



# HRD MANUAL

## CONTENTS

Chapter No	Subject	Page No.
<b>SECTION 1 - General</b>		
1	Introduction	2
2	Definitions	3
3	General Conditions of Service	5
4	Man Power Hiring Policy	15
5	Medical Policy	27
6	Uniform Policy	49
7	Service (Conduct) Rules	50
8	Rly Bd's Letter on promotion of deputationist	62
<b>SECTION 2 - Allowances &amp; Entitlements</b>		
9	Reimbursement of Electricity Charges	65
10	Allowances on Transfer	67
11	Cellular Phones	69
12	Washing Allowance	70
13	Conveyance Expenses & Transport Allowance	71
14	TA & Lodging Charges	75
15	Foreign Tour Allowance	78
16	Entitlement of Travel while on tour in India	81
17	Payment in lieu of DCTA	83
18	Children Education Assistance	84
19	Family Planning Incentives	85
20	Reimbursement of Newspaper Bills	86
<b>SECTION 3 - Leave &amp; LTC</b>		
21	Leave Rules	87
22	Leave Travel Concession (LTC)	93
<b>SECTION 4 - Housing</b>		
23	Housing Policy	95
<b>SECTION 5 - Advances</b>		
24	Advances	98
<b>SECTION 6 - Retirement Benefits</b>		
25	Retirement benefits	104
<b>SECTION 7 - Schedule of Powers</b>		
26	Schedule of Powers on Estt. Matters (SOPEST)	108



## Chapter 1

### INTRODUCTION

***M**umbai Railway Vikas Corporation, a Public Sector undertaking under the Ministry of Railways was set up in April 2000 with an authorised capital of Rs. 25 crores contributed by the Government of India and the Government of Maharashtra in the proportion of 51:49 respectively. It is a Central Government Company under the Company's Act.*

*The main object of the Corporation is to create infrastructure facilities for augmenting the suburban network of Mumbai metropolitan region and commercial exploitation of railway land including the air space. With this objective in view, the Corporation is required to -*

- ❖ Develop co-ordinate plans and implement the rail infrastructure projects,*
- ❖ Undertake commercial development of Railway land and air-space,*

*The assets created by the Corporation will be handed over to the Railways for their operational use and maintenance as well as for replacement. The Corporation, therefore, does not have a permanent cadre.*

*MRVC is proposed to have a lean and trim organisation by extensive use of IT. The key posts are essentially required to be manned by persons possessing a high degree of technical expertise and experience in the relevant field of railway working. The corporation, therefore, relies mainly on the serving Railway personnel possessing the requisite skill and experience to fill up its limited number of posts on deputation basis.*





## Chapter 2

### DEFINITIONS

1. **'CORPORATION'** or **'MRVC'** – means the Mumbai Railway Vikas Corporation Limited.
2. **'BOARD'** or **'BOD'** – means the Board of Directors of the Corporation and includes in relation to the exercise of powers, any committee or the Board / Management or any officer of the Corporation to whom the Board delegates any of its powers.
3. **'CHAIRMAN'** – means the Chairman of the Corporation.
4. **'MANAGING DIRECTOR'** or **'MD'** – means the Managing Director of the Corporation.
5. **'MANAGEMENT'** – means the Corporation's Chairman, Managing Director or the concerned full time Director or any other person authorised to act on their behalf.
6. **'COMPETENT AUTHORITY'** – means the authority empowered by the Board/Chairman/Managing Director by a general or special rule or other to discharge the functions or use the powers specified in the rules or order of the Corporation.
7. **'APPOINTING AUTHORITY'** – means the authority empowered to make appointment to the post, which the employee for the time being holds.
8. **'ATTENDANCE'** – means presence of the employee concerned at the place where he is required to report for getting his attendance marked.



9. **‘NO WORK NO WAGE’** – means failure on the part of the employee to earn the wages by fulfilling the conditions of the employment, specifically of doing the assigned work.
10. **‘NOTICE’** – means a notice in writing required to be given or displayed for the purpose of any rule in vogue for the time being.
11. **‘NOTICE BOARD’** – means the boards wherever maintained for the purpose of displaying notices.
12. **‘WORDS IMPORTING’** – The singular number shall include the plural number and the masculine gender shall include the feminine gender and vice versa.
13. **‘MEDICAL CERTIFICATE’** – means a certified granted by an authorised doctor in accordance with the Corporation’s Rules.
14. **‘EMPLOYEE’** or **‘WORKMAN’** means a workman of the Corporation.



### Chapter 3

## GENERAL CONDITIONS OF SERVICE

The following general conditions of service will apply to all the employees of MRVC in addition to the Rules and Regulations framed and notified from time to time.

### 1. HOURS OF WORK

- 1.1 Employees of MRVC (hereinafter mentioned as Corporation) will work for eight hours per day for five days/ six days in a week depending on the category of staff to be decided by the corporation from time to time. Competent authority will notify the duty roster indicating the daily hours of duty and weekly rest for each group/category separately. There may be suitable variations in the time of commencement and closure and the lunch break in various locations/units/sections in order to suit the special local conditions that may exist. The corporation reserves the right to alter the working hours to keep them in



consonance with the GOI instructions which may be issued from time to time.

- 1.2 Every employee of the Corporation shall maintain strict punctuality of attendance and devote himself sincerely to the tasks assigned to him.
- 1.3 Attendance registers or other methods of recording attendance will be maintained in all units. Absentee statements will be sent by each unit in charge to the Personnel department every month in order to avoid excess payment for unauthorized absence or for periods of leave without pay.
- 1.4 If the exigencies of Corporation's day-to-day business require that any or a group of employees work outside the rostered hours of work, they are expected to be available for such work. Compensation for working outside the normal working hours will be laid down by the management in the regulations notified

for this purpose from time to time. However, while employees of all ranks are expected to serve the Corporation at all times, those in the supervisory and managerial cadres will not normally be entitled to any compensation for such overtime working.

## 2. **HOLIDAYS**

Apart from the weekly rest, the employees will be entitled to paid & restricted holidays as below. The holiday list will be notified by the Corporation before the commencement of each year. Presently, the employees are entitled for the following maximum number of holidays in a calendar year:

*(a) For Administrative Office Staff:*

Paid holidays – Maximum 16 in a Calendar year  
Restricted Holidays – Maximum 2 in a Calendar year

*(b) Field/Construction Staff (Non-administrative):*

12 General Holidays per year as identified and notified.

*Note:*



The following national holidays will invariably be included in the Holiday lists at (a) and (b) above:

Republic Day	January 26
Independence Day	August 15
Gandhi Jayanthi	October 2

### 3. **RECORD OF AGE AND DATE OF BIRTH**

Every employee shall declare on his first appointment in the Corporation whether by direct recruitment or deputation or otherwise, or on being required to do so by the Management at any time during his employment in the Corporation, his date of birth according to the Christian/Saka era, and produce confirmatory documentary evidence thereof e.g., matriculation (if he has appeared/passed) or, in other cases, the school leaving certificate or birth certificate from the concerned local authority. In the case of the employees who have worked in a Government Department or Undertaking or body before joining

the Corporation, the date of birth as recorded in the records of such previous employer will be taken as the correct one.

Once recorded in the Corporation's files after being declared and obtained in this manner, the date of birth will not be altered except to rectify clerical errors, if any, or except when substantial evidence is produced showing any other date of birth and the Managing Director is satisfied that there is overwhelming justification to show that the date of birth as originally recorded was patently wrong and needs to be altered in the interest of justice to the employee concerned and that the employee has not himself unduly delayed his request for change of the recorded date of birth.

### 4. **DECLARATION OF RESIDENTIAL ADDRESS**

Every employee is expected to indicate to the management on first appointment his Permanent residential address and Present address. Changes if any that may take place from time to time should be notified to the management forthwith.

### 5. **TRANSFERS**



Employees of MRVC are liable to be transferred at the discretion of Management from one post / station to another, with the proviso that such transfers will not reduce the pay, grade and seniority of the employee except when –

- a) Such transfers are due to cadre shrinkage, or,
- b) Such transfer takes place incidental to a punishment duly imposed under the Mumbai Railway Vikas Corporation Ltd. (Discipline and Appeal) Rules, in which case pay, grade or seniority might be affected consistent with the punishment imposed.

Note: A employee shall be liable for transfer from one place to another wherever the Corporation may be conducting its business activities. Employees so transferred will be eligible for the joining time and consolidated transfer grant as per the relevant rules of the Corporation.

## 6. RESIGNATION

- 6.1 An employee may resign from his employment in MRVC by giving notice of not less than three months in the case of a regular employee and one month in the case of a temporary employee, of his intention to resign. While every effort will be made to accept the resignation within the stipulated period of receipt of notice, resignation will not become effective unless specifically accepted by the corporation.
- 6.2 Resignation of an employee, whose conduct is under investigation, will not be accepted without the approval of the authority competent to dismiss him in terms of Mumbai Railway Vikas Corporation Ltd. (Conduct, Discipline and Appeal) Rules.
- 6.3 In the case of employees who have executed a bond to serve the Corporation after initial training, resignation during bond-period will not be accepted unless the prescribed training cost plus other charges agreed upon in the bond are paid to the Corporation.

## 7. SUPERANNUATION



Every employee of MRVC shall retire from employment in the Corporation on attaining the age of 60 years. Retirement will take place on the last day of the month, in which his date of birth occurs. However the employee whose date of birth is the first of a month shall retire from employment in the Corporation on the afternoon of the last day of the preceding month, The Corporation reserves the right to lower the retirement age to be in line with any Government of India's decision. No notice shall be required to be given by a employee of his intention to retire on superannuation or by the Corporation that the employee is due to reach the age of superannuation on a certain date.

## **8. IDENTITY CARDS AND SEARCH**

- 8.1 Every employee shall be given an identity card containing suitable information. At the time of termination or quitting the employment with MRVC, the employees should surrender his identity card to the Corporation and obtain a certificate to this effect.
- 8.2 Every probationer, temporary, contract/casual employee may be given a temporary identity card, with validity restricted to the period of probation or period of engagement. Such employees shall surrender their cards at the end of the validity period.
- 8.3 Every employee shall carry the identify card when he reports for duty and, on being required to do so, show the identity card to his supervisor or to any other person authorised to inspect the card. Those who fail to produce the identity card may be refused entry to his work place with consequential loss of wages for the day.
- 8.4 While entering or leaving the place of work, or at any time during his working hours, the employees are liable to be searched by authorised officials of the Corporation.

## **9. PAYMENT OF WAGES**

- 9.1 The wage period of the Corporation shall be a calendar month.
- 9.2 All employees of the Corporation will be paid their wages through a bank at the prescribed rates as indicated in their appointment letter once in a month, before the 7<sup>th</sup> day of the



following month. All employees will be given a pay slip giving the break-up of wages earned and deductions made.

## 10. **SHIFT WORKING**

Corporation may work in more than one shift in one or more than one department/ section/unit/branch according to the needs of work. In such a case, employees shall be transferable from one shift to the other. Relevant provisions of the governing statutory rules will apply in such cases.

## 11 **ATTENDANCE, LATE COMING, NOT LEAVING HEAD QUARTERS**

11.1 A employee shall be present at his work place at the time fixed and register his attendance as per the prescribed procedure.

11.2 In case an employee comes late beyond ten minutes up to one hour and he is allowed to resume duty at the discretion of his supervisor in charge, three such late comings in a calendar month will be adjusted against half a day casual leave. If there

is no casual leave to his credit, any other kind of paid leave standing to his credit will be debited by one day. If he does not have any kind of paid leave to his credit, proportionate wages may be recovered for the period of absence.

11.3 Without prejudice to the Corporation's right to take such disciplinary action as may be deemed fit, if an employee is found absent during duty/working hours from his place of work without permission or sufficient reasons, he shall be treated as absent and he shall lose wages for such period of his absence on the principle of "No work no pay".

11.4 No employee shall leave his headquarters station without the permission of his superior.

11.5 A casual employee is engaged on casual work. Hence, in case of his late attendance or absence on any working day without permission or sufficient cause, the name of such casual employee may be struck off from the muster roll/ attendance register without any intimation to him.

## 12. **UNAUTHORISED ABSENCE**



If an employee remains absent without sanctioned leave or beyond the period of leave as sanctioned, he will be considered as unauthorisedly absent for that period. For the period of his unauthorised absence, no wages will be payable to him and he will also be liable for disciplinary action under the Discipline and Appeal Rules.

An Employee shall be deemed to be unauthorisedly absent from the place where he is required to work if, although present in such place, the employee refuses, in pursuance of a stay-in-strike or tool-down-strike call, or for any cause, which is not reasonable in the circumstances to attend to his legitimate duties.

### **13. TERMINATION OF EMPLOYMENT**

The services of the employees shall be terminated according to the provisions of the Industrial Disputes Act, 1947, or shall come to an end as per terms and conditions of the letter of appointment or contract agreement.

### **14. INDUSTRIAL PEACE MECHANISM**

The Corporation has laid down its own Grievance Redressal procedure. All employees shall represent on any issue arising out of employment (including those relating to unfair treatment or wrongful extraction on the part of management), to the management through the immediate Supervisor to the Chief Personnel Officer. All such representations will be examined at appropriate level and decision thereon will be communicated to the employee in a reasonable time. Employee may appeal against the decision to higher authorities if he is not satisfied with the decision of the lower authorities. The decision of the Managing Director shall be final and binding on all such matters.

### **15. MEDICAL EXAMINATION**

- 15.1 Before appointment, each candidate shall undergo prescribed medical examination to establish his fitness for the particular post. The Corporation shall decide the standard of medical examination for a particular category from time to time.



- 15.2 In addition to the medical examination at the time of initial recruitment, the employees may be required to undergo periodical medical examination as may be prescribed by the Corporation from time to time.
- 15.3 If an employee is promoted to another post for which the prescribed medical category is higher than the one he has undergone at the time of initial recruitment, the employee shall undergo such medical examination of higher classification before being promoted to the higher grades.
- 15.4 An employee's continuance on a particular post in the Corporation shall be subject to his medical fitness.

16. **SECRECY**

No employee shall take any paper, book, drawing, photograph, instrument, apparatus, document or any other property of the Corporation out of the work premises except with the written permission of the Corporation, nor shall he in any way pass or cause to be passed or disclose or cause to be disclosed any confidential information and/or confidential documents of the Corporation to any unauthorised person or body without the written permission of the authorised official of the Corporation.

17. **EXCLUSIVE SERVICE**

No employee shall at any time act against the interests of the Corporation and shall not take any employment in addition to his job in the Corporation.

18. **EMPLOYEES NOT TO PARTICIPATE IN UNLAWFUL ACTIVITIES**

No employee shall indulge in any unlawful activity or any activity of political nature, which is likely to affect the business or reputation of the Corporation. He shall also not resort to an illegal strike in any form or manner for whatever reasons there may be.

19. **SERVICE CERTIFICATE ON SEPARATION**

MRVC employees on the eve of their leaving the organisation due to superannuation, resignation, termination, retrenchment, etc will be issued with a 'certificate' of service at the request of



the employee in the form as at Annexure-I from the Corporate Office.

## 20 **DISCIPLINARY ACTION FOR MISCONDUCT**

For any misconduct or breach of the standing orders of the corporation, or conduct rules of the corporation or for violation of any of the conditions mentioned herein above an employee is liable for disciplinary action resulting into punishment as per the Corporation's Discipline & Appeal Rules.

## 21 **SENIORITY**

Seniority of an employee shall be regulated as under:

- (1) In the case of direct recruits seniority shall be assigned from the date of appointment in MRVC.
- (2) Empanelled candidates will be assigned seniority based on their merit position in the selection panel.
- (3) In the case of absorptionists from government departments or other Public Sector Undertakings, the date of joining on deputation shall be reckoned for the purpose of seniority if the deputation is followed by absorption in MRVC without break.
- (4) In the case of re-employed persons, seniority shall be fixed from the date of joining MRVC in the appropriate grade on re-employment.
- (5) If more than one candidate joins the same grade on the same date from different sources, the seniority will be fixed in the following order:
  - (a) The internal candidates who have been empanelled through a regular selection
  - (b) Deputationists who have been absorbed in MRVC.
  - (c) Direct Recruits from open market
- (6) In the case of casual workers who work intermittently, the seniority for the purpose of their regularization shall be based on the aggregate number of days worked.



## 22 FORWARDING OF APPLICATIONS

The Corporation invests money in recruitment and training to develop its human resources with the specific objective of meeting its own HR requirements. While the Corporation would encourage the deserving employees in seeking better prospects elsewhere, it reserves the right to reject an application from being forwarded for employment outside the Corporation without assigning any reason. Not more than three applications will be forwarded outside the Corporation in a calendar year.



Attachment: Service Certificate Format



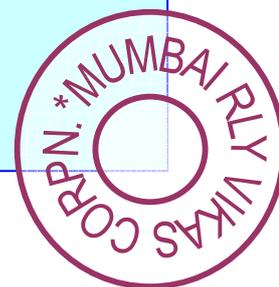
## MUMBAI RAILWAY VIKAS CORPORATION LTD

(A PSU of Indian Railways & Government of Maharashtra)

2<sup>nd</sup> Floor, Churchgate Station Building, Mumbai 400 020

Tel: 022 2014623 • Fax 022-2096972

PHOTO



### SERVICE CERTIFICATE

1	Name	
2	Designation on separation	
3	Date of Birth	
4	Qualifications on record	
5	Grade on separation	
6	Last Pay drawn	
7	Date of initial appointment	
8	Designation on initial appointment	
9	Date of separation	
10	Reasons for separation (Resignation/Superannuation / Termination/Retrenchment, etc)	
11	Signature of the Employee	

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Personnel Officer  
Mumbai Railway Vikas Corporation Ltd



## Chapter 4

### MAN-POWER HIRING POLICY

This Policy may be called the Mumbai Railway Vikas Corporation Ltd. (Manpower Hiring Policy)

#### 1. OBJECTIVE

The objective of the Recruitment policy of MRVC is to obtain and retain the right human resources material of appropriate skills, experience, knowledge, aptitude and merit which will enable the Corporation to achieve its objective without creating any long term liability in view of the limited tenure of the Corporation.

#### 2. DEFINITIONS

- 1) "Corporation" or "MRVC" means the Mumbai Railway Vikas Corporation Ltd.
- 2) "Appointing Authority" means the Board of Directors, Managing Director or any other officer, to whom the power of making appointment to a post or a specified category of posts has been delegated with the approval of the Board of Directors or Managing Director of the Corporation.

#### 3. CLASSIFICATION OF EMPLOYEES

3.1 The employees shall generally be classified as under –

- (1) Direct employees
- (2) Deputationists
- (3) Consultants
- (4) Support staff

3.2 "Direct employee" will be one who has been engaged on a temporary, casual or daily rated ad hoc basis for work of a temporary nature likely to be completed within a stipulated period or directly appointed on the basis of a contract of appointment for a specified period/assignment/project on monthly rated basis.

3.3 "Deputationists" - The nature of business of the Corporation i.e. to create infrastructure facilities to improve the suburban traffic



system of Mumbai metropolitan city and suburbs is such that it requires experienced personnel from the Indian Railways and certain other Government Departments / Public Sector Undertakings. Since such experienced personnel are not generally available in the open market & besides, the requirement of these personnel is for a limited period of time, therefore, appointments to certain positions would be made on deputation basis from incumbents who possess the requisite technical background and expertise in Railway system or in the type of technology or management areas which is needed in the Corporation.

- 3.4 “Consultants” - MRVC will be basically executing projects in the Central and Western Railway systems. This requires that the MRVC personnel are not only fully acquainted with the working of these systems but are also in a position to liaise effectively with the officials of both the zonal Railways. The Corporation will, therefore, endeavour to engage such retired officials of preferably Central and Western Railways who possess the requisite technical and professional background.
- 3.5 “Support staff”: The Corporation may hire support staff from specialized agencies/contractors for specific tasks and categories. Such personnel shall neither be the employees of the Corporation nor will they have any right for continuation or retention in MRVC or transfer to any other project on completion of assigned project work. They will work under the agency’s/contractor’s supervision and will be paid wages by the agency/contractor. The contractor shall be liable to fulfill the requirements in respect of these contract workers under the various statutory labour laws.

#### **4. RECRUITMENT PROCEDURE**

##### **4.1 Recruitment of Direct Employees**

- 4.1.1. The Corporation may appoint Direct employees to meet the short term requirements of the Corporation either on daily rate, consolidated pay or monthly rate of pay subject to such conditions as may be prescribed by the Managing Director from time to time. Such appointments will be on contract basis for specific periods with the clear understanding that there would be no scope for permanent employment or alternative employment beyond the specified period as stipulated in the appointment letter. Such appointments will generally not be



made at the highest level of a group/category, which post shall either be filled by promotion of direct employees or through deputation.

- 4.1.2. Normally recruitment from the open market to posts below the level of Rs.4500-7000(RSRP) will be made through the employment exchange especially which are likely to continue at least for a minimum period of five years.
- 4.1.3. Recruitment of personnel from open market at the pay level of Rs.4500-7000 (RSRP) and above will be made after inviting applications from candidates answering the job specifications through an advertisement in selected newspapers having good circulation in the various regions of the country.
- 4.1.4. For open market recruitment, the minimum and maximum age as specified by the Government of India for various communal categories from time to time will be observed. Special quota to the extent provided for in the orders of the Government of India from time to time for scheduled caste, scheduled tribe, other backward community, physically handicapped and ex-serviceman for open market recruitment will be followed. In addition to reservation of vacancies, the notified groups will be given relaxations in upper age limit as prescribed by the Government of India from time to time.

## **4.2 Selection Procedure**

- 4.2.1 All applications received in response to recruitment notification shall be scrutinised for the purpose of screening and short-listing the candidates, who shall be called for Screening / selection. While it may be appropriate to afford opportunity to appear in the selection to all the applicants fulfilling the minimum prescribed qualifications, the mere possession of such qualifications will not confer a right on any candidate to be called for the selection. The Corporation may restrict screening/selection to the more meritorious of the applicants either through an appropriate process of initial screening or through any other method to be decided by the Managing Director.
- 4.2.2 Selection Committee will be constituted under the orders of the Managing Director or any other officer to whom power to constitute such committee is delegated. The selection committee for recruitment will normally include one personnel



officer, an officer belonging to SC/ST and another belonging to a minority community. If no officer belonging to these castes/communities is available with the Corporation, efforts will be made to associate an officer of these castes/communities from outside. The Managing Director will prescribe the status/grade of the officers constituting the selection committee from time to time.

- 4.2.3 If the total number of applicants is less than 3 times the vacancies, the Managing Director may dispense with the written examination in a particular selection.
- 4.2.4 If the number of candidates who have acquired the minimum prescribed standard (marks) in the written test is more than 3 times of the advertised vacancies, the number of candidates to be called for personal interview will be restricted to 3 times, on the basis of merit order in written test. For this purpose, the merit order will be drawn separately for each community/group.
- 4.2.5 The actual scheme of the tests/interview will be decided by the Selection Committee depending upon the requirements of the job for which recruitment is made. Marks will be generally awarded to the candidates appearing in the selection on the basis of the following:

(1)	Written Test	85%
(2)	Viva Voce	15%

If experience is notified in the Advertisement, the written test marks of 85% will be distributed as under:

(a)	Written Test	75%
(b)	Experience	10%

- 4.2.6. A minimum of 60% marks (50% for SC/ST) in the aggregate and also in the performance at the written test and / or interview will be required to enable the candidate to be finally selected. The Selection Committee will recommend the panel of successful candidates in order of the total marks awarded, to the competent authority for approval, which in all cases shall be the Managing Director.
- 4.2.7. After the competent authority has approved the panel, appointments will be made in order of merit in which their names appear in the panel (community wise) subject to –



- a) Being found medically fit for appointment in the Corporation by a registered medical practitioner approved for conducting such medical examination by the Corporation
- b) His/Her character and antecedents being verified by the Corporation and his/her being found fit for employment with the Corporation in all respects. [The Attestation form for this purpose is appended at Annexure-I (Form No. Rect/1) to this Chapter].

4.2.8. The panel framed for recruitment will normally remain valid for one year, but its life may be extended up to a further period of one year with the approval of the Managing Director. The reasons for such extension shall be recorded in writing while extending the currency of the panel.

4.2.9. Managing Director may entrust the entire process of selection and Recruitment from and including issue of vacancy Notification up to and including drawal of final panel, or a part or parts of the selection process, to an outside professional Recruiting agency, which may have rendered similar service to other Public Sector Undertakings. The decision whether to entrust this job to an outside agency or not, finalizing the Agency and to accept the names recommended by the Agency shall be of the Managing Director which shall be final.

### **4.3. Recruitment through Deputation:**

4.3.1 To fill up the vacancies in executive cadre by Railway personnel, the Railway Ministry (Railway Board) will be approached, irrespective of the eligibility criteria decided upon for a specific post. For non-executive cadre of railway personnel, the General Managers / DRMs of Railways/divisions will be asked to forward a list of willing candidates, from which candidates will be selected by a committee to be appointed by the concerned HOD. The panel shall be approved by MD.

4.3.2 Requirement of deputationists from the Government of Maharashtra, local bodies, etc. will be met from the names



proposed by the respective Government/local bodies and the procedure in Para 4.3.1 above shall apply *mutatis mutandis* here also.

- 4.3.3 Deputationists who have put in at least 5 years continuous service in two grades below in the same cadre are eligible to apply.

#### **4.4 Engagement of Consultants**

- 4.4.1 Consultants shall be engaged for short durations and their employment shall be in accordance with the Government's policy and orders. Such appointments shall be made only with the specific approval of the Managing Director on the recommendation of the HOD concerned. No consultant shall be continued beyond 65 years of age. During the course of their engagement, the service of a consultant can be terminated by giving one month's notice on either side, without assigning any reason. A consultant shall be engaged only for six months at a time, which can be extended further as per requirement.

#### **4.5 Engagement of support staff.**

- 4.5.1 For efficient running of the office and other routine works, assistance required in categories like Design Assistants, secretaries, PA's, office assistants, Technicians, Maintainers, data entry operators, peons, messengers, couriers, office boys, pantry boys, house keeping staff, security personnel, etc may be met by engaging support staff from approved registered contractor / Placement Agency. MD will approve the Contractor/Placement Agency on the recommendation of a committee consisting of three HODs in SA Grade who shall recommend the same by inviting tenders. Such support staff shall be on the pay roll of the placement agency/contractor and no offer of appointment shall be given to the employees. A lump sum shall be paid to the agency for the service provided by them. The agency shall be fully responsible for observance of all relevant legislation in respect of such staff especially the Minimum Wages Act, the PF Act, and the ESI Act and shall indemnify MRVC against any possible violation of any relevant legislation. The above list of staff is merely illustrative and not exhaustive and the decision of the Managing Director as to whether a particular work can be outsourced to a support staff or not shall be final.



#### 4.6 Recruitment of DCTA:

Executives who are entitled for a Dak cum telephone attendant (DCTA) may engage a person of his choice, who possesses the prescribed minimum qualification, age and medical standard. Only one fresh face will be permitted to be engaged during the entire service/deputation tenure with the Corporation. In case his service with the organization is discontinued for whatever reason, one more fresh face can be allowed at the sole discretion of the Managing Director. In case the second DCTA also leaves or is removed by the executive, then the executive will have to opt for DCTA allowance. As the DCTA is attached to the executive concerned, his engagement will stand terminated when the executive leaves the Corporation for whatever reason and he shall not have any claim for alternative posting in any other capacity. In case there is a vacancy of peon in MRVC, he can be considered against it provided he is both eligible and found suitable for the post, at the sole discretion of the Managing Director.

#### 4.7 Engagement on Compassionate Ground:

4.7.1 In the event of untimely death of a direct or contract employee while in the service of the Corporation, the spouse or one legitimate son or one unmarried/widowed daughter can be considered for appointment on compassionate ground, provided a vacancy exists and the candidate is found eligible and suitable to hold the post. The eligibility will be determined on the basis of qualification and age. Suitability will be adjudged by a method to be prescribed by the Managing Director. The maximum age may be relaxed under the personal approval of the Managing Director in deserving cases. The appointment will be subject to the candidate passing the medical examination prescribed for the post. No relaxation in medical standard shall be allowed. The mode of selection shall be prescribed by the Managing Director.

4.7.2 Other categories of staff are not covered by this provision.

**Note :** *As regards the nationality of the candidate, the instructions contained in Department of Personnel and Administrative Reforms Resolution F. No. 15011/1/76-Estt.(B) dated 29th April 1976, as*



*amended from time to time, will apply to all sources of recruitment.*

#### **4.8 TRAINING**

Wherever induction training is necessary, the Corporation may arrange for such training at its own cost for a period to be specified in the appointment letter. Such trainees will be paid stipend as fixed by the Corporation from time to time. Where such induction training is mandatory before being placed on working posts, the Corporation may obtain an indemnity bond from the candidate as per Annexure-II (Form No.Rect/2) to serve the Corporation for a minimum period as may be prescribed subject to a maximum of 5 years after the training. If the candidate resigns during the bond period, he shall be liable to reimburse to the corporation the training cost plus stipend paid during the period plus 12-1/2% of the total amount as overhead expenses.

#### **5. INTERPRETATION**

The Managing Director of the Corporation has full authority to interpret these rules and his decisions shall be final in this regard. However, he may in his discretion, seek a decision of the Board of Directors on matters involving substantial questions of policy. The Managing Director will also have the authority to relax any of the provisions of these Rules in respect of a category or categories of persons for reasons to be recorded in writing.

- Annexure-1 – List of positions for which direct recruitment will be made



*(Authority: Minute No. 13 of 19<sup>th</sup> BOD meeting held on 30-6-2004)*



## Annexure – I

### DIRECT RECRUITMENT GRADES

S No	Designation of position	Grade Rs.	Specifications	Upper age limit (Years)
		CDA		

#### EXECUTIVES

1	Company Secretary	12000-16500	Member of the Institute of Chartered Accountants and/or the In	40 years
2	Manager (Technical)	10000-15200	Master's degree in the technical discipline with 3 years of experience in a Govt/Public Sector Undertaking or a firm of repute.	35 years
3	Asst. Manager (Technical)	8000-13500	Graduate Engineer in the discipline concerned with a minimum of two years of experience in a Govt/Public Sector Undertaking or a firm of repute.	30 years
4	Asst. Manager (Accounts)	8000-13500	Member of the Institute of Chartered or Cost & Works Accounts with 2 years of experience in a Govt./Public Sector Undertaking or a firm of repute.	30 years
5	Asst. Manager (Personnel)	8000-13500	Graduate or equivalent with Post Graduate degree or diploma in Personnel Management & Industrial Relations. 2 years of experience in a Govt/Public Sector Undertaking or a firm of repute.	30 years
6	Systems Analyst	8000-13500	Graduate in Computer Science/Mathematics/Statistics/Economics/Operation Research/Commerce/Engineering. Preference will be given to Post Graduates in the Disciplines/M.B.A. 8 years of experience in Programming with at least 3 years of experience in system analysis and Designing.	35 years



## NON – EXECUTIVES

7	Office Peons/ Messengers/ Khalasis, etc	2550- 3200	Matriculation or equivalent	28 years
8	Line Peons	2550- 3200	Pass in 8 <sup>th</sup> standard	28 years
9	Safaiwala	2550- 3200	Literate	28 years
10	Roneo Operator Xerox Operators other similar machine operators	3050- 4590	Matriculation or equivalent	28 years
11	Telephone operator	3050- 4590	Matriculation or equivalent qualification with experience of 2 years in operating PABX/PBX	28 years
12	Receptionist	3050- 4590	Graduate with experience of 2 years of similar work elsewhere	28 years
13	Vehicle Driver	3050- 4590	Pass in 8 <sup>th</sup> standard possessing a valid current driving license.	28 years
14	Data Entry Operator	3050- 4590	Graduate with high proficiency in MS office and Auto Cad	28 years
15	Office Assistant	4500- 7000	Graduate with typing speed of 40 wpm on computer.	28 years
16	Technician/ Maintainer	4500- 7000	IIT/NTCVT with 5 years experience or Diploma with 2 years hands-on experience	28 years
17	Stenographer	4500- 7000	Graduate with 80 wpm in shorthand and 40 wpm in typewriting; Thorough knowledge of Computer essential.	28 years
18	Design Asst	5000- 8000	Diploma with knowledge of Autocad and 2 years experience.	28 years
19	Personal Asstt	5500- 9000	Graduate with speed of 80.w.p.m in short hand and 40 w.p.m in typing. 3 years of experience as stenographer in Govt/Public Sector undertaking or firm of repute. Proficiency in MS office essential.	30 years



20	Accountant	5500-9000	Graduate with intermediate of CA/CWA with 2 years of experience.	30 years
21	Programmer	5500-9000	Graduate in Science, Statistics or Commerce or equivalent with a Diploma in Computer Science and experience in programming	30 years
22	Chief Design Asstt	6500-10500	Graduate Engineer in the discipline concerned with knowledge of Autocad and 2 years experience in relevant field.	30 years
23	Engineer	6500-10500	First class graduate or equivalent in the concerned discipline	30 years
24	Senior Programmer	6500-10500	A degree in Computer Science/Mathematics/Statistics/Economics/Operation Research/Commerce/Engineering with 3 years experience of Programming.	30 years

#### NOTES

1. The above are general indications of qualifications and experience required. The management may make appropriate changes in the case of individual recruitments that may be warranted by the needs of the Company and jobs from time to time.
2. The management may also make recruitments to higher grades and lay down the job specifications for the same according to the needs of the Corporation from time to time.
3. The corresponding grades in IDA Scales of Pay will be notified separately.





## Chapter 5

# MEDICAL ATTENDANCE RULES

### 1. OBJECTIVE

This policy is aimed at improving the working conditions of MRVC officials and providing health care facilities to the employees and their dependent family members during their employment with the Corporation.

### 2. SCOPE AND APPLICABILITY

These rules apply to all--

- (a) Regular/temporary/direct recruited contract employees of the Corporation including those on probation, extension or re-employment.
- (b) Deputationists may opt to be governed by these rules instead of the rules in force in their parent organization within a month of joining the Corporation or the date of these rules coming into force whichever is later.

*Note: These rules are not applicable to casual and daily rated employees and those engaged on consultancy basis.*

### 3. DEFINITIONS

- 3.1 **“Authorised Medical Attendant”** or **“AMA”** means any Railway Doctor or a registered medical practitioner practising in any hospital or in his own dispensary.
- 3.2 **“Family”** and **“dependent relative”** means as defined below
  - a) **“Family”** means
    - 1. spouse of a MRVC employee whether earning or not;
    - 2. son or sons who have not attained the age of 21 years.



3. son or sons over the age of 21 without an upper age limit, if invalid & residing with the employee.
4. son or sons who are over the age of 21 years & are studying & wholly dependent on the employee.
5. son or sons over the age of 21 years without an upper age limit if wholly dependent on and residing with the MRVC employee.
6. Unmarried daughters of any age irrespective of whether they are earning or not.
7. widowed / legally divorced daughters provided they are residing & wholly dependent on the MRVC employee.;
8. widowed/legally divorced mother who is residing & wholly dependent on the MRVC servant

(b) “**Dependent relative**” in relation to an MRVC servant, whose father is not alive, means: *(see note 1 below)*

1. unmarried, widowed or legally divorced sister provided she is residing & wholly dependent on the employee,
2. brother/step-brother under twenty one years of age provided he resides with and is wholly dependent on the MRVC servant;
3. invalid brother of any age, on appropriate certificate from an authorized medical attendant, provided he is residing & wholly dependent on the employee
4. brother , who has attained the age of 21years but is wholly dependent on the employee and is a bonafide student of a recognized educational institution;

#### Notes

(a) A person shall not be considered to be wholly dependent under (a) above if his/her income from all sources including pension, etc. exceeds (i) 30% of the pay plus DA per month



of the MRVC servant, or (ii) the amount equivalent to Rs. 1500/- plus current rate of dearness relief of pension (CDA rate), whichever is higher.

(b) A person shall not be considered to be a dependent relative under (b) above if his/her income from all sources including pension, etc. exceeds (i) 15% of the basic pay plus DA per month of the MRVC servant, or (ii) the amount equivalent to Rs. 1500/- plus current rate of dearness relief of pension (CDA) rate, whichever is higher.

(c) No person shall be considered as a family member/dependent relative under (a) & (b) above unless a specific declaration in the prescribed format has been made. The onus of proving that a family member or a dependent relative is residing & wholly dependent on him, to the satisfaction of the company, shall be on the employee

#### **4. MEDICAL BENEFITS**

##### **4.1 OUT-DOOR TREATMENT:**

Every MRVC employee shall be required to opt either for option 1 or for option 2.

##### **OPTION 1:**

Employees opting for Option 1 will be paid an amount equivalent to their basic pay plus DA as on first of April. In cases where the employees may not have been paid full salary in April then the amount shall be based on the preceding month in which full salary has been paid. This amount shall be disbursed in 12 equal monthly

installments along with the regular salary. These employees will not be entitled to any other out door benefit except as mentioned in para 4.1.1.

*\*Note: For those who joined after April in a financial year, the pay for the purpose shall be as under:*

*(a) For deputationists:*

*Basic Pay plus DA as drawn in parent cadre in April.*

*(b) For direct recruits including those who have been brought*



*on monthly status:*

*The minimum rate of pay of the post/actual pay drawn in April, whichever is less.”*

(\*Correction slip No.1)

## **OPTION 2:**

This will cover cases of all employees other than those who have opted for Option 1 above. The following rules shall be applicable to them:

- i. The annual monetary ceiling for reimbursement of medical expenses excluding tests/investigations over Rs.500/- each as required for outdoor treatment of an employee and his eligible family members shall be one month's basic pay plus dearness allowance per annum. In respect of contract employees the monetary ceiling shall be a one-month's emolument as on 1<sup>st</sup> April.
- ii. The unspent amount in a financial year (ending 31<sup>st</sup> March) shall be carried forward to the next financial year subject to the condition that the accumulation does not exceed three years' entitlement on rotation basis.
- iii. In the case of special disease/illness, such as the following, which require prolonged out door treatment, reimbursement outside the ceiling limit would be made with the approval of the Managing Director of the Corporation.
  1. Cancer
  2. Aids
  3. Kidney failure & transplantation
  4. Heart bypass surgery
  5. TB
  6. Hypertension
  7. Diabetes mellitus
  8. Coronary artery disease/disorder
  9. Bronchial asthma
  10. Epilepsy
  11. Hyper or hypothyroidism (thyroid)
  12. Rheumatoid arthritis and fever
  13. Chronic depression
  14. Spasticity

Note: The above list is illustrative and not exhaustive.



## Change of Option –

See Memorandum No. MRVC/E/O/8/Medical Policy dated 3-8-2004. (Annexure – VI)

- iv. Expenses incurred on purchase of medicines, pathological and other investigations would be reimbursed if such tests are carried out on the advice of AMA
  - v. Doctor's prescription and original cash receipts should support all claims for reimbursement.
  - vi. Charges for dental treatment for cosmetic reasons including dentures/dental caps are not reimbursable.
  - vii. Apart from the consultation fee for an eye specialist, fees charged for testing of eyes will be reimbursed, but only once in three years. Less than three years will be admissible if advised by the eye specialist of an approved hospital. No expenses on purchase of spectacles or contact lenses etc. shall be reimbursable.
  - viii. Cost of hearing aid shall be reimbursed to a maximum of Rs.5,500/-.
- 4.1.1 Both for optees of Option 1 & 2 expenses incurred on pathological and other investigations would be reimbursed if recommended by the AMA. The Ceiling for reimbursement shall be Rs. 15,000/- in 2 years on rotation basis.
- 4.1.2 \*Ceiling for reimbursement in case of employees who are above 55 years of age will be Rs. 15,000/- per year.
- 4.1.3 \*The list of investigations have been broad-based and will now cover all biological tests, pathological tests and other investigations as under:
- (a) All Pathological investigations
  - (b) ECG
  - (c) X-Ray – any investigation in Radiology
  - (d) Sonography
  - (e) CT Scan
  - (f) MRI
  - (g) Any investigation in Ophthalmology field



- (h) Any investigation in Ear, Nose, Throat field
- (i) All Physiotherapy treatment
- (j) Treatment of mentally retarded
- (k) All biological investigations
- (l) All investigations in cancer disease treatment]
- (m) Blood Transfusion
- (n) Orthopedic treatment
- (o) Root canalling / other similar dental procedures @

<p>* (Correction Slip No.3 No. MRVC/E/MED/8 dt. 16/11/2004) – paras 4.1.2 &amp; 4.1.3</p> <p>@ (Correction slip No.4) – item (o) above</p>
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## **4.2 IN-DOOR TREATMENT / HOSPITALISATION**

4.2.1 This provision is applicable to both the employees of Option 1 and Option 2.

4.2.2 Medical treatment requiring hospitalisation and indoor attention: Full reimbursement of the expenses incurred shall be made if the treatment is undertaken in:

- (a) Government hospital
- (b) Government aided hospital
- (c) Trust hospital.
- (d) Railway hospital.
- (e) Hospitals listed at Annexure 1

For treatment taken in any other hospital if necessitated in an emergency, by an employee or his family (excluding dependent relatives) the amount of reimbursement shall be subject to the ceiling of cost, had similar treatment been taken in Bombay Hospital.



4.2.3 For indoor treatment, the maximum permissible room rent based on Bombay Hospital (for reference purposes) is as below:

<b>Position/Grade (RSRP)</b>	<b>Room rent</b>	<b>Entitlement</b>
Directors	Rs. 3500	First MRC
SAG	Rs. 3500**	First MRC
SG/JAG	Rs 2200	NW SP-II
SS/JS	Rs. 1450	MRC-II/NW-II
Gr. 7450-11500 & Rs. 6500-10500	Rs. 1350	Special LOW-II
Staff in. Rs.5500-9000 to 3050-4590(both inclusive)	Rs. 950	LOW-II
Staff in grade below 3050-4590	Free	General ward

\* Taxes extra as applicable

\*\* Revised from Rs. 3000 to 3500 vide NP/1-3 of MRVC/E/O/8/Bills

The facilities which are available in each entitlement and the surgical & other charges as applicable to each of these room types for Bombay hospital are attached at Annexure II as a guideline. These rates shall stand automatically revised as and when Bombay Hospital revises its rates for which the Personnel Department shall issue a notification from time to time. An employee can select any type of room subject to his entitlement. However if an employee wishes to take a room over and above his entitlement, he shall not only be required to pay excess room rent but shall also bear all additional expenses of the hospital which are based on the type of room occupied by the patient, for example OT charges, Doctor's fees, anesthetist charges etc.



#### 4.2.4 DIET CHARGES

S.No.	Category	Diet Charges per day
1.	Directors/HODs/Executives	Rs.37/-

S.No.	Category		Diet Charges per day
(1)	CDA Scale (2)	IDA Scale (3)	(4)
1.	Group "D" staff whose basic pay does not exceed Rs.4000/-	Group "D" staff whose basic pay does not exceed Rs.4500/-	FREE
2.	Group "C" staff whose basic pay is Rs.4200/- or below AND Group "D" staff whose basic pay exceeds Rs.4000/-	Group "C" staff whose basic pay is Rs.4700/- or below AND Group "D" staff whose basic pay exceeds Rs.4500/-	Rs. 28/-
3.	All staff whose basic pay exceeds Rs.4200/-	All staff whose basic pay exceeds Rs.4700/-	Rs.37/-

*The revised rates will be effective from 1.7. 2004.  
(Ref: Correction Slip No.3 issued on 16-7-2004)*

4.2.5 For expensive indoor treatment for diseases such as heart ailment, cancer, etc, the Corporation may consider advance payment to the nominated hospital where treatment is undertaken by the employee/family/dependant relative, if a demand is made by the hospital. Such advance payment shall be made direct to the hospital. The amount will stand in the name of the employee as advance and will be regularized on production of final bills in original and verification. This facility is admissible only to employees on deputation from Railways and the permanent employees of MRVC as and when they are recruited.

4.2.6 In case of prolonged and expensive treatment, interim reimbursement of medicines and medical charges can be made on production of prescription and original cash memo. However



in the case of imported implants/medicines the extent of reimbursement shall be restricted to its indigenous equivalent.

- 4.2.7 Expenditure on any cosmetic procedures shall not be reimbursable.
- 4.2.8 No extra nursing charges shall be reimbursable. Similarly, expenses on tonics & food articles, vitamins and cosmetics such as prickly heat powders/medicated soaps/tooth paste etc. shall not be reimbursable.
4. No amount shall be reimbursed unless all the bills have been duly stamped and verified by the AMA recording that
- (a) All the medicines given & procedures administered were essential for the treatment of the illness
  - (b) The bills do not contain any of the charges as mentioned in paras 4.2.5 & 4.2.6.

## **6. REIMBURSEMENT PROCEDURE**

The claim for reimbursement should be accompanied by the doctor's prescription and the cash vouchers for consultation fees, medicines and lab expenses. Such claims should normally be preferred not later than six months from the end of the month in which the expense is incurred. Delay in exceptional cases can be condoned by the HOD concerned in respect of employees in grades up to SG. In respect of those in SAG and Directors, the next higher authority can condone the delay. All claims shall be scrutinized and processed by the Personnel Department.

## **7. MEDICAL EXAMINATION**

Every person joining MRVC, other than those on deputation from Railways would be required to undergo a medical examination on his/her first appointment in MRVC. The standard of exam would be that of C/2 classification of the Railways for office staff, A/3 (of the Rlys) for line staff & B/2 (of

the Rlys) for line peons. Details of the classifications are at Annexure III.



## ANNUAL CHECK

### 8. UP SCHEME

- a. As an extension of the Corporation's commitment to provide good medical care to its employees and their family, the facility of annual health check up is extended to the employees and spouses who are above 40 years of age. The terms and conditions of this facility are as under:
- b. All employees above 40 years of age & their spouses are eligible to undergo a medical checkup as per the standard executive package of Bombay Hospital once in five years up to the age of 45 years, once in three years between the age of 45 to 55 and every year thereafter at the cost of the company. The present cost of this package is Rs.2100/-. This shall be revised each time Bombay Hospital revises its rates.
- c. The Annual checkup shall be conducted only at Bombay Hospital.
- d. Both employee and the spouse shall be separately entitled. The unspent / excess amount of one cannot be adjusted against the other.
- e. The employee shall pay the charges to the Hospital first and claim reimbursement as per Annexure-IV.
- f. The Original Receipt should accompany the Claim.
- g. Any unspent amount of a particular block year of five years in case of employees between 40-45 years of age, three years between 45 to 55 years & one year above 55 years of age, as the case may be, shall lapse at the end of the respective block year and cannot be carried forward. The year for this purpose shall be the financial year ending 31<sup>st</sup> March.
- h. The employee shall be required to avail of his own leave for this purpose. No leave of absence shall be granted on administrative account.
- i. Reimbursement should be claimed in the proforma as in Annexure V



## **9. POWER TO INTERPRET RULES**

The power to interpret these rules in case of doubt shall rest with the CPO in consultation with FA&CAO and with the approval of MD. This decision shall be final.

## **10. MISCELLANEOUS**

Any aspect not covered above shall be considered by the CPO with finance concurrence and MD's sanction

## **11. PAYMENT IS PROVISIONAL**

All reimbursements shall be provisional until an audit of the prescription, medicines verification of amount etc. is done by the Company. For this, services of a Medical Consultant shall be hired on contract basis.

## **12. INSURANCE**

In order to safeguard the financial interests of the company, MRVC may consider taking a Mediclaim Floater policy covering an amount of Rs. two lakhs for officers of SAG & above rank, Rs.1.5 lakhs for other officers & Rs. One lakh for staff. This will cover the employee's family also. It shall be the responsibility of the company to seek reimbursement from the insurance company. As far as the employee is concerned, he shall be given benefits as per this medical policy of MRVC.

## **13. DATE OF EFFECT:**

This medical policy shall come into force from the date of its approval by the BOD. Thereafter, the policy shall be reviewed after 2 years.

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*(Approved in the BOD Meeting held at Mumbai on 28<sup>th</sup> June 2003)*



Annexure-I



## HOSPITALS NOMINATED IN BOMBAY/DELHI

1. Bombay Hospital, 12 Marine Lines, Bombay-1.
2. Belle Vue Nursing Home, M.Karve Road, Marine Lines, Bombay-1.
3. C.T. Hospital, Fort, Bombay-1.
4. St.George Hospital, Near GPO, Bombay-1.
5. Breach Candy, Warden Road, Bombay-26.
6. Jaslok Hospital, Peddar Road, Bombay-26.
7. Bhatia Genl. Hospital, Tardeo, Bombay-4.
8. Hakisondas Hospital, Charni Road, Bombay-4.
9. J.J. Hospital, Parel, Bombay-8.
10. K.E.M. Hospital, Parel, Bombay-12.
11. Masina Hospital, Byculla, Bombay-27.
12. B.Y.L. Nair Hospital, Bombay Central, Bombay-8.
13. Tata Memorial, Parel, Bombay-12.
14. Wadia Hospital, Parel, Bombay-12.
15. Bhabha Hospital, Bandra, Bombay-50.
16. K.C. Parekh Genl. Hospital, Vile Parle(W), Bombay-49.
17. Dr. Ganatra Maternity & Gynaecology Hospital, Kharghar, Bombay-50.
18. Irla Nursing Home & Polyclinic, Vile Parle(W), Bombay
19. Nanavati Hospital, Vile Parle(W), Bombay-57
20. Hinduja National, Mahim, Bombay-16.
21. S.L. Raheja Hospital, Mahim, Bombay-16.
22. Santacruz General Hospital, Santacruz, Bombay-54.
23. Holi Spirit Hospital, Andheri, Bombay-69.
24. Sanghvi Hospital & ICCU, Lokhandwala Complex, Andheri, Bombay-59
25. Belle Vue Nursing Home & Polyclinic, Andheri(W), Bombay
26. Sanjeevani Nursing Home, Andheri(East), Bombay-69.
27. Mukand Nursing Home, Andheri-Kurla Road, Andheri, Bombay
28. S.K. Patil Arogyadham, Malad, Bombay-64.
29. Shreyas Surgical & Maternity Hospital, Kandivli(E), Bombay
30. Dr.Shah Surgical Hospital, Malad, Bombay-64
31. Dr. Yeshwant Hospital, Borivali(W), Bombay-92
32. Shri Vardhman Jain Hospital, Borivali(W), Bombay-67
33. Shri S.P.S. General Hospital, Kastur Park, Borivali(W), Bombay-92
34. Inlaks General Hospital, Chembur, Bombay-74
35. Mangal Anand NursingHome, Swastik Park, Chembur, Bombay-74
36. MGM Hospital, Belapur, Navi Mumbai
37. Ramakrishan Arogya Kendra, Thane, Thane Dist.



38. Bhanushali Nursing Home, Thane, Thane Dist.
39. Sarvodaya, Ghatkopar, Bombay
40. Shrenik General Hospital, Bhandup, Bombay
41. Dr. Rao's Nursing Home, Dombivli, Thane Dist.
42. Holy Cross Hospital, Murbad Road, Kalyan
43. Railway Hospitals
44. Bhagwati Hospital, Borivli.
45. Sir Gangaram Hospital, New Delhi
46. AIIMS, Delhi
47. Lohia Hospital, Delhi
48. Safdarjug Hospital, Delhi
49. Escorts Heart Institute, Okhla Road, New Delhi- 110 025



## ANNEXURE-II

Nature of Accommodation in Bombay Hospital.



## ANNEXURE-III

### General physical examination of all staff on their appointment in MRVC Ltd.

(other than those on deputation from the railways)

A candidate as well as a serving MRVC employee must be in good mental and bodily health and free from any defect likely to interfere with the effective performance of the duties of his appointment.

- (1) Examiners shall use their own discretion as to the scope of the general physical examination in each case and will judge cases on their merits, taking into consideration the prospective duties of the examinee as also the age of the examinee and need for continued fitness for the remaining years of service.
- (2) Measurement of height, weight and chest girth will be recorded if specifically required. The skin, the connective tissues, the circulatory, respiratory, digestive, nervous, genitourinary, skeletal and muscular system will be subjected to such examination as is deemed necessary. The principal points attended to are connected with ascertaining:-
  - (a) the condition of heart and lungs;
  - (b) the condition of teeth and gums (well filled teeth will be considered as sound);
  - (c) whether there is any evidence of abdominal disease;
  - (d) whether there is any hernia or tendency to hernia;
  - (e) whether there is any degree of hydrocele, varicose veins or piles;
  - (f) whether there is free movement of the joints;
  - (g) whether there is any inveterate skin disease;
  - (h) whether hearing in each ear is good and whether there is any disease of the ear;
  - (i) whether there is any speech defect;
  - (j) whether there is any contagious disease of the eyes or any other condition likely to lead to impairment of vision;
  - (k) whether there is any acute or chronic disease pointing to an impaired constitution; and
  - (l) whether there is any communicable disease.
- (3) Hearing: In the examination of hearing of the candidate/serving employee, the speaking voice test will be employed. The examiner will speak in any ordinary conversational voice; the examinee will be at a distance shown in the note below and



with his/her back to the examiner, the ears will be separately tested by the occlusion of the other ear or the use of Barrany's whistle, if this is available.

Conditions:

- i) on appointment, the testing distance will be 6 meters for each ear for all categories,
- ii) The use of hearing aid shall not be permitted in A & B classifications. On re-examination, the testing distance shall be 3 meters for all categories of staff.

#### (4) Speech

**Candidates:** Stammering is not to be considered a serious defect disqualifying a candidate in clerical duties, especially such of them as do not have to come in direct contact with the public

**Employees:** for serving MRVC Employees, stammering is not to be considered a serious defect in clerical duties, especially such of them as do not have to come in direct contact with the public. However, in cases where slight speech defects have been detected during the course of periodical medical examination of an employee who has put in a number of years of service, the CPO may consider jointly with the departmental HOD and MD's approval for relaxation in all types of cases.

#### (5) Head Injuries:

Candidates and serving employees in A classification, when they come up for medical examination or re-examination, should give a declaration if they have had a head Injury earlier and if so, a history of the case, even though fully cured at the time of declaration. In the case of persons with past history of loss of memory, a full neurological examination and a fitness certificate from a neurologist would be required.

#### (6) Physically handicapped:

At the time of medical examination of the physically handicapped, namely the blind, the deaf/deaf mute and the orthopedically handicapped, the medical officer should find out the individual's suitability for the appointment against the post nominated for the handicapped person with instructions given and ensure that the proposed appointment is without much detriment to efficiency and



the physical handicap is not likely to hamper the work or enhance the occupational risks to the worker himself or to the others, especially if the post happens to be in the sheds and work shops or in station yards, along railway tracks and on bridges etc. Although the intention is to help such physically handicapped persons duly waiving the physical standards which ordinarily stand in the way of their being passed fit, it is clarified that no relaxation is to be made in visual standards while considering cases of physically handicapped persons for appointment under the deaf and orthopedically handicapped quota.

- (i) The categorisation of physically handicapped person for the purpose of reservation in employment is:
  - a) The blind: The blind are those who suffer from either of the following conditions:
    - i. Total absence of sight.
    - ii. Visual acuity exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
    - iii. Limitation of the field of vision subtending an angle of 20 degrees or worse.
  - b) The deaf: The deaf are those in whom the sense of hearing is non functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 909 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
  - c) The orthopedically handicapped: The orthopedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.
    - i) *Candidates:* As and when handicapped persons are recommended by the Employment exchange for employment against Group C and Group D posts, they should be examined by CMS/MS of the railways and decision taken in consultation with the department concerned.
    - ii) *Employees:* The cases should be decided by the CMS/MS of the Railways in consultation with the



departmental officers taking into account the nature of disability and duties of the post.

Note: Such of the serving Railway employees who lose one of their hands while in service may not be put against train working duties, particularly those involving operation of any equipment.

(7) Urine:

Urine will be examined if the examinee is over 30 yrs of age. If there is any reason to suspect renal disease or diabetes in any examinee under 30 yrs of age, his urine will be examined.

(8) Infective conditions and other disorders:

Candidates: Candidates exhibiting the under noted conditions will be rejected irrespective of the employment sought:

- (a) Contagious and infective disorders: provided that the condition of the candidates having ceased to be contagious or infectious, the sequelae arising from such disorder will not be regarded as disqualifying, unless they are in themselves likely to interfere immediately or later with the efficient performance of the duties of their appointment. The following conditions fall inter-alia under the above category:
  - i) Pulmonary tuberculosis.
  - ii) Venereal infection.
  - iii) Trachoma and other infectious ocular diseases.
  - iv) Leprosy.
- (b) Conditions commonly predisposing to invalidity or seriously enhancing the candidate's liability to occupational risks, eg:-
  - i) Hernia, and well marked hydrocoele, varicose veins or piles; provided that such conditions having been satisfactorily treated by operation, the evidence of their previous existence shall not disqualify;



- ii) Un-descended testes, intra-abdominal in position, and un-associated with an inguinal hernia, should not be a cause for rejection. Ectopic testes, located in the inguinal canal, abdominal wall or thigh, being more liable for trauma/torsion, should be passed fit only after the examinee has undergone surgical treatment:
  - iii) Flat foot, or knock knees, except in C/2 classification;
  - iv) Epilepsy;
  - v) Asthma;
  - vi) Otorrhea
- (c) Conditions rendering the association of the candidates with others objectionable eg:
- i) Repulsive inveterate skin diseases.
  - ii) Ozoena
  - iii) Foetor associated or otherwise with pyorrhoea alveolaris.
- (d) Constitutional disorders commonly deemed progressive and chronic disorders liable of recurrent exacerbation of a disabling kind.
- (9) Vision tests:

Class	Distant vision	Near vision
A-3	6/9, 6/9 with or without glasses Power of lenses not to exceed 2D	Sn.0.6,0.6 with or without glasses
B-2	6/9,6/12 with or without glasses Power of lenses not to exceed 4D	Sn.06, 0.6 with or without glasses when reading or close work is required
C-2	6/12,nil with or without glasses	Sn.0.6 combined with or without glasses where reading or close work is required



Annexure IV

DECLARATION FOR CLAIMING REIMBURSEMENT OF MEDICAL EXPENSES

I, \_\_\_\_\_(Name) \_\_\_\_\_(Designation) \_\_\_\_\_(office) do hereby declare that :

The members of my family and other dependents for whom I shall be claiming reimbursement of medical expenses are as under :

S. No	Name	Date of birth	Age	Relationship	Residing with me since (date)	Marital Status (Married/Un-married/widow)

1. My \_\_\_\_\_ wife/husband \_\_\_\_\_ is \_\_\_\_\_ employed \_\_\_\_\_ in \_\_\_\_\_ /is not employed, and she/he will/will not claim reimbursement from MRVC or her/his employer.
2. My \_\_\_\_\_ brother(s) / \_\_\_\_\_ unmarried sister(s) employed in \_\_\_\_\_ (Govt./Public Sector/Private Sector) will not claim reimbursement of medical expenses in respect of dependents for whom I shall claim.
3. Certified that the person(s) for whom reimbursement will be claimed is/are wholly dependent on me and residing with me. His/her/their income from all sources put together does not exceed Rs.1500/- per month (excluding dearness allowance/reliefs on pension).
4. My other brother(s)/sister(s) are not contributing to the upkeep of my dependent(s) because of the following reasons:

Signature of the employee

Name:

.....

Employee No.: ----- Date of joining MRVC -----

Signature of the Controlling Officer

**MUMBAI RAILWAY VIKAS CORPORATION LTD.**PROFORMA FOR REIMBURSEMENT OF EXPENSES INCURRED FOR ANNUAL  
HEALTH CHECK UP SCHEME

1.	Name of the employee	
2.	Designation	
3.	Department	
4.	Staff No.	
5.	Grade and Pay	
6.	Date of birth and age	
7.	Name of the person whose annual check was conducted	Self Spouse
8.	Name and address of the hospital where annual health check up was undertaken.	
9.	Name of the doctor	
10.	Date of health check up	
11.	Date of health check up undertaken last year.	
12.	Observations, if any.	
13.	Charges paid	
14.	Maximum reimbursement permissible as per the medical rules	
15.	Remarks, if any.	

I hereby certify that I have not claimed the above reimbursement earlier.

Enclosures

Signature of the employee

Date

---



**OPTION / FAMILY PARTICULARS FOR MEDICAL BENEFITS**  
(Ref: MRVC's Memorandum No. MRVC/E/Medical Policy dated 11-7-2003)

**Employee Particulars**

Name			
Designation		Dept	
Date of birth		Staff No.	

**I. Option for deputationists from Railways**

(All deputationists from the Railways are required to give one of the below mentioned options in terms of para 2(b) of Medical Policy of MRVC.)

I *opt\** / *do not opt\** for the Medical Scheme of MRVC during the period of my deputation with MRVC.

**(\*strike off whichever is not applicable)**

**II. Family / Dependent particulars**

This is only to be filled by the Directly recruited staff of MRVC (other than those on daily wages & consultants) and deputationists who have opted for the Medical Policy of MRVC as above.

S.No	Name	Date of birth	Relationship
1			
2			
3			
4			
5			
6			

Note: A person shall not be considered as dependent unless he is staying with the MRVC employee and if his earnings from all sources including pension exceeds 1500 or 15% of the employee's basic pay + DA, whichever is higher.

\_\_\_\_\_ Signature

\_\_\_\_\_ Name

Date: \_\_\_\_\_

\_\_\_\_\_ Designation



## Chapter 6

### UNIFORM POLICY

1. Certain categories of staff of the Corporation are required to wear uniform to project their identity. The Corporation will bear the cost of uniform including stitching and pay washing allowance at a prescribed rate every month through pay sheet.
2. The following categories of staff are covered by the Policy:

Category of Staff	Description of Uniform	Colour
MEN		
Staff Car Drivers	Safari	Grey
Office Peons/ Attendants	Trousers & Shirt	White/Black & Blue Shirt
WOMEN		
Office Peons	Sari & Blouse (or) Salwar Kameez with Dupatta	Blue Blue

3. Two pairs of uniforms will be supplied to each eligible staff every calendar year.
4. The fabric will be Terry cot or Polyester-cotton cloth of Standard quality
5. The staff supplied with uniform will be paid a washing allowance of **Rs. 300/- per month**. They should maintain the uniform in good shape and wear in a smart and presentable manner while on duty. Staff failing to appear for duty without uniform is liable for disciplinary action and non payment of washing allowance.
6. Washing allowance is not payable if the period of absence / sickness / leave of any kind is 30 days or more at a stretch.





## Chapter 7

### SERVICE (CONDUCT) RULES

#### **Rule 1 Short title and commencement**

- i) These rules may be called the Mumbai Railway Vikas Corporation Ltd Service (Conduct) Rules.
- ii) They shall come into force on 4<sup>th</sup> August 2005.

#### **Rule 2 Application**

These rules shall apply to all employees except

- (i) Those in casual employment or paid from contingencies;
- (ii) Those governed by the standing orders under the Industrial Disputes Act, 1947

#### **Rule 3 Definitions**

In these rules, unless the context otherwise requires-

- (a) "Employee" means a person in the employment of the undertaking other than the casual, work-charged or contingent staff or workman as defined in the Industrial Disputes Act, 1947, but includes a person on deputation to the corporation.
- (b) "Workman" means a person as defined in the Industrial Disputes Act 1947, and to whom the provision of these rules shall not apply.
- (c) "Company/Corporation/MRVC" means the Mumbai Railway Vikas Corporation Ltd



- (d) “Board” means the Board of Directors of the corporation and includes in relation to the exercise of powers, any committee of the Board/management or any officer of the Undertaking to whom the Board delegates any of its powers.
- (e) “Chairman/Managing Director” means the Chairman/ Managing Director of the Corporation.
- (f) “Competent Authority” means the authority empowered by Board of Directors by any general or special rule or order to discharge the function or use the powers specified in the rule or order.
- (g) “Government” means the Government of India.
- (h) “Family in relation to an employee includes” -
  - (i) The wife or husband as the case may be of the employee, whether residing with him or not but does not include a wife or husband as the case may be separated from the employee by a decree or order of a Competent court.
  - (ii) Sons or daughters or stepsons of the employee and wholly dependent on him, but does not include a child or stepchild who is no longer in any way dependent on the employee or of whose custody the employee has been deprived of by or under any law.
  - (iii) Any other person related, whether by blood or marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee.
- (i) “Public servant” shall mean and include a person as mentioned in section 21 of – Indian Penal Code as amended from time to time.

#### **Rule 4 General**

1. Every employee of the corporation shall at all times
  - (i) Maintain absolute integrity’
  - (ii) Maintain devotion to duty; and
  - (iii) Do nothing, which is unbecoming of a public servant.
2. Every employee of the corporation holding a supervisory post shall take all possible steps to ensure the integrity and



devotion to duty of all employees for the time being under his control and authority.

3. Prohibition of sexual harassment of working women –
  - i) No employee shall indulge in any act of sexual harassment of any women at her work place.
  - ii) Every employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation: -

For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behavior, whether directly or otherwise, as:

- (a) Physical contact and advances;
- (b) Demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing any pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature etc.

### **Rule 5 Misconduct**

Without Prejudice to the generality of the term “misconduct”, the following acts of omission and commission shall be treated as misconduct:

1. Theft, fraud or dishonesty in connection with the business or property of the corporation or of property of another person within the premises of the corporation.
2. Taking or giving bribes or any illegal gratification
3. Possession of pecuniary resources or property disproportionate to the known source of income by the employee or on behalf by another person, which the employee cannot satisfactorily account for.
4. Furnishing false information regarding name, age, father’s name, qualification, ability or previous service or any other



matter germane to the employment at the time of employment or during the course of employment.

5. Acting in a manner prejudicial to the interests of the Corporation.
6. Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
7. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
8. Habitual late or irregular attendance.
9. Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
10. Damage to any property of the Corporation.
11. Interference or tampering with any safety device installed in or about the premises of the Corporation.
12. Drunkenness or riotous or disorderly or indecent behavior in the premises of the Corporation or outside such premises where such behaviour is related to or connected with the employment.
13. Gambling within the premises of the establishment.
14. Smoking within the premises of the establishment where it is prohibited.
15. Collection without the permission of the competent authority of any money within the premises of the Corporation except as sanctioned by any law of the land for the time being in force or rules of the Corporation.
16. Sleeping while on duty.
17. Commission of any act, which amounts to a criminal offence involving moral turpitude.
18. Absence from the employee's appointed place of work without permission or sufficient cause.



19. Purchasing properties, machinery, stores, etc. from or selling properties, machinery, stores etc. to the Corporation without express permission in writing from the competent authority.
20. Commission of any act subversive of discipline or of good behaviour.
21. Abetment of or attempt at abetment of any act, which amounts to misconduct.

*Note: The above instances of misconduct are illustrative in nature, and not exhaustive.*

**Rule 6. Employment of near relatives of the employees of the Corporation in any company or firm enjoying patronage of the Corporation.**

1. No employee shall use his position or influence directly or indirectly to secure employment for any person related, whether by blood or marriage to the employee or to the employee's wife or husband, whether such a person is dependent on the employee or not.
2. No employee shall, except with the previous sanction of the competent authority, permit his son, daughter or any member of the family to accept employment with any company or firm with which he has official dealings, or with any company or firm, having official dealings with the Corporation.

*Provided that where the acceptance of the employment cannot await the prior permission of the competent authority the employment may be accepted provisionally subject to the permission of the competent authority, to whom the matter shall be reported forthwith.*

3. No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other matter and the employee shall refer every such matter or contract to his official superior and the matter or the contract shall thereafter be disposed of according



to the instructions of the authority to whom the reference is made.

### **Rule 7 Taking part in demonstration**

No employee of the Corporation shall engage himself or participate in any demonstration, which involves incitement to an offence.

### **Rule 8 Connection with Press or Radio**

1. No employee of the Corporation shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or management of any newspaper/TV/Radio or other periodical publication.
2. No employee of the Corporation shall, except with the sanction of the Competent authority or the prescribed authority, or in the bonafide discharge of his duties, participate in a TV/Radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymous, or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

### **Rule 9 Criticism of Government and the Corporation.**

No employee shall in any radio broadcast or in any document published under his name or in the name of any other person or in any communication to the press, or in any public utterances, make any statement:

- (a) which has the effect of adverse criticism of any policy or action of the Central or State Governments, or of the Corporation;
- or
- (b) which is capable of embarrassing the relations between the Corporation and the public.

*Provided that nothing in these rules shall apply to any statement made or views expressed by an employee, of purely factual nature which are not considered to be of a confidential nature in his official capacity or in due performance of the duties assigned to him.*



*Provided further that nothing contained in this clause shall apply to bonafide expression of views by him as an office-bearer of a recognized trade union for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof.*

#### **Rule 10 Evidence before Committee or any other Authority**

1. Save as provided in sub-rule (3), no employee of the Corporation shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
2. Where any sanction has been accorded under sub-rule (1), no employee giving such evidence shall criticize the policy or any action of the Central Government or of State Governments, or of the Corporation.
3. Nothing in this rule shall apply to-
  - (a) Evidence given at any enquiry before an authority appointed by the Government, Parliament or a State Legislator or any Corporation;
  - (b) Evidence given in any judicial enquiry; or
  - (c) Evidence given at any departmental enquiry ordered, by authorities subordinate to the Government.

#### **Rule 11 Unauthorized communication of information**

No employee shall, except in accordance with any general or special order of the Corporation or in the performance in good faith of the duties assigned to him, communicate directly or indirectly, any official document or any part thereof to any officer or other employee, or any other person to whom he is not authorized to communicate such document or information.

#### **Rule 12 Gifts**

1. Save as otherwise provided in these rules, no employee of the Corporation shall accept or permit any member of his family or any other person acting on his behalf, to accept any gift.



*Explanation* – The expression “gift” shall include free transport, board, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.

*Note* – An employee of the Corporation shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him.

2. On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gifts is in conformity with the prevailing religious or social practices, an employee of the Corporation may accept gifts, from his near relatives but he shall make a report to the competent authority if the value of the gift exceeds Rs. 1,500/- in case of Executives equivalent to Group “A” and “B” and Rs. 500 in case of others.
3. On such occasions as are specified in sub-rule (2), an employee of the Corporation may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the competent authority if the value of any such gift exceeds the above limits.
4. In any other case, an employee of the Corporation shall not accept or permit any other member of his family or any person acting on his behalf to accept any gift without the sanction of the competent authority if the value thereof exceeds the above limits.

Provided that when more than one gift has been received from the same person/firm within a period of 12 months, the matter shall be reported to the competent authority if the aggregate value of the gifts exceeds the above limits.

**Rule 12A No employee of the Corporation shall -**

(i) give or take or abet the giving or taking of dowry;

or

(ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.



*Explanation:* For the purpose of this rule dowry has the same meaning as in Dowry Prohibition Act, 1961 (28 of 1961).

### **Rule 13 Private Trade or employment**

1. No employee of the Corporation shall except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any other employment;

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literacy, artistic or scientific character, subject to the condition that his official duties do not thereby suffer.

2. Every employee of the Corporation shall report to the competent authority any member of his family engaged in a trade or business or owns or manages an insurance agency or commission agency.

3. No employee of the Corporation shall, without the previous sanction of the competent authority except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or other law for the time being in force or any cooperative society for commercial purposes;

Provided that an employee of the Corporation may take part in the registration, promotion or management of a consumer/House Building Co-operative society substantially for the benefit of employees of the Corporation, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860), or any corresponding law in force.

4. No employee of the Corporation may accept any fee or any pecuniary advantage for any work done by him for



any public body or any private person without the sanction of the competent authority.

#### **Rule 14 Investment, lending and borrowing**

No employee shall, save in the ordinary course of business with a bank, the Life Insurance Corporation or a firm of standing, borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family.

#### **Rule 15 Insolvency and habitual indebtedness**

1. An employee of the Corporation shall avoid indebtedness unless he proves that such indebtedness or insolvency is the result of circumstances beyond his control and does not proceed from extravagance or dissipation.
2. An employee of the Corporation who applies to be, or is adjusted or declared insolvent shall forthwith report the fact to his competent authority.

#### **Rule 16 Movable, Immovable and valuable property**

1. No employee of the Corporation shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family.
2. No employee of the Corporation shall, except with the previous sanction of the competent authority, enter into any transaction concerning any immovable property with a person or a firm having official dealings with the employee or his subordinate.
3. Every employee of the Corporation shall report to the competent authority every transaction concerning movable property owned or held by him in his own name or the name of a member of his family, if the value of such property exceeds Rs.20,000/- in case of executives equivalent to Group "A" and "B" and Rs..15,000/- in case of others.



4. Every employee shall, on first appointment in the Corporation submit a return of assets and liabilities in the prescribed form giving the particulars regarding:
  - (a) the immovable property inherited by him, or owned or acquired by him, held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person:
  - (b) shares, debentures, and cash including bank deposits inherited by him (or similar owned, acquired, or hold by him:
  - (c) other movable property inherited by him or similarly owned, acquired or held by him if the value of such property exceeds Rs.20,000/- in case of executives equivalent to Group "A" and "B" and Rs..15,000/- in case of others.
  - (d) debts and other liabilities incurred by him directly or indirectly:
  - (e) every employee shall, beginning 1st January, submit a return of immovable property inherited/owned/ acquired once in every year.
5. The competent authority may, at any time, by general or special order require an employee to submit, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the competent authority, include details of the means by which, or the source from which such property was acquired.

#### **Rule 17      Convassing of non-official or other influence**

No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the Corporation.

#### **Rule 18      Bigamous marriages**

1. No employee shall enter into, or contract, a marriage with a person having a spouse living: and



2. No employee, having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Board may permit an employee to enter into, or contract, any such marriage as is referred to in clause (1) or clause (2) if it is satisfied that -

- (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage: and
- (b) There are other grounds for so doing.

### **Rule 19 Consumption of intoxicating drinks and drugs**

An employee of the Corporation shall take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug.

### **Rule 20 Discipline & Appeal Rules.**

The procedure under the Railway Discipline & Appeal Rules, as amended from time to time, shall be followed for taking disciplinary action for violation of any rule under these Conduct Rules.

### **Rule 21 Removal of doubts**

Where a doubt arises as to the interpretation of any of these rules, the matter shall be referred to the Board for final decision.

### **Rule 22 Amendments**

The Board may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

*(Authority: Minute No. 14 of the BOD meeting held on 28-09-2005)*





## Chapter 8

# RAILWAY BOARD'S INSTRUCTION ON PROMOTION OF DEPUTATIONISTS.

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*Ref: Dy Dir Fin (Estt.)'s Letter No.F(E)II/2003/DE I/4 dated 31-12-2004*

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Some cases have come to the notice of Ministry of Railways wherein Railway PSUs have been operating the ex-cadre posts in violation of DOP&T's instructions contained in their OM No. 2/29/91-Estt(Pay.II) dated 5.1.94 circulated by this Ministry vide their letter No. F(E)II/94/DE-I/I dated 5.12.94 in as much as certain ex-cadre posts are being operated by the PSUs in the scales of pay that are higher than those that had been notified, that too after the employees have joined the deputation post and higher scale of pay and in some PSUs higher pay is being granted to the deputationists during the sanctioned tenure of deputation even when there has been no change in substantive scale of pay of the deputationist, which is contrary to the extant instructions on deputation.

2. As per extant practice, pay scale of the ex-cadre post, its tenure, admissibility of other pay/allowances and benefits while on deputation/Foreign Service are notified and officials who volunteer in response to such notifications are considered for deputation. Thus, conditions governing the deputation are known to the deputationist in advance; which can be modified only in terms of DOP&T's instructions, whenever there is a change in the substantive position/scale of the pay of the deputationist.

3. An employee appointed on deputation/foreign service is required to exercise an option, within one month of joining the ex-cadre post, vide which he elects to draw either the pay in the scale of pay of the deputation post or his basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. The option once exercised is final. However, the deputationist may revise the earlier option in the event of his cadre promotion in terms of conditions laid down in para 4 of DOP&T's instruction *ibid*.



4. DOP&T's instructions do not contain any provision for promotion to the next higher scale of pay in the borrowing organization. In view of certain aberrations noticed by the Ministry of Railways in this regard, instructions have been issued vide this Ministry's letter No. F(E)II/2003/DEI/4 dated 29.8.2003 vide which rules position about the promotion of a deputationist after joining the borrowing organization has been clarified/reiterated.

4.1 It has also been clarified therein that deputation is made on the basis of requirement placed by the PSUs and the grade, pay scale, tenure etc. of the posts are clearly specified which are circulated on all Railways and finally approval of the competent authority is obtained. Thereafter, deputation takes place and detailed order setting out the terms and conditions of deputation are issued which do not provide for promotion/appointment to the next higher post subsequently by the borrowing organization.

4.2 As such, it is imperative that the officers offered for deputation to the Railway PSUs are placed in the grade, scale of pay etc. that had been advertised/notified and in response to which Railway employee had offered his services.

5. It has also been noticed that the Railway PSUs are not strictly following the DOP&T's instructions regarding equivalence of CDA vis-à-vis IDA pay scales for the deputationists and have evolved their own equivalence of such pay scales. In this regard, it is advised that the equivalence of pay scales notified by the DPE vide their letter No. AB 14017/71/89-Estt(R&R) dated 3.10.1989 may be strictly followed so that there is anomaly among the similarly placed deputationists from the various services in the Railway PSUs and differential pay scale for similar levels of responsibilities in a corporate set up is avoided ensuring thereby principles of natural justice.

6. In view of the position explained above, Board desires that the pay of the officers posted on deputation to PSUs should strictly be allowed as per the demand placed by the PSUs and the vacancy circular issued by Board's office and under no circumstances the deputationist should be allowed higher scale of pay at the time of appointment or during the deputation period. It has been noticed that some PSUs have been allowing higher pay and allowances to deputationists on the pretext that the same is as per their internal policy or the same is as per the decision taken by their Board of Directors. Allowing higher pay & allowances during deputation under any circumstances is not correct since this is contrary to



DOP&T/DPE's instructions on deputation. Board has taken a serious view on the occurrence of such incidents and desires that pay and allowances or equivalence of CDA vis-à-vis IDA pay scale to deputationist should strictly be allowed based on DOP&T and DPE's instructions only and under no circumstances deputationists should be allowed higher pay & allowances in aberration to the extant instructions.

7. Please acknowledge receipt.





## Chapter 9

### REIMBURSEMENT OF ELECTRICITY CHARGES

#### Option –1

- (1) One Air Conditioner shall be provided by the Company at the residence of M.D. and Electricity Charges for maximum of 1000 units per month will be reimbursed to Managing Director.
- (2) Electricity Charges for maximum of 450 units per month will be reimbursed to functional directors and 300 units per month will be reimbursed to HOD's in SAG subject to certification that they are using an Air Conditioner at their residence.

The above charges shall be reimbursed as per the average unit rate i.e. the total electricity charges (excluding fixed charges like rentals etc.) divided by the number of units consumed in the electricity bill of the relevant bill period. The above entitlement shall be subject to maximum reimbursement of 70% of the total units consumed in the bill period. If an officer is on leave/duty out of Hqrs. continuously for a period of 30 days or more, no reimbursement will be made for that period.

#### Option – 2

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*(Inserted vide MRVC/E/03/Allownces dated 08-11-2005)*

The competent authority has introduced a fixed electricity allowance for MD, Directors and HODs as under:

Managing Director	Rs. 2,000 p.m.
Directors	Rs. 800 p.m.
HODs	Rs. 600 p.m.

There will be no condition of AC or production of Electricity Bill.

However, the option of reimbursement of Electricity Charges as existing shall continue.



Please exercise your option in the format below:

OPTION

*\*(Strike out whichever not applicable)*

1. \*I opt for payment of fixed Electricity Charges/
2. \*I opt for reimbursement of Electricity Charges

Signature.....

Name

Design

Date

*(Authority: Minute No. 14 of 17<sup>th</sup> BOD meeting held on 29-12-2003)*



## Chapter 10

### ALLOWANCES ON TRANSFER

#### 1. Consolidated Transfer & Packing grant

One month basic pay by way of consolidated Transfer and Packing Grant shall be paid except for transfer within the Mumbai Metropolitan Region in Mumbai area or within the municipal limits of other cities as per Railway rules.

#### 2. Transportation of personal effects by Rail on transfer to another station involving change of residence

Pay Range (Rs)	Personal Effects that can be carried	Remarks
14300 and above	Entitlement of equivalent Railway Officers or (one double container + car by road @ Rs.4 per km)	For intercity transfers, transportation of personal effects by road would be reimbursed on actuals subject to the amount not exceeding the transportation charges payable by rail plus 25% and transportation of own vehicle @ Rs.4/- per km.
8000 and above but < than 14300	Entitlement of equivalent Railway Officers or (one single container + car by road @ Rs.4 per km)	
6500 and above but less than 8000	3000 kg + 1 scooter / motorcycle / moped by goods train	
4100 and above but less than 6500	1500 kg + 1 scooter / motorcycle / moped by goods train	
Below 4100	1000 kg + 1 scooter / motorcycle / moped by goods train	



### 3. Transportation of personal effects on transfer within the same city

Pay Range (Rs)	A-1/A/B-1 Class Cities (Rs) per km	Other Cities (Rs) per km
Directors	40.00	24.00
8000 and above up to and inclusive of SAG	30.00	18.00
6500 and above but < than 8000	15.00	9.00
4100 and above but less than 6500	8.00	5.00
Below 4100	6.00	4.00

### 4. Travel on Transfer

The rules as applicable for traveling on duty shall apply. If the officer, who is entitled to air travel, moves by air, a separate pass/authority for travel by train can be issued to the eligible family members.

*(Authority: Minute No. 14 of 17<sup>th</sup> BOD meeting held on 29-12-2003)*





## Chapter 11

### CELLULAR PHONES

Wherever Cellular Phones have been provided by the Corporation, the below mentioned amount (besides fixed charges) shall be borne by the Corporation per month. If the bill (excluding fixed charges) exceeds this amount, the itemized bill will have to be certified by the concerned employee or the difference will be paid by him.

Managing Director	-2500
Directors	-2000
SAG	-1500
SG/JAG	-1250
Other Officers	-1000
Other staff	- 750

Note: Charges IN excess of the prescribed limit, if incurred on official account would require MD's approval along with detailed justification.

*(Authority: Minute No. 14 of 17<sup>th</sup> BOD meeting held on 29-12-2003)*





## Chapter 12

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### WASHING ALLOWANCE

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The staff supplied with uniform will be paid a washing allowance of Rs.300/- per month through their pay sheet. They should maintain the uniform in good shape and wear in a smart and presentable manner while on duty. Staff failing to appear for duty without uniform is liable for disciplinary action.

Washing allowance is not payable if the period of absence/sickness/leave of any kind is 30 days or more at a stretch.

*(Authority: Minute No. 14 of 17<sup>th</sup> BOD meeting held on 29-12-2003)*





## Chapter 13

### REIMBURSEMENT OF CONVEYANCE EXPENSES & TRANSPORT ALLOWANCE

#### 1. Conveyance Reimbursement/Allowance

- 1.1 The scheme of reimbursement of conveyance expenses is being introduced for officials of MRVC who are required to perform frequent journeys on the business of the Corporation or are required to attend business beyond normal duty hours or are entitled for a conveyance as per the Corporation's existing policy. Employees who are not eligible for conveyance reimbursement/allowance shall be entitled for Transport allowance. The following is the conveyance reimbursement/allowance payable to officials of different grades:

(Rupees Per Month)

Pay scale (Rs.) (CDA)	'A/1 & A' Class Cities	Other Localities
Motor Car		
Directors	3000	2500
SA Grade 18400-22400		
Gr. 14300-18300 & above but <SAG	2500	1800
Gr.12000-16500	2000	1600
Gr.7500-12000 & above but <12000-16500	1800	1500
Scooter/Motor Cycle		
Gr. 12000-16500 & above	1300	1000
Gr. 10000-15000 8000-13500 & 7500-12000	1200	800
Gr. 7450-11500 & 6500-10500	800	600
Gr. 5500-9000 & below up to and including Gr. 3050-4590	500	400

- 1.2 Conveyance reimbursement is admissible only to those persons who or whose spouse owns a conveyance and who



uses it for his/her official purpose. The following declaration shall be submitted by such an official:

### Declaration

It is hereby declared that the –

(1) Vehicle Model No. \_\_\_\_\_ is owned by me and that its Registration No. \_\_\_\_\_ is in my own name.

(2) Vehicle Model No. \_\_\_\_\_ is owned by my \*wife/husband (\*Mrs/Mr \_\_\_\_\_ and that its Registration No. \_\_\_\_\_ is in \*her/his name. \*He/She is not drawing conveyance allowance/charges or any other benefit from \*her/his employer on the said vehicle. Her/His declaration to this effect is appended below.

(3) This vehicle is being used for discharging my official duties.

Signature of the Official .....  
Name.....  
Date..... Designation .....

*Strike out (1) or (2) whichever is not applicable.*

Declaration to be signed by the spouse in case of spouse owned vehicle

I declare that I own the Vehicle Model No. \_\_\_\_\_ and that its Registration No. \_\_\_\_\_ is in my own name.

(1) I further declare that I am not drawing conveyance allowance of any kind from my employer or from any other source on the said vehicle. A certificate from my employer to this effect is attached.

(2) I further declare that I am not employed

Signature of the spouse.....  
Date..... Name .....

*Strike out (1) or (2) whichever is not applicable.*

#### Notes:

- (1) Xerox copies of Registration documents should be attached.
- (2) In case of spouse-owned vehicle, a certificate from his/her employer as mentioned above should be submitted



## CERTIFICATE FROM THE EMPLOYER OF THE SPOUSE

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Dated: .....

### To whomsoever it may concern

This is to certify that Mrs./Mr .....  
(wife/husband of Mr./Mrs..... ) is  
working with this organisation as.....

2. It is also certified that no allowance for petrol maintenance  
expenses or any other benefit by any other name is being given to  
Mrs./Mr.....by this organisation  
for her/his Vehicle Model No..... Registration No.....

.....  
Signature of the employer with  
Name and designation

Note: The declaration should be countersigned by the controlling  
HOD and Xerox copies of the Registration documents should be  
enclosed.

- 1.3 The scheme of conveyance reimbursement is regulated as per terms  
and conditions given below:
- a) Ownership and maintenance of conveyance is required on  
the functional basis in the interest of the Company and it  
should be useful in the efficient and effective discharge of  
employee's official duties.
  - b) Employee is required to perform frequent journeys (at least  
seven days in a month and minimum 50 kms) on the  
business of the Corporation or the employee is required to  
attend to official business beyond normal duty hours for  
which no transport or extra compensation will be admissible.  
The controlling HOD will certify this. No reimbursement for  
attending office beyond office hours or on holidays will be  
paid separately.



- c) An officer, if provided, with official conveyance due to exigencies of works will not be entitled to conveyance allowance/reimbursement.
- d) Conveyance allowance/reimbursement is admissible only on proportionate basis if an employee is absent from Hqrs. on leave/tour/temporary transfer or otherwise for a period of more than 15 days or where the vehicle is not utilized for official purposes for a period of 15 days and above, continuously inclusive of holidays, in any calendar month.
- e) The official will not be entitled for any contingent charges for travelling on duty within the municipals limits of the city where his hqrs. is located. For hqrs. in Mumbai, the city limit will be treated as for Greater Mumbai.

1.4 Since conveyance reimbursement is an alternative of Transport allowance, the conditions applicable in the grant of Transport allowance regarding use of suburban pass shall apply.

1.5 Rates mentioned in para 10.1 will be reviewed after 3 years.

## 2. Transport Allowance

An employee who is not considered eligible for reimbursement for conveyance expenses/allowance will be eligible for transport allowance @ mentioned in terms of Railway Board's letter No. PC-V/97/1/7/12 dt. 16.12.1997 regarding grant of Transport allowance. They shall in addition be entitled to Road mileage charges as below for duties performed at their head quarters:

SN	Pay Range/CDA	Entitlement
(i)	8,000 and above but less than 18,400	Actual fare by any type of public bus including AC or prescribed rates for a taxi when the journey is actually performed by a Taxi.
(ii)	6,500 and above but less than 8,000	Same as (ii) above with the exception that journeys by AC bus will not be permissible.
(iii)	4,100 and above but less than 6,500	Actual fare by any type of public bus other than AC bus or at prescribed rates for journeys by auto rickshaw.
(iv)	Below 4,100	Actual fare by ordinary public bus only.

Note: In case an SAG Officer/Director desires to opt for transport allowance of his own volition, he is entitled for journey by an AC Bus or by an AC Taxi.

(Authority: Minute No. 14 of 17<sup>th</sup> BOD meeting held on 29-12-2003)



## Chapter 14

### TRAVELLING/DAILY ALLOWANCE (TA/DA) & LODGING CHARGES

#### 1. Rate of TA/DA

The following TA/DA rates have been approved by Board of Directors in the 12<sup>th</sup> BOD Meeting held on 21-09-2002. These rates are effective from 1-9-2002

Designation/ Pay Range  (IDA)	Pay Range  (CDA)	Localities other than those mentioned in column (4), (5) & (6)	B-1 Class Cities	A Class Cities	A-1 Class Cities
(1)	(2)	(3)	(4)	(5)	(6)
Managing Director & Directors		235	295	365	450
Rs.18500 and above	Rs.16400 and above	205	255	315	390
Rs.10750 & above but <Rs.18500	Rs.8000 and above but <Rs.16400	180	225	280	345
Rs.8600 & above but <Rs.10750	Rs.6500 and above but <Rs.8000	160	195	240	300
Rs.6160 & above but <Rs.8600	Rs.4100 and above but <Rs.6500	135	165	205	255
Below Rs.6160	Below Rs.4100	85	105	130	160

(Ref: MRVC/E/7/(TA/DA) dated 18 October 2002)

#### 2. LODGING CHARGES

**(As approved under item 5 of BOD Meeting of 24-06-2005)**

2.1 As far as possible, all employees while on tour should try to make use of lodging arrangements in "Guest Houses" / Rest House / Rest Rooms owned and managed by Railways / Central Government Public Sector Enterprises and other Government Sectors. In cases, where such accommodation is



not available or special exigencies of work so demand, hotel / private lodge accommodation may be utilized, within the prescribed ceilings. These are admissible only where night stay is involved and the employee is on approved programme.

## 2.2 Upper ceiling for lodging charges (exclusive of taxes):

Category and scale of the employee	Upper Ceiling for lodging charges		
	A Class Cities	A1 Class Cities	Other Places
(1)	(II)	(III)	(IV)
Managing Director and Whole-time Directors	Rs. 90% of Col.III	<u>Limited to the rent of a suite in Hotel Ashoka, New Delhi</u>	80% of Col.III
SAG/General Managers	Rs. 5000/-	Limited to 50% over and above entitlement shown in Col-(II)	80% of Col-(II)
JAG/SG	Rs. 3000/-	Limited to 50% over and above entitlement shown in Col-(II) or Rs. 4500/-	80% of Col-(II) or Rs. 2400/-
SS/JS	Rs. 800/-	Limited to 50% over and above entitlement shown in Col-(II) or Rs. 1200/-	80% of Col-(II) or Rs. 650/-
Supervisors	Rs. 450/-	Limited to 50% over and above entitlement shown in Col-(II)	80% of Col-(II)
Other Staff	Cost Equivalent to Single Bed to Dormitory at Rail Yatri Niwas or Rs. 150/-	Cost Equivalent to Single Bed to Dormitory at Rail Yatri Niwas or Rs. 150/-	Cost Equivalent to Single Bed in Dormitory at Rail Yatri Niwas or Rs. 150/-

*Note: The above rate of accommodation are exclusive of taxes and surcharges.*

2.1.1 In the case of 'Guest House' accommodation actual charges will be reimbursed subject to above entitlements.

2.1.2 When the employee makes his/her own arrangements for lodging, he/she may claim additional DA @ 100% instead of present MRVC policy where he gets 30% extra DA.



- 2.1.3 In case of Guest House accommodation and also where an employee makes his/her own arrangements for lodging, he/she will invariably mention the complete description/address of the place of his/her stay in the TA claim.
- 2.1.4 Actual lodging charges paid by the employees for stay in the hotel/Guest House will be reimbursed subject to the ceilings as notified from time to time and on production of receipts.
- 2.1.5 Wherever ITDC Hotels are available, these should be preferred. The concession in the tariff available in some hotels, including ITDC must be availed of by the employees. Also in case there is negotiated rates fixed by the company with various hotels, these rates will apply.





## Chapter 15

### FOREIGN TOUR ALLOWANCE

1. The officials of MRVC going on tour abroad shall be paid a consolidated amount which shall cover daily allowance as well as other expenses such as hotel room rent, intra-city transport and other contingent expenses.
2. The scale of entitlement shall be as under:

#### Allowance Per Day

Officials	*Hotel & Transport charges	Daily allowance <b>US \$</b>
	US \$	
MD & Directors	300	As per Railway Board's Letter No. F(E)II/2000/A/L1/1 dated 12-06-2001
SAG	185	
SG/JAG	165	
Asst/Senior Scale	140	
Staff	110	

*(BOD's decision vide item No.17 of BOD meeting held on 30-6-2004)*

3. \* Officials shall furnish a statement of account duly supported by vouchers for hotel and transport expenses within 30 days of return. No account is required to be rendered in respect of daily allowance.
4. The number of days on duty, for payment of composite daily allowance, shall be the period of deputation excluding transit time plus one day (where applicable, to take care of the need to reach the previous day). In case extra period is necessary due to travel constraints special dispensation may be taken in the tour programme from MD.



5. Where accommodation is provided, hotel charges shall not be payable. In case free boarding is provided 50% of the daily allowance shall be payable.
6. Upon return from tour abroad a report is required to be furnished to the controlling authority. In case of a tour by a group it shall be the responsibility of the group leader to submit the report.
7. Earned leave for stop-over/stay-over, may be taken on completion of the duty abroad for a period not exceeding 50% of the total period of deputation or a fortnight whichever is less, with the sanction of the competent authority. No allowances shall be payable for the periods on leave.

*(Adopted in BOD meeting held on 28-6-2003)*







## Chapter 16

### ENTITLEMENT OF TRAVEL WHILE ON OFFICIAL TOUR

MRVC personnel are entitled for the following travel facilities while on official tour:

Sr No	Grade/Basic Pay (RSRP)	By Air	By Train
1	Managing Director Directors	Business Class/Club Class in Domestic/International flights	Class of travel: As per the rules prescribed in Railway Pass Rules ( <b>See Notes below</b> )
2	SAG Rs. 18400-22400	Economy Class in Domestic and Club Class in international flights (subject to tour being approved by MD)	
3	SG Rs. 14300-18300	Economy Class with MD's prior approval ( <i>as per Note 5 below</i> )	
4	JAG Rs. 12000-16500		
5	All other Grades below JAG	Nil	

Notes:

1. Deputationists from Indian Railways are entitled for the same class and pass facilities as per their entitlement in Railways for travel by train on tour
2. Direct recruited and non-railway deputationists will be entitled for same class on payment basis but will not be entitled to take family while on tour.



3. In case of emergencies, travel by Rajdhani/Shatabdi on payment basis may be permitted to those who are not entitled for such travel, with the prior personal approval of the Director concerned. Justification shall be furnished.
4. In all cases, prior approval of the tour programme should be obtained from the controlling officer.
5. For air travel of personnel not entitled to air travel, prior personal approval of the MD should be obtained furnishing proper justification in case of emergency.





## Chapter 17

### PAYMENT IN LIEU OF DCTA

It has been decided by the competent authority to enhance this amount to Rs. 7000/- per month on production of the following certificate:

“It is hereby certified that I have actually incurred an expenditure of Rs. \_\_\_\_\_ on engaging a helper at my residence during the month of \_\_\_\_\_ 200 . The line peon allowance for the next month may be paid to me. I also agree and certify that I shall produce the necessary receipts/documentary evidence of having actually incurred the above expenditure as and when required by MRVC, Income Tax department or by any other statutory authority at any subsequent date.”

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*(Authority : MRVC/E/29 11 August 2003)*





## Chapter 18

### CHILDREN'S EDUCATION ASSISTANCE (Restricted to two children)

Item No	Particulars	Amount to be reimbursed (Actual amount subject to the max. limits given below)	Conditions
1	Fees/Science fees	<ul style="list-style-type: none"><li>• @ Rs.40/- p.m. per child from classes <b>I to X</b>.</li><li>• @ Rs.50/- p.m. per child for classes <b>XI &amp; XII</b>.</li><li>• Rs.100/- p.m. per child in respect of physically handicapped and mentally retarded children.</li><li>• Rs.10/- p.m. – Science fee, if charged separately is paid in addition to tuition fees.</li></ul>	<ul style="list-style-type: none"><li>• Child is enrolled in a school recognized by the Central/State Govt. or Union Territory. This restriction is, however not applicable for physically handicapped /mentally retarded children</li><li>• No reimbursement for a child for more than 2 academic years in the same class, and</li><li>• Reimbursement is not admissible when the child gets a Govt. or non-government scholarship</li></ul>
2	Educational Assistance	@ Rs.100/-p.m. per child for primary, secondary and higher secondary classes	When an employee is compelled to send his/her child to a school away from the station he/she is posted and/or is residing, owing to the absence of a school of requisite standard at that station.
3	Hostel subsidy	@ Rs.300/- p.m. per child for Class I to XII where, on account of transfer, the employee is obliged to keep his/her child in the hostel or a residential school away from the station at which he/she is posted/residing.	Will not be -- <ul style="list-style-type: none"><li>• Paid for any child for more than two academic years in the same class.</li><li>• If the child is in receipt of any scholarship which covers hostel expenses.</li><li>• Admissible to children for whom educational assistance is drawn.</li></ul>

(Authority: Minute No. 14 of 25<sup>th</sup> BOD meeting held on 30-03-2005)





## Chapter 19

### INCENTIVE FOR FAMILY PLANNING

#### Family Planning Allowance/Scheme

To promote family planning among the employees the following incentives are extended:

- **For undergoing Vasectomy/Tubectomy –**
  - Cash incentive
  - Special casual leave(s)
  - One special increment in the form of personal pay termed as '*Family Planning Allowance*' not to be absorbed in future increases of pay either in the same post or on promotion in higher post/grade, and
  - Half percent rebate on interest on House Building advance when introduced.
  
- **For undergoing IUD –**
  - Cash incentive
  - Special casual leave

*(Authority: Minute No. 14 of 25<sup>th</sup> BOD meeting held on 30-03-2005)*





## Chapter 20

### REIMBURSEMENT OF NEWSPAPER BILLS

The maximum ceiling limit of reimbursement for monthly subscription of newspapers / magazines are as under:

Sr. No.	Grade	Revised ceiling (per month)	Remarks
1	Directors	Rs. 500	No Change
2	SAG	Rs. 300	No Change
3	SG./JAG	Rs. 200	Revised
4	Sr. Scale	Rs. 125	Revised
5	Jr. Scale/ Asst Officers	Rs. 100	No Change

*(Memorandum No. MRVC/E/19 Dated 30-3-2004)*





## Chapter 21 LEAVE RULES

### 1. Applicability

Permanent employees of the company (including the employees on probation, deputationists permanently absorbed ) and re-employed person subject to their terms of appointment), and excludes –

Apprentices, those on casual employment those engaged on contract, those on Temporary status (*unless otherwise specified*) and on deputation are entitled to avail the following types of leave.

### 2. Leave on full pay (LAP or EL)

30 days in a year, credited in advance in two installments @ 15 days on 1<sup>st</sup> January and 15 days on 1<sup>st</sup> July. While crediting leave on appointment or superannuation or death half a month or more will be taken as one month. Credit of 15 days full pay leave will be reduced by 1/10<sup>th</sup> of the period of extraordinary leave availed during the previous half year subject to a maximum of 15 days. Maintained in two parts – encashable and non-encashable. 50% of the accrued EL will be credited to the encashable leave account and 50% to the non-encashable leave account.

- ❖ Maximum accumulation in encashable part is 150 days.
- ❖ Maximum accumulation in both the parts (encashable and non-encashable is 300 days)
- ❖ Maximum leave that can be granted at one time will not exceed 120 days.

Entire leave (both encashable and non-encashable) can be encashed when the employee retires on superannuation or dies while in service. Employee who resigns or quits service may be allowed 50% of encashment of non-encashable earned leave subject to maximum of 75 days. Encashment would be restricted to pay and dearness allowance only.

Employee who is dismissed, removed from service or compulsorily retired on disciplinary grounds, will not be eligible for encashment of leave.



## **2. Leave on half pay (LHAP)**

20 days in a year; Credited in advance in two installments @ 10 days on 1<sup>st</sup> January and 10 days on 1<sup>st</sup> July. Where a period of absence or suspension of an employee has been treated as 'dies-non' in a half year, the credit to be accorded to his half pay leave account at the commencement of next half year shall be reduced by 1/8<sup>th</sup> of the period of 'dies-non' subject to 10 days.

This can be granted on medical certificate or on private affairs. Maximum leave that can be granted at one spell is 24 months. Leave on half pay can be accumulated to any extent.

## **3. Commuted Leave**

Half pay leave, if supported with medical certificate can be commuted. When granted commuted leave- twice the amount of such leave shall be debited against the half pay leave due and the full pay salary is drawn.

Leave on half pay up to a maximum of 180 days may be commuted during entire service where such leave is utilized for an approved course of study with prior permission of administration.

## **4. Leave not due**

On half pay may be granted only to a permanent employee when no other leave is due to him subject to a limit of 360 days during his entire period of service, of which not more than 90 days at a time and 190 days in all otherwise than on a medical certificate from the Authorised Medical Attendant (AMA).

Temporary employees may also be granted who are suffering from T.B., Leprosy, Cancer or on a grave medical illness for a period not exceeding 360 days, if supported by a medical certificate, during the entire service subject to the condition he has put in at least two year's of temporary service, and the post from which he proceeds on leave is likely to last till his return.

Such leave shall be debited against half pay leave the employee is likely to earn.



## **5. Extraordinary leave**

Extraordinary leave i.e. “leave without salary” may be granted under special circumstances when no other leave is admissible to him or when an employee specifically applies for it.

Permanent employee can be granted leave up to 5 years at a time. This 5 years limit will be inclusive of other leave, if any.

Temporary employees can also be granted leave up to 3 months without production of medical certificate. On completion of a minimum of one year service, he can be granted extra-ordinary leave up to 6 months with medical certificate for common ailments and up to 18 months on medical certificate for Cancer, Mental illness, Pulmonary tuberculosis or pleurisy of Tubercular origin. Tuberculosis of any part of the body and leprosy.

## **6. Special disability Leave**

Special disability leave may be granted to the maximum extent of 24 months, as is certified by the AMA, to the employee who is disabled by injury accidentally inflicted or caused in or consequence of the performance of official duties or in consequence of his official position, subject to the condition that leave salary equal to that admissible on half pay leave. Such leave may be combined with any other kind of leave. Such leave shall not ordinarily be granted unless the disability manifested itself within three months of occurrence to which is attributed and the person disabled acted with promptitude.

## **7. Maternity Leave**

Maternity Leave for 135 days leave on production of Medical certificate shall be admissible to female employee with less than two surviving children. Another 60 days leave of the kind due to her can be sanctioned to her without production of medical certificate and debited to her account.

In case of medical termination of pregnancy (MTP), miscarriage or abortion, leave is admissible on medical certificate from AMA. However, leave under this clause may not be granted more than twice during the entire service and the period of



leave will be limited to the period of actual hospitalization plus a maximum of seven days thereafter subject to certificate from AMA, but total leave on this account shall not exceed eight weeks.

#### **8. Paternity Leave:**

The male employee of the company with less than two surviving children may be granted Paternity leave for a period of 15 days during the confinement of his wife. Paternity leave may be combined with any other kind of leave. Paternity leave may be allowed if the same is applied for and availed of, at least, partly within a period of 135 days of childbirth. The paternity leave can commence prior to childbirth so long as the date of birth of child falls during the period of such leave. It may be availed only in a single spell. Paternity leave shall be granted only to the regular permanent employees of the Corporation.

#### **9. Casual Leave (CL)**

8 days in a calendar year, This is non-accumulative and shall not be combined with any other kind of leave except Restricted Holidays (RH). Sunday and holidays falling during the period of CL and RH will not be treated as part of leave. This can be granted for half day also. If casual leave for half day is taken, the lunch interval shall be taken as a dividing line.

#### **10. Special Casual Leave((SCL)**

SCL may be sanctioned as per executive orders issued from time to time by the Managing Director.

#### **11. General**

- ✓ Leave cannot be claimed as a matter of right
- ✓ Employee who remain absent from duty without leave or permission or in excess of period of leave originally



sanctioned or subsequently extended will be liable for disciplinary action

- ✓ Employee can be recalled from leave
- ✓ Holidays (including restricted holidays) can be allowed to be prefixed and/or suffixed with leave
- ✓ Employee before proceeding on leave shall be furnish in the application his address during the period of leave
- ✓ Application for leave should be made and got sanctioned in advance
- ✓ Leave can be extended well in time.
- ✓ If the leave is sanctioned on the ground of illness, a Medical Certificate shall accompany it from AMA. In that case, on resuming duty, employee has to submit joining report along with a 'FITNESS CERTIFICATE' from the AMA.

## **12. Encashment of Leave**

During the tenure of active service, LAP in encashable portion can only be encashed. For encashing EL from encashable leave account, an employee will have to actually avail himself of an equal amount of EL. However, this requirement of actually availing of EL, would be subject to period of 30 days. The requirement of actually availing a matching period of leave could be relaxed if the full amount of EL required to be taken as per the scheme is not granted by the management on account of exigencies of work.

## **13. Advance against leave salary -**

An employee who proceeds on leave for a period not less than 30 days may be allowed an advance in lieu of leave salary up to a month's pay restricted to the net amount of leave salary for the first month of leave after deduction on



account of Income Tax, Provident Fund, House Rent,  
Repayment of Advances etc.

*(Authority: Minute No,5 of 26<sup>th</sup> BOD Meeting held on 24-06-2005)*





## Chapter 22

### LEAVE TRAVEL CONCESSION (LTC)

#### 1. Eligibility & Limitations

Regular employees of the Company on the date of commencement of journey, except (i) those who are not in the whole time employment of the company, (ii) casual employees on daily rates, and (iii) deputationists from Indian Railways may avail LTC for himself and members of his family once in a block of two calendar years for visiting his home town and once in a block of four calendar years for visiting any other place in India in lieu of a visit to home town and claim reimbursement of travel expenses from the headquarters to home town/any other place in India and back limit to total fare by the entitled class of travel as under. The limitation of year will not apply to deputationists from Govt. Department who are absorbed in the Company. An employee will not be entitled for LTC unless he has completed one-year regular service in MRVC.

#### 2. Class of travel

Designation	Entitlements
Whole-time Directors	Air Economy (Y) class by National Carrier (or) AC/1 <sup>st</sup> class by train
SAG	1 <sup>st</sup> Class by train.
JAG/SG/SS/JS	AC/II tier sleeper by train
Below SS/JS but above group 'D' employees	Sleeper Class

Note:

- (a) Claims for traveling by Rajadhani/Shatabdi trains shall be entertained only if traveling is actually made by these trains.
- (b) If employee or his family travel by road, by private car or otherwise, the reimbursement shall be equivalent to what would have been admissible had the journey been



performed by the entitled class, or the actual expenses, whichever is less. For claim against journey by road prior intimation of the competent authority is necessary.

3. The concession not availed of in any particular block may be carried forward to and availed of before the expiry of the first year of the succeeding block provided outward journey for such carried forward LTC is commenced before the 31<sup>st</sup> December of that year regardless of the date of completion of return journey.
4. Employee and members of his family can avail of the concession independently of each other.
5. Employees whose family is living away from his headquarters may, instead of availing the concession for himself and family once in a block of two years, avail of the concession for himself alone once in every year for visiting his hometown.
6. The concession is restricted to journeys within India only. In the case of a hometown falling outside India, the company's assistance shall be limited to the fare for journey up to and from the Railway station in India to the home town/port of embarkation /disembarkation in India.
7. Employee shall be entitled to draw an advance of 80% of the estimated fare for the entitled class. Advance is to be refunded in full by the employee forthwith if the outward journey is not commenced within 30 days from the date of drawl of advance. For return journey advance will be admissible only if the return journey is to be completed within 90 days.
8. The concession shall be admissible only when an employee proceeds on leave of any kind including casual leave irrespective of the period of leave taken.

*(Authority: Minute No,5 of 26<sup>th</sup> BOD Meeting held on 24-06-2005)*





## Chapter 23

# HOUSING POLICY

### 1. Leased Accommodation

#### Part – I

Company leased accommodation *as in Part-I below* shall be admissible only to

1. Directors
2. Staff in grade 5000-8000 and above who have come on deputation from Railways and are entitled to the facility of accommodation
3. Directly recruited executives by MRVC in the grade 10000-15200 and above.

Other staff of MRVC will be given HRA as admissible.

Monthly recovery based on standard rent applicable on particular locality will be recovered from monthly salary payments *as indicated in Part-II* below:

#### Entitlement of Leased Accommodation

Pay Range (Rs)	% age adopted	A-I Class Cities	A/B- I/B-2 Class Cities (62.5% of A-I)	C-Class Cities (42.75% of A-I)	Unclassified Cities (38.5% of A-I)
Managing Director Mean 30000 27750-31500(IDA)	70% of Mean pay	21000	13100	9000	8100
Directors Mean 28,000 25750-30950(IDA)	70% of Mean pay	19600	12300	8400	7500
18400-22400 Mean 20,000 (CDA)	70% of Mean pay	14000	8800	6000	5400
16400-20000, 14300-18300, 12000-16500 Av. Max: 18300 (CDA)	60% of Average of Max. of pay	11000	6900	4700	4200
10000-15200, 8000-13500, 7500-12000 Av. Max. 13600 (CDA)	50% -do-	6800	4300	2900	2600



## Part-II

**Note:** Recovery of Standard rent in respect of company lease residential accommodation shall be as under:

<i>Range of plinth area in Sq.ft</i>	<i>Standard rent (in Rs.)</i>
Upto 499	153/-
500-599	181/-
600-699	221/-
700-799	245/-
800-999	306/-
1000-1140	434/-
1141-1499	527/-
1500 & above	771/-
1700 & above	897/-

In case of self-lease the entitlement of accommodation shall be limited to 30% of the basic pay as per the Government of India rules.

*(As approved under item 14 of BOD Meeting of 30-3-2005)*

## 2 **Payment of Brokerage/Advance Rental**

*(Item 14 of BOD meeting of 30-3-2005)*

The policy on leased accommodation has been approved vide item No.14 of the Minutes of 17<sup>th</sup> BOD meeting held on 29-12-2003. The below mentioned additional facilities are provided for this purpose:

Brokerage Charges	Equal to an amount not exceeding one month rental ceiling, payable directly to broker if accommodation is arranged through broker (Not applicable on self-lease)
Advance Deposit	Equal to three months' rental may be paid directly to the house owner (Interest-free). To be refunded to the Company on expiry of Lease. (Not applicable for self lease)



### 3. Retention of Residential Accommodation

*(As approved Minute No 9 of the BOD Meeting of 28-10-2005)*

As per the policy for retention of residential accommodation approved by BOD, the competent authority has been authorised to approve retention of official quarters under the various events as follows:

S No	Event	Permissible period for retention of Qrs
1	Resignation, Dismissal, Removal, Termination or Unauthorised absence	1 Month
2	Retirement	4 Months
3	Death (Family members will be permitted to occupy the quarters)	6 Months
4	Transfer	2 Months or till end of current academic session of children
5	Termination of deputation or transfer to other PSU or Govt Dept by deputationists, or, taking up employment in other PSUs through proper channel for directly recruited regular employees.	2 Months or till end of academic session of children

Note:

- 1) In case of retention of accommodation beyond the authorized period, damage rent/penal rent will be charged which will be fixed by MRVC from time to time.
- 2) In case of retention of leased accommodation beyond the authorized period the rent shall be equal to the lease charges.

*(Notified under Memorandum No.MRVC/E/21 dated 08-11-2005)*





## Chapter 24

### ADVANCES

#### Definition

*For the purpose of these policies, “Regular” / “Directly Recruited Employees” means those staff and officers of MRVC who are selected through (i) RRB, (ii) through PESB or (iii) in response to an advertisement of MRVC and thereafter by a due process of selection.*

#### 1 House Building Advance

1.1 **Eligibility** – All regular employees of MRVC are eligible for House Building Advance except the following:

- (a) Who is to superannuate within 36 months of the grant of advance, or
- (b) Employee on deputation from Central/State Govt./Other PSUs.

1.2 **Purpose** – Advance is sanctioned for –

- (a) Construction of new house (including the acquisition of plot of land) at the place of duty or intended place of residence after retirement,
- (b) (Note: Floor area of the house to be constructed should not be less than 22 sq.meters)
- (c) Purchase of a ready built house or ownership flat offered for sale by Govt., Semi Govt. or local bodies and Registered Co-operative Societies,
- (d) Purchase of a ready built house under self finance housing scheme implemented by Government/Semi-Government/ autonomous agencies,
- (e) Enlarging the existing house owned by the employee concerned,
- (f) Repayment of loans obtained from sources other than the company for construction of house or acquisition of flat.

1.3 The **limit of advance** is 50 months basic pay subject to a maximum of Rs. 7.5 lakhs or cost of the house or repaying capacity (**considered after taking into account the length of**



**remaining service**) whichever is least. For enlargement of the existing house the limit of advance shall be 50 months basic pay or Rs. 18 lakhs or cost of the enlargement or repaying capacity, whichever is least.

- 1.4 Advance is sanctioned subject to the **ceiling cost of house** is limited to 200 times the basic pay subject to a maximum of Rs. 18 lakhs. In case where 200 times of the basic pay comes to an amount lower than Rs. 7.5 lakhs may be permitted. The cost ceilings may be relaxed up to 25% of the cost ceiling in individual cases on merits of each case.
- 1.5 Advances can be sanctioned **only once during the entire service**.
- 1.6 No person would be eligible to avail the facility of HBA unless he has put in three years of regular service, inclusive of that in another PSU or Government department
- 1.7 Staff who have availed of any HBA from any other government source are not eligible for grant of HBA.
- 1.8 If the employee or his spouse or minor children already own a house, they are not eligible for grant of HBA.

## 1.9 Repayment

- 1.9.1 Principal shall be recovered first and thereafter the interest charged on the outstanding balance on the last day of each month. Principal plus Interest is to be recovered in full before superannuation of the employee by monthly installments – not exceeding 25 years; repayment of principal in 18 years (216 installments) & interest in 7 years (84 installments). The rate of interest is as follows:

- |  |       |
|--|-------|
| • <u>Sanctioned advance up to 50,000</u> | 6.5%  |
| • Sanctioned advance up to Rs. 1.5 lakhs | 8.0%  |
| • Sanctioned advance up to Rs. 5 lakhs   | 10.0% |
| • Sanctioned advance up to 7.5 lakhs     | 11.0% |

## 2. Conveyance Advance



## **2.1 Eligibility**

- 2.1.1 Regular employees who have completed one year of regular service and having three years and more to serve before superannuation.
- 2.1.2 Adhoc employees can be considered for motorcycle/ scooter / moped / bicycle advance in very special circumstance provided they have completed five year uninterrupted service in the company and the maximum amount of permissible advance would be 70% of the advance amount entitled for the regular employees.
- 2.1.3 Contract and tenure employees – each case to be dealt with on merits

## **2.2 Purpose**

- (a) Advance is granted for purchase of conveyance
- (b) Advance will not be granted to an employee of the company who has already purchased the conveyance and paid for it, unless the conveyance has been purchased within the last three months commencing from the date the advance was applied for and has been paid for by raising a temporary loan.

## **2.3 Second and subsequent advance**

Will be arranged only 5 years from the date the first one was granted except in exceptional circumstance at the discretion of sanctioning authority. The restriction of five years will not, however apply when

- Advance has been allowed earlier for the purchase of moped / motorcycle / cycle but it is desired to draw an advance for the purchase of motorcycle / scooter or motorcar, respectively.

## **2.4 Number of occasions on which the advance can be granted**

Not to exceed 3 each for motorcar / motorcycle / scooter / moped during the entire service.



## 2.5 Repayment

Principal shall be recovered first and thereafter the interest charges on outstanding balance on the last day of each month. Principal plus Interest is recovered in full before superannuation of the employee in monthly installments.

S No	Mode of Vehicle	Eligibility	Ceiling		Recovery (Principal + Interest)		Rate of Interest
			On first advance	2 <sup>nd</sup> & subsequent advance	On first advance	2 <sup>nd</sup> and subsequent advance	
1	Motor Car`	Assistant Managers & above	30 times the basic pay of the employee, or 90% of the "estimated on the road cost" whichever is less	Restricted to the difference between the "estimated on road price" of the vehicle to be purchased and the sale proceeds of the old one left over with the employee of the company after repayment of the earlier outstanding advance (principle plus interest)	120 equal monthly installments	90 equal monthly installments	7.5% p.a
2(a)	Motor Cycle/ Scooter	All staff and officers	Rs. 40,000/- or 90% of the "estimated on road cost", whichever is less	with the employee of the company after repayment of the earlier outstanding advance (principle plus interest)	60 equal monthly installments	50 equal monthly installments	6.5%
(b)	Moped		50 equal monthly installments		40 equal monthly installments		



3.	Bicycle	Sr. Asst, Stenographer & equivalent designations in other disciplines & below	Rs. 2,500 or 90% of the "estimated on road cost", whichever is less	Advance (principal plus interest)	25 equal monthly installments	5.5.% p.a
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### 3 Festival advance

3.1 Group "C" employees are eligible for Rs. 2000/- every year, which is recoverable in 10 equal installments of Rs. 200/- per month.

3.2 Group "D" employees are eligible for Rs. 1000/- every year, which is recoverable in 10 equal monthly installments of Rs. 100/- per month.

- (i) Only one such advance will be sanctioned in a calendar year for specific festivals as notified by the administration.
- (ii) The advance will be interest free and will be recovered in ten equal installments starting from the month in which it is sanctioned.
- (iii) A fresh advance will be admissible only after complete recovery of the previous festival advance.
- (iv) In case of repatriation of deputationists before completion of the recovery, the outstanding amount will be recovered in full from the last pay sheet in MRVC



#### 4 Multi-purpose advance

- 4.1 To meet varied financial needs of emergent nature like marriage/social functions, education of children, furnishing of house, purchase of electronic appliances including computer for home and to meet other domestic requirements, contingencies etc. all regular employees including deputationists are eligible for **multipurpose advance up to 10 times of their basic pay subject to a ceiling of Rs. 80000/-** and overall repaying capacity.
- 4.2 Adhoc employees can be sanctioned advance only in very special circumstances on case to case basis as decided by Competent Authority subject to the condition that they should have completed five years uninterrupted service in the company.
- 4.3 **The rate of interest-7.5% (Simple).** The principal shall be recoverable first in maximum of 60 installments followed by interest in the maximum of next 10 installments and in case of deputationists before the expiry of the possible deputation period of 5 years.
- 4.4 The employee can avail of this advance in one or a maximum of two installments only, during their entire service in the Company. Employees with less than 10 years service will have to give one surety. In case of deputationists, services rendered in their parent organizations will also be counted for this purpose. Surety has to be an MRVC employee only with residuary service of not less than 5 years on the date of application.

*(Authority: Minute No.5 of 26<sup>th</sup> BOD meeting held on 24-06-2005)*

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## Chapter 25

### RETIREMENT BENEFITS

#### 1. **Provident Fund (PF) – Not applicable to deputationists.**

An amount of 12% of “Basic Pay+DA” (called as “employee’s share”) will be deducted towards Provident Fund per month from the monthly salary of the employee. Company will contribute equivalent amount (called as “employer’s share”). Out of the employer’s share, 8.33% of Basic Pay+DA, subject to a ceiling of Rs.6500/- p.a. (maximum Rs.542/- p.m.) is deposited with PF Commissioner towards P.F. linked pension scheme and the balance amount would be credited to Employee’s Provident Fund Account along with employee’s share to be maintained with the Regional. P.F. Commissioner, for the time being. On superannuation or on death or on disablement, employee/family is entitled to pension /family pension as per EPF Pension scheme, 1995.

#### 2. **Group Savings Linked Insurance (GSLI)**

GSLI scheme is compulsory and is applicable during the tenure of service of the employee. Depending upon the grade of the employee, deduction @ Rs.15/- or Rs..30/- or Rs.60/- or Rs.120/- p.m. is made from the monthly salary and correspondingly the employee is entitled to life assurance cover of Rs.15,000 or Rs.30,000 or 60,000 or 1,20,000 for Group ‘D’, ‘C’, ‘B’, and ‘A’ employees respectively.

Out of the monthly contribution of the employee, a part of the contribution as fixed by the Insurance Company from year to year, on the basis of the categories of the members is utilized for each member’s life assurance benefit and the balance is credited to a running account of the employee to be maintained by the Insurance Company on which Insurance Company



allows interest. The outstanding amount in the running account will be paid to the employee on separation from the company.

On the death of the member-employee during tenure of service, his/her family is entitled to the assurance amount of Rs.15,000 or Rs.30,000 or Rs.60,000 or Rs.1,20,000, as the case may be, and the balance in the running account plus interest thereon.

### **3. Final settlement benefits on Superannuation or leaving for another Government/PSU**

MRVC is a Special Purpose Vehicle (SPV) created for implementation of the Rail component of MUTP. MRVC is presently expected to exist till the project in hand is completed. The employees of MRVC, therefore, cannot be expected to work for their entire life span and then superannuate. Therefore, its superannuation scheme is expected to be different from the superannuation schemes of on-going PSUs, where the employees can work up to their age of superannuation.

On superannuation/leaving for another PSU/Government job, the employee is eligible to the following:

Item No.	Particulars	Quantum of Benefit
1.	Leave	Encashment of both encashable & non-



		cashable leave subject to maximum limit of 300 days.
2.	Gratuity	<ul style="list-style-type: none"> <li>• On application in the prescribed format it is payable (lump sum) if the employee has rendered qualifying service for not less than five years (except deputationists on absorption). In case of others, it may be transferred to his prospective employer, in case minimum qualifying service is not completed. However, it shall be on joining Government/PSUs.</li> <li>• Will be equal to 15/26 of a month's emoluments for each completed year of service or part thereof in excess of six months subject to a maximum limit to Rs.3.5 lakhs.</li> <li>• Will be paid for good, efficient and faithful.</li> </ul>
3.	Provident Fund	Entire balance (both employer and employee's share) along with interest in PF Account is payable as applicable in the prescribed proforma.
4.	PF linked Pension	<p>Payable directly to the Provident Fund Commissioner on completion of 60 years of age.</p> <p>Employees who have contributed towards pension fund (including old scheme) minimum for a period of 10 years are only eligible for pension, otherwise the amount available in pension fund along with interest in the employee's account is refunded by the P.F. Commissioner, directly.</p>
5.	Group Savings Linked Insurance (GSLI)	Amount of deposit in running account along with interest.
6.	Travelling & Transportation of personal effects.	Employees retiring after 10 years service (except deputationists on absorption) with the company is entitled to Travelling Allowance (limited to 1 <sup>st</sup> class for himself



		and family for proceeding to home town or to the place where he intends to settle in India and transportation charges of his personal effects and vehicle as applicable on transfer or actuals whichever is less, provided the amount is drawn within six months from the date of superannuation/retirement/discharge.
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#### 4. Final Settlement benefits on death during service.

4.1 On the death during service of an employee the following benefits are eligible:

Item No.	Particulars	Quantum of Benefit
1.	Leave	Encashment of both encashable & non-cashable leave subject to maximum limit of 300days.
2.	Gratuity	Payable for the entire period of service i.e. from the date of joining MRVC till normal date of superannuation, irrespective of number of service actually rendered by the employee. <b>Max.</b> limit of Rs.3.5 lakhs.
3.	Provident Fund	Entire balance (both employer and employee's share) along with interest in PF Account.
4.	PF linked Pension	Spouse and dependents are eligible for pension which is directly paid by PF Commissioner from the date of death as per provisions of PF Pension Act.



5.	Group Savings Linked Insurance (GSLI)	<ul style="list-style-type: none"><li>• Amount of deposit in running account along with interest, <b>and</b></li><li>• Amount of insurance<ul style="list-style-type: none"><li>➤ Category A Rs. 1,20,000 ) Depending upon ) the grade and ) deductions made ) from the monthly</li><li>➤ Category B Rs. 60,000 ) salary as per policy</li><li>➤ Category C Rs. 30,000 )</li><li>➤ Category D Rs. 15,000 )</li></ul></li></ul>
6.	GI/EDLI	PF Linked Insurance – Rs.62,000/-
7.	Travelling & Transportation of personal effects.	Family members along with their house hold luggage and vehicle are allowed to proceed to any place of destination in India at the discretion of the Competent Authority.

