs. 260-8-300-EB-8-340-10-380-EB-10-430	

NPCC MANUAL

Note : () - For Personnel/Administration and how a particular post has to be equated/ designation, orders to issue separately			
SECURITY			
18	Sr. Security Officer	Rs. 1100-50-1600	Formulation of cadre under consideration.
19	Security Officer Grade I	Rs. 700-40-900-EB-40-1100-50-1300	-----do-----
20	Security Officer Grade II	Rs. 650-30-740-35-810- EB-35-880-40-1000-EB-40-1200	-----do-----
21	Sr. Security Supervisor	Rs. 550-25-750-EB-30-900	-----do-----
22	Security Supervisor	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	-----do-----
23	Sr. Head Guard	Rs. 225-5-260-6-290- EB-6-300	
24	Head Guard	Rs. 210-4-250-EB-5-270	
25	Selection Grade Guard	Rs. 200-3-212-4-232-EB-4-240	
26	Guard	Rs. 196-3-220-EB-3-232	

Publicity - Public Relation			
27	Publicity Officer/Public Relations Officer Grade-I / Grade-II	Rs. 700-40-900-EB-40-1100-50-1300/650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	
House Keeping			
28	Care Taker/House Keeper	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	
29	Electrician Grade I	-----do-----	
30	Plumber Grade I	-----do-----	
31	Electrician Grade II/ Plumber Grade II	Rs. 330-10-380-EB-12-500- EB-15-560	
32	Staff Car/Jeep/Scooter Driver (Selection Grade)	Rs. 330-8-370-10-400-EB-10-480	
33	Staff Car/Jeep/Scooter Driver/ Binder Grade-I	Rs. 260-6-290-EB-6-326-8-366- EB-8-390-10-400	
34	Gestetner Operator/Sr. Daftri/ Sr.Jamadar/Binder Grade II	Rs. 225-5-260-6-290- EB-6-308	
35	Jr. Gestetner Operator/Daftri/ Jamadar	Rs. 210-4-250-EB-5-270	
36	Selection Grade Peon/ Attendant/ Dak Runner/Cook	Rs. 200-3-212-4-232-EB-4-240	
37	Peon/Dak Runner/Cook	Rs. 196-3-220-EB-3-232	

Industrial Relations and Labour Welfare Cell			
38	Manager(Labour)	Rs. 1500-60-1800-EB-100-2000	To be introduced in due course as turnover increases.
39	Sr.Industrial Relation Officer	Rs. 1300-50-1700	New Scale Introduced
40	Industrial Relations Officer	Rs. 1100-50-1600	
41	Dy. Industrial Relations Officer	Rs. 700-40-900-EB-40-1100-50-1300	
42	Asstt. Industrial Relations Officer	Rs. 650-30-740-35-810- EB-35-880-40-1000-EB-40-1200	
43	Sr. Welfare Supervisor/Sr. Industrial Relations Supervisor	Rs. 550-25-750-EB-30-900	New Scale
44	Welfare Supervisor/ Industrial Relations Supervisor	Rs. 425-15-500-EB-15- 560-20-700-EB-25-800	

Legal Cell			
45	Chief Law Officer	Rs. 1500-60-1800-EB-100-2000	To be introduced in due course as turnover increases
46	Sr. Law Officer	Rs. 1300-50-1700	
47	Law Officer	Rs. 1100-50-1600	
48	Dy. Law Officer	Rs. 700-40-900-EB-40-1100-50-1300	
49	Asstt. Law Officer	Rs. 650-30-740-35-810- EB-35-880-40-1000-EB-40-1200	
50	Legal Assistant	Rs. 550-25-750-EB-30-900	

Medical Cell			
51	Sr. Medical Officer	Rs. 1100-50-1600	
52	Medical Officer Grade I	Rs. 700-40-900-EB-40-1100-50-1300	
5	Medical Officer Grade II	Rs. 650-30-740-35-810-EB-35-	

NPCC MANUAL

3		880-40-1000-EB-40-1200	
5 4	Sr. Compounder	Rs. 425-15-500-EB-15-560-20-700-EB-25-800	
5 5	Compounder	Rs. 330-10-380-EB-12-500- EB-15-560	
<p>Note :(i) "Payment of Post Graduate Allowance to eligible Medical Officer will also be allowed in accordance with the Rules of the Central Government as modified from time to time w.e.f. 01.07.1979".</p> <p>(ii) The rates of Non-Practices Allowance for Medical Officer functioning various pay scales would be as under:</p>			
Scale		Stages in the Salary Grade	Monthly Rate of NPA
650-30-740-35-810-EB-35-880-40-1000-EB-40-1200		1 to 8 stage 9 to 13 stage 14 stage on wards	Rs. 150/- Rs. 200/- Rs. 250/-
700-40-900-EB-40-1100-50-1300		1 to 5 stages 6 to 10 stage 11 stage on wards	Rs. 150/- Rs. 200/- Rs. 250/-
1100-50-1600		1 to 3 stage 4 to 5 stage 6 to 7 stage 8 to 9 stage 10 to 11 stage	Rs. 250/- Rs. 300/- Rs. 350/- Rs. 400/- Rs. 450/-
1300-50-1700		1 st Stage 2 to 3 stage 4 to 5 stage 6 stage onwards	Rs.300/- Rs.350/- Rs.400/- Rs.450/-

2. The Non-Practising Allowance would be taken into account while calculating other allowances as admissible as per F.R. No. 9(21)(2) (i).

These orders shall be effective from 1st October, 1985.

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Government of India Enterprise)

RAJA HOUSE
30-31, Nehru Place,
New Delhi – 110 019.

No. 500128
1981.

Dated : 9th May,

OFFICE ORDER

With a view to Nationalise the pay scales and job titles and offer better advancement avenues to the existing Staff Car/Jeep Drivers (SG)/Staff Car/Jeep/Scooter Drivers, Head Guards/Guards(SG)/Guards, Binders, Daftries, Peons (S.G.)/Peons/Dak Runners/Cook etc. and to motivate them for better performance, the employees in these categories will be re-designated and allowed scales of pay as shown against each category :

Revised (W.E.F. 1.4.1981)
Revision

Before

Sl. No.	Job Title	Pay Scales	Sl. No.	Job Title	Pay Scales
ATTENDANTS-CUM-MESS ENGERS			PEONS/DAK RUNNERS		
1	Attendant-cum-Messenger Grade II	Rs. 196-3-220-EB-3-232	1.	Peon/Dak Runner	Rs. 196-3-220- EB-3-232
2.	Attendant-cum-Messenger Grade I	Rs. 200-3-212-4-232-EB-4-240	2.	Seletion Gr. Peon/Attendant/Dak Runner	Rs. 200-3-212-4-232-EB-4-240
3.	Sr. Attendant-cum Messenger	Rs. 210-4-250-EB-5-270. (New pay scale for this category)	3.	---- NIL -----	

DRIVERS			DRIVERS		
4.	Staff Car/Jeep / Scooter Driver Grade II	Rs. 260-5-290-EB-6-326-8-366-EB-8-390-10-400	4.	Staff Car/Jeep/ Scooter Driver	Rs. 260-6-290- EB-6-326-8-366-EB-8-390-10-400
5.	Staff Car/Jeep / Scooter Driver Gr-I	Rs. 330-8-370-10-400-EB-10-480	5.	Staff Car/Jeep/ Scooter	Rs. 330-8-370-10-400

NPCC MANUAL

				Driver(S.G.)	-EB-10-480
6.	Sr. Driver	Rs. 380-12-500-EB-15-560(New pay scale for this category)	6.	-----NIL-----	
GUARDS			GUARDS		
7.	Guards Gr-II	Rs. 196-3-220-EB-3-232	7.	Guard	Rs. 196-3-220- EB-3-232
8.	Guard Gr-I	Rs. 200-3-212-4-232-EB-4-240	8.	Guard (S.G.)	Rs. 200-3-212-4-232-EB-4-240
9.	Head Guard	Rs. 210-4-250-EB-5-EB-270	9.	Head Guard	Rs. 210-4-250- EB-5-270
10.	Sr. Head Guard	Rs. 225-5-260-6-290-EB-6-308(New pay-scale for this category)	10.	----NIL-----	
BINDERS			BINDERS		
11	Binder Gr-II	Rs. 225-5-260-6-290-EB-6-308	11	Binder	Rs. 225-5-260-6-290-EB-6-308
12.	Binder Gr-I	Rs. 260-6-200-EB-6-326-8-366-EB-8-390-10-400 (New pay scale for this category)	12.	-----NIL-----	
13.	Sr. Binder	Rs. 330-8-370-10-400-EB-10-480(New pay scale for this category)	13.	----NIL-----	
DAFTRIES			DAFTRIES		
14.	Daftry Gr-II	Rs. 210-4-250- EB-5-270	14.	Daftry	Rs. 210-4-250-EB-5-270
15.	Daftry Gr-I	Rs. 225-5-260-6-290-EB-6-308(New pay scale for this category)	15.	-----NIL-----	

GESTETNER OPERATORS	GESTETNER OPERATORS
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NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

16.	Gestetner Operator Gr-II	Rs. 210-4-250- EB-5-270	16.	Jr. Gestetner Operator	Rs. 210-4-250-EB-5-270
17.	Gestetner Operator Grade -I	Rs. 225-5-260-6-290-EB-6-308(New pay scale for this category)	17.	-----NIL-----	
18.	Sr.Gestetner Operator	Rs. 260-6-290-EB-6-326-EB-8-390-10-400(New pay scale for this category)	18.	-----NIL-----	
COOKS-CUM-BEARERS			COOKS		
19.	Cook-cum-bearer Gr-II	Rs. 196-3-220-EB-3-232	19.	Cook	Rs. 196-3-220-EB-3-232
20.	Cook-cum-bearer Gr-I	Rs. 200-3-212-4-232-EB-4-240 (New pay scale for this category)	20.	-----NIL-----	
21.	Sr. Cook-cum-bearer	Rs. 210-4-250-EB-5-270 (New pay scale for this category)	21.	-----NIL-----	

2. The duties of Attendants-cum-Messengers (either Gr-II, Gr-I or Sr.) will enter-alia include :

- (i) cleaning and dusting,
- (ii) to work as messengers,
- (iii) to work as Dak Runners,
- (iv) to work as Attendants,
- (v) to work as Bearers,
- (vi) to do such miscellaneous works/job/duties as may be assigned to them from time to time by the Management.

3. The Cooks-cum-Bearers will perform the duties of :

- (i) Cook,
- (ii) Bearer,
- (iii) Attendant,
- (iv) to do such miscellaneous works/job/duties as may be assigned to them from time to time by the Management.

4. The duties of Daftries either (Grade-II or I) will, inter-alia, include :
- (i) Proper upkeep and maintenance of files, documents and other records.
 - (ii) Pasting of files, documents, and other miscellaneous records.
 - (iii) Stitching and binding of files, documents/packets etc.
 - (iv) Filing of papers as may be directed.
 - (v) To do such miscellaneous works/jobs/duties as may be assigned to them from time to time by the Management.
5. The duties of other categories will be on functional basis as also they will do such other miscellaneous works/jobs/duties as may be assigned to them from time to time by the Management.
6. The existing Selection Grades in the cadre of Peons (New designated as Attendant-cum-Messengers), Guards and Drivers stand abolished.
7. The Cadre of Jamadars/Sr. Jamadars stands abolished and the existing one Jamadar will be re-designated as Sr. Attendant-cum-Messenger.

Eligibility for Promotion

8. The qualifying period for consideration for promotion from Gr-II to Gr-I in case of Attendants-cum-Messengers, Cooks-cum-Bearers, Guards, Binders, Drivers will be 10 years. However, the qualifying period for promotion from Gr-II to Gr-I in case of Daftries/Gestener Operators will be 5 years as all or any of such position may be filled from within the Corporation employees. For effecting these promotions, the existing posts will be upgraded. The qualifying period for consideration for promotion from Gr-I to Sr. Grade in case of Attendants-cum-Messengers, Cooks-cum-Bearers, Binders, Gestetner Operators, Drivers and in case of Guards Gr-I to Head Guards and Head Guards to Sr. Head Guards will be 5 years. The promotions from Gr-I to higher grades will, however, be subject to creation of posts and availability of vacancies.

9. Any employees in the cadre of Attendants-cum-Messengers/Guards, in addition to rise in his own cadre, will also be considered eligible for promotion as Daftry/Gestetner Operator, Cook-cum-Bearer, Driver, Plumber, Electrician etc. provided he acquires the requisite qualifications and skills in the respective trades. Similarly, Daftries, Cooks-cum-Bearers, Binders, Gestetner Operators will also be considered for appointment as Plumbers, Electricians, Drivers Provided they acquire the requisite qualifications and skills in the respective trades.

Promotions in various posts will be based upon seniority-cum-fitness.

The above orders will effect from 1st April, 1981.

Sd/-

(R. K. DHAWAN)

CHIEF PERSONNEL & ADMINISTRATION

MANAGER

Appendix -XV

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Public Sector Enterprise)

MANUAL OF ORDERS

Correction Slip No. 59
February, 1972

Dated: 16th

Add the following para as para 2.7A of the Manual of Orders.

2.7A The following posts in the Corporation borne on Regular Establishment have been classified as 'Top Posts', 'Selection Posts' and 'Non Selection Posts' :

S.No.	Name of Posts	Scale of Pay (Pre-revised) Rs.	Remarks
1.	2.	3.	4.
(a)	'Top Posts'		
	Chairman-cum-		
	Managing Director	2500-100-3000	
	F.A. & C.A.O.	2000-100-2500	
(b)	'Selection Posts'		
	Engineering		
1.	Chief Engineer	2250/- (Fixed)	
2.	Addl. Chief Engineer	1800-100-2000	
3.	Superintending Engineer/ Construction Supdt.	1300-60-1600-100-1800	
4	Executive Engineer	740-40-1100-50/2-1250	
5.	Quarry Manager	-do-	
6.	Asstt. Executive Engineer	400-400-450-30-600-35-670-EB-35-950	
7.	Asstt. Engineer	350-25-500-30-590-EB-30-	
		800-EB-30-830-35-900	
8.	Sectional Officer	180-10-290-EB-15-380	Engineering graduates should start at Rs.240/-
	Stores Establishment		

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

9.	Asstt. Stores Officer	400-400-450-30-600-35-670-EB-35-950	
10.	Store Holder	325-15-475	
Personal Staff			
11.	P.S. to Chairman & MD.	350-25-450-EB-30-770	Persons appointed by promotion are entitled to a min. of Rs.400/-.
12.	Sr. Stenographer	210-10-270-15-300-EB-15-450-EB-20-530	

Administration			
13.	Administrative Officer	700-40-100-50/2-1250	
14.	Section Officer	350/400-25-500-30-590-EB-30-800-EB-30-830-35-900	Persons appointed by promotion or transfer will be entitled to a min. of Rs.400/-
15.	Asstt. Office Supdt.	210-10-270-15-300-EB-15-450-EB-20-530.	

Accounts & Finance

16.	Dy.F.A. & Dy. C.A.O.	1300-60-1600-100-1800	
17.	Sr. Accounts Officer	700-40-1100-50/2-1250	
18.	Accounts Officer	400-400-450-30-600-35-670- EB-35-960	
19.	Asstt. Accounts Officer	350-25-500-30-590-EB-30-800-EB-30-830-35-900	
20.	Accountant	210-10-270-15-300-EB-15-450-EB-20-530	Higher initial pay of Rs.270/- to be given to these who pass part-II of either the Cost & Works Accountants or Chartered Acctt. Examination.
Drawing Establishment			
21.	Head Draftman (Selection Grade)	250-10-290-EB-15-380	
22.	Head Draftman	205-7-240-8-280	

NPCC MANUAL

	(Ordinary Grade)		
Welfare Establishment			
23.	Welfare Officer	400-400-450-30-600-35-670-EB-35-950	
24.	Welfare Supervisor	210-10-270-15-300-EB-15-450-EB-20-530	

Medical Establishment			
25.	Medical Officer	325-25-500-30-590-EB-30-800	Non practicing allowance of 25% of grade pay only upto max. of Rs.400/- p.m.
Security Establishment			
26.	Security Officer	400-400-450-30-600-35-670- EB-35-950	

(C) 'Non Selection Posts'			
Stores Establishment			
1.	Head Store Keeper	250-10-290-EB-15-380	
2.	Stores Keeper	130-5-160-8-200-EB-8-256-EB-8-280-10-300	
3.	Asstt. Store Keeper	110-3-131-4-155-EB-4-175-5-180	
Personal Staff			
4.	Jr. Stenographer	130-5-160-8-200-EB-8-256-EB-8-280	
Administration			
5. -	Telephone Operator-cum Receptionist	130-5-160-8-200-EB-8-256-EB-8-280-10-300	
6.	Senior Clerk	130-5-160-8-200-EB-8-256-EB-8-280-10-300.	
7.	Junior Clerk/Typist	110-3-131-4-155-EB-4-175-5-180	
8.	Night Duty Clerk	-do-	Night duty allowance of Rs.3/- per night.
9.	Steno Typist	-do-	Plus Rs.20/-

NPCC MANUAL

			Steno allowance.
Accounts & Finance			
10.	Accounts Clerk/Cashier	130-5-160-8-200-EB-8-256-EB-8-280-10-300	Cash allowance of Rs.30/- p.m. to those handling cash.

Drawing Establishment			
11.	Draftsman	150-5-175-6-205-EB-240	
12.	Tracer	110-4-150-EB-4-170-5-180-EB-5-200	
13.	Ferro Printer	110-4-150-EB-4-170-5-180-EB-5-200	
Welfare Establishment			
14.	Welfare Inspector	180-10-290-EB-15-380	
Medical Establishment			
15.	Compounder/Dispenser	130-5-175-EB-6-205-7-212-EB-7-240	For fully qualified Pharmacist

Class IV			
16.	Staff Car Driver/Jeep Driver	110-3-131-4-155-EB-4-175-5-180	
(i) Head Office (Calcutta Office)			
(ii) Field Units			
17.	Electrician	110-3-131-4-139	
18.	Binder	100-3-130	
19.	Jr. Gestetner Operator	80-1-85-2-95-EB-3-110	
20.	Jamadar	75-1-85/2	
21.	Daftri	-do-	
22.	Head Guard	-do-	
23.	Guard	70-1-80-EB-1-85	
24.	Peon	70-1-80-EB-1-85	
25.	Chowkidar	-do-	
26.	Gateman	-do-	
27.	Sweeper	-do-	
28.	Dak Runner	-do-	
29.	Ferro Khalasi	-do-	
30.	Cook	-do-	
31.	Night Duty Peon	-do-	Night duty

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

			allowance of Rs.1.25 per night
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Appendix XVI

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)

Registered Office:
30-31, Raja House
Nehru Place,
New Delhi-110019

Ref. No.IR/OTA/84
June,1984

Dated: 15th

ALL GGMS/GENERAL MANAGER/
ADDL.GENERAL MANAGERS/
DEPUTY GENERAL MANAGERS/
CHIEF PROJECT MANAGERS/
UNIT OFFICERS,
N.P.C.C. LIMITED

Sub:- **Overtime Allowance.**

Dear Sirs,

The system of payment of Overtime Allowance(O.T.A.) to our regular employees in our Units, Divisional Region Office and Corporate Office has been reviewed and it has been decided that the staff in the temporary regular establishment excluding Supervisory Staff, Office Superintdents/Accountants/Sectional Officers and other Ministerial Staff engaged on Supervisory Duty; etc. posted in the Units of the Corporation would be entitled to payment of O.T.A. as per the provision of NPCC Certified Standing Orders, as per existing stipulation OTA is admissible upto a limit of 50 hours in a quarter (i.e. Jan. to March, April to June & so on). Any change in the above provisions would automatically apply to them.

2. In respect of similar category of staff posted at Corporate/Regional/ Divisi -onal Office payment of O.T.A. would, however, be regulated in accordance with the relevant provisions of Central Govt. Overtime Rules details of which are given in the enclosure as per Annexure XVII.

3. Owing to exigencies of work wherever an employee is asked to come on holidays including weekly off day(s) this would invariably be

~~regulated by compensatory holidays of equal number of holidays so lost within two months.~~

4. In cases, where the Region/Division Office is located in the same place where the Unit is located while staff posted at Unit would be entitled to Overtime as per the provisions of NPCC Certified Standing Orders, Staff placed at Region/Division Office would be governed by Central Govt. Overtime Rules.

5. It must, however, be the endeavour of the Unit management, Region/Division Heads at Regional/Divisional Offices and Corporate Office that the working pattern is so arranged and managed that the least number of employees are required to be deployed on Overtime and on least possible manhours. Govt.s instructions on adopting strict economic measures and at the same time Corporation's immediate financial constraints particularly arising out of various commitments to employees under the Settlements, agreements may be kept in view so as to restrict the practice of deploying employees on Overtime.

6. Deployment on O.T.A. as well as Payment of O.T.A. would be made with the approval of Competent Authority (Unit Office in Units, Divisional Heads in Division/Corporate Office and Regional Heads in the Region) wherever any honorarium, any Concession like reimbursement of conveyance charges etc. is being admitted in lieu of O.T.A. this would cease to continue with the implementation of these instructions. Where any incentive under the incentive scheme for higher productivity is admissible, payment of incentive would be payable after adjustment of O.T.A.

The above comes into effect from 1st July, 1984.

This issues with the approval of Competent Authority.

Sd/-
(C.K.PODDER)
Dy. Manager (IR)

Appendix XVII

OVERTIME ALLOWANCE TO EMPLOYEES IN THE REGULAR ESTABLISHMENT

1. In supersession of all the previous orders on the subject, the grant of overtime allowance to the employees in the Regular establishment of NPCC posted in Divisional/Regional Office and Corporate Office will hereafter be governed by the rules of overtime allowance as Applicable to Central Govt. Employees.

2. **Eligibility**

All the employees in the regular establishment posted at Divisional/Regional and Corporate Office excepting those mentioned at paragraph 5(i) of these orders of the following categories viz. (i) "Office Staffs" and (ii) those staffs whose prescribed hours and nature of work are comparable to those of "office staff" shall, in future, be governed by these orders.

Divisional Heads at Divisional/Corporate Office, G.M./GGM at Regional Office will be the competent authority to allow overtime allowance to the eligible employees in the Regular Establishment.

3. **Conditions for the Grant**

(a) The work in all offices should be so organized as ordinarily to be enable of being done during the office hours. The question of overtime work to be done should arise only in special circumstances and where working beyond the prescribed office hours is a regular feature, the offices and officers should so stagger the working hours that the staff working in the office or attached to officers attend to such work by rotation.

(b) Where, in special circumstances, it becomes necessary to perform overtime work, the competent authority may authorize such overtime work, after satisfying himself that the work is of such an urgent nature that it cannot be postponed in the public interest till the next working day and the competent authority shall, as far as possible specify before hand, the time upto which an employee may be required to perform overtime work. In this regard following further instructions may be strictly observed.

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

Cash Compensation in the form of overtime allowance for duty on Sundays/Weekly or Fortnightly off-days/Second Saturdays/Public holidays may be granted only in very exceptional circumstances, where an officer not below the rank of GGM/GM in the Regional/and Divisional Heads in case of Corporate Office/Divisional office is satisfied and certifies that it is not possible to grant compensatory leave.

Note:- 1. Whenever duty is performed beyond a full day (beyond a full prescribed hours of work), overtime allowance for such duty is to be granted only after deducting one hour free duty. If an employee comes to office late, with or without previous permission, on any day is required to work beyond office hours on that day, the following deductions should be made in calculating overtime allowance:-

- (a) the normal one hour of free work;
- (b) the time by which he comes late.

Note:- 2. ~~Normally compensatory leave under these orders should be granted within one month of its becoming due. This condition may be relaxed in exceptional circumstances to be decided upon by an office of the rank of GGM/GM/AGM/CPM/DGM who will satisfy himself and certify that the grant of compensatory leave to all the staff within a month would cause serious dislocation of current work. There will be no limit up to which compensatory leave may be allowed to accumulate but not more than Two days compensatory leave may be allowed to be availed of at a time.~~

- (iii) The total overtime allowance payable to a regular employee in terms of these orders shall not exceed one third of their 'monthly emoluments' payable during the month as defined in Rule 4(b). While the ceiling referred to above, will normally apply to 'personal staff' also, in special cases such staff may be paid overtime allowance in excess of the ceiling if the officers to whom they are attached certify that they have satisfied themselves that the overtime work performed by their personal staff necessitating the payment of overtime allowance in excess of the ceiling was necessary in the public interest. But in any case it should not exceed 50% of their "emoluments" as defined in these orders.
- (iv) In calculating overtime allowance under these orders, the actual time taken for lunch break should be deducted from the total hours for which the staff concerned is eligible for the allowance.

INSTRUCTIONS FOR EFFECTIVE ECONOMY IN PAYMENT OF O.T.A.

1. Instructions for effecting economy in payment of over-time allowance to non-industrial employees are as under:-

- (a) Special care should be taken by supervisory staff to see that the working hours are put to full and effective use by the staff below them.
- (b) The staff required to attend on Sundays and holidays should be granted Compensatory leave instead of O.T.A.
- (c) The duty hours of the personal staff attached to senior officers should be so adjusted that only those not entitled to overtime allowance are retained outside office hours, or the staff work with staggered hours, so that the need for overtime allowance is eliminated.

- ~~(d) The system of retaining peons after office hours should be discontinued.~~
- (e) The duty hours of staff car Drivers and other operational staff, e.g. Gestetner Operators etc. should be so phased that work outside office hours can be carried on without payment of overtime allowance to the maximum feasible extent. The question of introducing a shift duty system should also be explored in the case of such staff.

2. Overtime Allowance for work done beyond normal working hours on Sundays/Holidays by "non-industrial employees", while instructions contained in items (a), (c), (d) and (e) of (1) above are in the nature of guidelines for effecting strict economy in the expenditure on Overtime Allowance, the instructions contained in item (b) thereof which lay down that the staff required to attend on Sundays and holidays should be granted compensatory leave instead of O.T.A. are of a mandatory nature. In other words, Overtime Allowance should under no circumstances be paid for work on Sundays and holidays to non-industrial regular employees and only compensatory leave should be allowed for such work. In case, however, the employees are required to work on Sundays and holidays beyond the normal working hours, there is no objection to the payment of Overtime Allowance in accordance with the provisions contained I para 3 (b) (ii) of the above orders for work done beyond the normal working hours. It may also be added that compensatory leave may be granted to the extent available in relaxation of the limit of two days at a time provided in Note 2 under para 3 (b) (ii).

The above instructions apply to all categories of non-industrial staff including personal staff.

3. "precise scope of the term 'Non-Industrial Staff :- A doubt may be raised regarding the precise scope of the term "non-industrial Staff" used in Instruction No.2 above which seeks to clarify the instructions contained in Instruction No.1 above. It is clarified that the instructions including those relating to the non payment OTA for the work on Sundays and holidays do not apply to the following category of staff".

4. (i) The overtime allowance payable to the staff car drivers may be regulated under staff car Rules as amended from time to time.

(ii) Since henceforth overtime allowance will be payable for overtime duty performed on Sundays/and Holidays, steps should be taken to ensure that the staff car drivers are required to work on Sundays and Holidays only when it is absolutely essential. Overtime Allowance for the

~~work done on Sundays/holidays shall be payable only if prior approval of an Officer or the rank of GM/AGM/CPM/DGM/ as the case may be has been obtained.~~

5. Precise scope of the term "Personal Staff". It is clarified that the term " Personal staff" used in these orders will mean only staff attached to Officers of the rank of General Manager and above.

6. Ceiling of 1/3 of emoluments is the maximum limit. Total overtime allowance payable to an employee in terms of these orders should not exceed 1/3 of their monthly emoluments payable during the month as defined in Rule 4(b) thereon and that this ceiling would normally apply to Personal staff also and in special cases such staff may be paid OTA in excess of that ceiling under certain condition upto a ceiling of their emoluments.

The ceiling of 1/3 of emoluments is the maximum limit and there is no objection for fixing any lower limit by the various offices if they can arrange the work in their office in such a way that the overtime allowance payable for that work does not exceed that ceiling fixed by them. However, if an employee has actually been authorized to work overtime during a particular month that entitles him to the payment of overtime allowance upto 1/3 of his emoluments during that month it will not be in order to pay the employee concerned less than his entitlements under the orders referred to in para 1 above.

4. Definitions

For the purpose of these orders, unless the context otherwise requires :-

- (a) A "Competent Authority means :-
- (i) In case of Corporate Office, an officer not below the rank of Divisional Head.
 - (ii) In case of Regional Office, GGM/GM will be the competent authority.
 - (iii) In case of Divisional Office, Divisional Heads i.e. AGM/DGM/CPM will be the competent authority.
 - (iv) In respect of personal staff of officers of the rank of GM and above, the GGM/GM (or the officers of his rank) will be the competent authority under these orders.

- ~~(b) "Emoluments" mean pay as defined in clause (e) below and all allowances including winter allowance and hill compensatory allowance but excluding house rent allowance, conveyance allowance, outdoor duty allowance, horse allowance, traveling/daily allowance, permanent traveling allowance and clothing/uniform allowance. In the case of re-employed pensioners, 'emoluments' shall also include pension to the extent indicated vide paragraph 6 below.~~

Note :- 1 This list of excluded allowances above is not exhaustive. The other allowance like children educational allowance, messing allowance etc. which are not admissible to all Government servants working at a place may be regarded as excluded category of allowances. The project allowance to the extent it does not include an element of excluded category can be included in the 'emoluments' for the purpose of overtime allowance.

- (c) 'Head of Department' means the authority declared as such supplementary Rule 2(10).
- (d) 'Overtime work' means work done in excess of one hour over the prescribed hours of work on any working day and includes work done on any Sunday or any other holiday;
- (e) 'Pay' means pay as defined in Fundamental Rule 9 (21) (a).
- (f) 'Prescribed hours of work' means hours of work prescribed in any office in respect of employees working in that office.

5. Categories of employees in regular establishment whom these orders shall not apply even though they may be of the nature of 'office staffs' or staff whose prescribed hours and nature of work are comparable to those of 'office staffs' :-

- (a) Employees in regular establishment holding posts whose pay, as defined in paragraph 4(e) above exceed Rs.750/- P.M.
- (b) Employees in regular establishment who hold supervisory posts not excluded by clause (a) like Sectional Officers, Office

- ~~Superintendents, Accountants, other Ministerial Staff engaged on Supervisory Duty.~~
- (c) Staff Car Drivers may be regulated by rules circulated in respect of them separately wherever applicable.
 - (d) Resident (night duty) Clerks and Peons attached to them. (They will be regulated by rules as annexed in the Annexure II).
 - (e) Persons not in whole-time employment.
 - (f) Persons paid out of contingencies.
 - (g) Persons paid otherwise than on a monthly basis including those paid only on a piece rate basis.

6. Rate of Overtime Allowance

Where an employee in regular establishment to whom this order applies is required to perform overtime work, he shall be entitled to overtime allowance in respect of the overtime work done by him in accordance with the following rates :-

The rates of overtime allowance and the basis of reckoning them will, for the present, be as under. Any change in the rate given below by Central Govt. would automatically apply to the eligible staff of NPCC.

Emoluments	Upto the first one hour in excess of the prescribed hours of work	Overtime allowance per hour Rs. P
Below Rs.275/-	Nil	0.95
Rs.275 and above, but below Rs.325	Nil	1.25
Rs.325 and above, but below Rs.375/-	Nil	1.55
Rs.375 and above, but below Rs.425	NIL	1.80
Rs.425 and above, but below Rs.475/-	Nil	2.05
Rs.475 and above, but below Rs.525	Nil	2.35
Rs.525 and above, but below Rs.575/-	Nil	2.60
Rs.575 and above, but below Rs.625/-	Nil	2.90
Rs.625 and above, but below Rs.675	Nil	3.20

Rs.675 and above	Nil	3.45
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7. Where overtime allowance is payable to an Employee in regular establishment for the overtime work performed by him, he shall not be entitled to receive any other remuneration (whether in the form of conveyance charges or compensatory leave or otherwise), in respect of such overtime work:

Provided that where employees in the regular establishment has been recalled from his residence to perform overtime work, the competent authority may allow conveyance charges to such an employee in addition to the overtime allowance admissible to him.

Explanation -1. The first hour of overtime work on a working day shall be free only where employee in regular establishment works in continuation of the prescribed hours of work. Where such an Employee is recalled from his residence to perform overtime work, overtime allowance may be paid for the entire period of overtime work including the first one hour.

Explanation -2. The overtime work in excess of one hour upto half an hour and thereafter every period upto half an hour beyond the prescribed hours of work will get overtime allowance for 2 ½ hours.

Explanation-3. The overtime allowance payable to Employee in regular establishment shall be calculated to the nearest multiple of five paise, the fractions of three paise and more being rounded off to the next higher multiple of five paise and fractions below three paise being ignored.

Explanation-4. If, for special reasons (such as the demise of a dignitary), a working day is declared as a holiday before the time prescribed for the opening of the office, it shall be treated just like a Sunday or any other holiday for the purpose of the payment of overtime allowance. But, a day, on which the office is closed for special reasons after the prescribed opening time but before the prescribed closing time, shall be treated as a holiday only from the time the orders for closing the office reach the office.

Explanation-5. Overtime allowance payable under these orders shall be classified as 'Honorarium' under FR-9 (9) and shall not be treated as pay.

Explanation-6. Employee in regular establishment will also be eligible for overtime allowance for performing overtime work while on tour, subject to observance of the conditions prescribed under these

~~orders, namely, limit 1/3 of 50% applicable to total overtime earnings, deductions of one hours free work, maintenance of overtime register, grant of compensatory off etc., and also subject to strict compliance with the conditions indicated below:~~

(i) Employees who are not at present entitled to overtime allowance at their headquarters under the existing rules or scheme, shall not be entitled to overtime allowance on tour.

(ii) Subject to (i) above an employee would be entitled to overtime allowance on tour, provided overtime work is ordered on the spot (a) by his superior official in the tour party; or (b) where an employee on tour is attached to a local office at his tour station by the competent authority in such local office at the tour station.

“Where the superior officer who orders his subordinate official to perform overtime work is in officer not competent authority to order overtime work at the headquarters under the existing rules, he shall, on return to headquarters, submit a report to his controlling officer and/or to the competent authority, as the case may be, explaining the circumstances necessitating the detaining of staff on overtime duty and seeking his approval.”

(iii) Subject to (i) above, an employee on temporary transfer not exceeding 90 days would also be entitled to overtime allowance provided the overtime work has been ordered by his superior official on the spot.

(iv) For purpose of calculation of overtime, the time spent on travel shall be excluded. In other works, overtime shall be restricted to the period between the time when a halt on tour begins and the time when such halt ends.

(v) Overtime allowance regulated under any statutory rules will continue to be governed by such rules only.

8. **Certificate**

A Certificate to be signed by the drawing officer in Form I shall be attached to the bill in which overtime allowance is drawn in respect of every regular employee to whom the overtime allowance is payable.

9. **Register**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISES)

- (i) A Register of overtime work shall be maintained in Form II in each office in which entries shall be made as and when overtime work authorized by the competent authority is performed by the regular employee concerned.

- (ii) This register shall be examined by superior officers and shall be liable to examination by Audit at the time of inspection or Audit and any instance of undue grant of overtime allowance shall be brought to the notice of the higher authorities. The superior officer shall particularly scrutinize cases where the same employee has been paid overtime allowance for more than 10 days in a month.

Annexure I

FORM OF CLAIM FOR OVERTIME ALLOWANCE

Date	Whether working day or holiday	Period From	Actual time charged	Time charged after deducting one hour and the time by which the official attended office late or lunch, as the case may be.	Rate per hour	Amount claimed
1	2	3	4	5	6	7

Certified that I(name & designation) was on duty for the period mentioned against each date above after office hours/on Sundays/Holidays for official works. My pay and allowances during the period are as under :

Pay
 Rs.....D.A.Rs.....C.C.A.Rs.....

Total Rs.....Amount of OTA claimed
 Rs.....
 (Limited to 1/3rd of monthly emoluments).

Station.....

Signature of the Employee

Date: _____

Designation

Annexure II

Rates of Night Duty Allowance to Resident (Night Duty) clerks in the Corporate Office and the Group D Staff attached to it. It has been decided that rates of Night Duty Allowance shall be modified as follows :

A	(i) Clerks of	-
	(ii) Peons	-

Note : If they are on duty from the time the office normally close till the time it normally reopens (in office between 6.15 P.M. and 10.15 A.M.)

B. The staff put on duty during normal working hours on Sunday and holidays the Night duty Clerks and Peons attached to them on the seventh night after they have performed duty for six consecutive nights or on the night of any intervening holidays may be granted compensatory leave in the manner prescribed. If it is not feasible to grant compensatory leave, they may be granted overtime allowance/night duty allowance at the following rates:

(i)	Clerks and staff like stenographers/ Steno-Typist	-
(ii)	Peons	-

This allowance shall be payable only where it is not found possible to grant compensatory leave to such staff.

If any of the staff are required to perform duty on Sundays/holidays only for a few hours they may be paid overtime allowance at the following rates :

Staff other than group D	Group D Staff
50 Paise for every half an hour or fraction thereof, subject to a maximum of Rs.9.50 per diem (10.15 AM to 6.15 P.M.)	20 paise for every half an hour or fraction thereof subject to a maximum of Rs.4.50 per diem(10.15 A.M. to 6.15 P.M.).

~~In view of the imperative need for economy in administrative expenditure, it is felt that stricter control should be exercised over the grant of cash compensation in such cases and a uniform procedure adopted for authorizing cash payment in lieu of compensatory leave. It has accordingly been decided that where it is not possible to grant compensatory leave but to pay compensation to the staff put on duty of the kind mentioned in para B above. Approval of an officer not below the rank of GGM/GM/AGM/DGM should be obtained for a month at a time towards the end of the month preceding the month to which this approval relates and a certificate to this effect recorded in this claim for the payment of such compensation.~~

Form -I

CERTIFICATE

(See Paragraph 9 of Annexure XVII)

Certificate that the employee in regular establishment in whose case the overtime allowance has been claimed in this bill was/were required under specific orders to sit late in office after having put in work during prescribed hours on attend office on.....Sunday/holiday for disposal of urgent work which, in public interest, could not be postponed till the next working day.

Certified that the amount claimed in this bill is in accordance with the rates specified in Paragraph 7 of the Government of India, Ministry of Finance (Department of Expenditure's) Memorandum and is according to the principles laid down therein and does not exceed the ceiling of overtime earnings prescribed in those orders, necessary certificates having

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

~~been obtained from the officers concerned for payment of overtime allowance to the 'personal staff' in excess of the prescribed ceiling.~~

Also certified that the employee(s) concerned did not receive any other remuneration/conveyance charge or compensatory leave for the performance of that overtime work.

(Signature of Drawing Officer)

F O R M - II

OVERTIME REGISTER

(See Paragraph 10 of Annexure XVII)

S.No.	Name	Designation of the reg. employee required to perform overtime work.	Emoluments	Hours of overtime work authorised by the competent.	Hours of overtime work performed by the regular employee	Nature of work performed during over time hours	Why the work could not be performed during the prescribed hours of work
1	2	3	4	5	6	7	8

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A Govt. of India Enterprises)

Registered Office:
30-31, Raja House,
Nehru Place, New Delhi-110019

Ref. No. IR/OTA/84
June, 1984

Dated: 16th

All Group General Managers/
General Managers/Addl. General Managers/
Dy. General Managers/Chief Project
Managers/
Unit Officers, N.P.C.C. Limited.

Dear Sirs,

In continuation to our letter No. IR/OTA/84 dated 15.06.1984, (Appendix-XVI page 290) it is further clarified that in Division Office like **NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED** (A GOVT. OF INDIA ENTERPRISES)

~~Ramagundam, which apart from being a co-ordinating centre, is itself~~ looking after an Unit directly. Employees of Temporary regular establishment posted therein would be paid Overtime Allowance in pursuant to our above referred letter as per provisions of Certified Standing Order and where a Division Office like Western Division Office at Nagpur is only a co-ordinating centre and does not look after any Unit directly, the Overtime Allowance to eligible payable/admissible as per the provisions of Central Govt. Overtime Allowance Rules.

Thanking you,

Yours faithfully,

(C. K.

PODDER)

Dy. Manager (IR)

2. The Chief Admn. Officer, NPCC Ltd., Corporate Office.
3. Manager (F), NPCC Ltd., Corporate Office.
4. All Personnel & Admn./Finance & Accounts Executives, NPCC Ltd.

Appendix XVII

Revised Pay Scale
(Para 5.2, Page 112)

S. No	Category	Grade	GROUP – A MECHANICAL		GROUP – B OPERATION		GROUP – C CONSTRUCTION	
			Designation	Nature of job	Designation	Nature of Job	Designation	Nature of Job
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Highly skilled	Rs.500 -25- 750	Spl. Foreman Gr.I	Repair, Maintenance & overhauling of earthmoving equipment & machinery	(H.S.) Optr. Gr.I	Operation of Heavy Earth moving Equipment & machinery including 20 tons capacity tractor trailer and above.	Spl. Foreman Gr.I	Shuttering, concreting, Reinforcement, survey, tunneling, Rigger, Blasting & Electrical
2.	-do-	Rs.400 -15- 460- 20-600	Spl. Foreman Gr.II	-do-	H.S. Optr. Gr.II	-do-	Spl. Foreman Gr.II	-do-
3.	-do-	Rs.375 -15- 450- 20-550	Foreman	-do-	H.S. Optr. Gr.III	-do-	Foreman	-do-
4.	Skilled	Rs.325 -10- 375- 15-450	Mech. Spl. Gr.I	Repair maintenance and overhauling of medium	Optr. Gr. I (Spl.)	Operation of HEM including 20 tons capacity Tractor trailer and	Trad esman Spl. Gr.I Supervis	Survey, Blasting Electrical carpenter, Masons, Machinist

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

				ized/light capacity equipment & machinery		above. Operation of Dozer, Tractor, Loader, Dumper, Loco operator, Driver (Heavy Vehicle)	or Spl. Gr.I	s, Rigging.
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1.	2.	3.	4.	5.	6.	7.	8.	9.
5.	Skilled	Rs.300 -10- 360- 15-425	Mech. Spl. Gr.II	-do-	Optr. Spl. Gr.II	-do- and operation of STP Driver (Light/ Heavy)	Trad esm an Spl. Gr.II /Su per visor Spl. Gr.II	-do-
6.	-do-	Rs.260 -10- 400	Mech. Gr.I	-do-	Opt. Gr. I	-do-	Trad esm an Gr.I /Su p- ervi- sor Gr.I	-do- and welding, Blacksmith Fitters, Plumbing, Barbinding, Rigging
7.	Skilled	Rs.200 -10- 300	Mech. Gr.II	Repair, Maintenance & over Hauling of medium sized/capacity equipment & Overhau	Optr. Gr.II	Operation of Dozzer, Tractor, Loader, Dumper, Loco Optr. Operation of STP. Driver (Light / Heavy)	Trad esm an Gr.II / Sup ervis or Gr.II	Survey, Blasting, Electrical, Carpenter, Masons, Mechinists, Rigging. Welding, Blacksmith

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISES)

NPCC MANUAL

				ling of light equipment/machinery				h, Fitters, Plumbing, Barbinding
8. A	Semi Skilled	Rs.175-8-255	Mech. Gr.III	Repair & maintenance of STP & light machinery & Equipment	Optr. Gr.III	Operation of STP. Driver (Light Vehicle)	Tradesman Gr.II I	-do-
B.	-do-	-d0-	Shunters, Gangmen, Trolleyman, Keymen, Trolley Jamadar, Slinger, Brakesman, Gangmates, Mucker Jamadar.					
C.	-do-	Rs.150-3-164-4-185	Cleaner, Greasers, Fireman, Boiler Attendant, Hammerman, Gangmate, Coalman, Condenser Attendant, Muckers, Khalasi.					
9.	Un-skilled	Rs.150-3-165-4-185	Chowkidar, Mali, Mazdoor, Sweeper.					

APPENDIX XVIII

(5.6 B Page 118)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISES)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)

Registered Office:
30-31, Raja House,
Nehru Place,
New Delhi-110019

Ref. No.000347
March,1984

Dated the 28th

All General Managers,
Addl. General Managers,
Dy. General Managers,
Chief Project Managers,
Unit Officers,
N.P.C.C. Limited.

Subject : Merit Rating Format for Workmen .

Dear Sirs,

As is known Personnel Policies and Procedures play a significant role in building up the morale of the work force which in turn ensures the health of the organization. Towards this objective, the Management has been endeavoring in formulation of Personnel Policies, Rules, Procedures and System wherever required. Another addition is by way of introducing Merit Rating Format for the workmen engaged primarily on field duty in the areas of maintenance, Operation and construction.

2. The need for introducing a format essentially with a view to provide confidence to the workmen that the reward system in the Corporation is based on a logical and rational methods of Judging his contribution. Besides that through the appraisal system he will also establish his identity by developing his job knowledge, skill and output. From the Management point of view it shall aid in identifying the potential for growth as well as earmark those who may require training, etc.

3. We are also in the process of issuing promotion policy for the workmen this year in accordance with the provisions of the settlement. Slight delay is only on account of marking Hindi version of the same.

4. ~~Though, for considering workmen to the next higher~~
grade/category in accordance with methodology/qualifying
period as per promotion policy there would be need for the
appraisal reports for about minimum five years, yet keeping in
view the subjectivity in this regard, it is felt that minimum of two
years appraisal reports may please be completed in respect
of each workmen in your Unit and send the same to
Corporate Personnel Division latest of 15th April. This would be
for the years 1982-83 and 1983-84.

5. Hence, I am enclosing the Merit Rating Format
alongwith its Guidelines for Assessors for your perusal and
necessary implementation. Your attention is also drawn to the
conditions which have been enumerated in the guidelines
wherein Merit Rating Format has to be maintained at your
level as well as Regional and Corporate Level.

Yours faithfully,

(H.M.MALHOTRA)
General Manager (P&A)

GUIDELINES FOR ASSESSORS

This form is designed to help executives to evaluate the performance of workforce as well as potential abilities of the individual workman. This evaluation will be the guideline factor for promotion, transfer and crossing of efficiency bar etc.

Considering the above objectives, the format should be filled carefully and all the precautions should be taken to avoid any biased rating. The following points are to be considered.

1. The form should be treated as strictly confidential.
2. The form should be filled in by your own hand-writing.
3. The Proforma is to be filled up in triplicate. First copy may be kept in the Unit. The other Copies may be sent to Corporate Office and the Regional Office.
4. The name, designation and address of the Reporting and Accepting Officer must be stamped clearly to avoid difficulties in future references.
5. The Reporting Officer shall be the Group Incharge of the activity in which the workman is deployed and the Accepting (Reviewing) Officer shall be the officer of the next superior rank, normally Unit Officer shall be the Accepting Officer.
6. Where Unit Officer is below the rank of SE, the Accepting Officer shall be Dy. GM/AGM/CPM.
7. Consider only one item at a time and rate only in relation to the requirements of the workman's job.
8. Please ensure that a strong or a weak quality under one attribute does not cloud your judgement of his standing on the rest.
9. The assessment should be based on direct knowledge and workman's performance on the job. If you have any supplementary information pertinent to the job of the workman, the remark column may be used for the same.
10. While rating, the rater should not be influenced by the recent instances of failure or success, but the rating should be made considering the

performance for the entire period as a whole for which the workman is being rated.

11. Items which are not applicable and the areas where the rater had not got opportunity to judge, should not be rated without consulting the immediate superior or the concerned person.
12. While rating you should also keep in mind whether the workman was rendered opportunity to demonstrate the potential for given attribute.
13. The remarks column should be utilized for mentioning the special qualities or aptitudes or any kind of remarks regarding integrity of the workman etc. In case of any action taken for the shortcomings of the workman, the same should be indicated in the remarks column or at other appropriate place.
14. Negative reports should be finally accepted by the GM/ZM incharge of the Unit/Region.
15. The assessment should be indicated by a (√) mark in the appropriate square.

--X—X—X-

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
 (A Govt. of India Enterprise)
FOR WORKMEN
MERIT RATING FORMAT
 (Period: 1st April to 31st March)
 Year:

PART A

1. Name_____
2. Designation_____
3. Unit to which attached_____
4. Section to which attached_____
5. Qualification :
 - i) Educational_____
 - ii) Technical)_____
6. Date of Joining NPCC _____
7. Date of joining present Unit_____
8. Scale of Pay_____
9. Present Basic Pay _____

PART B

FACTORS	VERY GOOD **	GOOD **	SATISFACTORY **	UNSATIS-FACTORY **	REMARKS (Wherever the rating is Very Good or Unsatisfactory)
1. Physical Fitness					
2. Job knowledge					
3. Interest in Work					
4. Job Performance					
5. Initiative					
6. Dependability					
7. Behaviour					
8. Integrity					
9. Summary Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10. General Assessment (This should contain an overall assessment of workmen's personality, his good qualities and short-comings and also Particular touch on the following points namely-punctuality, work out-put quality wise and quantity wise, cost consciousness, cooperation and safety awareness etc.)

11. RECOMMENDATIONS :

Fit for out of turn Promotion

Fit for Promotion in due Course.

* Not yet fit for Promotion.

* Please indicate the particular areas in which the workman may require training for improvement of his short-comings.

Dated _____

Signature of Reporting Officer

Designation:

Seal :

NOTE

1. Initiating Officer shall be the Group Incharge of the activity on which the workman deployed.
2. Reviewing Officer shall be the officer next superior rank, UO shall normally be the Accepting Officer.
3. Where UO is below the rank of SE, the Accepting Officer shall be Dy. GM/AGM/CPM.

PART C

1. Length of service under the reviewing Officer.
2. Additional remarks if any

Dated _____

Signature of Reporting Officer

Name :

Designation :

Seal :

PART D

Accept/ Not Accepted

Dated _____

Signature of Reporting Officer

Name:

Designation:

Seal :

** Very Good : Exceptionally good performance. Distinctly stands out as compare to others.

** Good : An overall performance is of high standard better than the majority and normal requirement.

** Satisfactory : Overall Performance is satisfactory an meets the job requirement.

** Unsatisfactory : Performance inadequate and well below the acceptable standards, requires improvement.

*bc-MOO-22.2.07