

Rajasthan Housing Board Employees Service Regulations

CHAPTER 1

1. These regulations may be called “The Rajasthan Housing Board Employees Service Regulations, 1970. They shall be deemed to have come into force with effect from 1st March 1970.
2. Unless otherwise expressly provided, these regulations apply to all employees of the Board other than the following: -
 - (a) The chairman and Members of the Board, whose conditions of appointment and service may be such as, may be prescribed by the Rajasthan Government.
 - (b) Contingent Employees; part-time employees; and work charged employees.
Persons employed on contract to the extent that the terms and provisions of such contracts are in consistent with these regulations.
 - (d) Persons on deputation from the Government of Rajasthan, or from the Government of India offices or any other statutory Board or Corporation, who will be governed by the rules applicable to them in their parent department and the terms and conditions of deputation as may be agreed to between the Board and the lending Department.
 - (c) Workers covered under the Factory Act.
3. Power to amend and interpret the regulations.
The Board may, subject to limits of its powers to make such regulations, amend, alter, interpret, relax, remake, rescind or add to these regulations subject to the approval of the State Government.
4. Power to delegate.
The Board may confer on the Chairman or any of its Officers any of its powers in these regulations by resolution subject to the provisions of Rajasthan Housing Board Act, 1970 and rules made there-under. Delegated powers shall be exercised subject to such conditions and limits, as may be prescribed in the resolution by the Board.

CHAPTER II

5. Definitions:-

(1) **Age:-**

- (a) For the purpose of these regulations age shall be computed from the date of birth of an employee who shall be required to produce authentic proof thereof at the time of his employment of within three months from the date of his appointment.
- (b) The following proofs may be accepted as authentic date of birth in order of preference:
 - (I) Date of birth given in the High School/Higher Secondary Certificate.
 - (ii) Date of birth given in the Municipal birth certificate.
 - (iii) Date of birth given in the horoscope provided it was prepared soon after the date of birth stated by the employee.
- (c) If an employee is unable to state his exact date of birth but can state the year, or year and the month of birth, the 1st July or the 16th day of the month respectively may be treated as the date of birth.
- (d) If an employee is unable to state even the year of birth, a certificate from a Medical Officer approved by the Board specifying the approximate year may be accepted for the purpose of computing age.
- (e) When an employee is required to retire on attaining a specified age the day on which he attains that age is reckoned as nonworking day, and he must retire with effect from and including that day.

(2) **Apprentice:** - means a person not employed in or against a substantive vacancy and who is deputed for training in the Rajasthan Housing Board with a view to employment, whether he draws any stipend of allowances or not during such period.

(3) **"Board":-** means the Rajasthan Housing Board, established under Section 4 of the Rajasthan Housing Board Act, 1970.

(4) **"Chairman":-** means the Chairman of the Board.

(5) **"Compensatory Allowance":-** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.

(6) **"Competent authority":-** in relation to exercise of any power which this is delegated by the Board under these regulations.

(7) **"Duty":-** means time spent in discharge of service under the Board and includes:-

- (a) (I) Service rendered as a probationer of apprentice, provided such service is followed by confirmation.
 - (ii) Joining time.
- (b) (I) Time spent in any training sponsored by the Board,
 - (ii) Period spent on journey to and from the place of training and the period occupied in attending an optional or obligatory examination

at which the employee is permitted to appear by the competent authority.

- (8) **"Employee in permanent employ"**:- means an employee under the Board, who holds a permanent post or who holds a lien on a permanent post or would hold a lien on permanent post had the lien not been suspended.
- (9) **"First Appointment"**:- means the appointment of a person not at the time of appointment holding any post under the Board even though he may have previously held such a post.
- (10) **"Foreign service"**:- means a service in which an employee from a source other than from the Found of the Board.
- (11) **"Holiday"**:- means a day on which all or any particular office is ordered to be closed or a specified class of employee is allowed a holiday by a competent authority.
- (12) **"Honorarium"**:- means a recurring or non-recurring payment granted from the fund of the Board to any employee as remuneration for any special works of occasional and intermittent nature which can not be regarded as part of legitimate duties of the employee.
- (13) **"Joining time"**:- means the time allowed to an employee in which to join a new post or to travel to the station of his new posting.
- (14) **"Leave"**:- is earned by duty and includes Privilege Leave, Maternity Leave, Extra ordinary Leave and Sick Leave.
- (15) **"Leave Salary"**:- means the amount of salary paid to an employee during Leave.
- (16) **"Lien"**:- means title of an employee to hold a permanent post substantively and the right to resume on return to duty after a period or periods of absence.
- (17) **"Month"**:- means a calendar month. A period expressed in terms of months and days is first calculated by complete calendar month irrespective of the number of days in each and the odd number of days calculated subsequently.
- (18) **"Officiate"**:- means performance of duties of a post by an employee on which another employee holds in a lien Board may appoint an employee to officiate in a vacant post on which no other employee holds a lien, or pending a permanent appointment in that post.
- (19) **"Pay"**:- means the amount to which an employee is entitled to and is drawn by him monthly in respect of the post held by him on a regular basis or in an officiating capacity and includes:-
 - (I) Personal Pay;
 - (ii) Special Pay and
 - (iii) Any other emoluments which may be specially classed as pay by the competent authority.
- (20) **"Permanent Post"**:- means a post carrying a definite rate of pay sanctioned without limit of time.
- (21) **"Personal Pay"**:- means additional pay granted to an employee (1) to save him from loss of substantive pay in respect of permanent post due to

revision of pay or reduction in such pay not being a reduction as a disciplinary measure; (2) in exceptional circumstances on other personal considerations.

- (22) **"Probationer"**:- means a person employed on probation in or against a permanent vacancy in the Board before his appointment substantively.
- (23) **"Service Regulations"**:- means the Rajasthan Housing Board Employees Service Regulations.
- (24) **"Special Pay"**:- means an addition of the nature of pay of a post or of an employee, granted in consideration of:
- (a) The especially arduous nature of the duties;
 - (b) The specific addition to the work or responsibility.
- (25) **"State Government"**:- means the Government of Rajasthan.
- (26) **"Substantive pay"**:- means the pay (other than special pay or personal pay, emoluments classed as a pay under regulations 5 (19) to which an employee is entitled to on account of his appointment substantively to a post under the Board.
- (27) **"Subsistence Gram"**:- means an amount monthly granted to an employee who is not in receipt of pay (other than special pay or personal pay) or leave salary.
- (28) **"Temporary employee"**:- means an employee, whose services have been engaged for specified period which may be extended from time to time.
- (29) **"Temporary Post"**:- means a post created temporarily for a specified period.
- (30) **"Time Scale of pay"**:- means pay which subject to any condition prescribed in these regulation rises by periodical increments from a minimum to a maximum time scales are treated to be identical if minimum, maximum, the period of increment and the rate of increment of the time scales are the same. A post is said to be on the same time scale as an other post on a time scale if the two time-scales are identical and the posts fall within a cadre, or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degrees of responsibility, in a service or establishment, or group of establishment, so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.
- (31) **"Transfer"**:- means the movements of an employee from one headquarter station in which he is employed to another such station to take up the duties of a new post or as a result of a change in is headquarter.

CHAPTER III

GENERAL CONDITIONS OF SERVICE

Creation of posts: - Consistent with its requirements, the Board, or the competent authority, may create posts from time to time in the prescribed scale of pay of each post or class of posts.

Appointments: - The authority competent to make appointments to various posts in the Board shall be as indicated in the Schedule of Powers approved by the Board.

Appointments shall be made on the recommendations of the Selection and promotion committees as appointed by the Board or a competent authority.

- (a) No person shall be appointed to a post in the Board without a certificate in the following form from the Medical Officer appointed or approved by the Board. This certificate must be produced on first appointment at the time of joining duty.

HEALTH CERTIFICATE

I do hereby certify that. I have examined..... Date for employment in the Board and can-not discover that he any disease, constitutional weakness or bodily infirmity except.....

I do not consider this a disqualification for employment in the Board.

Signature of the Medical officer

- (b) No person shall be eligible for appointment that has previously been dismissed, removed or compulsorily retired from the service of the Board or from a department of the Central Government or any state Government or from any public sector undertaking.
- (c) No person shall be eligible for appointment that has been convicted in a Court of Law for any offence involving moral turpitude.
- (d) No person who has more than one wife living or who having a spouse living marries and such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the service of the Board.
- (e) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the service of the Board unless specifically exempted by the Board.

10. Age on first appointment: -

- (a) A person whose age exceeds 28 years may not ordinarily be appointed into regular service of the Board. The Chairman may however relax the age of entry in suitable cases up to 40 years.
- (b) No person who is a below 18 years shall be appointed to any post in the Board;

11 Unless in any case it is otherwise distinctly provided a person appointed in the service of the Board may be employed in any manner and his whole time would be at the disposal of the Board without any claim for additional remuneration.

12. An employee shall neither be appointed to hold two or more posts substantively except as temporary measure, nor shall be appointed substantively to a post on which another employee holds a lien.

13. **Probationer:** - persons recruited direct in any post and employees promoted from one post to any higher post shall be placed on which may be extended at the discretion of the appointing authority and the officer promoted to a higher post may be reverted under the order of the competent authority without notice or assigning any reasons thereof at any time during the probationary period. The persons recruited direct on probation shall apply in writing for certificate of satisfactory completion at the end of the probationary period. The probationary period shall continue until the competent authority issues such a certificate. During the period of probation the appointments liable to termination without notice but after satisfactory completion of probationary period, the services are liable to be terminated by giving one months notice from either side or salary in lieu thereof.
14. **Lien:** - An Employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other permanent post.
15. **Subscription to provident Fund:** - An employee of the Board shall be required to subscribe to the Contributory Provident Fund of the Board in accordance with such rules as may be prescribed by the Board.
16. **Condition for drawing Pay and Allowances:-** The pay and allowances of an employee begin when he takes charge of the post in respect of which they are earned and ceases to draw as soon as he ceases to discharge the duties of the post;

Provide that pay and allowances shall be drawn from the date of assuming duties if charge is transferred before noon of that date.
17. **Charge of an office:** - Unless for special reasons (which must be recorded) by the Competent authority, the charge of an office must be made over at headquarter, both the relieving and relieved employees being present.
18. Every employee selected to undergo training for specified period before he assumed independent charge of that post shall be required to execute, before the period of training starts, a bond in the form that may be prescribed by the Board.
19. (A) No employee shall be granted leave of any kind for a continuous period
 - (b) Unless in exceptional circumstances of the case the competent authority otherwise determines, an employee shall be deemed to have resigned and shall cease to be employee of the Board if he:
 - (I) Does not resume duty after remaining on leave for a continuous period of five years; or
 - (ii) After the expiry of leave remains absent from duty, otherwise than on Foreign Service or on account of suspension, for any period which together with the period of leave granted to him exceeds five years.
20. Unless the period of notice is otherwise agreed to the service of a temporary employee of the Board may be terminated any time without notice.

CHAPTER IV
PAY AND ADDITIONS TO PAY

21. An employee shall draw such pay of the post held by him, as has been sanctioned by the competent authority. Provided that in no case shall the pay is fixed at higher than the maximum of the time scale.

22. **Regulation of pay on promotion or appointment to a higher post:-**

(I) When an employee holding a post in a substantive temporary of officiating capacity is promoted to a post in a regular line of promotion in a substantive temporary or officiating capacity, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn.

(ii) Where the pay of an employee is fixed under sub rule (I) above the next increment shall be granted on the date he would have drawn his increment had he continued in the lower post, provided that there the pay is fixed at the minimum of the time scale and the pay so fixed exceeds the pay drawn in the lower post by the amount equal to the amount of the next increment in the higher post, the next increment shall be admissible after completion of service for the full incremental period counting for increment.

Provided that where an employee is immediately before his promotion or appointment to a higher post drawing pay at the maximum of the time scale of the lower post his pay shall be fixed at the stage in that time scale next above such maximum in the lower post.

23. **Increments:** - An increment accruing in a time scale of pay shall ordinarily be drawn as matter of course unless it is with-held by an authority empowered to with-hold such increment. When the first increment falls due in a time scale to an employee in the first half of the month, the same will be allowed from the first of that month and first increment falling due in the second half of the month, increment will be allowed from the first of the following month. Subsequent increments will be allowed on the anniversary day.

Note: - Where an efficiency bar is prescribed in any time scales, the increment next above that bar shall not be given to an employee with out specific sanction of the authority empowered to permit the crossing of the efficiency bar.

24. **Conditions on which service counts for increments.**

Conditions on which service counts for increments in a time scale prescribed as under:

- (a) All duty in a post on time scale counts for increments in that time scale.
- (b) Service in another post, other than a post carrying less pay on which an employee may be transferred on account of inefficiency or misbehavior or on his written request, whether in substantive or officiating capacity.
- (c) Service on deputation and all leave other than extra-ordinary leave counts for increments in the time-scale applicable to the post on which the employee holds a lien or to the post if any, on which he would hold a lien had his lien not been suspend. In case an employee was officiating in a post at the time he proceeded on leave or on deputation, and would have continued to officiate

but for leave or deputation, the period of such leave or deputation shall count for increment.

Note: - Extra-ordinary leave shall also count for increment in a case in which the Chairman is satisfied that such leave was taken on account of illness or for any other cause beyond the control of employees or for prosecuting higher scientific and technical studies.

- (d) If the employee holding a temporary post or officiating in a post on a time scale of pay is appointed to hold a higher temporary post or to officiate in a higher post, his officiating or temporary service in the higher post shall, if he is re-appointed to the Lower post or appointed or-reappointed to a post in the same time scale of pay counts for increments in the time scale applicable to such lower post. The period of officiating in higher post which counts for increments in lower post, is however, restricted to the period during which an employee would have officiated in the lower post but for his appointment to the higher post, and if he has not actually officiated in lower post at the time of his appointment to the higher post, he would have so officiated in the lower post, had he not been appointed to the higher post.
- (e) (I) If joining time is allowed to join a new post on which an employee is appointed while on duty in his old post or directly on relinquishing charge of that post it shall count for increment in the time scale of the post on which an employee holds a lien or would have a lien, had his lien not been suspended as well as in the time scale applicable to the post, the pay of which is received by an employee during the joining time period.
- (ii) If joining time is granted to join a new post on return from leave or when an employee did not have sufficient notice of his appointment to the new post on return from leave, then in the time scale applicable to the post on which the last day of leave before commencement of the joining time counts for increment.

25. Pay on transfer to a lower post as penalty:

An employee transferred as a penalty from a higher to a lower grade or post may be allowed to draw any pay, not exceeding the maximum of the lower grade, or post as may be considered proper by a competent authority.

26. Officiating appointment:-

- (a) When an employee is appointed to officiate in a post the maximum of the time scale of which is higher than the time scale of the post he is holding his pay shall be regulated in accordance with regulation 22.
- (b) When the employee is appointed to officiate in the post in same time scale of pay or in identical time scale of pay he shall draw the pay of his own post, which he was drawing immediately before his appointment to the new post.
- (c) In cases falling under clause (a) above where the officiating pay of an employee becomes equal or lower than his substantive pay, the officiating pay shall be are fixed at the stage next above the substantive pay. The next increment of the employee after re-fixation will be drawn after completion of the requisite qualifying period under regulation 23 with effect from the date of such re-fixation.

27. Sanction for undertaking a private work:

An employee may undertake work of a Government, or of private or public body and accept fee there-of with the specific sanction of the Board provided that the work can be undertaken without detriment to his official duties, provided that the Board or the Competent Authority may employee to credit to the Boards fund any part of such recurring or recurring fee.

28. Grant of honorarium:-

Competent Authority may grant honorarium to an employee from Board's fund for work performed which is occasional in character either so laborious or of such special merit as to justify such reward. Grant of honoraria is not justified if there is temporary increase in which can be regarded as part of the legitimate duties of an employee.

29. Payment that can be accepted without permission.

An employee may receive award for any essay or public completion on income derived from literary, cultural or artistic efforts or sale of written by him with the aid of the knowledge acquired by him during course of service under the Board provided it is certified by the cop me- authority that such book is not a compilation of Board rules, regulars or procedures.

30. Combination of appointments:-

"The Board or a competent authority may appoint an employee to additional charge of a second post and allow special pay not $\frac{1}{5}$ of pay in the lower post up to a maximum period of 6 months that:-

- (I) the second post had been occupied by a whole time incumbent before it fell vacant.
- (ii) The duration of the dual charge is not less than one month and
- (iii) One of the posts is not directly subordinate to the other."

CHAPTER V

SUSPENSION AND COMPULSORY RETIREMENT

31. An employee shall be entitled to the following payments during the period of suspension:-
1. During the period of first twelve months of suspension. Subsistence allowance equal to the amount of half of leave salary admissible to him on leave and dearness allowance on such reduced salary.
 2. Period of suspension exceeding first twelve months.
 - (a) Subsistence allowance may be increased up to the extent of 50 percent of the subsistence allow an admissible during the period of first twelve months, if it is established that the period of suspension has not been prolonged for reasons not directly attributable to the employee under suspension, or
 - (b) Subsistence allowance reduced to the extent of 50 percent of the subsistence allowance

admissible during the period of first twelve months, if it is established that the period of suspension has been prolonged due to reasons directly attributable to the employee under suspension.

(c) Dearness allowance based on the increased or decreased amount of subsistence allowance as the case may be under sub-clause (2) (a) and (b) above.

Any compensatory allowance which an employee under suspension was receiving of the date of suspension provided it is certified by the employee that he continues to meet the expenditure for which it was granted.

32. Pay and allowances on reinstatement:-

- (1) An employee, who is fully exonerated or where suspension was wholly unjustified, the employee shall get full pay and allowances to which he would have been entitled, had he not been suspended and the entire period of absence from duty shall be treated as a period spent on duty.
- (2) In other cases, the employee may be given such proportion of such pay and allowances as the competent authority may prescribe and who may also specifically direct whether the period of absence from duty shall be treated as period spent on duty or not for any specified purpose.

33. No leave shall be granted to an employee under suspension but in exceptional cases permission to leave the Headquarters could be granted by a competent authority, keeping in view the state of the enquiry and the possible effects of the absence on the enquiry's progress.

34. Compulsory retirement on attaining age of superannuating.

- (a) The date of compulsory retirement of an employee shall be the date on which he attains the age of 55 years. He may be retained in service after the date of compulsory retirement with the sanction of the Board in the interest of the service of the Board and for reason to be recorded in writing but shall not be retained after the age of 58 years in any case.
- (b) The date of compulsory retirement of a Class IV employee shall be the date on which he attains the age of 58 years.
- (c) The day on which an employee attains the superannuating age shall be reckoned as non working day and the employee must retire with effect from and including that day.

Note: - The authority competent to appoint a person shall be empowered to retire him after attaining the age of 55/58 years as the case may be.

CHAPTER VI
LEAVE

35. **Employees shall be eligible for the following kinds of leave:**

- (a) Casual leave,
- (b) Privilege leave,
- (c) Sick Leave,
- (d) Maternity Leave.
- (e) Extraordinary leave.
- (f) Quarantine leave.

36. **General conditions governing grant of leave;**

The following general principles shall govern the grant of leave to employees;

- (I) Leave cannot be claimed as a matter of right. When the exigencies of the Board's service so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved to the authority competent to grant it.
- (ii) All leave lapses on the cessation of the employee's service in the Board whether as a result of discharge, dismissal, retirement, death or otherwise.
- (iii) An employee on leave shall not take up any other service or accept any employment.
- (iv) Leave shall not be availed of without obtaining the prior sanction of the competent authority; application for such sanction shall be submitted in writing to the competent authority sufficiently in advance which in the case of privilege leave shall be not less than 15 days before the date on which the leave applied for is to commence. In case where an employee is compelled to absent himself from duty on account of unforeseen circumstances without obtaining prior sanction, sanction for leave should be applied for at the earliest possible opportunity.
- (v) An employee is expected to avail himself of the leave granted fully before resuming duty and may not return to duty before the expiry of such leave except with the permission of the competent authority;

Provided that an employee, who has been granted casual leave may at any time before the expiry of such leave rejoin duty without availing himself of the full period of the casual leave sanctioned.

An employee willfully absenting from duty after the expiry of leave shall also be liable to disciplinary action.

- (vii) Leave may be prefixed and or/suffixed to a holiday but holidays intervening during the period of leave shall, except in the case of casual leave, count as part of leave.
- (viii) Leave begins from the day on which charge is handed over if such handing over takes place in the forenoon of that day or from the next day if such handing over takes place on the afternoon, of that ay, leave ends on the day

preceding that on which charge is resumed if such resumption takes place in the forenoon, and on the day on which charge is resumed if such resumption takes place in the afternoon.

- (ix) Any kind of leave may be granted in combination with or in continuation of any other kind of leave. Provided that casual leave cannot be availed of in conjunction or combination with any other kind of leave:
- (x) Except in exceptional circumstances, the total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days.
- (xi) An employee before proceeding on leave shall intimate to the competent authority his address while on leave and shall keep the said authority informed of any change in the address from time to time.

37. Casual Leave:

- (1) Casual leave may be granted up to a maximum of 15 days during a calendar year. An employee will not ordinarily be permitted to avail himself of more than 10 days casual leave at a time but the competent authority may in his discretion, relax this condition if the circumstances so warrant. Casual leave unutilized at the end of the calendar year shall lapse.
- (2) Casual leave shall be treated as duty for all purposes including drawl of pay and allowances.
- (3) If an employee joins services during the course of the year, the casual leave shall be regulated as follows:-
 - (a) Up to 5 days for service of three months or less.
 - (b) Up to 10 days for service of more than three months, but less than six months and
 - (c) Up to 15 days for service of more than six months.
- (4) Permission to leave headquarters during the course of the casual leave shall be obtained.

38. Privilege leave:-

- (1) Privilege leave shall accrue to an employee at the rate of one-eleventh of the period spent on duty. "Duty" for this purpose shall mean the period spent in the service of the Board excluding periods of leave of any kind except casual leave and quarantine leave. The maximum period of privilege leave, which can be accumulated by an employee, shall be 180 days. Leave up to a maximum of 120 days may be sanctioned at any one time;

Provided that an employee shall not be eligible for any leave with pay unless he has been in continuous service for at least 11 months. In special cases, the competent authority may at its discretion grant proportionate privilege leave before the expiry of the first 11 months of continuous service and such proportionate privilege leave shall be debited employees leave account accruing due in the following year.

- (2) In calculating days, fraction of a day shall be omitted.
- (3) An employee on privilege leave shall during the period of privilege leave draw salary, which the employee was drawing immediately before proceeding on leave.

39. **Sick Leave.**

- (a) Permanent employees will be eligible for sick leave up to 10 days on full pay for every completed year of service.
- (b) Sick leave will be granted only on production of a Certificate of a medical practitioner approved by the Board.
- (c) Only those employees who have been in continuous service for at least 12 months shall be eligible for sick leave.

40. **Maternity leave:**

- (I) A female employee of the Board, who is pregnant, on giving notice either orally or in writing in the prescribed form to the controlling officer that she expects to be delivered of a child within six weeks from the date of such notice, shall be permitted if she so desires to absent herself from work up to the day of her delivery.

Provided that the Board may on undertaking to defray the cost of such examination require the woman to be examined by a qualified medical practitioner or midwife, and if the woman refused to submit to such examination or certified on such examination as not pregnant or not likely to be delivered of a child within six weeks, the controlling officer may refuse such permission.

Provide that the examination under this rule if the female employee so desires were carried out by a lady doctor/mid- wife.

- (ii) An employee on maternity leave shall draw leave salary equal to the pay she drew on the day preceding that on which she preceded on such leave, and allowances appropriate thereto.
- (iii) Maternity leave shall not be granted for more than three occasions during the entire service of the female employees.
- (iv) An absence of the female employee during the period of maternity leave shall be treated as authorized leave of absence.
- (v) Maternity leave shall be restricted to 12 weeks at a time that is to say, six weeks up to and including the day of her delivery and six weeks immediately following that day.
- (vi) No woman shall be entitled to maternity benefit unless she has actually worked for a period of not less than 160 days in the 12 months immediately preceding the date of her expected delivery.

Note: maternity leave under this rule may also be granted in cases of miscarriage including abortion subject to the conditions that;

- (i) Leave does not exceed six weeks immediately following the day of miscarriage and abortion.
- (ii) The application for the leave is supported by a certificate from the authorized Medical Attendant. Maternity leave is not admissible in case of incomplete abortion.

41. **Extraordinary Leave:**

- (i) An employee may be granted extraordinary leave in special circumstances when no other leave is admissible or when other leave being admissible the employee applies for the grant of extraordinary leave.

- (ii) No leave salary shall be admissible during the period of extraordinary leave.
- (iii) Except in the case of employee in permanent employ, the duration of extraordinary leave shall not exceed 3 or 18 months on any one occasion, the longer period being admissible subject to such conditions as the Board may be general or special order prescribe.

Provided that the total period of extraordinary leave (including three months admissible under the rules) should not exceed:

- a. Six months where extraordinary leave is required on account of ill ness of the employee and where the application of grant of such leave is supported by a medical certificate as required under the rules; and
- b. Two years for the purpose of prosecuting studies certified to be in the interest of the Board.

Note: - A temporary employee to be eligible for extraordinary leave should have completed three years continuous service in the Board.

42. **Quarantine leave:-**

- 1. Where an employee is precluded from attending office in consequence of the presence of infectious disease in his household he may be canted quarantine leave for a period not exceeding 30 days on a certificate grated issued by Govt. or Municipal or Local Public Health Officers. Any leave necessary for quarantine purposes in excess of this period shall be treated as privilege leave or where an employee has no privilege leave to his credit, as extraordinary leave. Where an employee himself is suffering from infectious disease, he shall not be entitled to quarantine leave. For the purpose of this Rule, Cholera, Smallpox, Plague, Diphtheria and such other diseases as may be declared as infectious disease in this behalf by the State Government in the locality concerned shall be deemed to be "infectious diseases".
- 2. Quarantine leave shall be treated as duty for all purposes including drawl of pay and allowance.

CHAPTER VII

JOINING TIME

- 43. An employee may be granted joining time to enable him
 - a) To join a new post to which he is appointed while on duty in his old post, or directly on relinquishing charge of that post.
 - b) To join a new post.
 - (I) on return from leave or
 - (ii) When he has not sufficient notice of his appointment to the new post on return from leave other than that specified in sub clause (I) above.
- 44. (a) Time reasonably required for the journeys between the places of training and the stations to which an employee is posted immediately before and after the period of training is treated as part of that period.
- (b) An employee who is appointed while on leave to a post other than that from which he took leave, may be granted full joining time.

- (c) Where an order of appointment to join a new post does not involve a change of residence from one station to another not more than one day shall be allowed to join such new post.

A holiday counts as a day for the purpose of this sub-regulation.

45. Period of joining time admissible.

Six days time shall be granted for preparation & in addition a period to cover the actual journey will be calculated as follows:-

- | | |
|---|-------------------|
| (a) For the portion of journey | one day for each. |
| (i) By rail. | 400 Kms. |
| (ii) By motorcar or bus plying for public hire. | 150 Kms. |
| (iii) In any other way. | 25 Kms. |
- (b) For a fraction of any distance prescribed in (a) above a day will be allowed.
- (c) A Sunday will not be counted as a day for the purpose of these calculations, but Sundays will be included in the maximum period of joining time of 30 days.
- (d) Travel by road not exceeding 8 Kms. to and from railway or bus station at the beginning or the end of the journey will not count for calculating joining time.
- (e) Joining time shall be calculated by the route which is ordinarily used for travel unless competent authority for special reasons otherwise orders.
- (f) Joining time shall be calculated from the place their than the employees headquarters, if he is authorized to make over chare of the post at such other places.
- (g) If an employees is appointed to a new post while in transit from one post to another his joining time, excluding second period of six days begins on the day following that on which he receives the order of appointment.
- (h) If an employee takers leave while in transit from one post to another, the period which has elapsed after handing over of charge of old post shall be included in his leave joining time.
- (i) An employee while on leave will be entitled to joining time when appointed to a new post provided that the joining time will be calculated from his old station or from the place in which he received order of appointment whichever calculation will entitle him to less joining time.

46. Joining time may be extended by a Competent Authority up to the maximum limit of 30 days on such conditions as he may think fit in the following circumstances:-

- (i) When an employee falls sick on the journey on transfer.
- (ii) When an employee has spent more time on joining this is allowed under Regulation No. 47 for the reasons beyond his control and not withstanding due diligence on his part.

47. Payment during joining time:

An employee during joining time shall be treated as on duty and shall draw his pay as under:-

- (a) If joining time under clause (a) of Regulation 43 he will draw the pay on which he would have drawn had he not been transferred or the pay which he will draw on taking charge of his new post, whichever is less.

- (b) If on joining time under clause (b) of Regulation 43 he will draw leave salary at the rate at which he last drew it on leave other than extraordinary leave. However, no payment will be made if he is on joining time after returning from extraordinary leave.
- (c) If the transfer to the new post is not made in the interest of the Board but at the request of the employee himself no payment will be allowed while on joining time but a Competent Authority may grant leave admissible to him to cover period between the date of handing over charge at his old station and that of taking over charge at another station, if he applies for such leave.
- (d) An employee transferred to a post on return from leave shall during the period of taking over charge draw the presumptive pay of the post held by him substantively before proceeding on leave and if he was holding the post in officiating capacity, he will draw the officiating pay of that post or the pay which will be admissible to him after taking over charge whichever is less.
- (e) No pay or leave salary shall be admissible if an employee who does not join his new post after the expiry of joining time; willful absence from duty after the expiry of joining time will be treated as misbehave our.

Note: - Competent authority being satisfied with the reasons furnished by the employee may commute this period into extra-ordinary leave to avoid interruption in service.

Rajasthan Housing Board Employees Dearness Allowance Regulations. 1970

1. Applicability:

- (1) These regulations may be called Rajasthan Housing Board Employees Dearness Allowance Regulations, 1970. They shall be deemed to have come into force with effect from 1st March, 1970.
- (2) These regulations shall apply to all employees of the Board.
- (3) These regulations shall not apply to:
 - (i) Work charged employees or staff employed on daily wages, and
 - (ii) Contingent employees.

2. Definitions:

- (1) Pay: - means the amount to which an employee is entitled and is substantively or in an officiating capacity and includes.
 - (i) Special pay,
 - (ii) Personal pay,
 - (iii) Any other emoluments, which may be specially classed as pay by the competent authority.

3. Rates of Dearness Allowance:-

The rates of dearness allowance for the various categories of the employees shall be as follows:-

Pay per month	Rate of Dearness Allowance
(i) Employees drawing pay below Rs. 110/-P.M.	Rs. 71/-
(ii) -do- Rs. 110/- but below Rs. 150/-	Rs. 98/-
(iii) -do- Rs. 150/-	-do- Rs. 210/- Rs. 122/-
(iv) -do- Rs. 210/-	-do- Rs. 400/- Rs. 146/-
(v) -do- Rs. 400/-	-do- Rs. 450/- Rs. 160/-
(vi) -do- Rs. 450/-	-do- Rs. 499/- Rs. 164/-
(vii) -do- Rs. 499/-	-do- Rs. 543/- Amount by which Pay falls short of Rs. 663/-
(viii) -do- Rs. 543/-	-do- Rs. 1000/- Rs. 120/-
(ix) -do- Rs. 1000/-	-do- Rs. 2250/- Rs. 100/-
(x) -do- Rs. 2250/- and above.	Amount by which Pay fall short of Rs. 2350/-

4. Regulation of Dearness Allowance in different circumstances:

(a) During Leave:

- (i) The Dearness Allowance may be drawn during any period of leave other than "Study leave or Extraordinary leave" except that in case of leave, preparatory to retirement or terminal leave, it will be admissible during the first 120 days of leave.
- (ii) The allowance during leave will be based on the "leave salary" actually drawn in accordance with the regulations both of the purpose of monetary limits within which the allowance is admissible and for calculation of the amount of the allowance.

(b) During Suspension:

The person under suspension may be allowed to draw Dearness Allowance at the rate at which he draw prior to his being placed of it at the discretion of authority competent to fix the subsistence grant during the period of suspension provided that the amount of dearness allowance will not exceed the amount admissible as such on the subsistence allowance paid from time to time.

(c) During joining time:

The allowance during joining time will be based on the joining time pay admissible under the regulations except that in case of return from leave the allowance will be drawn at the same rate at which it was drawn before the commencement of the joining time.

(d) During broken periods of a month:

Since the eligibility for the dearness allowance is dependent on pay, and not on the amount of pay actually drawn; during any particular period of a month, the allowance in respect of broken periods of a month or periods in a month calculated for the number of days of duty at the different monthly rates of pay allowed during the month.

5. Treatment of portion of Dearness Allowance as pay:-

- (1) The amount of Dearness Allowance indicated in Para below shall be treated as pay for the purpose and to the extent specified hereinafter.
- (2) While there will be change in the scales of pay attached to the various posts and the basis on which the Dearness allowance is calculated but out of the Dearness Allowance admissible the following amounts shall be treated as "Dearness pay" in relation to the pay in the range specified below:-

Pay Range	Amount of Dearness Pay
(i) Below Rs. 110/-	Rs. 47/-
(ii) Rs. 110/- and above but below Rs. 150/-	70/-
(iii) Rs. 150/- -do- Rs. 210/-	Rs. 90/-
(iv) Rs. 210/- -do- Rs. 400/-	Rs. 110/-
(v) Rs. 400/- -do- Rs. 499/-	Rs. 120/-
(vi) Above Rs. 499/-	Amount by which Falls short of Rs. 90/-

(3) The dearness pay will be treated as pay for the following purpose:-

- (i) Compensatory (City) Allowance.
- (ii) House Rent Allowance.

(4) Leave salary will be calculated (Excluding the dearness pay) and the rates of Dearness Allowance should then determined in the usual manner at the amount so arrive at, a portion of it being treated as dearness pay in accordance with Para 2 above.

(5) The Dearness pay will be treated as pay for traveling allowance (including mileage and Daily allowance). This will] however, not count as 'pay' for entitlement to accommodations.

(6) The dearness pay will be treated as pay for the purpose of determining the quantum as well as the limits of admissibility of advances e.g. Housing Building Advances, Conveyance Advances etc.

(7) The dearness pay will not be treated as pay for other purposes, for example, the dearness pay will not be taken into account for fixation of pay or drawl of increments or for fixing of deputation allowance nor it will be taken into account for the drawl of dearness allowance. It will not also be shown as separate element either in pay bill or the service records.