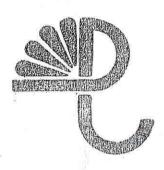
### STAFF SERVICE PULES



Delhi Tourism & Transportation Development Corporation Ltd.

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

Subject.

1. Short Title, Commencement & Application.

2. Definitions.

3. Staff Strength.

4. Classification of Posts.

Appointments.

Pay & Allowances.

Travel.

Retirement & Other Benefits.

Leave.

Matters relating to employment.

Code of Conduct.

Discipline.

Interpretation & amendment.

Savings.

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 employee proceeding on study leave.

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

## Commencement of Service:

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. have commenced from the working day on which he/she reports for duty in response The service of a person appointed by the Competent Authority shall be deemed to

Corporation under non-technical and technical discipline are as under :-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

2. Rs. 425—700 3. Rs. 330—560 4. Rs. 260—400	1. Rs. 425—800	Old Scale  1. Rs. 1100—1600  2. Rs. 700—1300  1. 13.2 3.2 3.2 -
Rs. 1400—2300 (1400—46—1800—E8—50—2300) Rs. 1206—2040 (1200—30—1560—E8—40- 2040) Rs. 950—1500 (950—20—1150—E8—25—1500)	Group 'C' Rs. 1400—2600 (1400—40—1630—50—2300— EB—60—2600)	Group A  Revised w.e f. 1-1-86 l

Rs. 210-290 Rs. 210-270 Rs. 196-232 Rs. 750-940 (750-12-870-E8-14-940) Rs. 800-1150 (800-15-1010-EB-20-1150)

Rs. 260-350

Rs. 950-1400 (950-20-1150-EB-25-1400)

Group 'D'

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

## Direct Recruitment

- Source of direct recruitment shall be :-
- Application received in response to an advertisement/Circular,
- Nominees sponsored by the Employment Exchange/Director General of Resettle-
- 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
- Ξ tors in the next meeting of the Board of Directors. period of one year and the information for the same shall be given to the Direcperiod of one year which may be extended by the Appointing Authority for a to the number of existing Vacancies and those anticipated during the next six months plus lifty percent there of. Such a panel will remain operative for a order of merit, name of candidates of equal merit being arranged according to The Staff Selection Committee will prepare a list of names of candidates in the seniority in age. The number of candidates in the panel should be equivalent
- 3 The candidates who are considered fit for inclusion in "Merit List" may be safeguarding adequate representation of members of scheduled castes/tribes the Delhi Administration/Central Government from time to time in the matter of Committee shall pay due attention to the Circulars, Orders/Instructions issued by arranged in the order of interse merits. In preparation of panel, the Selection
- 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.
- ≦: panel for reasons to be recorded in writing. The recommendations of Staff Selection Committee will be of an advisory character and the Appointing Authority may accept, reject, revise or amend the

Seniority

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

### 5 Pay & Allowances

6.1 Unless otherwise stipulated in the terms and conditions of employment, every in-receipt of basic pay in excess of Rs. 750/-p.m. ployee of the Corporation is 30% subject to production of rent receipt for employee ved by the Board of Directors. The present rate of H. R. A. admissible to the ememployee shall be entitled to such pay  $\mathcal E$  allowances and at such rates as are appro-

- Dearness Allowance will be the same as admissible to employees of the correspondaing category in the Central Government.
- a) incominees sponsored by the Employmer Print Wild Research Bell Stranger 1991 1991 In the matter of fixation of pay, the rulesਾ-shartoragesਾਂ ਮਨ੍ਹਾਂ ਹਿਣੇ ਲਈ ਪੈਨਰਾਟਿਜ਼ਾਂਡਿੰਟੀ Government employ eastsball topin eather Appointing examberity bands in payratikinigheidevel

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- 5.4 Charge Allowance art in backword as assimmed noiseled lites and yet obem ad lite noiseles and (ii An தனுழிலுத்துறைத்திற்று நடிப்படுக்கும் அதித்தியில் விரும் வ
- ni post, in addition to his own duties. An employee holding such additional charge for suspicions: lot award to this a mostly in many and the post of a beriod of not less than 30 days shall be entitled to a Charge Allowance equivalent or a post of the minimum of the post of award in a minimum of the post of the minimum of the post of the minimum of the post of the post of the minimum of the post of the post of the minimum of the post or interest mently by a party of the same service of the same ser ed OAHY -Stig. ISEMPLYING the Decessary instructions in that behalf prescribed by the in which it worth to the month to the second leading and the manufactures. accrues, but the increments at the season of the season of
- nital Government from napageying提和即在1000 060 0 noi Chairman/Board of Directors from time to time ច្ចកាន់ចេនកេខព្ពះលេកស្រាផ្ទៃម៉ាសូស្តីឲ្យពួលនៅរុបចង្កែ Work as per rules, as may be approved by the payinpay are onw saakordua stil, of soupmonth aminakoodusis keushqqsiqquedagaayultass to work on Sundays or Holidays or to put in extra hours of work on week days in

yd beuezi anotiouwanilase) Orders/Instructions issued by

មានមិនមិនមានក្នុង ទីវិស្សា Managing Director/Competent Authority. Provided that no Overtime Allowance shall be payable to any such employee withou

Travel: 00 Seiver , 15414

ຍວກຮຽນດີວິຊີຢູ່ on ≹ours without the approval of the Competent Authority, Tours: Any employee shall be liable to be sent on tour under the orders of the Management anywhere within or outside country. No employee shall pro-

nil) in a line allowance: Re-imbursement of the travelling expenses will the sched ule given below :ing expenses shall be claimed by the employees of different categories as per the permi ssion of the Competent Authority. Such re-imbursement of the travelladmissible only when an employee has to travel on Corporation's business with

tioned Class in train, if accommodation in the First Class is not available Chairman... Managing Director -- By Air or First Class in train or by Air-condi-

> ned First Class, if accommodation in first class is not available. General Manager, Company Secretary - First Class in train or by Air-conditio-

Deputy Managers, Assistant Managers. & others not belove the Basic Pay of Rs. 1460/- By First Class in Train.

Below, Rs. 1406/- Basic Pay - By Second Class in Train,

to travel by higher class than the one to which helshe is entitled or by any other mode of trayel. In special circumstances, the Competent Authority may permit any employee 

- Authority before proceeding on tour. The tour programme shall indicate the bed form for conducting the tours and, obtain the approval of the Competent petent Authority. destination, the dates on which the tour are intended to be conducted and the ces, the employee shall adhere to the tour programme sanctioned by the Comroute along which the tours shall be conducted. Same in excaptional circumstan-Shortest/Longest Route: The employee shall make application in the prescri
- 2 . . . . . . . . . . . . Directors from time to time for their absence from Headquarter. For the purpose Eaily. Allowance while on four at such rates as may be decided by the Board of Rules of Daily. Allowance - (wilhin India): The employees shall be entitled to decided by the Competent Authority. Class cities and other places will be deemed to be 3, Class cities or as may be of this rule all the States & Union Territories. Capitals, will be treated as 'A
- half of the applicable rate. size withe Headquarter on 24 hours basis or partithereof provided that for absence of ess than 12 hours but more than six hours the Daily Allowance admissible shall τίν...... (ξ) : The Daily Allowance shall be computed on the total period of absence trom
- vi) Re-imbursement of actual conveyance charges: The actual conveyance charges For the purpose of computation (of Daily Allowance) the duration of the tour shall be deemed to have commenced from the dats and time of departure of mode of travel till the date and time of the arrival of the travel to the Head-
- incurred by an employee during the period of tour and also from residence or office to the starting place of any mode of travel shall be reimbursed to the employee as under !-

out-station and vice-versa; Station/Airport and from Railway Station/Airport to the Hotel or camp office at Employee of 'A' :- 'B' Grade: Actual fare by taxi from residence to the Railway

outstation may be reimbursed, as may be decided by the Competent Authority. camp office at out station and vice, versa. Actual conveyance expenditure at Employee of 'C' & 'D' Grade: Actual fare by auto rickshaw from residence to the Railway Station/Airport and from Railway Station/Airport to the hotel or

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 with-hold 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.

## 1011 Resignation:

- 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 discontinua 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 its considered opinion.

- Non-svailability 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

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.

Authority.

## 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 tenurs 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 53 years. The Board of Director may at its discretion grant extension in suitable cases in the exigencies of Corporation's work.
- (b) Notwithstanding any thing 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.
- An employee shall undertake and perform all the duties in such manner, capacity and place as he/she may be directed from time to time.

11.2 Secrecy:

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

Ξ .ω Punctuality in Attendance:

seen circumstances. An employee shall be punctual and regular in attendance except in case of unfore-

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

1.5 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:

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

11.7 Contesting Elections:

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

11.8 Demonstrati on Etc:

No employee shall participate in any demonstration, Morches, Gheraos and Dharana etc., during w wrking hours

- Restriction on Contribution to Press, Broadcast:
- = image or presti ge of the Corporation or its Management or its employees any information or expressing any opinion which are likely to adversely affect the No employee shall utilise any publicity or communication media for disseminating

- Ξ 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.
- 3 or in part or conduct or participate in editing or managing any newspaper or other No employee shall, except with the prior permission of the Management own whally periodical publications.
- 11.10 Restriction on Other Employment etc.:

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

11.11 Acceptance of Subscriptions Donations etc.

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

11.12 Acceptance of Gifts etc:

purpose or this rule shall include self, wife or Husband, minor sons and daughters body corporate or organisation connected with the Corporation. Family for the the family to accept any presents either in cash or in kind, from any person, firms No employee except with the sanction of the management solicit or permit members 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.
- Ξ 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 :
- An employee shall always avoid falling in debts and shall conduct his/her financial affairs so as to ensure solvency at all times.
- 3 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:
- No employee except with the knowledge of the management, shall acquire or

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,

ceeds Rs. 3,000/- in value. particulars as prescribed, if any, moveble property purchased during the period exhis/her own name or in the name of any member of his/her family and also submit in the prescribed forms indicating all immovable property acquired or inherited in 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

## 11.16 Bigamous Marriages :

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

## 11.17 Consumption of Alcholic Drinks:

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

## 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:

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

### 1.20 Misconduct:

The term misconduct shall deem to include the following :-

- others, or arising out of malingering. Wilful slowing down in performance or work, whether or not in combination with
- Wilful insubordination or disobedience, whether or not in combination with others or any lawful and reasonable order of superiors
- iii) Unwarranted inter ference with the work of other employees
- 3 Theft, fraud or disthonesty in connection with the business or property entrusted by mises of the Corporation. the Corporation on the property belonging to any other employees with-in the pre-
- Taking or giving bribes in cash or in kind.

J 3

habitual negligence or neglect of work.

(16)

- Habitual late attendance.
- Wiltul 'damage or loss to the Corporation's goods or property.
- Habitual absence without leave or absence without proper authorisation for more
- × Holding meeting inside the premises without permission of the management.
- Wilful act or commission on the part of an employee which is derogatory to the image of the Corporation or its Management.
- <u>×</u> Furnishing, at the time of appointment false or misleading information or wilfully supressing any infarmation regarding any of the particulars required or called for
- × × XIII) Abetment of or attempt to commit any of the above acts of misconduct.
- Riotous or disorderly behaviour inside the premises of the Corporation or commissioning of any act subversive of discipline or good behaviour.
- (VX Breach of any rule or provision of these regulations or any other rules as may be prescribed from time to time.
- Striking work or inciting others to strike work in contravention of any law.
- Distribution or exhibition of and handbills, pamphiets or posters in and outside the premises without the sanction of the management.

- Rules, Disciplinary and Appelate Authorities:
- 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
- E The management shall, by rule determine the disciplinary and appelate authorities for each category of post in the Corporation.

12.2

Penalties

- Any one or more of the following penalties may be imposed by the managemect on 11 of the service regulations and subject to such conditions). any employse of the Corporation for any of the misconduct (mentioned under rule
- Stoppage of increment with or without effect on future increments
- 0 Fine as may by permissible under existing law which may be in force from time to time or loss of pay and allowance for period of suspension.
- Reduction to a lower post or grade.
- Compulsory retirement
- Dismissal.

- Ξ other authority to whom necessary powers are delegated by the management. rity subordinate to authority competent to make appointment to the post or such o employee shall be imposed with any punishment mentioned above by any autho-
- 12.3 Penalties For Specified Misconduct

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

- Habitual negli gence or neglect of work
- Habitual late attendance
- Ξ Wilful damage or loss to the Corporation or to the Corporation's goods or property.
- 3 = Distribution or exhibition of handbills, pamphlets or posters in and or outside the
- 5 Wilful act or omission on the part of any employee which is derogatory to the image of Corporation or its management or its employees premises with out the sanction of the management.
- Furnishing of wrong information at the time of appointment. committed any of the aforesaid misconduct prior to awarding the punishment Provided the management shall obtain an explanation from the employee to have

## 12.4 Procedure For Imposing Punishment:

- = 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 as provided under clause 11.20 and clause 12.3 without communication to the ned in the afo resaid clause for any of the acts or on issions constituting misconduct The management shall not impose on any employee any penalty other than mentiothe action pro posed to be taken against him.
- € 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 offacer for the purpose

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

writing that in is not reasonably practicable to follow the procedure under this regulation, it may consider the circumstances of the case and the charges reported Provided further that the management, if satisfied for leasons to be recorded in

against the employee and take such disciplinary action as it deems fit.

- (;; of the management based on the enquiry. conduct of disposal of appeals, if any, received from any employee against the or The management may prescribe rules for the purpose of ensuring speedy and
- 3 Chairman after recording the reasons thereof in writing. As far as possible the disciplinary enquiry should becompleted within six mont Any further extension in the holding of the enquiry will require the approval of

### Suspension:

- proceedings against him, provided the management is satisfied that the continual of any employee on duty shall :-The management may place any empioyee under suspension pending disciplin
- Endanger the security and or interest of Corporation.
- Jeopardize the enquiry proceedings contemplated or pending against employee.
- The continuance of an employee on duty shall be deemed to endanger the secut and for interest of the Corporation if :-
- nce involving moral turpitude. The employee is reported to have committed an act constituting criminal of
- If criminal proceedings are pending against an employee in the court of law are under investigation.

- service of such employee are terminated under Rule-; 0.12. be followed as soon as possible by a charge sheet against the employee unless t The order of suspension shall be communicated to an employee in writing and sh
- The management may direct any employee under suspension while issuing the ora of management during the period of suspension. of suspension that he shall not leave the Head Quarters without express permissi

### 12.7 Subsistance Allowance

An employee under suspension is entitled to the following payments

A subsistance allowance at in amount equal to the leave salary and D.A. which it emplovee would have drawn if he?she had been on leave on half pay.

shall be comptent to vary the amount of subsistance allowance for any perio Provided that where the period of suspension exceeds 3 months, the management subsequent to the period of the first 3 months as follows :-

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

- ii) The amount of subsistance allowance may be reduced by a suitable amount not exceeding 50% of the subsistance allowance admissable during the period of first 3 onths, if in the opinion of the management period of suspension has been prolonged use to reason to be recorded in writing directly attributable to the employee.
- No payment un der rule-sub(1) above shall be made unless the employee furnishes a 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.
- .S 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 subsistance allowance already drawn by him/her.

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

### 9 Appeals:

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

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

- In the case of an appeal against an order imposing any penality specified in rule 12.2 and 12.3 the appet late authority, shall consider:—
- a) Whether facts on which the order was based have been established.
- b) Whether fact e stablished afford sufficient ground for taking action and
- c) 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 affect 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 addirected to the chairman and personal shall not be addirected to the channel.

 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.

No second appeal shall lie against an order passed on an appeal.

## 13. Interpretation and Amendments:

13.1 Interpretation of Staff Service Rules :

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

### 13.7 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 :

 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.

of the Corresponding Rules and Regulations applicable to Central Government

## 15. Power to Relax:

The Chairman may in case of undue herdship 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.

ANNEXURE-

## FORM OF SECURITY BOND

now All Man By These Presents that  ordinarily ordinari
now All Men by these resems were son/deughter/wife//widow.
esiding at Dethi Tourism & Transportation Development Corporation maked and firmly bound to the Dethi Tourism & Transportation Development Corporation in the sum of Rs
to be paid in cash, for which payment well and t
be made, I bind myself, my heirs, executors, administrator and legal representati
be made, I bind myself, my heirs, executors, administrator and legal representatives y these present.  Signed and dated this
be made, I bind myself, my heirs, executors, administrator and legal representatives y these present.  Signed and dated this day of onesand nine hundred (here the above bounden date of onesand nine hundred nine hundred nine hundred nine hundred nine hundred nine hundred nine h

n any way, suffer, sustain or pay, by reason of the misconduct, neglect, oversight or any of the duties of the said post and of any other post requiring security to which he'she may n the aforesaid manner as security for the due and faithful performance by the employee ther act or omission of the employee or of any person or persons acting under him/her or pe appointed at any time and all other duties which may be required to him/her while the above mentioned sum of Rs..... Tourism & Transportation Dev. Corporation (Staff Service) Rules 1986, agreed to deposit or whom he/she may be responsible. corporation against all loss, injury, damage, costs or expenses which the Corporation may lolding any such post as aforesaid and for the purpose of securing and idemnifying AND WHEREAS the employee has, in pursuance of Rule.......f the Delhi .....(Rupees).....

also to prepare and submit such returns, accounts and other documents, as may from time the form and manner that may from time to time, be laid down by the Corporation, and or under his/her control, and to keep and render-true and faithful accounts of his/her deal-

time be required.

ings there with AND WHEREAS the employee is bound to keep such property and money in to-collect or receive property and money which may come thto his/her harid or possession Corporation AND WHEREAS the said ......by virtue of holding such post is bound

uties pertaining there to which may be required of him/her and to idemnify the Corporation ie due performance by him/her of the duties of the said post as aforesaid and of other gainst loss from or by r∈ason of the acts or default of the employees and of all and every ergon aforesaid AND WHEREAS the employee has entered into the above written bond in the sum of .....(Rupe es)..... .....conditioned for

Now the Condition of the above Written Bondris gainsvess not notistograp and risk

and/or detaications shall have been demanded from the employee.by the Secretary.ភ្នក់នួលក្ poration or any other officer duly authorised in this behalf by the Corporation. ration the amount of any loss or defalcation within three days after the amount of such loss. executor, administrators or legal representatives shall pay or cause to be paid မှားရှင်မှာရှင်မှာရှင်မျှားမှာ into his/her possession or control by reason of the said post and the employee\_his/her/heigh duly account for and deliver useful money, papers and other property :ஆர்ந்ந்துத்திந்தத்திருத்தாரு to and shall come into his/her possession or contract by person of thea said ஹநாசார்க்கிய which are payable or deliverable to the Corporation or to the persons lawfully entitled there person lawfully entitled there to all such moneys and securities (මුදුළුවුදුවැට්ටම් වූපුලුළුවූදේ time be required of him/her and shell duly pay to the Corporation;යුට් හුනුමුරුව්යිස් යනියිලාගිසි performed and fulfil the duties of the said post and other - ឈ្មៅមុនស្រាំស្វេក្សាមួងមេខែវា រថាពាន់រង Such that if the employee has whilst holding the said; postenaneiotesneidaebways ਫ਼ਿਪ੍ਰੀਮ Be fally in

no effect otherwise the same shall be and remain in full force and virtue. omission or insolvency of the employee or any person or persons acting under him/her or ment, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience brought, sued or commenced or paid by the Corporation by reason of any act embezzlefor whom he/she may be responsible then the above written bond shall be void and of service or employment of the employee in such post as aforesaid be sustained, incurred, or expenses which have been or shall or may at any time or times hereafter during the poration from all and every loss, injury, demage, actions, suits proceedings, costs, charges of the employee and shall also at all times idemnify and save and keep harmless the Cora Such demand to be in writing and left at the office or last known place of residence

time being as occasion shall require to apply said sum of Rs.......[Rupees]...... as such security, as aforesaid with full power to the Secretary of the Corporation for the deposit thereof as aforesaid shall be and remain with the Corporation for the time being. ration or otherwise as aforesaid. PROVIDED ALWAYS AND it is hersby declared and agreed that the said sum .......(Rupees)......after delivery and ...... or any part diareat, in and towards the idemnity of the Corpo-

or of his/her ceasing to hold a post requiring security as the case may be, to his/her legal of six/three months from the date of death or final termination of service of the employee representatives or to him/her, as the case may be with interested and this bond shall ramain and shall not have been applied or appropriated as aforesaid shalf be returned on the expiry ceasing to hold any post requiring security the said sum of As ....................(Aupees)..... his/her final termination of service from the Corporation or in the event of the employee AND it is hereby further agreed that in the event of the death of the of employee or on .....or so much thereof as shall then remain in deposit,

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

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%rity of the persons on promotion to the higher grade. list in a consolidated order of merit assessed by the D.P.C. which will determine the senio-D.P.C will make selection of three candidates from the list shall be arranged in a single arranged in separate lists with reference to their relative seniority in these grades. The from the grade of Storekeeper, the eligible Upper Division Clerks and Storekeeper, shall be

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

quotas are 50% each, every direct recruitment shall be ranked below a promotee. If for Illustration: Where 75% of the vacancies are reserved for promotion and 25% for direct Appointment should be made in accordance with this roster and seniority determined (1) Promotion (2) Darect Recuitment (3) Promotion (4) Direct Recruitment and so on. recruitment each direct recruit, shall be ranked in seniority below 3 promotees. Where the accordingly.

reniority list shall not be re-arranged merely for the purpose of ensuring the proporation any reason, a direct recyruit, or a promotee cases to hold the appointment in the grade, the

ANNEXURE-III Rule-10.2

# FORM OF MEDICAL CERTIFICATE

and the second control of the second control	years, and by appearance, about	age according to his/her own statement is	& Transportation Dev. Corp. Shri/Shrimati/Kumari	I consider/do not consider this a disqualification for employment in the Delhi Tourism		ness or bodily infirmity except	a candidate for employment in the Delhi Tourism & Transportation Dev. Corp. and cannot discover that he/she has any disease (communicable or otherwise). Constitutional weak-	examined Shri/Shrimati/Kumari	9484   1841   18			
	years, and by app	age according to h	& Transportation C	l consider/do	1	ness or bodily ini	a candidate for endiscover that he/s	examined Shri/Sh		 T	1	T

(NAME & DESIGNATION OF THE MEDICAL OFFICER

Signature of the candidate

(SEAL OF THE MEDICAL OFFICER)

with the Disporation for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the Corporotion owning to any act, neglect or have been sustained, incurred or paid by the Corporotion owning to any act, neglect or 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 egal representatives after his/her death, in case any breach of conditions of this bond egal representatives after return of the said security and the responsibility of the employee, thall be discovered after return of the said security and the responsibility of the employee, of his/her estate, as the case may be, shall at all times continue, and the Corporation shall be fully idemnified against all such loss or damage as aforesaid at any time.

igned the above Bounces

) the presence of

Signature

Signature of Witness

Signed for and on behalf of the Corporation by the Secretary of the Corporation duly sthorised in that behalf in the presence of.....

Signature

gnature of Witness

is bond is to be exect\_ted at the cost of the Bounden on a non-judicial stamp paper of quisite value according to the schedule of the state in which it is executed.

(24)

ANNEXURE-II
(Rule-5.8)

General Principles for Determination of Seniority in the Central Service

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.

### .. Promotees:-

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 seperate 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 wherever necesssary.

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 unfit, the seniority of persons considered fit to promotion