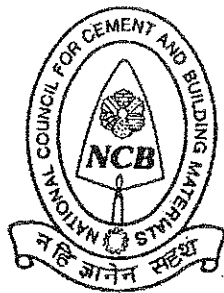


NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

**NCB CADRES RULES, 1974
(Including amendments upto December 2009)**



**34 KM STONE, DELHI-MATHURA ROAD, (NH-2),
BALLABGARH – 121 004 (HARYANA)**

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NCB CADRE RULES, 1974

0 PREAMBLE

0.1 Most important of all aspects in maximizing productivity (in its broadest sense) in any organization is the motivation created in the officials to devote themselves totally to bettering themselves day by day through the process of contribution to the organization they serve. Therefore, any system introduced in an organization should be such that it is conducive to creating such motivation.

0.2 A study of some of the public institutions reveal that what has come in the way of such motivation are the pay structure and rules and regulations related therewith, vacancies of posts, seniorities in service, in-built inexactitudes in criteria for assessment and so on, a direct consequence of this has been growth of organization in terms of number of persons without corresponding growth in output and quite often unhealthy relations amongst the officials leading to further fall in productivity.

0.3 In order to overcome these weaknesses NCB has reconstructed its service rules and regulation with a view to ensuring that every official is motivated, guided and encouraged to reach his highest level of competency by in-built parameters in the system. In this process he will find his own position of equilibrium in the organization and his competency being utilized to the maximum towards fulfilling the objectives of the organization.

1 SHORT TITLE

1.1 These Rules shall be called 'NCB Cadre Rules 1974' and shall be applicable to all officials of NCB who are admitted to NCB Cadre Service.

2 TERMINOLOGY

2.1 In these Rules, the following expressions shall have the meaning assigned to them hereunder:

- a) '**Appointing Authority**' means the authority empowered to make appointments (see NCB Officials' Conduct, Discipline and Appeal Rules 1975).
- b) '**Board**' means the Board of Governors of the NCB.
- c) '**Director-General**' means the Director General of NCB.
- d) '**External Candidates**' means all applicants other than NCB officials

- e) '**Horizontal Entry**' means entry into NCB Cadre Service at any of the salary grades after fulfilling the required criteria and through competitive selection open to both internal and external candidates.
- f) '**Internal Candidates**' means applicants from amongst NCB officials.
- g) '**NCB**' means the National Council for Cement and Building Materials, a Society registered under the Societies Registration Act, 1860.
- h) '**NCB Authorities**' means authorities of the NCB as defined in the Rules and Regulations of the NCB.
- i) '**Vertical Entry**' means entry by an NCB official into a higher grade in NCB Cadre Service from a lower grade after fulfilling the required criteria without competing in open competitive selection.

2.2 Wherever the context of a Rule so admits, the masculine gender shall include the feminine gender and the singular number shall include the plural number and vice-versa.

3 DESIGNATION

3.1 All persons admitted to NCB Cadre Service shall have one common designation 'NCB Cadre Official'.

3.2 Simultaneously, depending on the jobs, duties and responsibilities assigned to an NCB official by the NCB from time to time and for purposes of convenience of the management of the NCB, he may be assigned appropriate functional designation by the Director General from time to time.

4 PAY AND ALLOWANCES

4.1 Employment of NCB officials in the NCB shall be at various grades depending on the needs of the NCB and qualifications and experience of the candidates; the basic salary grade and designation shall be as given in **Appendix A**.

4.2 These grades of employment are inter-linked by a common NCB Service Grade of X-CFS-8000 where 'X' is the minimum monthly basic pay in the salary grade appropriate to the grade to which an NCB official is appointed and 'CFS' is the Criteria Fulfilment System detailed in these Cadre Rules.

4.3 Whether the entry is vertical or horizontal, changes in the salary grades need not necessarily result in changes either in the functional designation detailed in Rule 3.2 above or in the assignment of job or duties.

4.3.1 Depending upon the academic qualifications of the candidate, his entry to NCB Cadre Service shall be in one of the categories relevant to his qualifications as given in **Appendix B**; however, in exceptionally meritorious and deserving cases exceptions/relaxation may be made by the Director-

General as per Rule 5.2 in case of horizontal Entry and as per rule 6.2 in case of Vertical Entry; all decisions on relaxation of qualification shall be at the sole discretion of the Director-General and shall neither be considered as precedence nor be appealable. Any relaxation thus made shall be a one time relaxation and the question of relaxation of qualification in respect of the same candidate at a subsequent occasion shall be an issue to be considered afresh.

4.4 Every NCB Cadre Official shall be paid, in addition to his basic pay in the grade defined in Rule 4.1 above, dearness allowance, transport allowance, house rent allowance in accordance with the rules in force from time to time in the Government of India unless decided otherwise by the Board and such other additional allowances and/or benefits as may be decided by the Board at its sole discretion and on such terms and conditions as it may deem fit subject to the provision that all such additional allowance and/or benefits shall be ex-gratia and deemed as incentives for good performance.

4.5 The initial starting salary of a candidate (both external and internal) who fulfils the criteria for Horizontal entry shall be fixed in the salary grade to which he is admitted in accordance with the decision of the Appointing Authority on the recommendations of the Standing Selection Committee. If the candidate asks for salary higher than the salary recommended by the Standing Selection Committee, the Chairman NCB may take decision in such matters and re-fix the salary at the higher stage in the same grade if the circumstances so warrant and the recommendations in this regard have been made by the Director-General.

4.5.1 In case of officials being appointed to higher grade through vertical entry, his salary shall normally be fixed in the salary grade in the new grade at the minimum of the pay scale of the new grade or at a stage next above the stage arrived at by adding one year's notional increment in the present basic pay of the existing grade (irrespective of whether such increments are actually available in the salary grade or not), whichever is higher. In special meritorious cases, the Standing Selection Board may recommend upto one additional increment in the new grade over and above the pay arrived at in the manner aforesaid. The salary so fixed shall in no case exceed the maximum of the pay scale of new grade.

4.6 The increments due to NCB officials shall be paid as a matter of course unless it is withheld by the Competent Authority under NCB Officials' Conduct, Discipline and Appeal Rules, 1975. These shall be effective 01 July each year; provided that the increment to an official on probation shall be drawn and paid only after his satisfactory completion of the period of probation or extended period of his probation from the date as given above. (96th BOG dated 08.10.2009)

4.6.1 An official whose performance is decidedly superior and who fulfils the aforesaid conditions may be considered for grant of increment at double the normal rate and the number of such officials in a particular year shall be limited to 2% of the total number of NCB Cadre Officials on rolls on the date of taking decision.

4.6.2 An official who stagnates at the maximum of his pay scale and whose performance merits consideration may be granted one increment for every two years of stagnation subject to a maximum of three such increments.

4.6.3 Increments under Rule 4.6.1 and 4.6.2 above shall be granted with the specific sanction of Director-General.

5 NCB SALARY STRUCTURE AS RELATED TO GROWTH PLAN OF NCB

5.1 The linkage from one grade of salary to another shall be continuous as given in **Appendix A**.

5.2 NCB Cadre Service shall, at the sole discretion of NCB Authorities, admit Horizontal Entry at any of the grades in the salary structure as per Appendix A within the Growth Plan and in deserving cases the requirements of academic qualifications may be relaxed by the Director General keeping in view merit, competence and experience of the candidate (Refer Rule 4.3.2). The timing of the process for Horizontal Entry and the manner in which the names of candidates from external sources for consideration are collected shall be at the sole discretion of NCB Authorities and shall not be questionable under any circumstances whatsoever.

6 DEPARTMENT PROMOTION AND RECRUITMENT (VERTICAL AND HORIZONTAL ENTRY) POLICY

6.1 Employment of officials in the NCB shall be at various grades depending on the needs of NCB and qualifications and experience of the candidates. The basic salary grades shall be as given in **Appendix A**. Depending on the academic qualifications of the candidate, his / her entry to the NCB Cadre service shall be in one of the categories relevant to his qualifications as given in **Appendix B**. There shall be continuous linkage among the various grades within each category as per **Appendix B** and every NCB Cadre official shall have opportunities to move over to higher grades of salary through the Vertical Entry. The upper limit for vertical entry shall, however, be limited to the top most grade of the respective category as per **Appendix B**, unless specifically relaxed by the Board in individual cases.

6.2 Vertical Entry (Departmental Promotions)

6.2.1 For the vertical entry of NCB officials, flexible complementing shall be adopted from the entry level to the highest level under the respective sub-categories a, b of (iii) at **Appendix B**. Flexible complementing for sub-category c of (iii) shall be from entry level to level D1, beyond which promotion will be considered on availability of vacancy and subject to 6.2.9. For support staff under category (i), flexible complementing shall be adopted from entry level to level A-10. Under category (ii), flexible complementing shall be from entry level to level A-10 beyond which promotions will be considered on availability of vacancies and subject to 6.2.9.

6.2.2 NCB officials with PG degree in Science, degree / PG degree in Engineering / Technology and Ph D in science or Engineering / Technology will have to serve for a minimum of four years in a grade before becoming eligible for consideration for Vertical Entry to the next higher grade. Other NCB officials will have to serve for a minimum of five years for such eligibility.

6.2.3 The system of performance appraisal of NCB officials shall be made more transparent and it shall be under three parts :

- | | | | |
|-------|------------------------|---|--|
| (i) | Self appraisal | : | By the Employee |
| (ii) | Performance Evaluation | : | By Team Leader / Programme Leader / Head of Centre / Service In-charge |
| (iii) | Confidential Portion | : | By the Head of Centre / Service In-charge / Director Incharge / Director General |

Any outstanding or poor performance shall have the approval of Director General.

6.2.4 The performance appraisal system shall be on an annual basis. The cases with poor performance rating in any appraisal year shall not be considered for promotion in the next year. The officials securing poor rating in any appraisal year shall have to put in one additional year's service subsequently, for every poor rating for the purpose of eligibility for vertical entry.

6.2.5 Personnel Department will compile the list of all eligible officials on the basis of eligibility criteria under 6.2.2. & 6.2.4 and will put up the list for preliminary assessment.

6.2.6 Vertical Entry of all officials shall be made on the basis of preliminary assessment by an internal Assessment Committee followed by interview by the Standing Selection Committee.

The preliminary assessment shall be made on the basis of the following individual criteria of assessment :

- i) Quality of Contribution to NCB Objectives;
- ii) Number of years of service in the present grade;
- iii) Performance Rating Reports; and
- iv) Academic Qualifications.

6.2.7 NCB authorities shall have the absolute right to decide when, how and where the criteria assessment should be made. However in case of Vertical Entry the process will be completed in November and promotions shall be made effective with effect from December every year uniformly. (72nd BOG)

6.2.8 The Chair Person of the Internal Assessment Committee for Vertical Entry upto level E5 shall be the Director General or a Senior Official at a level not lower than D1 nominated by Director General.

All the Directors In-charge, Heads of Centres and Service Incharges shall be the members of Internal Assessment Committee subject to the condition that no member shall be at a grade lower than or equal to the grade to which an official is being considered for Vertical Entry.

The vertical entry at grades E7 and above, Chairman NCB will constitute the Internal Assessment Committee with DG – NCB as Chair person and with two other members, atleast one of whom shall be an external member.

6.2.9 No relaxation shall be allowed in qualifications under vertical entry except with the approval of the Board of Governors of NCB. Special assessment shall be made by the Committee comprising of DG – NCB as Chairman and two NCB officials of grade D1 and above as members, before promoting an official from A grade to E grade so as to ensure suitability for E grade. There shall not be any relaxation in qualification for entry from A grade to E grade. In those cases where relaxation has been made in the past, the same is to be treated as one time relaxation and further promotions shall be based on obtaining requisite qualification.

6.2.10 In order to keep the officials highly motivated towards achievement of NCB's objectives, a periodical review of promotion policy may be undertaken keeping pace with the changing technological, administrative and managerial and economic reforms.

6.2.11 The restrictions of 10% of number of officials to be promoted every year through Vertical Entry results in accumulated stagnation over a period of time. Therefore, the limit will be raised to 15% so as to offer a reasonable opportunity to employees for career advancement.

6.2.12 The Assured Career Progression (ACP) Scheme of Government of India shall be part of the Vertical Entry Scheme.

6.3 Horizontal Entry (Recruitment)

6.3.1 Horizontal entry (direct recruitment) will be limited to entry levels for scientific and support staff, as per **Appendix B**. The post of Director General will also be filled through horizontal entry. Horizontal entry at other levels will be allowed only in exceptional circumstances with the approval of the Board whenever there is requirement based on nature of work and work load. Horizontal Entry shall be restricted to recruitment to external candidates except for the post of DG for which NCB officials are entitled to compete with outsiders.

6.3.2 Whenever vacancy arises due to superannuation / resignation of NCB officials, the same shall be filled through horizontal entry.

6.3.3 The advertisement for horizontal entry shall carry specific details regarding number of vacancies, designations, pay scales, qualifications, experience etc.

6.3.4 No relaxation in qualification will be allowed for appointment under horizontal entry.

6.3.5 Horizontal entry shall be made on the basis of preliminary screening by a Screening Committee followed by interview by Standing Selection Committee. The screening of applicants for horizontal entry shall be based on academic qualifications, experience etc and in addition on performance in written test up to Grade E3.

If any one attempting Horizontal Entry secures less than 45% points in the written test, no more effort shall be spent on further Individual Criteria Assessment in such cases and the candidate shall be deemed to have failed to fulfil the criteria.

6.3.6 The Screening Committee for screening the applicants for horizontal entry up to level A10 shall be constituted by DG – NCB and shall comprise :

- i) A senior official of NCB at level not below E7 as the Chair Person;
- ii) Two NCB officials at level not below E5.

The Screening Committee for horizontal entry of officials at level E1 to level E5 shall be constituted by DG – NCB and shall comprise of :

- i) DG or a senior official at level not below D1 nominated by DG as the Chair person;
- ii) Two NCB officials at level not below E7.

The Screening Committee for horizontal entry of officials at level E7 or above (excluding DG) shall be constituted by Chairman – NCB with DG – NCB as the Chair person and two other members atleast one of whom shall be an external member.

6.3.7 All Standing Selection Committees shall have powers to make, in appropriate cases, recommendations for appointment of candidates to any lower grade.

7 Standing Selection Committees

7.1 The Board of Governors of NCB shall constitute the Standing Selection Committee for conducting the interview of eligible candidates identified for vertical / horizontal entry after preliminary assessment / screening. The number, composition and duration of the Standing Selection Committee shall be decided by the Board of Governors from time to time. The Government of India nominee of the level not below the rank of Deputy Secretary shall be a member of all the Standing Selection Committee and should always be in the quorum present. The minimum quorum for the meeting of the Standing Selection Committee shall be not less than 2/3rd of its members.

7.2 The appointment to each grade shall be made by the Appointing Authority on the recommendations of the Standing Selection Committee.

8 APPOINTMENTS

8.1 The appointment to each grade shall be made by the Appointing Authority on the recommendations of the Standing Selection Committee/Special Assessment Board.

8.2 Each time assessments are made for Horizontal Entry, a list of all those who have qualified for Horizontal Entry shall be made in order of merit rating in the competitive selection, and appointments offered in that order to the extent the NCB has needs for appointment at that grade. Such lists shall, however, be valid and operable only for a maximum period of one year from the date of formulating such a list.

9 NCB SERVICE AND FUNCTION OF NCB AUTHORITIES

9.1 The Director General in his absolute discretion on the basis of his judgement of the needs and requirements of NCB shall determine the following in respect of all NCB officials :

- a) Job assignment, functional designation for the job assigned, job description, functions to be performed and duties to be discharged by NCB officials.
- b) Physical place or location of work including transfers and postings.
- c) Placement in a team, group, division, department, activity, committees, boards etc.
- d) Number of working hours – continuous or broken, on shift or otherwise
- e) Space and working environments
- f) All other matters not specifically covered in the terms and conditions of appointment.

10 SERVICE AND CONDUCT

10.1 All NCB officials admitted to NCB Cadre Service shall be governed by the Service Rules and other supplementary rules of the NCB as in force from time to time.

11 CLARIFICATION, AMENDMENTS, MODIFICATIONS, ADDITIONS AND EXCEPTIONS

11.1 In case of doubt relating to the meaning, clarification, interpretation or effect of any clause in these 'NCB Cadre rules', the decision of the Board shall be final and binding.

11.2 The Board may amend, modify or add to these Rules from time to time. All amendments, modifications or additions when promulgated shall take effect from such date as may be prescribed by the Board.

11.3 Notwithstanding what has been stated above, the Board in its absolute discretion may take independent decision in individual cases on the merits of the case which shall neither be questionable on any account whatsoever nor be treated as precedent for future.

Appendix A
(See Rule 4.1 and 5.1)

NCB SERVICE SALARY GRADE SYSTEM

| SI No | Grade | PAY BAND | PAY SCALE (Rs.) | GRADE PAY (Rs.) |
|-------|-----------|----------------|---|--------------------|
| 1 | A-1 | 1S | 4440-7440 | 1300 |
| 2 | A-2 | 1S | 4440-7440 | 1400 |
| 3 | A-3 | 1S | 4440-7440 | 1650 |
| 4 | A-4 | PB-1 | 5200-20200 | 1800 |
| 5 | A-5 | PB-1 | 5200-20200 | 1900 |
| 6 | A-6 | PB-1 | 5200-20200 | 2000 |
| 7 | A-7 | PB-1 | 5200-20200 | 2400 |
| 8 | A-8 | PB-1 | 5200-20200 | 2800 |
| 9 | A-9 | PB-2 | 9300-34800 | 4200 |
| 10 | A-10 | PB-2 | 9300-34800 | 4200 |
| 11 | E-1 | PB-2 | 9300-34800 | 4200 } 4600 |
| 12 | E-2 | PB-3 | 15600-39100 | 5400 |
| 13 | E-3 | PB-3 | 15600-39100 | 6600 |
| 14 | E-5 | PB-3 | 15600-39100 | 7600 |
| 15 | E-7 | PB-4 | 37400-67000 | 8700 |
| 16 | D-1 | PB-4 | 37400-67000 | 8900 |
| 17 | D-2 | PB-4 | 37400-67000 | 8900 |
| 18 | D-3 & D-4 | PB-4 | 37400-67000 | 10000 |
| 19 | D-5 | PB-4 | 37400-67000 | 12000 |
| 20 | ADG | HAG + Scale | 75500 (Annual Increment @ 3%) Rs 80000/- | NIL |
| 21 | DG | Apex Scale | 80000/- Fixed | NIL |
| 22 | CDG | Cab. Sec. | 90000/- Fixed | NIL |

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.....Appendix B

Appendix B
(See Rule 4.3, 6.1 and 6.2.1)

GUIDELINES FOR VERTICAL ENTRY

| <u>Category of NCB officials</u> | | <u>Grades for Vertical Movement</u> |
|---|------|---|
| i) NCB officials with formal or informal education/training <u>below degree level</u> or diploma in Engineering | | A1) to) = A6 - A7 - A8 - A9 - A10 A5) |
| ii) NCB officials with BSc/BA/B Com degree or diploma in Engineering as relevant to the concerned Service Group | | A6 - A7 - A9 - A10 - E1 - E2 - E3 |
| iii) a) NCB officials with PG Degree in Science/ Arts/Commerce or PG professional Qualifications as relevant to the Faculty/Service | | E1 - E2 - E3 - E5 - E7 |
| b) NCB officials with degree in Engg/Tech | | E2 - E3 - E5 - E7 - D1 |
| c) NCB officials with PG degree in Engg/ Tech/Ph D in Science or Engg/Tech | | E2 - E3 - E5 - E7 - D1 - D2 - D3..... |

N O T E

- i) The educational qualification for categorization specified above are the minimum qualifications.
- ii) The post-graduate professional qualification will mean the professional qualifications recognized by the Ministry of Education, Government of India for appointment to superior posts in the Central Government for which the minimum qualification for admission is a 'Degree' from a recognized University/Institute.

NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

NCB SERVICE RULES, 1966
(including amendments up to 20 Feb 03)

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NCB SERVICE RULES 1966

1 DEFINITIONS AND INTERPRETATION

1.1 In these Rules, the following expressions will have the meaning assigned to them hereunder :

- a) 'Board' shall mean the Board of Governors of the NCB for the time being.
- b) 'Month' means a calendar month.
- c) 'NCB' shall mean the National Council for Cement and Building Materials, a Society registered under the Societies Registration Act, 1860.
- d) 'Official' means an individual admitted to NCB Cadre Rules 1974 or NCB Contract Service Rules 1975.
- e) 'Year' means financial year of the NCB ie 1st April to 31st March.

1.2 Wherever the context of a rule so admits, the masculine gender shall include the feminine and the singular number shall include the plural number and vice versa.

2 CLASSIFICATION AND GRADES OF OFFICIALS

2.1 Classifications and grades of the officials may from time to time be determined by the Board.

3 WORKING HOURS, HOLIDAYS AND OVERTIME

3.1 Subject to any statutory restrictions, the officials shall have such working hours as may from time to time be prescribed by the Authorities of the NCB.

3.2 Officials will be entitled to such public holidays as may be notified from time to time by the NCB.

3.3 Officials may be required to work beyond or outside the normal working hours defined in 3.1, as directed by the Director General of the NCB. The Board may prescribe from time to time such classifications of officials who will be eligible for payment of overtime work and the rates applicable. Overtime payment will not, however, apply for less than one hour of such work on working days.

3.4 The staff car drivers, irrespective of their pay scale shall be admissible to over time at the rates applicable to drivers in Govt of India provided they perform the same duties and responsibilities. (72nd BoG)

4 CONDUCT RULES

4.1 The officials shall be governed by the NCB Officials' Conduct, Discipline and Appeal Rules, 1975 and in particular, the following rules.

4.1.1 The results of all researches carried out by an official during his employment shall be the property of the NCB and all patents shall also be taken in the name of the NCB. An official shall also not seek to obtain patent rights in his name on any work done or process developed while in service of the NCB even after leaving the service. The question of any participation by him in the financial benefits due to the patent developed by him will be decided by the Board at its sole discretion. No NCB official shall publish or use the results of research done by him in NCB in any form without NCB's prior permission both while in the employment of NCB and thereafter.

4.1.2 The hours of attendance shall be regulated to suit the duties entrusted to an official from time to time. He shall not at any time or times absent himself from work without the consent of the NCB.

5 PROBATION

5.1 Unless otherwise decided in particular cases, all officials shall be on probation for a period of twelve months from the date of joining. The probationary period may, however, be extended by six months at the discretion of the Appointing Authority.

6 RETIREMENT

6.1 The officials of the NCB will retire on the completion of 60 years of age unless their services are further extended by the NCB. Such extension shall in no case exceed 65 years of age. The retirement shall take effect from the afternoon of the last date of the month in which the official attains the age of superannuation.

6.2 Any NCB official who has put in a continuous uninterrupted service for twenty years or more in NCB may be permitted to voluntarily retire from the services of the NCB on giving 90 days notice. The official who so opts shall be treated to have been retired from the NCB from the date of his release and shall be allowed the benefits of gratuity and provident fund as due under the rules, he shall also be given the option either to get encashment or avail of the privilege leave and the sick leave that may be to his credit. In case the official opts for availing the leave, he shall continue to avail of all other benefits and advantages that the NCB would have provided had he been in the service of NCB.

If an official is re-employed by NCB, he shall be treated to have entered NCB service afresh but in computing the retiral benefits, these shall be limited to what the official would have been entitled to had his service been continuous taking into account the relevant benefits he might have drawn on earlier occasions.

7 TERMINATION OF SERVICE

7.1 Whilst on probation, the services of a person appointed by direct recruitment are liable to be terminated without assigning any reason by giving 10 days notice or payment of salary in lieu thereof on either side. In case of an official already in the employment of NCB when appointed to higher Grade, he shall, whilst on probation, be liable to reversion to the Grade held by him immediately before such appointment, without assigning any reason, but if during probation such an official wishes to terminate his service with NCB or NCB terminates his services, it will be subject to giving notice for the number of days equivalent to the days applicable for the Grade in which the official is confirmed.

7.2 The services of a confirmed official are liable to be terminated by the NCB without assigning any reason by giving 30 days notice in writing except that in the case of officials in Grade E1 and above 90 days written notice shall be given for terminating the service. In either case, the NCB may, in lieu of such notice, make payment or a sum equivalent to his salary for the period of notice.

7.3 A confirmed official may seek termination of his service with the NCB by giving to the NCB a similar notice in writing as is provided in clause 7.2 above or by paying to the NCB in lieu of such notice a sum equivalent to his salary for the required period of notice, provided that the Director-General or any other official designated by him for the purpose of this clause may, at his sole discretion permit adjustment of privilege leave due against notice period and/or relax the period of notice or payment of salary in lieu thereof in exceptional circumstances. After resigning his post, in case the official avails any leave, other than casual leave, for whatsoever reason it may be, such leave shall not count towards the notice period and the period of notice shall stand extended equivalent to the number of days leave is so availed.

The resignation shall become effective only after the same has been accepted and the official shall be eligible to be relieved of his duties only after he has formally handed over charge. The NCB will however have the discretion to insist on full notice (both in the case of officials on probation and confirmed official) instead of accepting salary in lieu of notice or part thereof and/or adjustment of privilege leave due against notice. In case of resignation for reasons other than mentioned in clause 8.3.4 no encashment of leave shall be allowed.

'Salary' for the purpose of notice period shall mean basic pay plus dearness allowance granted to meet the cost of living by whatever name called, if any, drawn by the official on the date of his release.

7.4 If the circumstances so warrant, the NCB may not accept the resignation of an official and/or relieve him from service, even on the expiry of the notice period, if disciplinary proceedings are pending or contemplated against him or he is under suspension.

8 LEAVE RULES

8.1 Classification of Leave

- a) Privilege Leave
- b) Casual Leave
- c) Sick Leave
- d) Study Leave
- e) Other types of Leave

8.2 General Leave Rules

8.2.1 All leave shall be granted at the convenience of the NCB and the NCB shall have the absolute right to refuse, revoke or curtail leave if the exigencies of the NCB's work so require.

8.2.2 For purposes of calculation of leave, any holidays observed by the NCB falling at the beginning or at the end of the leave period or both, shall not be counted, as part of the leave. The holidays

falling within the leave period shall, however, be counted as part of the leave taken except in the case of Casual Leave.

8.2.3 Officials shall apply in writing to the NCB for any kind of leave in the prescribed form available from the office.

8.2.4 If any official, after proceeding on leave requires an extension thereof, an application for the purpose shall be made to the NCB well in advance of the expiry of the leave. A written reply, either of the grant or the refusal of the extension shall be sent to the official at the address given by the official, if such reply is likely to reach the official before the expiry of the leave originally granted to him.

8.2.5 An official may be liable to disciplinary action if he remains absent without leave or beyond the period of leave originally granted to subsequently extended. However, an official remaining absent without permission or overstaying the sanctioned leave, for a period exceeding 30 days shall be deemed to have voluntarily terminated his contract of service and without prejudice to the rights of the NCB his name shall be struck off the rolls of the NCB.

8.3 Privilege Leave

8.3.1 Every official shall be entitled to privilege leave on full pay. The leave account of the official shall be credited with privilege leave, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year. The credit to be afforded will be reduced by 1/10th of the extraordinary leave availed and/or period of dies-non during the previous half year subject to a maximum of 15 days. In case an official having availed himself of the advance leave resigns or retires from service or ceases to be in NCB service for whatever reason it may be before he has earned such leave, he shall be liable to refund leave salary to the extent the leave has not been earned and for this purpose the earning of leave shall be at the rate of two and half days for each completed calendar month of service, fraction of a day shall be rounded off to full day.

8.3.2 Privilege leave may be accumulated up-to 300 days, provided that the ceiling will be allowed to be exceeded to the extent of the refusal of privilege leave by the NCB in the case of an official who has been refused privilege leave due to him. Out of this accumulated privilege leave not more than 120 days can be availed within India at a time. While abroad, 240 days of privilege leave can be availed of at a time.

8.3.3 An official who has completed one year service in NCB will be entitled to encash once in a year and be paid for at the *current rate of remuneration, from his available accumulated privilege leave for a number of days not exceeding 50% of the leave to his credit as on close of the previous half of the year and an appropriate debit shall be made to his privilege leave account to the extent of the leave encashed. The remaining 50% of leave could be availed by the official. However, the accumulation limit for encashable leave will be for a maximum of 120 days and non-encashable together with encashable leave, if any, will not exceed the limits prescribed in clause 8.3.2.

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- means remuneration drawn by the official and not the notional emoluments (Authority : Council Minute No 63.8.4)

8.3.4 An official shall be entitled to encash the whole of the privilege leave and the sick leave under the following circumstances :

- a) Death while in service
- b) Retirement on attaining the age of superannuation, and voluntary retirement in the manner and to the extent indicated in clause 6.2
- c) Resignation on account of prolonged ill-health duly certified by a Medical Authority nominated by NCB.
- d) Expiry of tenure of appointment

8.3.5 Application for privilege leave shall be made on the prescribed form provided by the office subject to the condition that if the leave applied for is for 15 days or more the application will be made at least a fortnight in advance of the date from which leave is required. In urgent cases or unforeseen circumstances, a shorter notice may be acceptable at the discretion of the competent sanctioning authority.

8.3.6 In case of an official being called from his leave for duty, he shall be entitled to receive the benefits of the travelling allowance applicable to him if he was out of station.

8.4 Casual Leave

8.4.1 An official may be allowed casual leave for ten days in one calendar year.

8.4.2 Casual leave is intended to meet unforeseen circumstances. Prior permission of the Director General of the NCB or such other officer(s) as authorised by him for grant of leave shall be obtained before such leave is taken and in exceptional circumstances where prior permission is not possible prior intimation shall be given. But, when it is not practicable, the aforesaid authority of the NCB shall, as soon as practicable be informed in writing.

8.4.3 Maximum casual leave granted to an official shall not exceed six days at a time.

8.4.4 Casual leave shall not be allowed to be accumulated and unused casual leave will lapse at the end of the calendar year.

8.4.5 Half day casual leave will be permitted.

8.5 Study Leave

8.5.1 At the sole discretion of the Director General, an official may be granted study leave for pursuing or undertaking studies which would promote the interest of the NCB. Such study leave shall be for a maximum period of 28 months. Such leave will be paid at the rate as per rules of the Government of India subject to the conditions that :

- i) the official concerned shall give an undertaking to the NCB that he will serve the NCB for a minimum period equivalent to twice the length of the study leave or three years whichever

is higher after his return from such study leave or in the alternative to indemnify the NCB to the extent of an amount equivalent to the total salary for the bound period of service; and

- ii) *30% of the leave salary shall be held in abeyance and paid to the official only after he has served the NCB for the required period stated above.

8.6 Sick Leave

8.6.1 An official shall be entitled to sick leave for 10 days on full pay for each completed year of service. This leave shall be granted only in case of sickness of the official and shall be supported by medical certificate from a Medical Authority acceptable to the Director General NCB.

8.7 Other Types of Leave : Every official shall be entitled to extraordinary leave, special casual leave, paternity and maternity leave, special disability leave and quarantine leave, in accordance with the rules given below, in addition to such other benefits as may be decided by the Board from time to time.

8.7.1 **Extraordinary Leave** : may be granted to an NCB official in special circumstances when no other leave is admissible or when the official applies in writing for grant of such leave. During the period of such leave, the official shall not be entitled to any pay and allowance whatsoever and the quantum of leave shall be such as may be prescribed by the Director General.

8.7.2 **Special Casual Leave** : may be granted to an NCB official by the Director General to meet special situation for the day's) on which the official is not able to attend office due to civil disturbance, curfew, strikes and for the number of days as may be decided by the Director General when an official is permitted to attend meetings of scientific association, participate in Republic day parade and rehearsals, attend duties in Territorial Army, donate blood in the blood bank, undergo sterilisation operation under family planning and such other occasions as may be prescribed by the Director General. (Also see clause 10.1.10).

8.7.3 **Paternity and Maternity Leave** : The paternity and maternity benefits to NCB officials will be as per provisions of the rules as in force from time to time in the Government of India.

8.7.4 **Special Disability Leave** : may be granted on full pay up to 120 days and on half pay beyond 120 days upto a maximum of 24 months to an NCB official in case he is disabled by injury inflicted or caused in, or in consequence of, the due performance of his official duties or in consequence of his official positions. The grant of such leave shall be with the approval of Director General subject to a medical certificate from the Medical Authority acceptable to the Director General.

*Further subject to the condition that in case when insurance company has paid the claims to compensate the employee for the leave taken by him owing to the injury suffered by him in an accident, special disability leave will not be allowed.

*The leave salary held in abeyance may be put in fixed deposit so that the interest earned thereon also goes to the official who complies with the requirements (Authority : Council Minute No 47.9.1(i)).

8.8 The sanction, grant and availing of leave shall be subject to such further administrative instructions and terms and conditions as may be prescribed by the Director General from time to time.

8.7.5 Quarantine Leave : An NCB official may be granted quarantine leave in whose family or household, at his place of duty, residence or sojourn, any member is affected with the infectious disease of plague or small pox and his attendance in the office is considered hazardous to the health of other officials and is certified and recommended by the Public Health Officer. Such leave shall not be granted for chicken pox unless the Public Health Officer considers that because of doubt of the true nature of disease (for example, small pox), there is reason for grant of such leave. Such leave may also be granted for any other infectious disease as may be declared by the State Government. The period of leave shall normally not exceed 21 days except in exceptional circumstances where it may be granted upto 30 days. If the official himself is affected with any of the above diseases, he shall not be entitled to quarantine leave but may be granted any other leave of the kind due and admissible.

8.8 The sanction, grant and availing of leave shall be subject to such further administrative instructions and terms and conditions as may be prescribed by the Director General from time to time.

9 LEAVE TRAVEL CONCESSION

9.1 Officials who have completed one year's service may avail themselves of leave travel concession once in two calendar year for journey to home town or once in four calendar years to any place in India when on leave; for this purpose, the words 'home town' used in these rules shall also mean any place in India so far as they are relevant. The journey to any place in India will be in 'lieu of one journey to home town in case of officials entitled to concession to home town.

9.1.1 Hundred percent of the actual railway fare from the place of work to home town/any place in India by the shortest route, where these are connected on the railway system will be reimbursed. Where the place of work and the home town are served partly by railway and partly by bus or any other transport system, the reimbursement will cover the railway sector as well as other sectors. The cost of travel shall not be higher than the class applicable to the official concerned as per the Travelling Allowance Rules and reimbursement of the expenses will be done on certification by the official of having incurred the expenditure and on production of receipt(s) or other satisfactory evidence(s). The official and members of his family availing leave travel concession shall however have the freedom to travel to declared place of visit by any class, route and/or mode of conveyance convenient to him subject to the condition that the amount reimbursed by the NCB for the fare shall be limited to the amount spent on actual fare within the overall amount of the fare of the class the official is entitled to travel.

"Provided that a Cadre Official, his spouse and upto two dependent children may travel once in two calendar years to any place within a radius of 800 kms from place of work and back in lieu of leave travel concession to home town, subject to the following conditions :

- a) This concession will be availed during the relevant period of two years and not during any period of grace.

- b) The concession will be availed for the family as a whole and no splitting of family will be permitted.
- c) No other leave travel concession for other dependents will be admissible for the period for which the above concession is availed; and
- d) This concession will be in lieu of one leave travel concession to home town, out of two in a four year period."

9.1.2 This concession for self journey to an official shall be admissible only if the journey is performed during leave of any kind including casual leave for not less than 5 days excluding intervening holidays/close days unless the official opts to forego the benefit of such intervening holidays/close days in which case the intervening holidays/close days will count as leave.

9.1.3 No incidental shall be payable for the journeys performed under this concession.

9.1.4 Members of the family of the official are also entitled to the concession. The term family shall include the official's wife or husband, legitimate children and step-children and parents residing with and wholly dependent on him.

9.1.5 An official who has his family living away from his place of work may, instead of having the concession for his family as well as himself once in two years, may avail the concession for himself alone once every year for visiting his own home town.

9.1.6 This concession does not apply or extend to travel by air or sea unless otherwise permitted on any sector by the rules of Government of India. So far as permission under special circumstances referred to in clause 10.1.3 is concerned, those entitled to travel by air-conditioned first class as per clause 9.1.1 may also travel by air.

9.1.7 In case an official resigns or NCB terminates his service or the official does not report back to duty after proceeding on LTC, he shall not be entitled to the benefit of LTC.

9.1.8 An official who is unable to avail LTC for hometown or anywhere in India during one block may be allowed to carry it forward to the next block of two years.

10 TRAVELLING ALLOWANCE, DAILY ALLOWANCE, ETC

10.1 Officials travelling on official work shall be paid travelling, lodging and daily allowance in accordance with the following table :

| S No | Grades | Mode and class of travel | Lodging and daily allowance |
|------|--------------|---|---|
| 1) | E8 and above | Air or AC first class by Rail |))))) At such rates and to be regulated by such *Rules as decided by the Board from time to time |
| 2) | E5 to E7 | First class or AC-II slipper class by Rail or Air whenever very necessary | |
| 3) | A9 to E4 | First class or AC-II sleeper class by Rail | |
| 4) | A1 to A8 | Second class by Rail | |

10.1.1 Rail fare charges shall be either that of the class entitled to or that by which actually travelled whichever is lower.

10.1.2 All officials are expected to travel by the shortest route.

10.1.3 Under special and unavoidable circumstances, permission may be granted to officials for travelling by a class higher than the entitlement or by air.

10.1.4 No separate portage will be paid.

10.1.5 In the case of Director General when his basic salary is equivalent to that of chief Executive in Schedule a of public sector undertaking, he shall be entitled to travel by road, rail or air by highest class as applicable to the chief executive of Schedule A of public sector undertaking.

10.1.6 In cases where an official utilizes free lodging facilities provided by the NCB, Government, clients, sponsor, etc including tentage accommodation, the Daily Allowance only shall be payable to him and no lodging allowance shall be paid. Where full boarding is provided free by the NCB, Government clients, sponsor, etc, only 25% of the Daily Allowance will be admissible. Invariably in such cases, a certificate shall be furnished whether lodging or full board or both were so provided.

Note : In unavoidable circumstances, at the discretion of the NCB, daily allowance
May be paid to cover actual expenses subject to production of receipts.

10.1.7 Actual conveyance charges from the place of residence to the railway station or airport and back and also the conveyance charges incurred at the place where official work is performed will be admissible, subject to the condition that the reimbursement for officials who are in Grade E5 or above shall be limited to actual taxi fare, in case of those in Grade A9 or above but below Grade E5, to actual scooter fare and for all others to actual bus or scooter charges in case the official is specifically directed to travel by scooter in emergent and exceptional cases.

In the event of officials entitled to travel by Taxi and Auto Rickshaw using vehicles not fitted with fare meter for performing official duties, the reimbursement will be limited to the admissible amount or the rates fixed from time to time for using own conveyance for performing official duties based on the distance travelled or actual claim whichever is lower. The journey by cycle rickshaw shall be limited to fare by shared auto rickshaw for those entitled for travel by bus. (72nd BOG)

10.1.8 No conveyance allowance or conveyance charges shall be admissible for the journeys from residence to normal place of work for attending to normal duty and back on working days except otherwise decided by the Board.

At the headquarters and while deputed for work at Delhi/New Delhi, or vice versa officials who are not provided with official transport or conveyance allowance shall be entitled to reimbursement of actual conveyance charges incurred for the performance of official duties subject to the condition that the reimbursement will be limited to entitlement as in clause 10.1.7. The reimbursement of actual conveyance charges as above, shall also be admissible for journeys from residence and back if an official is called to perform official duty on a closed day; and on working day it shall be limited to one way journey if an official is detailed on overtime work before 0600 hr or beyond 2100 hr when the place of work and residence are at the same station or if called upon to

perform overtime work either before or after the normal working hours when the place of duty and residence are at two different stations.

If an official uses his own transport in the performance of official duties and if such use is with the approval of his authorised supervising official, he shall be reimbursed for the use of his transport of the type entitled, at the rates and subject to terms and conditions as may be decided by the Board from time to time.

10.1.9 In case of tour abroad the daily allowance for living expenses, entertainment expenses, conveyance and other incidental expenses incurred by an NCB official shall be the total amount certified by the NCB official as having been spent, limited to the extent of foreign exchange released by the Reserve Bank of India. In case the tour abroad is cut short the excess amount released in foreign currency shall be refunded by the official. Air-port Tax and other incidental expenses incurred by the official and paid in India shall be reimbursed to the official in Indian currency.

10.1.10 The candidates (both external and internal) called for interview/test from outstation in connection with their assessment for appointment in NCB shall be paid travelling allowance at the rates indicated below. NCB officials travelling for such purpose shall be treated as on special casual leave for the period of journey and stay :

| | | |
|---|---|---|
| Candidates called for Interview/test for Grade E3 and above | : | Single 1 st class rail or bus fare by the shortest route each for onward and return journeys, on production of receipts. |
|---|---|---|

| | | |
|---|---|--|
| Candidates called for Interview/test for Grade A1 to E2 | : | Single 2 nd class rail or bus fare by the shortest route each for onward and return journey plus sleeper charges while overnight journey is involved. |
|---|---|--|

No DA or incidental expenses shall be admissible to candidates called for interview/test.

10.1.11 No TA/DA or incidental expenses shall normally be admissible to an official for journey to join his first appointment in NCB except that in case of officials joining in Grade E6 and above, they may be reimbursed travelling expenses equivalent to first class rail fare for self and spouse and the cost of transportation of personal effects and cost of carriage of private conveyance, at the scale, as admissible to a NCB official of equivalent grade on transfer, provided that he shall be considered eligible for such reimbursement (and be paid) after he has satisfactorily completed service in NCB for a period of two years from the date of joining or on the expiry of his period of appointment if it is less than two years and provided further that he has not been reimbursed such amount by his previous employer.

10.1.12 TA on Retirement : If any official on retirement wishes to settle down in a station other than the last station of duty shall be eligible to travel along with his family from the last station of duty to the declared home-town or to any other selected place of residence where he wishes to settle after retirement and shall be governed by the rules/provisions applicable in the Govt of India from time to time in this respect. (72nd BoG)

11 MEDICAL BENEFITS

11.1 Every official shall be entitled to reimbursement of medical expenses to the extent permissible under NCB Medical Benefit Rules, 1977 as in force.

12 EDUCATIONAL ASSISTANCE

12.1 Every official, who has put in not less than one year's continuous service will be reimbursement actual tuition fee subject to a ceiling of Rs 40/- per child per month limited to two children studying in recognised educational/technical/scientific institutions, on production of a receipt from the institution concerned, except that the condition of recognised institution may not be insisted in the case of children studying in classes up to class V. The reimbursement will be made on production of a satisfactory proof that it has not been claimed from any other source.

12.2 NCB Cadre officials who acquire additional professional qualifications during the employment with NCB may be considered for grant of advance increment(s) or may be paid a lump sum amount as an incentive if such additional qualifications are in the area of interest to NCB in its work and are considered useful by NCB which may be decided by the Director General in each case at his sole discretion.

- 12.3
- i) NCB officials sent abroad on training, fellowship, scholarship, study leave or under any other exchange programme shall execute a bond to serve NCB for twice the period of absence subject to a minimum of 3 years irrespective of the period and expenses involved. This will also apply to study tours extending beyond 2 weeks.
 - ii) NCB officials sent abroad to attend conferences, symposia, seminars etc for a period not exceeding one week shall execute a bond to serve NCB for twice the period of absence subject to minimum of one year.
 - iii) In both the aforesaid cases, if the official fails to fulfil the bond, he shall reimburse the entire cost incurred in connection with his foreign visit.
 - iv) NCB officials sent by NCB for official assignments or for attending conferences, seminar, symposia etc for a very short duration, say 2-3 days need not execute the service bond and the decision as to who need not execute the Bond shall be at the discretion of the Director General.

12.4 In case of officials holding post in Grade not lower than E2, NCB may reimburse the amount of their annual subscription for any one professional body in India for their membership subject to the following conditions :

- a) it shall be payable only if the membership is not meant to keep the qualification of the member alive but for purpose of keeping professional contact and updatedness.
- b) the journals received by the members shall be the property of the NCB and shall normally be returned to the Library; this requirement may, however, be relaxed by the Director General in cases where NCB is already securing the required number of copies of the journals.

- c) before renewal of the subscription each year, the official shall give a brief report of activities in the previous year covering his participation in the activities of the professional body and his own contributions.

13 PROVIDENT FUND

13.1 Every Cadre Official will be required to join the Provident Fund set up by the NCB and shall abide by the Rules and Regulations of such Provident Fund.

14 GRATUITY

14.1 Every Cadre Official of the NCB shall be entitled to payment of a Gratuity as stated hereunder and the payment shall be made either to him or to his heirs or assignees :

- | | | |
|----|--|---|
| a) | On the death of an official while in service of NCB or on his physical or mental disability to continue further in service | One month's salary for each year of service subject to a maximum of 15 months' salary |
| b) | On retirement or resignation of an official or termination of service by NCB after the official has put in Continuous service for a period of Not less than 10 years | One month's salary for each year of service subject to a maximum of 15 months' salary. Those joining NCB after 1 Nov 1985 as new entrants and also those officials who are appointed, Whether by vertical or horizontal entry, To grades higher than their existing Grade after the aforesaid date of 1 Nov 1985, the amount of gratuity in case of their resignation shall be @ 15 days Salary for each year of service. |
| c) | On retirement or resignation of an official or termination of service by the NCB before the official has put in continuous service for a period of 10 years. | -- NIL -- |

The aforesaid 'maximum of 15 months salary' shall stand raised up to 16½ months' salary on the retirement of an official; or on death of an official while in service of NCB or on termination of service of an official by NCB due to his physical or mental disability.

The gratuity shall be calculated for each six months block of qualifying service and in calculating the length of the qualifying service beyond the prescribed period of 10 years, a fraction of the year equal to three months and above shall be treated as completed half year block and period less than three months shall be ignored.

14.2 The 'salary' for the purpose of calculating Gratuity shall be the average basic salary inclusive of Dearness Allowance (but not other allowances) drawn during the last twelve months of the official service with the NCB. In the case of an official who for reasons beyond his control, has to be on long sanctioned leave on half pay or without pay during the period of twelve months prior to his release from NCB, it may be calculated on the salary which the employee would have drawn during the last twelve months, had he not been on such authorised leave and in case of an employee who has remained absent without authorisation, the salary for the purpose of calculating the gratuity shall be average salary actually drawn during the last twelve months.

14.3 Gratuity shall not be payable to an official who is dismissed for gross misconduct or disobedience, causing damage to the NCB's property or business, theft, fraud or dishonesty in connection with the NCB's business or work.

14.4 Any dues from the official may be deducted out of the amount of gratuity payable.

14.5 NCB Cadre official who retire on attaining the age of superannuation after having put in a least 20 years of continuous service in NCB will also be paid an ex-gratia amount at the following rates as superannuation terminal benefits :

| Number of years of continuous service <u>In NCB prior to superannuation</u> | Ex-gratia payment equivalent to |
|--|-----------------------------------|
| 20 – upto 25 years | 25%) |
| Above 25 – upto 30 years | 30%) – of the amount of gratuity |
| Above 30 – upto 35 years | 35%) due and admissible |
| Above 35 years | 40%) |

15 SUBSIDY RULES

15.1 The Board may prescribe subsidiary rules for the purpose of carrying into effect the purpose of these rules.

16 AMENDMENTS, MODIFICATIONS, ADDITIONS AND EXCEPTIONS TO THE RULES

16.1 Notwithstanding what has been stated above, the Board may, if necessity arises, take independent decisions in individual case on the merits of the case.

16.2 The Board may amend, modify or add to these rules from time to time. All amendments, modifications or additions when promulgated shall take effect from the date of decision of the Board unless specified otherwise by the Board.