
**CHANDIGARH INDUSTRIAL
&
TOURISM DEVELOPMENT
CORPORATION LIMITED
(CITCO)
EMPLOYEES' SERVICE
REGULATIONS**

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**CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION
LIMITED**

The Board of Directors of Chandigarh Industrial and Tourism Development Corporation Limited (hereinafter called CITCO in short) having its registered office at SCO No.121-22, Sector 17 B, Chandigarh –160017, India originally registered as Chandigarh Small Industries Development Corporation Limited (CSIDC) vide CERTIFICATE OF INCORPORATION NO. 3415 OF 1974 hereby lays down CITCO Employees Service Regulations as approved in its meeting held on 5.8.2011 (circulated vide office order No. P&A/P-II/167 dated 2.9.2011 issued under endst. No. 18048-76 dated 2.9.2011).

CHAPTER I

1. Short Title, Commencement and Application

1.1 These regulations shall be called the "Chandigarh Industrial & Tourism Development Corporation Limited Service Regulations, 2011".

1.2 These shall come into force with immediate effect in "supersession" of all previous rules, regulations, practices and decisions, if any on the subject in so far as they are inconsistent with these regulations.

1.3 These regulations shall be applicable to all the employees of CITCO working in its head office as well as units controlled by it except:-

- (a) Those employees engaged on daily wages, casual labour, part-time/contractual basis and apprentices/trainees or paid from contingencies
- (b) Those governed by the Standing Orders under the Industrial Employment (Standing Order) Act, 1946 (Act No.20 of 1946) to the extent of corresponding provisions in the Standing Orders.

Provided that in case of employees whose services are borrowed by the Corporation on deputation, these regulations shall apply to such an extent as may be specified in the terms and conditions of deputation agreed upon with the lending authority.

Provided further that these regulations shall not operate against the provisions of the Companies Act, 1956, the Industrial Disputes Act, 1947, the Payment of Gratuity Act, 1972, the Minimum Wages Act, 1948, the Payment of Bonus Act, 1965, and such other Central/ Union Territory Administration of Chandigarh Acts as are applicable to the CITCO

CHAPTER II

2. Definitions

2. In these regulations unless the context otherwise requires:-
- (a) "Act" means the Companies Act No.1 of 1956 (Act of 1956) as amended from time to time;
 - (b) "Administrator" means Administrator of Union Territory of Chandigarh;
 - (c) "Administration" means the Union Territory Administration of Chandigarh;
 - (d) "Appointing Authority" means the Authority to whom the power to make appointments may be delegated by the Board of Directors under these regulations;
 - (e) "Board of Directors" means the Board of Directors of the Chandigarh Industrial & Tourism Development Corporation Limited and shall include in relation to the exercise of powers, any Committee of the Board/Management or any officer of the Corporation to whom the Board delegates any of its powers;
 - (f) "Chairman, Managing Director and Chief General Manager" mean the officers currently holding the position of Chairman, Managing Director and Chief General Manager in Chandigarh Industrial & Tourism Development Corporation Limited;
 - (g) "Competent Authority" means the authority empowered by the Board of Directors by the general or special resolution or order to discharge the function or use the power specified in the resolution or order;
 - (h) "Corporation" means the Chandigarh Industrial and Tourism Development Corporation Limited;
 - (i) "Confirmation" means the appointment on permanent basis by the Competent Authority of a probationer to a post on giving such a post the right/title of a regular post and his appointment against such post for continued retention, after assessing his suitability and desirability in service after initial appointment on the satisfactory completion of the period of probation;

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- (j) "CITCO" means Chandigarh Industrial & Tourism Development Corporation Limited originally registered as Chandigarh Small Industries Development Corporation Limited vide CERTIFICATE OF INCORPORATION No.3415 of 1974 dated 28/3/1974 under the Companies Act, 1956 (Act No.1 of 1956);
- (k) "Departmental Recruitment/Selection Committee" means a Committee appointed by the Managing Director of CITCO for selecting persons for various posts falling in Groups 'C' and 'D' in CITCO by direct recruitment.
- (l) "Departmental Promotion Committee" means a Committee for selecting persons for appointment to various posts falling in Groups 'C' and 'D' in CITCO by promotion and other related matters such as clearing of probation, confirmation etc. provided that so far as other related matters are concerned, DPC may delegate these powers to appointing authority or any other authority subordinate to appointing authority.
- (m) "Standing Departmental Promotion/ Selection Committee" means Committees constituted by the Chandigarh Administration for selecting persons for various posts falling in Groups 'A' and 'B' in CITCO by direct recruitment or by promotion and other related services matters such as clearing of probation, confirmation etc. provided that so far as other related matters are concerned, this committee may delegate these powers to appointing authority or any other authority subordinate to appointing authority.
- (n) "Direct Recruitment" means an appointment made through open advertisement otherwise than by promotion from within the service and also include appointments made by transfer, by deputation or by absorption of a person already in the service of the Central Government, the State Government, Administration or Public Sector Undertaking or Organization ;
- (o) "Employee" means a person who is in the whole-time service of the CITCO excluding a person employed by CITCO on daily wages, casual labour, part-time/ contractual basis and apprentices/trainees or paid from contingencies;
- (p) "Government" means the Union Territory Administration of Chandigarh;
- (q) "Memorandum and Articles of Association" means Memorandum of Association and Articles of Association of Chandigarh Industrial & Tourism Development Corporation Limited;
- (r) "Pay" means the amount drawn monthly by an employee as pay in a time scale, special pay, personal pay and any other emoluments excluding allowances, which may be specifically classified as pay by the Board of Directors;
- (s) "Officiating Appointment" means appointment of an employee in a particular post by the Competent Authority to perform the duties of a post or a higher post for a minimum period of 30 days or more"

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- (t) "Permanent Post" means a post which has been given the right/title of a regular post by the competent authority without specifying any definite period;
 - (u) "Probation" means a person employed and put on probation and also includes an employee who is on extended probation against a sanctioned post;
 - (v) "Promotion" means appointment of any employee by the Competent Authority to a post in a higher scale made in accordance with these regulations;
 - (w) "Permanent Employee" means an employee who has completed his probation period satisfactorily against a regular post without specifying any definite period and formal orders for confirmation are issued.
 - (x) "Recognized University, Institute or Education Board" means:
 - (i) any university or Institute incorporated by law in any of the States or Union Territories of India; or
 - (ii) any other university or Institute or Board which is declared by the Central Government or State Government to be a recognized university for the purpose of these Regulations.
- "Provided that the Institute/ University are approved in the relevant disciplines by the All India Council of Technical Education (AICTE) / National Council of Hotel Management and Catering Technology (NCHMCT) as the case may be, provided further that professionals and technical qualification acquired under Distance Education System shall not be recognized for the purpose of these regulations except in case of present employees of CITCO who have acquired these qualifications during service for consideration in their own cadre. However, in future no relaxation be given."
- (y) "Regular Employee" means an employee who has been declared to have completed the period of probation to the satisfaction of the Appointing Authority;
 - (z) "Schedule" means a schedule appended to these regulations;
 - (aa) "Select list" in relation to any post means select list of candidates prepared in accordance with these regulations; and
 - (bb) Selection post: means a post recruitment / promotion to which is to be made by selection based on merits and suitably assessed by selection committee/DPC through evaluation of reports/ interviews/ written tests or otherwise as may be prescribed by the management from time to time.
 - (cc) Non selection post: means a post other than a selection post which is to be filled on the basis of seniority, subject to suitability and elimination of unfits.
 - (dd) "Service" means the Chandigarh Industrial & Tourism Development Corporation Limited Employees Service;

CHAPTER III

3.Implementation of Regulations

3.1 **Powers to Implement Regulations:** The Chairman, Managing Director and Chief General Manager or any other officer of the Corporation authorized in this behalf may, from time to time, issue instructions, directions or orders as may be necessary to give effect to these Regulations.

3.2 **Amendments:** The Board of Directors may amend, modify or add to these regulations from time to time and all such amendments, modifications or additions shall take effect from the date stated therein.

3.3 The Corporation shall be guided by instructions or orders as may be issued by the Administration to the extent the same are applicable to the Corporation in respect of matters not specifically covered by these regulations and shall seek advice or clarification(s) from the Administration appropriately.

CHAPTER IV

4. Classification of Posts, Strength and Record of Service

4.1 **Classification of Posts:-** The posts under the Chandigarh Industrial & Tourism Development Corporation Limited shall be classified as under:-

Group 'A'	Posts in Grade pay of Rs. 5,000 and above.
Group 'B'	Posts in Grade pay of Rs. 3800 to Rs. 4999/-.
Group 'C'	Posts in Grade pay of Rs.1900 to Rs. 3799/-.
Group 'D'	Posts in Grade pay of Rs. 1900 and below.

4.2 The above classification is based on the existing scales of pay and shall correspondingly be revised on revision of pay scales.

4.3 Strength of Service: The Board of Directors shall, from time to time, review and determine the strength of staff under various categories for carrying out its functions.

4.4 The employees of Corporation shall stand classified into various categories of posts as indicated in Schedule I to these Regulations. Changes whenever made and as and when new posts are created and classified, shall also be incorporated in Schedule I and recruitment regulations framed and notified therefor in accordance with these regulations;

Provided that nothing in this sub-regulation shall affect the inherent right of the Board of Directors to add or reduce the number of such posts or create new posts with different designations and different scales of pay, either permanently or temporarily or to redesignate, upgrade, downgrade and abolish any post according to requirements.

4.5 The competent Authority shall specify and maintain records of job specifications/job requirement of each post in the Corporation for filling vacancies and other administrative matters;

4.6 Competent Authority: The authorities competent to create and abolish posts, make appointments thereto and to relax the age limit and other qualifications in respect of such appointments shall be as specified in Schedule II.

4.7 The appointments to the posts of Chairman, Managing Director and Chief General Manager of Corporation shall be made by the Chandigarh Administration.

4.8 Record of Service : The following record of service of each employee shall be maintained by the Corporation:-

- (a) Personal File;
- (b) Service Book;
- (c) Character Roll (CR) File

4.9 Office shall maintain the personal files, service books and the C.R. files shall remain in the personal custody of an officer authorized by the Managing Director. Proper records of C.R. files shall be maintained and at the time of transfer of authorized officer, proper handing over/ taking over shall be completed.

CHAPTER V

5. General Conditions relating to Appointment to Service

The following general conditions shall apply to all appointments to the service of the Corporation :-

5.1 Nationality, domicile and character of persons appointed to the service: No candidate shall be appointed to any post in the service unless he is:-

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government.

5.2. A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview by the Corporation on his furnishing proof that he has applied for the certificate but the Corporation shall not give him appointment to the service until the necessary certificate has been issued in his favour by the Govt.

5.3. No person shall be recruited to any post in the service by direct recruitment unless he produces:

- (a) a certificate of character from the Principal, academic officer of the university, college, school or public institution last attended, if any, OR similar certificates from two responsible persons not being his relatives, who are well-acquainted with him in his private life and are unconnected with his university, college, school or public institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed, removed or compulsorily retired from service of any State Government, Union Territory, Government of India, or Public Sector Undertaking/Organization.

- 5.4 (a) The appointment of all persons shall be subject to verification of their antecedents. In case of an adverse verification report, the services of the employees shall be terminated summarily without assigning any reason.
- (b) The certificates/ documents produced by the candidates for appointment to any post regarding age, qualification and experience etc. shall be subject to verification from the issuing authority. In case of suppression of material information, misrepresentation of facts/ adverse report, the concerned employee shall be liable to be dismissed summarily without any inquiry.

5.5. Age : (1) No person shall be appointed to the service or post by direct recruitment if he is less than eighteen years or more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts or professionally operational posts (as per classification mentioned against each post in Schedule – I annexed to these regulations) on the first day of January of the year immediately preceding the last date fixed by the appointing authority for submission of applications by candidates or sending names of candidates by the Employment Exchange, as the case may be or, unless he is within such range of minimum and maximum age limits as may be specifically prescribed by the Corporation in Schedule – IV.

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Regulations, these limits shall be made applicable for appointment to such posts.

Provided further that the upper age limit may be relaxed up to forty five years in the case of person already in the employment of Government of India, State Governments and Union Territory Administration of Chandigarh:

Provided further that in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Ex-Servicemen, physically handicapped persons and other Backward Classes and other special categories of persons, the upper age limit shall be such as may be fixed by the Administration from time to time:

Provided further that the appointing authority may, for reasons to be recorded in writing, relax the upper age limit for a category or class of persons. If however, the appointing authority is subordinate to the Chairman, the age relaxation may be allowed by the Chairman.

Provided further that the upper age may be relaxed by five years for direct recruitment in the case of a person already in the employment of the Corporation. This relaxation would not be applicable to the employees who are working on contract basis.

(2) In the case of appointment on compassionate on priority basis, the upper age limit shall be such as may be specifically fixed by the Chandigarh Administration from time to time.

- (3) (i) An employee shall make a declaration of his age to the appointing Authority at the time of his entry into service based on Matriculation certificate and in the case of non-Matriculate such other documentary proof as may be acceptable to the Appointing Authority upon which the age will be admitted.
- (ii) After the declaration made under sub-regulation 3(i) is accepted by the appointing authority, it shall be binding on him and no revision of his age shall be allowed to be made at a later date for any purpose. In such cases where any difference in age declared is detected subsequently, the provisions of major misconduct and penalties shall apply as stipulated in regulations No.12.2.2. The appointing authority after conducting an inquiry may take decision in over all interest of the Corporation.

5.6 Medical Certificate of fitness on first entry into service of the Corporation:

(1) (a) Every employee of the Corporation, except those covered under clause (4) of this sub-regulation unless specifically exempted by the appointing authority on his first appointment to a post under the Corporation, shall produce a certificate of medical fitness in the prescribed form from the Medical Board or the Principal Medical Officer of Chandigarh Administration, as the case may be, before joining the post.

(b) In case of doubt, the appointing authority either on the receipt of the report of the Medical Board or the Principal Medical Officer or on an application of the concerned employee may refer him to the Medical Expert for examining the medical fitness of the employee.

- (2) The standard of medical fitness shall be such as may be specified by the Chandigarh Administration from time to time.
- (3) An employee of the Corporation not found medically fit by the Medical Board or Principal Medical Officer or Medical Expert authorized by the Chandigarh Administration for this purpose, shall cease to be the employee of the Corporation; but the employee shall have a right of appeal to an Appellate Medical Board appointed by the appointing authority and all costs in connection with the re-examination of the employee concerned shall be borne by the employee himself unless he is declared medically fit by the Appellate Medical Board in which case all such costs will be reimbursed to him.
- (4) The following classes of employees shall be exempted from producing medical certificate of fitness, namely:-
- (i) The employees on deputation with the Corporation; however, such employee before permanent absorption shall be subject to Medical examination.

Provided that sub regulation (1) to (4) shall be subject to such instructions, rules or amendments etc as are applicable to the employees of the Administration.

5.7 Disqualification: No person,

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that Corporation may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

5.8 Without prejudice to the generalities of the above provisions/requirements on first entry into service of Corporation, no person shall be appointed to a post unless the appointing authority is satisfied that the selected person is fit for appointment to the post in all respects.

5.9 The furnishing of false information regarding name, age, father's name, qualifications or any other matter germane to the employment at the time of employment or during the course of employment shall be treated as misconduct and the employee concerned shall be liable to disciplinary action under the relevant provision in the Conduct, Punishment and Appeal Rules as applicable to the employees of the Administration as amended from time to time.

5.10 Reservation: In making appointments to various posts under the Corporation, reservation of vacancies and employment of members of the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and Physically Handicapped persons etc. shall be regulated, in accordance with the general directions and instructions issued by the Administration from time to time.

5.11 Oath of allegiance : Every employee of the Corporation unless he has already done so, on first appointment to the service of the Corporation, shall be required to make and subscribe before the appointing authority or some other person nominated by the appointing authority an oath of allegiance to India and to the Constitution of India as by law established in the form set out for the purpose in Schedule III.

5.12 Liability for vaccination and revaccination :

- (i) Every member of the service shall get himself vaccinated or re-vaccinated when the competent authority so directs by a special or general order.
- (ii) If at any time it appears that a member of the service has contracted infectious or contagious disease, the competent authority may get him/her medically examined for treatment, if required.

CHAPTER VI

6. Recruitment/Appointment to the Service

- 6.1 All appointments to the posts in the service shall be made in the manner and in accordance with the provisions specified in Schedule IV.
- 6.2 Recruitment to posts in the service shall be made by any one or more of the following methods:-

(A) BY DIRECT RECRUITMENT:

- (i) The Corporation shall prescribe the minimum educational and other qualifications (including previous experience where necessary) in respect of each post at the time of recruitment. Desirable qualifications and experience shall also be laid down, where considered necessary, in view of the nature of the job to be handled:
- (ii) No person shall be appointed to a post in the service unless he possesses the educational qualifications and experience as specified against that post in Schedule IV.

Provided that the competent authority may relax the qualifications in any case in the context of specific requirements and working interests of the Corporation for reasons to be recorded in writing:

Provided further that the appointing authority may reserve not exceeding 25% of the vacant posts category-wise falling in Group 'C' & Group 'D' meant for direct recruitment to be filled out of the existing employees of the Corporation and in such a case, the vacancy(s) shall be circulated to all the employee concerned fulfilling qualifications and experience meant for direct recruitment, having work and conduct satisfactory. The ACR's of last 5 years will also be taken into consideration and no relaxation in qualification and experience thereof shall be allowed.

(B) (1) By PROMOTION of suitable persons from among those already employed by the Corporation;

(i) All appointments by promotion to Group 'A', 'B', 'C' and Group 'D' posts in the service shall be made, unless specified otherwise, from amongst eligible persons on merit-cum-seniority basis in the feeding cadre and no person shall be entitled to claim promotion on the basis of seniority alone.

(ii) The departmental employees in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

(iii) In cases where different periods of qualifying service in the respective grade/post on account of different scales of pay are prescribed for promotion and no separate quotas for each different grade/post have been prescribed, the eligibility list for promotion shall be prepared with reference to the date of completion by the employees of the prescribed qualifying service in the respective post/grade.

(iv) One time relaxation in the professional qualification in professional or technical or ministerial posts etc. wherever required for promotion should be given to the employees who are on CITCO rolls prior to the approval of the service regulations by the Board of Directors i.e. 29.7.2009 at the time of promotion, keeping in view the fact that they have got sufficient experience in their line.

Provided further :-

no relaxation in educational qualification at the time of promotion be allowed except in the cases covered under the following conditions:-

- a) One time relaxation in educational qualification be allowed to the employees who had already joined in regular service of the CITCO before approval of Draft CITCO Employees Service Regulations, 2009 by Board of Directors i.e. 29.7.2009 and who have not got even a single promotion since their joining the regular service.
- b) This relaxation be given one time only if recommended by DPC. DPC may ask such employee seeking relaxation in educational qualification to appear before a committee constituted by DPC to find out whether the employee will be able to perform the duties at the promotional post despite having lower educational qualification.

- c) If in the opinion of the said committee, any employee do not possess the work requirement capabilities on promotional post and the Departmental Promotion Committee is satisfied that the official having lower qualification would not be able to perform his duty at the promotional post then the DPC can reject the request of employee for relaxation in educational qualification.
- d) The DPC may also prescribe a test to find out the capability of such employees at the time of promotion in such cases relating to request of relaxation in the educational qualification.
- e) The relaxation be applicable only in case of promotion from Group 'D' category to Group 'C' category and from Group 'C' category to Group 'C' category only.

2. CRITERIA FOR PROMOTION

- (a) For promotion to the post falling in Group 'A' with existing pay band of 15600-39100 + Rs. 6600/- Grade pay and above, the bench mark will be "Very Good" and officers graded as outstanding would rank senior / supercede the officer graded as "Very Good".
- (b) For promotion from Group 'A' to Group 'A' below pay band of Rs. 15600-39100 + Rs. 6600/- Grade Pay, the officer earning minimum total 15 bench mark of ACRs will be eligible.
- (c) For promotion from Group 'B' & 'C' to Group 'A' posts, the officials earning minimum 13 benchmark of ACRs will be eligible.
- (d) For promotion to the post falling in Group 'B', the officials earning minimum 13 bench mark of ACRs will be eligible.
- (e) For promotion to the post in Group 'C' & 'D', the officials earning minimum 10 bench mark of ACRs will be eligible.

Each confidential report will be evaluated as under to determine the competency of the employee for promotion:-

Outstanding	4 Marks
Very Good	3 marks
Good	2 marks
Average	1 marks

ACR's for 5 years will be taken into consideration for promotion. Out of a total of 20 marks, officers earning 10 to 14 marks will be graded overall "Good" and those earning 15 to 17 marks will be graded over all "Very Good". Those earning 18 to 20 marks will be graded as "Outstanding". Departmental Promotion Committee while considering reports which are "Outstanding" must read all the entries in the ACR's; and reasons for giving grading must be cogent and well spelt out, to be accepted as "Outstanding". If the ACR does not fulfill the above criteria, the entry of "Outstanding" should be read as "Very Good" only. An officer will not be fit for promotion if he is rated "Below Average" or any "adverse entry" is recorded in any one of the 5 years ACR's.

The marks obtained may be rounded off to the nearest digit. For example if the marks is above or equal to 14.51 the same may be treated as 15 and if equal or below 14.50 the same may be treated as 14. Similarly, if the marks are above or equal to 17.51 the same may be treated as 18 and if the marks is equal or below 17.50 the same may be treated as 17.

(C) DEPUTATION:

In case where no suitable candidate is available for appointment by direct recruitment or promotion as the case may be, such a post may be filled up, depending on requirements in each case, by deputation of person holding analogous, identical or similar posts (or a post in the next lower grade, if considered necessary) in any Department of Government of India, State Governments of Punjab and Haryana, Union Territory of Chandigarh Administration or a Public Sector Undertaking/Organization. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding their appointment in the same or some other organization/department should not exceed five years under any circumstances. It shall, however, be open to the Appointing Authority to appoint a person on deputation basis initially for a period of one year extendable on year-to-year basis.

Note: The term "deputation" occurring in these regulations would not include the employee applying for the post against advertised vacancies and joining the Corporation by retaining their lien in the parent department and subsequently absorbed in the Corporation. Such persons will be regarded as direct recruits for all intents and purposes.

(D) BY PERMANENT ABSORPTION in public interest of a person on deputation to the service of Corporation against the post substantively held by him on deputation, on such terms and conditions as may be decided upon by the appointing authority;

- 6.3 Notwithstanding anything contained in these regulations, it will be open to the appointing authority, to engage by direct recruitment, on short term contract basis, for a period upto 03 years with such professional qualifications, experience, age etc. as may be considered necessary, a talented person from outside in any grade of the service where such engagement is considered essential in the commercial interest of Corporation provided sanctioned strength as approved by Board of Directors is not exceeded.

CHAPTER VII

7. Constitution of Corporation Service

7.1 Constitution of Service: The service shall be constituted at the commencement of these regulations in the manner laid down below:-

(a) Name of post, number of posts, classification and scale of pay: The provisions in this regard shall be as specified in Columns 1 to 4 of Schedule IV appended to these regulations.

(b) Method of recruitment, age limit, qualifications etc: The provisions in this regard shall be as specified in Columns 5 to 12 of Schedule IV appended to these regulations.

(c) Initial Constitution:

- (i) All personnel of the Corporation holding, on the date of commencement of these regulations, posts in various grades of the service shall be deemed to have been appointed at the initial constitution, to the respective posts or grades to which they had been appointed on regular basis according to the prescribed procedure to that post/grade before such commencement. The service rendered by such personnel shall count for seniority and all other purposes. The competent authority for information and record of all employees, may issue final seniority list for each grade of posts, from time to time.
- (ii) Future Maintenance: To the extent that the authorized strength of various grades is not filled at the initial constitution, it shall be filled at the maintenance stage in accordance with the provisions in Schedule IV of the service regulations.

CHAPTER VIII

8. Procedure for Appointments to Service and Related Matters:

8.1 Appointment by Direct Recruitment:

(a) Posts to be advertised: The advertisement of the post may be given in Local / National newspapers stating that details regarding the position advertised are available on CITCO web site. Posts may also be advertised through employment portals viz. Naukari.com.

(b) Employment Exchange to be notified: All vacancies meant for direct recruitment shall be notified to the Regional Employment Exchange having jurisdiction, and the candidates forwarded by it shall be considered along with the direct applicants together for selection.

Note: Provisions made at (a) and (b) shall be subject to any instructions and directions, if any, issued by the Administration from time to time.

(c) The candidate if any, having higher qualification than those prescribed for direct recruitment may also be considered eligible and production of proof for lower qualification will not be necessary. In such cases, the certificate for higher qualification will be taken as a certificate of qualification.

(d) Interviews and tests: Selection from among the eligible candidates shall be made on the basis of an interview and/or such written or practical tests, as may be considered necessary by the appointing authority or selection committee.

(e) Departmental Recruitment/Selection Committee: Direct recruitment to the various categories of posts shall be made on the recommendations of Departmental Recruitment/Selection Committee or Standing Departmental Promotion/ Selection Committees as the case may be, constituted from time to time, which may include a member from the SC/ST also.

(f) Co-option to Departmental Recruitment/Selection Committees: Departmental Recruitment/Selection Committees/ Standing Departmental Promotion/Selection Committees may associate an expert in the relevant field of the subject in case of recruitment to a post of specialized subject/field.

(g) In case of absence of any member of the Selection Committee, the meeting need not be postponed and the proceedings of the Committee will be considered valid, if the quorum of the 2/3 members is complete.

(h) Procedure for appointment: The Departmental Recruitment/Selection Committee OR Standing Departmental Promotion/Selection Committee, as the case may be, shall draw up a select list of candidates fit for appointment in order of merit for each post and shall furnish the panel to the appointing authority with its recommendations in a sealed cover together with other interview papers. The number of persons on the select-list shall generally be one and a half times

(rounded to the next full figure) the number of vacancies and the select list shall remain valid for one year from the date of final selection of candidates which can be extended further for six months with the approval of the Chairman in the interest of work of the Corporation. The appointing authority shall ordinarily make appointments in accordance with the recommendations of the Departmental Recruitment/Selection Committee or Standing Departmental Promotion/Selection Committee, as the case may be. In case of any issue arising out of the recommendations of the Selection Committee, the case shall be referred to the Board of Directors whose decision shall be final.

(i) Commencement of service: Service of an employee shall be deemed to commence from the first working day on which an employee reports for duty in an appointment if he reports for such duty in the forenoon and the following day, if he reports for duty in the afternoon.

8.2 Appointment by promotion:

(a) (i) Promotion in respect of posts as specified in Schedule IV shall be made by merit (merit-cum-seniority) and the guidelines about functioning of the Departmental Promotion Committee as may be applicable from time to time in the Administration shall mutatis mutandis apply.

(ii)The composition of Departmental Promotion Committees for assessment of fitness of employees for promotion to various categories of posts in the service and other related matters such as probation, confirmation etc. shall be as specified in Schedule V.

(b) Zone of consideration for promotion: The number of officers/ officials to be considered in the zone of consideration for promotion should be three times of the vacancies /posts to be filled up.

(c) Procedure for promotion:

The Departmental Promotion Committee/ Standing Departmental Promotion Committee shall prepare a select list of names of the employees considered fit in the order of merit based on merit-cum-seniority, after taking into account the qualifications, necessary for eligibility, experience and previous performance of such employees as indicated in their Character Rolls as per criteria laid down in Chapter-VI. The Departmental Promotion Committee/ Standing Departmental Promotion Committee shall furnish the select-list to the appointing authority with its recommendations in a sealed cover together with other relevant papers. The appointing authority shall ordinarily make promotions in accordance with the select-list prepared by the Departmental Promotion Committee or Standing Departmental Promotion Committee. The medical examination of the concerned employees before holding the meeting of the DPC for promotion shall be as per instructions applicable to the employees of the Chandigarh Administration. In case of any issue arising out of the recommendations of the Departmental Promotion Committee or Standing Departmental Promotion Committee, the case shall be referred to the Board of Directors whose decision shall be final.

(d) Debarring for consideration for promotion of employee who refuses to accept promotion:

In the event of refusal to accept promotion by a member of the service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

8.3 Confirmation of members of the Service:

- (a) The general guidelines laid down by the Administration for confirmation, probation and lien as may be amended from time to time shall be applicable for the employees of the Corporation.
- (b) The following conditions shall be satisfied before formal orders for confirmation (right/title of regular post) are issued:-
 - (i) A post with the right/title of a regular post is available;
 - (ii) No body else holds a lien against the post at (i) above;
 - (iii) The employee concerned has completed the period of probation satisfactorily;
 - (iv) The work and conduct of the employee is found to be satisfactory;
 - (v) There is no dispute in regard to seniority of the employee concerned; and
 - (vi) The employee is eligible for confirmation in the light of instructions issued by the Administration from time to time, in this behalf.

8.4 Reservation for Scheduled Castes, Scheduled Tribes, Backward Classes and other categories in Service under Corporation: Nothing in these regulations shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Administration from time to time.

8.5 Foreign Service : The Corporation may place the service of an employee at the disposal of Central Government, any State Government, Public Sector Undertaking Statutory Authority or Co-operative Institution on such terms and conditions as may be decided by the Chairman in respect of Group 'A' and the Managing Director, CITCO in respect of Group 'B', 'C' and 'D' employees..

8.6 Training:

- (i) Any person appointed to any post in a service shall have to undergo pre-service and in-service training and attend refresher courses as per provisions in the policy.
- (ii) A member of service may be deputed for training abroad at the expense of the Corporation on the following conditions, namely:-
 - a) the period of training shall be treated as duty for all intents and purposes.
 - b) the nominee must have completed two years service under the Corporation and shall have at least five years to serve the Corporation after the conclusion of the training and is not expected to retire within this period.
 - c) the employee concerned shall have to execute a bond to serve the Corporation for a minimum period of 5 years on return from training and in the event of the person resigning or retiring from service without returning to duty after the expiry or termination of period of training or at any time within a period of 5 years after his returning to duty and in the event of his removal or dismissal from service of the Corporation for any kind of misconduct during the period of 5 years, he shall have to refund forthwith to the Corporation on demand the amount as spent and payments made on account of his having been placed on deputation on training abroad together with interest to be incurred on training abroad and salary to be paid during such training and this should find a mention in the aforesaid bond.

Provided that the Managing Director in respect of training abroad, may at its discretion, remit any unexpired portion of bond for reasons to be recorded in writing and to be intimated to the Board of Directors.

- iii) The employees recruited during initial stages, who do not possess the requisite qualifications for promotion which are now considered necessary for the efficient management and functional needs at various levels in each cadre, shall be required to undergo at their own expense specialized / promotional course appropriate to the category of post to which they are to be considered for promotion so as to enable them to upgrade their professional skills as a substitute for the requisite qualifications on the clear understanding to the employees concerned that their future promotion will depend on their successfully passing the final test prescribed by Corporation for all relevant categories of posts.
- iv) As part of the in-service training, employees may be sponsored to reputed Government or Corporate Hotel Organizations or other institutions to learn the latest know-how, methods/ techniques or practices about matters handled by Corporation

8.7 Departmental Examination:

- (i) Employees appointed to a service, may be required to pass in the course of their service tenure such departmental examination as may be prescribed by the Corporation from time to time:

Provided that the Board of Directors, may from time to time, prescribe any other test or examination to be passed within the prescribed time, before the employee can be considered eligible for promotion or appointment to any post in the service, in addition to such departmental examination.

Provided further that departmental test/ examination, if any, prescribed by the Chandigarh Administration for any category of employees shall be applicable mutatis mutandis to the corresponding category of employees of the Corporation.

(ii) If an employee fails to pass the departmental examination within the specified period or within the extended period, if any, he shall not have his future grade increments till such time he passes the departmental examination when the increments shall be released retrospectively:

Provided that he shall not be entitled to get any arrears of the released grade increments for the period during which he could not pass the departmental examination.

8.8 A person appointed on any regular post in the Corporation shall execute a bond to the following extent for serving the Corporation for at least 3 years:-

Group A	Rs.1,00,000/-
Group B	Rs.75,000/-
Group C	Rs.50,000/-
Group D	Rs.25,000/-

In case of employees appointed on contract basis, the bond to the extent of 50% of above shall be executed.

Provided the Managing Director may at the discretion remit any unexpired portion of bond for reasons to be recorded in writing.

CHAPTER IX

9. Probation

9.1 A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and for a period of one year, if appointed otherwise:

Provided that:-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation.
- (b) in the case of any appointment by transfer, any period of work on a post of equivalent or higher rank, prior to appointment to the post in a service may, at the discretion of the appointing authority, be allowed to count towards the period spent on probation;
- (c) any period of officiating appointment to the post in a service shall be reckoned as period spent on probation; and
- (d) any kind of leave not exceeding six months during or after the end of the period of probation, shall be counted towards the period of probation.

9.2 If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed under these regulations within a period not exceeding two and half years from the date of appointment, it may:-

- (a) If such a person is recruited by direct recruitment dispense with his service or revert him to a post on which he held lien prior to his appointment to a service by direct recruitment; and
- (b) If such person is recruited otherwise
 - (i) revert him to his former post;
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

9.3 On the completion of the period of probation of a person, the appointing authority may:-

- (a) If his work or conduct has, in its opinion, been satisfactory:-
 - (i) Confirm, subject to availability of vacancy, such person from the date of his appointment, or from the date he completes his period of probation satisfactorily, if he is not already confirmed;
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed or

- (b) If his work and conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in these regulations:-
 - (i) dispense with his service, if appointed by direct recruitment or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
 - (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the period of probation specified regulation 9.1 above:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

CHAPTER X

10. Seniority

10 The seniority, inter-se of the members of a service appointed to posts in each cadre of a service shall be determined by the length of continuous service on such post in that cadre of the service:

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority, subject to a maximum of four months from the date of order of appointment, the seniority based on the order of merit determined and recommended by the Selection Committee concerned shall not be disturbed.

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months, his seniority shall be determined from the date he joins the service:

Provided further that in case any person of the next selection has joined the service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection, who joins within time specified in the first proviso; and

Provided further that in the case of two members or more members appointed on the same date, their seniority shall be determined as follows:-

- (a) a member appointed by direct recruitment shall be senior to a member appointed otherwise;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the cadre from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to the pay scale, preference being given to a member who was carrying a higher pay scale in his previous appointment, and if the pay scales drawn are also the same, then by their length of service in those appointments and if the length of such service is also the same, an older member shall be senior to a younger member.
- (e) In the case of members appointed on posts by transfer (on merger of grade/cadre) in the interest of the Corporation, the seniority will be regulated with reference to the date of regular promotion/appointment in the relevant grade, as the case may be, after giving proper opportunity/show cause notice to the affected employees. If, however, the transfer is at the request of the employee, the seniority will be fixed below all those already working in the relevant grade on regular basis irrespective of length of service of the transferred employee in the said grade.

Note : The seniority of members of a service appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are appointed on regular basis keeping in view the date of such regular appointment.

CHAPTER XI

11. Resignation, Superannuation and Voluntary Retirement:

11.1 Resignation:

(a) An employee who is on probation shall not leave service under the Corporation without giving at least one month's notice in writing of his intention to do so or pay in lieu thereof an amount equivalent to one-month's salary.

(b) An employee who has completed his probation period satisfactorily shall not leave the service of the Corporation without giving at least three months notice in writing of his intention to do so or pay in lieu thereof an amount equivalent to his three months salary.

(c) The appointing authority may at its discretion dispense with the requirement of sub-clause (a) or sub-clause (b) of sub-regulation (1), as the case may be, in appropriate cases.

(d) The resignation submitted by an employee to leave service may be accepted by the appointing authority with immediate effect or any time before the expiry of the period of the notice and in such a case, the employee shall be paid for the period actually spent by him on duty in the service.

(e) The appointing authority may refuse to accept the resignation if any case of defalcation or disciplinary proceedings is pending against the employee, unless the appointing authority is satisfied that acceptance of resignation in such a case will not effect adversely the interest of the Corporation in any manner.

(f) An employee leaving the service without complying with the provisions of clause (a) or (b) of sub-regulation (1) without giving proper notice and without prior sanction of the appointing authority shall be liable to such legal, disciplinary or any other action as may be considered necessary by the appointing authority including forfeiture of service.

11.2 Superannuation:

(a) Every employee shall retire on the last day of the month when he attains the age of fifty- eight years;

Provided that an employee whose date of birth is the first of the month shall retire from service on the afternoon of the last day of the preceding month, on attaining the age of 58 years.

(b) The power to re-employ an employee who has attained the age of superannuation shall be exercised by the appointing authority provided that in respect of Group "A" categories of employees prior approval of the Chairman shall be sought, in accordance with the guidelines/instructions of the Administration;

11.3 Compulsory Retirement:

Notwithstanding anything contained in this regulation, the appointing authority shall, if it is of the opinion that it is in the public interest to do so, have the absolute right to retire any employee who develops inability, mental deficiency, infectious or contagious disease or loss of confidence or is inefficient, or whose integrity is doubtful, or is declared medically unfit by the authorized medical officer, by giving prior notice of not less than three months in writing or three months pay and allowances in lieu of such notice

Provided he has attained the age of fifty years or has completed twenty years of service whichever is earlier on the date of proposed compulsory retirement.

Provided further that such retirement order in respect of Group 'A' employees shall be passed by the appointing authority with the prior approval of the Board of Directors.

11.4 Voluntary Retirement:

(a) An employee may, by giving notice of not less than three months in writing to the appointing authority retire from service provided that he has completed 20 years of service and has left with not less than 2 years service.

(b) The notice of voluntary retirement given under clause (a) shall require acceptance by the appointing authority.

(c) Where the appointing authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(d) The employee, who has opted to retire under this sub-regulation and has given the necessary notice to that effect to the appointing authority, shall be barred from withdrawing his notice unless the withdrawal is before the intended date of his retirement and has the specific approval of the appointing authority:

Provided that no withdrawal shall be again allowed if the employee has been allowed once withdrawal of voluntary retirement;

Provided that in the case of Group 'A' employees, concurrence of the Board of Directors shall be required.

Note 1: The appointing authority in deserving cases may also accept a notice of less than three months:

Note 2: If any employee retires under Regulation 11.3 or sub-regulation (a) of Regulation 11.4 while he is on leave not due without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave shall be recovered.

Note 3: In computing the notice period of three months referred to in Regulation 11.3 and Clause (a) of Regulation 11.4, the date of service of the notice and date of its expiry shall be excluded.

11.5 Special Voluntary Retirement Scheme (VRS):

Corporation may, from time to time, formulate Special Voluntary Retirement Scheme with a view to reduce the surplus manpower or for any other reasons, with the approval of the Board of Directors.

CHAPTER XII

12. Conduct, Discipline, Punishment and Appeal

12.1 General Conduct:

(I) Every employee shall at all times:-

- (a) Maintain absolute integrity,
- (b) Maintain devotion to duty,
- (c) Do nothing which is unbecoming of an employee of the Corporation,
- (d) Abide by and comply with the regulations of the Corporation and all orders and directions of the superiors,
- (e) Discharge his duty to the best of his ability in the interest of the Corporation.

(II) No employee shall in the performance of his official duty in the exercise of powers conferred on him, act otherwise than his best judgment except when he is acting under the direction of his superiors

(III) The provisions of Employees Conduct Rules as may be applicable to the employees of the Administration shall also apply mutatis mutandis to the employees of the Corporation.

12.2 Punishment and Appeals

12.2.1 Minor misconduct and its penalties

Misconduct such as minor negligence or neglect of work in which a fine may be imposed, ordinary absence late attendance, minor inefficiency, loitering, not wearing uniforms during duty hours and any other misconduct unless otherwise stated as major misconduct shall constitute minor misconduct and the punishing authorities of these regulations may impose punishment such as warning in writing, suspension without wages for not more than two days, or suspension without wages for not more than four days.

Provided that the punishing authority may sub delegate the powers under sub regulation 12.2.1 to any of the officers of Corporation.

12.2.2 Major Misconduct and its penalties

All acts of misconduct and other acts of commission or omission specifically provided under this regulation will be deemed to be major misconduct. Without prejudice to the general meaning of the term misconduct, it shall be deemed to mean and include the following (the list is only explanatory and not exhaustive):

1. Willful insubordination or disobedience, whether alone or in combination with another or others, of any lawful and reasonable order of a superior.
2. Striking work or adopting go-slow methods, either singly or along with others, in contravention of any statute, law, rule or enactment, issued from time to time and for the time being in force or inciting any employee while within the premises of any of the units of the Corporation, to strike work or adopt go-slow methods.
3. Theft, fraud, misappropriation or dishonesty in connection with the business or property of the Corporation
4. Taking or giving bribes or any illegal gratification whatsoever.
5. Collection or canvassing for collection without the written permission of the competent authority of any money pasting of notices, or distribution of propaganda leaflets within the premises of the Corporation except as sanctioned by any law for the time being in force.
6. Habitual late attendance and habitual absence without leave or without sufficient cause.
7. Carrying on money lending and / or any other private business.
8. Drunkenness, fighting, riotous, disorderly or indecent behaviour within premises of any of the units of the Corporation and / or while on duty or outside in connection with the affairs of the Corporation
9. Commission of any act subversive of disciplines or good behaviour within the premises of any of the units of the Corporation or outside.
10. Habitual negligence or neglect of work.
11. Absence from place of work without the permission of his superiors.
12. Smoking or possession match boxes or flame-producing material within the premises of any of the units of the Corporation or in places where it is prohibited.
13. Causing damage to work in process or to any property of the Corporation.
14. Distribution or exhibition within the boundaries of the establishment of any newspapers, handbills, pamphlets or posters without the previous sanction of the competent authority.
15. Refusal to work on a job or machine to which the employee is posted provided there is no change in the service condition.
16. Organizing, attending or holding meetings within the boundaries or in any of the premises owned by the Corporation without previous sanction of the competent authority.
17. Threatening or intimidating any employee within the premises belonging to the Corporation.
18. Gambling within the premises belonging to the Corporation.
19. Sleeping while on duty.
20. Malingering or slowing down of work.

21. Acceptance of gifts from subordinate employees, from guests/clients of the Corporation.
22. Lending or borrowing money to or from subordinate employees.
23. Habitual indebtedness.
24. Speculation in any investment or commodity within the premises.
25. Insolvency.
26. Spreading false rumors or giving false information, which tends to disrepute the Corporation or its employees or spreading panic among the employees.
27. Writing of anonymous or pseudonymous letters criticizing the employees of the Corporation or the functional activities of the Corporation.
28. Conviction in any court of law for any criminal offence.
29. Theft of property belonging to other employees inside the premises of the Corporation.
30. Refusal to accept charge sheet, suspension order, or any other lawful order given by a superior.
31. Giving of false information regarding name, age, father's name, qualifications or previous service.
32. Leaving work without permission or before being properly relieved at the end of his shift/duty.
33. Breach of any rules or instructions for the maintenance and working of any department, plant or section, or for the maintenance of its cleanliness.
34. Submission of representations except through proper channels.
35. Bringing pressure to bear upon superiors on personal matters.
36. Misbehaviour during the pendency of disciplinary action instituted against him.
37. Possession of any lethal weapon within the premises without the written permission of the competent authority.
38. Interference with records, attendance registers etc. either pertaining to himself or to any other employee.
39. Unauthorized use or forcible occupation of the Government's quarters.
40. Participation in illegal or unjustified strike
41. Carrying out Trade Union activities or wearing unauthorized badges (except in the premises of union office) during working hours inside the premises belonging to the Corporation.
42. Fighting with fellow-workers.
43. Wearing Hotel uniform whilst off duty or leaving the Hotel premises in Hotel uniform or taking away any items of uniforms from the Hotel premises in the absence of a written authority to do this by the departmental head.
44. Using residential rooms and bathrooms in the Hotel premises or other places not specifically authorized for the employees concerned.

45. Riotous or disorderly behaviour during working hours at any of the premises belonging to the Corporation or any act subversive of discipline, and all other acts prejudicial to the best interest and reputation of the Corporation.
46. Abetment or attempts to commit any of the above Acts/Omissions constituting misconduct.
47. Refusal to work or accept any alternative works if such alternative employment does not call for any special skill or previous experience and can be done by the employee. Provided that the wages, which would have normally been paid to the employee, are not adversely affected for the alternative job.
48. Failure to observe safety instructions or interference with any safety device or equipment installed within the establishment.
49. To obtain leave by mentioning false reasons
50. Disclosing to an unauthorized person any information with regard to the Corporation, which may come into the possession of the employee in the course of his work.
51. Accumulation of money or property disproportionate to the known source of income.
52. Misuse of goods.
53. Acceptance of any other employment, pay, honorarium or fee from any other source while in service of the Corporation without the permission of the competent authority.

12.2.3 Punishments for misconduct

(i) Notwithstanding anything contained in any other regulation and without prejudice to such action to which an employee becomes liable under any other law or regulation for the time being in force, the following penalties may be imposed for good and sufficient reasons on any employee of the service:

Minor Punishments

- (a) Censure
- (b) Warning with a copy on ACR
- (c) Withholding of increment without cumulative effect
- (d) Recovery from pay or such other amount as may be due to the whole or part of pecuniary loss caused to the Corporation by negligence or breach of orders.
- (e) Withholding of promotion for a specified period.

Major Punishment

- (f) Withholding of increments for any specific period with cumulative effect.
- (g) Demotion to a junior post, lower grade, lower place in the scale of pay or to a lower scale of pay.
- (h) Compulsory retirement
- (i) Removal from service which shall not be a disqualification for future employment.
- (j) Dismissal from service which shall ordinarily be a disqualification for future employment.

(ii) The following shall not constitute a penalty within the meaning of this regulation:

- (a) Termination of service or reversion to lower service grade or post of an employee appointed or promoted on probation either during or at the end of the probation initial or extended as the case may be.
- (b) Termination of service in accordance with the terms of appointment of an employee when the employee is appointed on ad hoc basis or daily wages and has not completed 240 days service over a period of 12 months from the date of first appointment.
- (c) Discharge of employee for want of vacancy or as a measure of retrenchment.
- (d) Reversion of an employee promoted, from a lower post to a higher post, to such lower post for want of vacancy.
- (e) Suspension.
- (f) Termination of the services of the employee if he is convicted by competent court for an offence involving moral turpitude
- (g) Withholding of increments of pay of an employee for his failure to pass any departmental examination in accordance with the regulations or orders governing the services to which he belongs
- (h) Stoppage of proficiency step up/higher pay scale in the time scale of pay of the employee on the grounds of his unfitness
- (i) Non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible.
- (j) Reversion of an employee officiating in a higher service, grade or post to a lower service, grade or post on the ground that he is considered to be unsuitable for such higher service grade or post or any administrative ground unconnected with his conduct.
- (k) Compulsory retirement of an employee in accordance with the regulations relating to his superannuation or retirement.
- (l) Termination of the service of an employee employed under an agreement, in accordance with the terms of such agreement.
- (m) Termination of the service of an employee on the abolition of the post.

12.2.4. Save otherwise specifically provided in these regulations i.e. 12.2.1 to 12.2.3 above, the employees shall be governed mutatis mutandi by the Conduct, Suspension Punishment and Appeal Rules followed by the Administration as amended from time to time.

12.2.5. The authorities empowered to impose penalties and the appellate authorities in respect of the employees shall be such as specified in Schedule VI.

CHAPTER XIII

13. Pay and Allowances

13.1 Scales of Pay:

- (a) Every employee shall be entitled to such scale of pay including special pay as may be sanctioned by the Board of Directors from time to time. The scales of pay at present in force in respect of the posts and services in the Corporation are given in Schedule I.
- (b) The powers to revise the scales of pay of various categories of posts in the Corporation shall be exercised by the Board of Directors, on such terms and conditions, as may be deemed fit by the Board of Directors.

Provided that the pay and allowances of an employee on deputation shall be regulated in accordance with such terms and conditions of Foreign Service as may be mutually decided between the Corporation and the lending organization.

- (c) No employee while in the service of the Corporation shall accept without the permission of the appointing authority any other employment, pay, honorarium or fee from any other source.

13.2 Fixation of Pay:

- (a) Unless otherwise specifically provided in these regulations, fixation of pay of an employee shall be regulated under the provisions, regulations or orders as applicable to the employees of the Administration.
- (b) The appointing authority, in special cases and circumstances such as higher qualifications and professional competence on the recommendations of the Departmental Recruitment/Selection Committee concerned, may allow higher initial pay not exceeding five grade increments for initial appointment by direct recruitment to Group 'A' post.

13.3 Increments:

- (a) An increment in the time scale of pay of a post to which a person is appointed shall be drawn as a matter of normal course unless it is withheld by the appointing authority.

Explanation:

- (i) Duty on a post in the service on a time scale in force shall count for increments;
- (ii) All service rendered on a higher post shall count towards increment on the lower post held earlier.

- (iii) All leave except extra-ordinary leave without pay taken otherwise than on medical certificate sanctioned by the competent authority and to the satisfaction of the sanctioning authority and the period spent on deputation within and out of India, shall count for increments in a time scale applicable to the post on which an employee was working at the time he proceeded on leave or deputation.
- (b) The grant of proficiency step-up increments, benefits of grade structure of pay scales and promotion\ placement to the next higher levels under any assured career progression scheme, shall be regulated, in accordance with the instructions issued by the Administration from time to time, with or without modification with the prior approval of the Board of Directors.

13.4 Dearness Allowance and Compensatory Allowance: Unless otherwise expressly decided by the Board of Directors, an employee shall be entitled to the dearness allowance and compensatory allowance at the same rates and subject to the same terms and conditions as are applicable to the corresponding employees of the Administration.

13.5 House Rent Allowance: The employees shall be entitled to the house rent allowance as per rates fixed from time to time by the Administration.

13.6 Traveling Allowance and Daily Allowance on tour or transfer: All the employees of the Corporation shall be governed by the traveling allowance orders at the same rates and subject to the same terms and conditions as are applicable to the corresponding employees of the Administration from time to time except to the extent as may be modified and approved by the Board of Directors provided that the employees working on deputation shall be governed by the T.A./D.A. regulations of their parent departments as may be settled in the terms and conditions of deputation.

CHAPTER XIV

14. Leave, Maternity Benefit leave, Leave Encashment and Leave Travel Concession, Working Hours and Holidays

14.1 Leave of all kinds: All the employees of the Corporation except the deputationists shall be governed by the leave rules as applicable to employees of the Administration as amended from time to time. The employees working with the Corporation on deputation shall, however, continue to be governed by the leave rules of their parent departments.

14.2 Leave Encashment and Leave Travel Concession/Encashment: Leave encashment and leave travel concession/encashment shall be admissible to employees of the Corporation except those on deputation on the basis of rules followed by the Administration for their employees holding corresponding posts. The employees working on deputation shall, however, be governed according to the terms and conditions of deputation.

14.3 Working Hours, Casual Leave and Holidays:

(a) The whole time of an employee shall be at the disposal of the Corporation. The norms for working hours, casual leave and holidays shall be the same as followed by the Administration from time to time except to the extent or modifications as Managing Director may decide.

(b) Casual leave shall not be combined with any other leave except the restricted leave.

(c) Sundays and holidays preceding and following or occurring during the period of casual leave shall be omitted in calculating the period of casual leave availed of.

14.4 Authority to grant leave: The Managing Director may from time to time, specify the competent authority for grant of various kinds of leave for various categories of employees.

CHAPTER XV

15. Contributory Provident Fund, Gratuity, and Bonus

15.1 Contributory Provident Fund : A member of the service shall be entitled to the benefits of contributory provident fund ,Pension Scheme etc as provided under the Employees Provident Fund and Misc. Provisions Act, 1952 (Central Act XIV of 1952) .

15.2 Gratuity: Employees of the Corporation shall be entitled to the payment of gratuity in accordance with the provisions of Payment of Gratuity Act as amended from time to time, subject to such condition as may be approved by the Board of Directors from time to time.

15.3 Bonus: Employees of the Corporation shall be entitled to the Payment of Bonus in accordance with the provisions of the Payment of Bonus Act, 1965 as amended from time to time.

15.4 Ex-gratia: The Corporation may grant with the approval of the Board of Directors ex- gratia to such categories of employees who are not entitled to get bonus under the provisions of the Payment of Bonus Act, 1965 at the rate not exceeding the maximum permissible under the Act:

CHAPTER XVI

16. Medical Facilities, Family Welfare, Incentives and Benefits to Families of Employees and conveyance allowance to handicapped employees

16.1 Medical Facilities : The employees and their families shall be entitled to the medical facilities as are admissible to the employees of the Administration.

16.2 Family Welfare Incentives : Incentives for promotion of small family norms shall be admissible to the employees of the Corporation on the same scale, in the same manner and on the same terms and conditions, as are admissible to employees of the Administration.

16.3 Benefits to the families of the employees in case of death while in service : CORPORATION may allow ex-gratia grant and other concessions to the families of the employees in case of death while in service as may be approved by the Board of Directors from time to time.

16.4 Conveyance allowance: Conveyance allowance to blind and orthopaedically handicapped employees shall be allowed in accordance with the instructions applicable to the employees of the Administration.

16.5 Fixed Traveling Allowance: Fixed Traveling Allowance shall be allowed to employees in accordance with the decision taken by the Board of Directors from time to time.

CHAPTER XVII

17. Advances for Purchase of Conveyances and Construction of House Buildings

The employees of Corporation, except those working on deputation, may be granted all types of advances/loan for the purposes such as the purchase of conveyances, constructions of house buildings etc. as per rules applicable to the employees of the Administration from time to time.

CHAPTER XVIII

18. Power to Relax

18.1 Where the Board of Directors is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons.

18.2 The authorities empowered to relax the age limit or other qualifications shall, however, be as mentioned in Schedule II.

CHAPTER XIX

19. Over riding effect, Saving and Interpretation

19.1 The provisions of these regulations shall have effect notwithstanding anything to the contrary contained in any regulations for the time being in force for regulating the recruitment and conditions of service for appointment to public posts in connection with the affairs of the Corporation.

19.2 Saving : Where these regulations are silent, the provisions of Civil Service Rules and instructions of the Administration as applicable to its employees shall apply to the employees covered by these rules.

19.3 Interpretation: If any doubt or difficulty arises in interpreting these regulations or giving effect to them or if any lacuna, inconsistency or anomaly is discovered in their application, it shall be open to the Board of Directors to issue general instructions not inconsistent with the Act and the rules/regulations made there under or any instructions issued by the Administration from time to time to the extent it is applicable to the Corporation for the purpose of removing doubt, difficulty, lacuna, inconsistency or anomaly.

CHAPTER XX

20. Matters not provided in the Regulations: In matters for which no specific provision has been made in these regulations or any other regulations made by the Corporation, the provisions of such other regulations, guidelines and instruction on the subject as are applicable to the corresponding employees of the Administration, shall apply mutatis mutandis to the employees of the Corporation as may be approved by the Managing Director.

CHAPTER XXI

21. Repeal: Any rules/regulations or resolutions of the Corporation applicable to the service and corresponding to any of these rules/regulations which are in force immediately before the commencement of these regulations are hereby repealed:

Provided that anything done or any order made or action taken under the rules/regulations or resolutions of the Corporation as repealed shall be deemed to have been done or taken under the corresponding provisions of these regulations.

SCHEDULE –I
(Regulation 4.4)
DETAILS OF POSTS IN EACH DIVISION, THEIR NAMES,
CLASSIFICATION, NUMBER AND SCALES OF PAY IN THE CHANDIGARH
INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION LIMITED

Sr. No.	Name of Post	Classification T-Technical P-Professionally O-Operational NT- Non-Technical	Number of posts	Pay band
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(A) HOTELS & CATERING DIVISION

GENERAL MANAGEMENT STAFF

1	General Manager(Hotels)	Group 'A' (P)	2	Rs.15600- 39100 + Rs. 7800 as Grade Pay
2.	Dy. General Manager (Tourism)	Group 'A' (NT)	1	Rs. 15600- 39100 + Rs. 6600/- as Grade Pay
2	Dy.General Manager (Hotel)	Group 'A' (P)	2	Rs. 15600- 39100 + Rs. 6600/- as Grade Pay
3	Executive Chef	Group 'A' (P)	1	Rs. 15600- 39100 + Rs. 6600/- as Grade Pay
4	Sr.Manager (F&B) / Sr. Resident Manager	Group 'A' (P)	3	Rs. 10300- 34800 + Rs. 5400/- as Grade Pay
5	Chef	Group 'A' (P)	2	Rs. 10300- 34800 + Rs. 5400/- as Grade Pay
6	a) Manager(F&B) b) Manager (Front Office)	Group 'A' (P)	7	Rs. 10300- 34800 + Rs. 5000/- as Grade Pay
7.	Sr. House Keeper	Group 'A'(P)	2	Rs. 10300- 34800 + Rs. 5000/- as Grade Pay

FRONT OFFICE STAFF

1	Guest Relation Executive	Group 'B' (P)	6	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
2	Reservation Executive	Group 'C' (P)	4	Rs. 10300- 34800 + Rs. 3200/- as Grade Pay
3	Receptionist	Group 'C' (P)	18	Rs. 5910-20200 + Rs. 2400/- as Grade pay
4.	Telephone Operator	Group 'C' (P)	12	Rs. 5910-20200 + Rs. 1900/- as Grade pay
5.	Bell Captain	Group 'C' (P)	3	Rs. 5910-20200 + Rs. 1900/- as Grade pay
6	Bell Boy	Group 'D'(P)	17	Rs. 4900-10680 + Rs. 1300/- as Grade pay

<u>F & B SERVICE STAFF</u>				
1	Restaurant Executive	Group 'B' (P)	8	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
2	Supervisor Grade-I/ Kitchen Supervisor Grade-I	Group 'C'(P)	5	Rs. 10300- 34800 + Rs. 3200/- as Grade Pay
3	Supervisor Gr-II/ Kitchen Stewarding Supervisor	Group 'C' (P)	9	Rs. 5910-20200 + Rs. 2800/- as Grade pay
4	Captain	Group 'C'(P)	17	Rs. 5910-20200 + Rs. 2800/- as Grade pay
5	Barman	Group 'C'(P)	2	Rs. 5910-20200 + Rs. 2800/- as Grade pay
6	Asstt. Barman	Group 'C'(P)	4	Rs. 5910-20200 + Rs. 1900/- as Grade pay
7	Steward/ Restaurant Hostess	Group 'C'(P)	26	Rs. 5910-20200 + Rs. 1900/- as Grade pay
8	Waiters	Group 'D'(P)	110	Rs. 4900-10680 + Rs. 1300/- as Grade pay
<u>F&B PRODUCTION STAFF</u>				
1	Chef-de- Parte(Indian/Continental/ Chinese/Bakery)	Group 'B' (P)	6	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
2	Commis-I Indian/Continental/ Chinese/Pantry/ Tandoor/South Indian/Halwai/Bakery)	Group 'C' (P)	15	Rs. 10300- 34800 + Rs. 3200/- as Grade Pay
3	Commis-II (Indian/Continental/ Chinese/Pantry/ Tandoor/South Indian/Halwai/Bakery)	Group 'C' (P)	44	Rs. 5910-20200 + Rs. 2800/- as Grade pay
4	Commis-III (Indian/Continental/ Chinese/Pantry/ Tandoor/South Indian/Halwai/Bakery)	Group 'C' (P)	76	Rs. 5910-20200 + Rs. 1900/- as Grade pay
5.	Helper (Kitchen)/ UTILITY WORKER	Group 'D' (P)	102	Rs. 4900-10680 + Rs. 1300/- as Grade pay

<u>HOUSEKEEPING STAFF</u>				
1	Housekeeper	Group 'B' (P)	2	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
2	Assistant Housekeeper	Group 'C' (P)	4	Rs. 10300- 34800 + Rs. 3200/- as Grade Pay
3	Floor Supervisor/ Linen Keeper/ Desk Controller	Group 'C' (P)	26	Rs. 5910-20200 + Rs. 1900/- as Grade pay
4	Room Attendant / Houseman/ Sweeper cum Chowkidar	Group 'D' (P)	108	Rs. 4900-10680 + Rs. 1300/- as Grade pay
5	Tailor	Group 'C'(T)	1	Rs. 5910-20200 + Rs. 1900/- as Grade pay
<u>COST CONTROL DEPARTMENT</u>				
1	F&B Cost Controller	Group 'B'(P)	3	Rs. 10300- 34800 + Rs. 4200/- as Grade Pay
2	i) Asstt. F&B (Cost Controller)/ Asstt. Manager (Canteen/ Club/T&T) ii) Asstt. Manager (Event & PR)	Group 'B'(P)	6 1	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
3	Bill Clerk	Group 'C' (P)	40	Rs. 5910-20200 + Rs. 1900/- as Grade pay
4	Junior Salesman/ Helper General	Group 'D'(P)	58	Rs. 4900-10680 + Rs. 1300/- as Grade pay
<u>SECURITY STAFF</u>				
1.	Security Officer	Group 'C' (P)	3	Rs. 10300- 34800 + Rs. 3200/- as Grade Pay
2.	Security Supervisor	Group 'C' (P)	2	Rs. 5910-20200 + Rs. 1900/- as Grade pay
3	Darban	Group 'D' (P)	10	Rs. 4900-10680 + Rs. 1300/- as Grade pay
4	Security Guard	Group 'D' (P)	52	Rs. 4900-10680 + Rs. 1300/- as Grade pay

(B) ENGINEERING DIVISION

<u>ENGINEERING STAFF</u>				
1.	Executive Engineer	Group 'A' (T)	2	Rs. 15600- 39100 + Rs. 6600/- as Grade Pay
2.	Sub Divisional Engineer(Civil)/ Public Health/ Electrical)	Group 'A' (T)	5	Rs. 15600- 39100 + Rs. 5400/- as Grade Pay
3	Head Draftsman	Group 'B'(T)	2	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
4.	Junior Engineer (Civil/ Public Health / Electrical)	Group 'B'(T)	12	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
5.	Maintenance Supervisor(Civil)	Group 'C'(T)	1	Rs. 10300- 34800 + Rs. 3200/- as Grade Pay
6.	Electrical Supervisor	Group 'C'(T)	1	Rs. 10300- 34800 + Rs. 3200/- as Grade Pay
7	Junior Technician(Motor Mate/Mason)	Group 'C'(T)	14	Rs. 5910-20200 + Rs. 1900/- as Grade pay
8.	Junior Technician(Electrician -cum-Generator Operator/Lift Operator/Sub Station Attendant)	Group 'C'(T)	17	Rs. 5910-20200 + Rs. 1900/- as Grade pay
9	Junior Technician(Plumber)	Group 'C'(T)	6	Rs. 5910-20200 + Rs. 1900/- as Grade pay
10	Junior Technician(Air-conditioning Mechanic-cum-Electrician)	Group 'C'(T)	7	Rs. 5910-20200 + Rs. 1900/- as Grade pay
11	Junior Technician(Music/ T.VOperator)	Group 'C'(T)	5	Rs. 5910-20200 + Rs. 1900/- as Grade pay
12	Junior Technician(Boiler Attendant)	Group 'C'(T)	5	Rs. 5910-20200 + Rs. 1900/- as Grade pay
13	Junior Technician(Painter)	Group 'C'(T)	2	Rs. 5910-20200 + Rs. 1900/- as Grade pay
14	Jr. Technician (Carpenter)	Group 'C' (T)	3	Rs. 5910-20200 + Rs. 1900/- as Grade pay
15	Helper(Maintenance)	Group 'D'(T)	14	Rs. 4900-10680 + Rs. 1300/- as Grade pay

<u>HORTICULTURE STAFF</u>				
1	Junior Engineer (Horticulture)	Group 'B'(T)	1	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
2.	Head Mali	Group 'D'(T)	5	Rs. 4900-10680 + Rs. 1400/- as Grade pay
3.	Mali	Group 'D'(T)	27	Rs. 4900-10680 + Rs. 1300/- as Grade pay

(C) TRADING & TECHNICAL DIVISION

<u>INDUSTRIAL DEVELOPMENT-CUM-FACILITY CENTRE/ QUALITY MARKING CENTRE STAFF</u>				
1	Deputy General Manager (Technical)	Group 'A'(T)	1	Rs. 15600- 39100 + Rs. 6600/- as Grade Pay
2	Technical Officer	Group 'B' (T)	1	Rs. 10300-34800 + Rs. 4400/- as Grade pay
3	Senior Technical Assistant / Foreman/ Sr. Quality Marking Supervisor	Group 'B' (T)	3	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
4	Junior Technical Assistant	Group 'CITCO' (T)	5	Rs. 5910-20200 + Rs. 2800/- as Grade pay
5	Skilled Operator	Group 'C' (T)	6	Rs. 5910-20200 + Rs. 2400/- as Grade pay
6	Junior Skilled Operator	Group 'C' (T)	2	Rs. 5910-20200 + Rs. 1900/- as Grade pay

GENERAL ADMINISTRATION DIVISION

<u>FINANCE & ACCOUNTS STAFF</u>				
1.	Chief Accounts Officer	Group 'A' (NT)	1	Rs. 15600- 39100 + Rs. 6600/- as Grade Pay
2.	Sr. Manager Accounts	Group 'A' (NT)	1	Rs. 10300-34800 + Rs. 5400/- as Grade Pay
3.	Manager (Accounts)	Group 'A' (NT)	4	Rs. 10300-34800 + Rs. 5000/- as Grade Pay
4.	Senior Accountant	Group 'B' (NT)	20	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
5.	Accounts Clerk	Group 'C'(NT)	24	Rs. 5910-20200 + Rs. 1900/- as Grade pay
<u>PERSONAL STAFF</u>				
1.	Private Secretary	Group 'A' (NT)	1	Rs. 10300- 34800 + Rs. 5000/- as Grade Pay
2.	Personal Assistant	Group 'B' (NT)	1	Rs. 10300- 34800 + Rs. 4200/- as Grade Pay
3.	Sr.Scale Stenographer	Group 'B' (NT)	3	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
4.	Jr.Scale Stenographer	Group 'C' (NT)	6	Rs. 10300- 34800 + Rs. 2800/- as Grade Pay
5.	Steno-typist	Group 'C' (NT)	14	Rs. 5910-20200 + Rs. 2000/- as Grade pay
<u>COMPUTER STAFF</u>				
1.	Manager (EDP)	Group 'A' (NT)	1	Rs. 10300- 34800 + Rs. 5000/- as Grade Pay
1.	Programmer	Group 'B' (NT)	1	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
2.	Junior Programmer	Group 'C' (NT)	3	Rs. 10300- 34800 + Rs. 3200/- as Grade Pay
3.	Data Entry Operator	Group 'C' (NT)	5	Rs. 5910-20200 + Rs. 1900/- as Grade pay

GENERAL ADMINISTRATION				
1.	Company Secretary	Group 'A' (NT)	1	Rs. 15600- 39100 + Rs. 6600/- as Grade Pay
2	Sr. Manager (Ministerial)	Group 'A' (NT)	1	Rs. 10300- 34800 + Rs. 5400/- as Grade Pay
3	Manager (Ministerial)	Group 'A' (NT)	10	Rs. 10300- 34800 + Rs. 5000/- as Grade Pay
4	Senior Assistant	Group 'B' (NT)	20	Rs. 10300- 34800 + Rs. 3800/- as Grade Pay
5	Clerk	Group 'C' (NT)	90	Rs. 5910-20200 + Rs. 1900/- as Grade pay
6	Driver (Staff Car/ Heavy Duty)	Group 'C' (NT)	18	Rs. 5910-20200 + Rs. 2000/- as Grade pay
7	Machine-cum- Copier Operator	Group 'C' (NT)	1	Rs. 4900-10680+ Rs. 1650/- as Grade pay
8	Jamadar	Group 'D' (NT)	3	Rs. 4900-10680 + Rs. 1400/- as Grade pay
9	Peon	Group 'D' (NT)	43	Rs. 4900-10680 + Rs. 1300/- as Grade pay

MISC. CADRE

1	Sports Officer	Group 'B'	1	Rs. 10300- 34800 + Rs. 4200/- as Grade Pay
2	Business Coordinator	Group 'C' (P)	1	Rs. 5910-20200 + Rs. 2400/- as Grade pay
3	Motor Boat Driver	Group 'C' (NT)	1	Rs. 5910-20200 + Rs. 1900/- as Grade pay
4	Boatman-cum-Life Guard	Group 'C' (NT)	10	Rs. 5910-20200 + Rs. 1900/- as Grade pay

1	Chief Liaison Officer	Group 'A'	1	Rs. 10300- 34800 + Rs. 5000/- as Grade Pay
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SCHEDULE – II
(REGULATION 4.6)
COMPETENT AUTHORITIES FOR CREATION AND ABOLITION OF POSTS, MAKING
APPOINTMENTS THERETO AND
RELAXATION OF AGE LIMIT AND OTHER QUALIFICATIONS IN RESPECT OF SUCH
APPOINTMENTS

Category of post	Authority competent to create posts	Appointing Authority
1. Group A	1.Chairman-Not exceeding one year 2. Board of Directors –Full powers, subject to directives/instructions of the Chandigarh Administration	Managing Director
2. Group B	1.Chairman-Not exceeding one year 2. Board of Directors –Full powers	Managing Director
3. Group C	1.Managing Director-Not exceeding one year 2. Board of Directors –Full powers	Managing Director
4.Group D	1.Managing Director-Not exceeding one year 2. Board of Directors –Full powers	Managing Director

Note : The creation of posts shall be subject to the instructions, guidelines or orders as may be issued by the Union Territory Administration of Chandigarh from time to time and adopted by CITCO

SCHEDULE – III

(Regulation 5.11)

(OATH OF ALLEGIANCE)

I, _____ S/O/D/O Shri/Shrimati _____ do

swear/solemnly affirm that I will be faithful and bear true allegiance to India and

to the Constitution of India as by law established, that I will uphold the

sovereignty and integrity of India, and that I will carry out the duties of my office

loyally, honestly and with impartiality.

Place :

Signature of Employee

Date :

Designation

COUNTERSIGNED

Signature With stamp

SCHEDULE-IV – PROFESSIONALLY OPERATIONAL POSTS

Name of post	No. of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Whether benefit of added yrs. of service admissible under Rule 30 of the C.C.S (Pensions Rules -1972)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	V & q p d v th P
1	2	3	4	5	6	7	8	9

Note:- Column No. 6 and 13 are not applicable to this Corporation hence, both columns have been deleted in subsequent schedule -IV

SCHEDULE V
(REGULATION 8.2(a) (ii))

**COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES FOR
CONSIDERING PROMOTION AND OTHER RELATED MATTERS SUCH
AS CLEARING OF PROBATION, CONFIRMATION ETC.**

I. GROUP 'A' DPC

- | | | |
|----|---|----------|
| 1. | Adviser to Administrator | Chairman |
| 2. | Home Secretary, Union Territory, Chandigarh Administration | Member |
| 3. | Finance Secretary, Union Territory, Chandigarh Administration | Member |
| 4. | Managing Director, CITCO | Member |
| 5. | An officer of appropriate status belonging to Scheduled Caste | Member |

II. GROUP 'B' DPC

- | | | |
|----|---|----------|
| 1. | Administrative Secretary, Union Territory Chandigarh Administration | Chairman |
| 2. | Home Secretary, Union Territory, Chandigarh Administration | Member |
| 3. | Finance Secretary, Union Territory, Chandigarh Administration | Member |
| 4. | Managing Director, CITCO | Member |
| 5. | An officer of appropriate status belonging to Scheduled Caste | Member |

III. GROUP 'C' DPC FOR HOTEL/CATERING/GENERAL ADMINISTRATION POSTS

- | | | |
|----|---|----------|
| 1. | Managing Director, CITCO | Chairman |
| 2. | Chief General Manager, CITCO | Member |
| 3. | Company Secretary, CITCO | Member |
| 4. | Chief Accounts Officer, CITCO | Member |
| 5. | An officer of appropriate status belonging to Scheduled Caste | Member |

IV. GROUP 'D' DPC FOR HOTEL/CATERING/GENERAL ADMINISTRATION POSTS

- | | | |
|----|--|----------|
| 1. | Chief General Manager, CITCO | Chairman |
| 2. | Company Secretary, CITCO | Member |
| 3. | Chief Accounts Officer, CITCO | Member |
| 4. | General Manager/Dy.General Manager (Hotels) as may be deputed by Managing Director from time to time | Member |
| 5. | An officer of appropriate status belonging to Scheduled Caste | Member |

V. GROUP 'C' POSTS FOR ENGINEERING & TECHNICAL POSTS

- | | | |
|----|---|----------|
| 1. | Managing Director, CITCO | Chairman |
| 2. | Chief General Manager, CITCO | Member |
| 3. | Company Secretary, CITCO | Member |
| 4. | Consultant Engineer or Executive Engineer | Member |
| 5. | An officer of appropriate status belonging to Scheduled Caste | Member |

VI. GROUP 'D' POSTS FOR ENGINEERING & TECHNICAL POSTS

- | | | |
|----|---|----------|
| 1. | Chief General Manager, CITCO | Chairman |
| 2. | Company Secretary, CITCO | Member |
| 3. | Chief Accounts Officer, CITCO | Member |
| 4. | Consultant Engineer or Executive Engineer | Member |
| 5. | An officer of appropriate status belonging to Scheduled Caste | Member |

The DPC may associate subject expert as per requirement.

Note 1 : The members of the Departmental Promotion Committee shall consist of officers of appropriate status/seniority atleast one step higher than the status of the post under consideration.

Note 2 : The Departmental Promotion Committee consists of Chairman and members only and not Member Secretary or Convener.

Note 3 : The decisions in the Departmental Promotion Committee are taken by consensus and as such its composition need not be in odd numbers.

Note 4 : In case of absence of any member, the meeting need not be postponed and the proceedings of the Departmental Promotion Committee will be considered valid.

Note 5 : The cases of appointments and promotions to posts of the level of General Manager and above shall be sent to the Chandigarh Administration for approval.

Note 6 : The power to approve appointments and promotions to posts in Group 'B' is vested in the Board of Directors and has been delegated to the Chairman, CITCO.

SCHEDULE - VI
(REGULATION 12.2.5)

**COMPETENT AUTHORITIES FOR APPOINTMENT, DISCIPLINARY ACTION,
APPEAL AND REVIEW**

Sr. No.	Description of employee	Appointing authority	Punishing Authority competent to impose penalty	Nature of penalty	Appellate authority	Reviewing authority
1.	Group 'A'	Managing Director	Managing Director	All	Chairman	Board of Directors
2.	Group 'B'	Managing Director	Managing Director	All	Chairman	Board of Directors
3.	Group 'C'	Managing Director	Managing Director	All	Chairman	Board of Directors
4.	Group 'D'	Managing Director	Managing Director	All	Chairman	Board of Directors

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<u>Name of the post</u>		<u>Page No.</u>
Assistant Barman	:	75
Assistant House Keeper	:	85
Assistant F&B Cost Controller/ Assistant Manager (Canteen/Club/T&T)	:	112
Accounts Clerk	:	128
Asstt. Manager (Event & PR)	:	149
Barman	:	73
Bell Captain	:	81
Bell Boy	:	82
Bill Clerk	:	113
Boatman-cum-Life Guard	:	145
Business Coordinator	:	146
Chef	:	61
Chef-de-Parte	:	62
Commis-I	:	63
Commis-II	:	64
Commis-III	:	65
Captain	:	72
Company Secretary	:	115
Clerks	:	119
Chief Accounts Officer	:	124
Chief Liaison Officer	:	148

DGM (Tourism	:	58
DGM (Hotel)	:	59
Desk Controller	:	85
Durban	:	92
Drivers	:	120
Data Entry Operator	:	137
DGM (Tech)	:	138
Executive Chef	:	60
Executive Engineer	:	93
Electrical Supervisor	:	98
Floor Supervisor/Linen Keeper/ Desk Controller	:	86
F&B Cost Controller	:	111
General Manager (Hotel)	:	57
Guest Relation Executive	:	77
Helper (Kitchen)/ Utility Worker	:	66
House Keeper	:	84
Houseman	:	87
Head draftsman	:	96
Helper (Maintenance/ Sewer man)	:	107
Head Mali	:	109

J.E. (Civil/Elect/ PH)	:	95
Junior Technician (Mortar Mate/ Mason)	:	99
Junior Technician (Elect cum Gen Operator) Lift Operator/ Sub Station Attendant	:	100
Junior Technician (Plumber)	:	101
Junior Technician (Air Conditioning Mech.)	:	102
Junior Technician (Music TV Operator)	:	103
Junior Technician(Boiler Attendant)	:	104
Junior Technician (Painter)	:	105
Junior Technician (Carpenter)	:	106
J.E. (Horticulture)	:	108
Junior Salesman/ Helper General	:	114
Jamadar	:	122
Junior Scale Stenographer	:	132
Junior Programmer	:	136
Junior Technical Assistant	:	141
Junior Skilled Operator	:	143
Linen Keeper	:	86
Manager (F&B)/ Banquet/ Canteen/ Front Office	:	68
Maintenance Supervisor (Civil/ PH)	:	97
Mali/ Mali cum Watchman	:	110
Managers (Ministerial)	:	117
Machine cum Copier Operator	:	121
Manager Accounts	:	126
Manager (EDP)	:	134
Motor Boat Driver	:	144
Peons/ Library Attendant/ Telephone Attendant /Peon cum Binder	:	123
Private Secretary	:	129
Personal Assistant	:	130
Programmer	:	135

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Restaurant Executive	:	69
Restaurant Hostess	:	74
Reservation Executive	:	78
Receptionist	:	79
Room Attendant/ Houseman/ Sweeper cum Chowkidar	:	87
Senior Manager (F&B)/ Sr.Resident Manager	:	67
Supervisor Grade-I/ Kitchen Supervisor Gr-I	:	70
Supervisor Grade-II	:	71
Stewards/ Restaurant Hostess	:	74
Senior House Keeper	:	83
Sweeper cum Chowkidar	:	87
Security Officer	:	89
Security Supervisor	:	90
Security Guard	:	91
Sub Division Engineer (Civil/ Elect/ PH)	:	94
Senior Manager (Ministerial)	:	116
Senior Assistant	:	118
Senior Manager (Accounts)	:	125
Senior Accountants	:	127
Senior Scale Stenographer	:	131
Steno Typist	:	133
Senior Technical Assistant/ Foreman /Sr.Quality Marking Supervisor	:	140
Skilled Operator	:	142
Sports Officer	:	147
Telephone Operator	:	80
Tailor	:	88
Technical Officer	:	139
Waiter	:	76
