

NRDC SERVICE

REGULATIONS & POLICIES

NATIONAL RESEARCH DEVELOPMENT CORPORATION

SERVICE REGULATIONS

GENERAL

1. **Title:** These regulations may be called the “NRDC Service Regulations, 2024”
2. **Commencement:** The regulations will come into force from **01.07.2024**.
3. **Definitions:** In these regulations unless the context indicates otherwise.
 - (a) **‘NRDC’** means the National Research Development Corporation;
 - (b) **‘Regulations’** means the NRDC Service Regulations, 2024;
 - (c) **‘President’** means the President of India;
 - (d) **‘Tenure’** means the period of service in the NRDC
 - (e) **‘Office’** means the office of the NRDC wherever located and including regional offices and projects the NRDC may establish anywhere in India/abroad;
 - (f) **‘Regular Employee’** means an employee who has completed a prescribed probationary period and who has been confirmed thereafter as a regular member of the staff and whose name has been included in the NRDC’s muster roll of permanent employees;
 - (g) **‘Contractual Employee’** means an employee whose services have been engaged for specified period/project, which may be extended from time to time, or
 - (h) **‘Casual Worker’** means employees who are engaged for work of casual/temporary or intermittent nature.

Note: Words and phrases not covered by the definition will, in case of doubt, have the same meaning as are given to them in Fundamental Rules and Supplementary Rules of the Government of India.

4. **Scope:** These regulations have been framed to define the terms and conditions of the employees of the NRDC, including their pay and allowances and shall apply to every person in the employment of the NRDC except on Foreign Service.
5. **Persons on Foreign Service:** Employees whose services are placed at the disposal of the NRDC on Foreign Service, shall be governed by the terms laid down at the time of their employment with the NRDC on foreign service terms.
6. Unless expressly provided to the contrary, as regards pay, increments, leave and leave salary, joining time, joining time pay, travelling and other allowances and other allied matters, the rules as stipulated in the NRDC HR Manual will apply. However, in case of any doubt/clarification, the Government of India Fundamental & Supplementary

Rules, including Government of India orders and decisions, audit instructions and decisions of the Comptroller & Auditor General of India given thereunder, shall be referred to.

7. Terms of Service:

Every Employee who has satisfactorily completed the prescribed probationary period will be allowed to continue in service on long term basis, but will be treated as 'probationer' till he/she is confirmed as a regular member of the staff. The retirement age for all NRDC's Executives and Non-executives on regular basis shall be 60 years. However, any extension in service beyond the age of superannuation i.e. 60 years shall only be done, in exceptional cases, with the approval of Board of Directors.

Area of service: The employees of the NRDC are liable to serve anywhere in India or abroad where NRDC may establish regional offices, outreach centers, projects or if so directed in connection with the NRDC's business or in any connection whatsoever.

8. Terms and conditions of service

- (a) All employees appointed by NRDC shall be governed by the Rules & Regulations of NRDC in force from time to time.
- (b) All NRDC employees on appointment will be on probation for a period of ONE year from the date of joining service. NRDC reserves the right to extend the period of probation at its absolute discretion. During the probation period, including any extension thereof, services are liable to termination at any time without prior notice and without assigning any reason whatsoever.
- (c) Increments will be granted to NRDC employees subject to satisfactory performance during the period under review as per rules.
- (d) NRDC employees will not be permitted to apply to any appointment outside NRDC during the period of probation and will have to withdraw all applications for appointments elsewhere, made prior to the date of issue of the letter of appointment under intimation to Personnel Deptt. and will not be permitted to either appear for interview or accept employment offered.
- (e) The employees on appointment will be required to submit a declaration about the marital status and in the event of any employee having more than one spouse, the appointment will be subject to his/her being exempted from the enforcement of requirements under the law in this behalf.

(f) All the employees on appointment will have to take an oath for observing strict secrecy in respect of all classified transactions and activities of NRDC.

(g) The appointment will be further subject to: -

- i) Production of certificate of fitness from the Hospital recognized by NRDC for the purpose either before or within one month from the date of joining duty.
- ii) Satisfactory verification of Character and Antecedents through appropriate authorities.
- iii) Production of original certificates regarding educational qualifications, date of birth, etc., which will be returned after making entries in the Service Book/Record.

If any declaration given or information furnished by any employee proves to be false or concealed, his/her service will be liable to termination. Further, legal action/black listing of candidature in all future recruitments of NRDC shall be initiated in cases, as deemed fit.

9. Discharge from service:

1. The services of an employee may be terminated by the NRDC if
 - (a) his/her post is abolished; or
 - (b) he/she is declared by a medical officer approved by the NRDC to be unfit for further service; or
 - (c) he/she absents himself from duty without permission of competent authority; or
 - (d) he/she is found guilty of insubordination, misbehaviour, continued inefficiency, neglect of duties, intemperance or misconduct as per NRDC CDA Rules.
 - (e) As per provision of FR 56 (j) & 56 (l) if he/she is found to be of doubtful integrity or ineffective declared by Review Committee.
- (ii) A certificate of service at the time of leaving service due to resignation, discharge, dismissal etc., in the form given below will be issued to every employee.

Certificate of service

This/her is to certify that Shri/Smt _____ had been employed under this/her NRDC in the capacity of _____ from _____ to _____. His/her services were terminated due to _____. During his/her service his/her conduct and work had been _____.

10. (i) Subject to the above, the services of an employee may be terminated by NRDC as follows:

- (a) **Probationers:** Without notice and without assigning any reason during the period of probation. The employee should, however, give atleast a week's notice of his/her intention to quit service during the period of probation.
- (b) **Contractual Employees:** with a month's notice or pay in lieu thereof by both, employee or NRDC.
- (c) **Regular employees:** with 3 months' notice or pay in lieu thereof by employee.

PROVIDED that both in the case of (b) and (c) no such notice or pay in lieu thereof shall be necessary if the services of an employee are terminated as a result of disciplinary proceedings under Rules 13 below.

- (d) he is found to be of doubtful integrity or ineffective declared by Review Committee conducting periodical review of probity and efficacy of employees as envisaged in FR 56(j) & (l).

(ii) The employees may also subject to Rule 11, quit service under NRDC by giving the requisite notice as at (b) and (c) at sub-para (i) above, provided that NRDC may at its discretion accept pay for the requisite period in lieu of notice in any particular case.

- (a) In no circumstances shall the resignation of an employee whose conduct is under inquiry be accepted without the sanction of the authority competent to dismiss him.
- (b) If an employee tenders resignation from a specific date the competent authority may, at its discretion, accepts the resignation from that date and require him to pay a sum not exceeding his/her pay for the remaining portion of the proper notice period or require him to continue in service until expiry of notice period or if he/she is a regular employee until suitable

arrangement is made for his/her relief whichever is later. An employee shall not quit service until he/she is formally relieved from duty.

Note: (i) The expression 'month' used in the rules shall be reckoned according to the calendar month and shall commence from the day following that on which notice is given by the employee or the NRDC as the case may be.

(ii) Status of contractual employees stands expired as on date of last working day of the contract unless until renewed/extended.

11. Service records, leave accounts and Annual Performance Appraisal Reports of all employees shall be maintained in such manner and in such form as may be prescribed by NRDC from time to time.

Conduct and Discipline:

- (a) An employee shall serve NRDC in its business in such capacity and at such places as may be directed from time to time.
- (b) An employee shall serve NRDC loyally and faithfully and shall maintain strictest secrecy regarding the affairs of NRDC and its constituents. Every employee is a whole time servant of NRDC and may be employed in any manner he/she is directed without any claim for extra remuneration. He/she shall strive his/her best to promote the interest of the NRDC.
- (c) As per NRDC CDA Rules, no employee shall take part in politics or in any political consideration.
- (d) As per provisions of NRDC CDA Rules every NRDC employee's shall have observance to Government policies and conduct and shall not take part in demonstrations or political activities. He/she shall not, except with the previous sanction of the Competent Authority, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymous or in the name of any other person to any newspaper or periodical, He/she shall not criticize any employee, Board of Directors or Government or tender any evidence before any Committee etc., He/she is also prohibited from unauthorized communication of information, raising of subscriptions, acceptance of gifts, public demonstrations, private trade or private employment, joining associations, seeking redressal of grievances in service matters.

- (e) NRDC employee whose duties involve the carrying out of scientific and technical research shall not apply for or obtain, cause or permit any other person to apply for or obtain a patent for an invention made by such NRDC servant save with the permission of the NRDC in accordance with such conditions as NRDC may impose.

12. Penalties:

- (a) The employees shall be classified into following categories:
 - (i) Category I: (Executives) CMD, GM, AGM, DGM, Sr. Manager, Manager, Dy. Manager, Asst. Manager, Jr. Asst. Manager etc.
 - (ii) Category II: (Non-Executives) Superintendent, PA Gr-I & II, Sr. Assts, Sr. Tech. Assts., Assistants., Jr. Assts., MTS Gr-I, II & III, etc.
- (b) The appointing, punishing and appellate authorities for the employees of various categories are given in the Schedule to these Rules.

13. Appeals

- (a) Every employee shall be entitled to appeal against a punishment ordered by an authority in NRDC to the appellate authority indicated in Schedule attached to NRDC CDA Rules.
- (b) No Second appeal against any order shall be allowed, but a petition may be made to the CMD, NRDC for a review of an appellate order passed by any lower authority.

14. An employee shall not absent himself from duty without prior permission of the competent authority nor shall he/she absent himself/herself from duty in case of sickness or accident without a report duly supported by a medical certificate issued by a prescribed medical authority; provided that in case of temporary indisposition the production of a medical certificate may not be insisted upon. No employee shall leave the station where he/she is posted without obtaining prior permission from competent authority.

17. Late attendance

An employee who is habitually late in attendance shall, in addition to such other penalty as the competent authority may deem fit to impose, have one day's casual leave forfeited for every three days he/she is late in a month; and individual remaining absent

after 10.00 A.M. on a particular day, leave due to the individual in the order of EL, CL will be deducted. Where such employee has no casual leave to his/her/her credit, the period of leave so forfeited may be treated as earned leave or extra-ordinary leave as the competent authority may determine.

18. Leave Rules:

The NRDC employee will be governed by NRDC Service Manual regarding Leave, Leave Salary subject to amendments made from time to time.

19. Penalty for overstaval:

An employee who remains absent after the expiry of his/her leave is entitled to no leave salary for the period of such absence and the period will be debited to his/her leave account as though he/she was on leave on half-pay unless his/her/her leave is extended by the competent authority, Wilful absence from duty after the expiry of leave may be misbehaviour for the purpose of Rule 9.

20. Employee Provident Fund:

NRDC employees will be governed by the Employees Provident Fund (Miscellaneous Provision) Act, 1952, as amended from time to time.

21. (a) Appointments made in NRDC prior to the enforcement of these regulations shall be deemed to have been made under these regulations and all the present employees of the NRDC shall be governed by these regulations.
- (b) Wherever there is any doubt about the meaning or extent of application of any of these regulations the decision of the NRDC shall be final and binding on the NRDC employees.
- (c) In respect of matters concerning the services conditions of NRDC employees not covered by these regulations and in case of any doubt/clarifications, rules and procedures, set forth in Government of India FR & SR, CCS (Conduct) Rules, 1964, CCS (CCA) Rules, 1965 including Government of India orders issued by DoPT, DoE & DPE and decisions and audit instructions shall be referred to.
- (d) Except where it is otherwise expressed or implied, these Regulations with such amendments as may be effected by the Company from time to time, shall apply to all employees of the NRDC. NRDC shall have powers to make such additions, deletions and alterations in these Regulations as may be deemed necessary from time to time.

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(e) CMD, NRDC shall be the authority competent to interpret these Regulations and his decision shall be final.

Save as provided above, no authority other than the Competent Authority prescribed under these Regulations shall exercise or delegate powers under these Regulations without general or specific orders provided that it shall be open to the authority higher than the Competent Authority to exercise the powers delegated to the Competent Authority when exigencies of the situation so warrant.

(f) NRDC may, from time to time, adopt or amend classifications of services, re-arrange grades, re-fix responsibilities in the cases of officers and staff and also prescribe minimum qualifications for making selections and appointments in the service of the NRDC. NRDC may also appoint persons on special terms of contract. These Regulations shall apply to such persons as well except where the contract specifically provides otherwise.

(g) NRDC may prescribe hours of attendance for different categories of employees and may authorize the Competent Authorities to adjust the timings according to the exigencies of work.

(h) If any provision in these Regulations conflicts with any Statutory Rules or Regulations for the time being in force generally or in any area or in respect of any category or class of employees, the Statutory Rules and Regulations shall prevail.

Schedule

[Under Rule 14 (c)]

Category of Service	Appointing Authority	Punishing Authority	Appellate Authority
Category I	Head of the NRDC	Head of the NRDC	Board of Directors
Category II	-do-	-do-	-do-
