

NATIONAL SEEDS CORPORATION LIMITED

(A Government of India Undertaking)



**GENERAL CONDITIONS OF SERVICE RULES
W.E.F. 01.11.2013, THAT IS FROM THE DATE OF NOTIFICATION**

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)

GENERAL CONDITIONS OF SERVICE RULES

SCOPE OF APPLICABILITY:

These Rules will be called “NSC Employees General Conditions of Service Rules”. These rules will come into force with effect from the date of notification after Board’s approval. These Rules shall apply to all regular employees of the Corporation and those on probation. Trainees & Daily wages worker are however not covered by these Rules.

The following general conditions of service shall apply to all the regular employees of NSC.

1. CLASSIFICATION OF POSTS:

The posts in the Corporation are categorized as under:

- (i) Group ‘A’: Posts carrying minimum pay scale of Rs.16400-40500 and above or equivalent.
- (ii) Group ‘B’: Posts carrying pay scale of Rs.10900-31500 and Rs.12600-32500 or equivalent.
- (iii) Group ‘C’: Posts carrying pay scales of Rs. 7200-20300 to Rs. 10500-29500 or equivalent.
- (iv) Group ‘D’: Posts carrying pay scales lower than Rs. 7200-20300 except the existing Group-D employees in the pay scale of Rs. 7600-19600 and Rs. 8000-21100.

2. APPOINTMENT:

- 2.1 Appointments to various posts shall be made by direct recruitment or promotion in conformity with the Recruitment Rules framed with the approval of the Board of Directors.
- 2.2 Notwithstanding anything contained in these Rules, appointments may be made in posts in the Corporation on the adhoc basis for a period not exceeding six months on purely temporary basis.
- 2.3 In making appointments under these regulations, vacancies shall be reserved for members of the Scheduled Castes and Scheduled Tribes, OBCs, Physically Challenged persons, Ex-servicemen and dependents of those killed in action, or any other category of persons in accordance with the general instructions issued by the Government of India in this regard from time to time.

- 2.4 Nothing in these Rules shall prevent or in any way restrict the right of the Competent Authority to transfer any person from any post from one unit of the Corporation to any other higher or equivalent posts in any other unit and except where such transfer is for a purely temporary period specified in the order of transfer, the persons transferred shall with effect from the date of such transfer be deemed to be excluded from the unit to which he originally belonged and shall form part of the unit to which he has been transferred.
- 2.5 A candidate for appointment in the service of the Corporation shall be a citizen of India or any person of foreign origin in whose favour a certificate of eligibility has been issued by the Government of India.
- 2.6 No person who has previously been dismissed, removed or compulsorily retired from the service of the Corporation or from the service of any State Government or the Central Government or a Public Sector Undertaking or a Statutory Body shall be eligible for appointment in any post in the Corporation provided that a person dismissed/ removed/ compulsorily retired from the service of the Corporation can be considered for fresh appointment to the same or a lower post by the Appellate/ Reviewing Authority after consideration of Appeal/ Petition made by such person.
- 2.7 No person who has been convicted by any Court of Law for any offence involving moral turpitude shall be eligible for appointment in the service of the Corporation.
- 2.8 No person: -
- (i) who has entered into or contracted a marriage with a person already having a spouse living, or
 - (ii) who having a spouse living has entered into or contracted a marriage with any person,
- Shall be eligible for appointment to service in any post in the Corporation provided that the Chairman-cum-Managing Director, if he is satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any such person from the operation of this Rule.
- 2.9 Board of Directors in their 253rd meeting held on 26.03.2014 has approved to discontinue forwarding of application for any post on deputation/absorption advertised by different Govt. Organisations like Central Govt./State Govt./Autonomous bodies/Statutory bodies etc.

3. MEDICAL FITNESS:

- 3.1 No person shall be appointed in the service of the Corporation unless he is medically examined certified and declared to be of sound constitution and medically fit to discharge his duties for employment by the Medical Officer or any other Doctor who may be so authorized by the Management.
- 3.2 Actual expenses incurred on medical examination including clinical and pathological tests will be reimbursed on production of money receipts from the recognized Hospitals/ Clinics as approved by Management from time to time.

- 3.3 Every employee continuing in employment in the Corporation is subject to his remaining medically fit to discharge his duties. At any time while in employment the employee may be required to appear for medical examination before Medical Officer or Board of Doctors designated for the purpose and if he/she is found medically unfit, after due satisfaction of the competent authority, his services may be terminated after giving him/her one or three months notice, or pay in lieu thereof, as applicable to him/her.
- 3.4 The following categories of persons shall be exempt from the production of certificate of physical fitness required under Rule 3.1: -
- (i) A person appointed in a temporary vacancy for a period not exceeding three months.
 - (ii) A person who has been already medically examined in respect of service in some Government office, if he is appointed within three months of his resigning or leaving the service in such Government office.
 - (iii) Retired Government servant re-employed under the Corporation within three months of retirement.

4. CREATION OF POSTS:

- 4.1 The Corporation shall from time to time determine the number of posts of each description in the service of the Corporation.
- 4.2 The creation of posts will be as per sanctioned strength approved by Board of Directors from time to time. However, Board of Directors may authorise CMD for creation of such posts in Group C & D categories in exigencies.
- 4.3 When a new post is created, the authority creating such a post shall specify the scale of pay of the post, the mode or modes of appointment thereto, the qualifications and the age limits, if any, applicable thereto which shall be in conformity to the posts of similar status in the Corporation.

5. HOURS OF WORK:

- 5.1 The daily working hours and weekly offs in respect of Head Office, Regional Offices, **Area Offices & Farms** will be fixed by Chairman-cum-Managing Director keeping in view any special/ local conditions that may exist. Presently, the working hours of different Head Office/Regional Offices/ **Area**

Offices/Farms are being observed as under:

Regional/ Area offices

Working Days: Monday to Saturday (second Saturday being observed as closed day every month).

Working hours: **10:00AM to 05:30PM** (with lunch break from **1:30PM** to 2.00PM).

Farms:

Working Days: **Monday to Saturday (second Saturday being observed as closed day every month).**

Working hours: **09:30AM to 05:15PM (with lunch break from 1:00PM to 2.00PM).**

Corporate Office:

Working Days: Monday to Friday.

Working Hours: **9.00am to 05.30pm** (Saturday and Sunday as closed days with half an hour lunch break from 01:30pm to 02:00pm).

- 5.2 Every employee of the Corporation is expected to maintain strict punctuality of attendance and devote himself / herself sincerely to the tasks assigned to him/**her**.
- 5.3 Attendance Registers or other methods of recording attendance will be maintained in all Offices. Absentee statements will be sent by the **HR** department of each office to the respective **Finance** Department by 25th of every month for release of salary and shall ensure that no payment is made for 'unauthorized absence' or for the periods of 'leave without pay' and that disciplinary action under rules are initiated timely against habitual defaulters. An employee who absents himself without authorized leave for any reason whatsoever for a continuous period of 90 days (including holidays) shall be deemed to have abandoned / deserted his/**her** service and his/**her** name shall be struck off from the rolls of the Corporation.
- 5.4 If the exigencies of Corporation's day to day business require that any employee or a group of employee work beyond the prescribed hours of work, they are expected to be available for such work. Compensation for working beyond the normal working hours will be laid down by the Management in the separate Rules notified for this purpose from time to time. However, while employees of all ranks are expected to serve the Corporation at all times without any specific compensation for any overtime working, in particular, those in the rank of Managers and above will not normally be entitled to any monetary compensation for such working.
- 5.5 The Management may stagger the working hours of any employee or class of employees or introduce working in shifts depending upon operational requirements and / or exigencies of work.

6. HOLIDAYS:

- 6.1 Apart from the weekly holidays the employees will be entitled to 3 National Holidays (26th Jan, 15th Aug, and 2nd Oct.) and such other festival holidays that may be notified by the Management at the beginning of every calendar

year as gazetted holidays to be availed of by individual employees according to the limits that may be prescribed from time to time. Further, the employees will also be allowed to avail 02 (Two) Restricted Holidays out of the list of Restricted Holidays notified by Management at the beginning of the year. The Corporation may also observe such holidays that may be notified by the Government of India on the death of high dignitaries or any other special occasions like general elections, to be separately notified by Head Office on each such occasion.

- 6.2 The Rules that may be issued to govern working outside the normal working hours will also apply to attendance on weekly offs and festival holidays also.

7. RECORD OF AGE AND DATE OF BIRTH:

Every employee shall declare on his first appointment in the Corporation whether by direct recruitment, or deputation or otherwise, or on being required to do so by the Management, at any other time during his employment in the Corporation, his / her date of birth according to the Christian/ Saka era, and produce confirmatory documentary evidence thereof e.g. Matriculation/ Secondary Certificate or School Leaving Certificate or birth certificate issued by the concerned local Government authority. However for employees born on or after 26.01.1989 birth certificate issued by Municipal Authority or Office of Registrar birth & death will be accepted. In the case of employees, who have worked in a Government Department or Undertaking or autonomous body or Armed Forces before joining the Corporation, the date of birth as recorded in the records of such previous employer (Discharge Certificate in case of persons from Armed Forces) will be accepted as proof of age in the absence of proper Date of Birth Certificate. Once recorded in the Corporations files after being declared and obtained in this matter the date of birth will not be altered except to rectify clerical errors, if any, or except in exceptionally rare cases when substantial evidence is produced showing any other date of birth and the Chairman-cum-Managing Director is satisfied that there is over whelming justification to show that the date of birth as originally recorded was patently wrong and needs to be altered in the interest of justice to the employee concerned and that the employee has not himself unduly delayed his request for change of the recorded date of birth.

8. INFORMATION ON EMPLOYEE'S ADDRESS:

Every employee shall provide to the Management on his / her first appointment, his / her residential address and changes in it that may take place from time to time. It shall be the employees own responsibility to intimate any change in his communication address. Such address shall be treated as valid address for any official communication sent to his residence. Any official communications / Notice sent to such address of the employee by Registered / Speed post shall be treated to have been delivered / served upon him.

9. PROBATION AND CONFIRMATION:

- 9.1 All appointment in the Corporation as result of direct recruitment or promotion in accordance with the rules contained herein (except those of temporary, adhoc, casual or contractual nature) shall

be on probation for a period of one year. No such person whose character/ antecedent verification report is not received or is not found satisfactory, shall be confirmed and the services of such person shall be terminated immediately without notice and assigning any further reasons.

- 9.2 During the period an employee shall be liable to be discharged from the service of the Corporation or reverted back to the substantive post held by him before promotion, without notice or without assigning any reason at the sole discretion of the Management.
- 9.3 The period of probation may be extended by a maximum period of one year in two phases (i.e. for six months at a time) in individual cases by the competent authority on the merits of each case. During the period of probation the performance of the probationer shall be carefully watched by the Controlling Officer who shall provide all necessary guidance/ assistance to improve upon his performance during this period.
- 9.4 During the period of probation, the employee may be required to undergo such training as is called for by the requirements of their jobs. On successful completion of probation and the prescribed training course, the employee shall be regularized and confirmed in the Corporation's employment by a written order. The employee shall not be treated as confirmed unless informed in writing.
- 9.5 Such of the direct recruits and those on probation after promotion as are found unfit for regularization / confirmation during the period of probation and in training are liable to be discharged from service or reverted to the lower substantive post held by them before promotion without notice, as provided for in Sub-Regulation (9.2).
- 9.6 The regular employees of the Corporation who are holding as substantive post before their appointment to a higher post on direct recruitment basis and on probation or extended probation shall be reverted to the substantive post held by them before their appointment, if their performance during probation period is found to be unsatisfactory.

10. SENIORITY:

- 10.1 The seniority of all Corporation employees in NSC will be determined under the following principles and guidelines:
 - (a) In the case of persons appointed or promoted in one batch the seniority will be according to the order of merit in the Select List drawn by appointing authority. Persons appointed from an earlier Select List ranking senior en-bloc to those appointed from subsequent list.
 - (b) **In the case of Unit/Farm level employees whose seniority is reckoned at Farm level, transferred from one unit to another due to administrative exigencies, the period of service rendered in the previous Unit/Units/Farm/Farms will be taken into account for determining seniority in the new Unit/Farm. However in case of transfer on own request, the seniority will be determined denovo with reference to the date of appointment/promotion/joining in the particular post at the new Unit/Farm.**

- (c) Seniority lists containing all details of employees in each discipline in the grades which they hold in the Corporation on a regular basis (and not in the grades which they are holding on adhoc / provisional basis) shall be prepared / updated / circulated in the month of January every year and objections / suggestions of employees will be invited within a period of one month of its circulation. In case no objections are received, the list shall be treated as final. However, if any employee points out a mistake / factual error in the particulars mentioned in the list, the same shall be examined by the HR department and rectified. The concerned employee shall be informed of the outcome of his/**her** objection within a period of one month.

10.2 In accordance with the above guidelines, separate seniority lists would be issued and updated in respect of different seniority groups from time to time.

11. FORWARDING OF APPLICATION FOR EMPLOYMENT ELSEWHERE:

The following guidelines would be applicable in considering requests of Corporation employees for forwarding applications for outside jobs:

- (i) For new recruits, it will be condition of their appointment that no application of theirs would be forwarded for jobs outside during probation period and until they complete their probation period in the Corporation. This condition will also be applicable to newly promoted employees.
- (ii) Subject to above, applications of employees for jobs outside would be forwarded only on the specific recommendation of the concerned GM under whom the employee is working. The GM/RM/**Farm Head** will certify that the ongoing jobs would not be adversely affected in the event of the employee concerned getting selected and deciding to resign from service.
- (iii) Normally not more than **two** applications per calendar year would be forwarded (This will also include applications to the U.P.S.C. /States P.S.C. and will not include applications to PESB) except in case of SC / ST employees where no limit is applicable.
- (iv) For officers of the level of Asst. GMs and above, approval of Chairman-cum-Managing Director would be necessary. Applications in the case of all other personnel **of the scale of Rs. 9400-25700 and above but less than Rs. 24900-50500** would be forwarded with the approval of the concerned functional Head at the **Corporate** Office of the Corporation. In case of **the employee of the pay scale of Rs. 8700-24500 & below** applications may be forwarded with the approval of General Manager (HR) **at Corporate Office** and respective Regional Manager/**Farm Head in respect of employees of ROs/Farms.**
- (v) Applications for jobs in private organization would not be forwarded by the Corporations.
- (vi) In case of employees who have already completed more than 5 years service in the same post their applications would be forwarded for outside employment without any restriction on number of application in a particular calendar year.

- (vii) Application of employees who have been promoted and have not completed their probation in the promoted post would not be forwarded for outside employment and also they would not be issued a “No Objection Certificate” for applying for a job in any outside organization.
- (viii) Those employees whose applications for employment are forwarded to outside organizations or to whom “No Objection Certificate” are issued in the event of their selection in an outside organization would be required to resign from their posts in the company. On acceptance of their resignations they will be required to give three months / one month’s notice, as the case may be. Any short fall in the period will be adjusted against Earned Leave, if any, due to the concerned employee, or, he will have to pay a sum equivalent to the salary (pay plus DA) for the balance notice period.
- (ix) To give effect to the aforesaid decisions / instructions in proper perspective, it would be necessary that while forwarding application to Head Office for processing, it **may** clearly indicated by Regional Offices/**Farms** that vigilance clearance has been obtained and that no departmental proceedings are pending or contemplated against the concerned individual. It would be equally necessary to indicate whether or not any penalty had been imposed on the concerned individual during the last 10 years. Where it has been done, complete details of the nature of penalty so imposed will also need to be indicated.

Note: Pending or contemplated shall mean where a formal decision has been taken by Competent Disciplinary Authority to initiate disciplinary proceedings against an employee or a charge sheet has been issued.

- (x) Normally applications of employees who are facing disciplinary proceedings shall not be forwarded for outside employment except in exceptional cases with the prior approval of CMD. However, full details of pending vigilance cases must be intimated in such cases, while forwarding applications.

12. TRANSFER AND TOURS:

12.1 Transferring an employee from one station to another is the prerogative of the Management for operational requirement and exigencies of work. Employees of NSC are liable to be transferred at the discretion of Management from one job/**Department**/ Section/ Station to another, with the provision that such transfer will not affect the pay, grade and seniority of the employee except when such transfer takes place incidental to a punishment duly imposed under the NSC (Conduct, Discipline & Appeal) Rules, --- in which case pay, grade and seniority might be affected consistent with the punishment imposed.

12.2 The authorities competent to order transfer of employees from one Unit/ office to another will be as under:

| Authority | Category of employee | Limitations |
|---------------------------------------|----------------------|---|
| Chairman-cum- Managing Director | All categories | Transfers may be effected to any post in equivalent scale of pay in the Corporation anywhere in India |

| | | |
|---|---|--|
| Functional Director/ Sr. General Manager (HR) /General Manager (HR) at Corporate Office | All categories for which he is the appointing authority | Transfers may be effected to any post in equivalent scale of pay in the Corporation anywhere in India subject to prior approval of CMD |
|---|---|--|

12.3 The employee so transferred by the Competent Authority shall hand-over the charge held by him/ her to the officer so authorized by the Management in this behalf and shall be relieved at the earliest subject to a maximum of seven days (including holidays) unless the transfer order specifies a date of release. The transferred employee shall join duty at the new headquarter after availing usual joining time or part thereof, if admissible, unless specifically directed otherwise.

12.4 An employee shall be liable to proceed on tour in the course of his official duty as and when directed by the Competent/ Controlling Authority to any place within India or abroad.

13. 'RESIGNATION' / 'TERMINATION' OF SERVICE:

13.1 A Regular employee of the Corporation (other than an employee on probation) shall not leave or discontinue service in the Corporation without giving due notice in writing of his intention to do so and until his resignation from services is accepted by the Competent Authority. The notice period will be three months in case of Executives in the scale of Rs. 12600-32500 and above and one month in case of all categories of non-executives and Asstt. Officers i.e. from the scale of **Rs. 7200-20300** to Rs.10900-31500.

13.2 Where a regular employee fails to give such a notice, he / she shall be required to pay to the Corporation an amount equivalent to his salary for the notice period or remaining period of his / her notice period. Such notice pay may also be adjusted against the Earned Leave lying in his credit.

13.3 The Board of Directors may, at its discretion, waive of such notice period in full or part in exceptionally deserving cases.

13.4 The services of a permanent / regular employee may be terminated by giving him due notice (as prescribed in rules) or salary in lieu thereof provided that the service of a permanent employee after they have been confirmed in the Corporation will not be terminated under this Regulation except when he is declared medically unfit by a Medical Board duly constituted by the Management or if the post is abolished by the CMD / Board, as the case may be, or as a result of punishment imposed by the Competent Disciplinary Authority, after following procedures prescribed under rules.

13.5 The Corporation reserves the right not to accept the resignation of any employee if the circumstances so warrant, i.e. if the employee is under suspension, pending Inquiry, if the disciplinary proceedings against such a

employee are pending (Charge sheet already issued) or a decision has already been taken by the Competent Authority on record to issue a charge sheet etc. against him / her unless it is considered desirable by the Competent Authority to accept the resignation in 'Public Interest' and Corporation's interest.

- 13.6 Power to terminate the services of an employee shall be exercised by any Appointing Authority below CMD, only with prior approval of CMD.

14. SUPERANNUATION AND RETIREMENT:

- 14.1 Every employee of NSC shall retire from employment in the Corporation on attaining the age of 60 years. Retirement will take place on the last day of the month in which his / her date of birth occurs. However, the employee whose date of birth is the first of a month shall retire from employment in the Corporation on the afternoon of last working day of the preceding month. A notification regarding retirement of the employee shall be issued 3 months before the date of such retirement and copy of this notification shall be endorsed to all concerned departments. The dues of such retiring employee shall be processed and finalized within this period so that all dues including Gratuity / PF / Leave encashment / other dues etc. are preferably paid on the last date of his / her retirement.

- 14.2 Notwithstanding anything contained in these Rules, the Appointing Authority shall, if it is of the opinion that it is in the interest of the Corporation to do so, have the absolute right to retire any Corporation employee who has completed 55 years of age and has completed minimum of 10 years service in the Corporation by giving him notice for the prescribed period (i.e. 3 months in case of executives and one month in case of non-executives) in writing or salary (Pay plus DA) in lieu of such notice.

Note: *While dealing with the cases of such premature retirement, the other criteria, procedures and guidelines as stipulated in FR 56(j) of Government of India Rules shall be followed.*

- 14.3 Any employee may by giving notice of the prescribed period in writing to the Appointing Authority may seek pre-matured retirement from the service of the Corporation after he has attained the age of 55 years and has completed minimum 10 years service in the Corporation.

Provided *that it shall be open to the Appointing Authority to withhold permission to an employee under suspension or against whom a disciplinary action is pending or a decision to issue charge sheet etc. has been taken on file by the Competent Authority who seeks to retire under this Rule.*

- 14.4 Notwithstanding anything contained in these Regulations, the Competent Authority shall, if it is of the opinion that it is in the interest of the Corporation to do so have the absolute right to retire any Corporation employee by giving him notice for the prescribed period (i.e. 3 months in all cases) in writing or salary (pay plus DA) in lieu of such notice, if the

competent authority is of the opinion that the concerned employee is medically unfit and it is not in the interest of the Corporation to keep him in service. However, the Competent Authority shall form his opinion after taking into consideration the recommendations of a Medical Board comprising of 3 specialist doctors of different specialties having a degree of MD/MS or above to whom such an employee was referred for determining his medical fitness or otherwise for the purpose of retaining him in service keeping in view the long illness etc. of such employee.

Note: *The Competent Authority for the purpose of Rule 14.2, 14.3 & 14.4 will be the concerned Functional Head not less than the rank of the concerned Sr. General Manager/General Manager in case of employees in the scale of Rs. 6700-18900 to 10900-31,500; CMD in cases of all officers in the scale of Rs. 12600-32500 to Rs. 29100-54500; and the Board of Directors in case of officers working in the scale of Rs. 32900-58000 and above.*

- 14.5 Every regular employee on his/**her** retirement on attaining the age of superannuation or voluntary retirement will be eligible for “Superannuation Gift’ and a suitable Memento of the value indicated below:

| <u>Category</u> | <u>Amount of Gift</u> |
|---------------------|-----------------------|
| CMD | Rs. 6,500/- |
| Functional Director | Rs. 6,000/- |
| Category A & B | Rs. 5,000/- |
| Category C & D | Rs. 4,000/- |

15. SERVICE CERTIFICATE AT SEPARATION:

A Corporation employee on the eve of his/**her** leaving the organization due to superannuation/ resignation/ termination may be issued a “Certificate of Service” by the HR Department of **Corporate Office/Farm from where he/she is relieved.**

16. INTERPRETATION:

- (a) The Corporation reserves itself the right to modify, cancel or amend all or any of these rules or any supplementary rules / amendments thereto issued in connection with these rules without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date.
- (b) In case of doubt or dispute in regard to the interpretation of these rules and / or the supplementary rules and or amendments issued thereto, the decision of the Chairman-cum-Managing Director shall be final. However, he may at his discretion seek a decision of the Board of Directors on matters involving substantial questions of policy. The CMD will have the authority to relax any of the provisions of these rules in respect of a category or categories of persons for reasons to be recorded in writing.
- (c) In case any particular aspect related to these rules is not covered, the matter shall be referred to CMD along with rule position applicable in Government of India/ other major PSUs, for taking a final decision, which shall also be updated in these rules.
