

Punjab Information & Communication Technology Corporation Limited

SERVICE RULES

CHAPTER-I

1. DEFINITIONS:

1.1. These rules shall be referred to as the Punjab State Electronics Development & Production Corporation Ltd. Service Rules. (***Renamed as Punjab Information and Communication Technology Corporation Limited on 11.10.2002***)

1.2. These Service Rules shall take effect from 1st April, 1979.

1.3. These service rules shall apply to every employee of the Corporation wherever he may be posted except in so far and to the extent it is otherwise agreed upon agreement or letter of appointment or any other status for the time being in force.

1.4. Definitions

1.4.1 'The Board' means the Board of Directors of Punjab State Electronics Development & Production Corporation Limited and shall include any committees thereof constituted for the purpose.

1.4.2. 'Chairman' means the Chairman of the Board.

1.4.3. 'The Corporation' means the Punjab State Electronics Development & Production Corporation Ltd., acting through the Board, the Chairman, the Managing Director or any other duly authorized officer of the Corporation.

1.4.4. 'Direct Appointment' means an appointment made otherwise than by promotion or transfer of person already in the service of the Corporation or made by taking a person on deputation from the State Government or any other Corporation.

1.4.5. 'Duty' means the period of service which counts for pay, leave and other emoluments but does not include any period of suspension or extra-ordinary leave without pay.

1.4.6. 'Employee' means a person employed on any post under the Corporation but does not include except for the purpose of disciplinary actions, a casual worker or a daily wage worker.

- 1.4.7. 'Government' means the Punjab State Government in the Industries or any other Department for the time being in charge of the affairs of the Corporation under the Rules of Business of the Government.
- 1.4.8. Managing Director means the officer appointed by the Government for being the Managing Director of the Corporation.
- 1.4.9. Permanent Employee means an employee appointed on permanent basis against a permanent post.
- 1.4.10. Temporary Employee means an employee appointed for a Limited period of work which is essentially for a temporary nature or appointed against a temporary post or vacancy for a specific or unspecific period.
- 1.4.11. Appointing Authority means the authority competent to make the concerned appointment.

CHAPTER-II

2. POSTS UNDER THE CORPORATION

- 2.1. For the purpose of these service rules, the posts under the Corporation shall be classified under the following two categories, namely: -
- i) Officers.
 - ii) Other employees.
- 2.2. These shall be permanent, tenure and temporary posts under the Corporation.
- 2.3. The Board shall have the right to declare a temporary post as permanent.
- 2.4. No person shall be appointed on any post under the Corporation unless he is:-
- i) a citizen of India; or
 - ii) a subject of Sikkim; or
 - iii) a subject of Nepal; or
 - iv) a subject of Bhutan; or
 - v) a Tibetan refugee who came to India before 1st January, 1962 with the intention of permanently settling in India; or

- vi) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India.

Provided that a candidate belonging to category(ii), (iii), (iv), (v) and (vi) shall be a person in whose favour a certificate of eligibility has been given by the Competent Authority and if he belongs to category (vi) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

CHAPTER-III

3. RECRUITMENT AND RETRENCHMENT

- 3.1. Recruitment to the various posts under the Corporation shall be made by any one or more of the following methods.

- 3.1.1. By director appointment.
- 3.1.2. By deputation for Govt. or any other Corporation.
- 3.1.3. By promotion of existing personnel or by transfer from one post of another.
- 3.1.4. Appointment to all posts under the Corporation carrying a basic pay of Rs. 550/- and above shall be made by the Board of Directors and to all other posts by the Managing Director.
- 3.1.5. The appointing authority shall prescribe the pay scales, qualifications, experience and other requirement for the various posts under the Corporation.
- 3.1.6. The age of person, at the time of direct recruitment to a post under the Corporation, shall not normally exceed 35 years.

Provided that the appointing authority may in specific because relax this condition having regard to the qualifications and experience of a candidate.

- 3.1.7. No person who has been dismissed from any public or private employment or has otherwise ceased to be in service of the Corporation, shall be re-employed except with the express approval of the Board.

- 3.1.8. Direct appointment of every person to any post under the Corporation shall be subject to production by such person of a medical certificate of fitness from a doctor in a Government/Municipal hospital.
- 3.1.9. All appointments shall, in the first instance, except as the appointing authority may stipulate in any particular case, be on probation in respect of permanent posts and on temporary basis in respect of temporary posts.
- 3.1.10. The period of probation shall be one-year subject to such extensions as may be deemed necessary. The total period of probation shall not exceed two years in any case. The probation shall be deemed to have been completed only after communication of orders in writing.
- 3.1.11. If, at the expiration of the period of probation the work of a probationer is found to be satisfactory, the appointing authority may confirm him with effect from a date after the date of his first appointment on probation.
- 3.1.12. Provided that reservation of posts in the Corporation shall be made for scheduled caste/schedule tribes, backward classes, Ex-servicemen etc. as per the policy of the Punjab Government in force from time to time.

(approved by the BoD in their meeting held on 23.11.79 (Item No. 15.11.1))

Approved in 210th BOD meeting dated 21st Dec 2021 (item no. 210.11.1)

Knowledge of Punjabi Language: No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time. Provided that exemptions / additional time may be allowed wherever applicable as per Government Instructions.'

3.2 TERMINATION OF SERVICES;

The services of an employee of the Corporation may be terminated by the appointing authority.

- 3.2.1. In case of a permanent employee or an employee appointed to a tenure post, by giving three months' notice on either side or in lieu thereof the pay for the period by which the notice falls short of three months.
- 3.2.2. In the case of an employee on deputation from the Govt. or any other Corporation, by reverting him to his parent service.
- 3.2.3. In the case of a temporary employee or an employee on probation, by giving one month's notice on either side or in lieu thereof the pay for the period the notice falls short of one month.

3.3. RECORD OF SERVICE:

The following record of service of every employee shall be maintained by the Corporation: -

- a) Personal file;
- b) Service book
- c) C.R. File.

Files at (a) and (b) shall be maintained by the office and the file at (c) shall remain in the personal custody of an officer authorised by Managing Director.

CHAPTER-IV

4. SENIORITY AND PROMOTION:

4.1. SENIORITY:

The inter-se-seniority of persons appointed to posts carrying the same scale of pay shall be determined by the dates of their appointment to such posts. Provided that if two or more persons are simultaneously appointed to such posts on the same date, and their seniority inter-se has not been indicated by the appointing authority in order of appointment, than their seniority shall be determined as under:-

- 4.1.1. A person recruited by promotion from the service of the Corporation shall be senior to the person recruited otherwise.

Provided however, that in the case of promotion of two or more persons their inter-se-seniority shall be determined according to

their seniority in the cadre or posts from which they have been promoted.

- 4.1.2. A person on deputation shall be senior to a person recruited by direct appointment.

Provided that in the case of two or more persons on deputation their inter-se-seniority shall be determined according to their seniority in their parent service or cadre.

- 4.1.3. In the case of persons recruited by direct appointment the older in age shall rank senior to the other.

- 4.1.4. In any other case the person in the higher scale of pay shall be considered senior to a person in the lower scale of pay and where the scale of pay are identical a person drawing higher salary shall be senior to a person drawing a lower salary.

4.2. PROMOTION:

All promotions to posts under the Corporation shall be made on the basis of merit-cum-seniority and no person shall have a right to be promoted to any posts on the basis of seniority alone.

(The promotion policy of the Corporation for computer cadre approved in 119th meeting held on 18.09.2000 and for other in 124th meeting held on 23.05.2001 with amendment in 139th meeting held on 27.08.2004 and 163rd meeting held on 29.06.2010).

CHAPTER-V

5. SUPERANNUATION AND RETIREMENT:

Every employee of the Corporation shall retire on attaining the age of 60 years, except as otherwise decided by the Corporation in individual cases.

CHAPTER-VI

6. GENERAL

- 6.1. The whole time of employee shall be at the disposal of the Corporation. The working hours shall be the same as observed by the Punjab Govt. Offices from time to time.

- 6.2. No employee shall directly or indirectly be engaged in any other business, occupation or employment nor shall be enter into any partnership or other business relationship, accept any fees, endowment or commission whatsoever, from any party other than the Corporation except with the prior permission of the appointing authority.
- 6.3. Every employee shall be liable to be transferred by the appointing authority from one post to another or to any place which it may consider necessary in the interest of the Corporation.
- 6.4. No employee of the Corporation shall take part in politics or in any political demonstration or stand for election as member of any House of the State Legislature or Parliament or of any local authority or indulge in activities that may cause embarrassment to the Corporation.
- 6.5. The Corporation shall, in respect of all acts done in good faith and in the interests of the Corporation extend protection to its employees in courts of law of elsewhere.

CHAPTER-VII

7. PAY AND ALLOWANCES

- 7.1. "Pay" means the monthly pay drawn as fixed pay or in a time scale and includes personal, special, dearness and deputation pay but does not include any allowance.
- 7.2. "Personal Pay" means an addition which may be granted to an employee by the appointing authority, in exceptional circumstances or other personal consideration.
- 7.3. "Special Pay" means additional pay granted in consideration of a specially arduous nature of duties or a specific addition to the work or responsibility.
- 7.4. "Award" means a fixed amount awarded in recognition meritorious work performed by an employee of the Corporation.
- 7.5. "Allowance" includes dearness allowance, house rent allowance, traveling allowance, conveyance, city compensatory, sumptuary and overtime allowance or any other allowance sanctioned by the Board from time to time.

(The Amendment in TA/DA Rules has been approved by BOD in its 137th meeting held on 7th June, 2004).

- 7.6. An employee of the Corporation shall on appointment be eligible to the minimum of the scale of the post to which he is appointed.
- 7.7. The appointing authority may in recognition of exceptionally good services of an employee of the Corporation grant to him:
- a) An award not exceeding one half of the pay of such employee.
 - b) One or two increments in the time scale of his pay provided that the Board may award any amount of money or grant any number of increments.
 - c) That any employee of the Corporation who improves his qualification i.e. obtains a higher qualification in the relevant field, shall be eligible for grant of two additional increments. (Add in 85th BoD meeting held on 10.11.93).
- 7.8. Govt. servants on deputation to the Corporation may either: -
- a) Accept the pay scale or the post under the Corporation subject to the fixation of their pay in such pay scale by the appointing authority: or
 - b) Continue to enjoy their pay scale in their parent service plus deputation pay as approved by the Govt. and other allowance is admissible to him in Govt. service. The Govt. servants on deputation to the Corporation will be entitled to claim benefits of higher pay scale or of fixation of pay at a higher level with or without retrospective effect in the Corporation if such benefits have accrued to him in their parent service consequent upon decision in his favour on his appeal or representation or otherwise as a matter of course.
- 7.9. The Corporation shall pay to the Govt. leave and pension in respect of officers or other employee of the State Govt. taken on deputation, at the rates in force, from time to time in this behalf.
- 7.10. An increment in a time scale may be drawn as a matter of course by an officer or other employee of the Corporation unless it is with-held or deferred on the grounds of suspension, grant of extra ordinary leave without pay or punishment. No increment will be admissible during the period of probation.

- 7.11. Specific sanction of the appointing authority shall be required to cross an efficiency in any time scale.
- 7.12. Special pay at a rate not exceeding 10% of basic pay to be determined by the appointing authority, may be allowed to a person holding charge of an independent post in addition to his own duties, for a period exceeding one month.
- 7.13. When a person in a lower scale of a pay is appointed to officiate in a higher scale of pay, he will draw the minimum of the higher scale or if the pay he is already drawing a more than the minimum of the new scale, it shall be fixed in the new scale at the stage next above his basic pay in the lower scale.
- 7.14. Employee of the Corporation shall receive such allowance as may be sanctioned by the Board from time to time.
- 7.15. Any sum of money or pay or allowance due to an employee of the Corporation that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date of which the payment is normally due and will thereafter be treated as lapsed to the Corporation.

The Implementation of the Assured Career Progression scheme on completion of 4,9. and 14 years of service in the cadre to the employees of the Corporation has been approved in BOD in its 148th meeting held on 29th Dec, 2006.

CHAPER-VIII

8. PENALTIES;

- 8.1. An officer or other employee of the Corporation may be awarded any one or more of the following penalties:-
- i) Warning or reprimand or censure;
 - ii) Withholding of increment or increments;
 - iii) Reduction to a lower time scale.
 - iv) Recovery from pay of loss caused to the Corporation;
 - v) Removal or dismissal from service.

8.2 The penalties referred to above may be imposed by order in writing of the appointing authority.

8.3 Provided that not more than one penalty shall be imposed on any employee at any one time.

8.4 Suspension

Any person in the employment of the Corporation against whom there are serious charge pending may be placed under suspension by order in writing of the appointing authority.

8.3.1. During the period of suspension such person shall be entitled to receive subsistence allowance equal to one half of his basic pay plus allowances thereon.

Provided that:

- a) The difference of his pay and subsistence allowance may be given to such a person on his reinstatement if the appointing authority so directs, and
- b) the subsistence allowance already paid to the employee shall not be refundable to the corporation in case such a person is ultimately removed from service.

8.4. The penalties enumerated in 8.1 above may be imposed on any one or more of the following grounds: -

- a) Strike or inducing others to strike;
- b) Willful insubordination or disobedience;
- c) Negligence, inefficiency or indolence
- d) Irregular attendance;
- e) Unauthorised divulgence of any information, document detrimental to the interests or reputation of the corporation
- f) Theft, pilferage, fraud, dishonestly, misappropriation, defalcation or embezzlement;
- g) Absence from duty without leave or overstaying leave, except under circumstances beyond control, provided that the appointing authority may order such period to be treated as spent on leave of any kind available to the employee.
- h) Arrest or conviction on a criminal charge or for an offence involving moral turpitude or depravity or degradation of character.
- i) Insanity;
- j) Anti-national activities; or

- k) Any there on sufficient ground.
- l) **Sexual Harassment: - For this purpose sexual harassment includes such unwelcome sexually behavior (whether Directly or by implications) as:**
- **Physical contacts and advances**
 - **A demand/ request for sex**
 - **Sexually colored remarks**
 - **Showing pornography.**
 - **Showing pornography.**
 - **Any other unwelcome physical verbal o non- verbal conduct of sexual nature.**

(Amendment in 8.4(l) made in BOD in its 143rd meeting held on 21st Oct, 2005)

- 8.5.** An appeal against an order of the appointing authority imposing penalty or suspension shall lie to the Board within two months of the date of service of such order on the employee and the Board's decision on such appeal shall be final.

Provided that a joint appeal shall not be entertained. Provided further that where a penalty has been imposed or suspension order passed by the appointing authority with the approval of the Board, the person on whom the penalty has been imposed may apply to the Board for a review of its decision within two months of the date of service of such order.

CHAPER-IX

LEAVE RULES;

9.1. TITLES

- 2.1.** These rules may be referred to as the Punjab State Electronics Development & Production Corporation Limited leave rules (***Renamed as Punjab Information and Communication Technology Corporation Limited on 11.10.2002***).

9.2. Date of Enforcement

These rules shall come into force with effect from 1st April, 1979.

9.3. SCOPE OF APPLICATION

These rules shall be applicable to all employees of the corporation except those on deputation.

9.4. TYPE OF LEAVE

All employee of the corporation, except those on deputation will be entitled to the following kinds of leave;

- i) Casual leave
- ii) Sick leave
- iii) Earned leave
- iv) Study leave
- v) Maternity leave
- vi) Public Holidays
- vii) Child Care Leave

9.5. CAUSAL LEAVE:

15 days of casual leave in one calendar year (of service) shall be admissible to all employees. Provided that women employees shall be entitled to 20 days' casual leave in a calendar year (of service).

Casual leave will be non-cumulative and no other leave of any kind except leave without pay can be combined with it.

Holidays occurring during or at the beginning or at the end of the period of casual leave shall be excluded. Casual leave shall not be asked or allowed for more than ten days at a time.

9.6. SICK LEAVE

All employees of the corporation shall be entitled for each year of service to ten days' sick leave on full pay. An employee availing more than three days of sick leave at a time, must produce a medical certificate from the Corporation's Medical Officer or from a Doctor in a Government Hospital. Holidays intervening the sick leave period shall be considered as part of the sick leave.

Sick leave will be cumulative up to 60 days on full pay.

9.7. EARNED LEAVE:

All employees shall be entitled to 30 days of earned leave on full pay for a very year of service it will be calculated @ 1/12 of the period spent on duty. Leave without pay shall not be counted as period of service earned

leave shall be cumulative up to 450 days when an employee resigns or his service are terminated, except by dismissal of service for misconduct, the employee shall be paid for the leave due to his credit. The accumulation of the earned leave by an employee shall be restricted to 300 days.

EXTRACT FROM THE PROCEEDINGS OF THE 15TH MEETING OF THE BOARD OF DIRECTORS HELD ON 23.11.1979.

Item No. 15. 13 ENCASHMENT OF EARNED LEAVE:

The board directed that payment against encasement of leave to the employees of the Corporation be made on the basis of payment made to Punjab Govt. employees so far as inclusion of allowances in such payments are concerned.

9.8. STUDY LEAVE:

Study leave may be granted to an employee for the purpose of undertaking a studies of scientific, technical or similar problems or to undergo special course of instruction or training in or outside India on such terms and conditions as may be fixed by the Board.

9.9. MATERNITY LEAVE;

The Managing Director may grant to a female employee who has put in at least one year of continuous service, maternity leave for a period of 180 days without the necessity of production of medical certificate. Extension beyond 180 days shall, however, be permissible by grant of leave of the kind due. Such leave shall not be debited to the leave account of the employee and shall not be granted for more than two confinements. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of the Corporation.

Addition:

The BOD in its 136th meeting held on 28th January, 2004 has approved to adopt the instructions issued by the Govt. of Punjab, Department of Personnel regarding provision of Special leave of 05 years to Govt. Employees

The Managing Director may grant Paternity Leave to all the male employees for a period of 15 days from the date of birth of the child on full payment. However, it can be commuted up to 30 days on half payment basis (BOD in its 151st meeting Held on 20th Sep, 2007)

9.10. PUBLIC HOLIDAYS & WORKING HOURS;

The Corporation will observe public holidays and working hours as observed by the offices of the Punjab Government.

9.11. AUTHORITY;

Leave of all kinds will be sanctioned either by the Managing Director or by any officer of the Corporation so authorized by him, to the extent of such authority.

9.12. CHILD CARE LEAVE;

All the regular women employees of the Corporation will be entitled to avail the Special Leave upto one year (365 days) for care of their child under 18 years' subject to the following conditions:

- The leave of maximum period of one year (365 days) during service will be allowed to women employees for their minor children (Under 18 years)
- This leave will be applicable for maximum two children for their care and need like examination or medical etc. Documentary proof will have to be produced.
- During the leave period, salary as in case of Earned Leave will be admissible.
- Leave can be availed for more than one time but not more than three times in a year.
- Leave will not be sanctioned for less than 15 days.
- Such leave will not be sanctioned in case of unauthorized absence.
- Such leave can be refused or cancelled in case of sanctioned in public interest.
- Leave will be sanctioned as per Government instructions.

(Addition as approved in the 172nd meeting of BoD held on 27-03-2012)

CHAPTER-X

10. CONTRIBUTORY PROVIDENT FUND RULES;

Every employee of the Corporation shall be entitled to membership of the Contributory Provident Fund Scheme under the Provident Funds and Family Pension Act,1952, irrespective of the pay drawn by him. However, an employee who is already a member of the Contributory Provident Fund Scheme under the said Act on the date of his joining the Corporation, shall become a member of the said fund from the date of joining the Corporation. Re-employed persons shall be governed by the terms of their appointment.

CHAPTER-XI

11. BONUS;

Every employee of the Corporation shall be entitled to payment of Bonus under the Payment of Bonus Act- as amended or re-enacted from time to time, irrespectively of the pay drawn by him.

CHAPTER-XII

12. MEDICAL RULES

All employees of the Corporation shall be entitled to full reimbursement of the expenses incurred on the purchase of medicines on the prescription of corporation doctors or doctors in government/Municipal Hospitals, expenses on hospitalization and consultation fees paid to Doctors in government/Municipal Hospital. This is, however, subject to the condition that all the bills and the essential certificates are signed by the Doctors referred to above.

N.B. The Corporation Doctors in these rules shall mean any Doctor(s) other than Doctors in Government / Municipal Hospitals specially appointed by the Corporation for the purpose.

Amendment

As per decision taken in 129th meeting of BOD held on 25.06.02. The employees of the Corporation can avail of indoor treatment from any

other recognized hospitals, the reimbursement of charges not to exceed the charges stipulated by PGI or AIMS.

The BOD in its 143rd meeting held on 21st October, 2005 has approved the revision for medical allowance to the employees of the Corporation from Rs. 250/- to Rs. 500/- per month as fixed medical allowance in respect of outdoor medical treatment. Reimbursement of 'Outdoor' Medical expenses incurred by the employees for the treatment of Chronic diseases shall be permissible as per norms fixed by the State Government for its employees from time to time.

CHAPTER-XIII

13. LEAVE TRAVEL CONCESSION RULES:

All employees of the Corporation, on completion of one-year service in the Corporation, shall be entitled to the following leave travel concessions;

- i) Reimbursement of the actual fare, to and fro, by Rail/bus of the Class entitled under the Traveling Allowance Rules for self, wife/husband and minor children once in two years for visiting the permanent place of residence (Home Town) provided the fare for the first 250 km. is borne by the employee.
- ii) Reimbursement of actual fare to and fro, by Rail/Bus of the class entitled under the Travelling allowance rules for **self, wife/husband and minor children** once in two years from headquarters to any place in India.
NOTE:-Only one reimbursement for visit to home town or any other place in India shall be admissible in one calendar year.

Amendment vide BOD in its 151st meeting Held on 20th Sep, 2007

The BOD has approved the amendment in the LTC service Bye laws/ Rules under Chapter XIII as per the Punjab Government Circular No. 6/27/97-6/P.P.3/12507 dated 6th October, 2000 by replacing the phrase "for self, wife/ husband and minor children with "family .

Amendment

The BOD in its 171st meeting held on 8th December, 2011 has approved to adopt the Govt. Instructions issued by the Govt. of Punjab, Department of Finance (Finance Personnel II Branch) regarding Amendment in the encashment of Earned Leave in the Leave Travel Concession Rule under Chapter-XIII of the Service Rules of the Corporation. All the regular employees of the Corporation will be entitled to encash "Ten Days" earned leave at the time of availing of Travel Concession (LTC) subject to the following conditions:

- a) The encashment of earned leave shall be allowed only once during the relevant L.T.C. Block of two years.
- b) The encashment of earned leave shall be limited to the extent of sixty days during the entire service career.
- c) The earned leave encashed shall not be deducted from the maximum amount of earned leave encashable at the time of retirement.
- d) The encashment of earned leave shall be admissible without any linkage to the number of and the nature of leave availed for L.T.C.
- e) Where both husband and wife are Government employees, encashment of leave shall be admissible to both of them subject to a maximum of sixty days for each spouse during the entire service career
- f) These orders shall be effective from the 1st October 2011.
- g) The benefit under these orders shall be admissible only to those employee who proceed on LTC Journey on or after this date, The LTC claim's relating to the period prior to this date shall be regulated as per instructions applicable on the date of proceeding on journey.

CHAPTER-XIV

14. GRATUITY RULES:

Every employees of the Corporation, irrespectively of the post held and pay drawn by him, shall be entitled to payment of gratuity under the Payment of Gratuity Act,1972 and any amendment or re-enactment thereof for the time being in force.

CHAPTER-XV

15. ADVANCE FOR PURCHASE OF CONVEYANCE:

All employees of the Corporation shall be entitled to the grant of advance for the purchase of conveyance as per rules applicable to the State Government employees.

(The Advance for purchase of Conveyance has been approved in the BOD in its 143rd meeting held on 21st October, 2005)

CHAPTER-XVI**16. ADVANCE FOR HOUSE BUILDING:**

All employees of the Corporation shall be entitled to the grant of house building loan as per rules applicable to the State Government employees.

(The advance for purchase of House Building Loan has been approved in the BOD in its 143rd meeting held on 21st October , 2005 are at Annexure " C "

EDUCATION LOAN:

The policy for Education Loan has been approved in the BOD in its 147th Meeting held on 12th Sept, 2006.

LAPTOP LOAN:-

The Advance for purchase of Laptop Loan has been approved in the BOD in its 147th meeting held on 12th Sept, 2006.

CHAPTER-XVII**17. EX-GRATIA GRANTS:**

The families of the employees of the Corporation shall be entitled to Ex-Gratis Grants as per rules applicable to the State Government employees.

CHAPTER-XVIII**18.1. DELEGATIONS:**

The Board may by resolution confer upon the Chairman, the Managing Director or any other officer of the corporation all or any of its powers under these Service Rules. The Managing Director may, with the approval of the Board, in writing confer on any officer of the corporation all or any of his powers, including power delegated to him by the Board, Delegated powers shall be exercised subject to such restrictions, conditions and limitations as may be prescribed in the resolution or authorization by the Board, or the Managing Director as the case may be.

18.2. AMENDMENT:

The Corporation reserves the right to modify, cancel or amend all or any of these rules and issue supplementary rules or amendments thereto without previous notice and give effect to them from the date of issue or any other date. Matters not covered by these rules would be decided by the Managing Director, at his discretion, keeping in view the rules applicable to State Government employees.

18.3. INTERPRETATION OF RULES:

The Corporation reserves the power to interpret these rules and/or the supplementary rules. The decision of the Corporation shall be final.

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