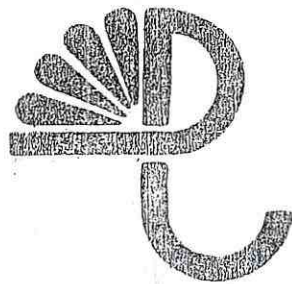


STAFF SERVICE  
RULES



Delhi Tourism & Transportation  
Development Corporation Ltd.

**Delhi Tourism & Transportation  
Development Corporation Limited**  
(STAFF SERVICE RULES, 1986)

*Rule No.*

*Subject.*

1. Short Title, Commencement & Application.
2. Definitions.
3. Staff Strength.
4. Classification of Posts.
5. Appointments.
6. Pay & Allowances.
7. Travel.
8. Retirement & Other Benefits.
9. Leave.
10. Matters relating to employment.
11. Code of Conduct.
12. Discipline.
13. Interpretation & amendment.
14. Savings.
15. Power to relax.

*Annexures :*

- Form of Security Bond.
- General Principles for determination of seniority in the Central Services.
- Form of Medical Certificate.
- Bond for an employe proceeding on study leave.

conditions as may be deemed necessary in the event of an employee being sent on training for a period exceeding sixty days.

5.5 Commencement of Service :

The service of a person appointed by the Competent Authority shall be deemed to have commenced from the working day on which he/she reports for duty in response to a valid appointment letter before (Lunch Noon break) otherwise the service shall be deemed to have commenced from the next day, provided directed otherwise.

5.6 The Corporation has adopted the various scales of pay as applicable in the Central Government. Scales of pay presently applicable for various categories of posts in the Corporation under non-technical and technical discipline are as under :—

Old Scale

1. Rs. 1100—1600	Rs. 3000—4500 (3000—100—3500—125—1500)
2. Rs. 700—1300	Rs. 2200—4000 (2200—75—2800—EB—100—4000)
	Group 'B'
1. Rs. 650—1200	Rs. 2000—3500 (2000—60—2300—EB—75—3200—100—3500)
2. Rs. 650—950	Rs. 2000—3200 (2000—60—2300—EB—75—3200)
3. Rs. 550—900	Rs. 1640—2900 (1640—60—2600—EB—75—2900)
4. Rs. 500—900	—do—

Group A

Revised w.e.f. 1-1-86

1. Rs. 425—800	Rs. 1400—2600 (1400—40—1630—50—2300—EB—60—2600)
2. Rs. 425—700	Rs. 1400—2300 (1400—40—1800—EB—50—2300)
3. Rs. 330—560	Rs. 1200—2040 (1200—30—1580—EB—40—2040)
4. Rs. 260—400	Rs. 950—1500 (950—20—1150—EB—25—1500)

Group 'C'

5. Rs. 260—350	Rs. 950—1400 (950—20—1150—EB—25—1400)
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Group 'D'

1. Rs. 210—290	Rs. 800—1150 (800—15—1010—EB—20—1150)
2. Rs. 210—270	—do—
3. Rs. 196—232	Rs. 750—940 (750—12—870—EB—14—940)

The Board may however, adopt any other pay scale as may be deemed appropriate.

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5.7 Direct Recruitment :

i) Source of direct recruitment shall be :—

a) Application received in response to an advertisement/Circular.

b) Nominees sponsored by the Employment Exchange/Director General of Resettlement, Min. of Defence

ii) The selection will be made by the Staff Selection Committee as provided in the instructions in the matter of recruitment for different categories of posts.

iii) The Staff Selection Committee will prepare a list of names of candidates in order of merit, name of candidates of equal merit being arranged according to the seniority in age. The number of candidates in the panel should be equivalent to the number of existing vacancies and those anticipated during the next six months plus fifty percent thereof. Such a panel will remain operative for a period of one year which may be extended by the Appointing Authority for a period of one year and the information for the same shall be given to the Directors in the next meeting of the Board of Directors.

iv) The candidates who are considered fit for inclusion in "Merit List" may be arranged in the order of interse merits. In preparation of panel, the Selection Committee shall pay due attention to the Circulars, Orders/Instructions issued by the Delhi Administration/Central Government from time to time in the matter of safeguarding adequate representation of members of scheduled castes/tribes etc.

v) Merit and the required experience will be the primary consideration governing recruitment. Written and/or typing test may be held for the candidates called for interview, if any' when necessary.

vi) The recommendations of Staff Selection Committee will be of an advisory character and the Appointing Authority may accept, reject, revise or amend the panel for reasons to be recorded in writing.

5.8 Seniority

The seniority of the employees of the Corporation will be determined in accordance with the general principles for determination of seniority in Central services, as given in Annexure II.

6. Pay & Allowances

Unless otherwise stipulated in the terms and conditions of employment every employee shall be entitled to such pay & allowances and at such rates as are approved by the Board of Directors. The present rate of H. R. A. admissible to the employees of the Corporation is 30% subject to production of rent receipt for employee in-receipt of basic pay in excess of Rs. 750/-p.m.

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in connection with their employment in the Corporation, which may be either with or without any photograph.

b) The Identity Card or permit shall not be transferable.

#### 10.9 Safety Rules :

All employees shall be bound to observe rules notified from time to time by the Corporation and to use safety equipment and other precautions, when necessary. Breach of this rule shall be deemed as misconduct and the employee concerned shall be liable to punishment in accordance with these rules.

#### 10.10 Application for Employment Elsewhere :

Any employee seeking employment elsewhere shall forward his application through the Corporation. The Corporation reserves the right to withhold any such application and the grounds for doing so will be informed to the employee concerned. In such an event; however the employee concerned will be free to resign from service in accordance with the terms of his employment. The employee will be duly informed as to whether his application has been forwarded or withheld.

#### 10.11 Resignation :

a) No employee other than the Managing Director or a person on deputation from the Central Government or any State Government or an Institution shall leave or discontinue his/her service in the Corporation except after giving one month's notice in writing of his/her intention to do so to the Appointing Authority, in case of temporary employees and three months notice in case of permanent employees.

b) If any employee leaves or discontinues his service in the Corporation in contravention of the provision of sub-rule(a) the employee shall be liable to disciplinary action. In addition he shall pay as compensation to the Corporation a sum equal to his/her pay as defined in Central Civil Service (Temporary Services) Rules, 1965 for the period of notice or for the period by which the notice given falls short of the prescribed period, at the rate at which he/she was paid immediately before the date of leaving the service or discontinuance therefrom provided that the Managing Director/Chairman may, for reason to be recorded in writing, waive, either wholly or in part the requirement as to payment of such terminal compensation.

#### 10.12 Termination of Service :

Notwithstanding anything contained in any of the rules of these regulations, the Management may terminate the services of any employee other than the Managing Director, at any time by giving him/her notice in writing for a period not less than that prescribed in Rule 10.11 if the Management in its considered opinion is satisfied that it is expedient to terminate the service of such employee on account of :

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i) Non-availability of the service arising out of prolonged or irregular absence without permission of the Management, or any other reasons.

ii) The Corporation may at any time and without assigning any reasons, terminate the services of any employee who has not completed his probation. The Power to terminate the service shall be exercised by the Appointing Authority. Provided that the Corporation shall give to an employee whose services are so terminated, pay for the period by which the notice actually given falls short of the prescribed period.

#### 10.13 Reversion :

An employee promoted from a lower post to a higher post shall be deemed to be on probation for such periods as may be prescribed and may be reverted under the orders of the Appointing Authority, without notice or assigning any reasons thereof at any time during the probation period or at the expiry of the probation period if he is not confirmed on the higher post.

Note :

An employee who has been temporarily promoted to officiate or with a fixed tenure in a temporary tenure vacancy shall not be deemed to be on trial and shall be liable to reversion at any time by the Competent authority.

#### 10.14 Superannuation, Extension of Service & Invalidation :

(a) Every employee shall retire on attaining the age of 59 years. The Board of Director may at its discretion grant extension in suitable cases in the exigencies of Corporation's work.

(b) Notwithstanding anything contained in sub-rule(a) an employee shall, on invalidation by the appropriate Medical Authority, cease to be in service on account of complete and permanent incapacitation determined in accordance with the relevant rules applicable to Central Government employees from time to time.

#### 11. Code of Conduct :

##### 11.1 General Conduct :

i) An employee shall, at all time discharge his/her duties with absolute integrity and devotion, he/she shall safe guard and promote at all time the interest of the Corporation. He/She shall be courteous in his/her behaviour and polite in his/her dealings and shall not act in a manner unbecoming of an employee of the Corporation.

ii) An employee shall undertake and perform all the duties in such manner, capacity and places as he/she may be directed from time to time.

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11.2 Secrecy :

An employee shall maintain complete secrecy of all information about the Corporation obtained by him/her during the course of discharge of his/her duties. He/She shall not communicate directly or indirectly or disclose or transfer any paper or document of the Corporation to any employee of the Corporation or to any person outside the Corporation or unless so authorised by the management.

11.3 Punctuality in Attendance :

An employee shall be punctual and regular in attendance except in case of unforeseen circumstances.

11.4 Absence From Head Quarter :

No employee shall remain absent from duty or leave his Headquarter without prior permission of the Management, except under unforeseen circumstances. Where an employee is unable to obtain permission from the Management for remaining absent from duties or leaves Headquarter without prior permission, he/she shall seek expost facto permission of the Management within 72 hours of his/her so doing.

11.5 Influence :

No employee shall bring any pressure or influence on any person or authority in the Corporation from within the Corporation or from outside for his/her personal benefit in the Corporation.

11.6 Joining of Association :

No employee shall become member, active or otherwise of any organisation, association, society, Club whose objects are detrimental to the interest of the country or generally against the public morality.

11.7 Contesting Elections :

No employee shall contest any election as a member of Village Panchayat Samity, Zila Parishad, Municipal Corporation or any State or Central legislative bodies.

11.8 Demonstration Etc :

No employee shall participate in any demonstration, Marches, Gheraos and Dharana etc, during working hours.

11.9 Restriction On Contribution to Press, Broadcast :

i) No employee shall utilise any publicity or communication media for disseminating any information or expressing any opinion which are likely to adversely affect the image or prestige of the Corporation or its Management or its employees.

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ii) No employee shall express or make any statement or do any act which will reflect adversely on the relationship between the Government and the Corporation.

iii) No employee shall, except with the prior permission of the Management own wholly or in part or conduct or participate in editing or managing any newspaper or other periodical publications.

11.10 Restriction on Other Employment etc. :

No employee shall, except with the permission of the Management, engage directly or indirectly in any trade, vocation, profession, business or undertake any employment gainful or otherwise.

11.11 Acceptance of Subscriptions Donations etc.

No employee, without the permission of the Management shall solicit, collect or accept any subscription, grant-in-aid, donation or any fund or for any other reasons from persons, firms, body corporate or any other organisation connected with the Corporation.

11.12 Acceptance of Gifts etc :

No employee except with the sanction of the management solicit or permit members the family to accept any presents either in cash or in kind, from any person, firms, body corporate or organization connected with the Corporation. Family for the purpose of this rule shall include self, wife or Husband, minor sons and daughters, dependent parents and dependent brothers and sisters.

11.13 Borrowing Speculation in Stocks and Share :

i) No employee shall borrow money except from recognised financial institutions. In any case, the employee shall refrain from borrowing money from any person directly subordinate to him/her or indirectly associated with the Corporation.

ii) No employee shall indulge in speculation on the stock exchange. However nothing in this rule shall prohibit an employee from making a bonafide investment from his own funds in recognised securities and shares.

11.14 Indebtedness :

i) An employee shall always avoid falling in debts and shall conduct his/her financial affairs so as to ensure solvency at all times.

ii) An employee failing to keep himself/herself free from debt shall be liable for suitable disciplinary action as may be decided by the management.

11.15 Acquisition or Disposal of Property :

i) No employee except with the knowledge of the management, shall acquire or

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dispose of any immovable property by way of lease, mortgage, sale, gift, or otherwise either in his/her own name or in the name of any member of his/her family.

ii) Every employee shall, on his first appointment and thereafter at the interval of every 12 months or at any such time the Management may deem fit, submit the returns in the prescribed forms indicating all immovable property acquired or inherited in his/her own name or in the name of any member of his/her family and also submit particulars as prescribed, if any, movable property purchased during the period exceeds Rs. 3,000/- in value.

#### 11.16 Bigamous Marriages :

No employee shall marry for the second time except after obtaining divorce from the spouse or on death of the spouse or if permitted by law otherwise.

#### 11.17 Consumption of Alcoholic Drinks :

An employee shall observe rules and regulations prescribed by the Government in regard to consumption of intoxicating drinks.

#### 11.18 Giving of Evidence :

No employee shall give evidence before any authorities in respect of matters relating to Corporation without prior approval of the Management.

#### 11.19 Acceptance of Employment :

No employee of the Corporation who is on leave, other than leave preparatory to retirement, shall take service or accept any employment which involves acceptance of remuneration. An employee on leave preparatory to retirement may accept such service or employment after obtaining the sanction of the Management.

#### 1.20 Misconduct :

The term misconduct shall mean to include the following :—

- i) Willful slowing down in performance or work, whether or not in combination with others, or arising out of malingering.
- ii) Willful insubordination or disobedience, whether or not in combination with others or any lawful and reasonable order of superiors.
- iii) Unwarranted interference with the work of other employees.
- iv) Theft, fraud or dishonesty in connection with the business or property entrusted by the Corporation or the property belonging to any other employees within the premises of the Corporation.
- v) Taking or giving bribes in cash or in kind.
- i) Habitual negligence or neglect of work.

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vii) Habitual late attendance.

viii) Willful damage or loss to the Corporation's goods or property.

ix) Habitual absence without leave or absence without proper authorisation for more than 7 days.

x) Holding meeting inside the premises without permission of the management.

xi) Willful act or commission on the part of an employee which is derogatory to the image of the Corporation or its Management.

xii) Furnishing at the time of appointment false or misleading information or willfully suppressing any information regarding any of the particulars required or called for from the employee.

xiii) Abetment of or attempt to commit any of the above acts of misconduct.

xiv) Riotous or disorderly behaviour inside the premises of the Corporation or commissioning of any act subversive of discipline or good behaviour.

xv) Breach of any rule or provision of these regulations or any other rules as may be prescribed from time to time.

xvi) Striking work or inciting others to strike work in contravention of any law.

xvii) Distribution or exhibition of and handbills, pamphlets or posters in and outside the premises without the sanction of the management.

#### 12. Discipline :

##### 12.1 Rules, Disciplinary and Appellate Authorities :

i) The employees of the Corporation shall be governed by the provision of the Central Service (C.C.A.) Rules in the matter of discipline and appeal.

ii) The management shall, by rule determine the disciplinary and appellate authorities for each category of post in the Corporation.

##### 12.2 Penalties :

i) Any one or more of the following penalties may be imposed by the management on any employee of the Corporation for any of the misconduct (mentioned under rule 11 of the service regulations and subject to such conditions).

- a) Censure
- b) Stoppage of increment with or without effect on future increments.
- c) Fine as may be permissible under existing law which may be in force from time to time or loss of pay and allowance for period of suspension.
- d) Reduction to a lower post or grade.
- e) Compulsory retirement.
- f) Dismissal.

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ii) An employee shall be imposed with any punishment mentioned above by any authority subordinate to authority competent to make appointment to the post or such other authority to whom necessary powers are delegated by the management.

#### 12.3 Penalties For Specified Misconduct :

The management may censure, fine or stop the increment without future effect for any of the following acts of misconduct alleged to have been committed by the employee :—

- i) Habitual negligence or neglect of work.
  - ii) Habitual late attendance.
  - iii) Willful damage or loss to the Corporation or to the Corporation's goods or property.
  - iv) Distribution or exhibition of handbills, pamphlets or posters in and or outside the premises without the sanction of the management.
  - v) Willful act or omission on the part of any employee which is derogatory to the image of Corporation or its management or its employees
  - vi) Furnishing of wrong information at the time of appointment.
- Provided the management shall obtain an explanation from the employee to have committed any of the aforesaid misconduct prior to awarding the punishment.

#### 12.4 Procedure For Imposing Punishment :

i) The management shall not impose on any employee any penalty other than mentioned in the aforesaid clause for any of the acts or omissions constituting misconduct as provided under clause 11.20 and clause 12.3 without communication to the employee the charge or charges in writing and without giving him a reasonable opportunity for defending himself against such charge and or to show cause against the action proposed to be taken against him.

ii) For this purpose, the management may themselves enquire into the charges, reported against the employees or if it considers necessary may appoint an enquiry committee or enquiry officer for the purpose.

Provided that the management shall not be required to follow the procedure mentioned in the aforesaid clause for taking suitable disciplinary action against any employee, who has been convicted in any court of law for any criminal offence involving moral turpitude.

Provided further that the management, if satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure under this regulation, it may consider the circumstances of the case and the charges reported against the employee and take such disciplinary action as it deems fit.

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iii) The management may prescribe rules for the purpose of ensuring speedy and conduct of disposal of appeals, if any, received from any employee against the order of the management based on the enquiry.

iv) As far as possible the disciplinary enquiry should be concluded within six months. Any further extension in the holding of the enquiry will require the approval of Chairman after recording the reasons therefor in writing.

#### 12.5 Suspension :

- A) The management may place any employee under suspension pending disciplinary proceedings against him, provided the management is satisfied that the continuance of any employee on duty shall :—
  - i) Endanger the security and or interest of Corporation.
  - ii) Jeopardize the enquiry proceedings contemplated or pending against employee.
- B) The continuance of an employee on duty shall be deemed to endanger the security and/or interest of the Corporation if :—
  - i) The employee is reported to have committed an act constituting criminal offence involving moral turpitude.
  - ii) If criminal proceedings are pending against an employee in the court of law are under investigation.

#### 12.6 Charge Sheet :

- i) The order of suspension shall be communicated to an employee in writing and shall be followed as soon as possible by a charge sheet against the employee unless the service of such employee are terminated under Rule-10.12.
- ii) The management may direct any employee under suspension while issuing the order of suspension that he shall not leave the Head Quarters without express permission of management during the period of suspension.

#### 12.7 Subsistence Allowance :

An employee under suspension is entitled to the following payments :

A subsistence allowance at an amount equal to the leave salary and D.A. which if employee would have drawn if he/she had been on leave on half pay.

Provided that where the period of suspension exceeds 3 months, the management shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 3 months as follows :—

- i) The amount of subsistence allowance may be increased by a subsistence allowance admissible during the period of first 3 months, if in the opinion of the management the period of suspension has been prolonged for reason to be recorded in writing not directly attributable to the employee.

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- ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of first 3 months, if in the opinion of the management period of suspension has been prolonged due to reason (a) be recorded in writing directly attributable to the employee.
- iii) No payment under rule-sub(1) above shall be made unless the employee furnishes a certificate every month to the effect that he/she has not accepted any private employment or has engaged himself/herself in trade or business during the period in question.

12.8 Reinstatement :

When an employee placed under suspension is reinstated, the period of his suspension will be regulated as under :—

On being fully exonerated of the charge reported against him/her, the period of suspension suffered by him/her will be treated as period on duty and he/she will be entitled for the full pay and allowance admissible to him/her for such period after reducing subsistence allowance already drawn by him/her.

In other cases, such portion of his pay and allowances for the period of suspension as may be decided by the management.

2.9 Appeals :

- i) Every employee shall be entitled to prefer an appeal hereinafter provided against the order passed by the authority imposing on him any of the penalties specified in Rule 12.2 and 12.3.

Provided that a probationer shall have no right of appeal against the orders of his discharge.

- ii) In the case of an appeal against an order imposing any penalty specified in rule 12.2 and 12.3 the appellate authority, shall consider :—

- Whether facts on which the order was based have been established.
- Whether fact established afford sufficient ground for taking action and
- Whether the penalty is excessive or inadequate and after such consideration shall pass order as it thinks proper.

- ) An authority against whose order an appeal is preferred under these rules shall give effect to any order made by the Appellate Authority.

Every employee preferring an appeal will do so in his/her own name.

Every appeal referred under these rules shall contain all material statements and arguments relied by the appellant, shall contain no disrespectful or improper language and shall be completed in itself. A copy of every such appeal shall be submitted to the authority against whose orders the appeal is preferred.

An appeal not preferred within three months after the date on which the applicant was informed of the order appealed against and no reasonable cause is known for the delay, shall not be entertained. Provided the management may waive this condition in deserving cases.

- vii) Employees can make a personal representation to the Chairman, Board of Directors through the proper channel.

viii) Appeal shall not be addressed to the Ministers or officers of State Government or to the Directors of Board personally and any such action shall be deemed to be a breach of discipline.

- ix) No second appeal shall lie against an order passed on an appeal.

13. Interpretation and Amendments :

13.1 Interpretation of Staff Services Rules :

If any doubt arises relating to the interpretation of these Rules the decision of the Chairman thereon shall be final and binding.

13.2 Notice :

At commencement a copy of these Rules shall be pasted on the Notice Board.

13.3 Amendment :

These Rules may be amended from time to time as may be considered necessary by the Corporation. All amendments or modifications made in these rules shall be notified from time to time and pasted on the notice board.

14. Saving :

- i) Nothing contained in these Rules shall operate in derogation of any law applicable or to the prejudice or any right of employees under an agreement, settlement or award for service.

Matters not specifically covered in these Rules shall be governed by the provisions of the Corresponding Rules and Regulations applicable to Central Government employees.

15. Power to Relax :

The Chairman may in case of undue hardship relax any of the provisions of these rules for reasons to be recorded in writing and all such cases shall be brought to the notice of the Board of Directors.



at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted take seniority in the higher grade over the junior persons who had superseded him.

General Principles 5 (ii) Illustration : Where 75% of the vacancies in the grade of Head Clerks are reserved for promotion from the grade of Upper Division Clerk and 25% from the grade of Storekeeper, the eligible Upper Division Clerks and Storekeeper, shall be arranged in separate lists with reference to their relative seniority in these grades. The D.P.C will make selection of three candidates from the list shall be arranged in a single list in a consolidated order of merit assessed by the D.P.C. which will determine the seniority of the persons on promotion to the higher grade.

General Principles 6 A roster should be maintained based on the reservation for direct recruitment and promotion in the Recruitment Rules. Where the reservation for each method is 50%, the roster will run as follows :

- (1) Promotion
  - (2) Direct Recruitment
  - (3) Promotion
  - (4) Direct Recruitment and so on.
- Appointment should be made in accordance with this roster and seniority determined accordingly.

Illustration : Where 75% of the vacancies are reserved for promotion and 25% for direct recruitment each direct recruit shall be ranked in seniority below 3 promotees. Where the quotas are 50% each, every direct recruitment shall be ranked below a promotee. If for any reason, a direct recruit, or a promotee cases to hold the appointment in the grade, the seniority list shall not be re-arranged merely for the purpose of ensuring the proportion referred to above.

## FORM OF MEDICAL CERTIFICATE

ANNEXURE—III  
Rule-10.2

I .....do hereby certify that I have examined Shri/Shrimati/Kumari..... a candidate for employment in the Delhi Tourism & Transportation Dev. Corp. and cannot discover that he/she has any disease (communicable or otherwise), Constitutional weakness or bodily infirmity except.....

I consider/do not consider this a disqualification for employment in the Delhi Tourism & Transportation Dev. Corp. Shri/Shrimati/Kumari..... age according to his/her own statement is..... years, and by appearance, about.....

{NAME & DESIGNATION OF THE  
MEDICAL OFFICER

Signature of the candidate

{SEAL OF THE MEDICAL OFFICER}

With the Corporation for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the Corporation owing to any act, neglect or default of the employee or any such other person or persons as aforesaid and which may not have been discovered until after his/her death or the termination of his/her said service, or ceasing to hold any post for which the security was required.

PROVIDED ALWAYS THAT THE RETURN AT any time of the said security shall not be deemed to affect or prejudice the right of the Corporation to take proceedings upon or under this bond against the employee or against his/her heirs, executors, administrators or legal representatives after his/her death, in case any breach of conditions of this bond shall be discovered after return of the said security and the responsibility of the employee, if his/her estate, as the case may be, shall at all times continue, and the Corporation shall be fully indemnified against all such loss or damage as aforesaid at any time.

PROVIDED FURTHER that nothing herein contained nor the security hereby given will be deemed to limit the liability of the employee in respect of matters aforesaid to the forfeiture of the said sum of Rs. .... (Rupees) ..... or any part or parts thereof and that should the said sum be insufficient to indemnify the Corporation in full for any loss or damage sustained by it in respect of matter of aforesaid or any of them the employee shall pay to the Corporation on demand such further sum as shall be deemed by the Secretary of the Corporation to be necessary, in addition to the said sum of Rs. .... (Rupees) ..... and that the Corporation shall be entitled to recover such further sum payable as aforesaid in any manner open to it.

Signed the above Boundeer  
on  
in the presence of  
Signature

Signature of Witness  
Signed for and on behalf of the Corporation by the Secretary of the Corporation duly authorised in that behalf in the presence of  
Signature

Signature of Witness  
Note :- This bond is to be executed at the cost of the Boundeer on a non-judicial stamp paper of requisite value according to the schedule of the state in which it is executed.  
(24)

General Principles for Determination of Seniority in the Central Service

1. Direct Recruits :-

The relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment, on the recommendations of the U.P.S.C. or other selecting authority.

Provided that where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of the appointment seniority shall follow the order of confirmation and not the original order of merit.

2. Promotees :-

i) The relative seniority of persons promoted to the various grades shall be determined in the order of selection for promotion.

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not original order of merit.

ii) when promotions to grade are made from more than one grade, the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades. Thereafter the Department Promotion Committee shall select persons for promotion from each list upto the prescribed quota and arrange all the candidates selected from different lists in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher grade.

Note : If separate quotas for promotion have not already been prescribed in the relevant recruitment rules, The Ministries/Departments may do so now, in consultation with the Commission whenever necessary.

3. Relative seniority of Direct Recruits and Promotees : The relative seniority of Direct Recruits and of promotees shall be determined according to the rotation of vacancies between Direct Recruits and promotees which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively.

Extract from Explanatory Memorandum

General Principle 5(1) : Where promotions are made on the basis of selection by a D.P.C. the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority, subject to the rejection of the writ, the seniority of persons considered fit for promotion