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PERSONNEL POLICY MANUAL

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OF

ADY

FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE

(PPDC for Essential Oil)

MINISTRY OF INDUSTRY

(Govt. of India Society)

UNDP/UNIDO ASSISTED PROJECT

Industrial Estate, Makrand Nagar,

Kannauj - 209 726

FARRUKHABAD (U.P.) INDIA

PHONE : 34465, 34791

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OF  
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## PERSONNEL POLICY MANUAL

### SERVICE RULES - GENERAL

#### 1.0 TITLE:

These rules shall be called 'Fragrance & Flavour Development Centre (FFDC) Kannauj Service Rules' or in short 'Service Rules'.

#### 1.1 Commencement:

The service rules shall come into force with effect from 1st January, 1994.

#### 1.2 Interpretation:

In these rules, unless the context otherwise requires:

- a) 'Appointing Authority' in relation to an employee means the authority empowered to make appointments to the posts or grades which the employee for the time being holds in the Fragrance & Flavour Development Centre (FFDC) Kannauj.
- b) 'FFDC' means the Fragrance & Flavour Development Centre (FFDC) Kannauj and shall include all the field offices, Cells or any other branch or office that the FFDC has established or any establishment in future anywhere in India or abroad.
- c) 'Principal Director/Director' means Principal Director/Director of FFDC, appointed in accordance with the Rules and Regulations of the Society.
- d) 'Employee' means a person appointed to any sanctioned post in the FFDC and will include a person on probation.
- e) 'Confirmed employee' means an employee who has satisfactorily completed the prescribed probationary period.
- f) 'Employee on Probation' means an employee who has been appointed with a view to consider his suitability for regular appointment to that post.
- g) 'Trainee' means a person who is under training on short term or long term course run by FFDC.
- h) 'Apprentice' means a person who is working on a short term or long term basis for a fixed period on a fixed stipend in FFDC.
- i) 'Service' means service in connection with any affair of the FFDC.
- j) 'Premises' means Premises of FFDC.

- k ) 'Notice' means a notice in writing required to be given or displayed on the Notice Board for the purpose of these Service Rules.
- l ) 'Notice Board' means the Notice Board specially maintained by the FFDC for the purpose of displaying notice etc.
- m ) Words denoting the singular number shall include the plural number and vice versa.
- n ) Words denoting the masculine gender shall include the feminine gender.

### 1.3 Exhibition of Service Rules :

A copy of these rules shall be kept in the Library of the FFDC and also with the Personnel Department which may be referred by the employee for his information.

### 1.4 Amendments to Service Rules :

- a) These Service Rules can be amended at any time by the Governing Council and amendments shall take effect from the date on which the Governing Council gives effect to such amendments.
- b) All amendments made to these Service Rules and any notices, orders or instructions issued thereunder, shall be notified from time to time and displayed on the Notice Board.

### 1.5 Removal of doubts :

If any doubt arises as to the interpretation of any provisions of these Rules, the matter shall be referred to the Governing Council and its decision shall be final.

### 1.6 Duties and Responsibilities of Posts :

- a) Every employee shall carry out the duties and responsibilities of the posts for which he has been employed.
- b) Employee is paid to do the work of the FFDC and shall not engage in any other work directly or otherwise for himself or for any one else during or



outside working hours.

- c) Each employee shall be responsible for and take proper care of the property of the FFDC.
- d) Every employee shall perform such duties/ responsibilities as may be assigned to him from to time.

#### 1.7 Appointments :

The following conditions shall apply to all appointments in the FFDC:

- a) No person who is less than 18 years of age shall be appointed.
- b) Every employee shall declare his date of birth at the time of his first appointment and produce a documentary evidence like School Leaving Certificate Matriculation/Higher Secondary Certificate.
- c) The fact about detention or arrest by police, conviction by court of law or any other fact which could debar a candidate from entering into Govt./ Public Sector Undertaking service must be clearly conveyed at the time of applying for a post in the FFDC and also subsequently, if anything of this sort, has happened till joining or during the service.
- d) The furnishing of false information suppression of any factual information in the application for employment or in any other communication prior to and during the course of employment would be a disqualification and will render a candidate unfit for employment in the service and be liable for such disciplinary action as may be deemed fit by the appointing authority.

#### 1.8 Hours of Work :

The working hours of the FFDC including Administrative



Office and Workshop shall be 48 hours a week excluding half an hour's lunch break. FFDC will observe six days working in a week.

Every employee shall be punctually present at his workplace and start work at the prescribed time.

**1.9 Punching of Cards :**

A punching Card System/Electronic Device right from Group 'A' to Group 'D' employees will be observed in which all of them will indicate the arrival and departure timings.

**1.10 Recording of Non attendance:**

While recording non attendance the following abbreviations shall be used by the authority responsible for supervision of the attendance:

- |                            |     |
|----------------------------|-----|
| 1) Casual Leave            | CL  |
| 2) Earned Leave            | EL  |
| 3) Restricted Holiday      | RH  |
| 4) Extraordinary Leave     | EOL |
| 5) Compensatory Holiday    | CH  |
| 6) Leave of any other kind | L   |
| 7) Absent                  | A   |

**1.11 Identity Cards:**

1. Every employee may be issued an Identity Card as deemed necessary.
2. Every employee shall show his identity card to the authority of the FFDC who is authorised to check the identity cards and regulate entry/movement of persons to/in the premises.
3. Identity Card will be issued to the employee free of cost for the first time.

4. Loss of Identity Card shall be reported immediately to the competent authority.
5. Subsequent issue of identity card due to loss of the previous one, shall be on payment of the fee as may be prescribed.
6. An employee leaving the service for any reason whatsoever, shall surrender his identity card to the prescribed authority.

#### 1.12 Entry and Exit:

All employees shall enter and leave the premises through such gates as may be prescribed. Employees entering or leaving the premises are liable to be detained and searched by security staff as may be authorised for this purpose.

#### 1.13 Observance of the Safety Rules :

All employees shall compulsorily observe all safety rules and regulations as notified by the FFDC from time to time Employee should use safety equipments and take other precautions as necessary. Breach of these orders and non observance of safety rules shall be treated as misconduct and the concerned employee shall be liable for such action as considered by the competent authority.

#### 1.14 Shift Working :

More than one shift may function in a department or departments or in any section of a department of the



FFDC in the exigencies of work and at the discretion of the Competent Authority.

2.0 CLASSIFICATION OF POSTS:

2.1 All posts in the FFDC shall be classified as under:

<u>S.No</u>	<u>Description of posts</u>	<u>Classification of posts</u>
	Post carrying a basic pay or a scale of pay with a maximum of:	
1)	Rs. 4000 and above	Group 'A' Equivalent
2)	Rs. 2900 to Rs. 3999	Group 'B' "
3)	Rs. 1151 to Rs. 2899	Group 'C' "
4)	Upto Rs. 1150	Group 'D' "

3.0 RECRUITMENT:

3.1 General

All vacancies proposed to be filled up in Group C & D posts shall be notified to the local Employment Exchange as per the prescribed procedure. Such vacancies, will not be filled up from open market. Unless the Employment Exchange, issues a Non Availability Certificate.

3.2 Release of vacancies for being filled from amongst candidates from Open Market :

- a) Employment Exchange Certifies inability to nominate suitable candidates or ;
- b) No nominations are received by the FFDC within the prescribed time.



**3.3. Filling up of vacancies released by the Employment Exchange**

Direct recruitment through the open market should be undertaken only on the same terms and conditions of appointment as notified to the Employment Exchange. If, however, the terms and conditions of appointment are changed or recruitment is undertaken after a period of six months or more, the vacancy should be re-notified to the Employment Exchange.

**3.4. Appointment of Group 'D' employee to Group 'C' posts:**

The following concessions may be granted to Group 'D' employees for appointment to Group 'C' posts filled through the Employment Exchange:

- a) Group 'D' employees, who are qualified for Group 'C' posts can apply direct for such post.
- b) Where, the authorities, after considering the names submitted by the Employment Exchange, are of the view that qualified Group 'D' employees already working in the FFDC are more suitable, might appoint the latter to the vacancies in Group 'C' even their names might not be amongst those sponsored by the Employment Exchange.

**3.5 Recruitment through Advertisement :**

1. Vacancies in Group A & B posts shall be filled up through open advertisement, which may be given in the prominent/leading newspapers and also in the Employment News, published by the publication Division of Ministry of Information and Broadcasting, Government of India, New Delhi.

2. While advertising the posts full particulars of the post like job Description/Responsibilities, Salary etc. should be given.
3. 3. In order that candidates possessing the required qualifications and experience need only apply for the advertised posts and for proper screening of the candidates on the basis of particulars furnished by them, applications may be called in the prescribed format **Annexure I** which is only an illustrative one.

3.6 TA FOR INTERVIEW/TEST :

Candidates called for interview/test from out station may be reimbursed to and fro single fare from the actual place of undertaking journey or from the normal place of residence whichever is nearer to the place of interview at the following scales :

Group 'A' Post	: 1st Class railway fare or bus fare (limited to 1st Class railway fare in cases where places are connected by rail)
Others	: 2nd Class railway fare or bus fare (Limited to 2nd Class railway fare in cases where places are connected by rail).



#### 4.0 RESERVATION IN RECRUITMENT

Reservations at the prescribed percentage for Scheduled Castes, Scheduled Tribes and other categories shall be made to the extent fixed by the Government of India for filling up the posts by direct recruitment.

#### 5.0 MEDICAL EXAMINATION ON FIRST APPOINTMENT

##### 5.1 Basic Requirement

Every new entrant to the service is required to produce a Medical Certificate of Health issued by a competent medical authority.

##### 5.2 Competent Medical Authority

- |                     |   |
|---------------------|---|
| i) Group 'A'        | : Medical Board.  |
| ii) Group 'B' & 'C' | : Civil Surgeon or District Medical Officer or a Medical Officer of equivalent status |
| iii) Group 'D'      | : Authorised Medical Attendant  |

##### 5.3 No Medical examination necessary in the following cases:

- a) A person appointed purely on ad-hoc basis for a period of less than 3 months.
- b) A confirmed employee selected for a new post in the FFDC.
- c) A person already in service of Central/State Govt. and recruited through competitive examination/interview and had been medically examined earlier by appropriate medical authority and declared fit according to the same medical standard.

##### 5.4 Temporarily Unfit:

Candidates declared as temporarily unfit for appointment



for a brief period, will be re-examined by the medical authority after a reasonable period which may be decided by such an authority.

**5.5 Appeal against adverse findings :**

The FFDC will not accept any appeal against the findings of a Medical Authority or Board.

**5.6 Re-imburement of Fees**

Fees charged by the Medical Authority/Board for initial Medical examination, will be reimbursed to the candidates by the FFDC.

**5.7 Incidental charges to be borne by the candidates :**

The expenses incurred on radiographic examination of the chest, other X-ray examination, Medical specialist fee, hospitalisation charges, laboratory fees for blood sugar and other tests called for by the Medical Specialist, shall be borne by the candidates themselves in all the cases.

**5.8 No T.A. for procuring a health certificate :**

Travelling allowance will not be admissible for a journey undertaken to procure a health certificate on first appointment.

**6.0 VERIFICATION OF CHARACTER AND ANTECEDENTS**

6.1 It is the responsibility of the Appointing Authority to satisfy itself about the identity and suitability of the candidates selected for appointment. For this purpose, verification of character and antecedents shall be prerequisite condition for all candidates appointed by direct recruitment. For verification of character and

antecedents, certificate given by two references mentioned by the selected candidates will form the basis and attestation by the candidates should be signed by the Notary.

- 6.2 Action for verification of character and antecedents will be taken as per the prescribed procedure and guiding principles, laid down by the Ministry of Home Affairs (Department of Personnel & Administrative Reforms).
- 6.3 Selected candidates will submit Attestation Forms in triplicate.
- 6.4 The cases, where such verification has been done earlier by the previous Government Department/Public Sector undertakings etc. in respect of any candidate selected in the FFDC, a copy of the verification Report may be called and kept on the record.
- 6.5 An entry to the effect that 'Character and Antecedents have been verified' shall be recorded in the Services Records of the employee under the signature of the Competent Authority.
- 7.0 OATH OF ALLEGIANCE
  - 7.1 Every new entrant to the service is required to take an Oath of Allegiance to the Constitution of India.
  - 7.2 The oath can be taken in Hindi or English or in any Official regional language with which the employee is conversant in the prescribed format Annexure II
  - 7.3 Employee who is a foreign national, is also required to take an oath in the prescribed format - Annexure III



#### 8.0 MARRIAGE DECLARATION

8.1 Every new entrant to the service is required to furnish a marriage declaration in the prescribed format **Annexure IV**.

8.2 Bigamous marriage shall be treated as a disqualification and the following are not eligible for appointment:-

- a) Who has entered into or contracted a marriage with a person having a spouse living or ;
- b) who, having a spouse living has entered into or contracted a marriage with any person.

#### 9.0 INCREMENTS

9.1 Increment in a time scale of pay may be drawn as a matter of course unless it is withheld.

9.2 Increment will be drawn on 1st of the month in which it falls due.

9.3 The following periods of service will count for increments:

- a) All periods of duty.
- b) Service in another higher post.
- c) Leave of all kinds except extra ordinary leave on private affairs.
- d) Extra ordinary leave on Medical Grounds.
- e) Deputation out of India/Training in India as well as abroad.

#### 10.0 ADVANCE INCREMENTS

10.1 Advance Increments on initial appointment may be granted in cases of exceptionally qualified and experienced candidates. The number of advance increments will depend on merit in each case.



- 1.2 The next date of increment after the grant of advance increment will be the normal date of increment.

11.0 STAGNATION INCREMENT

Stagnation Increment will be allowed to the FFDC employees at the same rates and subject to such conditions as applicable to the Central Government employees for the grant of such increment.

12.0 DEARNESS ALLOWANCE

Dearness Allowance will be paid to the employees at the same rates and pattern as sanctioned to the Central Govt. Employees subject to the usual terms & conditions.

13.0 HOUSE RENT ALLOWANCE & COMPENSATORY(CITY) ALLOWANCE

House Rent Allowance and Compensatory(City) Allowance to the employees will be paid at the same rates & pattern and subject to the same conditions as are applicable to the Central Govt. employees based on the classification of Cities as approved by the Central Govt.

14.0 TRAVELLING ALLOWANCE

Travelling Allowance on tour will be regulated on the same rates and pattern subject to the usual conditions as are applicable for grant of T.A. to the Central Govt. employees.

15.0 PROBATIONARY PERIOD

- 15.1 An employee appointed in the service, shall be placed on probation to assess his suitability for the kind of work.

for which he has been appointed.

15.2 A candidate selected for appointment to Group 'A', 'B' 'C' or 'D' post shall be placed on probation for a period specified in the relevant Recruitment Rules. However, there will no probation for internal candidate appointed to higher post.

15.3 After the stipulated period, unless there is any communication to the contrary, probation will be deemed to have been satisfactorily completed.

15.4 Probationary period will not be extended and an employee whose performance has been assessed below expectations will not be retained further in service.

15.5 Appointing Authority alone is competent to terminate the services of an employee during the probationary period wherever it is considered necessary.

#### 16.0 CHANGE OF NAME /SURNAME

16.1 The name/surname of every employee is entered in the service documents based on school certificate produced by him/her at the time of entering into the service. However, there may be occasions to change name or surname of the employees in exceptional cases for which the following procedures may be followed:

#### 16.2 Addition/Deletion or change in name/surname:

- a) An employee who desires to adopt a new name or to effect any modification in his/her name or surname may do so formally by a deed changing his/her name.
- b) The change should then be published in a prominent local paper and

After completion of the above formalities, the change desired by the employee will be effected in his/her service records under the signature of the Competent



Authority.

**16.3 Addition/Change in surname of a female employee on marriage/re-marriage.**

- a) The female employee shall give a formal intimation of her marriage/re-marriage along with her request for a change in her surname.
- b) Husband's name, surname may also be intimated. On receipt of the above information/documents necessary change in the surname of a female employee will be effected in her service documents.

**16.4 Deletion of surname etc. on divorce/separation or death of the husband of a female employee.**

- a) The female employee shall give an intimation regarding change in marital status.
- b) Request for change in her surname etc.

Necessary change will, then be effected in her service records to this effect by the Competent Authority.

**17.0 APPLICATION FOR OUTSIDE JOBS**

17.1 An employee who desires to apply for posts elsewhere may forward his application direct to the concerned quarters under the intimation to the Personnel Department of the FFDC.

17.2 No employee shall apply for outside jobs in the following cases:

- a) During the period of bond where the employee has to serve the FFDC for a specified period.
- b) During suspension or where disciplinary case is pending against him/her.

18.2 Contents of the letter of resignation :

An employee who intends to resign from his post shall send resignation to the competent authority in writing expressing his willingness to resign giving one month/ three months notice as the case may be, immediately or from a specified date. The letter of resignation should be unconditional.

18.3 Conditions under which resignation may not be accepted :

- a) When the employee is engaged or detailed on work of importance and cannot be relieved immediately before making alternative arrangements.
- b) An employee is under suspension and a disciplinary case is either pending or contemplated, against him. The competent authority may, however, decide whether in accepting resignation of such an employee there is no pecuniary loss to the FFDC and that it is in the interest of the FFDC to accept resignation of such an employee.
- c) When an employee has received training at the expense of the FFDC and has executed a bond to serve for a specified period, his resignation will be accepted only when, he discharges all such obligations.

18.4 Date from which a resignation becomes effective :

- a) A resignation becomes effective from a date when it is communicated by the Competent Authority in writing.
- b) In case, an employee withdraws his resignation before, it is communicated to the Competent Authority, it will be reviewed by the Competent Authority.



**18.5 Check list to be completed before actual relief of the employee :**

Before an employee's resignation is accepted and he is actually relieved of his duties, a check list as prescribed may be completed to ensure that all dues of the FFDC have been settled and nothing is outstanding against him Annexure V

**19.0 TERMINATION OF SERVICE CIRCUMSTANCES & EVENTUALITIES**

Subject to the provisions of the rules in force, the services of an employee shall stand terminated in any of following ways :

**a) On his death**

Services of an employee shall cease with effect from the date of his death. Pay and Allowances of an employee may be drawn in his favour including the day of death irrespective of the time of death.

**b) Termination as per terms & Conditions of service**

The services of an employee may be terminated by giving such notice pay as may be prescribed in the terms & conditions of appointment. In the absence of any such specific provision, the services of an employee may be terminated in the following manner:

- i) During probationary period services may be terminated without assigning any reason and without any notice.**
- ii) Appointment of a confirmed employee may be terminated at any time by giving three months notice or by making payment of pay and allowances for the notice period.**

c) **On tendering resignation**

The services of an employee shall cease with effect from the date his resignation is accepted by the Appointing Authority.

d) **Retirement on superannuation**

The services of an employee shall cease on the afternoon of the day on which he attains the age of 58 years irrespective of the fact whether a formal order is issued to this effect or not.

e) **When declared incapacitated for services by a medical authority :**

An employee declared unfit or incapacitated for further service by a medical authority, shall be discharged from the service from the date he is declared unfit/incapacitated.

f) **Removal/Dismissal as a result of disciplinary action**

The services of an employee shall stand terminated who is removed/dismissed as a measure of penalty.

g) **On abolition of post held by the employee:**

If the post held by an employee is abolished as a result of policy, economy in expenditure or due to any other reason, the services of an employee may be terminated in the order of juniority.

**20.0 SERVICE RECORDS AND THEIR MAINTENANCE**

20.1 FFDC will maintain a service record for each of the regular employee belonging to Group 'A', Group 'B',



Group 'C' and Group 'D' in the prescribed form.

20.2 The service records will be kept in the custody of an authority so authorised by the Director.

20.3 The service records shall contain the following entries.

- a) Every step in the Official career of the employee, like appointment, date of joining, increment, regular leave, pay fixation, etc.
- b) Period of suspension, interruption.
- c) Reversion or reduction to lower post.
- d) Major/minor penalty imposed upon the employee.
- e) Verification of character and antecedents.
- f) Medical fitness on first appointment indicating the status of the Medical Authority who examined.
- g) LTC availed for visiting Home Town or to any place in India indicating the period and nature of leave, date of commencement of journey, place visited etc. and also the names of the family members of the employee.

20.4 The following documents shall be placed in the service book of the employee:

- a) Declaration of family Members.
- b) Declaration of Home Town for purpose of LTC.
- c) Medical Fitness Certificate on first appointment
- d) Oath of allegiance.
- e) Declaration of marital status.

20.5 Annual Verification of Service :

Service verification certificate shall be recorded under the signature of the Competent Authority every

year ending 31st March in the following form:

"Service verified from .....  
to..... on the basis of acquittance  
rolls etc."

**20.6 Attestation of entries in the service book :**

All entries in the service record shall be made under the signature of an authorised authority.

**20.7 Employee may also inspect their service records :**

An employee may inspect his service records once in a year for his information.

**21. LEAVE RULES**

These rules will be applicable to the employees except those covered under Standing Orders.

**21.1 DEFINITION**

In these rules unless there is anything repugnant in the subject or context, the words used will be defined as follows:

- a) "Earned Leave" means leave earned in respect of periods of service and granted on full pay.
- b) "Half Pay Leave" means leave on half pay earned by the employee in respect of service. This can be availed as leave on private affairs or as sick leave on medical certificate.
- c) "Commutated Leave" means leave granted on medical certificate on full pay for half the period of Half Pay leave admissible.
- d) "Extraordinary leave" means leave sanctioned under special circumstances without any leave salary.
- e) "Pay" for purposes of these rules will be the



amount drawn monthly by the employee as pay which has been sanctioned for the post held by him.

#### 21.2 General Principals:

1. Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse or revoke leave of any kind.
3. It is not open to the sanctioning authority to alter the kind of leave due and applied for.
4. Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the employee and at the discretion of the authority who granted the leave.
5. Conversion of one kind of leave into leave of a different kind is permissible only when applied for by the employee while in service and not after quitting service.
6. Leave sanctioning authority may commute retrospectively periods of absence without leave into extraordinary leave.
7. An employee on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
8. An employee should produce medical certificate for leave on medical grounds.
9. Leave sanctioning authority may secure second medical opinion, if it considers necessary.
10. An employee who is on leave on medical certificate will be permitted to return to duty only on production of a medical certificate of fitness.
11. Overstay of leave without proper sanction, will be treated as unauthorised absence.
12. Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

#### 21.3 ENTITLEMENT OF LEAVE

The nature and quantum of leave admissible to the employees will be as under:

21.3.1 EARNED LEAVE

- i) The entitlement of earned leave for a calender year will be 30 days.
- ii) Credit will be afforded in advance at the rate of 15 days on the 1st January and 1st of July every year. The credit to be afforded will be reduced by 1/10th of extraordinary leave availed or a period of dies non during the previous half year subject to a maximum of 15 days only.
- iii) The credit for the half year in which an employee is appointed will be afforded at the rate of two and half days for each completed calender month of service which he is likely to render in the half year in which he is appointed.
- iv) The credit for the half year in which an employee is removed/dismissed from service or dies in service, will be afforded at the rate of two and half days per completed calender month upto the end of the calender month preceding the calender month in which he is removed/dismissed/dies.
- v) If an employee who retires/resigns/is removed/is dismissed/dies in the middle of the calender year, has taken extra Earned Leave during the half year, the Earned Leave credited to his account will be reduced at the rate of 1/10th of such extraordinary leave and the leave account will be regularised accordingly.
- vi) Any earned leave not availed in any year by an employee shall be added to such leave accruing to the employee during the succeeding years.
- vii) Earned Leave will be accumulated upto 240 days.
- viii) Earned leave should be availed only after prior sanction of the competent authority and it can be availed upto 180 days at a time.
- ix) While affording credit of Earned Leave, fractions



of a day shall be rounded off to the nearest day.

- x) Earned leave may be availed at a time upto 240 days in the case of leave preparatory to retirement.

**21.3.2 HALF PAY LEAVE/SICK LEAVE**

- i) The entitlement of Half Pay leave/sick leave for a calender year will be 20 days.
- ii) Advance credit will be afforded at the rate of 10 days on half pay on the 1st of January and 1st of July every year.
- iii) The credit for the half year in which an employee is appointed will be on pro-rata basis for each completed calender month of service which is likely to be rendered by him in the half year in which he is appointed.
- iv) The credit for half year in which an employee is due to retire/resign will be afforded at the rate of 5/3 days for each completed calender month in that half year upto the date of retirement/resignation.
- v) The credit for the half year in which an employee is removed/dismissed from service or dies in service will be afforded at the rate of 5/3 days per completed calender month upto the end of the calender month preceding the calender month in which he is removed/dismissed/dies.
- vi) The half pay leave to be credited every half year will be reduced at the rate of 1/8th of the period of dies non/suspension treated as dies non during the previous year subject to 10 days.
- vii) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.
- viii) Half pay leave not availed in any year by an employee shall be added to such leave accruing to the employee during the succeeding years.

### 21.3.3 COMMUTED LEAVE

- i) Half Pay leave can be converted into full pay leave by taking it as commuted leave on the basis of medical certificate.
- ii) If the commuted leave is taken, twice the number of days availed will be debited in the Half Pay leave account.
- iii) Commuted leave upto a maximum of 60 days can be granted to a female employee in continuation of maternity leave without medical certificate.
- iv) Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry. It cannot be granted as leave preparatory to retirement.
- v) Commuted leave may be granted at the request of the employee even when earned leave is due to him.

### 21.3.4 EXTRAORDINARY LEAVE

1. Extraordinary Leave without any leave salary may be granted to the following extent if no other kind of leave is due or when it is especially applied for:
  - i) Upto three months on any occasion other than on grounds of illness.
  - ii) Upto six months on any occasion on medical certificate for diseases other than T.B. and Leprosy.
  - iii) Upto eighteen months on any one occasion in cases of treatment for T.B. and Leprosy.
  - iv) Upto one year for undergoing a special course consisting of higher studies or specialised training in a professional or technical subject having a direct or close connection with the sphere of duties of an employee which will be decided at the discretion of the Management.



2. The General Manager may sanction extraordinary leave in excess of the above periods by three months in exceptional cases.
3. The period spent on extraordinary leave will not count for purposes of earning earned leave. It will, however, be reckoned, as service for calculating entitlement of half pay/sick leave.

#### 21.3.5 MATERNITY LEAVE

- i) Maternity leave may be granted to married/unmarried female employees as under:
  - a) 90 days : For those female employees who have less than two surviving children.
  - b) 6 weeks : For miscarriage/abortion. Admissible twice during the tenure of service irrespective of number of children.
- ii) In both the above cases application of leave should be supported by a Certificate from a Registered Medical practitioner.
- iii) The maternity leave, shall not be debited against the leave account.
- iv) It may be combined with any kind of leave.
- v) It is granted on full day.
- vi) No maternity leave is admissible for threatened abortion.

#### 22. CASUAL LEAVE

- i) The entitlement of Casual leave for a calendar year will be 12 days.
- ii) Casual leave should not be availed without prior permission/sanction from the competent authority unless there are unfortunate circumstances like sudden illness etc.

- iii) Casual leave can be taken for half day also.
- iv) Casual leave cannot be combined with any other leave except Special Casual leave.
- v) Sundays/Holidays/Restricted Holidays/Weekly offs falling during the period of Casual leave are not counted as part of Casual leave.
- vi) Sundays/public holidays/Restricted Holidays/weekly offs can be prefixed/suffixed to Casual leave.
- vii) Casual leave can be taken on Tour, but no daily allowance is admissible for the period of Casual leave.
- viii) Essentially intended for short periods, it should not normally to be granted for more than 8 days at one time except under special circumstances.
- ix) LTC can be availed during Casual leave.
- x) Employees joining service during the middle of the year may be allowed Casual leave proportionately.
- xi) The unavailed portion of the Casual leave will lapse at the end of Calender year and shall not be carried forward to the next year.

## 23. SPECIAL CASUAL LEAVE

Special Casual leave shall be granted in the following cases to the extent indicated against each:

### 23.1 For Family Planning

- a) Male employee :

Maximum of 3 working days admissible: vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another 3 days will be admissible on the production of medical certificate.

- b) Female employee:

Maximum of 14 days admissible for tubectomy/laproscopy. If she undergoes the operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time.



## 24. ENCASHMENT OF EARNED LEAVE AT CREDIT

24.1 Encashment of Earned leave at credit will be allowed on termination of service subject to the ceiling mentioned below:

<u>PERIOD OF SERVICE</u>	<u>MAXIMUM EL ENCASHMENT</u>
2 years or less	No encashment
More than 2 years upto 5 years	30 days.
more than 5 years upto 10 years	60 days
More than 10 years upto 15 years	90 days.
More than 15 years upto 20 years	160 days.
More than 20 years upto 25 years	200 days.
More than 25 years	240 days.

24.2 An employee is permitted to encash Earned leave not availed of, subject to the following conditions:

- a) In a year the maximum of leave encashed shall be half the amount of the leave at credit on 31st December, of the previous year or 30 days whichever is less.
- b) Earned Leave shall be encashed only once in a year and minimum period shall be 7 days.
- c) Employee will have to take an equal amount of leave which means that if he encashes 10 days earned leave, then, for another 10 days he will have to proceed on leave, so that total leave which is to be debited to his account will be 20 days.
- d) For payment in lieu of earned leave, Basic Pay + Dearness Allowance alone shall be taken into account.
- e) Encashment of earned leave shall be allowed subject to the availability of funds.
- f) Earned Leave for the purpose of availing the encashment benefit shall be allowed keeping in view the exigencies of the work of the respective department of the FFDC.

✓ 25. HOLIDAYS

Fragrance and Flavour Development Centre (FFDC), Kannauj will observe 10 closed Holidays plus 2 optional holidays in a calendar year.

Out of 10 closed holidays following 3 National Holidays will compulsorily be observed

- 1) Republic Day
- 2) Independence Day
- 3) Mahatma Gandhi's Birthday.

The remaining 7 closed holidays and 2 optional holidays will be chosen on year to year basis taking into account the local importance of the festival/occasions in consultation with the representatives of the employees.

While the no. of holidays will remain constant i.e., 10 plus 2, the dates of holidays/events could vary depending upon the local importance and observance of such festivals, etc.

The list of closed holidays and optional holidays will be notified sufficiently in advance.

26. LEAVE TRAVEL CONCESSION

Employees will be allowed Leave Travel concession to visit Home Town and Leave Travel Concession to visit any place in India on the same pattern and subject to the same conditions as are applicable to the Central Govt. employees.

27. MEDICAL FACILITIES -

- 27.1 The Medical Facilities detailed below shall apply to the employees who are outside the scope of E.S.I. Scheme. The following are the broad features of the scheme.



## **27.2 Eligibility:**

The scheme covers all employees who are not covered under E.S.I. Scheme. The employee will include deputationists who opt for the scheme.

## **27.3 Medical allowance to the employees:**

- i) The FFDC will grant medical allowance to the employees for out-patient treatment at 50% of one month's basic pay plus dearness allowance per annum as on 1st January of the year.
- ii) Conditions of eligibility
  - a) The allowance will continue to be paid during extraordinary leave.
  - b) The allowance will be admissible even if an employee is under suspension.
  - c) The employee will not be required to render any account of allowance paid to him.

27.4 The proportionate Medical allowance will be drawn and paid along with the monthly salary of the employee.

## **27.5 Medical facilities to the employee and his family as in-patient on hospitalisation.**

The medical facilities will be admissible to the families of the employee as defined below:

## **27.6 Definition of Family**

"Family" means an employee's:

- i) Spouse ; and
- ii) Parents, unmarried sisters, widowed sisters, widowed daughters, minor brothers and children provided their income from all sources does not exceed Rs. 500/ per month, (Dearness relief sanctioned after December '85, not to be taken into account for the purpose of this limit of Rs. 500/ in the case of dependent pensioners.)

**Husband/Wife:**

The condition of dependency does not apply. The term 'Wife' includes more than one wife and also judicially separated wife.

**Parents Wholly dependent:**

- i) The term includes adoptive parents but not step parents. In the case of adoption, only the adoptive are not the real parents, will be eligible.
- ii) If the adoptive father has more than one wife, the first wife only will be eligible.
- iii) A female employee has a choice to include either her parents or her parents in law, wholly dependent on her and residing with her.

**Children and Step children wholly dependent:**

- i) Children include legally adopted children.
- ii) If judicially separated, till the question of guardianship is decided, reimbursement for children may be allowed either to the husband or the wife, whoever prefers the claim.

**When both husband and wife are employed:**

An employee's spouse employed in a State Government, in the Defence/Railway Service, Corporation/body, local body or private organisation which provides for medical cover can choose either the Central Government medical cover or the one by the employer organisation.

**When family stays away from employee:**

The concession is admissible even if the family resides at a station other than the place of duty but the parents should live either with the official or with the other members of the family.



27.7 In case, an employee or his family member is hospitalised as an in patient in a Government hospital, reimbursement of medical expenses will be allowed as admissible under the Medical Attendance Rules to the Central Government employees for the following items:

- a) The employment of such pathological, bacteriological, radiological or other methods/tests as are considered necessary by the Medical Authority.
- b) The supply of such medicines, vaccines, Sera or other therapeutic substance not ordinarily so available in the hospital and as the medical authority certifying in writing to be essential for the recovery or for further prevention of serious deterioration in the condition of the employee.
- c) Such accommodation as is ordinarily provided in the hospital for treatment of the State/Central Govt. employees as per their status.
- d) Such nursing as is ordinarily provided to the patient by the hospital.

27.8 All claims for medical reimbursement for treatment as in-patient in a Govt. Hospital will be submitted by the employee in a Prescribed form and on the same terms and conditions as applicable to the Central Govt. employees.

27.9 The list of inadmissible medicines applicable to the Central Govt. employees will be adopted by the FFDC for its employees.

27.10 No reimbursement of any claim will be made to the employee for medical treatment secured outside India either for self or his family.

27.11 The payment of medical allowance as well as reimbursement of medical expenses as an in-patient will be withdrawn from the date the employee gets covered under the Employees' State Insurance Scheme.

**27.12 Authorised Medical Attendants:**

"Authorised Medical Attendant" means a Medical Officer, employed locally in a Central/State Govt. Hospital. It will thus, include all civil hospitals and dispensaries under Central/State Govt.

**27.13 Hospitalisation as Indoor Patients:**

If, however, no facility/accommodation is available in Govt. Hospital or for any particular treatment there are no facilities in the Govt. Hospital and this is certified by Authorised Medical Attendant/concerned hospital, hospitalisation for the treatment could be at any hospital after approval from Director but the cost therein may be reimbursed only to the extent admissible if the same treatment is obtained from a Govt. Hospital in the city by a Govt. servant of equivalent status at the discretion of the Competent Authority.

**27.14 Family members employed in other organisations**

Where a member of the employee's family is in the employment of an organisation other than the FFDC such member or members of the family will not be eligible for medical benefits from FFDC. In regard to dependent children of an employee whose wife/husband, as the case may be, is already employed in another organisation, an option has to be exercised by the employee as to whether the children will utilise the medical facilities that might be available from the organisation in which the mother or father, as the case may be, is employed. In case an option is exercised in favour of FFDC medical facilities, it shall be exercised in writing and countersigned by the organisation in which the other spouse is employed.



27.15 Emergent Medical treatment in relaxation of above medical facilities.

In case of serious accidents or illness, an employee or a member of his family may be admitted for emergent medical treatment in the nearest private hospital in the absence of a Govt. or recognised hospital.

The question whether it was a case of real emergency necessitating admission in a private hospital will be decided on merit by the Director being the controlling Authority.

Medical expenses incurred in a private hospital will be reimbursed to the employee on the same pattern and subject to the restrictions as applicable to the Central Govt. employees. In such cases, Director will have the powers to reimburse medical expenses upto Rs. 5,000/ in each case and exceeding Rs. 5,000/ with the approval of the Governing Council.

28. CHILDREN'S EDUCATIONAL ASSISTANCE :

Children's Educational Assistance will be provided to the employees on the same rates & pattern as admissible to the Central Government Employees and subject to the general conditions governing the grant of :

- a) Children's Educational Allowance.
- b) Reimbursement of Tuition Fees.
- c) Hostel Subsidy.

29. CONTRIBUTORY PROVIDENT FUND RULES

Introduction:

The Employees will be covered under the Contributory Provident Scheme of the Regional Provident Fund Commissioner of the State. The contributions towards CPF both from the employee and the

employer will be deposited at the fixed rates on monthly basis by the Director as per the prescribed procedure.

It is open for the FFDC to either continue maintenance of CPF account with the Regional Provident Fund Commissioner of the State or to form a Trust to be operated by the FFDC.

The rules for the formation of the Trust will be framed in consultation with the Regional Provident Fund Commissioner for which the following guidelines will be followed:

**29.1 Short Title:**

- a) These rules may be called the FFDC, Kannauj Contributory Provident Fund Rules (hereinafter referred to as FFDC CPF).
- b) These rules shall come into force with effect from the date of formation of the Trust.

**29.2 Definitions :**

In these rules the words, terms and expressions mentioned below shall except where repugnant to the subject or context, be deemed to have, respectively the meanings as described against each :

- i) "FFDC" shall mean the Fragrance and Flavours Development Centre, Kannauj.
- ii) "Governing Council" shall mean the Governing Council of the Fragrance and Flavours Development Centre (FFDC) Kannauj.
- iii) "Fund" shall mean the Fragrance and Flavour Development Centre (FFDC) Kannauj Contributory Provident Fund.
- iv) "Member" shall mean a subscriber to the Fragrance and Flavour Development Centre(FFDC) Kannauj Contributory Provident Fund.
- v) "Trustee" shall mean the Board of Trustees of the FFDC CPF.
- vi) "Employer" shall mean the Fragrance and Flavour Development Centre(FFDC) Kannauj and including the authorities or persons to whom affairs of the FFDC have been entrusted.
- vii) "Foreign Service" shall mean the service in which an employee of the FFDC receives his pay and allowances with the sanction of the FFDC.



viii) "Emoluments or Salary" shall mean pay or leave pay and shall include :

- a) Basic pay of an employee,
- b) any ad-interim increase of basic pay
- c) any special pay granted in consideration of specific additions to duties and/or responsibilities.
- d) dearness allowance.
- e) any personal pay granted at the time of fixation in a new scale or in the same scale.
- f) dearness pay.

**NOTES:**

(i) For the purpose of calculating "Contributions" and subscriptions it shall be rounded off to the nearest whole rupee.

(ii) "Emoluments or Salary" for the purpose of this rule shall exclude all other allowances and perquisites. The terms "Emoluments", "Salary" & "Pay" shall be interchangeable.

x) "Subscription" shall mean the subscription paid by the Member to the Fund.

i) "Contribution" shall mean the contribution paid by the FFDC.

xi) "Family" shall mean and include as below:

- i) in the case of a male member, wife, children and dependent parents of a member and a widow and children of deceased son of a member, provided that if a member proves that his wife has under the personal law governing him or the customary law of the community to which the spouse belongs, ceases to be entitled to maintenance, she shall no longer be deemed to be a part of a member's family for the purpose of these rules, unless a member subsequently intimates by express

- notice in writing to the Trusteeship Committee that she shall continue to be so regarded, and;
- 11) in the case of a female member, husband and children of a member, her dependent parents and that of her husband; widow and children of deceased son of a member ; provided that if a member, by notice in writing to the Trusteeship Committee, expresses her desire to exclude her husband from family, the husband and his dependent parents shall no longer be deemed to be a part of a member's family for the purposes of these rules unless a member subsequently cancels in writing any such notice.

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 the adopter, the adoption is legally recognised, such a child shall be considered as excluded from family of a member.

- (xiii) "Chairman" shall mean the Chairman of the Board of Trustees.
- xiii) "Secretary" shall mean the Secretary of the Board of Trustees.
- xiv) "Rules" shall mean the FFDC CPF.
- xv) "Year" shall mean financial year of the FFDC i.e., from 1st April to 31st March of the next year.
- xvi) "Employee" shall mean a regular employee of the FFDC participating in FFDC CPF.
- (xvii) "Accumulated Balance due to an employee" in case the balance to his/her credit or such portion thereof as may be claimable by him under the rules of the Fund on the day he or she ceases to be an employee of the FFDC.
- xviii) "Exempted Employee" "Exempted Contribution" and "Exempted Interest" etc. shall be constructed same as defined under the Employees' Provident Fund Act 1952 as amendment from time to time.



### 29.3 Constitution of the Fund

- a) A fund designated as "Fragrance and Flavour Development Centre(FFDC), Kannauj Contributory Provident Fund" shall be created from the date of these rules coming into force to provide to the employees provident fund facilities as hereinafter prescribed.
- b) The fund shall be maintained in Indian currency in India and shall consists of the following:
  - i) Subscription of members
  - ii) Contribution by the FFDC.
  - iii) Balance transferred from any other Provident Fund when such transfers are permitted under the rules.
  - iv) Interest/dividends and profits which may accrue on investment/deposits.
  - v) Sums appropriated or forfeited to the fund under the rules.
  - vi) Any other receipts under the rules.

Note: In case of foreign service, contribution made by such foreign employer shall also be included in the fund.

### 29.4 Membership:

- a) Every employee who is in regular employment of the FFDC and who has completed one year's continuous service shall compulsorily become member of the Fund from the beginning of the month following that in which he completes on year's continuous service.

- b) The following categories of employees shall not be entitled to become members of FFDC CPF:
  - i) Deputationists from Central/State Govts.
  - ii) Employees keeping lien in other departments.
  - iii) Part time and casual employees.
- c) A deputationist from Govt. Department or an employee keeping his lien in his parent department who is subsequently absorbed in the service of FFDC shall become a member of the Fund from the date of such absorption.
- d) Similarly, an employee leaving the FFDC's service and joining other services, wherein a recognised Provident Fund exists, will have option to transfer his subscriptions alongwith the FFDC's contributions to that Provident Fund, provided that both the funds are recognised under the Income Tax Act, 1961.
- e) The reemployed officers shall not be eligible to become members of the Fund during the period of leave preparatory to retirement, refused leave running concurrently with the period of reemployment.

29.5 Every member shall give a declaration, in the prescribed form Annexure VI that he accepts these rules including the amendments which may be made from time to time and that if any dispute arises the decision of the Board of Trustees shall be final and binding on him.



## 29.6 Nomination

- i) Every member shall, as soon as possible after joining the Fund send a nomination conferring 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 that amount has become payable or having become payable or has not been paid. The nomination shall be in the Form appended to these Rules as Appendix 'B' and the nomination should be sent to the Board of Trustees for registration in the Books of the Fund. A member may, in his nomination, distribute the amount that may stand to his credit in the Fund, amongst his nominee at his own discretion:

Provident that if at the time of making the nomination the member has family, the nomination shall not be in favour of any person or persons other than the members of his family.

- ii) If a member nominates more than one person under sub rule (i) above, he shall specify in the nomination the amount of share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- iii) A member may at any time cancel a nomination by sending a notice in writing to the Trustees provided that the member shall, alongwith such notice send a fresh nomination made in accordance with the provisions of the Rules.
- iv) 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 the nominee shall pass to such other person or persons as may be specified in the nomination ; and

- b) the nomination shall become invalid in the event of the happening of the contingency specified therein ; provided that if at the time of making the nomination the member has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.
- v) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub rule (iv) or on occurrence of any event by reasons of which the nomination becomes invalid in pursuance of Clause (b) of sub rule (iv) or the provision thereto, the member shall send to the Trustees a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of the Rules.
- vi) Every nomination made and every notice of cancellation given by a member shall to the extent it is valid, take effect on the date on which it is received by the Board of Trustees.

#### 29.7 Subscription

- i) Every member shall subscribe monthly to the fund when on duty, on leave with pay or on foreign service.
- ii) No subscription shall be payable by a member during the period of suspension or leave without pay. Provided that a member on being honorably acquitted and reinstated in service after suspension shall be allowed the option to pay in



lumpsum or in instalments the amount of arrears of contribution due for that period.

- iii) The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions:
  - a) Subscription will not be less than 10% of Member's salary. The monthly subscription will be rounded off to the nearest whole rupee.
  - b) The amount of subscription can be changed only from the beginning of the year, for which a written intimation should be sent to the Secretary two weeks before the start of the financial year.
  - c) Recovery of subscription and of the principal and interest on advances granted from the Fund shall be made from the salary itself.
  - iv) In case where no contribution has been deducted from the salary of a member or where deductions have been made either in excess of or short of correct contribution, due to accidental mistake, clerical errors or false declaration made by an employee at the time of joining the FFDC, such deduction or adjustment of deduction may be made by the FFDC from any subsequent salary of the employee concerned.
  - v) The amount of subscription shall be rounded off to the nearest rupee.

#### 29.8 Contribution

- i) The FFDC shall at the close of each month make contribution to the account of each subscriber of

an amount equal to the contribution made by the subscriber during the said month provided that in no case the contribution of FFDC shall exceed 10% of the salary paid during that month, provided that if a subscriber quits the service or dies during a month, the contribution shall be credited to his account in proportion of the number of days he was actually in service.

- ii) The FFDC shall make over all such amounts to the Trustees immediately after collection, who shall invest the collections in securities of the nature specified in Rule 67 of Income Tax Rules, 1962 and Rule 10 of FFDC CPF.

#### 29.9 Members accounts

An account shall be maintained in the name of each Member to which shall be entered

- i) Member's subscription
- ii) Contribution for the Member by the FFDC
- iii) Interest.
- iv) Advances, loans, withdrawals, recoveries, etc.

#### 19.10 Investment

- i) All moneys credited to the fund (whether by the employer or by the employees) or accruing by way of interest or otherwise to the fund shall be wholly invested in securities or saving schemes of the nature specified in sub rule (ii) of this rule



Provided that the Trustees shall be entitled to keep some amount in current account in any of the nationalised banks or in post office saving account or in cash for meeting current demand from the fund. The amounts to be kept in the bank, post office or in Cash shall be decided by the Trustees.

- ii) Investible amounts of the Fund referred to in sub rule (i) shall be invested in the following manner
  - a) In Central Govt. Securities Not less than 45%
  - b) In State Govt. Securities Not less than 5%
  - c) In securities guaranteed by Not less than 20% the Central or any State Govt.
  - d) In 7 years National Saving Not more than 30% Certificates (II issue and III issue) or in any post office saving bank account.
  - e) In special Deposit Schemes. Not more than 20%
- iii)
  - a) The Board of Trustees shall declare the rate at which interest shall be payable on the amount at credit of members during each financial year after having the audited report of the fund for the respective year.
  - b) After the close of each financial year the account of each member shall be credited with interest with effect from the last day in each year in the following manner:
    - i) On the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year interest for twelve months ;
    - ii) On sums withdrawn during the current year interest from the beginning of the

current year upto the last day of the month proceeding the month withdrawal ;

- iii) On all sums credited to the subscriber's account after the last day of the preceding year interest from the date of deposit upto the end of the current year ;

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, upto the date on which the amount standing at the credit of the subscriber becomes payable.

Provided further when the service of any employee terminates except on the last day of any financial year interest due shall be calculated upto the date of such termination.

#### 29.11 Management

- 1) The fund shall vest and shall remain vested from time of inception of the Fund in the Board of Trustees.
- 2) The Board of trustees shall consists of :
  - i) The Director of the FFDC who shall be the Chairman of the Board of Trustees.
  - ii) One member of the Governing Council to be nominated by the Chairman of the Governing Council of the FFDC.
  - iii) One representative of the Member for every hundred members or a part thereof to be



elected by the Members.

- iv) The Secretary or Administrative Officer of the FFDC who shall be the Secretary of the Board of Trustees.
- v) The Accounts Officer of the FFDC who shall be the Treasurer of the Fund.

In case any subject is put to vote in any meeting of the Board of Trustees and there is a tie, the Chairman shall exercise a casting vote in addition to his own vote as member of the Board of Trustees

- 29.12a) Members other than the ex-officio members of the Board of Trustees shall hold office for a period of 3 years.
  - b) Any Trustees elected by the members shall cease to be a Trustee if he ceases to be a member during the tenure of his office.
  - c) Any Trustee elected or nominated shall cease to be a Trustees if he fails to attend six consecutive meetings of the Board.
  - d) Any casual vacancy in the Board shall be filled up in the same manner in which the seat was originally filled up and a member who thus fills the vacancy will hold office for the remaining period of the term of office of the trustees in whose place he is appointed.
- 29.13a) The Board of Trustees shall meet at least once in two months.
  - b) For an ordinary meeting seven days' notice and for an emergency meeting 24 hours' notice will be necessary.

- c) In the absence of the Chairman in any meeting, the Trustees present shall elect one amongst themselves to act as Chairman of the meeting.
  - d) 3 members shall ordinarily form the quorum but if any meeting fails for want of quorum such meeting shall be adjourned to a future date. In such an adjourned meeting no quorum will be necessary.
  - e) The work of the Board of Trustees shall not be invalidated by reason of there having been any vacancy in the Board at the time when any decision was taken by the Board.
- 29.14a) The Secretary shall be responsible for the maintenance of the Fund and accounts of the FFDC CPF in proper manner to have them audited after the close of each financial year and shall carry out all other normal administrative, financial and secretarial work in relation to the fund under the general guidance, supervision and direction of the Board of Trustees.
- b) In particular and without prejudice to the generations of the above clause, the Secretary shall :
    - 1) Maintain proper accounts in respect of the fund and in respect of each member in forms to be prescribed by the Board of Trustees ;
    - 2) Maintain accounts showing the actual cash transaction of the fund from day to day, for each day on which any transaction takes place, alongwith properly maintained file of



- a) to pay expenses incurred in connection with the illness of the member or a member of his family ;
- b) meeting the cost of higher education, including where necessary, the travelling expenses of any child of the member actually dependent on him in the following cases, namely ;
  - i) education outside India for academic, technical, professional or vocational courses beyond the High School stage, and
  - ii) any medical, engineering or other technical or specialised course in India beyond the High School stage, provided that the course of study is for not less than three years ;
- c) to pay for the cost of passage of a member or any member of his family to a place out of India ;
- d) to pay expenses in connection with marriages, functions or ceremonies, which by the religion of the member is incumbent upon him to perform ;
- e) to meet the expenditure on building a house or a flat or purchasing a site or a house and a site ; provided that the member furnishes an undertaking to the Trustees and to encumber or alienate such house or site or house and site as the case may be ;
- f) to repay a loan from Government or the Life Insurance Corporation of India taken for construction or purchase of a house or a site for house or a flat ; provided that the Member furnishes an Undertaking not to encumber or alienate such house or site or house and site or flat as the case may be ;
- g) to pay premia on policies of insurance on the life of the member or his wife provided that the policy is assigned to the trustees of the Fund or at

- their discretion deposited with them and that the receipts granted by the insurance company for the premia are from time to time handed over to the trustees for inspection by the Income Tax Officer;
- h) to meet the cost of legal proceedings instituted by the member vindicating his position in regard to any allegation made against him in respect of any act done or purporting to be done by him in the discharge of his duties when he is prosecuted by the employer in any court of law in respect of any official misconduct on his part ; provided that the advance under this clause not be admissible to an employee who institutes legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against the employer in respect of any condition of service or penalty imposed on him.

For the purposes of sub rule (1), 'family' means any of the following persons who are wholly dependent on the member, namely the member's wife/husband, legitimate children, step children, parents, unmarried sisters and minor brothers.

- 2) The withdrawal in connection with expenses on marriages as specified in clause (d) of sub rule (1) shall not exceed six month's pay or the total of the accumulation of exempted contributions and exempted interest lying to the credit of the member, whichever is less.
- 3) The withdrawal for the purpose specified in clause (e) and (f) of sub rule (1) of rule 15 shall be subject to the following conditions:
- i) The amount of withdrawal shall not exceed one half of the amount standing to the member's credit or the actual cost of the house and/or of site;



whichever is less ;

- ii) the member should have completed twenty years of service or is due to retire within the next ten years;
- iii) the construction of the house should be commenced within six months of the withdrawal and should be completed within one year from the date of the commencement of the construction;
- iv) if the withdrawal is made for the purchase of house and/or a site for a house, the purchase should be made within six months of the withdrawal;
- v) if the withdrawal is made for the repayment of loan previously raised for the purpose of construction or purchase of a house, the repayment of the loan should be made within three months of the withdrawals ;
- vi) where the withdrawal is for the construction of house, it shall be permitted in two or more equal instalments (not exceeding four) a later instalment being permitted only after verification by the trustees about the actual utilisation of the earlier withdrawal ;
- vii) the withdrawal shall be permitted only if the house and/or site is free from encumbrances and no withdrawal shall be permitted for purchasing a share in a joint property or building or house or land whose ownership is divided.
- viii) if the amount withdrawn exceeds the actual cost of the purchase or construction of the house and/or site, or if the amount is not utilised for the purpose for which it is withdrawn, the excess or the whole amount, as the case may be, shall be refunded to the trustees forthwith in one lumpsum together with interest from the month of such withdrawal at the rate prescribed in the sub rule (8) of Rule 15. The amount refunded shall be

credited to the member's account in the Provident Fund.

- ix) Trustees at their discretion may ask the member to assign the house or flat or site or house and site to the Trustees before an advance is sanctioned.
- 4) The withdrawal for the purpose specified in clause(g) of sub rule (1) of Rule 15 shall not exceed three months' pay or Rs. 500/- whichever is more, but shall in no case exceed half the amount to the credit of the member.
- 5) The withdrawal for any other purpose referred to in sub rule (1) of Rule 15 shall not exceed three months' pay or the total of the accumulation of exempted subscription and exempted interest thereon under the Income Tax Rules to the credit of the member, whichever is less.
- 6) **Second Withdrawal**
  - a) Save as in clauses (e), (f) and (g) of sub-rule (1) a second withdrawal shall not be permitted until the sum first withdrawal has been fully repaid ;
  - b) a withdrawal may be permitted for the purposes specified in clause (e), (f) & (g) of sub rule (1) of Rule 15 notwithstanding that the sum withdrawn for any other purposes has not been repaid.
- 7) a) Advance taken under clauses (e), (f) & (g) of sub rule (1) of Rule 15 shall not be repaid and no interest charged thereon unless the member specifically asks for it. Such advances unless repaid shall be adjusted when Provident Fund Account of the members is closed.



- b) Advance taken under clause (b) (ii) and for the purpose of marriage under clause (d) of sub-rule (1) of Rule 15 shall be repaid in not more than forty eight equal monthly instalments.
- c) All other advances shall be repaid in not more than twenty four equal monthly instalments.
- d) In case of advance for the purpose of payment of premia on policies like Life Insurance under clause (g) of sub rule (1) of Rule 15 if the policy matures before the member quits the service or if on joint lives of a member and his wife assigned under this Rule falls due for payment by reason of the death of the wife, the trustees shall realise the amount alongwith accrued bonuses from the Life Insurance Corporation and after deducting the advance alongwith interests thereon shall pay the balance amount to the Member and ask the member to refund to the fund the amount of advance alongwith interests.
- 8) Interest on advances taken shall be paid in the following manner:
- |   |   |
|---|---|
| i) Where the amount is repaid in not more than 12 monthly instalments.  | One additional instalment of 4% on the amount withdrawn.    |
| ii) Where the amount is repaid in more than 12 but not more than 24 monthly instalments.                      | Two additional instalments of 4% on the amount withdrawn.   |
| iii) Where the amount is repaid in more than 24 monthly instalments but not more than 36 monthly instalments. | Three additional instalments of 4% on the amount withdrawn. |

- |     |  |   |
|-----|--|---|
| iv) | Where the amount is repaid in more than 36 monthly instalments but not more than 48 monthly instalments. | Four additional instalment of 4% on the amount withdrawn. |
| v)  | Where the amount is refunded under clause(viii) of sub rule (3) of Rule 12 of PF Rules.                  | 4% of the amount which is refundable.                     |

Provided that at the discretion of the trustees of the Fund, interest may be recovered on the amount aforesaid or the balance thereof outstanding from time to time at 1% above the rate, which is payable for the time being on the balance in the fund at the credit of the member.

#### 29.16 Final Withdrawal

- 1)    a)    If member dies, the amount standing to his credit in the Fund, including interest upto date, shall become payable to his nominee(s) or successor(s), subject to any deduction authorised under these rules.  
  
         b)    Payment under sub-rule (a) to the nominee(s) shall be made within one month. In the case of death of member, who has no subsisting nomination, the Committee shall pay the amount to the heir(s) of the deceased member on production of a succession certificate.
- 2)    On member's leaving the service, payment will be made to the subscriber himself at the close of the month in which the event occurs in accordance with the following rules:



- a) If a subscriber leaves the service before completing two years of his membership of the fund, he shall not be entitled to any part of the contributions made by the FFDC and interest accrued thereon ;
  - b) If a member leaves the service after completing two years but less than five years of membership of the fund he shall be entitled to 50% of the contributions made by the FFDC and the interest accrued thereon ;
  - c) If a subscriber leaves the service after completing five years of membership of the fund, he shall be entitled to the whole amount including the contribution made by the FFDC and the interest accrued thereon ;
  - d) If the services of a member are dispensed with for no fault on his part, he shall be entitled to full amount to his credit, including the contribution made by the FFDC, together with the interest accrued thereon irrespective of the period of his membership ;
  - e) If a subscriber while in the service of the FFDC is declared to be unfit for further service at any time by a competent medical authority acceptable to the FFDC, he shall be entitled to full amount at his credit, together with FFDC's contributions in full and interest accrued thereon.
- 3) The accumulated balance due and becoming payable to a member participating in the FFDC CPF shall be excluded from the computation of his/her total income(i) if he/she has rendered continuous service within the FFDC for a period of five years or more or (ii) if, though

he/she has not rendered such continuous services, the services have been terminated due to member's ill health or by discontinuance of the functions of the FFDC or any other cause beyond the control of the member concerned.

- 4) a) Where, however, the accumulated balance due to an employee participating in the FFDC CPF is included in his/her total income owing to the above provision, not being applicable, the Income Tax Officer shall calculate the total of various sums of tax which would have been payable by the member in respect of his total income for each of the years concerned if the fund had not been a recognised provident fund and the amount by which such total exceeds the total of all sums paid by or on behalf of such members by way of tax for such years shall be payable by the member in addition to any other tax for which he may be liable for the previous year in which the accumulated balance due to him/her become payable.
- b) The accumulated balance due to member shall be payable on the day he ceases to be a member of the FFDC maintaining the fund.
- 5) Save as provided in this Rule or in accordance with such conditions and restrictions as the Trustee may, by rules, specify, no portion of the balance to the credit of a member shall be payable to him.
- 6) Any benefit arising to any member from the lapsed balance will be subject to Tax as per Provisions of the Income Tax Act, 1961.



#### 29.17 Deductions:

It shall be open to the trustees to deduct the whole or portion of the contribution made by the FFDC with interest accrued thereon if a member has been dismissed from the service on account of misconduct.

#### 29.18 Annual Statement of Account:

- i) As soon as possible after closing of each financial year, the Secretary shall send to each member, a statement of his account in the Fund, showing (a) Opening balance as on the first day of the financial year (b) amounts credited and debited during the financial year, (c) amount of interest credited on the last day of the financial year and the closing balance as on that date.
- ii) Members should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Secretary within three months from the date of receipt of the statement. If no intimation is received as aforesaid the statement shall be deemed as correct and no subsequent objection shall be entertained except at the absolute discretion of the trustees.

#### 29.19 Amendments to Rules

No amendments to these Rules shall be made without the previous approval of the Governing Council of the FFDC, where there is any repugnance between any of the rules of the fund and the provisions of Income Tax Act, 1961 and the rules made thereunder the repugnant rule will be void and the Governing Council, if so required by the Commissioner of Income Tax, should remove the repugnant rule.

#### 29.20 Protection against attachment

- 1) The amount standing at the credit of any member in the fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any liability or order of any court in respect of any debt or liability incurred by the member and neither the official assignee appointed under the Presidency Towns Insolvency Act, 1909) XXX of 1909) nor any receiver appointed under the Provincial Insolvency Act, 1920 (V of 1920) shall entitled to, or have any claim on any such amount ;
- ii) Any amount standing to the credit of a member in the Fund at the time of his death and payable to his nominee(s) under these rules shall, subject to any deductions authorised by these rules vests in the nominee(s) and shall be free from any debt or other liability incurred by the deceased or the nominee(s) before the death of the member. Before paying the accumulated balance in the case of deceased member the Trustees will ascertain that Estate Duty due has been paid or satisfactory arrangements for its payments have been made or that no Estate Duty is payable.

#### 29.21 Accounts:

The accounts of the Fund shall be maintained by the Secretary.

- i) An Account in the name of "FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE CONTRIBUTORY PROVIDENT FUND" shall be maintained at a Post Office and/or a State Bank of India's Branch, approved by the Trustees and all sums received on behalf of the Fund shall be credited to this account.



- 11) The Savings Bank account shall be operated upon by the Chairman and Secretary of the Trustee Committee jointly. The Chairman shall have power to authorise any member of the Committee to operate the account on behalf of himself or/and the Secretary in the absence of himself or both of them.

#### 29.22 Audit:

The Accounts of the Fund shall, as soon as practicable after the close of the each financial year, be audited by the Auditors of the FFDC and the Auditors fees and all expenses on account of audit shall be charged to the FFDC CPF. .

#### 29.23 Expenses:

All expenses incurred by the Trustees in connection with the management of the Fund, shall be a charge on the FFDC CPF.

#### 29.24 Final Decisions:

All cases which may hereafter arise and which may not be fully provided for in those rules shall be submitted to the Trustee(s) and its decision shall be final. Any differences of opinion arising between the Trustees and the member or members of the Fund shall be decided by the Governing Council, whose decision in all matter of dispute will be final and legally binding on the member(s) and the Trustees. Trustees arbitrator's decision involving an interpretation of the Provisions of the Income Tax Act, 1961, and the rules made thereunder must be communicated to the Commissioner of Income Tax.

#### 29.25 Indemnity:

The FFDC or the Trustees shall not be responsible for any loss sustained by the fund from any investments or charge or sale of investments or through any deposit of securities or cash with any Bank or Banks made in accordance with these rules. All such losses shall be deemed to be losses to the fund and shall be borne by the respective members in proportion to and in relation to the amount at their credit.

#### 29.26 Closer of the Fund:

The Fund may be closed with consent of all those who are members of the Fund at that time. In the event of closing and winding up of the Fund the Trustees shall realise the assets at their disposal and shall, after liquidating all liabilities to the fund, pay to the member all accumulated balances due to them in full or on pro-rata basis. Such action of the Trustees will be subject to the prior approval of the Commissioner of Income Tax and tax due, if any, from the payment made on the closure may be leviable in accordance with the provisions of the Income Tax Act, 1961.

### 30 GROUP INSURANCE SCHEME

#### 30.1 General

Fragrance and Flavour Development Centre(FFDC) Kannauj may help to arrange Group Insurance for its employees through any Insurance Agency to provide them insurance protection at as little cost as possible and at the



same time enable them to save more for post retirement needs. FFDC shall however have no financial liability in the matter.

**30.2 Short title and commencement**

- a) The scheme shall be called the Fragrance and Flavour Development Centre(FFDC) Kannauj Employees' Contributory Group Insurance Scheme, or in short Scheme.
- b) The scheme will come into force with effect from the date it is approved by the Governing Council and will be finalised in consultation with the Life Insurance Corporation of India.

**30.3 Definition:**

In this scheme, unless there is anything repugnant to the subject or context :

- a) "The scheme" shall mean the same as 2(a) above.
- b) "The Corporation" shall mean the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation Act, 1956.
- c) "The member" shall mean an employee of the Fragrance and Flavour Development Centre(FFDC) Kannauj, who has been admitted to the membership of the scheme.
- d) "Entry date" shall mean in relation to a member admitted to the scheme on the effective date and (b) in relation to new member to be admitted to the scheme, shall be only on the annual renewal date.
- e) "Nominee" shall mean the person or persons who has/have been nominated by the member as beneficiary.

**30.4 FFDC to represent on behalf of Members**

The FFDC will act for and on behalf of the members in all matters relating to the scheme and every act done by agreement made with and notice given to the

Corporation by the FFDC shall be binding on the members.

**30.5 Eligibility:**

- a) Every employee shall join the scheme.
- b) It will be a condition of service for a future employee that he shall become a member of the scheme on the relevant date.
- c) The future entrants in the service shall join the scheme on the renewal date.
- d) No member shall withdraw his membership from the scheme so long as he satisfies the conditions of eligibility.
- e) The following categories of employees will not be eligible to join the scheme.
  - 1) Persons on deputation to the FFDC.
  - 2) Persons on re-employment with the FFDC after superannuation.
  - 3) Trainees and Apprentices with or without stipend.

**30.6 Evidence of age**

The FFDC shall arrange for submission of evidence of age in respect of each member at the time of entry into the scheme.

**30.7 Evidence of Health**

An employee will be admitted into the scheme without any medical examination provided he is not absent on grounds of sickness on the entry date.

**30.8 Entry date for a new employee**

A new employee will be admitted into the scheme only on the annual renewal date.



### 30.9 Contribution and Assurance Benefits

The employees are grouped into four categories based on their designation, scales of pay & Assurance Benefits will be available as follows:

#### Costs and benefits :

Employees will contribute towards Group Insurance at the rates indicated against each category and the same will be deducted on monthly basis from their salary bills:

(Group having membership more than 100 members)

	Sum assured	Monthly Contribution	Description of Insurable Members/Class/Category
I	1,20,000	120	Principal Director/ Director/Dy. Director/ Asstt. Director
II	90,000	90	Asstt. Director/Extension Officers/Accounts Officer
III	60,000	60	Scientific Assistants/ Instructors & other office staff.
IV	30,000	30	Sub-staff/Peons/Drivers.

(Group having membership between 50 to 100 members)

I.	80,000	80	Principal Director/ Director/Dy. Director/ Asstt. Directors.
II.	60,000	60	Asstt. Directors/Extension Officers/Accounts Officer
III	40,000	40	Scientific Assistants/ Instructors & other office staff.
IV	20,000	20	Sub staff/Peons/Drivers.

30.10 As and when the membership will exceed 50, higher insurance cover will be allowed by increasing in the

Insurance premium as indicated above.

**30.11 Benefits on death prior to normal retirement date**

On the death of the member while in service prior to normal retirement date, the sum assured under the scheme in force shall become payable to the FFDC for the benefit of the nominee.

**30.12 Termination of Assurance**

The Assurance on the life of a member shall immediately terminated upon the happening of any of the following events :

- a) On retirement on the normal retirement date i.e., superannuation.
- b) On cessation in the service.

**30.13 Restraint on anticipation or encumbrance**

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

**30.14 Master Policy**

The Corporation will issue a single Master Policy incorporating all the Assurance effected under the scheme

**30.15 Jurisdiction**

All Assurance issued under the scheme shall be subject to the Provisions of the Insurance Act, 1938, as amended, the Life Insurance Corporation Act, 1956, the Income Tax Act, 1961 and to any legislation subsequently introduced. All benefits under the scheme



arising on the death of any member shall be payable in Indian Rupees.

**30.16 Appointment of Beneficiary of Nominee**

Every member shall appoint one or more person to be his Beneficiary or Beneficiaries like his wife or child/children or dependents. In the event of death of the member, while in service, the benefits under the scheme will be paid to the Beneficiary or Beneficiaries appointed by the member in the prescribed form which may be obtained from the LIC. If the member does not have a wife or child/children or dependents, he shall appoint his legal personal representative to be his Beneficiary.

**30.17 The quantum of benefits payable under the scheme**

- a) On unfortunate death of any employee the insurance amount alongwith the accumulated savings amount with interest @ 11% standing to the credit of the deceased will be paid to the nominee.
- b) On cessation of service or on retirement, the entire accumulated amount with interest at 11% standing to the credit of the employee in his savings account will be refunded to him.

**30.18 The FFDC reserves the right to discontinue the scheme substituted it by a scheme which may be equally or more beneficial to the employee or by a scheme which the law may require the FFDC to introduce in future or to amend the Rules thereof on any annual entry date.**

### 30.19 Interpretation

If any doubts arises relating to the correct interpretation of these rules, the matter will be referred to the Governing Council and whose decision shall be final.

## 31. FFDC EMPLOYEES (CONDUCT) RULES 1993

### 31.1 Short title and commencement

These rules may be called the Fragrance and Flavour Development Centre(FFDC) Kannauj Employees (Conduct) Rules, 1993.

### 31.2 Interpretation: In these rules unless the context otherwise requires:

- a) "FFDC" means, Fragrance and Flavour Development Centre(FFDC) Kannauj
- b) "Governing Council" means the Governing Council of the FFDC.
- c) "Chairman" means Chairman of the Governing Council of the FFDC.
- d) "Management" means, the Chairman of the Governing Council or such other member or nominees as may be authorised in this behalf by the Governing Council Chairman.
- e) "Principal Director" means Principal Director of The FFDC.
- f) "Employee" means any person who holds a post under the FFDC other than a casual employee, a person paid from contingencies or a person whose conditions of service are governed by the Standing Orders framed under the <sup>Uttar</sup>Madhya Pradesh Industrial Employment (Standing Orders) Act, 1961.



g) "Members of the family" in relation to an employee includes:

i) The wife or husband as the case may be, of the employee whether residing with the employee or not but, does not include: a wife or husband, as the case may be separated from the employee by a decree or order of a competent court ;

ii) Son or daughter or step son 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 person related, whether by blood or marriage, to the employee or to the employee's wife or husband, and wholly dependent on the employee.

h) Words denoting the masculine gender shall include the feminine gender.

i) Words denoting the singular number shall include the plural number and vice versa.

31.3 Application : These rules shall apply to all employees of the FFDC.

31.4 General :

1) Every employee shall at all times:

i) maintain absolute integrity ;

ii) maintain devotion to duty ; and

iii) do nothing which is unbecoming of an employee

2. i) Every employee 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.

- 11) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

Explanation: Noting in clause (11) of sub rule (2) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

**31.5 Employment of near relatives of employees in private firms enjoying FFDC Patronage.**

- 1) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private firm.
- 2) 1) No employee shall, except with the previous sanction, permit his son, daughter or other dependent to accept employment in any private firm with which he has official dealings or in any other firm having official dealing with the FFDC. Provided that where the acceptance of the employment cannot await prior permission or is otherwise considered urgent, the matter shall be reported and the employment may be accepted provisionally subject to the permission being obtained subsequently.



- ii) An employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any private firm, intimate such acceptance to the competent authority and shall also intimate whether he has or has had any official dealings with that firm.

Provided that no such intimation shall be necessary if he has already obtained the sanction of, or sent a report to, the FFDC under clause(i).

- 3) No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any firm or any other person if any member of his family is interested in such matter of contract in any other manner and the employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

### 31.6 Taking part in politics and elections

- 1) No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- 2) It shall be the duty of every employee to endeavour 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 as 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 a report to that effect to the FFDC.

- 3) If any question arises whether any movement or activity falls within the scope of this rule the decision of the Management thereon shall be final.
- 4) No employee shall canvass or otherwise interfere with or use his influence in connection with, or take part in, an election to any legislative 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) an employee shall not be deemed to have contravened the provision of this rule by reasons only that he assists in the conduct of a election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display by an employee on his person, vehicle residence of any electoral symbol shall amount to using this influence in connection with an election within the meaning of this sub-rule.



### 31.7 Joining of association by employees

No employee shall join, or continue to be a member of, any association.

- a) Which has not obtained the recognition of the FFDC;  
or
- b) recognition in respect of which has been refused or withdrawn by the FFDC.
- c) The objects or activities of which are prejudicial to the interests of the FFDC or to the interests of the sovereignty and integrity of India or public order or morality.

### 31.8 Demonstration and strikes

No employee shall

- i) engage himself or participate in any demonstration which is prejudicial to the interests of the FFDC and the interest of the Sovereignty and integrity of India, the security of the States, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or which directly or indirectly effects the working and the administration of the FFDC or contributes directly or indirectly to the impediment in the working of the FFDC or any of its projects;
- ii) resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

### 31.9 Connection with Press or radio:

- 1) No employee shall, except with the previous sanction own wholly or in part, or conduct, or participate in the editing or management, or any newspaper or other periodical publication.
- 2) No employee shall, except with the previous sanction or in the bona fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously 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.

### 31.10 Criticism of Government and of the FFDC

No employee shall in any radio broadcast or in any document published anonymously pseudonymously or in his own name or in the name of any other persons or in any communication to the press or in any public utterance, make any statement of fact or opinion:

- i) Which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government or the FFDC;
- ii) Which is capable of embarrassing the relations between the Central Government and the Government of any State, or the FFDC and the Central Government or the Government of any State;



- ii) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign State or of the FFDC with the Central or a State Government.

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his Official capacity or in the due performance of the duties assigned to him.

#### 31.11 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 FFDC, give evidence in connection with any enquiry conducted by any person, committee or authority.
- 2) Where any sanction has been accorded under sub-rule (1), no employee giving such evidence shall criticise the policy or any action of the FFDC or of the Central or a State Government.
- 3) Nothing in this rule shall apply to:
  - a) evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature ; or
  - b) evidence given in any judicial enquiry ; or
  - c) evidence at any departmental enquiry ordered by competent authority.

#### 31.12 Unauthorised communication of information

No employee shall, unless generally or specifically empowered by the FFDC, or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any employee or any other person to whom he is not authorised to communicate such document or information.

### 31.13 Subscriptions:

No employee shall, except with the previous sanction of the FFDC, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

### 31.14 Gifts:

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, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee:

Note: A casual meal, lift or other social hospitality, shall not be deemed to be a gift.

**Note :** An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from private firms, organisations etc..

2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the FFDC if the value of any such gift exceeds:

i) rupees one thousand in the case of an employee holding posts equivalent to Group A & Group B in Government of India ;

ii) rupees five hundred in the case of an employee holding any posts equivalent to Group C in Government of India and



iii) rupees two hundred in the case of an employee holding any posts equivalent to Group D in Government of India.

3) On such occasions as are specified in sub rule (2) an employee may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the FFDC if the value of any such gift exceeds.

i) Rs. 400/- in case of an employee holding any posts equivalent to Group A & B posts in Government of India ;

ii) Rs. 200/- in the case of an employee holding Group 'C' equivalent post ;

iii) Rs. 100/- in the case of an employee holding Group 'D' equivalent post.

4) In any other case, an employee shall not accept any gift without the sanction of the FFDC if the value thereof exceeds.

i) Rs. 150/- in the case of an employee holding any Group 'A' or Group 'B' equivalent posts ;

ii) Rs. 50/- in the case of an employee holding any Group 'C' & Group 'D' equivalent posts.

#### 31.15 Acceptance of dowry :

No employee should give or take or abet the giving or taking of dowry nor should he demand dowry, directly or

indirectly from the parents or guardian or a bride or bridegroom, as the case may be.

### 31.16 Public demonstration in honour of employees

No employee shall, except with the previous sanction of the FFDC, receive any complimentary or valedictory address or accept any testimonials or entertain any other employee at any meeting or entertainment held in his honour, or in the honour of any other employees :

Provided that nothing in rule shall apply to :

- i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service : or
- ii) the acceptance of simple and inexpensive entertainment arranged by bodies or institutions of employees of the FFDC.

Note i) Exercise of pressure or influence of any sort of any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from employees of Group 'C' & Group 'D' equivalent posts under any circumstances for the entertainment of any employee not belonging to Group 'C' & Group 'D' equivalent posts.

- ii) For the purpose of these rules the employees of the FFDC have been divided into 4 categories viz., Group 'A' equivalent, Group 'B' equivalent, Group 'C' equivalent and Group 'D' equivalent.



### 31.17 Private Trade or employment

- 1) No employee shall, except with the previous sanction of the FFDC engage directly or indirectly in any trade or business or undertake any other employment

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature of occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake or shall discontinue, such work if so directed by the FFDC.

Explanation: Canvassing by an employee in support of the business of Insurance agency, commission agency, etc, Owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub rule.

- 2) Every employee shall report to the FFDC if any member of his family is engaged in a trade or business or owns or manage an Insurance agency or commission agency.

- 3) No employee shall, without the previous sanction of the Institute except in the discharge of his official duties, 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 cooperative society for commercial purposes:

Provided that an employee may take part in the registration promotion or management of a cooperative society substantially for the benefit of FFDC's employees registered under the Cooperative Societies Act, 1912, (2 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 (21 of 1860) or any corresponding law in force.

4) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the competent authority.

31.17 A. Investment, lending and borrowing:

- 1) No employee shall speculate in any stock, share or other investment.

Explanation: Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- i) All Group 'A' & 'B' equivalent officers of the FFDC should send an intimation to the prescribed authority in case the total transaction in shares, securities, debentures or mutual fund scheme, etc. exceed Rs. 50,000/- during a calendar year.
  - ii) The employee of the FFDC should not purchase shares out of the quota reserved for friends and associate of Director of Companies.
- 2) No employee shall make, or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or



influence him in the discharge of his official duties.

3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the FFDC thereon shall be final.

4) i) No employee shall, save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business, either himself or through any member of his family or any other person acting on his behalf.

a) lend or borrow money, as principal or agent, from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such persons, or

b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid; provided that an employee may, give to, or accept from, a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with the bona fide tradesman or make an advance of pay to his private employee.

ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub rule (2) or sub rule (4), he shall forthwith report the circumstances to the competent authority and shall thereafter act in accordance with such other as may be made by such authority.

### 31.8 Inventions and Patents:

No employee shall, without the previous consent in writing of the FFDC, apply for patent or exclusive

privilege in respect of any invention under any enactment, if such invention is made by him when in the service of the FFDC and he shall, in the event of a patent

or exclusive privilege under any such enactment to make sell and use such invention or allow others to do so, being granted to him, grant to the FFDC the unqualified right to adopt and use the said invention without its being obliged to pay any royalty or other consideration therefore. He shall not assign charge or transfer in any manner whatsoever his original or any extended patent or exclusive privilege in respect of the said invention, without the previous consent in writing and without providing for the unqualified use, free of charge to the FFDC, of the said invention and further he shall, on demand, execute in favour of the FFDC such letter of licence, or other deed or document for the purpose as it may advise.

Provided always that the FFDC at any time within six months of the receipt of any intimation from the employee that he has acquired such patent or exclusive privilege in India or abroad shall have the right to require the employee to transfer and assign such patent or exclusive privilege to the FFDC for such consideration as the FFDC shall at its discretion fix and if such right be exercised the employee shall execute all such deeds of assignment, grants and assurance and do all such acts, deeds and things for vesting in the FFDC and/or its nominees, the ownership of the patent or exclusive privilege and the full benefit thereof as the FFDC shall require.

### 31.19 Insolvency and habitual indebtedness

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the



recovery of any debt due from him or for adjusting him as an insolvent shall forthwith report the full facts of the legal proceeding to the FFDC.

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

### 31.20 Movable, Immovable and Valuable Property

- 1) Every employee shall on his first appointment to any service or post and thereafter at such intervals as may be specified by the FFDC submit a return of his asset and liabilities, in such form as may be prescribed 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 persons ;
  - 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 and
  - d) debts and other liabilities incurred by him directly or indirectly.

NOTE : In all returns, the value of items of movable property worth less than rupees ten thousand may be added and shown as a lumpsum. The value of articles of

daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

NOTE : Every employee who is in service on the date of the commencement of these rules, shall submit a return under this sub rule on or before each date as may be specified by the FFDC after such commencement.

2) No employee shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family :

Provided that the previous sanction of the competent authority shall be obtained by the employee if any such transaction is :

i) With a person having official dealings with the employee : or

ii) Otherwise than through a regular or reputed dealer.

3) Every employee shall report to the competent authority every transaction concerning movable property owned or held by him either in his own name or in the name of a member of his family, if the value of such property exceeds Rupees ten thousand in the case of an employee holding any Group A or Group B equivalent post or rupees five thousand in the case of an employee holding any Group C or Group D equivalent post.

Provided that the previous sanction of the competent authority shall be obtained if any such transaction is:

i) With a person having official dealings with the employee : or

ii) Otherwise than through a regular or a reputed



dealer.

- 4) The competent authority may at any time, by general or special order, require an employee to furnish within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the competent authority include the details of the means by which, or the source from which, such property was acquired.
- 5) The FFDC may exempt any category of employees belonging to Group 'C' or Group 'D' equivalent posts from any of the provisions of this rule except sub-rule(4).

EXPLANATION: For the purposes of this rule, the expression 'movable' property includes -

- a) Jewellery, insurance policies the annual premium of which exceeds rupees one thousand or one sixth of the total annual emoluments received from FFDC whichever is less, shares, securities and debentures.
- b) Loans advanced by such employees whether secured or not ;
- c) motor cars, motor cycle, horses, or any other means of conveyance ; and
- d) refrigerators, radios and radiograms, other consumer durables.

### 31.21 Vindication of official acts

- 1) No employee shall, except with the previous sanction of the FFDC, have recourse to any court or to the press for the vindication of any official act which

has been the subject of adverse criticism or an attack of defamatory character.

2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the competent authority regarding such action.

31.22 Influence : No employee shall bring or attempt to bring any political or outside influence to bear upon any superior authority of the FFDC for the furtherance of his interest in respect of matters pertaining to his service.

#### 31.23 Bigamous marriages

1) No employee who has a wife living shall contract another marriage without the previous sanction of the FFDC notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

2) No female employee shall marry any person who has a wife living without obtaining such previous permission.

#### 31.24 Application for employment elsewhere

An employee who desires to apply for posts and appointments elsewhere may forward his application direct to the concerned quarters under intimation to the Personnel Department except in the following cases:

a) During the period of bond where the employee has to serve the FFDC for a specified period.



- b) During suspension or where disciplinary case is pending against him.

Note : For the purpose of this rule, any application for scholarship or fellowship offered by any outside authority shall be deemed to be an application for employment elsewhere.

**31.25 Restriction on the employment of other employees as private servants**

No employee shall engage any other employee of the FFDC as his private servant in any capacity.

**31.26 Return of property, equipment, tools, etc. belonging to the FFDC.**

Every employee leaving before leaving the service, shall return any of the property or equipment or tools, belonging to the FFDC issued or lent to him in connection with his employment. The cost of such property, equipment or tools not so returned shall be liable to be deducted from his pay or other amounts on any account due to him.

**31.27 Consumption of Intoxicating Drinks and Drugs**

An employee shall

- a) strictly abide by any law relating to Intoxicating drinks or drugs in force in any area in which he may happen to be for the time being ;

b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs ;

c) not appear in a public place in a state of intoxication ;

d) not habitually use any intoxicating drink or drug to excess.

31.28 **Misconduct** : Any breach of these rules shall be deemed to constitute a misconduct punishable under FFDC Rules. Without prejudice to the generality of the term 'Misconduct', it shall be deemed to include the following:

- i) Obtaining employment by the concealment of antecedents, which would have prevented the employee's employment under the FFDC, had they been known before his appointment to the authority which appointed him ;
- ii) Willful insubordination or disobedience, whether, or not in combination with others, of any lawful and reasonable order of his superior, or commission of any acts subversive of discipline or of good behaviour;
- iii) Participation in an illegal strike or abetting, inciting instigating or acting in furtherance thereof;
- iv) Willful slowing down in performance of work malingering or abetment or instigation thereof or interference with the work of other employees ;



- v) theft, fraud or dishonesty in connection with the business or property of the FFDC ;
- vi) taking or giving bribes or any illegal gratification.
- vii) absence without leave or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation of absence from the employee's appointed place of work without permission or sufficient cause ;
- viii) habitual late attendance ;
- ix) breach of rules, regulations or orders applicable to employees ;
- x) Collection or canvassing for collection without the permission of the FFDC of any money except in accordance with the rules of the FFDC for the time being in force ;
- xi) engaging in any employment, business or trade ;
- xii) drunkenness, riotous, disorderly or indecent behaviour, gambling, extortion or committing nuisance on the premises or any of its constituent units, offices, projects, etc.
- xiii) habitual negligence or neglect of work or indiscipline.
- xiv) Wilful damage to work in process or to any property of the FFDC;
- xv) Interference with any safety devices installed or

about the establishment ;

- xvi) holding meetings inside the premises of the establishment without previous permission of the FFDC ;
- xvii) distribution or exhibition of any newspaper, hand bills, pamphlets, or posters without the previous sanction of the FFDC ;
- xviii) disclosure to any unauthorised person of information relating to the FFDC's business or relating to defence or Security measures, or communicating directly or indirectly to any outside party any documents or information which may have come into his possession, or of which he may have secured knowledge in the course of his official duties, unless expressly permitted by the FFDC.
- xix) smoking within the premises of the establishment where smoking is prohibited ;
- xx) failure to inform the FFDC of any notifiable or contagious disease contracted by the employee or any member of his family ;
- xxi) conviction in a court of law for any criminal offence involving moral turpitude ;
- xxii) misrepresentation regarding name, age, qualification, previous service or experience or emoluments at the time of employment ;
- xxiii) unauthorised removal or defacement of notice on the Notice Board ; and
- xxiv) abetement of or attempt to commit any of the above acts of misconduct.



### 31.29 Interpretation and removal of doubts

If any question or doubt arises as to the application or interpretation of any of these rules, it shall be referred to the Governing Council whose decision shall be final.

### 31.30 Delegation of Powers

The Governing Council may by general or special order, direct that any power exercisable by it under these rules shall, subject to such conditions if any, as may be specified in the order, be exercisable also by such office or authority as may be specified in the order.

### 31.31 Authorities competent to accord sanction on behalf of the FFDC.

The Governing Council, or the Chairman, with the approval of the Council, may, by general or special order, specify the authority or authorities.

a) to which applications for grant of sanction or permission shall be made or report or information made or submitted, by employees, on any or all the matters with respect to which these rules prescribed such application for sanction or permission, or making or submission, or such report or information ; and

b) which shall be competent to accord such sanction or to grant such permission to an employee, on behalf of the FFDC.

## 32. DISCIPLINARY AND APPEAL RULES FOR THE EMPLOYEES OF

32.1 These Rules may be called Disciplinary and Appeal Rules employees of Fragrance & Flavour Development Centre, Kannauj.

32.2 They shall come into force with immediate effect.

32.3 They are applicable to all employees of the Fragrance & Flavour Development Centre, Kannauj other than those covered by Standing Orders.

#### 32.4 Disciplinary and Appellate Authority

Following are the Disciplinary and Appellate Authority for all employees of Fragrance & Flavour Development Centre, Kannauj covered by Standing Orders.

S.No	Category	Disciplinary Authority	Appellate Authority.
1.	Principal Director	Govt. of India	Govt. of India.
2.	Director	Chairman, G.C.	Governing Council.
3.	Group 'A' Equivalent Posts other than those mentioned vide (2) above.	Director	Chairman, G.C.
4.	Group 'B'	A) Technical concerned Extn.Officer/ Doc. Officer B) Non. Tech. (as designated by Director)	Principal Director/ Director
5.	Group 'C'	A)&(B) as above	Director
6.	Group 'D'	A) & (B) as above	Director

Disciplinary authorities are empowered to institute disciplinary proceedings against employees and impose penalties after observing procedures laid down hereinafter.



### 32.5 Nature of Penalties

The following penalties may for good and sufficient reasons be imposed on an employee of the FFDC who is found guilty of misconduct or a breach of any rules of orders issued by the competent authority, namely :

#### Minor

- i) Censure ;
- ii) Withholding of increments ;
- iii) Recovery from pay of the whole or part of any pecuniary loss caused to the FFDC negligence or breach of order.

#### Major

- iv) Reduction to a lower service, grade or posts, or to a lower time scale, or to a lower stage in a time scale ;
- v) Removal.
- vi) Dismissal from service which shall ordinarily be a disqualification for future employment.

#### Explanation

The following shall not amount to a penalty within the meaning of these rules:

- i) Reversion to a lower service grade or post of an 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 ;





- ii) Reversion to his permanent service, grade or post of an 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;
- iii) Replacement of the service of an employee whose service have been borrowed from Central Government or State Government or an authority under the Control of Central or State Government at the disposal of the authority which has lent his service ;
- iv) Termination of service of an employee in accordance with the terms and conditions of his appointment.

#### Procedure for Imposing Major Penalties

An order imposing any of the penalties specified in clause (iv) to (vi) of rule 5 shall be passed after an enquiry held in the manner hereinafter provided viz.

1. The Disciplinary Authority shall frame definite charges on the basis of allegations on which the enquiry 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 employee concerned and he shall be required to submit within such time as may be specified by the disciplinary authority ;
2. The Disciplinary Authority may enquire into the charges itself, or if considers it necessary to do it may either at the time of communication the charges to the employee under clause (i) or at the



time thereafter appoint a Committee of Enquiry or Inquiring Officer for the purpose.

3. The 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 provision 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 interest of the FFDC to allow him access thereto.
4. On receipt of the written statement of defence or if no such statement is received within the time specified the disciplinary authority, the committee of the enquiry or the inquiry Officer may enquire into such of the charges as are not admitted.
5. The Inquiring Authority shall in the course of enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charges. The employee shall be entitled to cross examine witnesses, examined in support of the charges and to give evidence in person.
6. At the conclusion of the enquiry, the Inquiring Authority shall prepare a report of the inquiry, recording its findings on each of the charges together with the reasons thereafter. If the opinion of such authority the proceedings of the enquiry established 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 employee has admitted the facts constituting them or has had an opportunity of defending himself against them.
7. The record of inquiry shall include:
  - a) The charges framed against the employee and the statement of allegations furnished to him ;



- b) Written statement of defence, if any ;
  - c) Oral evidence taken in the course of the enquiry ;
  - d) The documentary evidence considered in the course of the enquiry ;
  - e) the orders, if any, made by the disciplinary Authority and the Inquiring Authority in regard to the enquiry ; and
  - f) the report setting out the findings on each charge and reasons thereof.
8. The Disciplinary Authority shall, if it is not 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 (iv) to (vi) of Rule 5 should be imposed, it shall :
- a) furnish to the employee a copy of the report of the Inquiring Authority and where the Disciplinary Authority is not the Inquiring Authority, a statement of its findings together with brief reasons of disagreement if any with the findings of the Inquiring Authority ; and
  - b) give 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. The Disciplinary Authority shall consider the representation. If any, made by the employee in response to the notice given under clause (b) of Rule 9 and determine what penalty if any, should be imposed on the employee and pass appropriate orders on the case.
11. If, however, the Disciplinary Authority having regard to its findings is of the opinion that any of the penalties specified in clause (i) to (iii) of Rule 5 should be imposed, it shall pass appropriate orders in



- sanction of the FFDC ;
- xviii) Disclosure to any unauthorised person of information relating to the FFDC's business or relating to defence or Security measures, or communicating directly or indirectly to any outside party any documents or information which may have come into his possession, or of which he may have secured knowledge in the course of his official duties, unless expressly permitted by the FFDC ;
  - xix) Smoking within the premises of the establishment where smoking is prohibited ;
  - xx) Failure to inform the FFDC of any notifiable or contagious disease contracted by the employee or any member of his family ;
  - xxi) Conviction in a court of law for any criminal offence involving moral turpitude ;
  - xxii) Misrepresentation regarding name, age, qualification previous service or experience or emoluments at the time of employment ;
  - xxiii) Unauthorised removal or defacement of notice on the Notice Board; and
  - xxiv) Abetement of or attempt to commit any of the above acts of misconduct ;
  - xxv) Any other sufficient grounds.

### Appeal

1. Every employee shall be entitled to appeal to the Appellate Authority specified in Rule from an order passed by a disciplinary authority imposing on him any of the penalties specified in Rule 5.
2. No appeal shall be entertained unless such appeal is preferred within a period of forty five days from the date of which a copy of the order appealed against is delivered to the appellant.
3. Every person preferring an appeal shall do so in his own name.
4. The appeal should be made to the Appellate Authority



copy to be forwarded to the authority which made the order appealed against. It shall contain all points on which the appellant relies and shall not contain disrespectful/improper language.

5. The authority which made the order appealed against shall on receipt of copy of the appeal shall forward the same with its comments without delay and without waiting for any direction from Appellate Authority.

6. In the case of an appeal against an order imposing any of the penalties specified in Rule 5, the appellate authority shall consider :

a) Whether the procedure laid down in these rules has been complied with and if not whether such non-compliance has resulted in failure of justice.

b) Whether the findings of the disciplinary authority are warranted by the evidence on record

and pass orders confirming, reducing or setting aside the penalty. .

The authority which makes the order appealed against shall give effect to the orders passed by the Appellate Authority.

7. The order passed by the Appellate Authority shall be final.

8. Governing Council is empowered to draw up a panel of Inquiry Officer either for expediting inquiry or for any other reasons if so desired.

9. When prescribed procedure need not be followed: Following are the special circumstances where the prescribed procedure need not be followed, before ordering punishment :

1) Where a penalty flows from conduct which had led to conviction on a criminal charge, or

- 2) Where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to hold an enquiry in the manner provided, or
- 3) Where the Disciplinary Authority is satisfied that in the interest of the security of the State, it is not expedient to hold an enquiry in the manner provided.

In cases under category (1), the disciplinary authority has to peruse the judgement of the criminal court and take into account the gravity of the misconduct committed, its impact on the administration and other extenuating circumstances or redeeming features. Once it is concluded that the employee's conduct is blameworthy and punishable, it may impose such penalty as it is competent to do after giving an opportunity to the employee of making representation on the penalty proposed to be imposed. The penalty should neither be grossly excessive, nor out of all proportion to the offence committed or one not warranted by the facts and circumstances of the case.

Regarding category(2), detailed guidelines have been laid down in this regard. Inquiry should not be dispensed with lightly or arbitrarily or out of ulterior motives or merely in order to avoid the holding of an inquiry or because the FFD's case is weak and is, therefore, bound to fail. Further, it is a constitutional obligation that the disciplinary authority should record in writing (preferably in the order itself) the reasons for its satisfaction that it was not reasonably practicable to hold the inquiry. The reason, though brief, should not be vague or not just a repetition of the language of the relevant rule.



### 33. RETIREMENT/SUPERANNUATION

- 33.1 Every employee shall retire on completing the age of 58 years.
- 33.2 Retirement from service will become effective on the afternoon of the last date of the month on which an employee attains the age of 58 years.
- 33.3 The last day of retirement on attaining the age of superannuation will be treated as a working day even if it falls on Sunday or holiday.
- 33.4 The Governing Council may extend the period of service of any employee beyond the age of superannuation for a period of not exceeding two years in a really deserving and exceptional cases in the interest of the FFDC.
- 33.5 Nothing in these rules shall effect the powers of the Governing Council to employ any person above the age of 58 years on contract basis for a specified period in the interest of the FFDC.
- 33.6 If an employee is declared incapacitated by a competent medical authority for further service, he shall be retired by the Appointing Authority on account of his such permanent incapacitation.

### 34. GRATUITY RULES

- 34.1 As per Gratuity Act 1972 and
- 34.2 Those who are not covered by Gratuity Act 1972 will be covered by Central Government Rules as applicable to Central Government employee.

**APPOINTING AUTHORITIES FOR VARIOUS CATEGORIES OF POSTS IN  
AUTONOMOUS BODIES UNDER SIDO**

S.No	Categories of Posts	Appointing Authority
1.	Principal Director (Rs. 4500 - 5700)	Govt. of India
2.	Director (Rs. 3700 - 5000)	Govt. of India
3.	Group 'A' Equivalent Posts other than those mentioned vide (1) & (2), above.	Chairman, GC
4.	Group 'B'	) i) Technical <i>PRINCIPAL DIRECTOR/</i> ) concerned <i>DIRECTOR</i> ) Extn. Officer/ ) Doc. Officer ).
5.	Group 'C' Equivalent	) ii) Scientific ) Asstt/Non.Tech. (as designated ) by Director)
6.	Group 'D' Equivalent Post.	)



DISCIPLINARY & APPELLATE AUTHORITIES FOR VARIOUS CATEGORIES OF  
POSTS IN AUTONOMOUS BODIES UNDER SIDO

S.No	Categories of Posts	Disciplinary Authority	Appellate Authority
1.	Principal Director (Pay Scale Rs. 4500-5700)	Govt. of India	Govt. of India.
2.	Director (Pay Scale Rs. 3700-5000)	Govt. of India	Govt. of India
3.	Group 'A' Equivalent Posts other than those mentioned vide (1) & (2) above.	<i>Principal Director/ Director</i>	Chairman G.C.
4.	Group 'B'	i) Technical ) concerned ) Extn.Officer/ ) Doc.Officer )	<i>Principal Director/ Director</i>
5.	Group 'C' Equivalent Posts.	ii) Scientific ) Asstt/Non.Tech. ) (as designated ) by Director)	
6.	Group 'D' Equivalent Post.	)	

## APPENDIX

### List of Forms/Formats

<u>S.No.</u>	<u>Rule &amp; Para</u>	<u>Subject</u>	<u>Annexure</u>
1.	3.6(3)	Format for inviting applications through advertisement	I
2.	7.2	Form of Oath of Allegiance	II
3.	7.3	Form of Oath of Allegiance for Foreign nationals	III
4.	8.1	Form of Marriage declaration.	IV
5.	18.5	Format for check list for accepting resignation	V
6.	28.5	CPF Declaration Form from employees for membership of the Trust.	VI



FORMAT FOR INVITING APPLICATION THROUGH ADVERTISEMENT

NAME OF THE POST APPLIED FOR :

1. Full Name
- 2) Father's Name
- 3) Address: 1) Permanent  
2) Present
4. Date of Birth
- 5) Whether belongs to SC/ST
6. Educational Qualifications
7. Technical & Professional Qualifications both  
Essential & Desirable as per Recruitment Rules.
- 8) Experience details in Years and Months indicating  
name and address of the present organization, post  
held, nature of duties performed, salary drawn with  
passport size photograph.
- 9) Attested copies of relevant certificate in respect of  
Date of Birth, qualifications, experience should be  
enclosed with the application.
- 10) Incomplete applications will be rejected.
- 11) If information provided is found false at any stage,  
the candidature will be liable for rejection.  
Candidates applying for more than one post should  
apply separately. Persons working in Govt. Quasi  
Govt. or public Sector undertaking should apply through  
proper channel with an advance copy. Please write on  
the envelope name of the post applied for.
- 12) Application should reach on or before \_\_\_\_\_  
addressed to The Director, Fragrance & Flavour  
Development Centre (FFDC) Kannauj.

FORMAT FOR OATH OF ALLEGIANCE

(Rule/Para 7.2)

I .....do swear/  
Solemnly affirm that I will be faithful and bear true  
allegiance to India and to the Constitution of India as by  
law established, that I will uphold the sovereignty and  
integrity of India and that I will carry out the duties of  
my office loyally, honestly and with impartiality.

(So help me God)

Station :

Dated

Signature

Name in Block letters :

Designation :



(FORMAT FOR OATH OF ALLEGIANCE FOR FOREIGN NATIONALS)

(Rule/Para 7.3)

I .....a citizen of  
holding a post in the Fragrance & Flavour Development  
centre(FFDC) Kannauj (a Government of India Society) do  
swear/solemnly affirm that having the faith and allegiance  
and I owe to \* .....  
aforesaid, be faithful to India and to the Constitution of  
India as by law established and that I will carry out the  
duties of my office loyally, honestly and with impartiality.

(So help me God)

Signature :

Station :

Name in Block letters:

Dated :

Designation

\* Here insert the name of the Country concerned

(FORMAT FOR MARRIAGE DECLARATION)

(Rule/Para 8.1)

1. I, Shri/Shrimati/Kumari .....  
declare as under :

- a) That I am unmarried/a widower/a widow.
- (b) That I am married and have only one wife living.
- c) That I am married and my husband has no other living wife, to the best of my knowledge.
- (d) That I am married and have more than one wife living, application for grant of exemption is enclosed.
- (e) That I am married to a person who has already one wife, or more living. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the even of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Place : \_\_\_\_\_ Signature : \_\_\_\_\_  
Date : \_\_\_\_\_ Designation: \_\_\_\_\_

\* Delete clauses not applicable.  
\* Applicable in the case of clauses (a), (b) and (c) only.



APPLICATION FOR GRANT OF EXEMPTION  
(Vide para 1(d)/1(e) of the Declaration)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of a person having more than one wife living \_\_\_\_\_. Woman who is married to a person already having one wife or more living.

Yours faithfully,

Station

Signature :

Designation:

Date

Office

(FORMAT FOR CHECK LIST FOR ACCEPTING RESIGNATION  
(Rule/Para 18.5))

Part I : General Information

1. Name & Present designation
2. Section/Department to which attached
3. Any post, other than that the present appointment held during 6 months prior to the month in which resignation is tendered
4. Permanent residential address

Part II : Points to be checked up before accepting resignation.

5. The date on which the employee wants to be relieved from service
6.
  - i) Whether any inquiry or investigation or disciplinary case is pending or contemplated
  - ii) Whether under suspension
7. Whether the employee concerned has executed any bond for serving the Fragrance & Flavour Development Centre for a specific number of years on account of his being given specialised training/fellowship/scholarship for studies or deputed for training whether in India or abroad and if so, the bond period is over
8. Time required for filling up the post and/or making alternative arrangements.



9. Authority competent to accept resignation i.e. Appointing Authority

Part III : If resignation is accepted, points to be checked before relieving the employees.

10. Whether alternative arrangements have been made for discharge of the duties of the post including arrangements for taking over charges of cash/stores in the Custody of the employee (wherever applicable)
11. Whether the employee has surrendered and obtained 'No Demand Certificate' in respect of :
  1. Identity Card issued by Fragrance & Flavour Development Centre.
  - 1 Library
  1. Typewriter, brief cases, cycles liveries etc.(wherever applicable)
  - 1 Tools/equipments/calculators/computers etc.
12. Arrangements made for recovery of outstanding advance/loans, if any, taken or any other category of dues
  - 1 Amount of loan/Advance/due if any
  - 1 Any other dues, such as Amounts due to be recovered from or settled by the employee in respect of Money/Material entrusted to him in the course of his official duties.

13. Whether the employee is in occupation  
Fragrance & Flavour Development  
Centre accommodation ? If so,  
whether the dues in respect of such  
accommodation has been settled and  
a 'No Demand Certificate ' obtained ?
14. Whether accounts in respect of water ,  
electricity charges in respect of  
Fragrance & Flavour Development Centre  
accommodation has been settled.
15. Whether any cash desposits/security  
of sufficient value has been taken  
where it is not found possible to  
dues immediately
16. Leaves sanctioned to the official  
from previous half year and any  
leave sanctioned extra, if so,  
leave salary paid. The personal  
file and service book may also  
be forwarded
17. Any other section concerned

Signature :

Designation :



ANNEXURE VI

(Format for CPF Declaration Form from employees, for membership of the Trust.

(Rule/Para 28.5)

I \_\_\_\_\_ hereby declare that I have read the rules of the Contributory Provident Fund and that I agree to be bound by them and by any subsequent additions to and alterations in the same as may from time to time hereafter be made therein. I hereby agree to become a member of the fund with effect from \_\_\_\_\_ and the subscription and the arrears, if any, being collected from my salary.

I hereby also declare to subscribe at \_\_\_\_\_% of my salary as defined in Rule 2(ix).

I hereby also agree that the arrears from the date mentioned above may be recovered in \_\_\_\_\_ monthly instalments. As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_

Signature of Subscriber: \_\_\_\_\_

Designation : \_\_\_\_\_

Witness : 1. Signature: \_\_\_\_\_ 2. Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation \_\_\_\_\_

FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE, KANNAUJ.  
FINANCIAL AND ADMINISTRATIVE POWERS OF THE EXECUTIVE COMMITTEE

S.No.	Nature of Powers	Extent of powers
1.	Contingent Expenditure	
	1) Recurring	Full powers
	ii) Non-recurring	full powers
2.	Execution of petty works, execution of Civil works, Special repairs towards building including sanitary fitting, Water supply, Electrical installation, etc.	full powers
3.	Writing off and disposal of unserviceable/obsolete machinery equipment, vehicles and other stores	full powers
4.	To appoint consultant in the Design, production, Marketing and Administration, etc.	full powers
5.	To authorise overdraft from Nationalised Banks.	Upto Rs.10 lacs.
6.	Purchase of plant & Machinery	full powers
7.	Regularisation of demurrage charges	Upto Rs. 50000/- in a year.
8.	To fix period for retention of records	full powers.
9.	Writing off of bad debts(loss of revenue of irrecoverable bills, loans and advances)	full powers
10.	Purchase of Raw Materials, Tools, Spares & Hardware requirements for production and maintenance work without calling quotations	(Upto Rs. 25,000/-) Rs. 1,00,000/-
11.	To provide official telephone connected at the residence of Sr. Officers in the interest of FTDC work.	full powers



# FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE , KANNAUJ

## FINANCIAL AND ADMINISTRATIVE POWERS OF THE PRINCIPAL DIRECTOR/DIRECTOR

S.No	Nature of Powers	Extent of Powers
1.	To Prescribe duties & functions of staff.	Full Powers
2.	To determine/fix the Headquarters	"
3.	Grant of Leave	"
4.	Grant of Periodical increments	"
5.	Appointment of substitute in a leave vacancy.	For group B,C & D posts,
6.	To transfer staff from one Division to another.	Full Powers
7.	To accept medical fitness certificate for leave purposes	"
8.	To recognise/de recognise the Union without any financial implication.	"
9.	Contingent expenditure i) Recurring ii) Non-recurring	Rs. 1,000/- in each case. Rs. 5,000/- in each case.
10.	Local Conveyance charges.	Actual fare for taxi or other conveyance hired & actually paid may be reimbursed to Group A & Group B staff members who perform journeys in the public interest within a radius of 8 kms. or within city limits whichever is more, from headquarters in a taxi or other conveyance when the staff car is not available and where no travelling allowance is admissible.

S.No	Nature of Powers	Extent of Powers
11.	Condemnation of Motor Vehicle	Rs. 25,000/- (Book Value).
12.	Purchase of Bicycles & repairs for office use.	Full Powers
13.	Fixtures & furniture (Purchase & repairs) (subject to budgetary provisions).	"
14.	Hire of Office furniture	"
15.	Payment of freight.	"
16//	Power to engage counsel & make payment of legal charges.	"
17.	Printing and binding.	"
18.	Purchase of stationery	"
19.	Electricity, water and gas charges.	"
20.	Postal and telegraph charges	"
21.	Telephone charges	"
22.	Motor Vehicles	
	i) Purchase (subject to budgetary provisions)	"
	ii) Maintenance, up keep and repairs	"
23.	Purchase of petrol, oil and lubricants.	"
24.	Payment of Demurrage/wharfage charges.	"
25.	Payment of Municipal rates and taxes.	"
26.	i) Execution of petty work and special repairs to owned buildings sanitary fittings, water supply and electric installation in such buildings and repairs to such installations.	Rs. 25,000/- p.a.
	ii) Ordinary repairs & periodical services to Govt. building	Full powers
	iii) Repairs & alternations to hired & requisitioned buildings.	Rs. 5000/- p.a.



S.No	Nature of Powers	Extent of Powers
27.	Purchase of books and official and non-official publications	Upto Rs. 25,000/- p.a.
28.	Repairs & renewal of machinery	Full Powers
29.	Staff paid from contingency	Upto maximum number of five for workshop and two for office.
30.	Store required for workshop including spares, consumable and raw materials.	Full Powers
31.	Advertisement charges (through DAVP as far as Possible).	"
32.	Publicity expenses (Exhibition/Conference etc.)	Rs. 30,000/-p.a.
33.	Entering into service contracts for maintenance of Air conditioners, water coolers, typewriters, calculating machines, Duplicating machines, photo copiers, Computers, etc.	Full Powers.
34.	Entertainment expenses.	Rs. 1000/-at a time subject to a maximum of Rs. 10,000/- p.a.
35.	Purchase of raw material, spare & tools of emergent requirement without calling quotations.	Uto (Rs. 10,000/- in each case.)
36.	Purchase & repairs of Type writers, calculating machines, duplicating machines, photo copiers, computers etc.	25,000/- in each case 10th G.C at 20/11/95 Full Powers.
37.	Contribution to Contributory Provident Fund(as per rules)	"
38.	Contribution to Group Gratuity Scheme (as per rules)	"
39.	To fix initial pay(as per recommendation of selection committee).	"
	To authorise travel by air to	"

S.No	Nature of Powers	Extent of Powers
	an officer not entitled.	
40.	Imprest money.	Rs. 5,000/-
41.	Office up keep & maintenance	Full powers.
42.	Bank commission payable for remittance as well collection of bills etc.	"
43.	Writing off and disposal of unserviceable machinery and equipment and other stores.	Rs. 25,000/- (Book value) p.a. (not due to theft, fraud or negligence) Rs.10,000/- (for others)
44.	Writing off of bad debts (loss of revenue of irrecoverable bills, loans & advances).	Rs. 5,000/- p.a.
45.	Payment of children's educational allowance/Hostel Subsidy.	Full Powers
46.	Reimbursement of Tuition fees	"
47.	Payment of custom duty and transportation charges on machinery equipment and other office material.	"
48.	Regularisation of demurrage charges.	Upto Rs.10,000/- p.a.
49.	Purchase of plant & Machinery all capital items (subject to specific approval of each item)	Upto Rs. 2,00,000/-
50.	Grant of Travelling Allowance advance.	Full Powers
51.	Grant of L.T.C. Advance	Full Powers.
52.	Supply of uniform, badges and other article of clothing and payment of washing allowances.	Full Powers
53.	Sanction of refunds(of Earnest Money, job work charges due to defective workmanship, etc.)	"
54.	Reimbursement of Medical exp.	"
55.	Payment of TA/Honorarium to non officials & power to fix	"



S.No	Nature of Powers	Extent of Powers
	their grade (interviews, meetings, etc.)	
56.	Selection/expulsion of trainees for training courses.	Full Power
57.	Powers of re delegation excepting statutory powers & power to write off.	Full Powers
58.	To forward applications of staff for outside jobs.	"
59.	Controlling Officer	For self & staff.
60.	Appointment of Authorised Medical Attendant.	Full Powers
61.	Placement of orders for machinery etc.	"
62.	Grant of CPF Advance.	"
63.	Payment of Insurance on Vehicles/building & equipment.	"
64.	Maintenance of Gardens/Land Scaping.	"
65.	To determine the home town of staff members.	"
66.	To allow change Date of Birth in records.	"
67.	Employees Welfare expenses	Upto Rs. 10,000/- p.a.
68.	To prescribe competent authority for administrative work.	Full Powers.

Note: All powers are subject to budgetary provisions approved by Governing Council and will be governed by without prejudice to the various rules and regulations applicable to the FFDC from time to time. In case any dispute arises in interpretation, the matter will be referred to the Governing Council.



CA-1

MODIFIED SECTION 32.4  
(Disciplinary & Appellant Authority)

Annexure- 40.8 (I)

विकास आयुक्त का कार्यालय  
सूक्ष्म, लघु और मध्यम उद्यम  
सूक्ष्म लघु और मध्यम उद्यम मंत्रालय  
(भारत सरकार)  
निर्माण भवन, सातवीं मंजिल, मौलाना आजाद रोड  
नई दिल्ली-110 108



OFFICE OF THE DEVELOPMENT COMMISSION  
(MICRO, SMALL & MEDIUM ENTERPRISES)  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISE  
GOVERNMENT OF INDIA  
Nirman Bhawan, 7<sup>th</sup> Floor, Maulana Azad Road,  
New Delhi - 110 108

Ph.EPABX - 23063800, 23063802, 23063803 FAX - (91-11) 23062315, 23061726, 23061068, e-mail - dcmsmehq@nb.nic.in

संख्या: 30(7)/Powers/FFDC/2012/ABC/632

SPEED POST

Dated: 9<sup>th</sup> May, 2014

To,  
Principal Director,  
MSME-Technology Development Centre,  
Fragrance & Flavour Development Centre, (FFDC)  
Industrial Estate, Makrand Nagar,  
Kannauj-209726.

**Subject: - Modification in Personnel Policy Manual (PPM) of the Centre-Reg.**

Please refer to your letter No. FFDC/KNJ/ADMN/2/Gen/2013-14 dated 06.03.2014 on the above cited subject. In this regard, the competent authority has approved to modify Personnel Policy Manual (PPM) as under:-

**A. Disciplinary & Appellant Authority (Section 32.4)**

S.No.	Category	Modified:	
		Disciplinary Authority	Appellate Authority
1.	Principal Director	Govt. of India	Govt. of India
2.	Director	Govt. of India	Govt. of India
3.	Group 'A' Equivalent Posts other than those mentioned vide (2) above.	Chairman, GC	Govt. of India
4.	Group 'B'	Principal Director/Director	Chairman, G.C
5.	Group 'C'	Principal Director/Director	Chairman, G.C
6.	Group 'D'	Principal Director/Director	Chairman, G.C

**B. Suspension**

**32.6 SUSPENSION**

"(1) The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered may place an employee under suspension-

- Where a disciplinary proceeding against him is contemplated or is pending; or
- Where, in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or

Contd.....2



(c) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

(d) When preliminary enquiry supports a prima facie case for initiating criminal/departmental proceedings likely to lead to his conviction, and/or dismissal, removal or compulsory retirement from service.

(e) When his continuance in office will prejudice investigation, trial or enquiry, or is likely to seriously subvert discipline or be against wider public interest.

(f) When he is charged with misdemeanor of the following types:-

(i) Offence or conduct involving moral turpitude.

(ii) Corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, misuse of official powers for personal gain.

(iii) Serious negligence and dereliction of duty resulting in considerable loss to Government.

(iv) Refusal or deliberate failure to carry out written orders of superior officers and

(v) Desertion of duty.

(2) An employee shall be deemed to have been placed under suspension by an order of appointing authority -

(a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(b) With effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

EXPLANATION - The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so."

(b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that an employee shall continue to be under suspension until the termination of all or any of such proceedings.

Contd...3



(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or 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) An order of suspension made or deemed to have been made under this rule shall be reviewed by the authority competent to modify or revoke the suspension, before expiry of ninety days from the effective date of suspension, on the recommendation of the Review Committee constituted for the purpose and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.

(5) An order of suspension made or deemed to have been made under sub-rules (1) or (2) of this rule shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days:

Provided that no such review of suspension shall be necessary in the case of deemed suspension under sub-rule (2), if an employee continues to be under suspension at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date an employee detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later."

**C. Financial & Administrative Powers of the Principal Director/ Director (Sl. No. 6)**

To transfer/temporary transfer/long tour/posting of officer/staff from one division/centre/extension unit/project to another (anywhere in India)-	Full powers
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You are requested to implement the aforesaid modification in PPM and send the modified copy to this office.

Yours sincerely



(S.R. Samuel)

Joint Development Commissioner