

# **CHAPTER-I**

## **PRELIMINARY**

### **1. SHORT TITLE AND COMMENCEMENT**

- (i) These rules may be called the **NON-CONVENTIONAL ENERGY DEVELOPMENT AGENCY, U.P. (SERVICE) RULES, 1989.**
- (ii) They shall come into force at once.

### **2. APPLICABILITY:**

- (1). These rules shall apply to every whole-time employee of the NEDA, except those:-
  - (i) who are subject to the industrial or labor laws and the rules, regulations or standing orders made pursuant to any enactment on the subject of such laws:
  - (ii) who are working on deputation from the State Govt. or any other public organization.  
The staff under this category will be governed by service rules of their parent deptt./organization/cadre as well as the terms of deputation:
  - (iii) Who are working on daily wage basis:
  - (iv) Whose service conditions are regulated by a contract entered in by them with NEDA. The service of such employees will be regulated by the terms and conditions contained in the contract.
- (2). Nothing in these rules shall apply to the Chairman and the Director unless the application to them of all or any of these rules has been approved by the State Govt. and or the Executive Committee.

### **3. DEFINITIONS:**

In these rules, unless there is anything repugnant in the subject or context:-

- (i) **‘Society’** means the Non-conventional Energy Development Agency, U.P.
- (ii) **‘Agency’** means the Non-conventional Energy Development Agency, U.P.
- (iii) **‘NEDA’** means the Non-conventional Energy Development Agency, U.P.
- (iv) **‘Governor’** means the Governor of Uttar Pradesh.
- (v) **‘State Government’** means the Government of Uttar Pradesh.
- (vi) **‘Chairman’** means the Chairman of NEDA.
- (vii) **‘Executive Committee’** means the Executive Committee of NEDA.
- (viii) **‘Director’** means the Director of NEDA.
- (ix). **‘Appointing Authority’** means the Officer empowered to appoint an employee:
- (x) **‘Competent Authority’** means an authority whether designated as such or not who is competent to exercise any or all the powers under these rules or to whom powers in respect of any or all the rules have been delegated by Executive Committee, Chairman of the Director, as the case may be;

- (xi) **‘Enquiry Officer’** means an Officer so appointed by the Competent Authority to conduct an enquiry in relation to an act of commission and/or omission by an employee;
- (xii) **‘Head Office’** means the Registered Office of NEDA.
- (xiii) **‘Duty’** Includes:-
  - (a) Service as a Probationer,
  - (b) Joining Time;
  - (c) Any ‘period’ declared as duty by the Competent Authority.
- (xiv) **‘Year of recruitment’** means a period of 12 months commencing from the first day of January of a Calendar Year,
- (xv) **‘Month’** means a complete calendar month irrespective of the number of days;
- (xvi) **‘Authorised Medical Attendant’** means the Medical Attendant or medical attendant authorized by the Executive Committee or under the powers delegated in that behalf or in the absence of such authorization, the Chief Medical Officer or his nominee;
- (xvii) **‘Employee’** means and includes regular employee and temporary employee;
- (xviii) **‘Regular Employee’** means an employee appointed against a sanctioned post after regular selection, without limit of time, under NEDA;
- (xix) **‘Temporary Employee’** means an employee appointed against a temporary post or against a temporary vacancy in a permanent post or in an officiating capacity against a temporary or permanent post;
- (xx) **‘Rules’** means and includes the NEDA Service Rules and all modifications thereof,
- (xxi) **‘Pay’** means amount drawn monthly by employee as:
  - (a) **‘Basic Pay’** sanctioned for the post. It does not include any allowance.
  - (b) **‘Special Pay’** or Personal Pay;
  - (c) Any other emoluments which may be specially classed as pay by the Executive Committee;
- (xxii) **‘Special Pay’** means an addition, of the nature of pay to the emoluments of a post or of an employee granted by the Executive Committee in consideration of:-
  - (a) the arduous nature of the duties; or
  - (b) a specific addition to the work or responsibility;
- (xiii) **‘Personal Pay’** means additional remuneration to an employee
  - (a) to serve him from any loss of substantive pay in respect of regular post other than a temporary post, due to revision of pay or to any reduction of such pay otherwise than as a disciplinary measure; or
  - (b) in exceptional circumstances, on other personal considerations:
- (xxiv) **‘Average Pay’** ‘except as provided otherwise’- Average Pay means the average monthly pay earned during the ten complete months immediately preceding the month in which the event which necessitates the calculation of average pay occurs;
- (xxv) **‘Superannuation’**, in relation to an employee, means the attainment by him of such age as may be fixed by the Executive Committee as the age on the attainment of which the employee shall vacate the employment;

(xxvi) **'Contract Appointment'** means an appointment against a post sanctioned for a fixed period on specific terms and conditions agreed upon between the NEDA and the employee concerned.

**4. AMENDMENT TO THESE RULES:**

- (1) Any amendment by way of addition, alteration or deletion in these rules shall be made only under the authority of resolution of the Executive Committee and shall be notified by placing a copy on the notice-board of the Head Office.
- (2) Any irregularity or accidental omission in notifying an amendment in the rules shall, however, not invalidate such amendment.

**5. EMERGENCY POWER:** If at any time the Director is satisfied that circumstances exist which render it necessary for him to take immediate action in respect of any matter dealt with under these rules, he may issue such orders as he considers necessary. Such orders shall be placed before the Executive Committee for ratification.

**6. INTERPRETATION AND IMPLEMENTATION:**

- (1) The power to interpret the rules vests in the Director who may issue such administrative instructions as may be necessary to give effect to any carry out the purposes of the provisions of these rules.
- (2) The Director may delegate any of his power for the issue of such administrative instructions to an officer of NEDA as he may from time to time specify:
- (3) If any employee feels aggrieved as regards the interpretation or implementation of any of these rules he shall have a right to appeal to the Chairman whose decision shall be final and binding on all concerned.
- (4) Subject to above, the Uttar Pradesh General Clauses Act, 1904, applies to the interpretation of these rules as it applies to the interpretation of any enactment of the State Legislature:

**CHAPTER-II**  
**PART-I**  
**GENERAL**

**7. CLASSIFICATION OF POSTS:**

- (1) The classification of posts in NEDA for purposes of appointment, control and discipline shall be in accordance with the State Govt. orders based on the pay-scales.
- (2) The Executive Committee may, however, change the criteria for classification in respect of any particular class or classes of posts.
- (3) The Executive Committee shall also fix from time to time the number of posts in all categories and their pay-scales.

**8. GENERAL CONDITIONS OF SERVICE:**

- (1) No appointment can be made except against a sanctioned post.
- (2) Two or more employees can not be appointed to the same post at the same time.
- (3) No employee can be appointed except as a temporary measure to two or more posts at the same time.
- (4) No employee can be appointed substantively to a post on which another employee holds a lien.
- (5) No person shall be appointed to a post in the NEDA without verification of his character and antecedents.
- (6) After two years continuous absence from duty (otherwise than on foreign service) in India, an employee of the NEDA shall cease to be in the employment of the NEDA unless the Executive Committee, in view of special circumstances of the case, determines otherwise.
- (7) Conditional resignation tendered by an employee is not valid and shall not be accepted.
- (8) (i) The resignation of an employee shall not be effective unless it is accepted by the Competent Authority.  
(ii) The Competent Authority may refuse to accept the resignation if,
  - (a) the employee is under an obligation to serve the NEDA for a specified period which has not yet expired; or
  - (b) the employee owes to NEDA any sums of money and/or other liabilities till such time as the said amount is paid or the liability is discharged; or
  - (c) for any other sufficient ground to be recorded in writing.
- (9) The employees shall observe the working hours as may be prescribed from time to time by the Director or by any other Competent Authority authorized by him.
- (10) The holidays to be observed by the employees of NEDA in each calendar year shall be as prescribed by the Director who shall take into account the statutory regulations that are in force.
- (11) The employees may be posted or transferred to any place in India in connection with the affairs of the NEDA.

- (12) Unless otherwise distinctly provided, the whole time of an employee shall be at the disposal of NEDA and he may be employed in any manner required by the Competent Authority without claim to additional remuneration or advantage. He shall serve NEDA in such capacity and at such place as may be directed from time to time subject to the condition that no employee shall, without his consent, be transferred to a post carrying lower emoluments than those which he is drawing as a permanent measure.
- (13) The Appointing Authority shall not ordinarily fill up vacancies of less than three months duration unless there are special reasons, to do so and such appointments are wholly justified.
- (14) Except as otherwise provided by or under these rules, the service of an employee shall be deemed to commence from the working day in the forenoon of which he reports for duty at the place intimated to him by the Appointing Authority. In case a candidate reports for duty in the afternoon his service shall be deemed to commence from the following working day.
- (15)(i) The Appointing Authority or any other authority empowered in this behalf may terminate the services of a permanent employee on giving him three months notice or salary in lieu thereof,
- (ii) The services of a temporary employee may be terminated at any time by giving one month's notice or salary in lieu thereof,

## **9. CREATION OF POSTS:**

- (1) The Executive Committee may from time to time create such posts as it may consider necessary and abolish such posts as are found redundant and retrench the incumbents but subject always to direction, if any, as the State Government may issue from time to time.
- (2) No new post for a period above three months shall be created and no addition to the number of existing staff shall be made, nor shall the pay scale of a post be revised without first making a provision for the same in the budget.

## **10. NATIONALITY**

A candidate for recruitment to a post or service under the NEDA must be :-

- (a) A citizen of India; or
- (b) A Tibetan refugee, who came over to India before January 1, 1962 with the intention of permanently settling in India; or
- (c) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India.

Provided that a candidate belonging to category (b) or (c) above shall be a person in whose favour a certificate of eligibility has been issued by the State Government/Central Government.

Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Dy. Inspector General of Police, Intelligence Branch, U.P.

Provided also that if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year, and such candidate may be retained in service after a period of one year only if he has acquired Indian citizenship.

**Note :-** A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to an examination or called to an interview

arranged for selection. The certificate must however be obtained before an appointment order is actually issued.

**11. AGE:**

- (1) The age of a candidate for direct recruitment to various posts of NEDA on January 1, of the year in which recruitment is to be made, if the posts are advertised during the period July 1 to December 31 should not be less than the minimum and more than the maximum prescribed for each post.
- (2) The age of superannuation will be as applicable to the State Government servants.
- (3) The maximum age limit will be relaxable in the case of Scheduled Castes and Scheduled Tribes and Backward class candidates as may be decided by the Executive Committee taking into consideration the relevant orders of the State Government issued from time to time.
- (4) The Executive Committee may prescribe higher age limits for the NEDA employees who are eligible to apply for the posts to be filled by direct recruitment.
- (5) Every employee shall at the time of the initial appointment produce proof of his age to the satisfaction of the Appointing Authority.
- (6) The proof of age, to be produced by the employee shall be the certificate of his having passed the High School or equivalent examination or where the employee has not passed any such examination or for reasons beyond his control it is not possible for him to produce such certificate the employee shall produce other proof of age to the satisfaction of the Appointing Authority.
- (7) Date of birth of an employee recorded in the certificate of his having passed the High School or equivalent examination or where an employee has not passed any such examination as aforesaid, the date of birth or the age recorded in his service book at the time of his entry into service, shall be deemed to be his correct date of birth or age, as the case may be, and no application or representation shall be entertained for correction of such date or age in any circumstances, whatsoever.

**12 RESERVATION**

Reservation for the candidates belonging to Scheduled Castes, Scheduled Tribes and other categories shall be in accordance with the orders of the State Government in force for government posts at the time of recruitment.

**13 CHARACTER**

The character of candidate selected for direct recruitment to a post in the NEDA must be such as to render him suitable in all respects for employment in the NEDA. Such a candidate shall submit a certificate of good character and conduct from two Gazetted Officers. However, no such certificate will be required from candidates who, immediately before the appointment in the NEDA, were working in some Government Department.

Note :- Persons dismissed by the Union Government, or a State Government or by a local authority or a Corporation or a body owned and controlled by the Union or the State Government shall not be eligible for appointment to any post in the NEDA.

#### **14 MARITAL STATUS**

No male candidate who has more than one wife living and no female candidate who has married a man already having a wife living shall be eligible for appointment to posts under the NEDA.

Provided that the Executive Committee may, if satisfied that there exist special grounds for doing so exempt any person from the operation of this rule.

#### **15 PHYSICAL FITNESS**

No person shall be appointed to a post unless he is in good mental and bodily health and free from any physical defects likely to interfere with the efficient performance of his duties. For this purpose, every candidate will be required to appear before such Medical Authority as may be specified by the Appointing Authority.

#### **16 DECLARATION ABOUT PROPERTIES :**

- (1) A person appointed as an Officer in the NEDA shall before joining it, make a declaration about the immovable and movable properties owned or held by him or by any member of his family.
- (2) He shall also from time to time, inform the Appointing Authority about the subsequent acquisition or disposal of any properties of the value of Rs. 2000/- or more immediately after the completion of the transaction.
- (3) In the case of any other employee also the Appointing Authority may, if he considers such a course to be necessary in the interest of the NEDA requires him to submit a declaration about the immovable or movable properties owned or possessed by him or/and by any member of his family. Upon receipt of such declaration the Appointing Authority may take such action as he may consider necessary.

#### **EXPLANATION :**

The expression 'Movable property' includes bank and Post Office Savings Banks balances, fixed deposits, postal certificates, shares, debentures, cash in hand, jewellery, bullion (gold or silver), deposits with private bankers or persons, insurance policies and other items of a like nature.

#### **17.A PROBATION :**

- (1) A person on appointment against a vacancy shall be placed on probation for a period of two years
- (2) The Appointing Authority may, for reasons to be recorded, extend the period of probation in individual cases specifying the date upto which the extension is granted. Provided that, same in exceptional circumstances the period of probation shall not be extended beyond one year and in no case beyond two years.
- (3) If it appears to the Appointing Authority at any time during the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction, he may be reverted to his substantive post, if any, and if he does not hold a lien on any post, his services may be dispensed with.

- (4) A probationer who is reverted or whose services are dispensed with under **sub-rule(3)** shall not be entitled to any compensation.
- (5) The Appointing Authority may allow continuous service, rendered in an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.

**17.B** Every employee who has been promoted to any higher post shall be kept on one year probation.

**18 APPOINTING AUTHORITY :**

(1) The Executive Committee shall prescribe the various Appointing Authority from time to time and until so prescribed the Appointing Authorities for the various categories of post shall be as under :-

<b>Sl. No. Posts</b>	<b>Appointing Authority</b>
1 Posts having pay-scale Rs. 3200-4875/-	Chairman
2 Posts having pay-scale upto Rs. 3200-4875/-	Director
3 Posts having pay-scale below Rs. 2200-4000/-	Secretary

(2) **Selection Committee :** Selection Committee for the various categories of posts shall be as under:

- (i) SPECIALIST : Rs. 4100-5300
- (ii) Chairman-NEDA or his nominee Chairman
- (iii) Director-NEDA Member
- (iv) An Officer not below the rank of Jt. Secretary to the Govt. to be nominated by the Principal Secy./Secretary, Deptt. of Additional Sources of Energy, Govt. of U.P. Member
- (v) One Specialist to be nominated by Chairman Member

(2) **OTHER OFFICERS :** Rs. 2200-4000 to Rs. 3200-4875

- (i) Director-NEDA or his nominee Chairman
- (ii) Secretary Member
- (iii) One Special of Joint Secretary to Government Member
- (iv) One Officer to be nominated by the Director Member

(3) **OTHER STAFF :** Below Rs. 2200-4000/-

- (i) Secretary Chairman
- (ii) Chief Project Officer Member
- (iii) One Officer to be nominated by the Director Member

**19. CONFIRMATION :**

(1) Confirmation will be made against a sanctioned permanent post.

- (2) A probationer shall be confirmed in his appointment at the end of the period of probation if;
  - a) his work and conduct is reported to be satisfactory
  - b) his integrity is certified; and
  - c) the Appointing Authority is satisfied that he is otherwise fit for confirmation
- 3) If any employee can not be confirmed after successfully completing the period of probation for want of a permanent vacancy he will be issued a certificate to this effect and as soon as a permanent vacancy is available he will be confirmed against it.

## **20. SENIORITY**

- (1) The inter-se-seniority of persons selected for appointment in a cadre by direct recruitment on the result of any one selection shall be determined by the Selection Committee strictly on merit.

Provided that a candidate so recruited may lose his seniority if he fails to join by the stipulated date without valid reasons when a vacancy is offered to him. The decision of the Appointing Authority as to the validity of the reasons shall be final.
- (2) The inter-se-seniority of persons appointed by promotion shall be the same as it was in the cadre from which they were promoted.
- (3) If in any one year of recruitment appointments are made both by direct recruitment and by promotion, a combined select in list shall be prepared by taking the name of candidates from the relevant lists, in such manner that the prescribed percentage is maintained, the first name in the list being of the person appointed by promotion.
- (4) A person who is passed over in a selection but is selected for promotion through a subsequent selection will be placed after the persons already promoted. Provided that where appointments from any source are made in excess of the prescribed quota, the persons appointed in excess of quota shall be placed at the bottom of the list for seniority.

## **21. CANVASSING:**

No recommendations, either written or oral, other than those required under the rule applicable to the post of the service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.

## **22. CHARACTER ROLL**

- (1) A character roll shall be maintained in respect of every employee in which appraisal in respect of his work, conduct and integrity shall be recorded for each year commencing from April 1st and ending on March 31<sup>st</sup>.
- (2) The Annual Confidential Report shall be initiated by the Officer immediately supervising the work of the employee concerned and finalized by the authority-designated in this behalf from time to time by Executive Committee.
- (3) The annual entries shall be initiated by the Reporting Officer not later than April 30 and finalized by the Accepting officer by May 31<sup>st</sup> each year for the preceding year.

**23. COMMUNICATION OF ADVERSE ENTRIES**

- (1) If there is an adverse appraisal in the entry of an employee he will be apprised of the entry fully that is the remarks by the reporting officer as well as the final entry within two months of the finalisation of the entry and the employee may make a representation against an adverse entry within a period of three months from the date of its communication.
- (2) The representation shall be received upon by the Director in the case of entries finalized by the other officers, to the Chairman in the case of entries finalized by the Director and to the Executive Committee in the case of entries finalized by the Chairman.
- (3) The authority receiving a representation against an adverse entry shall consider the same on merit and take a decision within three months of the receipt of the representation and communicate the decision to the employee concerned.

**24. MAINTENANCE OF SERVICE BOOK :**

A service book will be maintained in respect of every employee of the NEDA with details and particulars as given in the prescribed form.

**25. PAY FIXATION:**

The pay of an employee in NEDA shall be regulated in the manner prescribed in the rule relating to 'Pay Fixation'.

**26. EMPLOYMENT ELSEWHERE :**

Applications from employees of the NEDA for employment elsewhere shall be regulated as per provisions made regarding disposal of applications from employment elsewhere.

**27. DEPUTATION :**

No employee of NEDA will be sent on deputation to Central Government, State Government or any other organization except under special circumstances.

**28. RETIREMENT BEFORE THE AGE OF SUPERANNUATION:**

- (1) The Appointing Authority may at any time, by giving three months notice or pay in lieu thereof to any employee (whether permanent or temporary) without assigning any reason, retire him after he has attained the age of fifty years.
- (2) If the period of notice falls short of three months, the pay for the period falling short of three months will be paid to the employees.

The rules framed for the State Govt. employees regarding compulsory retirement shall be applicable to the employees of NEDA.

**29. VOLUNTARY RETIREMENT :**

An employee may seek voluntary retirement by giving notice of three months to the Appointing Authority after attaining the age of fifty years.

Provided that the Appointing Authority shall be competent to refuse such request for voluntary retirement within the period of notice if a disciplinary proceeding is pending or contemplated against the employee.

**30 PAY DURING PROBATION:**

A Person on probation shall earn his first increment in the pay-scale when he has completed one year of satisfactory service during the probation.

**31 CROSSING OF EFFICIENCY BAR:**

- (1) No employee shall be allowed to cross an efficiency bar unless the Appointing Authority is satisfied that he has been working efficiently and to the best of his ability and that his integrity has been certified.
- (2) An employee may be allowed to cross the efficiency bar in the pay scale of his pay on the basis of his character rolls and the overall satisfaction of Appointing Authority and/or passing of any departmental examination(s) prescribed by the Executive Committee in this behalf.

**32. REGULATION OF OTHER MATTERS:**

- (1) No benefit/facility, not provided for in the rules shall be allowed to any employee without specific prior approval of the Executive Committee.
- (2) In regard to service matters not specifically covered by the rules, the decision of the Executive Committee.

**33. SAVINGS**

The incumbent recruited to various posts in the NEDA before the commencement of these rules shall be deemed to have been recruited under these rules, notwithstanding their qualifications and other particulars and shall also not to be adversely affected by amendments made in these rules subsequently.

**34. DETERMINATION OF PAY-SCALE:**

The strength of various cadres/staff and the pay-scale admissible to the persons appointed under the rules shall be as determined by the Executive Committee from time to time.

**35. AGE RELAXATION:**

The Appointing Authority may allow age relaxation in the case of exceptionally deserving departmental candidates.

**36. DELIGATION:**

The appointing authority made deligate the powers vested in him to any officer working in NEDA or working for NEDA. (Power e.g. suspension, all kinds of leave, E.B. etc.)

**CHAPTER-II**  
**PART-II**  
**SCIENTIFIC AND TECHNICAL STAFF**

**37. TECHNICAL STAFF:**

The strength of the technical staff and each category of the posts shall be until otherwise decided by the Executive.

Committee be as given hereunder :-

S.No.	Name of Posts	No. of posts	Pay-Scale (Rs.)
1.	Specialist (No. of posts to discussed with Secy)	5	16400-450-20000
2.	Senior Project Officer Grade-I	3	12000-375-16500
3.	Senior Project Officer Grade-II		10000-325-15200
4.	Project Officer	49	8000-275-13500
5.	Junior Engineer	79	4500-125-7000
5.	Mechanic-cum-Operator	75	4000-100-6000

**Note :-** Scientific Officer and Senior Scientific Officer shall be treated as the Project Officers and Senior Project Officers respectively from the date of their substantive appointment.

**38. SOURCE OF RECRUITMENT :**

**SPECIALIST:**

- (i) The recruitment to these posts shall be made through open selection in which the Officers of NEDA having put in ten years of satisfactory service as Senior Project Officer or equivalent experience or other candidates having comparable experience will be eligible to participate.
- (ii) If the Selection Committee does not find any of the aspirants/candidates suitable for regular appointment the vacancies may be filled by professionals on deputation or contract for a defined period.
- (iii) Such appointments may be made on the consolidated fixed pay.

**SENIOR PROJECT OFFICER GRADE-:**

By selection on merit from amongst Project Officers with ten years service in NEDA are equivalent out side if any, including atleast four years experience of project implementation in the field and requisite qualifications.

**PROJECT OFFICER:**

75 percent posts by direct recruitment and 25 percent by promotion from the following:

- (i) Junior Engineers having atleast ten years service in NEDA.

- (ii) Junior Engineers or who have acquired the recognized Engg. Degree or an equivalent degree (recognized by Govt.) with atleast seven years experience in NEDA.

**Note:-** In exceptional cases, Selection Committee can relax the experience by two years for the Junior Engineers having Advanced Diploma in Renewable Energy and who have not been given this benefit of relaxation at the time of recruitment. However, this will not be applicable in cases which are covered under **sub-rule (i) & (ii)**.

**JUNIOR ENGINEER :**

75 percent posts by direct recruitment and the remaining 25 percent posts by promotion from amongst Mechanic-cum-Operator with atleast 12 years service in NEDA.

**MECHANIC-CUM-OPERATOR :**

- (i) By direct recruitment.
- (i) The post mentioned in sub-rule(i) can also be filled by deputation from the State Govt. or Semi-Govt. Organisations or any Public Undertaking.

**39. QUALIFICATIONS**

A candidate for direct recruitment to the various technical posts, must unless otherwise determined by the Executive Committee, possess the following qualifications:-

**SPECIALIST:**

Post-graduate degree in relevant Engg. field or Doctorate in Science having atleast ten years experience in project implementation & applied research in the field.

**SENIOR PROJECT OFFICER GRADE :**

Degree in Engg. or Post-graduate in Science with 10 years experience in project implementation & applied research in the relevant field as Project Officer or Scientific Officer in NEDA.

Note: The relevant field in respect of Specialist shall be notified in the advertisement for the post.

**PROJECT OFFICER:**

Engineering graduate with minimum three years experience.

Age: between 21 to 30 years.

**JUNIOR ENGINEER:**

The candidate should be an engineering diploma holder in the required field from any recognized institution with minimum three years experience or diploma holders with Advanced Diploma in Renewable Energy Sources with atleast one year experience.

Age: between 21 to 30 years.

**MECHANIC-CUM-OPERATOR:**

The candidate should be ITI Certificate holder in the required engineering discipline with atleast two years experience in the field.

Age: between 21 to 30 years.

The experience in regard to various posts means service with a Government Department, Semi-Government Organisation or any Public Undertaking along with the period of statutory apprenticeship if any.

**40. DETERMINATION OF VACANCIES:**

- (1) Before initiating action for recruitment, the number of vacancies in each category of posts shall be determined by the Appointing Authority.
- (2) If the work-load so warrants, the Appointing Authority may keep a vacancy unfilled.

**41. ADVERTISEMENT:**

- (1) The vacancies determined shall be given widest possible publicity.
- (2) The last date of receipt of Application in the Head Office of NEDA shall be so fixed that there is adequate time between the date of advertisement and the last date of receipt of applications.

**42. SELECTION:**

No person shall be appointed to any technical post unless he fulfils the prescribed qualifications and is recommended for such appointment by Selection Committee constituted for the purpose.

**43. PROCEDURE FOR DIRECT RECRUITMENT:**

- (1) The selection will be made by written test and interview for the post of Project Officer and Junior Engineers. The total marks for the test and interview will be as follows:-

Written test: 75

Interview: 25

‘The selection for other posts will be made by interview only’.

- (2) Complete bio-data of all eligible candidates or of the candidates listed after screening as the case may be, shall be prepared by the office and shall be personally checked by the Administrative Officer.
- (3) The Selection Committee shall prepare a list of selected candidates in order of merit. The number of selected candidates in the list may be larger (but not larger by more than 25%) than the number of vacancies.

**44. PROCEDURE FOR RECRUITMENT BY PROMOTION:**

- (1) The Selection Committee constituted under rule-18(2) will also select candidates for posts to be filled by promotion.

- (2) Merit will be the criteria for promotion.
- (3) The Selection Committee shall scrutinize the records of all eligible candidates and prepare a list of selected candidates in order of their merit.

**45. APPOINTMENT:**

The Appointing Authority shall make appointment of the candidates in the order in which they stand in the list prepared under rule-43(3).

**CHAPTER-II**  
**PART-III**  
**GENERAL ADMINISTRATION**

**46. STRENGTH OF THE SERVICE:**

This cadre now comprises of the following posts :-

Sl.No.	Name of Posts	No. of Posts	Pay-Scale(Rs.)
1.	Secretary	1	Class-I PCS
2.	Chief Project Officer	1	Class-I PCS
3.	Manager (Marketing)	1	3200-4875
4.	Administrative Officer	1	2200-4000
5.	Publicity Officer	1	2200-4000
6.	Project Economist	1	By Deputation

**Note :** Project Officer (Planning) presently designated as Technical Officer (Planning) shall be treated as a Project Officer under Chapter-II Part-II and after the present incumbent retires or vacates, the post will also be filled by the regular Project Officer only.

**47. SOURCE OF RECRUITMENT:**

The aforesaid posts shall be filled from the following sources :-

**SECRETARY :** by deputation from PCS Class-I service.

**CHIEF PROJECT OFFICER:** by deputation from PCS Class-I service.

**MANAGER(MARKETING):** by deputation or from amongst eligible candidates working in NEDA.

**ADMINISTRATIVE OFFICER:** by promotion on merit from Office Supdt. having atleast six years service. In case he is not found suitable, open selection can be made from amongst the Senior Assistants having atleast ten years experience or by direct recruitment.

**PUBLICITY OFFICER :** by direct recruitment.

**PROJECT ECONOMIST:** by deputation from other departments or Public Undertaking having Post-graduate in Economics and an experience of at-least three years in project formulation and evaluation.

**48. QUALIFICATIONS FOR DIRECT RECRUITMENT:**

**MANAGER (MARKETING) :** Master's degree with 50% marks and Diploma in Marketing Management from a recognised Institute with atleast 3 years exp. in this field.

**Age :** 25 years to 35 years.

**ADMINISTRATIVE OFFICER :** Ist class Master's degree with diploma in Personnel Management having at-least three years experience in personnel management and public relations.

**Age :** 25 years to 35 years.

**PUBLICITY OFFICER** : Master's degree with atleast 50% marks and three ;years experience in Personnel Management Public Relation and preference will be given to the candidates having degree/diploma in appropriate subject.

**Age** : 25 years to 35 years.

**49. PROCEDURE FOR DIRECT RECRUITMENT :**

- (1) The vacancies to be filled by direct recruitment shall be advertised properly.
- (2) When applications have been received and scrutionzed the eligible candidates shall be interviewed by Selection Committee constituted under rule-18(2).

**50. PREPARATION OF LIST OF SELECTED CANDIDATES**

The names of candidates selected by direct recruitment shall be arranged in a list in order of merit. Candidates selected against reserved vacancies shall be so specified in the list. The list so prepared shall be valid for one year. The list of candidates selected by direct recruitment may be larger (but not larger by more than 25%) than the number of vacancies for which the selection has been made. Provided that where two or more candidates secure equal aggregate marks, the person older in age shall be placed higher/first.

**51. PROCEDURE FOR RECRUITMENT BY PROMOTION:**

The criteria for promotion shall be merit in all the cases.

**52. APPOINTMENT**

The Appointing Authority shall make appointments from the list of candidates prepared by the Selection Committee in the order in which their names appear in the list.

**CHAPTER-II**  
**PART-IV**  
**MINISTERIAL STAFF**

**53. CADRE OF SERVICE:**

This cadre will comprise of the following posts:

S.No.	Name of Posts	No. of Posts	Pay-scale(Rs.)
A)1.	Office Superintendent	1	1640-2900
2.	Senior Assistant	5	1400-2600
3.	Junior Asstt. Grade-I	90	1200-2040
4.	Junior Asstt. Grade-II		950-1500
5.	Drivers	18	950-1500

**54. SOURCE OF RECRUITMENT :**

**OFFICE SUPERINTENDENT:** by selection on merit from amongst Senior Assistants with minimum four years service as Senior Assistant.

**SENIOR ASSISTANT :** by selection from amongst the permanent Junior Asstts. Grade-I with atleast six years service in the pay-scale of Junior Asstts. Grade-I.

**JUNIOR ASSISTANT GRADE-I :** by promotion from amongst the permanent Junior Asstt. Grade-II who is a graduate with minimum five years of service.

**JUNIOR ASSISTANT GRADE-II:** by direct recruitment provided that so far as possible 15 percent of the posts can be filled through selection on merit from amongst regular employees working in the pay-scale lower than Rs. 950-1500 who possess the minimum academic and typing efficiency required for the post of Junior Assistant Grade-II and have put in atleast five years service in NEDA in the regular pay-scale.

**DRIVERS :** Direct recruitment on contract.

**55. QUALIFICATIONS :**

**JUNIOR ASSISTANT GRADE-II :** The Candidate for direct recruitment to the post of Junior Assistant Grade-II must possess the following minimum qualifications:-

- (i) must be a graduate from a recognised university.
- (ii) must have typing speed of 25 and 30 words per minute in Hindi and English respectively.

Age: 21 years to 30 years.

**DRIVERS :** A candidate for the post must have passed class viii, possess a valid licence and have five years experience in driving.

Age : 25 years to 35 years.

**56. DETERMINATION OF VACANCIES:**

The Appointing Authority shall determine the number of vacancies of Junior Assistant Grade-II to be filled by direct recruitment at a given time and notify to the Employment Exchange the total number of vacancies also indicating the number of vacancies reserved for

the candidates belonging to SC/ST and Backward Class. The Appointing Authority may also invite applications through advertisement in the News Papers and directly from the persons who have their names registered in the Employment Exchange.

**57. PROCEDURE FOR DIRECT RECRUITMENT :**

Selection to the direct recruitment posts shall be made by the Selection Committee constituted under Rule-18(2).

**JUNIOR ASSTT. GRADE-I & II**

- (i) The name of the candidates shall be put in the order of merit in the following manner :-
- (a) Percentage of marks at the minimum qualifying examinations for the post shall be entered against the name of each candidate.
- (b) For every higher examinations passed, an additional ten percent of the percentage of marks secured in each such final examinations shall be added.

**Explanation :-** No additional marks shall be awarded for a pass, that in the first or second year examination of three years degree course or for part-I of the Bachelor's/Master's degree course.

- (ii) The merit list so prepared shall be placed before the selection committee.
- (iii) The candidates will be examined with respect to their typing speed, their ability to express concisely and correctly and their personality through an interview by the Selection Committee.
- (iv) The marks allotted for the said examination will be as follows:-

---

(a) for typing	20 marks
(b) for ability to express	20 marks
(c) Personality test/interview	10 marks

---

- (v) The marks allotted at the interview shall be added to the marks entered on the basis of academic attainment worked out. If more than one candidates secured equal marks in the aggregate, the candidate who secured more marks on the basis of academic attainment, shall be placed higher.
- (vi) Candidate selected against reserved vacancies shall be so specified in the list.
- (vii) The number of candidates in the list shall be larger (but not larger by more than 25%) than the number of vacancies and the list so prepared shall be valid for one year from the date of notification of the vacancies.

**58. PROCEDURE FOR RECRUITMENT BY PROMOTION**

- (1) Recruitment by promotion shall be made on the basis of seniority subject to rejection of the unfit through the Selection Committee constituted under Rule-18(2).
- (2) The Appointing Authority shall prepare an eligibility list of the candidates, arranged in order of seniority, and place it before the Selection Committee alongwith their character rolls and such other records pertaining to them as may be considered proper.
- (3) The Selection Committee shall consider the case of the candidates on the basis of the records, referred to in the

**sub-rule (2) above**

- (4) The Selection Committee shall prepare a list of selected candidates, arranged in order of seniority and forward the same to the Appointing Authority.

**59. RECRUITMENT BY PROMOTION TO THE MINISTERIAL POSTS:**

For filling vacancies of Junior Asstt. Grade-II/Routine Grade Clerks from amongst employees working in the pay-scale below Rs. 950-1500, a list of eligible candidates shall be prepared and such of the candidates as fulfil the condition will be required to undergo a competitive examination in :-

---

(a) typing and language	90 marks
(b) interview	10 marks

---

**60. APPOINTMENT BY APPOINTING AUTHORITY :**

On the occurrence of substantive vacancies the Appointing Authority shall make appointments by taking the name of candidates in the order in which they stand in the merit list.

**CHAPTER - II**  
**PART - V**  
**SUPPORTING STAFF**

**61. STRENGTH OF SERVICE :**

(1). The class now comprises of the following posts :

S.No.	Name of Posts	No. of Post	Pay Scale(Rs.)
1.	Peon/Helper/Dak-runner/Chowkidar	138	750-940
2.	Daftari	1	775-1025
3.	Cyclostyle operator	1	775-1025
4.	Sweeper	2	750-940

(2). Provided that the Appointing Authority may leave unfilled or the Executive Committee may hold in abeyance any vacant post without thereby entitling any person to compensation.

(3). One post of peon or dak-runner may be converted into the post of Daftari in the pay-scale of Rs. 775-1025.

**62. SOURCE OF RECRUITMENT :-**

Recruitment to the various categories of posts shall be made from the following sources :

S.No.	Name of Posts	Source of recruitment)
1.	All posts in the pay-scale of Rs. 750-940	By direct recruitment
2.	Post of Daftari in the pay-scale of Rs. 775-1025	By selection from amongst peons, dak-runners on the basis of suitability for the job.
3.	Post of Cyclostyle operator in the pay-scale Rs. 775-1025.	By selection from amongst peons, dak-runners on the basis of suitability for the job.

**63. QUALIFICATION**

(1) A candidate for recruitment to the post of Peon or Dak-runner should have passed minimum High School examination and must know cycling.

(2) a candidate for other posts for direct recruitment in the pay-scale of Rs. 750-940 should be literate.

AGE : Between 18 to 30 years.

**64. DETERMINATION OF VACANCIES :**

The Appointing Authority shall determine and in case of the vacancies to be filled by direct recruitment notify to the Employment Exchange the number of vacancies to be filled during the course of the year and also the number of vacancies to be reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories. The Appointing Authority may also invite applications direct from the persons whose names are registered in the Employment Exchange.

**65. PROCEDURE FOR DIRECT RECRUITMENT :**

When the names of the candidates have been received by the Selection Committee it shall interview the eligible candidates and make selection for the general as well as the reserved vacancies.

- (2) The number of the candidates to be selected will be larger (but not larger by more than 25%) than the number of vacancies for which selection has been made. The names in the select list shall be arranged in the order of merit according to the marks secured in the interview. Candidates selected against reserved vacancies shall be so specified in the list.

**66. APPOINTMENT :**

The appointing Authority shall make appointment from the list of candidates prepared under Rule-64(2) in order in which their names appear in the list.

**67. CRITERIA FOR PROMOTION :**

Criteria for promotion in respect of all the posts shall be seniority subject to rejection of the unfit.

**CHAPTER - II**  
**PART - VI**  
**SUPPORTING STAFF**

**68. STRENGTH OF OTHER STAFF:**

(1) This cadre will now comprise the following posts :

S.No.	Name of Posts	No. of Post	Pay Scale(Rs.)
1.	Demonstration-cum-Marketing Asstt.	1	1400-2600
2.	Private Secretary	2	1640-2900
3.	Personal Assistant	3	1400-2600
4.	Stenographers	8	1400-2300
5.	Computer Programmer Grade-I	1	2200-4000
	Computer Programmer Grade-II		1640-2900
6.	Jr. Assistant (Training)	1	1200-2040
7.	Library Assistant	1	1400-2300
8.	Draftsman	1	1200-2040
9.	Surveyors	10	1200-2040
10.	Data Entry Operator	4	1200-2040
11.	P.B.X. Operator	2	1200-2040
12.	Telex Operator	1	1200-2040
13.	Publicity Assistant	1	1200-2040
14.	Electrician	1	1200-2040
15.	Mali	2	750-940

Note : The post of Jr. Assistant (Training) will have fixed allowance of Rs. 400/- per month with it which will be payable to the incumbent as long as he/she holds the post.

**69. QUALIFICATION**

The qualifications of the aforesaid posts (except the post of Private Secretary, Personal Assistants which shall be filled by promotion) shall be as given below:

**DEMONSTRATION-CUM-MARKETING ASSISTANT :**

Master's degree with three years working experience in dealing with stores, correspondence, publicity programmes and exhibitions etc.

AGE : upto 35 years.

**STENOGRAPHERS :**

Intermediate and speed of 80 and 35 words per minute in English Shorthand and typing and 80 & 30 words per minute in Hindi Shorthand and typing. Candidates having Diploma in Stenography and Secretarial Practice shall be given preference.

Age : between 18 to 30 years.

**COMPUTER PROGRAMMER GRADE-I**

The candidate must be graduate with MCA or BE in Computer Science with MCA and one year experience in programming. Departmental candidate who is a graduate having PGDCA with seven years experience can also be considered.

Age : 21 to 35 years.

**COMPUTER PROGRAMMER GRADE-II**

The candidate must be a graduate with PGDCA or Diploma in Computer Science. Preference will be given to an Engineering graduate with one year experience.

Age : 21 to 35 years.

**Jr. ASSISTANT (TRAINING) :**

The incumbent will be a Junior Assistant-Cum-Typist in Grade-I having put in atleast five years service in Grade-I.

**LIBRARY ASSISTANT :**

The candidate must be graduate and possess the Diploma in Library Science from a recognised Institution or University. Preference will be given to the Science graduate.

Age : 21 to 30 years.

**DRAFTSMAN :**

The Candidate must have a Draftman Certificate from ITI in the relevant field for the job and minimum one year experience.

Age : 21 to 30 years

**SURVEYOR :**

This cadre shall be treated as a dying cadre and no recruitment shall be made against these posts in future. The present incumbents shall be accommodated against the posts found suitable for as early as possible.

**DATA ENTRY OPERATOR :**

Candidate must be graduate with training in the relevant field with minimum one year's experience.

Age : 21 to 30 years

**TELEX OPERATOR/PBX OPERATOR :**

Selection to the post of Telex Operator and PBX Operator will be made by interviewing the eligible candidates.

**PUBLICITY ASSISTANT :**

Graduates with one year experience in dealing with Publicity Programmes, Exhibitions and knowledge of record keeping.

Age : 21 to 30 years.

**ELECTRICIAN :**

I.T.I. certificate holder in Electrical Trade with atleast two years experience in the field.  
Direct by interview.

Age : 21 to 30 years.

**MALI :**

The candidate should be literate with One Year experience in the relevant field. Direct by interview.

Age : 21 to 30 years.

**70. SOURCE OF RECRUITMENT :**

- (1) Recruitment to the posts, except to those of Private Secretary, Personal Assistant, Jr. Assistant (Training), shall be by direct recruitment. The incumbent to the post of Jr. Assistant (Training) shall be posted from amongst the Jr. Assistant grade-I, II. The post of Computer Programmer shall be filled by direct recruitment.
- (2) The post of Private Secretary shall be filled by promotion from amongst the Personal Assistants with atleast five years service as Personal Assistant in NEDA.
- (3) The post of Personal Assistant will be filled by promotion from amongst Stenographers with atleast five years service as Stenographer in NEDA. If suitable persons with adequate length of service are not available for promotion, the post will be filled by deputation.
- (4) Selection by direct recruitment promotion to various posts in this part will be made through the Selection Committee constituted under Rule-18(2).

**71. PROCEDURE FOR DIRECT RECRUITMENT :**

- (1) The vacancies in different posts will be notified to the Employment Exchange and also advertised in selected Newspapers.
- (2) The applications received shall be listed by the office and personally checked by the Administrative Officer and the names with necessary particulars of such candidates as have the requisite qualifications shall be put up before the Selection Committee.
- (3) The Selection Committee will interview the candidates and prepare a list of suitable candidates on the basis of qualifications and assessment made in the interview. Provided that for the post of Stenographer a competitive examination in Shorthand and Typing will be arranged by the Selection Committee and the marks obtained by each candidate will be the basis of selection.
- (4) The names of candidates selected shall be arranged in a list in the order of merit on the basis of aggregate marks obtained by a candidate on the basis of academic attainments to be worked out in accordance with the rule-56 (iii, iv and vi) on the basis of Examinations and interviews.
- (5) The number of candidates placed on the merit list by the Selection Committee for direct recruitment may be larger (but not denger by more than 25%) than the number of vacancies for which selection has been made.
- (6) The merit list so prepared shall be valid for one year.

**72. PROCEDURE OF SELECTION BY PROMOTION :**

Recruitment by promotion to the posts of Private Secretary and Personal Assistants will be made on the basis of seniority subject to rejection of the unfit the Selection Committee constituted under Rule-18(2).

**CHAPTER - II**  
**PART - VII**  
**ACCOUNTS STAFF**

**73. STRENGTH OF OTHER SERVICE:**

This cadre comprises of the following posts :

S.No.	Name of Posts	No. of Post	Pay Scale(Rs.)
1.	Finance Manager	1	As of the incumbent
2.	Accounts Officer	1	As of the incumbent
3.	Accountant	1	1400-2600
4.	Cashier-cum-Accountant	1	1400-2600
5.	Assistant Accountant	3	1350-2200

**74. SOURCE OF RECRUITMENT :**

The aforesaid posts shall be filled from the following sources :-

**FINANCE MANAGER:**

By deputation or on contract basis.

**ACCOUNTS OFFICER :**

By deputation from State Finance and Treasury service.

**ACCOUNTANT/CASHIER-CUM-ACCOUNTANT :**

By selection on merit from amongst the Assistant Accountants and Junior Assistants Grade-I.

**ASSISTANT ACCOUNTANT :**

By direct recruitment.

**75. QUALIFICATIONS:**

**FINANCE MANAGER:**

The candidate on deputation must be a Chartered Accountant and the one on contract a Chartered Accountant having atleast two years practice.

**ACCOUNTS OFFICER:**

Class-I or Class-II officer from State Govt.

**ACCOUNTANT:**

The candidate must have put in eight years of satisfactory service as Assistant Accountant.

**ASSISTANT ACCOUNTANT:**

A candidate for direct recruitment to the post must be a B.Com. with minimum of 50 percent marks and must have atleast two years experience of handling accounts in some Govt.

Organisation or Public Sector or M.Com. with minimum of 50% marks. Typing proficiency in Hindi and English with 25 and 30 words per minute.

**76. DETERMINATION OF VACANCIES:**

The Appointing Authority shall determine the vacancies for direct recruitment at a given time including the vacancies for reserved category also and notify the vacancies to the Employment Exchange. The Appointing Authority may also invite applications directly from the persons registered with Employment Exchange.

**77. PROCEDURE FOR DIRECT RECRUITMENT:**

Selection to the direct recruitment posts shall be made by the Selection Committee constituted under Rule-18 (2).

- (1) The name of the candidates shall be put in the order of merit in the following manner.
- (a) Percentage of marks at the minimum qualifying examinations for the post shall be entered against the name of each candidate.
- (b) For every higher examinations passed, an additional ten percent of the percentage of marks secured in each such final examination shall be added.

**EXPLANATION:**

No additional marks shall be awarded for a pass, that in the first or second year examination of two years degree course or for part-I of the Bachelor's/Master's degree course.

- (2) The merit list so prepared shall be placed before the Selection Committee.
- (3) The candidates will be examined with respect to their typing speed, their ability to express concisely and correctly and their personality through an interview by the Selection Committee.
- (4) The marks allotted for the said examination will be as follows:-
  - (a) for typing 20 marks.
  - (b) for ability to express 20 marks.
  - (c) personality test interview 10 marks.
- (5) The marks allotted at the interview shall be added to the marks entered on the basis of academic attainment worked out of a total of 20 marks, competitive examination and experience and the merit list shall be drawn up accordingly. If more than one candidate secured equal marks in the aggregate, the candidate who secured more marks on the basis of academic attainment, shall be placed higher.
- (6) Candidates selected against reserved vacancies shall be so specified in the list.
- (7) The number of candidates in the list shall be larger (but not larger by more than 25%) than the number of vacancies and the list so prepared shall be valid for one year from the date of notification of the vacancies.

**78. PROCEDURE FOR RECRUITMENT BY PROMOTION:**

- (1) Recruitment by promotion shall be made on the basis of merit of the candidates fulfilling the minimum eligibility requirements by the Selection Committee constituted under Rule-18 (2).

- (2) The Appointing Authority shall prepare an eligibility list of the candidates and place it before the Selection Committee along with their character rolls and such other records pertaining to them as may be considered proper.
- (3) The Selection committee shall consider the case of the candidates on the basis of the records as referred above.
- (4) The Selection Committee shall prepare a list of selected candidates in order of seniority and forward the same to the Appointing Authority.

**79. APPOINTMENT BY APPOINTING AUTHORITY:**

On the occurrence of substantive vacancies the Appointing Authority shall make appointments in order of seniority from the list prepared by the Selection Committee.

## CHAPTER III

### CONDUCT AND DISCIPLINARY PROCEEDINGS

#### 80. DEFINITIONS :

In these rules, unless the context otherwise requires :

- ¼1½ **Disciplinary Authority** means the authority competent under these rules to impose on an employee of the NEDA any of the penalties specified in these rules;
- ¼2½ **'Criminal Charge'** means an offence alleged to have been committed by an employee and in respect of which FIR has been lodged or a complaint filed for cognizance taken otherwise;
- ¼3½ **'Family'** for the purpose of these rules includes the wife, son, step-son, unmarried daughter or unmarried step-daughter in the case of male employee, and in relation to a female employee, the husband, son, step-son, unmarried daughters and unmarried step-daughters of the employee,
- ¼4½ **'Punishing Authority'** in respect of an employee against whom disciplinary proceedings are contemplated means the Appointing Authority or the Authority who has been delegated the power of awarding minor punishments and suspending an employee pending an enquiry.

#### 81. GENERAL :

- ¼1½ Every employee of the NEDA shall, at all times, maintain absolute integrity and honesty.
- ¼2½ Every employee of the NEDA shall, at all times, devote himself to the duty or the job, specially or generally assigned or entrusted to him by the Competent Authority.
- ¼3½ Every employee of the NEDA shall, at all times, conduct himself in accordance with the specific or implied orders of the Competent Authority and shall so conduct himself as not to cause embarrassment to the NEDA.
- ¼4½ Every employee of the NEDA shall comply with orders/ instructions of his superior officer.
- ¼5½ Every employee of the NEDA shall, at all times, be at the disposal of the NEDA.
- ¼6½ Every employee of the NEDA shall observe punctuality in attending to his duty, if the system of punching of cards is introduced, every employee shall abide by orders in this behalf.
- ¼7½ Every employee of the NEDA shall, so required, subject himself to search of his person both at the time of entry in and exit from the specified premises.
- ¼8½ No employee of the NEDA shall practise untouchability in any form.
- ¼9½ Every employee shall;
- ¼i½ Strictly abide by the law in force relating to intoxicating drink or drug during the course of his duty,
- ¼ii½ Not be under the influence of an intoxicating drink or drug during the course of his duty;
- ¼iii½ Take due care that the performance of his duties at any time is not effected in any manner by the influence of such drinks or drugs,
- ¼iv½ Refrain from consuming any intoxicating drink or drug in a public place,
- ¼v½ Not appear in a public place in a state of intoxication.

**82. UNAUTHORISED COMMUNICATION OF INFORMATION.**

No employee shall communicate, directly or indirectly any official document or information to any person to whom he is not authorised to communicate such information.

**83. PRIVATE TRADE OR EMPLOYMENT**

No employee shall except with the previous permission of the Executive Committee of the NEDA engage himself directly or indirectly in any private trade or business or professional work or undertake any other employment.

Provided that social, cultural or academic activities not involving pecuniary benefit to the employees shall not be barred, if they do not effect the discharge of duty by the employee.

**84. INVESTMENT**

¼1½ No employee shall make or permit any member of his family to make any investment likely to embarrass or influence him/her in the discharge of his/her duty.

¼2½ If any question arises whether an investment is of the nature referred to in sub-rule ¼1½ above, the decision of Executive Committee in the matter shall be final.

**85. LENDING AND BORROWING :**

No employee of the NEDA shall, except with the previous permission of the Appointing Authority lend to or borrow from any private person, money, at interest.

**86. IMMOVABLE AND MOVABLE PROPERTY :**

No employee shall, except with the previous permission of the Competent Authority acquired or dispose of any immovable properties by lease, mortgage, purchase, sale, gift or otherwise in his own name or in the name of any member of his family.

**87. CONVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE :**

No employee shall bring or attempt to bring himself, personally or through a member of his family, any political or other outside influence to bear upon any question relating to his interest in respect of matters pertaining to his service.

**88. BIGAMOUS MARRIAGE :**

¼1½ No employee who had a wife living shall contract another marriage without first obtaining the permission of the Competent Authority, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

¼2½ No female employee shall marry any person who has a wife living without first obtaining the permission of the NEDA.

**89. FINANCIAL LOSS TO THE NEDA :**

Any act of omission or commission or neglect of duty, willful or otherwise, on the part of an employee entailing financial loss on the NEDA, shall be viewed as a serious dereliction of duty.

**90. DISCIPLINARY PROCEEDINGS :**

Failure to comply with orders of NEDA Authorities issued from time to time or neglect of duty or breach of norms indicated in rules 80 to 88 above or any other act prejudicial or harmful to the interests of the NEDA shall attract departmental action, wherever necessary, disciplinary proceedings, some of the more common grounds of initiating disciplinary proceedings are listed below as illustrations ;

- 1½ Drawal of wrong travelling allowance bills,
- 2½ Theft, pilferage or wastage of the property, funds, material or other assets of the NEDA;
- 3½ Bribery, corruption;
- 4½ Disobedience of orders of the Competent Authority;
- 5½ Insubordination;
- 6½ Misbehaviour, misconduct;
- 7½ Negligence or carelessness;
- 8½ Embezzlement including temporary abeyance;
- 9½ Violation of financial rules and procedures.

Provided, in addition, that where a person is appointed on contract on some special terms and conditions, breach of any of these terms and conditions will also invite disciplinary action against the person concerned.

**91. COMPETENT AUTHORITY :**

The Appointing Authority or an Officer to whom such power has been delegated by the Appointing Authority by general or specific order, shall be competent to take disciplinary action.

**92. PRELIMINARY ENQUIRY :**

On receipt of a complaint or on the basis of facts coming otherwise to the notice or knowledge of the authority competent to take disciplinary action, he/she may make or cause to be made such preliminary inquiry as he/she deems proper to ascertain the prima facie truth of the allegations and the evidence in support thereof. After considering the facts and the circumstances brought out during the preliminary inquiry or independently of such an inquiry, the Competent Authority may start a departmental inquiry against the employee concerned.

**93. PENALTIES :**

¼1½ The following penalties may for good and sufficient reasons be imposed on an employee;

¼A½ **Minor penalties :**

¼i½ Censure;

¼ii½ Withholding of promotion;

¼iii½ Recovery from pay of the whole, or part of any pecuniary loss, caused to the NEDA, by negligence or breach of order;

¼iv½ Withholding of annual increments of pay including stoppage of efficiency bar;

¼B½ **Major penalties**

¼i½ Reduction to a lower stage in the scale of pay for a specified period with further directions as to whether or not the employee will earn increments during the period, or reduction and whether, on the expiry of such period, the reduction will or will not have the effect of postponing future increments of his pay;

¼ii½ Reduction to a lower scale of pay, grade or post which shall ordinarily be a bar to promotion of the employee to the scale of pay, grade or post from which he was reduced, with or without further directions regarding conditions of restoration of the grade or post from which the employee was reduced and his seniority and pay on such restoration to that grade or post;

¼iii½ Removal from service which shall not be disqualification for future employment under the NEDA;

¼iv½ Dismissal from service which shall ordinarily be a disqualification for future employment under the NEDA;

¼2½ The following shall not amount to a penalty within the meaning of this rule namely;

¼i½ Stoppage of an employee at the efficiency bar in the scale of pay on the ground of his unfitness to cross the bar;

¼ii½ Non-promotion of an employee, whether in a substantive or officiating capacity, after due consideration of his case to a post or grade to which promotion is made by selection;

¼iii½ Reversion of an employee officiating in a higher grade or post to which promotions are made by selection, to a lower grade or post after a period of trial not exceeding one year on the ground that he is considered suitable for such higher grade or post or on any administrative ground unconnected with his conduct;

¼iv½ Reversion of an employee appointed on probation during or at the end of the period of probation, in accordance with the terms of appointment or the rules and orders governing such probation;

¼v½ Replacement of the service of an employee whose services have been borrowed;

¼vi½ Termination of the service of an employee appointed on probation, during or at the end of the period of probation in accordance with the terms of service or the rules and orders governing such probation.

**94. SUSPENSION :**

¼1½ An employee against whose conduct and enquiry is contemplated may be placed under suspension by the Appointing Authority or by an authority so empowered by a general or special order pending conclusion of the enquiry, if in the opinion of such authority.

¼ii½ The continuation of the association of the employee with the post he is holding is likely to jeopardise an objective enquiry against the employee, or

- ¼iii½ The charges are so grave that, if proved, they are likely to result in dismissal, removal or reduction in rank of the employee.
  - ¼2½ An employee of the NEDA who is detained-in custody on a criminal charge for a period exceeding 48 hours and who is refused bail or is convicted on a criminal offence, or is not completely exonerated of a criminal charge shall be forthwith suspended from service and shall be otherwise deemed to have been suspended and such a suspension shall be followed by a regular charge-sheet.
  - ¼3½ Were a penalty of dismissal, removal imposed upon an employee is set aside in appeal or on review under these rules or under orders of a court and the case is remitted for further enquiry or action or with any other direction, the order of suspension of the employee shall be deemed to have continued in force from the date of the original dismissal, removal or compulsory retirement and shall remain in force till further orders.
  - ¼4½ An employee of the NEDA who has been pledged under suspension;
  - ¼i½ Shall not leave his Head Quarter without permission of the Competent Authority;
  - ¼ii½ Shall not take any job without the prior permission of the Appointing Authority/Competent Authority;
- Provided that if he/she takes up some job during the period of suspension with the permission of Appointing Authority/Competent Authority his/her earnig from such job will be adjusted against the dues he/she would be entitled to in case he/she is eventually reinstated.

#### **PROCEDURE FOR MAJOR PUNISHMENT :**

#### **95. APPOINTMENT OF AN ENQUIRY OFFICER :**

If the Appointing Authority on the basis of preliminary enquiry considers that prima facie there are good and sufficient reasons to institute an enquiry against an employee he may start the enquiry himself or appoint any other officer or a committee in his behalf who will initiate the enquiry and submit his findings to the Appointing Authority.

#### **CHARGE SHEET :**

Every Enquiring Officer shall frame definite, clear and precise charges against the employee being proceeded against and shall include.

#### **96.**

- ¼1½ The substance of the imputation of misconduct or misbehaviour into definite and distinct articles of charges;
- ¼2½ A statement of the imputations of misconduct or misbehaviour in support of each article or charge;
- ¼3½ A statement of all relevant facts including any admission or confession made by the employee;
- ¼4½ A list of documents by which, and a list of witnesses by whom, the articles of charges are proposed to be sustained provided that if the past bad record of the employee is proposed to be taken into account in determining the penalty to be imposed it shall be made a subject matter of a specific charge in the charge-sheet itself.

Provided further that charges shall be framed with the approval of the Appointing Authority, if the Enquiry Officer is not the Appointing Authority. The charge-sheet so framed shall be

signed by the Appointing Authority or the Enquiring Officer who has been so appointed by the Appointing Authority. In case the charge-sheet is signed by the Enquiring Officer he shall sign it as far and on behalf of the Appointing Authority.

**97. SERVICE OF THE CHARGE-SHEET :**

The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charges, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of the charge is proposed to be sustained and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.

**98. INSPECTION OF RECORDS AND SUPPLY OF COPIES :**

Before submitting his explanation to the charge-sheet the employee can ask for inspection of relevant records as well as copies of relevant documents. He shall also be entitled to receive copies of statements made by witnesses during preliminary enquiry provided that;

¼1½ Such witnesses are examined at the oral enquiry, and

¼2½ The employee specifically asks for them.

**99. REASONABLE OPPORTUNITY TO THE EMPLOYEE :**

Reasonable opportunity shall be given to the employee concerned.

¼1½ To submit his explanation regarding the charges within a specified time which may also indicate the names of the witnesses, whom the employee wants to produce the documents which he wants to submit in his defence;

¼2½ To adduce all relevant evidence on which he relies;

¼3½ To cross-examine the witnesses on oath whose evidence shall be recorded by the Enquiring Officer in his ¼employee's½ presence;

¼4½ To deny his being guilty and establish his innocence;

¼5½ To be heard personally and make oral submission before the Enquiring Officer. Provided that the Enquiring Officer may refuse to examine witnesses who appear to him to be irrelevant to the case.

In all such cases, he shall record in writing the reasons for doing so.

**100. WHEN APPOINTING AUTHORITY IS NOT THE ENQUIRING OFFICER :**

The procedure laid down above shall be the Enquiring Officer in making the enquiry. On the conclusion of the enquiry, the Enquiring Officer shall submit his report in the matter to the Appointing Authority concerned. The report to be so submitted shall include the text of each charge, the evidence, discussion and findings thereon but shall not include any recommendation in respect of punishment proposed to be inflicted. The Enquiring Officer shall make his recommendation about the punishment in the covering letter forwarding the report to the Appointing Authority.

**101. DECISION OF THE APPOINTING AUTHORITY**

After objectively considering the material on record including the text of the charges, evidence in support of the charges, the rebuttal of charges by the employee and evidence adduced by him in support of his rebuttal as also the report of the Enquiring Officer where such an Enquiring Officer has been appointed by the Appointing Authority shall pass the final order which shall be a speaking order.

**102. SPECIAL PROCEDURE IN CERTAIN CASES**

Notwithstanding anything contained in rules 94 to 100;

¼1½ Where any penalty is imposed on an employee on the ground of conduct which has led to his conviction of a criminal charge, or

¼2½ Where the disciplinary authority is satisfied, for reasons to be recorded by it in writing, that it is not reasonably practicable to hold an enquiry in the manner prescribed in the rule.

The disciplinary authority may consider the circumstances of the case and make such orders thereon as it deemed fit.

**103. APPEAL :**

An employee shall be entitled to appeal within three months to the next higher authority against an order of dismissal, removal, reduction in rank or reduction to a lower stage in the scale, where the Chairman is the Appointing Authority the appeal shall lie to the Executive Committee of the NEDA.

**104. PRESENTATION :**

Except for punishment for which appeal is provided in rule 99. An employee can make a representation to the next higher authority against the punishment imposed on him as a result of disciplinary proceedings within two months of the receipt of the order.

**105. TIME SCHEDULE FOR DISPOSAL OF CASES :**

It is of utmost importance that all cases of disciplinary proceedings including appeals and representations are properly disposed off. Except for very special circumstances, the following time table shall be adhered to;

¼1½ Charge-sheet must be given to the employee within fifteen days of the decision to start disciplinary proceedings;

¼2½ The charged employee must be required to submit his explanation within fifteen days and in no case later than thirty days;

¼3½ The enquiry must be completed within three months including examination, cross-examination of witnesses and production of other evidence;

¼4½ The Enquiring Officer where he is not the punishing authority should submit his report to the Appointing Authority within fifteen days after completing the enquiry;

¼5½ The final orders in the proceedings must be passed within fifteen days of the completion of the enquiry where the punishing officer is not the Enquiring Officer and within fifteen days of the receipt of the report of the Enquiring Officer in other cases.

**106. SUBSISTENCE ALLOWANCE :**

An employee under suspension will be paid subsistence allowance at the rate of half of his normal emoluments, during the period of suspension. However, if the period of suspension continues beyond three months and the employee is not responsible for such prolongation or delay in the completion of the enquiry, the subsistence allowance to the suspended employee shall be paid at three-fourth of his normal emoluments.

**107. CONSEQUENCE OF REINSTATEMENT ON APPEAL OR REPRESENTATION**

Where an employee who has been dismissed or removed is reinstated as a result of appeal, representation or suo-moto review or would had been so reinstated but for his retirement on superannuation while under suspension or not, the Competent Authority ordering reinstatement shall consider and make specific orders;

¼1½ Regarding the pay and allowance to be paid to the employee for the period of his absence from duty including the period of suspension proceeding his dismissal or removal as the case may be, and

¼2½ Whether or not the said period shall be treated as a period spent on duty

## **CHAPTER-IV**

### **LEAVE**

#### **108. Kinds of leave.**

The following kinds of leave may be granted to an employee :-

- $\frac{1}{4}1\frac{1}{2}$  **Casual leave.**
- $\frac{1}{4}2\frac{1}{2}$  **Special casual leave.**
- $\frac{1}{4}3\frac{1}{2}$  **Earned leave.**
- $\frac{1}{4}4\frac{1}{2}$  **Medical leave.**
- $\frac{1}{4}5\frac{1}{2}$  **Extraordinary leave.**
- $\frac{1}{4}6\frac{1}{2}$  **Disability leave.**
- $\frac{1}{4}7\frac{1}{2}$  **Maternity leave.**

#### **109. CASUAL LEAVE.**

- $\frac{1}{4}i\frac{1}{2}$  Every employee of NEDA shall be eligible for fourteen days casual leave in a calender year provided that not more than seven days casual leave will be granted at a time to an employee unless the sanctioning authority considers that there are exceptional circumstances justifying the grant of such leave for more than seven days at a time.
- $\frac{1}{4}ii\frac{1}{2}$  Un-availed casual leave shall lapse at the end of Calender year.
- $\frac{1}{4}iii\frac{1}{2}$  Casual leave can not be combined with or sanctioned in continuation of any other kind of leave.
- $\frac{1}{4}iv\frac{1}{2}$  Permission can be given to prefix or suffix sundays and other holidays to the casual leave at the discretion of the sanctioning authority but it must be ensured that normal work does not suffer. Sundays, holidays and other non-working days falling within the period of casual leave will not be counted as casual eave.

#### **NOTE :**

- $\frac{1}{4}1\frac{1}{2}$  The sanctioning authority shall maintain an account of casual leave granted to each employee.
- $\frac{1}{4}2\frac{1}{2}$  Casual leave shall be granted only for adequate reasons.
- $\frac{1}{4}3\frac{1}{2}$  An employee who takes casual leave while on tour shall not be entitled to daily allowance during such leave.
- $\frac{1}{4}4\frac{1}{2}$  An employee on casual leave shall not be treated as absent from duty and no substitute shall be appointed in his place.
- $\frac{1}{4}5\frac{1}{2}$  The employee on taking casual leave shall be held responsible if work suffers in any way on account of his absence on casual leave.
- $\frac{1}{4}6\frac{1}{2}$  Persons who join services in the course of a calender year may be allowed casual leave on a proportionte basis.

#### **110. SPECIAL CASUAL LEAVE :**

Apart from fourteen days casual leave, special casual leave upto ten days in a calender year can be granted to an employee by the Director for the following purpose :

- ¼1½ For participation in sports events of National/International importance.
- ¼2½ For taking part in cultural activities of Inter-State or All India character.
- ¼3½ For participation in mountaineering or trekking expedition.
- ¼4½ For participation in Family Planning Programme if the concerned employee is hospitalised on account of post operational complications.

#### **111. EARNED LEAVE :**

¼1½ An employee of the NEDA shall earn leave on full pay in respect of period/periods spent on duty. The quantum of earned leave admissible to an employee shall be credited to his leave account in two installments as specified below :

- ¼i½ Sixteen days on the first of January,
- ¼ii½ Fifteen days on the first of July.

#### **Provided that :**

- ¼a½ If an employee has not been on duty for the entire six months period of January-June or July - December, he will earn leave at the rate of two and half days a month for the periods on duty and his leave account will be adjusted accordingly.
- ¼b½ If an employee has been on extra-ordinary leave in the six monthly period of January-June or July-December, ten percent of the number of days of such extraordinary leave shall be debited to his earned leave account.
- ¼c½ No leave will be credited to the account of an employee who is on duty for part of calender month, and
- ¼d½ The leave credited or debited under ¼a½ and ¼b½ above shall be in whole days, and half days will be counted as one day.
- ¼2½ Earned leave shall be admissible to the permanent as well as to the temporary staff of the NEDA.
- ¼3½ When the total of the earned leave in the leave account of an employee accumulates to 240 days, he shall cease to earn such leave.
- ¼4½ The maximum period of earned leave that may be granted to an employee at a time shall be 120 days.
- ¼5½ Earned leave may be granted to an employee at a time for a period exceeding 120 days but not exceeding 180 days if the entire leave so granted or any portion thereof is spent outside India but the period of such leave spent in India shall not in the aggregate exceed the limit of 120 days.

#### **112. MEDICAL LEAVE OR LEAVE ON MEDICAL CERTIFICATE :**

¼1½ A permanent employee of NEDA may be granted leave no exceeding twelve months in all during his entire service on full pay on medical certificate. Such leave shall be given only on production of a certificate of authorised Medical Attendant. The period of such leave leave shall not exceed the period

recommended by the Authorised Medical Attendant.

Provided that when the maximum period of twelve months is exhausted further leave on medical certificate not exceeding six months in all during the entire service on half pay may be granted in exceptional circumstances on the recommendation of the Authorised Medical Attendant.

- ¼2½ A temporary employee of NEDA who has been regularly appointed and has been working continuously for more than three years will also be entitled to twelve months leave on medical certificate.
- ¼3½ A temporary employee not covered under sub-rule ¼2½ above may be granted leave on full pay on medical certificate not exceeding 120 days during his entire service, provided the post from which he proceeds on leave is likely to continue till his return to duty.
- ¼4½ Leave on medical certificate should be granted only when the sanctioning authority is satisfied that the employee will be able to return to duty on the expiry of leave.
- ¼5½ No employee on leave on medical certificate shall be allowed to return to duty without first producing a medical certificate of fitness.

### **113. EXTRAORDINARY LEAVE :**

- ¼1½ Extraordinary leave without pay be granted in special circumstances;
- ¼1½ When no other leave is due, or
- ¼1i½ When other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave.
- ¼2½ Extraordinary leave without pay will not be debited against the leave account of the employee.
- ¼3½ The sanctioning authority may grant extraordinary leave in combination or in continuation of any leave that is admissible and may, commute retrospectively periods of absence without leave into extraordinary leave.

Provided that in no case shall the period of extraordinary leave exceed five years.

- ¼4½ Except when this leave is taken on medical certificate, the period of such leave will not be taken into account for grant of annual increment unless special sanction is given for the same.

#### **NOTE :**

When the sanctioning authority is satisfied that the employee has taken extraordinary leave for reasons beyond his control or for higher scientific and technical study, he can give direction that the leave may be taken into account for increment.

### **114. DISABILITY LEAVE :**

- ¼1½ The sanctioning authority may grant disability leave to an employee whether temporary or permanent, who is disabled by an injury intentionally inflicted or caused in, or in consequence of, the due performance of his official duty.
- ¼2½ Such leave shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled promptly brings it to the notice of the sanctioning authority in writing.

Provided that if the sanctioning authority is satisfied about the cause of the disability, he can allow the sanction of disability leave in those cases also in which the disability manifests after three months.

- ¼3½ The period of such leave shall be such as certified by the authorised medical attendant to the necessary but it shall not in any case exceed 24 months.
- ¼4½ This leave can be combined with any other leave.
- ¼5½ Such leave shall be counted as duty for purposes of annual increments.
- ¼6½ Leave shall be during such leave shall be equal to;
- ¼i½ Pay for the first four months, and
- ¼ii½ Half pay for the remaining period.

## **115. MATERNITY LEAVE :**

### 115. *MATERNITY LEAVE:*

- (1) A female employee of NEDA whether temporary or permanent may be granted maternity leave on full pay which may extend; in case of confinement, upto the end of three months from the date of commencement of the leave;
  - (i) in case of miscarriage, including abortion, upto total period of six weeks on each occasion, provided that the application of leave is supported by a certificate from the Authorised Medical Attendant;
  - {ii} Provided that such leave shall not be granted for more than two times during entire service including temporary services;

Provided further that no such leave shall be admissible until a period of atleast two years has lapsed from the date of expiry of the last maternity leave granted under this rule.
- (2) Maternity leave shall not be debited against the leave account and may be combined with leave of any other kind.
- (3) In the case of temporary employee, maternity leave shall not extend beyond the period the appointment is likely to last.
- (4) This leave will be granted as duty for the purpose of annual increment.

### 116. *Restricted HOLIDAY:*

Every year the NEDA shall notify a list of restricted holidays for a calendar year, every employee may avail himself of any two of these holidays during that calendar year. However, prior notice must be given to the officer authorised to sanction casual leave whenever such restricted holiday is availed of by an employee. An account of such leave shall be maintained in the office as in the case of casual leave.

### 117. *EARNING OF LEAVE:*

Leave shall be earned by period spent on duty. For the purpose of this rule a period spent on Foreign Service shall count as duty if contribution towards leave salary is paid on account of such period.

*NOTE:-*

- (i) Resignation of an employeei from service, even if followed immediately by re-employment, shall entail forfeiture of his past service for the purpose of leave;
- (ii) An employee who is dismissed or removed from, service but is reinstated on appeal or revision, shall be entitled to count his previous service for leave.

- (iii) An employee who is re-employed in the NEDA after superannuation shall not be entitled to count his previous service for leave;
- (iv) The amount of leave due to an employee is the balance of leave at his credit in the leave account:

118. *COMMENCEMENT AND TERMINATION OF LEAVE:*

Ordinary leave shall begin from the date on which leave is actually availed of and shall end on the day preceding the day on which duty is resumed. If duty is relinquished or resumed in the afternoon the leave shall commence or end, as the case may be, on the following day.

119. *SANCTIONING AUTHORITY:-*

The power of sanctioning different kinds of leave shall be exercised by the following officers:-

(A) CASUAL LEAVE:-

- |       |   |                             |
|-------|---|-----------------------------|
| (i)   | Class-I officers posted at Head Office.   | Director                    |
| (ii)  | Other staff posted at Head Office.        | Secretary                   |
| (iii) | Project officers posted at Projects.      | Project Controlling Officer |
| (iv)  | Other staff posted at projects. Concerned | Project Officer A P 0       |

(B) Special Casual Leave:-

All Officers and staff Director

(C) Other Kinds of leave:-

- |      |                      |           |
|------|----------------------|-----------|
| (i)  | Class-I Officers.    | Director  |
| (ii) | All other employees. | Secretary |

120. *ENCASHMENT OF LEAVE EARNED:*

An employee of NEDA may be allowed to encash leave earned by him subject to the following conditions:-

- (1) Only such period of earned leave can be encashed which after being debited to the leave account, will have atleast sixty days leave to the credit of the employee concerned;
- (2) The period of encashment of leave shall not exceed;
  - (i) thirty days in a calendar year in the case of an employee drawing pay not exceeding Rs.2,900 / - per month,
  - (ii) fifteen days in a calendar year in the case of an employee drawing pay exceeding Rs.2,900 / - per month.
- (3) The period of encashed leave shall be debited to the earned leave account of the employee.
- (4) No leave other then earned leave on full pay can be encashed.
- (5) Sanction of encashment of earned leave will not require handing over and taking over of charge of the post.

121. *ENCASHMENT OF EARNED LEAVE ON RETIREMENT:*

An employee shall be paid full pay in lieu of earned leave due to him on the date of his retirement.

122. *ENCASHMENT OF EARNED LEAVE PREMATURE DEATH OF AN EMPLOYEE:*

Pay in lieu of earned leave due to an employee dying while in service shall be paid to the widow/husband of the deceased. In case the deceased is not survived by his/her spouse, the payment shall be made to his/her dependants in equal shares.

123. *OTHER CONDITIONS FOR GRANT OF LEAVE:*

- (1) No leave can be claimed as a matter of right. Full discretion shall rest with the Competent Authority to grant, refuse or revoke such leave at any time according to the exigencies of service of NEDA.
- (2) No Appeal shall lie against an order refusing leave except in a case where the application for leave was accompanied by a medical certificate.
- (3) In case of an employee proceeding on sanctioned leave for one month or more, he may be given the salary for the leave period in advance~
- (4) All leave other than sick leave shall in ordinary course be got sanctioned before it is availed of, otherwise it may be treated as absence without leave and shall render the employee liable to disciplinary action.
- (5). No employee shall leave the station 'without prior permission of the Officer concerned.
- (6) No leave of any kind shall be sanctioned to an employee beyond the date of his retirement or beyond the date on which his employment is to cease.
- (7) An employee on leave shall not take up any service or accept any employment with any other organisation.
- (8) When exigencies of service so demand, an employee on leave may be recalled to *duty* before the expiry of his leave. In case of such recall, the Sanctioning Authority shall state whether the recall to *duty* is optional or compulsory, if the recall is optional, the employee is entitled to no concession. If it is compulsory; he shall be treated on *duty* from the time he starts his return journey and shall be paid traveling allowance for the return journey.

## **CHAPTER-V**

124. *TRAVELLING ALLOWANCE:*

- (1) The 'Traveling Allowance Rules' applicable to State Government employees shall be applicable to the NEDA employees.
- (2) Actual expenses of stay and transport may be reimbursed by the Director or Chair- man, as the case may be, in special circumstances.

## **CHAPTER-VI**

### **PAY FIXATION**

125. *GENERAL PRINCIPLES:*

- (1) Pay fixation of an employee in a scale is a rationalised system of remuneration payable to an employee for the service rendered by him.
- (2) The pay of an employee can not be less than the minimum and more than the maximum of the scale in which he is appointed.
- (3) The pay of an employee on promotion should be fixed in a manner that he gets some monetary benefit.

126. *FIXATION OF PAY ON FIRST APPOINTMENT*

- (1) The pay of an employee on his first appointment in the NEDA shall be fixed at the minimum of his scale except as otherwise provided in these rules.
- (2)(i) In case of selection for senior posts where specialised professional qualifications and substantial experience are prescribed as essential qualifications, the Selection Committee may recommend advance increment to the appointees in deserving cases. Provided that provision of advance increments in the deserving cases is mentioned in the advertisements for filling up the post;
- (ii) The Appointing Authority may sanction advance increments not exceeding three if so recommended by the Selection Committee.
- (iii) The Executive Committee may sanction advance increments not more than five if so recommended by the Selection Committee.

127: *PROTECTION OF EMOLUMENTS:*

In exceptional cases where a candidate already working in some responsible position in some other organisation is selected for a senior position in the NEDA, his emoluments in his previous employment may be protected to the extent deemed fit at the discretion of the Chairman subject to the following conditions:-

- (1) The provision of higher start is mentioned in the advertisement;
- (2) The Selection Committee has recommended protection of emoluments;
- (3) The candidate has exceptional qualifications to merit such protection of emoluments;
- (4) The emoluments proposed to be sanctioned do not exceed the maximum of the scale.

128. *INCREMENT:*

- (1) An increment shall ordinarily be drawn unless it is withheld for reasons to be recorded and the employee informed.
- (2) The increment falling due during a month shall be deemed to have accrued on the first day of the month.
- (3) Unless the annual increment has been withheld by the Competent Authority under *sub-rule(l)*, the same shall be drawn and paid alongwith the pay for the month in which the increment has fallen due.

- (4) The Competent Authority while withholding increment in a particular Case shall clearly indicate:-
- (i) the period for which it is withheld, and
  - (ii) whether such withholding will have the effect of postponing future increments.

129. *PERIODS TO COUNT FOR INCREMENT*

The following service shall count for increments in the scale:-

- (1) All period of duty on a post in a scale;
- (2) Service in...another post other than a post carrying less pay than the pay in the scale in which the employee is working whether in a substantive or officiating capacity;
- (3) Service on deputation provided the employee holds a lien on the post and the lien has not been suspended;
- (4) All leave other than extraordinary leave taken otherwise than on medical certificate;

Provided that the Director may, in any case in which he is satisfied that the extraordinary leave was taken for any cause beyond the control of the employee or for prosecuting higher scientific and technical studies, direct that extraordinary leave shall count for increment under *rule-128*.

- (5) The period of deputation and earned leave up to 180 days availed by an officiating employee shall count towards increment in the scale of the post on which he is officiating only for the period for which it is certified by the Appointing Authority in the NE'DA that the employee would have continued to officiate on such post had he not proceeded on leave or deputation.

130. Subject to the provisions of the above rule, the pay of an employee will be fixed in the manner indicated below:-

- (1) **On Promotion:-** Where an employee is promoted to a post of higher responsibility, his initial pay in the scale of the higher post shall be fixed at the stage next above the pay arrived at by nationally increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued. Provided that where an employee has reached the maximum of his scale, he will be allowed the national increment beyond the maximum of the scale at the rate of the last increment in that scale;

Provided further that when an employee has been promoted on a date other than the date of his increment in his scale his pay will be first fixed as per provisions of *rule-130(1)* and will again be fixed on the date of his next increment in the scale from which he has been promoted. The date of such re-fixation will be the date of his future increments.

- (2) **On Reversion:** When an employee is reverted to a post from which he was promoted or to a post equivalent to the post he was holding before such promotion, the period of officiation or on promotion shall be counted for increment in his scale and his pay will be fixed as if he had not been promoted to a higher scale.

- 3) **On Promotion after Reversion:** When an employee who had been reverted from a higher post to a lower post is again promoted to the higher post his pay will be fixed as in *sub-rule(1)* above;

Provided that where the pay so fixed is less than the pay he was drawing at the time of reversion to his substantive or officiating post, he will be entitled to the same pay he was drawing at the time of his reversion and will further earn his next increment counting the period or periods of his officiation or promotion on the higher post.

- (4) On Transfer to another equivalent post: When an employee is transferred to another equivalent post/he will continue to draw the same pay as he was drawing on the post previously held by him.
- (5) On appointment to scale: Where an employee is placed in a scale his pay will be fixed in the new scale at a stage just above the stage at which he was drawing his pay in the lower scale and he will draw his first increment in the higher scale after one year of his taking over charge in the higher scale.

131. *ON APPOINTMENT FROM CONTRACT TO REGULAR SERVICE:*

When an employee who has been appointed on contract on a fixed lump sum remuneration (without DA, Additional DA or special pay) is appointed in a regular scale in the NEDA his pay in the scale shall be fixed at a stage where his pay special pay and DA admissible at that stage are together equal to emoluments that he was drawing on the contract post:

**Provided that:**

- (1) Where there is no such stage in the scale, the pay will be fixed at the stage just above the stage worked out under this rule.
- (2) If the pay calculated in the foregoing provision is less than the minimum of the scale the pay of the employee will be fixed at the minimum of the scale.
- (3) Where the pay worked out under this rule is more than the maximum of the scale, the difference in emoluments will be paid as personal pay to the employee.

132. *PAY FIXATION ON APPOINTMENT OF A RETRENCHED EMPLOYEE:*

If a retrenched employee of the NEDA is appointed to a post in the NEDA whose pay scale is lower than the pay scale of the post that he was holding, his pay will be fixed in the scale of the post to which he is appointed at the scale of the post from which he was retrenched and if there is no such stage, just below that stage in the scale and the difference will be paid to him as personal pay to be absorbed in future increments.

133. *DOUBLE DUTY PAY:*

If an employee is appointed to discharge full duties (not current duties only.) of a post higher or equal in rank to the post he is holding in addition to his own duties, his pay will be fixed as below:-

- (1) When additionally discharging the responsibilities of the higher post in the scale of the post he will continue to get his own pay and twenty percent- of his presumptive pay in the higher scale;
- (2) When additionally discharging the responsibilities of post equal in rank, the employee will be entitled to double pay equal to twenty percent of his pay;

Provided that the double duty pay in no case shall exceed Rs.400/- per month and the period of double duty shall in no case exceed three months;

Provided further that the pay and the double duty pay under *Sub- rule(1)*. taken together shall not exceed the maximum of the higher post.

**NOTE** :-Presumptive pay will be the pay which an employee would have drawn on regular appointment to the higher post.

134. *(A) FIXATION OF PAY ON RE-EMPLOYMENT:*

If a retired employee is re-employed in NEDA his status will be that of a temporary employee and his terms of re-employment should be decided and embodied in the order of re-employment will be more than the pay he was getting at the time of retirement;

*(B) ALLOWANCE .DURING RE-EMPLOYMENT:*

Dearness allowance, house rent allowance and other allowances and facilities will be admissible to him as in the case of other temporary employees.

## **CHAPTER- VII**

### **GRATUITY**

135. *SCOPE:*

- (1) These rules shall apply uniformly to all the employees of NED A but not to employees covered by the Payment of Gratuity Act, 1972, as amended from time to time or any corresponding law for the time being in force.
- (2) If an employee covered by these rules is subsequently covered by the Payment of Gratuity Act, 1972. or any corresponding law for the time being in force, such employee shall be deemed to be covered by that law and not by these rules.

136. *DEFINITIONS:*

In these rules unless the context otherwise requires:-

- (1) 'Employee' means any person appointed by NEDA as whole-time employee but excluding the following categories of employees:
  - (i) casual or / and non-regular employees;
  - (ii) govt. servant and other employed on deputation;
  - (iii) employees on contract basis;
  - (iv) apprentices and trainees during the period of apprenticeship and training respectively;
  - (v) other employed on special contract of service, and
  - (vi) persons retired on superannuation and re-employed,
- (2) 'Family' in relation to an employee shall be deemed to consist of:-
  - (i) wife, in case of male employee;
  - (ii) husband, in case of a female employee; \
  - (iii) sons (including step and adopted sons)
  - (iv) daughters (including step and adopted);
  - (v) brothers below the age of 18 years and unmarried and widowed sisters (including step-brothers and step-sisters);
  - (vi) Father;
  - (vii) Mother
  - (viii) Married daughters(including step-daughter);
  - (ix) children of pre-deceased sons.
- (3) 'Salary' means all emoluments which are earned by an employee while On duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and includes dearness allowance but does not include any bonus, commission, house rent allowance, overtime wages and any other allowance.

137. *PAYMENT OF GRATUITY:*

- (1) Gratuity shall be payable to an employee of NEDA on the termination of his employ- ment after he has rendered continuous service for not less than five years;
  - (i) on his superannuation, or
  - (ii) on his retirement or resignation, or

- (iii) on his death or disablement due to accident or disease;

Provided that if at the time of making the nomination the employee has a family, nomination shall not be in favour of any person other than one or more of the members of his family;

A nomination or any change therein will be made by the employee during his service or even after retirement, if he so desires, with the written approval of the Competent Authority.

- (2) If an employee nominates more than one person under *sub-rule(1)* above, he shall specify in the nomination, the amount of share payable to each of the nominees in such manner as to cover the whole amount of the gratuity.

- (3) An employee may provide in a nomination

- (i) that in the event of any specified nominee predeceasing the employee, the right conferred upon that nominees shall pass to such other person(s) as may be specified in the nominations;

Provided that if at the time of making the nomination the employee has a family consisting of more than one member the person so specified shall not be a person other than a member of his family.

- (ii) that the nomination shall become invalid in the event of the happening of contingency if any specified therein.

- (4) The nomination made by an employee who has no family at the time of making the nomination or a provision made in a nomination under Clause (i) of *sub-rule(3)* by an employee whose family consists of at the date of making the nomination only one member, shall become invalid in the event of the employee subsequently acquiring family or an additional member in the family as the case may be. In such circumstances, the employee shall make a fresh nomination in favour of one or more members of his family.

- (5) (i) Every nomination, shall be *in* one of the Forms 'A' to 'c' as may be appropriate in the circumstances of the case.

- (ii) An employee may at any time cancel the nomination already made by him by sending a notice in writing to the Competent Authority.

Provided that the employee shall alongwith such notice, send a fresh nomination made in accordance with these rules.

- (6) Immediately on the death of a nominee in respect of whom no provision about the passing of his right to another person has been made in the nomination under Clause(i) of *sub-rule(3)* or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of Clause (ii) of *sub-rule(3)* or *sub-rule(4)*. the employee shall send to the competent authority a notice in writing formally canceling the nomination together with a fresh nomination made in accordance with these rules.

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

Provided further that in case of death of the employee gratuity payable to him shall be paid to his nominee, or if no nomination has been made, to his legal heir(s).

**EXPLANATION:**

- (1) For the purpose of this rule disablement means such disablement as incapacitates an employee for the work which he was capable of performing before the accident or disease resulting in such disablement.
- (2) Not with standing anything contained in *sub-rule(1)* above;

- (i) the gratuity of an employee, whose service have been terminated for any act, wilful omission or negligence causing any damage or *loss* to, or destruction of, property belonging to NEDA, shall be forfeited to the extent or damage of loss so caused;
- (ii) the gratuity payable to an employee will be wholly forfeited;
- (a) if the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or
- (b) if the service of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

138. *MODE OF CALLCULATION OFGRATUIIY:*

- (1) For every completed year of continuous service or part thereof in excess of six months, the NEDA shall pay gratuity to an employee at the rate of fifteen days salary on basis of last salary drawn by the employee concerned.
- (2) The total amount of gratuity payable to an employee shall in no case exceed 16 and half months salary or Rs. 1.00 lac whichever is less.

139. *INADMISSIBILITY OF GRATUTY:-*

No gratuity shall be admissible to an employee:-

- (1) who is dismissed or removed from the service for any act of misconduct on his part except in case in which the Executive Committee for special reasons, decides to grant as an exgratia payment, a portion of the normal admissible amount, depending upon the nature of misconduct.
- (2) who resigns from the service of NEDA before the completion of five years of continuous service or who after the completion of that period resigns without the prior permission of NEDA.

140. *NOMINATION:*

- (1) Within ninety days of the coming into force of theses rules or within ninety days of the first appointment of the employee, whichever is later, an employee shall make a nomination conferring on one or more *persons* the right to receive any gratuity after his death that may be sanctioned to him;

Provided that if at the time of making the nomination the employee has a family, the nomination shall not be in favor of any person other than one or more of the members of his family.

- (2) If an employee nominates more than one person *under .sub-rule(1)* above, he shall specify in the nomination, the amount of share payable to each of the nominees in such manner as to cover the whole amount of the gratuity.
- (3) An employee may provide in a nomination;
- (i) that in the event of any specified nominee predeceasing the employee, the right conferred upon that nominee shall pass to such other person(s) as may be specified in the nomination;

Provided that if at the time of making the nomination the employee has a family consisting of more than one member the person so specified shall not be a person other than a member of his family.

- (ii) that the nomination shall become invalid in the *event* of the happening of contingency if any specified therein.
- (4) The nomination made by an employee who has no family at the time of making "the nomination or a Provision made in a nomination under clause (i) of sub-rule(3) by an employee whose family consists of at the date of making the nomination only one member, shall become invalid in the event of the employee subsequently acquiring family or an additional member in the family, as the case may be. In such circumstances the employee shall make a fresh nomination in favour of one or more members of his family.
- (5) (i) Every nomination, shall be in one of the Forms 'A' to 'C' as may be appropriate in the circumstances of the case.  
(ii) An employee may at any *time* cancel the nomination already made by *him* by *sending* a notice *in writing* to the *Competent Authority*;  
Provided that the employee shall along with such notice, send a fresh nomination made in accordance with these rules.
- (6) Immediately on the death of a nominee in respect of whom no provision about the passing of his right to another person has been made in the nomination under clause(i) of sub-rule(3) or on the occurrence *of* any event by reason of which the nomination becomes invalid in pursuance of clause (ii) of sub-rule(3) or sub-rule(4), the employee shall send to the Competent Authority a notice in writing formally canceling the nomination together with a fresh nomination made in accordance with these rules.
- (7) Every nomination or any change therein shall be sent by the employee to the Competent Authority who will countersign the date of its receipt and keep it under his custody.
- (8) Every nomination made, and every notice of cancellation given by an employee shall to the extent it is valid, take effect on the date on which is received by the Competent Authority.
- (9) In the event of there being no nomination, the gratuity, on the death of the employee may be paid to the heir(s) of the employee in terms of the law of succession which is applicable to the concerned employee immediately before his death.

141. *DEDUCTIONS:*

It shall be open to NEDA to make deductions from the amount of gratuity payable to an employee or his nominee(s)/ heir(s) on account of any amount due by such employee to NEDA.

**FORM 'A'**  
**NOMINATION**  
**(See Sub- rules (5) (i) of Rule-140)**

To,  
The Director,  
Non-conventional Energy Development Agency,  
U.P., B-46, Mahanagar Extension,  
Lucknow-226006

I shri/smt./kumari (name in full here) whose particulars are given in the statement below, hereby nominate the person (S) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before the amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee (s)/

- (2) I hereby certify that the person(s) mentioned is/are a member (s) of my family; within the meaning of *rule-136(2)*.
- (3) I hereby declare that I have no family within the meaning of *rule-136(2)*.
- (4) (a) *My father /mother/parents is/ are not dependent on me.*  
(b) My husband's father/mother/parents is/are not dependent on my husband.
- (5) I have excluded my husband from my family by a notice dated to the Competent Authority;
- (6) Nomination made herein invalidates my previous nomination.

**NOMINEE(S)**

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which gratuity will be shared
1	2	3	4
1.			
2.			

S. No.	Statement
1.	Name of employee in full
2.	Sex
3.	Religion
4.	Whether unmarried/married
5.	Deptt./Section/Project where employed/posted
6.	post held
8.	permanent address

Village..... Thana..... Sub-division.....Post-office.....  
District .....**State**.....  
Place.....  
Date.....

*Signature / thumb impression of the employee*

**DECLARATION BY WITNESSES**

Nomination signed/thumb impressed before me:

Name in full and address of witnesses		<b>Signature</b> of witnesses
1	1	
2	2	
Place.....		
Date.....		

**CERTIFIED BY THE EMPLOYER**

Certified that the particulars of the above nomination have been verified and recorded in the NEDA.

Employer's Reference No. ....(if any)

Date.....Signature of the Officer authorised .....

Designation .....  
(rubber stamp thereof)

ACKNOWLEDGEMENT BY THE EMPLOYEE

Received the duplicate copy of nomination in from 'A' filled by and duly certified by the NEDA (Officer authorised).

Dated.....

*Signature of the employee*.....

**FORM 'B'**  
**See Sub rule-5 (i) Qfrule-140)**

To,  
 The Director,  
 Non-conventional Energy Development Agency,  
 U.P., B-46, Mahanagar Extension,  
 Lucknow-226006

Shri/Smt./Kumari , .(name in full here) whose particulars are given in the statement below, have acquired a family within the meaning of *rule- 136(2)* with effect from (date here) in the manner indicated below and therefore nominate a fresh the person (8) mentioned below to receive the gratuity payable after my death as also gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that person(s) nominated is/are a member (s) of my family within the meaning of *rule-1.36(2)*
3. (a) My father mother/parents is are not depended on me;  
 (b) My husband's father/mother/mother/parents is/are not dependent on my husband.
4. I have excluded by husband from my family by a notice date.....to the Competent Authority.

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which gratuity will be shared
1	2	3	4
1 .			
2 .			

**Manner of acquiring a 'Family'**

(Here give details as how a family was acquired i.e. whether by marriage or parents being rendered depended or through other process like adopting.)

**STATEMENT**

1. Name of employee in full.

2. Sex.
3. Religion.
4. Whether unmarried/married/widow /widower
5. Deptt. / Section/Project where employed/posted.
6. Post held,
7. Date of appointment.
8. Permanent address.

Village.....Thana.....Sub-division.....Post-ffice.....  
 District .....**State**.....  
 Place.....  
 Date.....

*Signature / thumb impression of the employee*

**DECLARATION BY WITNESSES**

Nomination signed/thumb impressed before me:

Name in full and address of witnesses	<b>Signature</b> of witnesses
1	1
2	2
Place.....	
Date.....	

**CERTIFIED BY THE EMPLOYER**

Certified that the particulars of the above nomination have been verified and recorded in the NEDA.

Employer's Reference No. ....(if any)

Date.....Signature of the Officer authorised .....

Designation .....  
 (rubber stamp thereof)

**ACKNOWLEDGEMENT BY THE EMPLOYEE**

Received the duplicate copy of nomination in from 'A' filled by and duly certified by the NEDA (Officer authorised).

Dated..... *Signature of the employee*.....



**FORM -C**  
**MODIFICATION OF NOMINATION**  
**(See sub-rule (5)(i) of rule-140)**

To,

The Director,  
Non-conventional Energy Development Agency,  
U.P., B-46, Mahanagar Extension,  
Lucknow-226006

I, shri/smt./kumari (name in **full** here) whose particulars are given in the statement below, hereby give notice that the nomination filed by me on..... and recorded under your reference No.....dated.....shall stand modified in the following manner:-

(Here give details of the modifications intended.)

**STATEMENT**

1. Name of employee in full.
2. Sex.
3. Religion.
4. Whether unmarried/married/widow /widower
5. Deptt. / Section/Project where employed/posted.
6. Post held,
7. Date of appointment.
8. Permanent address.

Village.....Thana.....Sub-division.....Post-ffice.....

District .....State.....

Place.....

Date.....

*Signature / thumb impression of the employee*

**DECLARATION BY WITNESSES**

Nomination signed/thumb impressed before me:

Name in full and address of witnesses

**Signature** of witnesses

1

1

2

2

Place.....

Date.....

**CERTIFIED BY THE EMPLOYER**

Certified that the particulars of the above nomination have been verified and recorded in the NEDA.

Employer's Reference No. ....(if any)

Date.....Signature of the Officer authorised .....

Designation .....

(rubber stamp thereof)

---

**ACKNOWLEDGEMENT BY THE EMPLOYEE**

Received the duplicate copy of nomination in from 'A' filled by and duly certified by the NEDA (Officer authorised).

Dated.....

*Signature of the employee*.....

## CHAPTER-VIII

### 142. *MEDICAL FACILITIES:*

- (1) All employees of the Agency shall be eligible to a medical reimbursement subject to a maximum of Rs. 30/- per month. In case of hospitalisation the expenses shall be reimbursed at the rate prescribed by the Government hospitals.

This facility will be available for the employees, employee's spouse and wholly dependent parents and children.

- (2) Every member of staff shall declare to the Agency the name, age and relationship of his family and in case of wholly dependent parents and children, furnish such evidence of their dependence as is necessary.
- (3) As soon as the treatment is over or reimbursement is desired the employee shall submit in the prescribed form an application for the grant of medical reimbursement supported by necessary certificates for the period, disease, and sum spent on treatment of the particular member of his family (including himself) from the attending physician.
- (4) After scrutiny of the claim and other formalities as may be prescribed, the claim shall be passed by the Appointing Authority.
- (5) An advance for this purpose may, on the discretion of the Director, be allowed to an employee subject to the condition that the same may be recovered from the employee within the period of three months from the date of advance.

**CHAPTER - IX**  
**GROUP SAVINGS-LINKED INSURANCE SCHEME**

143. Every employee of NEDA working in a regular pay-scale shall join the Group Savings-Linked Insurance Scheme of the life Insurance Corporation of **India** as introduced for the employees of NEDA.
144. Under the Scheme the different categories of employees shall be given Insurance cover and shall have to pay monthly contribution depending upon the amount of insurance permissible for the category of employee as indicated below:-

SL.No.	Amount of Insurance (Rs.)	Monthly contribution (Rs.)
1.	80,000.00	80.00
2.	40,000.00	40.00
3.	20,000.00	20.00
4.	10,000.00	10.00

145. Out of the contribution paid by the employee approximately 37 1/2 percent shall be appropriated towards the risk premium and 62 1/2 percent toward the saving Plan premium. 142. The saving of the employees will earn accumulative interest at the rate of eleven percent per annum.

## CHAPTER - X

### DISPOSAL OF APPLICATION FOR EMPLOY- MENT ELSEWHERE

146. *TEMPORARY EMPLOYEE:*

An employee appointed in a temporary capacity in NEDA shall be permitted to apply for any position anywhere and such application shall not be withheld subject to the conditions given in the bond between NEDA and the employee concerned.

147. *PERMANENT EMPLOYEE:*

(1) The NEDA has no obligation to permit an employee to apply for employment elsewhere who:-

- (i) has been made permanent; or
- (ii) has been placed on probation or has successfully completed the period of probation.

(2) Such employees will not be permitted to apply for employment elsewhere more than three times during their service in the NEDA.

(3) Every case of such an employee seeking permission to apply for employment else-where will be examined by the Appointing Authority with reference to the Act whether such an employee can be relieved without detriment to the work of NEDA.

148. *PROCEDURE OF RELIEVING AN EMPLOYEE ON SELECTION ELSE WHERE:*

A temporary employee will have to give one month's notice or pay in lieu thereof before he is relieved from NEDA.

Provided that in special circumstances the Director may waive the condition wholly or partly.

149. *LIEN:*

A temporary employee shall have no lien on the post he was holding or any other post in NEDA on being relieved from NEDA.

(2) A permanent employee or an employee who has successfully completed the period of probation shall ordinarily have alien on his post for one year from the date of his being relieved from NEDA but in a special case the Director may permit his lien to be retained upto a maximum period of two years from the date of his being relieved from NEDA.

Provided that no substantive appointment shall be made on the post till the end of the period of lien of the employee concerned.

(3) Lien of an employee on a post in NED A shall terminate on the expiry of the period stipulated in the *sub-rule(2)* or his confirmation on his new place of appointment whichever is earlier.

150. *CONDITIONS*

(1) During the period of his lien in NEDA the employee concerned shall deposit in NEDA his Contributory Provident Fund contribution and leave Salary.

(2) if an employee who was permitted to take appointed elsewhere join his post in NEDA before the termination of. his lien and he has aid CPF and Leave Salary Contributions for the period he was serving elsewhere, the said period shall count towards;

- (i) his annual increment, and
- (ii) leave encashment

Provided that the employee concerned shall have to submit a certificate from his employer about his leave account during the period he was engaged elsewhere.

**CHAPTER - XI**  
**RECRUITMENT OF DEPENDENTS OF**  
**EMPLOYEES DYING WHILE IN SERVICE**

**151. DEFINITIONS:**

For the purposes of these rules unless the context otherwise requires:-

- (1) 'Employee' means an employee of the NEDA who;
  - (i) was permanent in such employment, or
  - (ii) though temporary had been regularly appointed in such employment, or
  - (iii) though temporary had put in three years continuous service in a regular vacancy.  
**EXPLANATION:** 'Regularly Appointed' means appointed in accordance with the procedure laid down for recruitment to the post or service as the case may be.
- (2) 'Deceased Employee' means an employee who dies while in service.
- (3) 'Family' shall include only the following relations of the deceased employee:
  - (i) wife or husband,.
  - (ii) sons,
  - (iii) unmarried and widowed daughters..

**152. APPLICAION:**

The facility under these rules shall be limited to recruitment of dependents of the deceased employees to unskilled, ministerial and such other posts in the NEDA as do not require any technical, professional or specialised knowledge.

**153. RECRUITMENT OF A MEMBER OF THE FAMILY OF DECEASED:**

In case an employee of the NEDA dies while in service, one member of his/her family on giving an application for the purpose, be given a suitable employment in the NEDA as specified in the *rule-152* in relaxation of the normal recruitment rules provided he/she fulfils the educational qualifications prescribed for the post and is otherwise suitable for the job.

**CONTENTS OF THE APPLICATION:** An application under these rules shall be addressed and sent to the Director of the NEDA and, inter-alia, contain the following information:-

the date of the death of the deceased, the department in which he was working and the post which he was holding at the time of his death;

names, ages and other details pertaining to the members of the family of the deceased particularly about their marital status, employment and income;

details of the financial condition of the family, and the educational and other qualifications, if any, of the applicants,.

**154. RELAXATION FROM AGE AND OTHER REQUIREMENTS;**

- (1) The candidate seeking appointment under these rules must not be less than eighteen years old at the time of appointment.
- (2) The procedural requirements for selection, such as written test or interview by a Selection Committee or any other authority, shall be dispensed with, but it shall be open to the Appointing Authority to interview the candidate to maintain the 'minimum required standard of work and efficiency on the post applied for.

155. *APPOINTMENT:*

- (1) An appointment under these rules shall be made against an existing vacancy only.
- (2) If a suitable vacancy is not available soon after the receipt of an application under rule-153, the applicant if otherwise eligible and suitable, shall be informed accordingly and shall be offered the post as soon as a vacancy arises.

156. *SATISFACTION OF APPOINTING AUTHORITY AS REGARDS GENERAL QUALIFICATIONS:*

Before a candidate is appointed the Appointing Authority shall satisfy it self that:-

- (1) the character of the candidate is such as to render him suitable in all respects for employment in NEDA's service;
- (2) he is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties, for which the candidate shall be required to appear before the appropriate Medical Authority and to produce a certificate of fitness in accordance with the rules applicable to the case, and
- (3) in the case of a male candidate, he has not more than one wife living and in the case of a female candidate she has not married a person already having "a wife living.