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PART – I

SHORT TITLE AND APPLICATION

- (1) These Regulations shall be called the Meghalaya State Power Corporation Ltd. (MSPCL) Employees (Recruitment and Conditions of Service) Regulations, 2006.
- (2) These Regulations shall apply to all the employees of MSPCL.

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PART – II

DEFINITIONS

(3) Unless there is anything repugnant in the subject or Context:

1. “Approved Candidate” means a candidate whose name appears in an authoritative list of candidates approved for appointment.
2. “Average Pay” means the average monthly pay earned during the ten completed months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
3. “Corporation” means the office of MSPCL incorporated under The Co’s Act, ’56 by the Government of Meghalaya in accordance with restructuring of Meghalaya State Electricity Board under Electricity Act 2003.
4. “Chairman and Managing Director (CMD)” means Chairman cum Managing Director of the Corporation appointed by the Government.
5. “Compensatory Allowance” means the allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed and includes travelling allowance.
6. “Competent Authority” means an authority which has been authorized by the Corporation to perform a special act.
7. “Confirmation” means appointment of a probationer in a permanent post.
8. “Day” means a Calendar day beginning and ending at midnight.
9. “Departmental promotion committee” means a committee constituted by the Corporation from time to time for the purpose of selection of candidates for promotion from one grade to the next higher grade.
10. “Duty”: - A person is said to be on duty:-
 - (a) When he is performing the duties of a post or undergoing probation, or training prescribed for that post.
 - (b) When he is on joining time or

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- (c) When he is absent from duty, having been on duty immediately before or after such absence, on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Corporation
 - (d) When he is absent during
 - (i) a course of instruction or training or
 - (ii) a course of instruction or training under the Corporation or any outside agency(ies) in the Meghalaya State authorized by the Corporation.
 - (e) When an Employee on return from leave has to wait for orders of posting provided that the Corporation or any officer authorized by the Corporation this regard may treat any period as duty if in its/ his discretion it should be treated as such.
- 11. “Employee” means any person employed by or in the name of the Corporation.
 - 12. “Foreign Service” means service in which an employee receives his pay with the sanction of the Corporation from any source other than the Corporation.
 - 13. “Government” means Government of Meghalaya.
 - 14. “Holiday” means any day declared as such by the Corporation.
 - 15. “Joining Time” means the time allowed to an employee of the Corporation to join a new post or to travel to a station to join a post to which he is posted.
 - 16. “Leave Salary” means the monthly amount paid by the Corporation to an Employee who is on leave.
 - 17. “Lien” means the title of an Employee to hold permanently a permanent post to which he has been appointed.
 - 18. “Management Committee” means the committee constituted by the Corporation with such members as the Corporation may in its discretion decide and discharge such duties and functions as the Corporation may from time to time decide.



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19. “Month” means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of number of days in each should first be calculated and the odd number of days calculated subsequently.
20. “Officiate”: an Employee officiates in a post when he performs the duties of a post on which another person holds a lien. The Corporation or an officer duly authorized by the Corporation may, if it/ he thinks fit, appoint an Employee to officiate in a vacant post on which no other Employee holds a lien.
21. “ Pay” means
- (a) The amount drawn monthly by an Employee as the Pay, other than Special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him permanently or in an officiating capacity, to which he is entitled by reason of his position and
 - (b) Special Pay and personal Pay, and
 - (c) Any other emoluments, which may be specially classed as pay by the Corporation.
22. “Permanent Post” means a post carrying a definite rate of pay sanctioned without limit of time.
23. “Personal Pay” means additional pay granted by Corporation to an Employee:-
- (a) to save him from a loss of pay in respect of a permanent 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 considerations
24. “Presumptive pay” of a post when used with reference to any particular Employee means the pay to which he would be entitled, if he held the post permanently and was performing its duties, but it does not include special pay unless the Employee performs or discharges the work or responsibility or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned.
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25. “Probationer” means a person appointed provisionally in a permanent post and who has not been confirmed.
26. “Promotion”, means the appointment of a member of a service in any grade, in a class of a service, to higher grade of such class of service.
27. “Secretary”, means a person appointed by the Corporation as Secretary of the Corporation under The Company’s Act, 1956.
28. “Selection Committee” means a committee constituted by the Corporation from time to time for selection of candidates through direct recruitment.
29. “Service” means a group of employees constituted by the Corporation as separate service as provided in **Part-III** of these regulations. Provided that where the context so requires “Service” means the period during which a persons holds a post in accordance with these regulations.
30. “Special Pay” means an addition, of the nature of pay, to the emoluments of a post of an employee, granted in consideration of
 - (a) the specially arduous nature of the duties; or
 - (b) a specific addition to the work or responsibility; or
 - (c) the unhealthiness of the locality in which the work is performed.
31. “Subsistence allowance” means a monthly allowance allowed to an employee who is not in receipt of pay or leave salary, in circumstances provided for in Section 8 of **Part V**.
32. “Substantive Pay” means the pay other than special pay, personal pay or emoluments defined as pay by the Corporation under Regulation 3(21) to which an employee is entitled to on account of a post to which he has been appointed permanently or by reason of his permanent position in a cadre.
33. “Temporary Post” means a post carrying a definite rate of pay sanctioned for a limited time.
34. “ Time Scale Pay” means

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- (a) Pay which, subject to any conditions prescribed in these regulations raises by periodical increments from a minimum to a maximum.
 - (b) time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time scales are identical.
35. “Traveling allowance” means an allowance granted to an employee towards the expenses, which he incurs in traveling in the interest of Corporation service.

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PART – III

GRADATION OF SERVICES

4. SERVICES UNDER CORPORATION

Subject to any modifications that the Corporation may make from time to time the following shall be the gradation of services under the Corporation.

(A) MEGHALAYA STATE POWER CORPORATION SECRETARIAT/Administrative SERVICE

GRADE	POST
E9	Chief General Manager
E8A	Addl. Chief General Manager
E8	Senior General Manager/ Secretary
E7	General Manager
E6	Deputy General Manager
E5	Asstt. General Manager
E4	Manager
E3	Deputy Manager
E2	Section Manager
E1	Jr. Manager
S2	Sr. Assistant
S1	Jr. Assistant/ Sr. Assistant (Special)
W5	Asst. (Type)
W4	Record Sorter
W4	Light Vehicle Driver
W4	Sr. Peon
W3	Duftary
W4	Peon Grade I
W2	Peon (Special)/ Record Sorter
W1	Chainman/ Peon
W1	Sweeper
W1	Cleaner
W1	Chowkidar
W1	Mali

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STENOGRAPHERS

E4	Stenographer Gr-I
E3	Stenographer Gr-II
S2	Stenographer Gr-III

COMPUTER BRANCH

E3	Senior Computer Operator
E1	Junior Computer Operator
W5	Electronic Data Processing Assistant
W4	Data Entry Operator

(C) **MEGHALAYA STATE POWER CORPORATION BOARD ENGINEERING SERVICE**

This service consists of two branches namely Electrical/Mechanical and Civil. The Corporation may, if so desire introduce some more branches in this service. This service consists of the following grades of employees.

(i) **BRANCH : ELECTRICAL/MECHANICAL**

E9	Chief General Manager
E8	Senior General Manager
E7	General Manager
E6	Dy. General Manager
E5	Asst. General Manager
E4	Manager
E1	Asst. Manager

(ii) **BRANCH : CIVIL**

E9	Chief General Manager
E8	Senior General Manager
E7	General Manager
E6	Dy. General Manager
E5	Asst. General Manager
E4	Manager
E1	Asst. Manager
S5	Chemist

(D) **MEGHALAYA STATE POWER CORPORATION ACCOUNTS SERVICE**



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E9	Chief General Manager (Accounts)
E8	Senior General Manager (Accounts)
E7	General Manager (Accounts)
E6	Dy. General Manager (Accounts)
E4	Manager (Accounts)
E3	Dy. Manager (Accounts)
E1	Jr. Manager (Accounts)
S3	Sr. Assistant (Accounts)
E1	Jr. Manager
W5	Assistant
W4	Record Sorter
W3	Duftry
W1	Peon
W1	Sweeper
W1	Cleaner
W1	Chowkidar

(E) **MEGHALAYA STATE POWER CORPORATION MEDICAL SERVICE**

E9	Chief Medical Officer/Chief General Manager (Medical)
E8	Sr. Medical Superintendent/Sr. General Manager (Medical)
E7	Medical Superintendent/GM (Medical)
E6	Sr. Medical Officer/DGM (Medical)
E5	AGM (Medical)/Medical Officer/Asst. Surgeon I
W6	Compounder
W6	Auxiliary Nurse
W5	Midwife
W2	Dresser
W1	Ward Attendant

(F) **MEGHALAYA STATE POWER CORPORATION EDUCATION SERVICE**

E3	Head Master (High School)/ Head Master/Mistress (Secondary School)
E1	Asst. Head Master (High School)/ Asst. Head Master/Asst. Mistress (Secondary School)
S2	Head Master M.E. School
S1	Asst. Teacher (Graduate)
W7	Asst. Teacher (Graduate) M.E. School
W6	Asst. Teacher (Under Graduate)



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W5	Asst. Teacher (Matric Passed)
W4	Asst. Teacher (Matric Basic Trained)
W3	Asst. Teacher T.T. Passed (under Matric)

(G) **MEGHALAYA STATE POWER CORPORATION SECURITY SERVICE**

E7	General Manager
E6	Deputy General Manager (Security)
E3	Asst. Security Officer/Dy. Manager (Security)
E1	Jr. M Security
S6	Security Inspector
S2	Security Sub-Inspector
S1	Asst. Security Sub-Inspector
W4	Havildar
W3	Naik
W2	Lance Naik
W1	Security Guard
W1	Security Guard-cum-Driver

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MEGHALAYA STATE POWER CORPORATION GENERAL SERVICE

(i) **POWER HOUSE**

S2	Head Technician/Sr. Technician
W7	Technician Gr-I
W5	Technician Gr-II
W2	Technician

(ii) **TRANSMISSION & DISTRIBUTION SUB-STATION**

(a) **Electrical Trade**

S2	Divisional Electrician/Sr. Electrician
W5	Electrician Gr-I
W4	Electrician Gr-II
W2	Electrician
S2	Line Supervisor
W5	Lineman Gr-I
W4	Lineman Gr-II
W1	Helper/ Jugali
W7	Wireman Gr-I
W4	Wireman Gr-II
W2	Wireman
W4	Meter Reader Gr-I
W3	Meter Reader Gr-II
W2	Meter Reader Gr-III

(b) **Switch Board Operators Trade**

W6	Switch Board Operator I
W3	Switch Board Operator II
W2	Switch Board Operator

(c) **Draughtsman Trade**

W7	Draughtsman Gr-I/Sr. operator CAD
W6	Draughtsman Gr-II/Jr. Operator CAD
W2	Tracer

(d) **Engineering Subordinates**

S3	Engg. Sub-ordinate Gr-I
S2	Engg. Sub-ordinate Gr-II
S1	Engg. Sub-ordinate Gr-III

(e) **Others**



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W2	Telephone Operator
W1	Telephone Attendant

(iii) **WORKSHOP**

W7	Divisional Electrician/Sr. Electrician
W6	Electrician Gr-I
W4	Electrician Gr-II
W3	Electrician
W7	Divisional Mechanic/Sr. Mechanic
W6	Mechanic Gr-I
W4	Mechanic Gr-II
W3	Mechanic
W7	Divisional Fitter/ Sr. Fitter
W6	Fitter Gr-I
W4	Fitter Gr-II
W3	Fitter
W7	Divisional Welder/Sr. Welder
W6	Welder Gr-I
W4	Welder Gr-II
W3	Welder
W7	Divisional Turner/Sr. Turner
W6	Turner Gr-I
W4	Turner Gr-II
W3	Turner
E7	Crane Operator Gr-I
E5	Crane Operator Gr-II
E7	Earth Moving Mechanic Gr-I
E6	Earth Moving Mechanic Gr-II
E5	Heavy Vehicle Driver (Dozer/Dumper)

(iv) **CIVIL TRADES**

W7	Divisional Plumber/Sr. Plumber
W6	Plumber Gr-I
W4	Plumber Gr-II
W3	Plumber
W4	Carpenter Gr-II
W6	Mason Gr-I
W4	Mason Gr-II
W3	Mason
W7	Driller Gr-I
W6	Driller Gr-II
W4	Driller Gr-III



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(v) **ENGINEERING SUB-ORDINATES**

S3	Engg. Sub-ordinates Gr-I
S2	Engg. Sub-ordinates Gr-II
S1	Engg. Sub-ordinates Gr-III

(vi) **OTHERS**

W5	Pump Operator Higher Grade
W5	Heavy Vehicle Driver
W4	Pump Attendant
W4	Pipe Jointer
W2	Asst. Pipe Jugali
W4	Operator (Radial gate)-cum-Electrician
W3	Operator (Radial gate)
W3	Operator (Blue Printing)

5. **CREATION AND ABOLITION OF POSTS**

1. The Corporation may from time to time create or abolish posts under various categories in the Corporation services mentioned in Regulation 4.
2. While creating posts the Corporation shall specify the time scale of pay of each post.
3. The Corporation may in respect of any post which has not been abolished within three years from the date of its creation consider to make it permanent.

6. **CHANGE OF TIME SCALE OF PAY OF POST**

The Corporation may from time to time modify or enhance the time scale of pay of each post created by it.

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PART IV

RECRUITMENT

7. Reservation of posts for direct recruitment

1. Notwithstanding the method of recruitment as specified in the Annexures in Schedule – I the Corporation may time to time specify the posts under various grades in the services of Corporation which may be filled in by direct recruitment.
2. The Corporation shall from time to time decide the period during which it will resort to direct recruitment to each of the grades.
3. Subject to any modification that the Corporation may as its discretion decide, the posts which are to be filled by direct recruitment under various grades in the services of Corporation are indicated in the Annexures in Schedule – I

8. Procedure for direct recruitment

1. The Corporation or any officer authorized by it may first estimate the number of vacancies for which direct recruitment is proposed to be made along with detail job description.
 - (i) The Corporation or any officer authorized by the Corporation may advertise in newspapers and call for applications for posts to be filled by direct recruitment. Apart from advertisement in newspapers and reference to employment committee (in rare cases), campus selection for its executives / engineers, recruitment through head-hunters/ consultancy firms etc. may be suitably provided.

Provided that the list of eligible candidates for appointment to which it is necessary to call for candidates from employment exchanges may be obtained by the Corporation or officer authorized by the Corporation from the concerned employment exchange.

- (ii) Such advertisement as is referred to in sub – regulation (1) (i) above, should *inter alia* contain the following:
 - (a) The number of estimated vacancies to be filled in, including those for reserved grades.
 - (b) Educational qualifications and experience required.
 - (c) Whether any written Examination will be conducted and if so the subjects therefore and the details of syllabus.
 - (d) The fee for obtaining applications, if any, and the fee payable, along with completed applications form.



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- (e) Centres for the examination.
 - (f) Whether oral interview will be conducted
 - (g) Whether T.A. will be paid for attending the written examination or oral interview.
 - (h) The period of probation
 - (i) The period of training, if any, stipend payable during the period of training.
2. The applications received in response to any advertisement made by the Corporation or the officer authorized by the Corporation shall be scrutinized and a list of candidates eligible for appearing for the written test shall be prepared.

Such eligible candidates will be called for appearing for the written examination at a center on the day and at the time specified by the Corporation.

3. The Corporation shall constitute from time to time committees for selection of candidates for appointment to any grade in any service through direct recruitment.
4. (i) On the basis of the marks obtained in the written examination by each candidate and in pursuance of the rule of reservation notified by the Government and adopted by the Corporation from time to time, the selection committee shall prepare in the order of merit a list containing the names of eligible candidates for appointment.
- (ii) The Corporation, if it decides to conduct an oral interview, shall call for oral interview from the list referred to in clause (i) such number of candidates as are required for the purpose based on the number or vacancies available.
- (iii) Based on the performance of candidates in the interview, the selection committee shall prepare a list of candidates eligible for appointment.
- (iv) The Corporation or the officer authorized by the Corporation reserves the right to accept in whole or in part the recommendation of Selection Committee.



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(v) The Corporation or the officer authorized by the Corporation shall make appointments to the candidates in the order of preference given in the list referred to in clause (iii) subject to the rule of reservation.

(vi) The list referred in clause (iv) above shall be called as approved list and shall be in force for a period not exceeding twelve months from the date of selection or till such time the Corporation may decide to keep it in force and shall lapse thereafter.

(vii) The Corporation shall from time draw up a training programme for the candidates selected through direct recruitment.

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PART –V

GENERAL CONDITIONS OF SERVICE

SECTION – I: QUALIFICATIONS

9. Minimum qualifications:

No person shall be eligible for appointment to any post in the Corporation unless he possesses the requisite educational or special qualifications and passes special tests as may be prescribed by the Corporation from time to time.

10. Educational or other Qualifications for Appointment

The Educational and other Qualifications required for appointment to various posts in various grades in the services of Corporation are indicated in Annexures in Schedule – I.

11. Age

- (1) Except as otherwise provided in these regulations, no person shall be directly recruited to a post in any grade in any of the services under the Corporation unless he attains not less than 18 years and not more than 27 years of age on or before the first day of January of the year in recruitment is made.
- (2) The maximum age shall be relaxed as indicated below in favour of the candidates belonging to the following grades:
 - (a) S.C. and S. T. – by five years.
 - (b) Dependants of political sufferers: as per the orders issued by the Govt. from time to time.
 - (c) Candidates having war service: by the actual period of continuous war service not exceeding 5 years.
- (3) The Corporation in its discretion may relax the maximum age of any person in individual cases for specific and valid reasons.

12. Nationality and Domicile

- (1) No person shall be qualified for appointment to any post in any grade in the services of Corporation, unless he is a citizen of India as defined in Articles 5 to 6 of the constitution of India, as amended from time to time.



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- (2) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Corporation or any other recruiting authority on his furnishing proof that he has applied for a certificate. He may be appointed provisionally subject to a certificate being given to him by the competent authority.

13. Physical fitness

- (1) No person shall be eligible for appointment to any post in any grade in any of the services in Corporation, unless he satisfies the Corporation or any authority authorized in this regard that he is of sound health, active habits and is free from any bodily defect or infirmity which renders him unfit for the service under the Corporation.
- (3) The Corporation may require such person to produce a medical certificate in a prescribed form from a registered medical practitioner.

14. Character and antecedents

No person shall be eligible for appointment to any post in any grade in any of the services under the Corporation, unless he satisfies the Corporation or the authority authorized by the Corporation in this regard that his character and antecedents are such as to qualify him for such service. For this purpose, the Corporation may require such person to produce certificates from persons of respectable status and or holding responsible positions testifying to his conduct and character. The appointing Authority should obtain police verification report before issuing appointment letter.

15. More than one spouse:

No person having more than one wife or if a person is woman and married to any person who has a wife living shall be eligible for appointment to any post in any grade, in any of the services under the Corporation.

16. Canvassing for appointment

No person who himself or through his relations or friends has canvassed or endeavored to enlist for his candidature or brought extraneous support whether from officials or non-officials shall be eligible for appointment to a post in any grade in any of the services under the Corporation.



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SECTION – 2: APPOINTMENT

17. Appointing Authorities

1. Subject to sub-regulation (2) appointments to various posts in grades the Corporation shall be made by the Corporation or any authority authorised by the Corporation in this regard from time to time.

Provided that no appointment to any grade in the services of Corporation shall be made except in accordance with these regulations.

2. At the commencement of these regulations the appointing authorities for various grades shall be the authorities specified in Annexures in Schedule – I.

18. First Appointment

All first appointments shall be made by the appointing authority from a list of approved candidates prepared in the manner prescribed in regulation 8.

19. Regular Appointment

A person is said to have been appointed regularly when he is appointed to a post in accordance with these regulations.

20. Confirmation

An employee who has completed the prescribed period of probation shall be confirmed in a post on which another employee has no lien.

21. Lien

1. An Employee on confirmation acquires a lien on the post.

2. Retention of lien:

Unless his lien is suspended under regulation 22 or transferred under regulation 23, an Employee retains a lien on the post:

- (i) while performing the duties of the post.
- (ii) While on foreign service or holding a temporary post or officiating in another post.
- (iii) During joining time on transfer to another post unless he is transferred to a post on lower pay, in which case his lien is

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transferred to the new post from the date on which he is relieved of his duties in the old post.

- (iv) While on leave other than refused leave granted after the date of compulsory retirement.
- (v) While under suspension.

22. (1) Suspension of lien

- (i) The Corporation shall suspend the lien of an Employee on a post if he is appointed to a post on which another Employee holds a lien.
- (ii) The Corporation may at its option suspend the lien of an Employee on a post which he holds if
 1. he is deputed out of India or
 2. transferred to foreign service or
 3. In circumstances not covered by clause (i) above is transferred to another post.
 4. If in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.
- (iii) If the lien of Employee on a post is suspended under clause (1) or clause (ii) of this regulation, the post may be filled up temporarily.

(2) Revival of lien:

- (iv) The lien of an Employee which has been suspended under sub-regulation (1) shall revive as soon as the **other employee** ceases to hold the lien on the post.
- (v) The lien of an Employee which has been suspended under sub-regulation (1)
- (vi) shall revive as soon as he ceases to be on deputation out of India or on foreign service or to hold a post in another service.

Provided that a suspended lien shall not revive because the Employee takes Leave, if there is reason to believe that he will, on return from leave continue to be on deputation out of India, or on foreign service or to hold another post



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and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub-regulation (1) (i).

23. Transfer of lien

The Corporation may transfer to another permanent post the lien of an Employee who is not performing the duties of the post to which the lien relates, even if the lien has been suspended.

24. Termination of lien

- (1) The lien of an Employee on a post may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.
- (2) The lien of an Employee on a post shall stand terminated on this acquiring a lien on a permanent post outside the cadre on which he is borne.

25. Officiating appointment

The Corporation may if it thinks fit, appoint an employee to officiate in a vacant post in which no other employee holds a lien, limited to a period of 90 (ninety) days only.

26. Contract appointment

(1) Notwithstanding anything contained in these regulations, the Corporation may appoint any person or persons on contract on such terms and conditions as may be considered necessary.

(2) The Corporation, if in its discretion so to do, absorb any person or persons appointed as per sub- regulation (1) into the corresponding grades in any of the services of Corporation and may in its discretion give full credit for the full period of their contract service or part therefore and such contract service shall count for all purposes including seniority, probation, leave and pension.

27. Combination of appointment

The Corporation may appoint an Employee already holding a post in a permanent or officiating capacity to officiate, as a temporary measure in one or more of other independent posts at one time.



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SECTION – 3: PROBATION

28. Period of probation

- (1) Direct recruit: Every person who is a direct recruit and is appointed to a grade shall from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of three years.
- (2) Promotees: Every person who is promotee from one grade to another grade shall be on probation for a period of one year on duty within a continuous period of two years.
- (3) Computation of period of probation: For the purpose of calculating the period of probation of a probationer, complete calendar months irrespective of number of days in each month shall be first calculated and then the odd number of days calculated subsequently.

29. Assessment of work during the period of probation

The appointment authority or the controlling authority shall assess the outlook, character ability and aptitude of the employee based on the Quarterly Self Appraisal Report and /or Annual Performance Appraisal Report for the work during the period of probation and based on such assessment shall come to a provisional conclusion on the suitability or otherwise of the probationer for confirmation.

30. Opportunity to employee to rectify lapses

The appointing authority shall communicate to the probationer well in advance of the date of expiry of the prescribed period of probation, the lapses, if any, on the part of the probationer noticed during the period of probation so that the probationer may rectify such lapses.

31. Extension of probation

In respect of cases falling under regulation 32 the appointing authority may extend the period of probation so that the probationer may prove his suitability for confirmation or may acquire the special qualification or pass the prescribed tests, as the case may be to enable the appointing authority to decide whether the probationer is suitable for confirmation or not, provided that the total period of probation including extension, if any, shall not in any case, exceed five years.



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32. Termination of probation

(a) Unsatisfactory work:

If the appointing authority arrives at a provisional conclusion on the suitability or otherwise of a probationer for confirmation, an authority who is superior in rank to the appointing authority may at any time before the expiry of the prescribed period of probation, by an order at its discretion either extend the probation of a probationer or terminate his probation and discharge him/her from service after giving him a reasonable opportunity of showing cause against the proposed termination.

(b) Failure to pass tests during probation

If within a period of probation, a probationer fails to acquire the special qualifications or to pass the tests, if any, prescribed by the Corporation for the post or to acquire such other qualifications as may be prescribed by the Corporation, the appointing authority shall, by order terminate the probation and discharge him/her from the service unless the period of probation is extended.

33. Suitability for confirmation

At the end of prescribed or extended period of probation as the case may be the appointing authority shall consider the suitability of the probationer for confirmation and issue an order under Regulation – 44 appointing him in a permanent post.

34. Appeal against discharge

(1) A probationer who is discharged under Regulation – 32 shall be entitled to appeal against the order of discharge passed by the competent authority to the authority and the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority, under the Meghalaya State Power Corporation Ltd. (Discipline and Appeal) Regulations, 2006 against a confirmed employee.

(2) The authority competent to entertain an appeal under sub-regulation (1) may, either on its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said regulation within one year of the date of such order.

(3) When an order discharging a probationer is set aside on appeal under sub-regulation (1) or on revision under sub-regulation 2 and the



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probationer is restored to the service, the period on and from the date of discharge to the date of restoration, may, with the previous sanction of the Corporation, be treated as on duty except for purpose of probation.

(4) Such probationer may, during the period on and from the date of discharge to the date of discharge to the date of his restoration, be paid such pay and allowance not exceeding the pay and allowance to which he would have been entitled, if he had not been discharged as the authority passing the order under sub- regulations (1) and (2) may with the previous sanction of the Corporation determine.

35. Counting of Period for Probation

(1) A probationer in a service or grade of a service shall be eligible to count for probation his service, if any, performed otherwise that in a confirmed capacity on regular appointment to another service in accordance with the regulations, if the normal method of recruitment to the latter service is according to the regulations, by transfer from the former service or grade thereof, as the case may be.

Provided that, in the case of a Government servant deputed to the Corporation on foreign service terms or permanently transferred to it, the service rendered by him under the Government prior to the date of his deputation or transfer to the Corporation in the corresponding service or grade of service shall count for purpose of probation.

(2) Service in a higher grade counting for probation:

A probationer in any grade of a service shall be eligible to count for probation his service, if any, performed otherwise that in a permanent capacity on regular appointment a higher grade of the same service, as the case may be.

Nothing contained in this clause shall be construed as authorizing the promotion of a probationer in a grade to a higher grade in contravention of regulation 37.

(3) Period of Leave

Period of leave, except casual leave, if any, taken during the period of probation shall be excluded while calculating the period of probation.

(4) Probation on promotion:

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Where the regulations prescribed probation for members of service appointed to a grade by promotion from another grade, no probation shall be deemed to be compulsory unless such promotion involves the assumption of duties and responsibilities of Greater Importance than those attaching to the grade from which promotion is to be made.

(5) Duty in a different grade of service counting for probation on promotion:

A member of a service promoted from one grade to another shall be eligible to count for probation in the higher grade, his service, if any, performed otherwise than in a substantive capacity on regular appointment to another grade of service, in accordance with these regulations, if the normal method of recruitment to the latter is by transfer from the formal grade thereof.

36. Probationer desiring course of study not connected with probation

- (1) A probationer, who desires to undergo any course of study which through not essentially connected with his probation is likely to enhance his usefulness as a member of the service, may, on his application, be permitted by the competent authority to undergo the desired course of study. He shall in such case be granted the entire amount of leave, if any admissible under the rule applicable to him, if but for such leave, he would have continued to be on duty.
- (2) Notwithstanding anything contained in the regulations relating to seniority such probationer shall on the completion of the course of study be entitled to reappointment according to the rank and seniority held by him in his grade before undergoing the said course of study. He shall also be entitled to count his continuous service immediately before his undergoing the said course of study for increments in the time scale of pay applicable to him, if but for his absence from the service (Whether on leave or otherwise) for undergoing the said course of study he would have continued to be on duty (study leave shall not be counted for the purpose of completion of probationary period).
- (3) This regulation shall not have the effect of excluding the period of absence in computing the continuous period within which the prescribed period of probation has to be served under sub-regulation (1) above.



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SECTION – 4: PROMOTIONS

37. Eligibility for promotion

- (1) No employee shall be eligible for promotion to a higher grade unless he possess the requisite qualifications prescribed under these regulations.
- (2) The channel of promotion to various grades under the services of Corporation is indicated in Annexure in schedule-I.
- (3) A list of qualified and eligible employees equal to three times the number of vacancies plus one of both existing vacancies and those estimated to arise up to 31st December every, year shall be prepared during the period from September to December every year.
- (3)(a) The cut-off date for determining the eligibility criteria for promotion to various grades/cadres will be the 1st April of the current year.
- (4) (i) The Corporation may from time to time decide the grades in the services of Corporation to which promotion may be made on the basis of merit- cum- seniority.
- (ii) The following are the grades under various services in the Corporation which promotion shall be made on the basis of merit- cum- seniority.
 1. Engineering Service:
 - (a) Assistant General Manager (AGM) for promotion as Deputy General Manager(DGM)
 - (b) Deputy General Manager for promotion on as General Manager(GM)
 - (c) General Manager for promotion as Senior General Manager(SGM)
 - (d) Senior General Manager for promotion as Chief General Manager(CGM)
 2. Secretariat Service:
 - (a) Junior Manager (Jr.M) for promotion as Manager
Manager for promotion as Assistant General manager (AGM)

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- (b) Assistant General Manager for promotion as Deputy General Manager (DGM)
 - (c) Deputy General Manager for promotion as General Manager (GM)
 - (d) General Manager for promotion as Senior General Manager (Sr. GM)
 - (e) Senior General Manager for promotion as Chief General Manager (CGM)
3. Accounts Service:
- (a) Manager for promotion as Assistant General Manager (AGM)
 - (b) Assistant General Manager for promotion as Deputy General Manager (DGM)
 - (c) Deputy General Manager for promotion as General manager (GM)
 - (d) General Manager for promotion as Senior General Manager (Sr. GM)
 - (e) Senior General Manager for promotion as Chief General Manager (CGM)
4. Medical Service:
- (a) Senior Medical Officer for promotion as Medical Superintendent
5. Computer Branch:
- (a) Junior Computer Operator for promotion as Senior Computer operator.
 - (b) Senior Computer Operator for promotion as Computer Supervisor.

38. Performance of functions by employees

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The Corporation may from time to time formulate guidelines and prescribe formats for assessing the performance of employees of Corporation and for considering their suitability to higher grades.

39. Departmental Promotion Committee

1. The Corporation shall well before the 31 March every year, constitute Departmental Promotion Committees with a view to securing maximum degree of objectivity in the appraisal of merit and ability of the Employees for their selection for promotion to the next higher grade.
2. The appointing authority or any authority which is required to furnish information to Departmental Promotion Committee, shall furnish full information in Annexure –I in schedule –II.
3. The Departmental promotion committee shall for the purpose of selecting the employees suitable for promotion to the next higher grade follow the guidelines indicated in Annexure – II in Schedule – II and ensure the maximum degree of objectivity in the appraisal of merit and ability of employees.

40. List of approved candidates

- (1) For grades promotion to which is on the basis of seniority- cum-merit: The D.P.C. shall arrange the candidate, shown in the list referred to in regulation 37(3) in the order of seniority subject to fitness and prepare a list of candidates eligible for promotion to grades for which promotion is to be made on the basis of seniority-cum- merit. Provided that the Corporation may in its discretion conduct a test or examination as it may consider it necessary for assessing the suitability of the employee for, promotion to the higher grade.
- (2) For grades to which promotion is on the basis of merit-cum-seniority :
 - (i) The D.P.C. shall initially arrive at the average of marks obtained in the latest of the five years Annual Performance Appraisal Reports in respect of each candidate who figures in the list referred to in regulation 37(3).
 - (ii) Such average marks shall be rounded off to the nearest decimal.
 - (iii) Based on the average of marks thus obtained, the DPC shall arrive at the overall grade obtained by each candidate.
 - (iv) For the said purpose, the DPC shall follow the grading scale as already prescribed in the Annual Performance Report.



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- (v) The promotion is to be done on the basis of such grades instead of the average of marks only.
 - (vi) The grades obtained, based on the aforementioned criterion, shall form the basis for fixing the ranking among the candidates considered suitable for promotion.
 - (vii) However, if the candidates obtain the same grade, the ranking should be done according to the seniority.
- (3) The Corporation or the appointing authority or any authority authorized in the behalf by the Corporation shall approve the lists referred to in sub-regulations(I) and (2).
- (4) Validity of the approved lists:
- (i) The approved lists referred in sub-regulations (1) and (2) shall be valid up to one year from the date of selection or till such time the Departmental promotion committee sits, whichever is earlier.
 - (ii) The Corporation may for reasons to be recorded in writing extend the validity of the approved list by a period not exceeding six months. The said lists shall lapse thereafter and those candidates not promoted within the said period shall have to be re-considered for inclusion in the fresh list.
- (5) Revision of list of approved candidates:

Notwithstanding anything contained in these regulations the Corporation shall have the power to revise in any manner it considers suitable, the list of approved candidates prepared by the competent authority for promotion any grade.

Provided that no order of revision under this regulation shall be issued unless the person affected thereby is given an opportunity of making his representation against the proposed action.

41. Authority to issue order of promotion

- (1) The Corporation or the appointing authority or any authority authorized by the Corporation in this regard shall issue orders of promotion in accordance with Regulation – 40.



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- (2) An order promoting a member of a grade of service made by a competent authority may be revised by an authority to which an appeal would lie against an order of dismissal passed on a confirmed employee in a grade in a class of service.
- (3) Such revision may be made by the appellate authority aforesaid either suo-moto at any time or on a petition submitted by an aggrieved person within six months from the date of passing the order, provided the said period of six months may be extended by the appellate authority if sufficient cause is shown for the delay in submission of petition.
- (4) The Corporation may revise an order even after expiry of the period of six months.

42. Review of order of promotion

The Corporation may, of its own motion or otherwise, review any order of promotion issued by it or any other authority promoting a member of service to a higher grade if it was passed under any mistake, whether of fact or of law or in ignorance of any material fact or for any other sufficient cause.

Provided that no order of review under this regulation shall be issued unless the person affected thereby is given an opportunity of making his representation against the proposed review.

43. Proforma officiating promotion

1. When an employee is for any reason prevented from officiating in his turn in a post on a higher scale borne on the cadre of the service to which he belongs he may be granted by a special order of the competent authority proforma officiating promotion to such post. Such proforma officiating promotion shall be given on the following conditions:
 - i) All employees senior to him should have been given acting promotions, unless they have been passed over due to inefficiency, unsuitability or leave or any other reason.
 - ii) The employee next junior to him should have been given officiating promotion or if he is by passed due to inefficiency or otherwise, some officer junior to him should have actually received the promotion in the parent department.



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- iii) The benefit of this regulation should be given to only one person against the vacancy.
- iv) A purely fortuitous officiating promotion given to an employee outside the regular line does not in itself give rise to a claim under the above regulation.

SECTION – 5: CONFIRMATION

44. Confirmation

- (1) An Employee in any grade in any service under the Corporation may be confirmed at the earliest possible opportunity subject to availability of permanent post.

Provided that where more than one employee is available for such confirmation the senior most employee shall be confirmed.

- (2) If there are more persons than one who have completed the prescribed period of probation, the senior most among them shall be deemed to be the senior most person eligible for confirmation.
- (3) If there is a senior who jointed duty later due to administrative reasons, such as availing of Joining time and the like and hence commenced probation from a date later than his junior, the senior shall be deemed to be the person eligible for confirmation, notwithstanding the fact that he has not completed the prescribed period of probation on the date of vacancy but subject to his satisfactorily completing the prescribed period of probation.
- (4) Confirmation in more than one service:
 - (i) No person shall at the same time be confirmed in more than one service.
 - (ii) A confirmed employee of one service who is confirmed in another service shall cease to be a member of the former service.
- (5) Reduction in rank of confirmed employee:
 - (i) If the confirmed employee in any grade in any service is permanently reduced to a lower grade in the same service he shall be deemed to be a confirmed employee of the latter grade and the

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permanent cadre thereof shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one.

Provided that, against every such addition an officiating or temporary vacancy, if any, in such lower grade in the service shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower grade.

- (ii) Filling up vacancies consequent on dismissal, removal or reduction of confirmed employees.

Where a person has been dismissed removed or reduced from any grade in any service no vacancy caused thereby or arising subsequently in such service, shall be permanently filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

SECTION – 6: SENIORITY

45. Seniority

The seniority if a person in a grade in a class of service shall unless he has been reduced to a lower rank as a punishment be determined by the rank obtained by him in the list of approved candidates for appointment/promotion drawn up by the Corporation or other competent authority as the case may be.

Provided that where no ranking has been fixed in respect of a person in a grade, in a class of service, the seniority of such candidate shall be determined by the date of his first appointment/promotion to such grade in such class.

SECTION - 7: TESTS AND TRAINING

46. Tests

- (1) The Corporation may from time-to-time prescribed tests to be passed qualifications to be acquired for the purpose of probation or for promotion the higher grade.
- (2) The details of tests to be passed or qualification to be acquired by certain grades of employees during the period of probation or for promotion are indicated in Annexures in Schedule – I.

47. Training



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The Corporation may from time to time draw up a training programme for the direct recruits and for the existing employees.

SECTION – 8: PAY

48. Initial pay

An employee shall normally be eligible to receive his initial pay, the minimum of the time-scale of the post to which he is appointed.

49. Pay not to exceed pay of the post

- (1) The fixation of pay is within the competence of Corporation.
- (2) The pay of an Employee shall not be so increased as to exceed the pay sanctioned for the post he holds without the sanction of a authority competent to create a post in the same cadre on a rate of pay equal to his pay when increased.

Provided that this regulation shall not apply to a case of personal pay granted in the circumstances stated in regulation 3(21).

50. Pay for the period treated as duty

- (1) An Employee may be granted such pay as the Corporation may consider suitable, in respect of any period treated as on duty under regulation 3(10) but in no case such pay should exceed the pay which the Employee would have drawn had he been on duty other than duty under regulation 3(23).
- (2) The Corporation may issue general or special orders allowing acting promotion to be made in the place of Employees who are treated as on duty under regulation 3(23).

51. Pay when the pay of the post is changed

- (1) The holder of a post the pay of which is changed shall be treated as if he was transferred to a new post on the new pay provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale ceases to draw pay on that time – scale. This once exercised shall be final.
- (2) This regulation applies to an officiating as well as to a substantive holder of the post.
- (3) If the maximum of the pay of a post is altered with no change in the rate of increment and the minimum, the initial pay of the holder of the post should



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be fixed under regulation 57(4) and not under regulation 57(1) even through he may be holding the post substantively.

52. Pay on proforma officiating promotion (“Next below” regulation)

Whenever an employee has been granted a proforma officiating promotion to any post, he may be allowed the pay in the scale of that post if that be more advantageous to him, on each occasion on which the person immediately junior to him in the cadre of his service (or if that person has been passed over for reasons of inefficiency, or unsuitability or because he is on leave or serving outside the ordinary line, forgoes officiating promotion of his own volition to that scale, then the person next junior to him not so passed over) draws officiating pay in that post.

Provided that all employees senior to the employee to which the benefit under this regulation is to be allowed are also drawing, unless they have been passed over for one or other of the reasons aforesaid, officiating pay in the said or same higher scale or Grade within the cadre.

Provided further that except in cases covered by any special orders of the competent authority, not more than one employee (either the senior most fit person in a series of adjacent person holding posts outside the ordinary line or if such a person either forgoes the benefit of his own volition or does not require the benefit by virtue of his holding a post outside the ordinary line which secure him at least equivalent benefits in respect of salary and pension, then the next below in the series) may be given the benefit of such proforma promotion in respect of any one officiating vacancy in the cadre.

53. Pay on erroneous appointment or promotion

Notwithstanding the provisions contained in these regulations the pay of an Employee whose appointment or promotion to a post is found to be or to have been erroneous shall be regulated in accordance with any general or special order issued by the Corporation in this behalf.

54. Personal Pay

Except when the authority sanctioning it, orders otherwise, personal pay shall be reduced by any amount by which the recipients pay may be increased and shall cease as soon as his pay is increased by any amount equal to his personal pay.

55. Pay of temporary post

(1) When a temporary post is created:

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- (i) Which may have to be filled by a person not already in Corporation service the pay of the post shall be fixed with reference to the minimum that is necessary to Secure the services of a person capable of discharging efficiently the duties of the post.
- (ii) Which may be filled by a person who is already an Employees: the pay of the post should be fixed by the Corporation with due regard to
 - (i) the character and responsibility of the work to be performed.
 - (ii) the existing pay of the Employee of a status sufficient to warrant his selection for the post.

56. Pay of Officiating Post

- (1) Subject to the provisions of regulation 52 an Employee who is appointed to officiate in a post will draw the presumptive pay of that post.
- (2) On enhancement in the substantive pay, as a result of increment or otherwise, the pay of such Employee shall be re-fixed under sub-Regulation (1) from the date of such enhancement as if he was appointed to officiate in that post on that date where such re-fixation is to his advantage.
- (3) When an Employee officiates in a post, the pay of which has been fixed at a rate personal to another Employee, the Corporation may permit him to draws pay at any rate not exceeding the rate so fixed or, if the rate so fixed be a time scale may grant him initial pay not exceeding the lowest stage of that time-scale and future increments not exceeding of the sanctioned scale.
- (4) The Corporation may fix the pay of an officiating Employee at an amount less than that admissible under these regulations.

57. Pay of an employee appointed to a post on a time scale of pay

The initial pay of an Employee who is appointed to a post on a time scale of pay shall be regulated as follows:

- (1) Where an Employee holding a post in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of Greater importance than those attaching to the post shall be fixed at the stage next above the pay one increment at the stage at which such pay has accrued:



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Provided that the provisions of Regulation 56(2) shall not be applicable in any case where the initial pay is fixed under this regulation.

- (2) Where, however, an Employee has, immediately before his promotion or appointment to a higher post, been drawing pay at the maximum of the time-scale of the lower post, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in the lower post by the amount of the rate of increment just before the maximum of the time-scale of the lower post.
- (3) When appointment to the new post does not involve such assumption of higher duties and responsibilities he will draw as initial pay the stage of the time-scale which is equal to his pay in respect of old post, or, if there is no such stage, the stage next below the pay, plus personal pay equal to the difference and the period during which it was drawn may be counted for increment in the same stage. But if the minimum of pay off time-scale of the new post is higher than his pay in respect of the time-scale of the old post he will draw the minimum as initial pay.
- (4) When an Employee is transferred from one post to another on his own request and the maximum pay in the time-scale of that post is less than his substantive pay in respect of the old post he will draw the maximum as initial pay. Otherwise he will draw as initial pay the minimum of the time-scale.
- (5) Notwithstanding any thing contained above, the pay of an Employee under sub-regulation(1) above shall not be fixed twice within a period of three years. The pay of such an Employee shall be regulated as follows:
 - (1) When appointment to the new post involves the assumption of duties or responsibilities of Greater importance than those attaching to such post, he will draw as initial pay the stage of the time- scale above his pay in respect of the old post.
 - (2) Provided in cases, other than cases of re-employment after resignation or removal or dismissal from service, if an Employee either, has previously held substantively or officiated in
 - (i) the same post or
 - (ii) a permanent or temporary post on the same time-scale or



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(iii) a permanent post, or a temporary post on an identical time-scale.

6. The initial pay shall not be less than the pay, other than special pay, personal pay, or emoluments classified as pay by the Corporation under regulation 3(21) which he drew on the last such occasion and he shall count the period during which he drew that pay on such last and previous occasion for increment in the stage of time time-scale equivalent to that pay.

58. (1) Pay of a person appointed as a probationer in another service or Cadre:

Notwithstanding anything contained in these regulations, the following provisions shall govern the pay of an Employee who is appointed as a probationer in another service or cadre and subsequently confirmed in that service or cadre.

- (i) during the period of probation , he shall draw pay at the minimum of the time-scale or at the probationary stage of the time-scale of the service or post, as the case may be.

Provided that if the presumptive pay of the permanent post, on which he holds a lien or would hold a lien, had his lien not been suspended, should at any time be Greater than the pay fixed under this clause, he shall draw the presumptive pay of the permanent post.

- (iii) on confirmed that in the service or post after the expiry of the period of probation, the pay of the Employee shall be fixed in the time-scale of the service or post in accordance with the provisions of regulation 57.

Provided that the pay of the Employee shall not be so fixed under regulation 67 with reference to the pay that he would have drawn in the previous post which he was holding in a temporary capacity, but he shall continue to draw the pay in the time-scale of the service or post.

- (2) The provisions contained in sub-regulation (1) shall apply mutates mutandis to cases of Employees appointed on probation with definite conditions against temporary post in another service or cadre is made as probationers, except that in such cases the fixation of pay in the manner indicated in clause (ii) of sub-regulation (1) shall be done under regulation – 56 immediately on the expiry of the period of probation and on regular officiating appointment to a post either permanent or temporary, in the service or cadre.



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- (3) Notwithstanding anything contained in these regulations, an Employee appointed as an apprentice in another service or cadre shall draw:
- (i) during the period of apprenticeship, the stipend or pay prescribed for such period provided that if the presumptive pay of the permanent post, on which he holds a lien or would hold a lien had his lien not been suspended should at any time be Greater than the stipend or pay fixed under this clause, he shall draw the presumptive pay of the permanent post.
 - (ii) on satisfactory completion of the apprenticeship and regular appointment to a post in the service or cadre, the pay as fixed in the time-scale of the service or post under regulations 57 or 56.

Provided that the pay of the Employee shall not be so fixed under regulation 67 with reference to the pay that he would have drawn in the previous post which he was holding in a temporary capacity but he shall continue to draw the pay in the time-scale of the service or post.

59. Increments

- (1) Drawl of increments:
An increment shall ordinarily be Granted to Employees as a matter of course usually every year or annually if the Corporation so decides unless it is withheld.
- (2) (i) Pre-mature increment : An authority may Grant a premature increment to a Employee on a time-scale of pay if it has power to create a post in the same cadre on the same scale of pay.
- (ii) When increments are Granted in advance, it is usually the intention that the Employee should be entitled to subsequent increments in the same manner as if he has reached his position in the scale in the ordinary course and in the absence of special order to the contrary he should be placed on exactly the same footing as regards future increments as an Employee who has so risen.
- (3) Withholding of increment:
- (i) An increment may be withheld from an Employee by the Corporation or by any authority which may be authorized by the Corporation in this regard, if his conduct has not been good or his work has not been satisfactory.



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- (ii) In ordering withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.
- (4) Increments next above the bar:
- (i) Where efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be allowed to an Employee without the specific sanction of the authority empowered to withhold increments under these regulations or under the MSPCL (Discipline and Appeal) Regulations, 2006 or by any other authority who may be authorized in this regard by the Corporation by special or general order.
 - (ii) On each occasion on which an employee is allowed to cross an efficiency bar which had, previously been enforced against him, he should come on to the time-scale at such stage as the authority competent to declare the bar removed, may fix for him subject to the pay admissible according to his length of service.
 - (iii) The cases of all officers held up at an efficiency bar should be reviewed annually with a view to determine whether the quality of their work has improved generally, whether the defects for which they were stopped at the bar have been remedied to an extent sufficient to warrant the removal of the bar.
 - (a) An Employee against whom a disciplinary/ Vigilance case is pending, may be allowed after the conclusion of disciplinary/Vigilance proceedings to cross the efficiency bar with retrospective effect from the due date if the Employee is completely exonerated unless the competent authority decides otherwise.
 - (b) If, however, the Employee is not completely exonerated, his case for crossing the efficiency bar shall not be considered retrospectively effective and shall be considered only to be effective from a date following the conclusion of disciplinary/vigilance case taking into account the outcome of the, disciplinary/Vigilance case.
 - (iv) (a) An Employee against whom departmental proceedings are pending but who is due to cross the efficiency bar prescribed in his time-scale of pay may not be allowed to cross the bar until after the conclusion of the proceedings.



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- (b) Once the competent authority has determined the stage at which the Employee concerned should draw his pay from the date he is allowed to cross the efficiency bar, the next increment above that stage will accrue to him on the usual date of drawl of increment if otherwise admissible and after rendering one year's service.

5. Service which counts for increments:

- (i) All duty in a post on a time-scale counts for increments in that time-scale.

Provided that for the purpose of arriving at the date of next increment in the time-scale, the total of such periods as do not count for increment in the time-scale shall be added to the normal date of increment.

- (ii) (a) Service in another post, whether in a substantive or officiating capacity, other than a post referred to in Regulation – 68(2) carrying less pay;
 - (b) Service on deputation out of India and
 - (c) leave other than extraordinary leave shall count for increments in the time-scale applicable to the post on which the Employee holds lien, as well as in the time-scale applicable to the post or posts, if any, on which he would have held a lien had his lien not been suspended.
- (iii) All leave other than extraordinary leave and the period of deputation out of India shall count for increment in the time-scale applicable to a post in which an Employee was officiating at the time he proceeded on leave or deputation out of India and would have continued to officiate but for proceeding on leave or deputation out of India.

Provided that the Corporation may, in any case in which it is satisfied that the extra-ordinary leave was taken on account of illness or for any other cause beyond the control of Employee or for prosecuting higher scientific and technical studies direct, that extra-ordinary leave shall count for increments under this clause.

- (iv) Service in higher officiating or temporary post:
 - (a) If an Employee while officiating in post or holding a temporary post on a time –scale of pay is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower



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post , or is appointed or reappointed to a post on the same time scale of pay, count for increments in the time-scale to such lower post.

(b) The period of officiating service in the higher post which counts for increments in the lower post is restricted to the period during which the Employee would have officiated in the lower post but for his appointment to the higher post.

(c) The provision in this clause applies to an Employee who is not actually officiating in the lower post at the time of his appointment to the higher post, but would have so officiated in such lower post or in a post on the same time-scale of pay, had he not been appointed to the higher post.

(v) Foreign Service:

Foreign service counts for increments in the time-scale applicable to

a) the post in Corporation service on which the Employee holds a lien as well as the post or posts, if any, on which he would hold a lien had his lien not been suspended.

b) the post in Corporation service on which the Employee, was officiating immediately before his transfer to foreign service for so long and he would have continued to officiate in that post or a post on the same time-scale, but for his going on foreign service.

(c) any post to which he may receive officiating promotion under regulation 86 for the duration of such promotion.

(vi) (a) Joining time counts for increments in the time-scale applicable to the post on which an Employee holds a lien or would hold a lien had his lien not been suspended as well as in the time-scale applicable to the post, the pay of which is received by an Employee during the period.

(b) Joining time counts for increment in the time-scale applicable to the post or posts on which the last-day of leave before the commencement of the joining time counts for increments.

60. Pay of Employee who is reduced from higher to lower Grade or post or to a lower Grade in his time-scale.



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- 1) The authority which orders the transfer of an Employee as penalty from a higher to a lower Grade or post may allow him to draw any pay, not exceeding the maximum of the lower Grade or post, which it may think proper.

Provided that the pay allowed to be drawn by an Employee under this regulation shall not exceed the pay which he would have drawn by the operation of regulation 57 read with clause (ii) or clause (iii) as the case may be of regulation 59 (5)

- 2) If an Employee is reduced as a measure of penalty to a lower Grade in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether, on restoration, the period of reduction shall operate to postpone future increments and, if so to what extent.
- 3) If an Employee is reduced as a measure of penalty to a lower service, Grade or post or to a lower-time scale, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective, but where the period is specified that authority shall also state whether on restoration the period of reduction shall operate to postpone future increments, and if so, what extent.

61. Pay on dismissal or removal

An Employee who is dismissed or removed from service ceases to draw pay and allowances from the date of such dismissal or removal.

62. Subsistence allowance on suspension

- (1) An Employee under suspension or who is deemed to have been placed under suspension, by an order of the appointing authority, shall be entitled to a subsistence allowance equal to leave salary which the Employee would have drawn if he had been on leave on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary.

Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:

- (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first six months, if in



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the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the Employee.

- (ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the Employee.
 - (iii) The rate of dearness allowance will be based on the increased or decreased amount of subsistence under clause (i) and (ii) above.
- (2) Any other compensatory allowance admissible from time to time on the basis of pay which the Employee was in receipt on the date of suspension of pay subject to the fulfillment of other condition laid down for the drawl of such allowance.
 - (3) No Payment under sub-regulation (1) shall be made unless the Employee furnished a certificate, that he is not engaged in any other employment, business, profession or vocation.

Provided that in the case of Employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or continued to be under suspension from the date of such dismissal or removal or compulsory retirement, and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

(4) Option to revised pay scales:

- (i) In the case of an Employee under suspension at the time of revision of scale of pay of the post held by him immediately prior to suspension, if the revised scale of pay takes effect from a date prior to the date of suspension, he would be allowed to exercise the option under regulation 51 even if the period during which he is to exercise the option falls within the period of suspension. He will be entitled to the benefit of increase in pay, if any, in respect of the duty period before suspension and also in the subsistence allowance, for the period of suspension, as a result of such option.



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- (ii) If, however, the revised scale of pay takes effect from a date falling within the period of suspension, and if he holds a lien or a suspended lien on the post, he should be allowed the option under regulation 51 in spite of the fact that the benefit of option will accrue to him only after his reinstatement depending, on the fact whether the period of suspension is treated as duty or not.
 - (iii) If the Employee does not retain a lien on that post he may be allowed to exercise the option if he is reinstated in that post and the period of suspension shall be treated as on duty. The time limit prescribed for exercising the option if expired may be relaxed in the case.
5. Headquarters of an employee under suspension:
- An Employee under suspension is regarded as on duty subject to all other conditions of service applicable generally to Employees and cannot leave the station without prior permission. As such, the headquarters of a Corporation employee should normally be his last place of duty. However, where an individual under suspension requests for a change of headquarters there is no objection to competent authority changing the headquarters if it is satisfied that such a course will not put the Corporation to any extra expenditure like Grant of traveling allowance etc., or other complications.
6. (i) Rent from the Employee should be recovered as under:
- (a) If he is in occupation of Corporations quarter, rent should be recovered in accordance with regulations made by Corporation under Regulation-65.
 - (b) in case he is in occupation of quarters leased by the Corporation, proportionate rent should be recovered for the portion occupied by him.
 - (c) IF he is in occupation of quarters attached to the post, rent to be recovered should be equal to the amount of House Rent Allowance payable to his substitute.
- (ii) For the purpose or recovery of rent his emoluments will be taken in accordance with regulations made by Corporation under regulation – 65.
7. Recoveries from subsistence allowance:
- (i) compulsory deductions
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The recovery of the following compulsory deduction should be enforced from the subsistence allowance;

- a. Income- tax and super-tax (Provided the employee's yearly income calculate with reference to subsistence allowance is taxable)
- b. House rent and allied charges i.e., electricity, water, furniture, etc.,
- c. Repayment of loans and advances taken from Corporation at such rates as the Corporation deems it right to fix.

(ii) Optional deductions:

The recovery of the following optional deductions should not be made except with the written consent of the Employee.

- a. Premia due on Postal Life Assurance Policies.
- b. Amount due to Co- operative Stores and Co- operative Credit Societies.
- c. Refund of advances taken from General Provident Fund.

(iii) Recovery of over payments:

As regards recovery of over payment, there is no bar to effect the same from the subsistence allowance but such recoveries from an Employee under suspension should not ordinarily be made at a rate Greater than one third of the amount of the subsistence allowance i.e., exclusive of dearness allowance, if any, admissible to him under sub- regulation (1)

8. Reinstatement:

1 On conclusion of appeal or review in departmental proceedings

I When an Employee who has been dismissed, removed or compulsorily retired is reinstated as a result of appeal or review or would have been so reinstated but for his retirement on superannuating while under suspension or not , the authority competent to order reinstatement shall consider and make a specific order:

- a) regarding the pay and allowance to be paid to the Employee for the period of his absence from duty



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including the period of suspension preceding his dismissal or compulsory retirement, as the case may be and

- b) Whether or not the said period shall be treated as a period spent on duty.

- II Where the authority competent to order reinstatement is of the opinion that the Employee who has been dismissed, removed or compulsorily retired has been fully exonerated, the Employee shall, subject to the provisions of Clause –VI be paid the full pay and allowance to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsorily retired, as the case may be.

Provided that where such authority is of the opinion that the termination of the proceedings instituted against the Employee has been delayed due to reasons directly attributable to the Employee it may, after giving him an opportunity to make his representation within sixty days from the date on which the communication in this regard is served on him and after considering the representation, if any, submitted by him, direct for reasons to be recorded in writing, that the Employee shall subject to the provisions of Clause VII be paid for the period of such delay, only such amount (not being the whole) of such pay and allowances as it may determine.

- III In a case falling under Clause- II the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement as the case may be, shall be treated as a period spent on duty for all purposes.
- IV In cases other than those covered by Clause-II including cases whether the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the Ground of non- compliance with the requirement of regulations 25(ii) (b) and 28(i) (e) of the MSPC Employees (Discipline and Appeal) Regulations, 2006 and no further inquiry is proposed to be held, the Employee shall, subject to the provisions of Clauses VI and VII be paid such amount (not being the whole) of the full pay and allowances to which he



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would have been entitled had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be, as the competent authority may determine after giving notice to the Employee if the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served as may be specified in the notice:

Provide that any payment under this clause to an Employee shall be restricted to period of three years immediately preceding the date on which orders for reinstatement of such Employee are passed by the appellate authority or reviewing authority or immediately preceding the date of retirement on superannuating of such Employee as the case may be.

- V in a case falling under clause IV the period of absence from duty including the period of suspension preceding his dismissal, removal, or compulsory retirement, as the case may be, shall not be treated as period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose:

Provided that the Employee so desires such authority may direct that the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due and admissible to the Employee.

- VI The payment of allowances under Clause-II or Clause-IV shall be subject to all other conditions under which such allowances are admissible.
- VII The amount determined under the provision to Clause-IV shall not be less than the subsistence allowance and other allowances admissible under regulation – 62.
- VII Any payment made under this regulation to an Employee on his reinstatement shall be subject to adjustment of the amount if any, earned by him through an employment during the period between the date of removal, dismissal or compulsory retirement as the case may be, and the date of reinstatement. Where the emoluments admissible under this

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regulation are equal to or less than the amounts earned during the employment elsewhere nothing shall be paid to the Employee.

- (2) As a result of an order of a court:
- (i) Where the dismissal removal or compulsory retirement of Employee is set aside by a court of law and such Employee is reinstated without holding any further enquiry, the period of absence from duty shall be regularized and the Employee shall be paid pay and allowances in accordance with the provisions of Clause – (ii) or (iii) subject to the directions, if any of the Court.
 - (ii) (a) Where the dismissal, removal or compulsory retirement of an Employee is set aside by the Court solely on the Ground of non-compliance with the requirements of the provisions of MSPCL (Discipline and Appeal) Regulations, 2006 and where he is not exonerated on merits, the Employee shall be subject to the provisions of clause (i) (vii) be paid such amount (not being the whole) of the pay and allowances which he would have been entitled had he not been dismissed, removed or compulsorily retired, or suspended prior to such dismissal, removal or compulsory retirement, as the case may be , as the competent authority may determine, after giving notice to the Employee of the quantum proposed and after considering the representation, if any, submitted by him, in that connection within such period as may be specified in the notice:

Provided that any payment under this Clause to an Employee shall be restricted to period of three years immediately preceding the date on which the judgment of the court was passed, or the date of retirement on superannuation of such Employee, as the case may be.
 - (b) The period intervening between the date of dismissal, removal or compulsory retirement, including the period of suspension preceding such dismissal, removal or compulsory retirement as the case may be, and the date of judgment of the court shall be regularized in accordance with the provisions contained in clause (1) (v).
 - (c) If the dismissal, removal or compulsory retirement of an Employee is set aside by the court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement shall be treated, as duty for all



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purposes and he shall be paid the full pay any allowances for the period , to which he would have been entitled, had he not been dismissed, removed or compulsorily retire or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

- (d) The payment of allowances under clauses (ii) (a) or (b) shall be subject to all other conditions under which such allowances are admissible.
- (e) Any payment made under this clause to an Employee on his reinstatement shall be subject to adjustment to the amount if any, earned by him through an employment during the period between the date of dismissal, removal or compulsory retirement and the date of reinstatement, where the emoluments admissible under this regulation are equal to or less than those earned during employment elsewhere, nothing shall be paid to the Employee.

9 Termination of suspension:

- I When an Employee who has been suspended is reinstated or would have been so reinstate but for his retirement on superannuation while under suspension the authority competent to order reinstatement shall consider and make a specific order.
 - a) regarding the pay and allowances to be paid to the Employee for the period of suspension ending with reinstatement or the date of his retirement on superannuating, as the case may be, and
 - b) Whether or not the said period shall be treated as a period spent on duty.
- II Notwithstanding anything contained in regulation 62, where an Employee under suspension dies before the disciplinary or Court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for the period to which he would have been entitled had he not been suspended, subject to adjustment in respect of subsistence allowance already paid.
- III Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified, the Employee shall, subject to the provisions of Clause VII be paid the full pay



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and allowances to which he would have been entitled, had he not been suspended.

Provided that where such authority is of the opinion that the termination of the proceedings instituted against the Employee had been delayed due to reasons directly attributable to the Employee, it may, after giving him an opportunity to make his representation and after considering the representation, if any submitted by him, direct, for reasons to be recorded in writing, that the Employee shall be paid for the period of such delay only such amount (not being the whole) of such pay and allowances as it may determine.

- IV In a case falling under Clause- II the period of suspension shall be treated as a period spent on duty of all purposes.
- V In case other than those falling under Clause – II and the Employee shall subject to the provisions of Clause – VII and IX be paid such amount (not being the whole) of the any and allowances to which he would have been entitled had he not been suspended, the competent authority may determine, after giving notice to the Employee of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served as may be specified in the notice.
- VI Where suspension is revoked pending finalization of the disciplinary or court proceedings, any order passed under clause-I before the conclusion of the proceedings against the Employee, shall be reviewed on its own motion after the conclusion of the proceedings by the authority mentioned in Clause-I who shall make an order according to the provisions of Clause-III or Clause-V as the case may be.
- VII In a case falling under Clause-V the period of suspension shall not be treated as a period spent on duty unless the competent authority specifically directs that it shall be so treated for any specified purpose.
- Provided that if the Employee so desires such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the Employee.
- VIII The payment of allowances under Clause-I or Clause-V shall be subject to all other conditions under which such allowances are admissible.
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- IX The amount determined under the proviso to Clause –III or under Clause-VI shall not be less than the subsistence allowances and other allowances admissible under regulation 62.

63. Pay on combination of appointments

- (1) Where an Employee is appointed to hold full charge of the duties of a higher post in addition to his ordinary duties he shall be allowed the pay admissible to him, if he is appointed to officiate in the higher post, unless the competent authority reduces his officiating pay under regulation 56(4) but no additional pay shall, however, be allowed for performing the duties of the lower post.
- (2) Where an Employee is appointed to hold dual charge of two posts carrying identical scales of pay no additional pay shall be admissible irrespective of the period of dual charge.

Provided that if the Employee is appointed to an additional post which carries a special pay, he shall be allowed such special pay.

- (3) Where an Employee is appointed to hold charge of another post or posts he shall be allowed the pay of the higher post, or of the highest post if he holds charge of more than two posts, in addition to ten percent of the presumptive pay of additional post or posts, if the additional charge is held for a period exceeding 30 days but not exceeding three months.
- (4) No additional pay shall be admissible to an employee who is appointed to hold current charge of another post or posts irrespective of the duration of the additional charge.
- (5) If compensatory allowances are attached to one or more of the posts the Employee shall draw such compensatory allowance as the Corporation may fix.

64. Compensatory Allowances

- (1) An employee shall be eligible to such compensatory allowances for such purposes including travelling allowance as may be prescribed by regulations made in this regard by the Corporation.
- (2) Such compensatory allowances shall be so regulated that the said allowances are not on the whole a source of profit for the recipient.

65. Rent towards quarters allotted to employees

- (a) The Corporation may give on rent to its employee buildings owned by it or allot quarters to its employees on payment of rent



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- (b) The Corporation shall make regulations governing allotment of quarters, rent payable or otherwise, and other terms and conditions in regard to such allotment.

66. Fees and Honoraria

- (i) Fees: The Corporation may permit an employee to perform a special service or serve for a private person or body or for a public body or for the state or central Government, if it be satisfied that this can be done without detriment to his official duties or responsibilities and if the service materializes he may be permitted to receive remuneration therefore a nonrecurring or a recurring fee.
- (ii) Honoraria:
- (a) The Corporation may Grant an employee an honorarium as remuneration for work performed for the Corporation which is occasional or intermittent in character and either so laborious or such special merit as to justify a special reward, if it be satisfied that this can be done without detriment to his official duties or responsibilities.
- (b) Sanction to the Grant of honoraria shall be given only when the work has been undertaken with the prior consent of the Corporation and the amount has been settled in advance.
- (c) While sanctioning the fee or honoraria the reasons justifying the Grant of the extra remuneration shall be recorded in writing.

67. Any employee is eligible to receive and accept as otherwise provided by a general or special order of the Corporation to retain without special permission

- (a) the premium awarded for any essay or plan in public competitions
- (b) any reward offered in connection with the administration of justice
- (c) any reward payable in accordance with the provisions of any Act or Regulation or rule framed thereunder.
- (d) Any reward sanctioned for services in connection with the administration of the customs and excise-laws; and
- (e) Any fees payable to an employee for duties which he is required to perform in his official capacity under any law or by order of the Corporation.



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SECTION – 9: TRANSFERS AND POSTINGS

68. Transfer and Postings

- (1) A member of a class of service may be required to serve in any post borne on the cadre of such class of service and in any place of duty as the exigencies of the administration require.
- (2) The Corporation may transfer an Employee from one post to another of the service

Provided that except on account of inefficiency or misbehavior or on his written request,

An Employee shall not be transferred substantive to, or except in a case covered by regulation 27 appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien or would hold a lien had his lien not been suspended under regulation – 22

- (3) Nothing in sub-regulation (2) or in clause 20 of regulation 3 shall operate to prevent the re-transfer of an Employee to the post on which he would hold a lien had it not been suspended in accordance with the provision of regulation 22.
- (4) All transfers and posting shall be made by the appointing authority or such authority who has been authorized in this regard by the appointing authority.

Provided that any authority to whom the appointing authority is administratively subordinate will in respect of any post within the jurisdiction of the appointing authority shall be competent to effect transfers and postings to a post within the jurisdiction aforesaid.

- (5) The authorities competent to make transfers and postings of members of various grades of service as are indicated in the Annexure.

SECTION – 10: JOINING TIME

69. Admissibility of joining time

Joining time may be Granted to an employee transferred in the interest of Corporation Service, and in the following cases.

- i) While on duty, if an employee is appointed to a new post; or transferred to a new post;



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- ii) in case to join a new post on return from leave other than causal leave.
- iii) When the employee is returning from leave, study leave or deputation out of India
 - a) to travel from the port of debarkation at an Indian port in case of travel by sea;
 - b) in the case of travel by aircraft, from the first regular airport in India for organizing domestic establishments, even if he does not make any journey from the port of debarkation.
 - c) Where an employee on return from leave has compulsorily to wait for orders of posting, and such period of waiting is treated as duty, joining time shall be allowed in continuation of such compulsory waiting.

70. Transfer on request

An employee transferred on his own request, is not entitled to the joining time. In such cases; the Employee has to be Granted leave including casual leave by the competent authority to cover the period of journey from the old station to the new station.

71. Admissibility of joining time during the course of training

- (i) An employee deputed for training, if he is posted at the end of the training to a different place he should be allowed joining time
- (ii)(a) An employee deputed to undergo a course of training at a fixed center and the course of training exceeds two months, he has to be allowed joining time as on transfer for the journeys to and from the place of training.
- (b) If the course of training does not exceed two months, or is not continued in a particular station, he may be allowed only the time actually required for the journey to and from the place of training.

72. Calculation of joining time

In cases involving transfer or a change of station, the joining time of an employee is calculated as follows, subject to a maximum of 30 days.



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- a) six days are allowed for the preparation.
- b) in addition, a, period to cover the actual journey is calculated as follows.

Mode of journey	One day for each
By Rail	400 K.M.
By AIR for the portion of time journey	Actual time occupied in the journey
By Motor vehicle	150 K.M.
By any other way	25 K.M.

- c) An extra day is allowed for any fractional portion of any distance over that prescribed in clause (b)
- d) A Sunday does not count as a day for the purpose of calculation in this regulation, but Sundays are included in the maximum period of 30 days.
- e) Travel by road not exceeding 8 K.M. to or from a railway station at the beginning or end of the journey does not count for joining time.
- f) By whatever route an employee travels, his joining time shall, unless a competent authority specially permits otherwise, be calculated by the route which travellers habitually use.
- g) If an employee is authorized to make over charge of a post elsewhere than at its headquarters, his joining time shall be calculated from the place at which he actually makes over charge.
- h) The period of curtailed joining time may be treated as earned leave and as such may be credited to the leave account.
- i) If an employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he received the order of appointment, However, in such cases no second period of six days for preparation is admissible.
- j) If an employee while in transit from one post to another is reposted to the original post, such posting shall be treated as appointment to a new post for the purpose of calculation of joining time.

73. When leave intervenes

- (1) If an employee takes leave on medical certificate while in transit from one post to another, he may be allowed joining time calculated for the journey from his old station to the new station.



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- (2) If an employee is appointed to a new post while availing earned leave his joining time shall be calculated from the place at which he received the order of appointment.
- (3) in case of an employee who joins his new post before expiry of his leave, the period short taken shall be considered as leave not enjoyed and a corresponding portion of the leave shall be canceled.

74. Restrictions in calculation of joining time

- (1) Transfer which do not involve change of station, should not be treated as involving change of office, and no journey time is admissible in such cases;
- (2) Joining time of one day may be sanctioned by the competent authority, in cases where the transfer of charge of the post and taking over by the reliever employee of another post cannot be done in the same morning, even though no change of station is involved.
- (3) The period of joining time admissible to an employee who proceeded on leave not exceeding four months and is at the end of leave transferred to a new post at another station where he is availing his leave will be calculated from his old station or from the place in which he received the orders or posting which ever calculation will entitle him to the less joining time. If however, such an Employee actually performs journey to his old headquarters for winding up his personal affairs etc., his joining time will be calculated from the old station irrespective of the place where he spends leave or received posting order.
- (4) The Sunday immediately following the joining time when the employee returns to duty on the following Monday, does not form part of the joining time it should be affixed to joining time.
- (5) The road journey exceeding 8 K.M. performed by an employee at either end of rail journey should be taken together for the purpose of calculation joining time.

75. Extension of Joining time:

- (1) The secretary of the Corporation may in any case extend the joining time admissible under these rules, within the maximum of 30 days.



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- (2) The secretary of the Corporation may Grant to an employee a longer period of joining time than admissible under these regulations, in the following circumstances.
- a) When the employee has been unable to use the ordinary mode of traveling or notwithstanding due diligence on his part, has spent more time on the journey than is allowed by regulations, to the extent of the time actually taken or
 - b) When such extension is considered necessary for the convenience of the Corporation or for the saving of such expenditure as is caused by unnecessary or purely formal transfers to the extent necessary or
 - c) When the regulations have in any particular case operates harshly as for example, an employee has fallen sick during the journey or when an employee is detained during journey on account of disruption due to reasons beyond his control.
 - d) A controlling authority may Grant time to the executive subordinates under orders of transfer for handling over charge of stores to the extent of maximum or 30 days.
 - e) Any other cases require the sanction of the CMD.

76. Curtailment of joining time:

The authority sanctioning the transfer of an employee may in special circumstances reduce the period of joining time admissible under these regulations, subject to regulation 72(b).

77. Pay during joining time:

- i) An employee on joining time shall be regarded as on duty and shall be entitled to be paid as follows
 - a) If on joining time under clause (a) of /Regulation 69 pay at the rate he would have drawn had he not been transferred;
 - b) Compensatory and other allowances at the rates he would have drawn but for the transfer.
- (ii) If on joining time under clause (b) (c) (d) of regulation 79.



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- a) When returning from leave, he is entitled to the leave salary which he has last drawn on leave, at the rate prescribed for payment of leave salary.
- b) When returning from deputation out of India, the pay which he has last drawn while on deputation.

78. Pay during joining time of an employee other than in Corporation Service

If the Corporation appoints a person in Corporation service taken from an outside agency while such person prepares for journey to join the new post under Corporation, it is treated as joining time. Similarly, when the same person makes journey on reversion to his original post, and prepares for journey to join his original post, it is treated as joining time. In such cases the Joining time pay will be the salary paid by his employer prior to his appointment in Corporation service.

79. Over stayal of joining time:

- (1) An employee who does not join his new post at the end of his joining time and does not also take leave in continuation, is entitled to no emoluments thereafter.
- (2) Willful absence from duty after the expiry of joining time may be treated as misbehavior, liable to disciplinary action, except when the employee establishes to the satisfaction of the competent authority that such absence from duty was due to reasons beyond his control.

SECTION – 11: LEAVE

80. Leave

- (1) Every employee shall obtain prior sanction before he absents himself for duty.
- (2) Any Employee who remained absent unauthorisedly from duty for a continuous period of one year shall be deemed to have resigned from service from the date of absence and shall automatically cease to be in Corporation employment.
- (3) No Employee shall be granted leave of any kind for a continuous period exceeding five years.
- (4) Leave may not be granted to an Employee who is under suspension.
- (5) The regulations prescribing the various kinds of leave to which its employees are entitled and the conditions, on which such leave shall be



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sanctioned, shall be notified separately. However, the following are the different leaves :

Casual leave

An employee who joins on any day in a calendar year upto 30th June is entitled to 15 days of casual leave. Those joining after 30th June shall be entitled to 7 days casual leave.

Earned leave

30 days for every completed year of service. 15 days will be credited on 1st January & 15 days on 1st July on each calendar year. For those joining in between the uniform dates earned leave will be credited proportionately at the rate of 2.5 days per month.

Earned leave can be accumulated upto 300 days.

Encashment of earned leave

For the purpose of encashment, basic pay special pay, personal pay, dearness allowance and adhoc/ interim relief if any are taken into account.

Encashment is allowed in full including unencashable portion at the time of retirement, retrenchment or death of an employee or termination of employment except by disciplinary proceedings.

Half pay leave

20 days for every completed year of service, 10 days will be credited on 1st January & 10 days on 1st July of each calendar year. For those joining in between the uniform dates HPL will be credited proportionately at the rate of 1.67 days per month.

There is no limit on accumulation of half pay leave.

Encashment of half pay leave

Admissible in the following events.

- i) Separation from the corporation on attaining the age of superannuation, or
- ii) Death, while in service, or
- iii) Cessation of service, other than on grounds of disciplinary action provided that the concerned employee has completed a minimum of 10 years continuous service in the Corporation.



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iv) On completion of the tenure in respect of Board Level appointees.

The maximum half pay leave for purpose of encashment above will be limited to 600 days only.

v) $\frac{1}{4}$ of the leave at the end of service to be encashed.

Commutated leave

Half pay leave can be commuted as full pay leave on medical certificate. The total commuted leave admissible in the entire service shall not exceed 300 days – when commuted leave is sanctioned the amount of HPL will be debited to the leave a/c of the employee.

Study leave

As per MeSEB leave Rules since adopted by the Corporation.

Extraordinary leave

EOL without pay and allowances may be granted if no other kind of leave is due or when it is especially applied for as per MeSEB Leave Rules since adopted by the Corporation.

Maternity leave

Maternity leave may be granted to regular female employee in accordance with the MeSEB Leave Rules since adopted by the Corporation.

SECTION – 12: RETIREMENT

81. Retirement

- (1) Retirement on Superannuation:
All employees of the Corporation shall retire on superannuation on the date they attain the age of 60 years.

- (2) Compulsory retirement:
Notwithstanding anything contained in these regulation or any other regulation made by it, the Corporation may if it is of the opinion that it is in the public interest to do so, retire an Employee by giving him notice of not less than 3 months, in writing or three months pay and allowances in lieu of such notice after he has attained 50 years of age or completed 25 years of service whichever is earlier.



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- (3) Voluntary retirement:
Any employee may be giving notice of not less than 3 (three) months notice in writing to the appropriate authority retire from Service after he has completed twenty years of service or after attaining the age of (50) fifty years whichever is earlier.

The Continuous Qualifying Service as on the date of intended retirement under this rule will be increased by a period not exceeding 5(five) years, subject to the condition that the total Qualifying Service does not in any case exceed 33 (thirty-three) years and the period so increased does not go beyond the date of actual superannuating of the employee.

- (4) Pension and Gratuity:
All existing employees of MeSEB will be transferred to MSPCL and will continue to receive the benefits of Pension and Gratuity as per existing MeSEB policy. All existing Pensioners of MeSEB will also continue to receive the benefits of existing Pension Scheme. And pensioner existing Board will continue to draw pension from MSPCL after corporatization. However, the employees recruited by the Corporation after the formation of MSPCL would be covered under the Contributory Provident Scheme.

SECTION – 13: GENERAL PROVIDENT FUND

82. G.P.F.

An Employee shall be required to subscribe to a provident or other similar fund, in accordance with such conditions as the Corporation may by regulations prescribe.

SECTION - 14: FOREIGN SERVICE

83. Conditions of transfer to foreign service:

- (1) No employee of the Corporation may be transferred to foreign service against his will.
- (2) Provided that this provision shall not apply to the transfer of an Employee to the service of a department of Government or a body whether incorporated or not, which wholly or substantially owned or controlled by Government or the Corporation.
- (3) Transfer of an employee to foreign service requires the sanction of CMD in each case.

84. A transfer to foreign service is not admissible unless:

- (1) The duties to be performed in foreign service are such, as should for public reasons, be rendered by an Employee.
- (2) The employee transferred holds, at the time and is likely to hold for the period of foreign service, a post paid from the Corporation funds, whether permanent, officiating, or temporary.



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85. Transfer to Foreign Service during leave

- (1) If an Employee is transferred to foreign service while on leave, he ceases from the date of Joining the deputation post to be on leave and to draw leave salary from the Corporation.
- (2) If an Employee who is on leave preparatory to retirement is permitted to accept outside employment, the balance of leave preparatory to retirement shall be canceled and his services may be placed at the disposal of the foreign employer on the usual foreign Service terms. The terms of foreign Service shall not be extended beyond the age of superannuation.

86. Promotion during foreign service

An employee transferred to foreign service shall remain in the cadre/grade in which he was included in a substantive or officiating capacity immediately before his transfer and may be given during the period of such service such substantive or officiating promotion in these cadres as he would have got had he remained in Corporation service. In giving such promotion, the authority competent to order promotion shall also take into account the performance of the employee in foreign service.

87. Pay and allowance in foreign service:

- (1) An employee in foreign service shall draw his pay and allowances from the foreign employer from the date on which he relinquishes charge of his post in Corporation service. The amount of his pay and allowances admissible to him during joining time shall be borne by the foreign employer.
- (2) The terms of foreign service must not be such, as to impose an unnecessarily heavy burden of payment of pay and allowances on the foreign employer.
- (3) The terms Granted must not be so be so greatly in excess of the remuneration which the employee would receive in Corporation's service as to render foreign service appreciably more attractive than Corporation service.
- (4) The value of the concessions offered by foreign employer must be taken into account in determining the appropriate rate of pay for the employee in foreign service. Viz
 - a) The payment of contribution towards leave salary and pension;



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- b) The Grant of traveling allowance under the travelling allowance rules of the Corporation conveyance, allowance etc.
 - c) The Grant of free residential accommodation, which may be furnished, in cases in which the Corporation considers this to be desirable, on such scales as may seem proper to the Corporation.
 - d) The use of any conveyance provide by the foreign employer.
- (5) The Grant of any concessions not specified in sub regulation (4) requires sanction of the CMD of the Corporation.

88. Travelling Allowance payable:

The traveling allowance on transfer to and on reversion from foreign service would be borne by the foreign employer.

89. Leave salary during foreign service

For a period of leave taken by the Employee while in or at the end of the foreign service, shall be borne by the foreign employer.

90. Reimbursement of medical charges

The foreign employer shall reimburse the medical charges incurred by the employee of the Corporation while in foreign service the title to the allowance as well as its quantum should not be less than what is admissible under the Corporation regulations.

91. Liability for leave salary in respect of disability Leave

Liability for leave salary of the Employee in respect of disability leave Granted on account of a disability occurred in and through foreign service, shall be borne by the foreign employer, even though such disability manifests itself after the termination of foreign service.

92. Discipline action during foreign service

An employee transferred to foreign service remains subject to the general and disciplinary regulations which are applicable to him as an employee of the Corporation, had he not been so transferred.

93. Retirement during foreign service

When any employee lent on foreign service conditions retires from Corporation service, without at the same time retiring from the service of his foreign



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employer, the Corporation shall communicate to the foreign employer, the date of retirement of the employee, the amount of pension, Gratuity etc. drawn by the employee from the Corporation, so as to give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of employment.

94. Reversion from foreign service

An employee in foreign service will be entitled to revert six months after he has given notice to the Corporation of his wish to revert but the Secretary to Corporation may allow him to revert earlier.

95. Recall from foreign service

An employee in foreign service is liable to be recalled by the Corporation at any time.

96. Foreign service contributions

- (1) During the period of Foreign service the Foreign employer shall pay to the Corporation contribution on account of his pension, leave salary and provident fund, calculated at the rates fixed by the Corporation from to time.
- (2) The contributions due for a financial year shall be paid within fifteen days from the end of each financial year or at the end of the Foreign service, if deputation on foreign service expires before the end of a financial year.
- (3) These contribution shall not be payable for the period of leave taken while in foreign service.
- (4) If the contribution is not paid within the period prescribed in sub-regulation (2) above, the employer must, unless specifically be exempted, pay to the Corporation interest on the unpaid contribution at the rate of 2 N.P. per day per Rs. 100/- or such other rate as may be prescribed by the Corporation from time to time on the amount due from the date of expiry of the said period to the date on which the contribution is finally paid.

97. Rate of contribution

- (1) During the period of foreign service the rate of contribution on account of pension and leave salary shall be one fourth of pay of an employee under the Corporation. The amount of contribution may be rounded off to the nearest rupee, fraction of a rupee equal to 50 paise or more being rounded off to the next rupee and fraction less than 50 paise being omitted.



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98. Liability of the Corporation for payment of pension and leave salary

- (1) In return of the contribution, the Corporation accepts liability for pension and leave salary of the Employee in respect of his foreign service, as if he had not been transferred to such service.
- (2) The difference, if any, when the leave salary etc. admissible based on emoluments drawn in foreign service and that admissible base on the pay under the Corporation will be paid by the foreign employer

99. Powers of Corporation to remit contribution

The Corporation may, at its discretion, remit the contribution due in any specified case or class of cases.

100. Payment of contribution for the period of leave earned in foreign service

A foreign employer shall pay the Corporation's contribution to the fund not only for the period of foreign service, but also for the period of leave earned in foreign service.

101. Acceptance of pension or Gratuity by the Employee foreign service

- (1) The Employee in foreign service is prohibited from accepting any pension or Gratuity from his foreign employer in respect of such service.
- (2) The Employee cannot be permitted to withhold contributions on the Ground that he is agreeable to forfeit his right to count as duty in Corporation service the time spent by him in foreign service.
- (3) Neither the Employee nor the foreign employer has any right of propriety in the contributions paid to the Corporation. Accordingly no claim for the refund of contribution paid can be entertained.
- (4) Sub- regulation – 3 does not apply to refund of contributions paid in excess erroneously.

102. Deemed to have resigned from the Corporation service

An employee who in contravention of Regulation 101 above accepts pension or Gratuity from the foreign employer shall be deemed to have resigned the Corporation service.

103. Reimbursement of leave salary by the Corporation



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- (1) An Employee in foreign service shall be Granted leave other than the leave preparatory to retirement and paid leave salary therefore by his foreign employer under intimation to the Corporation after determining the leave admissible to him.
- (2) The leave account of the Employee concerned for this purpose shall henceforth be maintained by the foreign employer based on the extracts of the leave accounts supplied by the Corporation at the time of his transfer to foreign service.
- (3) The amount of leave salary paid by the foreign employer shall be reimbursed to him on receipt of half-yearly claims from the foreign employer. The half-year shall be from 1st April to 30th September and 1st October to 31st March each year.
- (4) The claim for reimbursement shall be duly supported by the details of the Employee on foreign service, nature and period of leave sanctioned and the rate and the amount of leave salary paid.
- (5) The Corporation shall verify the claims and arrange payment within a month from the date of receipt of such claims for reimbursement.

104. Foreign service under a private employer

- (1) When an Employee is transferred to foreign service under a private employer, the authority sanctioning the transfer should require the foreign employer to deposit security equivalent to six months pay of the employee in foreign service. The Corporation may, however, exempt any private employer from making the deposit for any special reason.
- (2) The term 'Private Employer' in sub-regulations above will not include the Reserve Bank of India, Municipalities, District Boards, Universities, the court of wards, religious institutions or undertakings owned or controlled by the State Government or Government of India.

105. Reversion from foreign service

- (1) An employee reverts from foreign service to Corporation service on the date on which he takes charge of his post in the service of the Corporation.
- (2) If the Employee takes leave on the conclusion of foreign service before rejoining his post in the Corporation his reversion shall take effect from such date of proceeding on leave and in such cases receive leave salary from the Corporation.



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- (3) An employee on reversion from foreign service is entitled to reserve the post which he left on transfer to such service or to which he has been promoted during the period of foreign service under the provisions of these regulations or which he is entitled to by virtue of his position in the cadre in which he is borne.
- (4) If joining time or traveling allowance or both will be admissible to the Employee the date of reversion from foreign service should not be earlier than the date on which he will take charge of the post in Corporation's service unless the foreign employer agrees to pay the transit pay (including leave and pension or provident fund contribution as the case may be) and the traveling allowance.
- (5) When an Employee reverts from foreign service to Corporation service his pay will cease to be paid by the foreign employer.

106. Period of leave taken in foreign service counts for pension

The period of leave during foreign service by the Employees counts for pension to the extent to which such period of leave is allowed to count for pension under the pension regulations of the Corporation.

SECTION – 15: MANNER OF EMPLOYMENT OF EMPLOYEE

107. Manner of employment of Employee

Unless in any case, if it be otherwise distinctly prescribed. The whole time of an employee of the Corporation is at the disposal of the Corporation, which pays him, and he may be employed in any manner required by proper authority without claim for additional remuneration.



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PART – VI

MISCELLANEOUS

108. Hours of Attendance

The Corporation shall notify by a special or general order from time to time the hours of attendance for different grades of employees.

109. Duties and Functions

The Corporation shall by regulations made in this regard specify the duties and functions of various grades of employees.

110. Resignation

- (1) A member of a service may resign his appointment and the acceptance of his resignation by the appointing authority shall take effect.
 - i) in case he is on duty from the date on which he is relieved of his duties in pursuance of such acceptance
 - ii) in case he is on leave from the date of communication of such acceptance to the employee or if the said authority so directs from the date of expiry of leave and
 - (iii) in any other case from the date of communication of such acceptance to the employee or from such other date not being earlier than the date on which he was last on duty as the said authority may having regard to administrative exigencies specify :

Provided that a resignation of a member of service who is placed under suspension from service pending investigation for enquiry into Grave charges or who is deemed to have been suspended under MSPCL (Discipline and Appeal) Regulations, 2006 shall not be accepted during the period of such suspension and

Provided further no withdrawal of resignation shall be permitted except with the sanction of the Corporation after the date of its actual acceptance by the appointing authority.

- (2) A member of service shall if he resigns his appointment forfeits not only service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Corporation and the Government, if any.



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- (3) The re-appointment of such person to any service shall be treated in the same way as a first appointment to such service by direct recruitment and all regulations governing such appointment shall apply and on such re-appointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any regulation or order.
- (4) A member of a service or services who is selected for appointment by the direct recruitment to another post or grade in the same or different service and is appointed to it shall as soon as he is appointed to the post or grade for which he has been selected by direct recruitment be deemed to have resigned from the service or services of which he is a member prior to his appointment as aforesaid. Provided that nothing in this sub-regulation shall affect the benefit accrued to such member of a service or services in the previous post or posts except the lien or probationary right as the case may be on such post or posts.
- (5) Acceptance of resignation while serving abroad:

The Employees on deputation abroad to international organizations or foreign Governments who wish to resign from service should return to India and join the Corporation before their resignations can be accepted. Provided that this regulation shall not be operative on the right of an employee of the Corporation to retire voluntarily if he is eligible to do so.

111. (1) The Corporation may constitute a committee called Managing Committee with members as may in its discretion decide and entrust to it such duties and functions as may be decided by the Corporation from time to time and delegate powers to enable the committee to discharge such duties and functions

(2) Notwithstanding the provision in sub-regulation (1) the Corporation may delegate such powers to the CMD or any officer of Corporation as may in its discretion decide.

112. Relinquishments of right by employee

Any employee may in writing relinquish any right or privilege to which he may be entitled under these regulations if in the opinion of the appointing authority such relinquishment is not opposed to the interests of the administration and nothing contained in these regulations shall be deemed to require the reorganisation of any right or privilege to the extent to which it has been so relinquished.



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113. Relaxation of regulations

No regulation shall be construed to limit or abridge the power of the Corporation to deal with the case of any person serving under the Corporation in such manner as may appear to it to be just and equitable.

Provided that where any such regulation is applicable to the case of any person or a grade of persons the cases shall not be dealt with in any manner less favorable to the persons or grade of persons than that provided by that regulation

114. Savings of rules or regulations implemented before commencement of these regulations

Nothing in these regulations shall affect any action taken in pursuance of any rule or regulation in force before the commencement of these regulations but any such rule or regulation shall have any effect after the commencement of these regulations in so far as they contravene any of the provisions of these regulations.

115. Removal of doubts

If any doubt arises as to the interpretation of any of the provision of these regulations the decision of the Corporation is final.

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**Secretary
MSPCL**

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SCHEDULE – I

ANNEXURE



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ANNEXURE - I

MEGHALAYA STATE POWER CORPORATION LIMITED

Sl. No.	Desig. & Grade	Method of filling up vacancy	Educational Qualification	Experience	Test to be passed for Probation/Promotions	Appointing Authority	Transferring Authority
1.	Chief General Manager (Gen) E9	Selection by promotion	Degree in Elect/Mech. Engg.	20 years service experience including 5 years field experience in Gen. & 1 year as SGM.	Selection by Departmental Promotion Committee.	Corporation	CMD
2.	Chief General Manager (Trans) E9	Selection by promotion	Degree in Elect. Engg.	20 years service experience including 5 years field experience in Trans. & 1 year as SGM.	Selection by Departmental Promotion Committee.	Corporation	CMD
3.	Chief General Manager (Distr.) E9	Selection by promotion	Degree in Elect. Engg.	20 years service experience including 5 years field experience in Distr. & 1 years as SGM.	Selection by Departmental Promotion Committee.	Corporation	CMD
4.	Chief General Manager (RE) E9	Selection by promotion	Degree in Elect. Engg.	20 years service experience including 5 years field experience in RE works & 1 year as SGM.	Selection by Departmental Promotion Committee.	Corporation	CMD
5.	Chief General Manager (Comml) E9	Selection by promotion	Degree in Elect. Engg.	20 years service experience including 5 years field experience in commercial engg. & Tariff & 1 year as SGM.	Selection by Departmental Promotion Committee.	Corporation	CMD
6.	Chief General Manager (Civil, Planning & Design.) E9	Selection by promotion	Degree in Civil Engg.	20 years service experience including 5 years field experience in civil, planning & design and 1 year as SGM.	Selection by Departmental Promotion Committee.	Corporation	CMD
7.	Chief General Manager (Execution)	Selection by promotion	Degree in Civil Engg.	20 years service experience including 5 years field experience in	Selection by Departmental Promotion Committee.	Corporation	CMD

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	E9			execution & 1 years as SGM.			
8.	Chief General Manager (Audit)	Selection by promotion	Graduate with Mathematics. Preferably a Chartered/Cost Accountant/ MBA Finance.	20 years service experience including 5 years field experience in Audit & 2 years as SGM.	Selection by Departmental Promotion	Corporation	CMD

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9.	Chief General Manager (Fin. & Budget) E9	Selection by promotion	Graduate with Mathematics. Preferably a Chartered/Cost Accountant/ MBA Finance.	20 years service	Selection by Departmental Promotion	Corporation	CMD
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				nce including 5 years field experience in Fin. & Budget & 2 years as SGM.			
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10.	Chief General Manager (Accounts) E9	Selection by promotion	Degree/preferably Chartered Accountant/ Cost Accountant/ MBA Finance	20 years service experience including 5 years field experience in accounts and 2 years as SGM.	Selection by Departmental Promotion	Corporation	CMD
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11.	Chief General Manager (Admn.) E9	Selection by promotion	Graduate/preferably with MBA/Law	20 years service experience including 5 years field experience in Gen. Admn. & 1 year as AGM / 3years as SGM.	Selection by Departmental Promotion	Corporation	CMD
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12.	Chief General Manager (HR) E9	Selection by promotion	Graduate Engineer with adequate knowledge in HRD & aptitude in HR related development	20 years service experience including working experience as SGM or equivalent for 1 year.	Selection by Departmental Promotion	Corporation	CMD
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13.	Addl. Chief General Manager (Admn.)	Selection by promotion	Graduate 19 years	19 years service experience including 5 years field experience in Admin. & 1 year as SGM.	Selection by Departmental Promotion	Corporation	CMD
		Power Finance Corporation Consultant		- 80 -			

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14.	Sr. General Manager (Engg.) E8	Selection by promotion	Degree in Elect./Civil/ Mech. Engg.	18 years service experience in concerned branch of engineering of	Selection by Departmental Promotion	Corporation	Director Corporate Affairs
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				be in the rank of General Manager.			
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15.	Sr. General Manager (Vig.) E8	Selection by promotion	Graduate with	18 years service experience in concerned branch of which 2 years as GM or equivalent. Knowledge of consumer laws, commercial & technical matter is also preferable.	Selection by Departmental Promotion Committee.	Corporation	CMD
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			t Graduate Degree in Law/ Personnel Management				
16.	Sr. General Manager (Accounts & Finance) E8	Selection by promotion	Degree/preferably Chartered Accountant/ Cost Accountant/ MBA Finance	18 years service experience in concerned branch of which 3 years to be in the rank of General Manager.	Selection by Departmental Promotion Committee.	Corporation	CMD
17.	Sr. General Manager (Engg.) E8	Selection by promotion	Degree in Elect./Civil/ Mech. Engg.	18 years service experience in concerned branch of engineering of which 2 years to be in the rank of General Manager.	Selection by Departmental Promotion Committee.	Corporation	CMD
18.	Sr. General Manager (Legal) E8	Selection by promotion	Degree in Law	18 years field experience in legal matters including 3 years service experience as GM (Law) or equivalent.	Selection by Departmental Promotion Committee.	Corporation	Director Corporate Affairs
19.	Sr. General Manager (Admn/ Personnel) E8	Selection by promotion	Graduate with a Post Graduate Degree in Admin. or Personnel Management /MBA (HR)	18 years service experience in concerned branch of which 5 years experience as General Manager or equivalent.	Selection by Departmental Promotion Committee.	Corporation	CMD
20.	Sr. General Manager (Company Secretary) E8	Selection by recruitment/ Departmental promotion	Degree in any discipline & passed Post Graduate Degree in Company Secretaryship or equivalent.	15 years service experience in concerned branch of which 3 years to be in the rank of General Manager. Knowledge with degree of law will be an added qualification.	Selection by Departmental Promotion Committee.	Corporation	CMD
21.	Sr. General Manager (HRD) E8	Selection by promotion	Degree in Elect./ Mech. Engg./MBA from recognized institute. Knowledge in Computer aided training programme.	18 years service experience including 2 years in HR Affairs and 2 years in the rank of General Manager.	Selection by Departmental Promotion Committee.	Corporation	CMD

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22.	General Manager (Elect/Civil/HRD/Quality) E7	Selection by promotion	Degree in appropriate Branch of Engineering	15 years field experience in concerned Branch & worked at least 3 years as DGM or equivalent.	Selection by Departmental Promotion Committee.	CMD	Director Corporate Affairs
23.	General Manager (Fin./Accounts) E7	Selection by promotion for 75% post 25% by direct recruitment	Graduate Degree (for promotion) For direct recruitment a Chartered/ Cost Accountant	15 years service experience in concerned branch of which 4 years experience as DGM or equivalent. 10 years working experience in a Public Sector Utility Undertaking.	Selection by Departmental Promotion Committee.	CMD	CMD
24.	General Manager (Legal) E7	Selection by recruitment/ Departmental promotion	Degree in Law	15 years working experience of which 5 years to be in the rank of DGM.	Selection by Departmental Promotion Committee.	CMD	CMD
25.	General Manager (Security) E7	Open selection	Post Graduate Training in Security affairs.	15 years experience of which 5 years to be in the rank DGM or equivalent.	Selection by Departmental Promotion Committee.	CMD	CMD
26.	General Manager (Admin) E7	Selection by promotion	Graduate with a Post Graduate Degree in Industrial Relation/ Personnel Management	15 years experience of which 3 years to be in the rank DGM or equivalent.	Selection by Departmental Promotion Committee.	CMD	CMD
27.	Dy. General Manager (Civil/Elect / Mech.) E6	Selection by promotion	Degree in appropriate Branch of Engineering	10 years field experience in concerned Branch & worked at least 7 years as AGM or equivalent.	Selection by Departmental Promotion Committee.	CMD	Director Corporate Affairs
28.	Dy. General Manager (Admin/Legal/Finance) E6	Selection by promotion	Graduate Degree	10 years service experience of which 7 years in the rank of AGM or equivalent.	Selection by Departmental Promotion Committee.	CMD	CMD
29.	Dy. General Manager (HR) E6	Selection by promotion	Graduate	10 years working experience in relevant field of which 7 years in the rank of	Selection by Departmental Promotion Committee.	CMD	CMD

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				AGM.			
30.	AGM (Engg.) E5	Selection by promotion	Degree in respective Branch of Engineering	3 years experience as Manager	Selection by Departmental Promotion Committee.	CMD	CMD
31.	AGM (Admin./Legal/Accounts) E5	Selection by promotion	Degree	3 years experience as Manager	Selection by Departmental Promotion Committee.	CMD	CMD
32.	Manager (Engg.) E4	Selection by promotion – 33.3% from the rank of Jr. Manager Engg. Dip. Holders. 66.7% by direct recruitment.	3-4 yrs. Diploma in Engineering. Degree in Engineering.	8 yrs. Experience in the relevant field for Dip. Holders asst. Manager. Fresh Graduate Engineer.	Selection by Departmental Promotion Committee. Test/interview by Selection Committee.	CMD	CGM (HR)
33.	Manager (Admin/Finance/Accounts) E4	Selection by promotion	Graduate	At least 3 years working experience as Dy. Manager or equivalent.	Selection by Departmental Promotion Committee.	CMD	CGM (HR)
34.	Dy. Manager (Accounts) E3	Selection by promotion	Graduate	5 years working experience in Accounts & Finance as JM (Accounts).	Selection by Departmental Promotion Committee.	CMD	CGM (HR)
35.	Section Manager E2	Selection by promotion	Graduate/Dip. in Engineering.	5 years as Asst. Manager for relevant field.	Selection by Departmental Promotion Committee.	CGM (HR)	CGM (HR)
36.	Asst Manager (Engg.) E1	By recruitment	Dip. in Engineering	Fresh Diploma Holders	Interview/Test	CMD	CGM (HR)
37.	Jr. Manager (Admin.) E1	Selection by promotion	Degree	5 years experience and 2 years to be in the rank of Supervisors 1	Selection by Departmental Promotion Committee.	CMD	CGM (HR)
38.	Jr. Manager (Fin/Accounts) E1	By Interview/Test on redeployment of eligible candidate/recruitment	Graduate Degree	2 years working experience for promotees in the Branch of Accounts/Fresh Graduate	Selection by open written test.	CMD	CGM (HR)
39.	Senior Assistant S3	Selection by promotion	Graduate Under Graduate	5 years experience as Jr. Assistant. 7 years experience as Jr. Assistant.	Selection by Departmental Promotion Committee.	CGM (HR)	CGM (HR)

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40.	Jr. Assistant S2	Selection by direct recruitment Selection by promotion	Graduate Under Graduate	Fresh Graduate with knowledge in computer operation Subordinate staff of the Corporation having at least 3 yrs. Experience.	Selection by written test/interview Selection Committee	CMD	CGM (HR)
41.	Data Entry Operator W6	Selection by redeployment	Graduate with computer knowledge	DTP job	Selection by test/interview	CGM (HR)	CGM (HR)
42.	Stenographer Grade - I E4	By promotion	Graduate with Shorthand Certificate	20 years experience as Stenographer of which 5 years to be in the rank of Stenographer Gr.II	Selection by Departmental Promotion Committee.	CGM (HR)	CGM (HR)
43.	Stenographer Grade - II E1	By promotion	Graduate with Shorthand Certificate	10 years experience as Stenographer in Gr.III	Selection by Departmental Promotion Committee.	CGM (HR)	CGM (HR)
44.	Stenographer Grade - III S2	By recruitment	Graduate with Shorthand Certificate + DTP Job	Experience in DTP job	Selection by open written test.	CGM (HR)	CGM (HR)
45.	Bill Clerk W5	By recruitment	Secondary Examination pass	Fresh	Selection by open written test.	CGM (HR)	CGM (HR)
46.	Meter Reader W4	By recruitment	Class X Pass with a training in meter reading job.	Fresh	Selection by open written test.	CGM (HR)	CGM (HR)
47.	Mali W1	Selection by interview	Class VIII Pass	Gardening job experience	-	CGM (HR)	CGM (HR)
48.	Mason W4	Selection by interview	Class VII Pass	3 years experience in construction work	-	CGM (HR)	CGM (HR)
49.	Plumber W4	Selection by interview	Class VII Pass with Certificate in the Trade	3 years working experience in plumbing job.	-	CGM (HR)	CGM (HR)
50.	Telephone Operator W5	Selection by interview	Class X Standard	1 year experience in O&M of Telephone Exchange	-	CGM (HR)	CGM (HR)
51.	Store Keeper W6	Selection by interview	Secondary Exam Pass with training in Data Entry	1 year experience in material handling	-	CGM (HR)	CGM (HR)



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			Operation				
52.	Helper III / Jugali W1	By recruitment	Class VIII Pass	-	-	CGM (HR)	CGM (HR)
53.	Helper II W2	By promotion	Class VIII Pass	5 years experience as Helper III	-	CGM (HR)	CGM (HR)
54..	Helper I W3	By promotion	Class VIII Pass	5 years experience as Helper II	-	CGM (HR)	CGM (HR)
55.	Cleaner II W2	By recruitment	Class VIII Pass	-	-	CGM (HR)	CGM (HR)
56.	Cleaner I W1	By promotion	Class VIII Pass	5 years experience as Cleaner II	-	CGM (HR)	CGM (HR)
57.	Sweeper II W2	By recruitment	Class V Pass	-	-	CGM (HR)	CGM (HR)
58.	Sweeper I W1	By promotion	Class V Pass	5 years experience as Sweeper II	-	CGM (HR)	CGM (HR)
59.	Peon II W2	By recruitment	Class VIII Pass	-	-	CGM (HR)	CGM (HR)
60.	Peon I W1	By promotion	Class VIII Pass	5 years experience as Peon II	-	CGM (HR)	CGM (HR)
61.	Chowkidar I W2	Selection by interview	Class VIII Pass	-	-	CGM (HR)	CGM (HR)
62.	Chowkidar II W1	By promotion	Class VII Pass	5 years experience as Chowkidar II	-	CGM (HR)	CGM (HR)
63.	Technician III W3	Selection by promotion	Class VII Pass	5 years working experience in Power House as Helper I	-	CGM (HR)	CGM (HR)
64.	Lineman III Electrician III SB Operator III Fitter III Mechanic III Driver III Welder III Technician II W4	Selection by interview	Class VIII Standard, a valid license in the concern trade. Sec. 1,2,3 & 6 wherever applicable. Class X Standard ITI Certificate in the trade.	5 years experience as Helper I or equivalent. 5 years working experience	- -	CGM (HR)	CGM (HR)
65.	Lineman II Electrician II SB Operator II	Selection by promotion	Class VIII + License in the trade	20 years experience in the field with 5 years in the immediate subordinate group.	-	CGM (HR)	CGM (HR)

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	Fitter II Mechanic II Driver II Technician I Welder II W5		Class X + ITI Certificate	15 years working experience.			
66.	Lineman I Electrician I SB Operator I Fitter I Mechanic I Driver I Welder I W6	By promotion	Class VIII + appropriated license (Part 1 to 5 & 6 for concern trade) Class X + 3 licenses in the trade for electrical job.	5 years in the immediate lower grade. 5 years experience in the immediate lower grade.	-	CGM (HR)	CGM (HR)
67.	Supervisor II S3	By promotion	Class X + ITI Certificate + Supervisory Trade License.	25 years field experience as	-	CGM (HR)	CGM (HR)
68.	Supervisor I S5	By promotion	Class X + ITI Certificate + Supervisory Trade License.	5 years experience as Supervisor Grade II.	-	CGM (HR)	CGM (HR)
69.	Typist (Assistant) W5	By recruitment	Class X Pass + Typing Speed 30 WPM	Typing job	-	CGM (HR)	CGM (HR)
70.	Mandal W2	By recruitment	Class X Pass + Certificate in Survey work	Work in land section	-	CGM (HR)	CGM (HR)
71.	Supervisor Kanungo S1	By promotion	10 + 2 Pass + Certificate in Land Survey	5 years as Mandal	-	CGM (HR)	CGM (HR)
72.	Chainman W1	By recruitment	Class VIII Pass	-	-	CGM (HR)	CGM (HR)
73.	Duftary W3	By promotion	Class VIII Pass	15 years experience as Peon	-	CGM (HR)	CGM (HR)
74.	Record Sorter W4	By promotion	Class VIII Pass	5 years experience as Duftary	-	CGM (HR)	CGM (HR)
75.	Chief Medical Officer/Ch	By promotion	MBBS degree from a recognized	20 years practical experience of which 3 years to be the rank	Selection by Departmental Promotion	CMD	CMD

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	Chief General Manager (Medical) E9		university preferably with specialization in medicine/ surgery.	of senior General Manager (Medical).	Committee.		
76.	Senior Medical Superintendent (Sr. G.M. (Medical) E8	By promotion	MBBS degree from a recognized institution preferably a postgraduate degree in medicine / surgery.	Having 18 years of working experience of which 3 years to be in the rank of medical superintendent / equivalent.	Selection by Departmental Promotion Committee.	CMD	CMD
77.	Medical superintendent/GM (Medical) E7	By promotion	MBBS degree or preferable with postgraduate degree in medical science. Age should be 35 years. (selection by promotion).	15 years experience of which 5 years as sr. medical officer.	Selection by Departmental Promotion Committee.	CMD	CMD
78.	DGM (Medical) / Sr. Medical Officer. E6	By promotion	MBBS degree from a recognized university. Preference will be given to MD/ MS degree holder.	5 years working experience as Medical officer/ AGM (Medical)	Selection by Departmental Promotion Committee.	CMD	CMD
79.	AGM (Medical) / Medical officer / Asst. Surgeon E5		MBBS degree from a recognized university.	-	Selection by Departmental Promotion Committee.	CMD	CMD
80.	Compounder W6	By recruitment	Class X + 2 years Diploma in Pharmacy	Working experience in Pharmacy	-	CGM (HR)	CGM (HR)
81.	Auxiliary Nurse W6	By recruitment	Class X + Diploma in ANM Course	-	-	CGM (HR)	CGM (HR)
82.	Mid-wife	By	Matriculate/	-	-	CGM (HR)	CGM

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	W5	recruitment	Class + Training in mid-wifery work				(HR)
83.	Dresser W2	By promotion	Class VIII Pass	5 years experience as Dresser	-	CGM (HR)	CGM (HR)
84.	Ward Attendant W1	By recruitment	Class VIII Pass	-	-	CGM (HR)	CGM (HR)
85.	Head Master / Head Mistress High/ Secondary School) E3	Selection by promotion	Must be graduate with B.ED/ BT. Degree. Preference will be given to person having good postgraduate degree with B.ED or MED degree.	Must have 10 years experience as teacher with at least 2 years as asst. head master / mistress.	Selection by Departmental Promotion Committee	CMD	CMD
86.	Asst. Head Master / Mistress (High / Secondary School) E1	By promotion	A degree in Arts/ Science / Commerce with BED/ BT.	8 years teaching experience.	Selection by Departmental Promotion Committee	CGM (HR)	CGM (HR)
87.	Head Master/ mistress (ME School) S2	By promotion	Graduate with BED / BT degree.	At least 6 years teaching experience.	Selection by Departmental Promotion Committee	CGM (HR)	CGM (HR)
88.	Asst. teacher (High School) S1	By recruitment	Graduate preference will be given postgraduate or hons degree holder candidate.	-	Selection by Departmental Promotion Committee	CGM (HR)	CGM (HR)
89.	Asst. teacher (ME. School) W7	By recruitment	A degree in Arts/ science/ commerce.	-	Selection by Departmental Promotion Committee	CGM (HR)	CGM (HR)

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90.	Asst. teacher (Under graduate) W6	By recruitment	10 + 2 Pass	-	Selection by Departmental Promotion Committee	CGM (HR)	CGM (HR)
91.	Teacher (Matric) W4	By recruitment	Matriculate with basic teacher's training	-	Selection by Departmental Promotion Committee	CGM (HR)	CGM (HR)

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MEGHALAYA STATE POWER CORPORATION ENGINEERING SERVICE

SPECIAL REGULATIONS

1. In addition to the categories existing in Engineering Service, the Corporation may create non-cadre posts and fill in such non-cadre posts from the candidates belonging to the two branches of Engineering service.
2. The strength of the service in each branch be such as may be determined by the Corporation from time to time, provided that the CMD may leave unfilled or hold in abeyance appointment to any post.
3. **Age:** Notwithstanding anything contained in Regulation 11 the candidates for direct recruitment to the post of Manager (Engineering) shall not be less than 21 years and not more than 30 years as on 1st January of the year of recruitment.
 - (i)(a) **Relaxation** : In case of candidate possessing the requisite qualifications who is already in service of Govt or any other Organisation, the upper age limit may be relaxed upto the extent of continuous service rendered by them.
 - (b) Schedule Castes and Schedule Tribes – By 5(five) years
 - (c) Post Graduate Degree holder – By 3(three) years.
 - (ii) **Condonation of Overage:** In exceptional circumstances, the Appointing Authority may condone over age of a candidate to the extent necessary on the merits of each case.
4. Character and antecedents: The provision in Reg. 14 is subject to the condition that any person who is dismissed or discharged from the service of any Organisation for misconduct and who is convicted by any court of any offence involving moral turpitude shall be disqualified for recruitment.
5. **Manager (Engineering)**
 - (a) The total number of vacancies of Manager (Engineering) arising in a year in either branch of the service to be filled by direct recruitment or by promotion shall be notified and filled up by promotion/direct recruitment provided that if any number of vacancies of Manager (Engineering) in either branch of the service remains unfilled in any calendar year, the unfilled vacancies shall be carried over and added to the number of vacancies in that branch during the next year.



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- (b) The expression "Continuous Service" referred to in column-5 against item 6 in Annexure shall be computed from January of the year of recruitment.
6. **Assistant General Manager (Engineering) :**
- (a) The Inter-se-seniority in the category of Assistant General Manager shall be determined based on the date of promotion to that category. In case where a promotee Manager or a direct recruit Manager (Engineering) are promoted to the category of Assistant General Manager (Engineering) in the same year, the promotee Manager shall get seniority over the direct recruit Manager in the rank of Assistant General Manager.
- (b) In fixing the Inter-se-seniority in the category of Assistant General Manager, the inter-se-seniority that existed in the rank of Manager (Engineering) in the respective group i.e. direct recruit Manager or promotee Manager shall not be disturbed.
7. The seniority in each category shall be determined from the date of joining continuous appointment in the category, provided that
- (a) In the case of persons appointed by direct recruitment the order of merit determined by the Selection Committee shall not be disturbed so far as the seniority in the category to which direct recruitment was made is concerned, if they join their appointment within 30 days from the date of issue of the order of appointment. If a candidate is prevented from joining the appointment within the period by circumstances of a public nature and beyond his control the period may be extended for a further period not exceeding 3(three) months by the Appointment Authority.
- (b) When the batch of selection consisting from both direct recruits and promotees, the promotees shall come before the direct recruits of the same year.
- (c) The relative seniority of the promotees in their immediate lower cadre shall be maintained.
- (d) If the member of the service is promoted temporarily to a post earlier than his senior for reasons other than in-efficiency of the senior person or his in-eligibility for promotion, they will rank interse according to their relative seniority in the category from which they were promoted when the senior is promoted subsequently to a higher rank.
8. The members of the service shall be required to pass such departmental tests as may be prescribed by the Corporation from time to time.
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MEGHALAYA STATE POWER CORPORATION ACCOUNTS SERVICE

SPECIAL REGULATIONS

1. A person directly recruited to any category shall join within 21 days from the date of issue of the order of the appointment failing which the appointment shall be cancelled.

Provided that if a member is prevented from joining within this period by circumstances of a public nature or for reasons beyond his control the Appointing Authority may extend it for a period not exceeding two months. If a member fails to join within the period so extended his seniority shall be determined in accordance with the date of joining.

2. **Seniority :**

- (a) The seniority of a person in the category of Divisional Accounts Officer shall be determined according to the order of preference in the approved list.
- (b) A person appointed by promotion shall be senior to a person appointed through direct recruitment in the same batch.
- (c) If the confirmation of a member is delayed beyond two years of probation on account of his failure to qualify for confirmation he shall lose his position in the order of seniority vis-à-vis such of his juniors as may be confirmed earlier. On confirmation his original position shall be restored.

3. **Age :**

- (a) A candidate for direct appointment to the category of Deputy Manager (Accounts) shall not be less than 21 years and more than 30 years of age on the 1st day of January of the year in which recruitment is made with relaxation of 5 years in case of SC/ST/OBC candidates.
- (b) A candidate for direct appointment to the category of Junior Divisional Accountant shall not be less than 18 years and more than 27 years of age on the 1st day of January of the year in which recruitment is made with relaxation of 5 years in case of SC/ST/OBC candidates.



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MEGHALAYA STATE POWER CORPORATION EDUCATION SERVICE

SPECIAL REGULATIONS

1. The selection committee referred to in Regulation 8(4) shall consist, inter alia of Inspector of Schools of Govt of Meghalaya or his representations for selection of candidates for various categories in the Education service by direct recruitment.
2. Notwithstanding anything contained in Reg. 11, the age for selection of candidates to the following categories by direct recruitment shall be as follows :
 - i) **Assistant Teacher** : Candidates should be between 18 to 27 years for general category, with relaxation of 5(five) years in case of SC/ST/OBC candidates.
 - ii) **Assistant Headmaster/Assistant Headmistress** : Upper age limit is upto 30(thirty) years for general category, and 40 (forty) years in case of SC/ST/OBC candidates.
 - iii) **Headmaster/Headmistress** : Upper age limit is upto 35 (thirty five) years for general category, and 45 (forty five) years in case of SC/ST/OBC candidates.
Provided that : In case of candidates possessing the requisite qualifications who are already in the service of the Corporation/Government or any other organisation, the upper age limit may be relaxed upto the extent of continuous service rendered by them.
3. **Seniority** : The seniority of the member of the service shall be determined according to the order of merit as declared by the selection committee, provided that the employee joins the appointment within 30 days from the date of issue of the order of appointment. If a candidate is prevented from joining the appointment within 30 days or within the prescribed period due to circumstances of a public nature and beyond his control, the period may be further extended not exceeding 3 (three) months under the order of the appointing authority.
4. **Re-employment** : A retired Head master/Head mistress of a recognized Educational Institution, may be re-employed on contract basis subject to production of a medical certificate to be issued by the Authorised Medical Attendant, being physically and mentally fit, provided that there are no suitable candidates from amongst the Assistant Teacher/Assistant Headmaster/Assistant Headmistress of the Corporations' Schools.

Such contract appointments shall not be considered to exceed the period of one year at a time.
5. The Corporation shall constitute under the Meghalaya Education Department Rules and Orders, a Committee from time to time with such members as it may in its discretion decide for running the administration of the schools and for maintaining discipline and the standard of education.



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MEGHALAYA STATE POWER CORPORATION

SPECIAL REGULATIONS

GENERAL SERVICE

1. **Application** : These special regulations are in addition to the regulations contained in parts I to VI and shall apply to all employees of Corporation who attend to manual or technical work in various trades as mentioned in Annexure in the Schedule - I.
2. **Direct Recruitment** : The method of recruitment to entry level category in each trade is through direct recruitment.
- 3.(a) **Promotions** : Every employee in a category is eligible to be promoted to the higher category within the same trade.

(b) The promotion channel from one category to the higher category is as indicated in the Schedule.
4. **Seniority**
 - (a) Seniority of candidates shall be maintained separately for each trade based on the date of appointment to each category in the trade.
 - (b) Common seniority based, on the date of appointment to the category, shall be maintained for each of the categories in the following trades irrespective of their place of posting.
 1. Electrical trade : Electricians
 2. Mechanical trades :
 - (a) Mechanic
 - (b) Fitters
 - (c) Welders
5. **Transfers and postings** : An employee may be transferred according to the exigencies of work from one establishment to another establishment.

Provided that the wages, category, continuity of service and other conditions of service of the employees shall not be affected by such transfer.



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SCHEDULE – II

ANNEXURE – I

**PARTICULARS TO BE FURNISHED TO DEPARTMENTAL
PROMOTION COMMITTEE
(Vide Regulation –39(2))**

1. Service, Designation and grade to which promotion is to be made
2. Names and designation of members of DPC
(Copy of order constituting DPC to be enclosed)

	Name	Designation
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3. Scale of pay of the posts in the
 - a) existing grade
 - b) Grade to which promotion is to be made
4. Number of vacancies
 - a) existing
 - b) AnticipatedTotal
5. Qualifications required for promotion
 - 1
 - 2
 - 3
 - 4(Extract of relevant regulation to be enclosed)
6. Seniority list as per Regulation 37(3) (to be enclosed)
 - a) Whether the seniority list includes names of all eligible candidates
 - b) If there are in eligible candidates who are not included in the list, give reasons for their in-eligibility
 - c) Whether the seniority list was communicated to all concerned
 - d) Whether there are any employees whose seniority has not been finalized if so, give details



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- e) Whether the seniority list has been authenticated by the appointing authority or any other competent authority
7. Confidential reports:
(Complete and upto date confidential reports for the last 5 years of all the eligible employees should be enclosed)
- a) Whether a list (in duplicate) has been attached showing the names of employees whose confidential reports are enclosed hereto.
 - b) Are the confidential reports complete and upto date
 - c) If there are any adverse remarks, have they been communicated to the employee
8. Whether any enquiry/charges are pending against the employees being considered for promotion, if so, indicate the present stage
9. **Self contained note for the Departmental promotion committee:**
(The self contained note for the DPS explaining proposals for promotion shall invariably contain information regarding any representations/Writs/court cases pending in connection with the present promotion indication the names of aggrieved parties and the present stage of cases. If there are any Government/Court/Tribunal orders relating to the promotion which the Departmental promotion committee has to keep in view may also be indicated in the note).



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ANNEXURE – II

GUIDELINES TO DEPARTMENTAL PROMOTION COMMITTEE (Vide Regulation – 39(3))

1. The Departmental promotion Committee should meet at the schedule time on the day fixed for the meeting.
2. The members of Departmental promotion committee after ensuring that all the relevant information been placed before them namely the CRs and other relevant data relating to the character, experience and other qualifications shall carefully go through the information.
3. The Departmental promotion committee should normally evaluate the confidential reports of the last 5 years to access the suitability of a person for promotion. In cases where the confidential reports of the preceding 5 years are not available, the confidential reports of 5 years in the preceding period of 8 years along with a special report from the officer under whom the person is working at the time of meeting of the Departmental promotion committee should be taken into consideration.
4. In cases where allegations against employees are under enquiry, the Departmental promotion committee may consider the case of the employee on merits discharges are proposed to be framed and the matter is in the state of preliminary enquiry, Similarly, in respect of Anti – corruption Bureau enquiry, if it is in the stage of preliminary enquiry, the eligibility of a candidate for promotion may be determined without reference to the enquiry by the Anti – corruption Bureau.
5. In the following cases the Departmental promotion committee should consider the suitability of the candidate for promotion in his turn after satisfying all other requirements and include his name in the approved list subject to the result of the disciplinary cases.
 - a) Cases where enquiry officer has been appointed and charges have been framed and charge sheet has been served or
 - b) Cases where show cause notice proposing the punishment has been issued or
 - c) Cases where the disciplinary authority has come to the conclusion that prima facie case exists.
6. In cases where disciplinary proceeding have been finalized and the punishments were imposed on



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the employees, the Department promotion committee shall take into account the following guidelines after satisfying all other requirements.

- a) In cases where the employee is exonerated from the charges or warned, the employee is eligible for notional promotion with effect from the date on which his immediate junior in the list of approved candidates joined for duty on promotion.
 - b) In cases where the employee has been awarded punishment of censure he is eligible for promotion after six months from the date of awarding censure or when the turn of his junior from the list of approved candidates comes up for promotion after the date of awarding censure whichever is earlier.
7. In cases where the employee is awarded with punishment of stoppage of increments with or without cumulative effect, his case for promotion shall be considered after satisfying all other requirements, in their turn and his name shall be included in the list of approved candidates provided that the period of operation of punishment is due to expire during the currency of the list of approved candidates otherwise, their names shall not be eligible for inclusion in the current list of approved candidates and their case shall be considered in the subsequent list only.
 8. In case where major punishment, other than dismissal, removal or compulsory retirement are awarded, the persons are consideration for promotion only after 3 years from the date of awarding the punishment or after the expiry of period of punishment whichever is earlier.
 9. The departmental promotion committee shall consider the comments on the confidential Reports containing adverse remarks in each individual case after examining the circumstances under which they were made and take decision as to the fitness or otherwise of the candidate for promotion. The Departmental promotion committees should not take into consideration the adverse remarks which have not been communicated to the employee.
 10. Based on the information placed before it, the Departmental promotion committee shall discuss the matter and assess the relative merit of the employees who are eligible for promotion.
 11. (a) On the basis of such assessment, Departmental promotion committee shall fix ranking among the candidates in accordance with Regulation 40(2) in respect of those considered for promotion to the grade for which promotion is on the principle of merit-cum-seniority.



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- (b) In respect of grades for which promotion is based on the principle of seniority-cum-merit the Departmental promotion committee shall prepare list in accordance with Regulation 40(1) in the order of seniority subject to fitness.
12. In respect of the following cases the matter shall again be placed before the Departmental promotion committee for review:
- a) when eligible persons were omitted to be considered, or
 - b) ineligible persons were considered by mistake, or
 - c) where the seniority of a person is revised with retrospective effect to differ with the seniority list placed before the earlier Departmental Promotion committee, or
 - d) where some procedural irregularity was submitted by Departmental Promotion committee, or
 - e) when adverse remarks in the confidential Reports were toned down or expunged after the Departmental Promotion Committee had considered the case of the officer.



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ANNEXURE III

Various kinds of advances and allowances

Advances

Medical Treatment and Advance

Medical treatment and Advance to regular employees may be granted as per MeSEB Medical Attendance & Treatment Rules since adopted by the Corporation.

Education and Festival Advance:

Educational and Festival Advance to regular employees may be granted as per MeSEB Rules since adopted by the Corporation.

Traveling Allowances

The following are the different kinds of Traveling allowance which may be drawn in different circumstances by the Employee.

- i) Daily Allowance.
- ii) Mileage allowance.
- iii) Monthly conveyance allowance.
- iv) Fixed Traveling allowance.
- v) Transfer Entitlements.
- vi) Leave Traveling Concession.
- vii) Actual lodging Expenses.
- viii) Gradation for the purpose TA/DA

i) **Daily Allowance:**

A daily allowance is a uniform allowance for each day of absence owing to official duty from the place of posting , which is intended to cover the ordinary daily charges incurred by an employee.

As regards the entitlement of daily allowance will be prescribed by the Corporation from time to time.

ii) **Mileage allowance:**

A mileage allowance is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.

The rates as prescribed by the Corporation.



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iii) Monthly conveyance allowance:

Monthly conveyance allowance is granted by the Corporation to each employee who is entitled for the allotted vehicles. The rate of conveyance allowance are as prescribed by the Corporation from time to time.

iv) Fixed traveling allowance:

Fixed Traveling allowance are granted by the Corporation to certain employees who are not entitled daily allowances at the rate as prescribed by the Corporation from time to time.

v) Transfer entitlements:

- (a) Transfer traveling allowance is the allowance granted by the Corporation to each employee for transfer from one station to another involving change of residence. The package of transfer traveling allowance will include transfer grant, and packing allowances at the rate as prescribed by the Corporation from time to time.

The Transfer Traveling allowance is not admissible to the employee on his own request.

- (b) Tonnage limit and rates of carriage of personnel affects of the Employees; during journey on Transfer or Retirement:

The tonnage limit and rates on carriage of personnel affects of the Employees will be at the rate as fixed by the Corporation from time to time.

vi) Leave traveling concession :

The Corporation is considered to the grant of Leave Traveling Concession as under

- a) For all Employees once in life service time before retirement.
b) For the who traveled to their hometown on retirement.

vii) Actual lodging expenses:

The actual lodging expenses are granted by the Corporation to its employee for the expenses incurred for the journey on tour outside and inside the State as admissible under the rules and rates as prescribed by the Corporation from time to time.



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viii) Gradation for the purpose of TA/DA

The gradation for the purpose of traveling allowance and daily allowance entitled by the Corporation Employees are fixed from time to time by the Corporation as per class and scale of pay drawn by the employee.