

NATIONAL BACKWARD CLASSES FINANCE  
& DEVELOPMENT CORPORATION

HUMAN RESOURCES DIVISION

PERSONNEL POLICIES  
MANUAL

## MESSAGE

It is my pleasure to note that HR department is updating its HR policies & bringing out Hand Book on personnel policy. This Hand book endeavors to incorporate the major changes in HR policies of NBCFDC since inception of the Corporation.

The employees of NBCFDC have been exposed to tremendous challenges in reaching out to the needy target group on Pan India basis and help in their socio economic developments. It is therefore a matter of pride that NBCFDC down the years has developed a treasure of invaluable manpower asset whose contribution towards performance of the Corporation has been outstanding.

Despite the not for profit nature of the Company and the ever increasing compensation requirements in terms of government guidelines, the Corporation has managed to meet its targets due to diligent use of its funds on one hand and rationalizing of the manpower requirement on the other. HR policy will continue to provide the necessary impetus of motivation and high morale among our employees, which are undoubtedly necessary to meet future challenges.

This Hand Book will further fulfill the objective of having a fair and transparent HR policy and will serve as a ready reckoner for the employees. I compliment the HR Department for their efforts in developing and updating the HR policy and look forward to its continued updation in the years to come.

12<sup>th</sup> July, 2018

Managing Director

## FORWARD

The Hand Book is published with an objective to provide information and knowledge about the existing HR policy in a lucid manner. The Hand Book provides the basic ideas about existing HR policies and wherever details of any specific policy is required, a reference should to be made to the original policy circulars.

An Organization exists in a state of perpetual change and so do its HR policies, which are reviewed and amended or added as per the changing requirements of the organization. The policy is also required to meet the ever changing aspirations of the employee commensurate while not compromising on the organizational objectives. HR policy & Strategy is meant to keep the employee in a motivated state and to take-up challenges and convert it into opportunities for higher productivity and overall value addition.

I hope that all the employees of the Corporation will find this Hand Book useful and valuable.

The Hand Book epitomizes our endeavor to keep the employees abreast with the updated policies and to enable them to take informed decisions as far as personnel policies are concerned. It is worth mentioning that our policies and original circulars are the basis on which this Handbook has been prepared in an abridged form. Therefore, the said policies and original circulars will prevail in case of any ambiguity arising in this abridged statement.

We are thankful to all members of NBCFDC family ably led by Managing Director, who have provided inputs through both guidance and suggestions for updating the HR policies and thereby supported the core team to carry out the task of bringing out this lucid handbook. We are at the same time open for suggestions that would add value to this document in the common interest of the organization.

12<sup>th</sup> July, 2018

(V.R.CHARY)  
Dy.General Manager (HR & Admn.)

## **I GENERAL CONDITIONS OF SERVICE**

---

### **1.1 DATE OF BIRTH**

(i) At the time of appointment to the services of the corporation, the age of an employee shall not be less or more than whatever has been prescribed in the selection process and not less than 18 years under any circumstances. The employee shall provide satisfactory documentary proof to the corporation in this regard.

(ii) Date of birth recorded with the corporation at the time of the first appointment of the employee shall not be altered except in case of a clerical omission and that too with the approval of the Competent Authority.

### **1.2 IDENTITY CARD**

Every employee will be provided with an Identity card and if it is lost by the employee it should be immediately intimated in writing along with copy of FIR lodged with the police station. Duplicate cards will be issued on payment of Rs.100/- (Rupees one hundred only) in case of loss and Rs.50/-(Rupees fifty only) in case of mutilation. Fresh I-Card shall be issued at every three years interval/change of designation.

### **1.3 SERVICE UNDERTAKING**

Employees who joined as officers after a selection process on appointment are requested to sign an Undertaking on non-judicial stamp paper worth Rs.100/- (Rupees one hundred only) for serving the Corporation for a stipulated period and employees who are sent for training on abroad will also have to execute an Undertaking on non-judicial stamp paper worth Rs.100/- (Rupees one hundred only) for a stipulated period. Failure to serve in the Corporation for this period will necessitate repayment of assured sums as specified in the Undertaking.

### **1.4 HOURS OF WORK**

(i) Every employee shall be required to work for any day for such number of hours, as may be fixed in accordance with instructions, as may be issued, from time to time, by the Competent Authority.

(ii) Every employee shall be required to be at the work place of the establishment. Employees are also liable to be called for duty at any time during their rest period or on holidays in emergencies and exigencies of work, if so required by the Competent Authority.

### **1.5 FORWARDING OF APPLICATIONS FOR OUTSIDE JOB**

Applications from NBCFDC employees for outside scholarship, appointment in Govt./Quasi Govt./PSU will be forwarded as under:

- (a) Less than 3 years service- one application per calendar year
- (b) 3 years and above- four applications per calendar year.

#### 1.6 NOC FOR INDIAN PASSPORT

Employees working in NBCFDC will have to obtain a No Objection Certificate (NOC) from the Corporation before applying for Passport. No employee including probationer will leave India without prior approval/ permission of the Competent Authority.

#### 1.7 EMPLOYEE'S ADDRESS

Every employee shall notify to the corporation on his /her initial appointment, the details of his/her residential address and thereafter immediately communicate to the corporation any change in his/her residential address. In case the employee does not communicate the change, last notified address shall be treated as the address for communication.

#### 1.8 RESIGNATION

The permanent employee may resign from the service of the corporation by giving three months' notice or by paying an amount equivalent to three months' Gross salary' in lieu thereof. The resignation will be effective as and when it is accepted by the management. An employee cannot resign his/her job in case disciplinary proceeding or vigilance enquiry are pending or are contemplated and in case of contractual obligation without payment of compensation, as decided upon by the corporation.

#### 1.9 RETIREMENT

An employee will retire from the services of the corporation on the afternoon of the last date of the month in which he/she attains the age of 60 years or as amended from time to time. In case the date of birth fall on the first day of a month then retirement will be on the last date of the preceding month.

#### 1.10 DECLARATIONS OF DEPENDENTS

For the purpose of availing the benefits under Corporation's Medical Rules, LTC rules, declaration of their dependents along with their name, relation, age, income etc.is required to be furnished in the prescribed format.

**(Order No-AA/Admin./OO/10014-20, Dt.20.09,1994)**

## **2. CONDUCT DISCIPLINE & APPEAL RULES**

---

All NBCFDC employees are required to abide by the provisions of NBCFDC Conduct Rules.

All Executives and Non-executives are governed by NBCFDC Conduct, Discipline and Appeal (CDA) Rules and practice the following dos and don't's in day to day working as long as in service.

### Do & Don't's for employees

#### Do's

- 1) Employees shall maintain absolute integrity at all times.
- 2) Employees shall maintain absolute devotion to duty at all time.
- 3) Employees holding responsible posts shall maintain independence and impartiality in the discharge of his /her duties.
- 4) Employees shall maintain a responsible and decent standard of conduct in private life.
- 5) Employees shall render prompt and courteous service to the public.
- 6) Employees shall observe proper decorum at all times including during lunch break.
- 7) Employees shall report to superiors the fact of employees arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- 8) Employees shall keep away from active and passive participation in demonstrations organized by political parties.
- 9) Employees shall maintain political neutrality.
- 10) Employees shall manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- 11) Employees shall, if any legal proceedings are instituted for the recovery of any debt due from employee or for adjudging employee as an insolvent, report the full facts of such proceedings to the Competent Authority.
- 12) Employees shall act in accordance with Government policies.
- 13) Employees shall be courteous and impartial.

#### Don'ts

- 14) Employees shall not make joint representations in matters of common interest.
- 15) Employees shall not practice Untouchability, Racial and or Regional discrimination.
- 16) Employees shall not associate with any banned organizations.
- 17) Employees shall not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.

- 18) Employees shall not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government servant or any other persons to whom employee are not authorized to communicate such document or classified information.
- 19) Employees shall not enter into any private correspondence with Foreign Embassies or Missions/ High Commissions.
- 20) Employees shall not accept or lavish or frequent hospitalities from any individual industrial or commercial firms, organizations etc. having official dealings with employee.
- 21) Employees shall not accept invitations made to employee and members of his/her family for free inaugural flights offered by any airlines.
- 22) Employees shall not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from / to the parent or guardian of a bride or bridegroom or in any acts of dowry related harassment.
- 23) Employees shall not engage in canvassing business on Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of his /her family.
- 24) Employees shall not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private Corporation with whom employees are likely to have official dealings and otherwise place employee under pecuniary obligation with such person, firm or private Corporation .
- 25) Employees shall not approach subordinates for standing surety for loans taken from private sources either by employees/ his/her relations/friends.
- 26) Employee shall not undertake private consultancy work.
- 27) Employee shall not bring any political influence in matters pertaining to employee service.
- 28) Employee shall not consume any tobacco, intoxicating drinks or drugs while on duty.
- 29) Employee shall not appear in public place in a state of intoxication.
- 30) Employee shall not indulge in any act of sexual harassment of any woman at work place as defined under prevention of Sexual Harassment Act.
- 31) Employee shall not employ children below 14 years of age for either official or personal works.
- 32) Employee shall not accept award of monetary benefits instituted by Private Trusts/ Foundations, etc.
- 33) Employee shall not use his / her official position or influence directly or indirectly to secure employment for any member of his /her family in any Corporation or firm.
- 34) Employee shall not post derogatory or abusive messages in the social media.

### 3. PAY AND ALLOWANCES

#### 3.1 SCALES OF PAY

Statement of pay scales (IDA) w.e.f 01.01.2017		
CATEGORY	DESIGNATION / POST	PAY SCALES
C	Managing Director	Rs.160000-290000 (IDA)
E-7	General Manager	Rs.100000-260000 (IDA)
E-6	Dy.General Manager	Rs.90000-240000 (IDA)
E-5	Asstt. General Manager	Rs.80000-220000 (IDA)
E-4	Chief Manager	Rs.70000-200000 (IDA)
E-3	Manager	Rs.60000-180000 (IDA)
E-2	Deputy Manager	Rs.50000-160000 (IDA)
E-1	Asstt. Manager	Rs.40000-140000 (IDA)
E-0	Officer/ Field Officer	Rs.30000-120000 (IDA)
S-2	Sr. Executive	Rs.27000-100000 (IDA)
N-5	Executive / Sr.Driver/Sr.Office Asstt.	Rs.26500-95000 (IDA)
N-4	Jr Executive /Driver	Rs.25500-90000 (IDA)
N-3	Assistant Executive / Office Asstt.	Rs.24000-85000 (IDA)

**(Pay Revision Order –NBCFDC/HR/Pay rev./2017-18/123 &124, Dt: 08.01.2018)**

#### 3.2 PAY FIXATION

(i) On initial appointment

The pay on initial appointment other than appointment on deputation shall be fixed at minimum of the pay scale of the grade on which the appointment is made, if otherwise not specified in Offer of Appointment or as per the instruction issued at the relevant point of time.

(ii) On Promotion

On promotion to one grade to another (next higher grade), the employee has the option to get his/her pay fixed in higher post either from the date of his/her promotion, or from the date of his/her next increment of the pre-promoted grade. The option once exercised shall be treated as final. The pay will be fixed in the following manner in the revised pay structure:

- a) From the date of Promotion : When an employee opts to get his/her pay fixed in the higher grade from the date of promotion, his/her basic pay in the promoted grade shall be fixed by granting one notional increment @ 3% on Basic pay; rounded off to the next multiple of Rs.10 (Rupees ten only).
- b) From the date of next Increment: In case the employee opts to get his /her pay fixed from the date of next increment, then, on the date of promotion, no fixation of pay shall be done and he /she will continue to draw the same pay as has been drawn by him/her in pre-promoted grade. The fixation will be done on the date of next increment. On that day, his/her pay in the pre-promoted grade on the date of promotion will be considered for two increments @ 3% on basic pay each; one annual increment and the second on account of promotion.

#### 3.3 INCREMENT

- (i) The annual increment will be @ 3% of the Basic Pay and the same will be rounded off to the next multiple of Rs. 10/- (Rupees Ten only).
- (ii) The increment shall be granted from first day (January or July based on their joining month) in which it falls due on expiry of 12 months period after an employee has been appointed / promoted. In case of probationers (fresh appointment), the first increment shall be released only on successful completion of probation period.



The employees joining between February–June, shall get next annual increment on 1st January and those joining between August-December shall be entitled on 1st July of Calendar Year.

- (iii) All periods of extra ordinary leave without pay, except on account of self sickness duly supported by medical certificate, unauthorized absence and suspension will not count for grant of annual increment in the time scale applicable to a post in which the employee is working.
- (iv) Increment will not be charged if the employee is absent/on leave other than Casual Leave (CL) and Special Casual Leave (SCL) on the date of increment but it will be charged from the date the employee joins duty.
- (v) The rate of stagnation increment will be @3% of the revised basic pay and the employees will be allowed to draw maximum three stagnation increments, one after every two years, upon reaching the maximum of the pay scale provided the concerned employee gets a performance rating of "Good" and above.

### 3.4 DEARNESS ALLOWANCE

Periodicity of Dearness Allowance (DA) ; w.e.f 1st April, 1st July, 1st October and 1st January based on circulars of Department of Public Enterprises (DPE) , Govt. of India.

### 3.5 HOUSE RENT ALLOWANCE (HRA)

HRA is payable to the eligible employees as per the classification of cities by Government of India under:

X class cities	-	24% of the basic pay
Y class cities	-	16% of the basic pay
Z class cities	-	08% of the basic pay

(Note based on 3<sup>rd</sup> wages Remuneration Committee recommendations)

### 3.6 DEPUTATION ALLOWANCE

(i) As per extant guidelines issued by Deptt. of Public Enterprises, Govt. of India, the government officers, who are on deputation to NBCFDC, will continue to draw the salary as per their entitlement in the parent department. However, they will be paid deputation allowance as per details given below:

(a)	When transfer is within the same station	5% of Basic Pay subject to a maximum of Rs.2000/-(Rupees two thousand only) per month.
(b)	Outstation posting	10% of Basic Pay subject to a maximum of Rs.4000/-(Rupees four thousand only) per month.

(ii) The deputation allowance shall be further restricted as under:

- (a) Basic Pay plus deputation allowance shall not exceed the maximum of the scale of the deputation post.
- (b) The deputation allowance is not admissible to the deputationist, beyond 4th year of deputation.

### 3.7 OTHER ALLOWANCES & PERKS

(i) Sequel to revision of pay sales, the perks and allowances are now payable to the employees under " Cafeteria Approach".; the employee has the choice to choose a

set of allowance/perks, from the list as detailed below, the total ceiling for which will be as per the prescribed percentage of the individual basic pay.

PERKS/ALLOWANCE OPTION FORM FOR THE FINANCIAL YEAR -			
I hereby opt for the reimbursement/payment of following perquisites and Allowances for the year _____ restricted to 35% of Basic pay :			
Sl. No.	Item Name	% of Basic Pay	Please state 'yes' against which the perk/allowance to be drawn
1	Medical allowance for outdoor treatment	10	
2	Children Education Allowance	5	
3	News Paper & Periodicals	2	
4	House Maintenance/furnishing Allowance	10	
5	Meal coupons/ Canteen subsidy	5	(Also state if coupon is needed)
6	Entertainment Allowance	5	
7	Transport/ Maintenance conveyance allowance		
	a) Admissible to employees who own a Scooter/Motorcycle and submit valid driving license, Registration Certificate etc. for running, repair and maintenance of two wheeler on self certification.	10	
	OR		
	b) For running, Repair & Maintenance of Vehicle + Driver cost ( for those who are entitled for car allowance (Manager & above Cadre) shall be admissible on self-certification by the concerned employee.	15	
8	Domestic help allowance	8	
9	Electricity/ Gas Allowance	5	
10	Health Maintenance/ Club Membership	5	

Note: Points 3.1 to 3.7 are as per the 3<sup>rd</sup> pay revision issued vide Order No.NBCFDC/HR/Pay.Rev./2017-18/124, dt. 08.01.2018 which is subject to change from time to time in terms of DPE guidelines.

### 3.8 TELEPHONE FACILITY

Subject to eligibility and approval under the extant Usage of telephone facility provisions, an employee may claim reimbursement of Residential Telephone and /or Mobile phone as per the following ceilings:

Sl. No.	Executive Grade	Cost of Handset *	Reimbursement per month
1	E6 – E7	Rs.10,000/-	Rs.4500/- p.m (Both mobile & landline)
2	E4 - E5	Rs.10,000/-	Rs.3500/- p.m (Both mobile & landline)
3	E1 – E3	Rs.8,000/-	Rs.1000/- p.m (Mobile only)
4	E0	Rs.8,000/-	Rs. 800/- p.m (Mobile only)
5	N5 –S2	Rs.7,000/-	Rs. 500/- p.m (Mobile only)
6	N2 – N4	Rs.6,000/-	Rs. 400/- p.m (Mobile only)

\* The replacement of instrument shall be admissible only after three years.

### 3.9 Performance Related Pay (PRP) Scheme

As per extant guidelines issued by Department of Public Enterprises, the Performance Related Pay (PRP) scheme has replaced the existing NBCFDC scheme from the financial year 2007-08. The PRP is payable to the regular employees of the Corporation.

### 3.10 Superannuation benefits

Superannuation benefits 30% of basic pay

Pension – 10%

Medical – 3%

Gratuity – 5% (Subject to ceiling of Rs.20 lacs)

PF – 12%

**(Order Nos- NBCFDC/HR/Cir./2015-16/615,Dt: 17.02.2016 &  
NBCFDC/HR/Cir./2016/157, Dtd: 14.12.2016)**

## 4. TRAVELLING ALLOWANCES

---

### 4.1 TRANSFER GRANT

Employees will be entitled to one month basic pay plus IDA of his/her grade/pay of the new station of posting as Transfer Grant for setting up the new establishment.

### 4.2 JOINING TIME

- (i) Employees on transfer from one station to another is entitled to joining time for seven (07) clear working days for preparation (in addition to Sundays and Holidays) and one (01) day for travel per 400 k.ms distance or part thereof in excess of 200 kms. If an employee reports without availing joining time, the un-availed portion shall be credited to the earned leave account.
- (ii) An employee covered under eligible for 7 days exclusive of the number of days spent on travel. In event of joining without availment, the joining time shall be deemed as leave due which may be availed by the employee within a period of 6 months after joining at the new station.

**(Order Nos.-AA/Admin./OO/10014-20, Dt.20.09,1994)**

### 4.3 PACKING ALLOWANCE

An employee is entitled to Packing Allowance at following rates on transfer:

S.No.	CATEGORY/PAY RANGE	PACKING CHARGES
1.	Those drawing pay of Rs. 95000 and above	Rs.5000/-
2.	Those drawing pay of Rs. 75000-94999	Rs.3600/-
3.	Those drawing pays of Rs. 55000-74999	Rs.3000/-
4.	Those drawing pay of Rs. 35001-54999	Rs.2400/-
5.	Those drawing pay of Rs.35000 and below	Rs.1800/-

Payment of transfer grant and packing allowance will be admissible provided change of station is involved, the transfer is not within the same municipal limit or 25 kms and transfer involves change of residence.

#### 4.4 BAGGAGE ALLOWANCE

(i) Employees can claim actual cost of transportation of baggage by goods train upto the following maximum:

SNo. CATEGORY/PAY RANGE	ENTITLEMENT FOR CARRIAGE OF PERSONAL EFFECTS
1-Those drawing pay of Rs.80000 and above	12 tons, truck rates (Std rates as assessed from market) or 6000 Kgs. by goods train or two 20 ft. Container, as per CONCOR (CPSE) rates.
2-Those drawing pay of Rs 30000-79999	09 tons, truck rates as assessed from market or 4000 Kgs by goods train or single 20 ft. Container, as per CONCOR (CPSE) rates..
3-Those drawing pay of Rs. 29000 and below	03 tons truck rates or 3000 Kgs. by goods train.

(iii) In case of movement by train, charges for carriage of personal effects from Residence to Railway Station and from Railway Station to new residence will be payable for loading /unloading and transport at each end on certification by the employee that he/ she has incurred subject to the ceiling as given below:

SNo. CATEGORY/PAY RANGE	ALL CITIES/Rs. PER.KM
1-Those drawing pay of Rs. 95000 and above	18.00
2-Those drawing pay of Rs. 75000-94999	16.00
3-Those drawing pay of Rs. 55000-74999	13.00
4-Those drawing pay of Rs. 35001-54999	10.00
5-Those drawing pay of Rs. 35000 and below	7.00

#### 4.5 TRAVEL ENTITLEMENTS ON TOUR / TRANSFER

##### A-Lodging and Daily Allowance Entitlement

Category of Empl	Lodging Allowance *			Daily Allowance **		
	X Class Cities	Y Class Cities	Z Class Cities	X Class Cities	Y Class Cities	Z Class Cities
MD / Board Member(s)***	14000	11000	10000	1000	800	600
E-6 to E-7	10500	8500	6000	800	600	550
E-4 to E-5	8500	6000	4500	600	550	500
E-1 to E-3	6000	4000	3000	500	500	450
E-0	4000	3000	2500	500	450	400
S-1 to S2	3000	2500	1750	450	400	350
N-2 to N-5	2500	1750	1250	400	350	300

\* This will be exclusive of taxes but inclusive of all expenditure incurred on lodging.

- \*\* In case of stay upto 12 hours 50% of DA will be admissible.
- \*\*\* Lodging & Daily Allowance are applicable to Board members other than MD/ Functional Directors only, when they are travelling on works connected with the Corporation.
- \*\*\*\* The above travel entitlement will be revised from time to time by Corporation after assessment of market condition.

**'B' Mode of Travel Entitlement**

Grade	By Air	By Sea	By Train (including Rajdhani / Shatabdi)	By Bus	By Taxi / Auto	Local Conveyance
MD / Board Member(s)	Business Class	Highest Class	1st AC / Executive Class	AC	Actual	Actual
E-4 to E-7	Economy Class	Highest Class	1st AC / Executive Class	AC	Actual	Actual
E-1 to E-3	NA	Highest Class	IIInd AC / AC Chair Car	AC	Taxi	AC bus fare
E-0	--	Economy Class	IIInd AC / AC Chair Car	AC	Auto	-do-
S-1 to S2	--	Economy Class	IIIrd AC / AC Chair Car	AC	Auto	-do-
N-2 to N-5	--	Economy Class	IIIrd AC / AC Chair Car	AC	Auto	-do-

The employees are free to travel by higher class than entitlement but reimbursement will be allowed as per entitlement.

**Notes:**

- Reimbursement of Taxi fare E-1 – E-3 will be limited to contractual rates as in place for prevailing vehicle contracts of Corporation and for Auto limited to 50% of the taxi rates.
- Travel by own conveyance will be normally not permitted. However, same may be considered subject to specific approval on case to case basis by MD and reimbursement will be limited @ Rs.16/- per k.m all inclusive (i.e. toll taxes, parking, drivers charges etc.) on the basis of self-certification.
- In case of own arrangements for stay there will be no lodging allowance, however, the DA shall be 200% of the entitled rates.
- In respect of any other reimbursements same will be considered on case to case basis.
- The above tables and remarks shall substitute the existing travelling allowance & entitlement of employees to the prescribed mode of travel table of Travelling Allowance Rules.
- For any exceptions to above entitlements, will be decided by Competent Authority.

**(Order Nos.-NBCFDC/HR/O.Order/2016-17/65, Dt: 26.08,2016 )**

‘C’ Mode of Travel Entitlement with specific reference of “Local Conveyance”:

- E-0 to E-3 – Local conveyance admissibility on tour shall be actual, as per bills. In case of Self Certification, maximum up to Rs.800/-;
- S-1 to N-5 - Local conveyance admissibility on tour shall be actual, as per bills. In case of Self Certification, maximum up to Rs.400/-

Travel by own conveyance will be normally not permitted. However, same may be considered subject to specific approval on case to case basis by MD. The bills shall be settled under intimation to Managing Director.

- Conveyance rate i.e. Rs.8/- and Rs.16/- per km will be applicable, while on tour as per entitlement;
- 100% DA in case of stay / journey, while on tour;
- Other contents of the order shall remain the same.

**(Circular No. -NBCFDC/HR/Cir./2016/156,Dt.:09.12.2016 )**

4.6 Lodging Expenditure-Calculation of Room rent where two employees reside together in one room during the tour on sharing basis;

Wherever two employees travelling to a same place and planning to share room jointly, they may be allowed lodging expenditure to the extent of 90% of the cost of both employees' entitlement. For example: the entitlement of employee of S-2 category is @ Rs.2000/-per day and employee of N-3 category @ Rs.1800/-per day and the total is @ Rs.3800/-per day therefore their entitlement @ 90% of total amount of Rs.3800/- is Rs.3420/- per day can be allowed and the employees are also to be allowed daily allowance in full as per their entitlement individually.

4.7 Travel by own car viz-a-viz hiring of taxi for tour;

When tour programme is approved by Competent Authority to travel by own car to any level of official, the expenditure incurred shall be reimbursed @ Rs16/- per K.M all inclusive ( i.e. toll taxes, parking, drivers charges etc.) on the basis of self- certification.

4.8 Local Conveyance ceiling for employees at S-1 to N-5 category.

In absence of bill and on the basis of self certificate the entitlement of local conveyance in Delhi and NCR is payable to the employees on kilometre rate basis to the maximum extent @ Rs.400/- per day and during the tour the ceiling of local conveyance is applicable for reimbursement to the employees @ Rs.400/- per day (outstation).

The other contents of the travelling rule office order / circular dated 26.08.2016 and 09.12.2016 shall remains the same.

**(Order Nos.- & NBCFDC/HR/Cir/2017-18/25 ,Dt.9.06.2017)**

## 5. LEAVE RULES

---

5.1 NBCFDC regular employees (other than adhoc employees or employees engaged on daily/ contractual basis) are entitled to the following kinds of leaves. However, this cannot be taken as a matter of right. These cannot be availed unless sanctioned by the competent authority. The entitlement of leaves in r/o deputationists will be regulated as per the leave Rules of their parent organization.

### 5.2 CASUAL LEAVE

- (i) During the 1st year of service and the year of cessation of service Casual Leave will be calculated proportionately.
- (ii) Intervening Saturdays, Sundays and Holidays are not debited to Casual Leave account but these can be prefixed and suffixed.
- (iii) Casual Leave can be granted for 1/2 day also with lunch interval as dividing line.
- (iv) Un-availed Casual Leave lapses at the end of each calendar year.
- (v) Not more than 7 days casual leave will be sanctioned in one spell.
- (vi) Casual leave can't be combined with any other kind of leave except Special Casual Leave.

### 5.3. SPECIAL CASUAL LEAVE

Means that kind of leave which is sanctioned by the Competent Authority for such occasion as may be determined by that Authority from time to time.

It is granted in the following cases:

- (i) In case the male employee undergoes vasectomy operation: Upto 6 days
- (ii) If the first vasectomy operation fails: Upto another 6 days
- (iii) In case the female employee undergoes tubectomy operation: Up to 14 days
- (iv) If the first tubectomy operation fails: Up to another 14 days

### 5.4 EARNED LEAVE

(i) Earned leave @ 2.5 days for each completed calendar month of service, is admissible on completion of one year continuous service. While calculating the EL, Extra Ordinary Leave, unauthorized absence and suspension period will not be taken into account.

(ii) An employee will be credited with 30 days and 31 days Earned Leave in alternative calendar year in two advance installments i.e. 15 days in January and 15 days in July every, on the next even year the credit shall be 16 days.

(iii) EL can be accumulated up to the maximum of 300 days but normally not more than 45 days will be sanctioned at one time.

(iv) Half day EL is not sanctioned.

(v) EL can be combined with any other kind of leave except Casual leave and Special Casual Leave.

(vi) Holidays, Saturdays and Sundays falling in between the EL will be treated as leave. However, this can be prefixed or suffixed.



## 5.5 HALF PAY LEAVE

Half Pay leave @ 20 days per calendar year is admissible on completion of one year of continuous service. The entitlement for the first year of service or the year of superannuation/cessation of service shall be proportionate.

## 5.6 LEAVE ENCASHMENT

(i) Encashment of Earned Leave: The employee can get encashment for not more than 30 days whichever is less on each occasion but he/she is admissible only once in a calendar year. At the time of superannuation, resignation or retirement otherwise than on disciplinary grounds, full EL lying at credit can be encashed subject to a maximum of 300 days.

(ii) Encashment of Half Pay Leave: HPL lying at the credit of an employee may be encashed upto a maximum of 240 days in the following event:

- a) Retirement on superannuation, or
- b) Death while in service, or
- c) Voluntary retirement, or
- d) On completion of tenure of Board Level appointees, or
- e) Cessation of service other than on grounds of disciplinary action, after attaining the age of 50 years, provided the concerned employee has completed a minimum of 10 years continuous service in Central/State Government /PSU out of which a minimum of five years as a regular employee in NBCFDC. This may be on the condition that such separation has been with the approval of the management.

(iii) The encashment of leave will be on the basis of last pay drawn which includes Basic Pay, Dearness Allowance, if any, but shall not include HRA other allowance and /or bonus etc.

Note: However, at the time of superannuation Earned Leave and Half Pay Leave can be considered for encashment, subject to overall limit of 300 days.

## 5.7 COMMUTED LEAVE

Commutated leave upto maximum of 240 days in the entire service is granted only on medical grounds subject to availability of HPL in the leave account.

## 5.8 EXTRAORDINARY LEAVE

Extraordinary Leave for not more than 2 months on one occasion can be sanctioned to an employee when no other kind of leave is due or when the employee specially applied for it. However, extraordinary leave for period in excess of 3 months but less than 3 years may be allowed on medical grounds for diseases which required prolonged treatment or for pursuing higher studies. No pay and /or allowances will be payable during this type of leave.

## 5.9 MATERNITY LEAVE

(i) All female employees are entitled to Maternity Leave with full pay, for a total period of 180 days from the date of its commencement.

(ii) In the case of miscarriage or abortion or if pregnancy is terminated on medical grounds, leave up to 45 days (approx..six weeks) may be allowed, subject to the condition that the total leave granted on this account during the entire service does not exceed 90 days (approx.12 weeks).

(iii) Maternity leave will not be allowed to those female employees who have already two surviving children.

(iv) All intervening Saturdays, Sundays and Holidays will form part of Maternity leave.

(v) Maternity leave can be combined with other types leave except Casual Leave and Special Casual Leave.

#### 5.10 CHILD CARE LEAVE (CCL)

Female employee having minor children may be granted Child Care Leave (CCL) for a maximum period of two years (i.e. 730 days) during their entire service for taking care of up to two eldest surviving children only, whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age (22 years in the case of disabled child) or older. During the period of such leave, the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

#### 5.11 PATERNITY LEAVE

A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. Paternity Leave may be combined with any other kind of leave as in case of Maternity Leave. It shall be granted only twice in the entire period of service subject to same being within two years of the birth of the second child.

**(Order Nos- NBCFDC/P&A/OO/2013-14/194, Dt: 21.01.2014 &  
NBCFDC/HR/O.Order/2016/620, Dt.11.03.2016 )**

## 6. LEAVE TRAVEL CONCESSION

---

### 6.1 ELIGIBILITY

(a) NBCFDC regular employees on completion of 12 months service in the corporation will be eligible for Leave Travel Concession or encashment thereof.

(b) LTC will be admissible for employee, his/her spouse, dependent children and dependent parents who normally stay with the employee. In case both the husband and wife are employed in NBCFDC LTC will be admissible to one of them.

### 6.2 FREQUENCY

(i) In a span of 4 years an employee can avail of either two blocks to hometown or one block to anywhere and one to hometown.

(ii) If the hometown and place of posting happens to be the same LTC will be admissible for anywhere and one to hometown.

(iii) If the hometown and place of posting happens to be the same LTC will be admissible for anywhere only once in 4 years, the 2 year block will be counted for 2014-2015 and span of 4 year will be counted as 2014-2017 so on and so forth.

(iv) In case the family is residing away at hometown an employee (Unmarried) may avail LTC for himself/herself alone once in every year to visit hometown.

(v) LTC will be restricted to one way journey only if the dependent gets employed or gets married after completion of outward journey or the family does not complete the return journey within a period of 90 days from starting.

### 6.3 ENTITLEMENTS:

(i) The employees are free to travel by higher class than entitlement but reimbursement will be allowed in terms of entitlement as per TA rules.

### 6.4 OTHER CONDITIONS

(i) The employee should declare the destination before proceeding on LTC.

(ii) The LTC can be availed only during the sanctioned leave and cannot be availed during Restricted / Gazetted Holiday and Sunday.

(iii) An employee is required to submit leave travel expenses within 30 days of return failing which interest @ 12% p.a will be chargeable on the sum advanced.

(iv) LTC advance may be drawn up to one month before the commencement of the Journey.

(v) In respect of all matters which are not specifically covered in LTC rules of NBCFDC, LTC rules of Central Government notified from time to time will be followed in so far as they are not inconsistent with these rules.

(vi) Subject to amendments made by Central Government from time to time.

**(Order No.- AA/Admin./OO/10014-20, Dt.20.09,1994)**

### 6.5 ENCASHMENT OF LTC

(i) Employees who wish to encash the Leave Travel Concession are permitted to do so only in the last block year before superannuation and are required to intimate in writing their intention to do so well before the expiry of the block period.

(ii) The encashment of LTC is restricted to 75% of rail fare as per entitlement.

(iii) Encashment is as per the rail entitled class in respect of self, spouse, and dependent children, restricted to four full tickets (including self) in respect of traveling any where in India during the 4 years block periods for the distance upto 3000 kms both way.

**(Order No.- NBCFDC/MPA/OO/97-98/15, Dt: 16.01,1998)**

## 7. MEDICAL RULES

---

### 7.1 ELIGIBILITY

(i) All regular employees and such deputationists who have opted for NBCFDC medical attendance rules are eligible for reimbursement of medical expenses in respect of self, dependent spouse, children, minor brother and unmarried sisters whose income from all sources taken together does not exceed Rs.3000/- pm and parents, whose combine income should not exceed Rs.6000/-p.m . In case of widow mother the overall ceiling of Rs.6000/- pm will apply.

(ii) If both the husband and wife are employees of the Corporation only one may avail of the benefits for the family according to the option except that the parents of both will be included independently. If the spouse is employed in the Govt. or any other PSU or any other local body he/she would be entitled to medical facilities as provided by any one of the two employees i.e either by NBCFDC or by his/her employer as per their choice.

### 7.2 OUTDOOR TREATMENT

No reimbursements will be made for outpatient department (OPD) consultancy and purchase of medicines as prescribed by doctors as same stand covered for under the 35% perquisites and allowances under cafeteria approach. The reimbursement on lab tests, dental procedures, spectacles, prolonged treatment, therapies etc. will be reimbursed subject to fixed annual reimbursement, as per categories as under:

Fixed annual reimbursement  
E-7 and above – Rs.40,000/-  
E-4 and above – Rs.30,000/-  
E-3 and below – Rs.25,000/-

In addition to above the Corporation will bear expenses of Annual health checkup for self & spouse standard limit of Rs.5500/- per person.

### 7.3 ENTITLEMENT TO INDOOR TREATMENT

(i) The Corporation is taking an insurance policy for all officers and staff and their spouse / dependent Children for annual hospitalization as per limits i.e E7 and above - Rs. 5.00 lakhs, E4 and above Rs.4.00 lakhs and E-3 and below– Rs.3.00 lakhs

(ii) In case of annual hospitalization expenses, going above limits / not reimbursed by the Insurance Company, additional compensation by the Corporation will be considered on a case to case basis, as per the prevailing rates.

**(Circular No.-NBCFDC/HR & Admn./OO/2018-19/184, Dt.: 20.06,2018)**

### 7.4 MEDICAL ADVANCE

In case of non acceptance of Insurance Company, in the case of emergency admission, 80% of the estimated expenditure may be sanctioned as medical advance to the employee keeping in mind the entitlement norms, on submission of the estimate from the hospital and the same shall be adjusted against the bills after discharge.

**(Order No.: NBCFDC/HR/O.O/2016/160,Dt.20.12.2016)**

## 7.5 REIMBURSEMENT OF VACCINATION EXPENSES

Reimbursement of expenses on vaccination for Hepatitis, Typhoid and Chickenpox, Shall be allowed as per the following rates:

- (a) Hepatitis @ Rs.400/- on each occasion for maximum of three occasions for self, spouse and two children;
- (b) Chickenpox vaccination @ Rs.1400/- each for two children within 22 years of age;
- (c) Typhoid vaccination @ Rs.400/- per child once for two children.

The above prescribed amount shall be reimbursed to the regular employee submission of bills/ receipt from recognized / registered Doctors or Clinic / Nursing home / Hospitals

**(Order Nos.- NBCFDC/P&A/Cir./2003/888, Dt.24.02.2003 )**

## 8. ADVANCE RULES

---

### House Building Advance (HBA)

#### 8.1 ELIGIBILITY

All regular employees of the Corporation, on the date of submitting application for advances have rendered not less than two years of continuous service (including service rendered in Central/State Government/PSU or Govt. Institutions before joining the corporation) and are not to superannuate within 60 months can be sanctioned HBA for the following purposes:

- (i) Construction a new house, including the acquisition of plot of land for the purpose of such construction
- (ii) Purchase of ready-built house or ownership flat offered for sale by a Government, Semi-government, Institution or an autonomous agency like Housing Boards, Improvement Trust, Development authorities and registered Cooperative Societies.
- (iii) The purchase of a ready build house under Self-financing Scheme implemented by the Improvement Trust, housing board, development authority or by a registered Cooperative housing Society.
- (iv) Enlarging the existing house owned by the employee.
- (v) Repayment of outstanding amount of a housing advance and interest thereon due to be paid to the former employer at the time of absorption.
- (vi) Repayment of outstanding amount of loans/advances together with interest taken from Scheduled Commercial Banks.

#### 8.2 DOCUMENTS

The employee is required to submit the following documents:

- |                                  |  |
|----------------------------------|--|
| (a) Agreement to sale,           | (b) Site Plan approved for construction by Local Govt. Authorities (NAC/MCD/Panchayat) |
| (c) Non-encumbrance Certificate, | (d) Agreement,   |
| (e) Surety Bond,                 | (f) Mortgage Deed,   |
| (g) Tripartite Agreement         | (h) Insurance etc.   |

All other terms and conditions are remain same on HBA rules of NBCFDC.

#### **[House Building Advance (HBA) Rules (1995)]**

#### 8.3 AMOUNT OF ADVANCE

(i) For construction of a new house (including cost of land) or for purchase of a ready-built house or ownership plot, the advance shall not exceed 150 month's Basic pay and IDA of the employee on the date of application, or cost of the house/plot which ever is lowest with maximum limit.

- a) Rs.30 lacs in NCR & other metros ( i.e. X Class cities)
- b) Rs.20 lacs for other than NCR and Metro city ( Y Class)
- c) Rs.15 lacs for other cities (i.e. Z Class cities)

(ii) Employees, who have already taken HBA, will be entitled for second HBA for the purpose of enlargement of existing house/flat, upto Rs.10.00 lakhs or estimated cost for expended/enlargement house whichever is the less.

**(Order Nos- NBCFDC/P&A/OO/2013-14/149, Dt.27.09,2013)**

#### 8.4 VEHICLE ADVANCE

- (i) Regular employees who have completed one year of regular service and have three years or more years to retire on superannuation are eligible.
- (ii) Vehicle Advance can be availed 2 times in entire service period.
- (iii) 4 wheeler – Rs.6,00,000/- or 90% of the cost whichever is lower for E-4 and above category.
- (iv) 2 wheeler – Rs.50,000/- or 90% of the cost whichever is lower for all employees.
- (v) All other terms and conditions in respect of NBCFDC's Vehicle Advance Rule remain unchanged.

**(Order No.-NBCFDC/P&A/OO/2013-14/128, Dt.20.05.2013)**

#### 8.5 General purpose advance

NBCFDC employee, who have completed five years of service per occasion, shall not exceed Rs.5.00 lacs or 15 months basic pay, plus DA whichever is lower.

Next General Purpose advance will be admissible only after complete repayment of the entire amount of previously drawn (if any) together with interest thereof.

**( Order No.- NBCFDC/HR & Admin./OO/2018-19/180, Dt.18.06.2018)**

## **9. GRANT OF INCENTIVES TO EMPLOYEES**

---

### **A. FOR ADOPTING SMALL FAMILY NORMS UNDER THE FAMILY WELFARE/ PLANNING SCHEME**

I. The employees of this Corporation who undergo sterilization after having two surviving children.

1. A Special Increment in the form of Personal Pay
2. Rebate of ½% in Interest on House Building Advance

II. The grant of the aforesaid concession/incentives would be subject to the following conditions:-

- (i) The employee must be within the reproductive age group. In the case of a male employee, this would mean that he should not be over 50 years and his wife should be between 20-45 years of age. In the case of a female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should not have more than two or three surviving children.
- (iii) The Sterilization Operation must be conducted and the Sterilization Certificate must be issued by the authorized competent authority of a Central/State Government Hospital/Institutions recognized by the Central/State Government /CGH Hospitals/clinics for the aforesaid purpose.

In case an employee or his/her spouse undergoes Sterilization Operation from a private nursing home/hospital which is not recognized/ approved by the Central Government, the certificate submitted by his/ her shall not be accepted as a proof of the family planning operation and the management shall not entertain any request for grant of incentives concessions under the scheme.

- (iv) The Sterilization Operation can be undergone either by the employee or his/her spouse provided the conditions at serial No.(I) and (III) above are fulfilled.

**(Order No.-AA/Admin./OO/10014-20, Dt.20.09,1994)**

### **B. FOR HIGHER EDUCATION DURING THE SERVICE**

#### **INCENTIVE SCHEME FOR ACQUIRING HIGHER QUALIFICATIONS**

The employees of the Corporation, who have completed minimum 2 years regular service of the Corporation, will be eligible for the incentive under the scheme for acquiring higher professional qualifications while in the services of the Corporation.

The basic guidelines for the scheme are as under:-

1. In order to encourage employees of NBCFDC to acquire professional qualifications in their own areas, the incentive scheme for award of increment restricted to two increments in the entire service period.



2. The higher qualification acquired should be in one's own discipline or in any other discipline connected with the work of the corporation.
3. Qualification acquired should be such as to directly help in improving one's professional competence and which contributes to the overall increase in productivity and performance of the corporation.
4. For the purpose of accepting the qualification for award of incentive, only the Degree/Diploma received from a university or an Institute recognized by the Government of India will be taken into consideration.
5. Only the qualifications acquired during the service in NBCFDC (not those acquired prior to joining NBCFDC) will be taken into account.
6. In order to be eligible for the incentive under the scheme a minimum effort (study undertaken) will be at least of one academic year.
7. The effective date of additional increment(s) will be the first normal date of annual increment falling due after acquiring the qualification (i.e., the date of obtaining degree / diploma / certificate / membership) and applying for it.
8. The additional increment(s) so granted will be paid for a period of 3 years or till such time the employee promoted to the next higher post, whichever is earlier. The quantum of increment, of course, will remain unchanged. In case of promotion the amount of increment will be paid as personal pay till such time a period of 3 years of drawing the increment(s) is over.
9. Those who might have reached the ceiling of their pay scale will be granted additional increment(s) in their present scale over and above the last pay drawn as their personal pay.
10. Additional increment(s) acquisition of the following qualifications by an employee as under:

#### ONE INCREMENT

- (I) Post Graduate Diploma in Personal Management / Industrial Relations / Labour Law etc. from as recognized University / Indian Institute of Human resource Management /Indian Institute of Personal Management or an Institute recognized by the Govt. of India, Diploma in Textile Technology /Diploma in materials Management /Diploma in Technology/ Diploma in Computer Data Processing Systems / Diploma in Office Management. /Degree in Law / Degree in Agriculture /Veterinary Science.
- (II) Intermediate Examination of the Institute of Chartered Accountants of India or ICWAI or Institute of the Companies Secretaries of India.

## TWO INCREMENTS

- (I) Ph.D / D.Sc in the field related to NBCFDC programs, Rural & Ind.Development, Project Financial Management and subjects related to Socio-economic & Cultural Development from a recognized University / IIT/ Indian Institute of Science or other institute of equivalent status.
- (II) MBA involving at least two years study from an Institute recognized by the Govt.of India for the purpose.
- (III) Associate / fellow Membership of the following Institutes, only when obtained after passing the prescribed professional examination of the Institute, while in the service of NBCFDC.
  1. Institution of Engineers (India);
  2. Institutions of Electronics and Telecommunication Engineers (India);
  3. Institute of Chartered Accountants of India;
  4. Institute of Cost and works Accountants of India;
  5. Institute of Chartered Accountants of England and Wales;
  6. Institute of Cost and Management Accountants (London);
  7. Institute of Company Secretaries of India;
  8. Post qualification courses of above Institutes.

If a class IV (Group D) employees acquires any of the above qualifications, he /she will be given an additional incentive in the form of Cash Award of Rs. 500 /-. Besides this, class IV employee who can complete successfully one of the following qualifications will also be eligible for one additional increment in his/her present scale of pay:

S.NO	COURSE	INSTITUTE
1.	Certificate in English Stenography	Institute of Commercial Practice Delhi Administration or any other equivalent. Institute recognized by Govt. of India.
2.	Certificate in Hindi Stenography	-do-
3.	Diploma in Management / Computer.	An Institute recognized by Government of India / AICTE.

**( Order No.-NBCFDC/P&A/Cir./2003/1175/A,Dt.24.12.2003)**

## C. EDUCATIONAL LOAN INTEREST INCENTIVE SCHEME FOR THE EMPLOYEES

### 1. Interest Incentive

The scheme shall be in the form of interest incentive to the tune of 5% p.a of loan outstanding. The interest incentive will be considered only during study period.

### 2. Purpose of Loan

The interest incentive would be available on the loan availed for pursuing any educational /vocational course in India or abroad as permitted by the nationalized Banks under their educational loan schemes.

3. Eligibility :

- a) Any two children of regular employee.
- b) Regular employees of the Corporation who must have completed two years of regular service in PSUs of which one year should be in NBCFDC.
- c) The dependent child should get the loan sanctioned / disbursed from Nationalized Bank for his / her higher education for any course in India or abroad as per policy of the Bank.
- d) Age limit : At the time of taking admission the applicant should not be more than 25 years old.

4. Maximum Loan Limit for availing Interest Incentive :

Interest Incentive shall be considered only for availing loan upto a maximum loan limit of Rs.5.00 Lakhs per student for entire course.

5. Merit Based :

NBCFDC shall subsidize interest to the students, who have secured at least 70% marks /equivalent CGPA in each academic year for General and OBC category children and 60% marks/equivalent CGPA for children of SC/ST/differently abled as per reservation policy of Govt .of India . NBCFDC shall not stand as surety for any such advance or loan proposed to be obtained by the student / employee of the corporation from the bank.

6. Administration:

In order to avail the interest incentive from the Corporation, at each academic year end the employee shall submit the proof of documents such as –

- (i) Admission letter / fee receipt paid from the Institute / University;
- (ii) Sanction letter of loan and proof of disbursement letter from any Nationalized Bank;
- (iii) Submission of copy of fee receipt paid every year to avail the interest incentive;
- (iv) Mark Sheet for each academic year;
- (v) Bank's Interest Certificate.
- (vi) In case tax liabilities if any, arising out of the subsidy should be borne by the employees.

**(Order No.-NBCFDC/HR/O.Order/2016-17/64, Dt.26.08.2016)**

## 10. PERIODICAL REVIEW OF PERFORMANCE RULE

---

In partial modification of Office Order No. NBCFDC/HR/OO/2017/20, dated 26.05.2017, regarding review of Performance of employees as per FR 56(J) , 56(i), the Board of Directors during their 114th Board Meeting, held on 26.07.2018 have decided that review of Performance for all categories of Officers and Staff will be done at the age of 50 years with next review at the age of 55 years.

The performance review shall be done by the Committee constituted for the purpose where the following parameters shall be assessed:

- ACR rating of last five years specifically professional competency & efficiency;
- Regularity of attending office;
- On the grounds of prolonged illness (physical and mental unfitness);
- Doubtful integrity;
- Conduct with superior, colleagues and juniors in the office;
- Violation of any conduct rules of Corporation especially those connected with gender discrimination, caste discrimination, regional discrimination, domestic violence etc. as substantially proved;
- Involvement in criminal cases;
- Any other issues which may prove to be an impediment for peaceful working of the office.

**( Order No.-NBCFDC/HR & Admin./OO/2018-19/, Dt: 12.09.2018)**

## 11. INCENTIVE

---

### 11 Laptop Policy

Policy guidelines for provision of Laptops/Notebooks to the Officers of NBCFDC :

#### 11.1 LAPTOPS

- a) Laptops will be provided to the Officers E-4 & above level and shall be treated as an official equipment in possession of the officer.
- b) One standby laptop may also be made available for official use by each division. Concerned branch head shall nominate the custodian of additional laptop from his / her department.
- c) The codal life of a Laptop will be considered as Four (4) years.
- d) 'Laptop' includes the Laptop & all its accessories along with initial Warranty provided by the supplier

#### 11.2. PROCUREMENT & MAINTENANCE OF LAPTOP

- a) Procurement shall be done by the Admn. in consultation with IT, either by making direct purchase or through GeM Rate Contract etc, as per extant procurement procedures
- b) NBCFDC shall bear the cumulative expenditure incurred on repair and maintenance (either by AMC/extension of warranty pack through manufacturer company or their authorized dealer) carried out over the entire codal life of the Laptop
- c) Safety and upkeep of the Laptops, implying careful handling, protection from damage & theft etc., shall be the responsibility of the officer concerned. Cost of insurance to be done, if any, shall be borne by the NBCFDC

#### 11.3. ACCOUNTING & DISPOSAL :

- a) On completion of the codal life of the old laptop i.e. four (04) years, Officer will pay its depreciated cost, to own the same. Thereafter, the Officer can give requisition for issuing a new laptop.
- b) Upon transfer, deputation, retirement, leaving the organization permanently by Officer, He/She will pay its depreciated cost, to own the same.
- c) The depreciated value is of the price of the Laptop and accessories including licensed operating system(OS) only. This depreciation formula does not include any packaged utility software, if any, which is bought along with the machine as separate item
- d) The Laptop shall continue to be in possession of the officer and cannot be returned to the NBCFDC under any circumstance. It has to be carried by the officer after purchase as the case may be by him/ her upon transfer.
- e) On deputation, retirement, leaving the organization permanently etc. he /she has to pay the depreciated value of the laptop.
- f) Admn. Division shall ensure entry of the relevant details in Stock Register. In addition, the Admin shall maintain necessary records as may be required to be provided to the officer at the time of transfer/ deputation/posting to another office/ retirement etc.

Any interpretation, modification, exemption, relaxation to this policy, will require specific approval of Managing Director / NBCFDC.

\*\*\*\*