# *FOOD CORPORATION OF INDIA (STAFF) REGULATIONS, 1971*

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## THE FOOD CORPORATION OF INDIA

## THE FOOD CORPORATION OF INDIA (STAFF) REGULATIONS, 1971
## NEW DELHI, DATED THE APRIL 30, 1971

**No. 1-6/71-EP**___In exercise of the powers conferred by Section 45 of the Food Corporations Act, 1964 (37 of 1964) and all other powers hereunto enabling, and with the previous sanction of the Central Government, the Food Corporation of India, hereby makes the following regulations, namely:

### SECTION 1

### PRELIMINARY

**1. Short title, commencement and application:**

1. These regulations may be called the Food Corporation of India (Staff) Regulations, 1971.

2. They shall come into force at once.

3. They shall apply to all the employees of the Corporation including transferred employees, other than:

   (a) Persons employed on a purely part-time basis; and

   (b) Persons employed on special contracts to the extent that the terms and conditions of such contracts are inconsistent with the provisions of these regulations:

   (c) *Persons governed by the Industrial Employment (Standing Orders) Act, 1946 (Act 20 of 1946) and / or the Food Corporation of India (Industrial Establishments) Standing Orders framed under the said Act.

   [**Provided that nothing contained in these regulations shall apply to any Director of the Corporation or to the Secretary who is not an employee of the Corporation].

**2. Definition:**

In these regulations, unless the context otherwise requires:

(a) "Act" means the Food Corporations Act, 1964 (37 of 1964);

(b) "Board" means the Board of Directors of the Corporation;

*Inserted vide notification No.1-16/73-EP dated 17.10.1974 (22nd Amendment).
**Substituted vide notification No.1-18/75-EP dated 20.11.1975. Effective from 24.9.1975 (26th Amendment).

(c) "Chairman" means the Chairman of the Corporation;

(d) "Corporation" means the Food Corporation of India established under Section 3 of the Act;

(e) "Executive Committee" means the Executive Committee of the Corporation.

(f) "Executive Director (Finance)" means the persons appointed by the Corporation to be the Executive Director (Finance) or any other person authorized to perform the duties of the Executive Director (Finance);

(g) "Food Department" means the Department of the Central Government dealing with food or any of its subordinate or attached offices and engaged in the performance of these functions;

(h) "Head of Division" means all officers appointed in the rank of #General Managers or above in the Head Office of the Corporation, or any other officer designated by the Corporation to be a head of a Division;

(i) "Managing Director" means the Managing Director of the Corporation;

(j) "Pay" excludes allowances;

(k) "Secretary" means the Secretary of the Corporation;

(l) "Transferred employees" means an officer or other employees transferred to the Corporation by an order issued under Sub-Section (1) of Section 12-A of the Act

@(m) "Management Trainee" means a person selected for his appointment ( in the event of successful completion of training) as #Manager in the services of the FCI. A Management Trainee shall deem to be included within the meaning of word 'employee' wherever appearing in section 5 concerning the Discipline and Appeal Regulations of the FCI (Staff) Regulations, 1971.

##(n) "Basic pay means basic pay as defined under guidelines/ instructions issued by Department of Public Enterprises relevant to the pay scales of Central Public Sector Enterprises followed in the Food Corporation of India, as amended from time to time."

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@ Added vide Notification No.75/EP (16)/3/92 dated 19th September, 1996. (1st Amendment) effective from the date of Notification.

# Re-designated vide Notification No.93/EP-32(4)/2004 dated 20th May, 2005 (2nd Amendment) and Notification No.95/EP-7(1)/2005 dated 21st October, 2005 (4th Amendment). Effective from the date of Notification.

## Substituted vide notification No.110 dated 14.05.2015 (file No.EP.36(1)/2004). Effective from the date of Notification.

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## SECTION 2
## GENERAL CONDITIONS OF SERVICE

**3. Classification:**

1) *The posts; in the Corporation shall be categorized as follows:

| All posts with a fixed pay of or on a scale of pay with a maximum of | Classification |
|---|---|
| Not less than Rs. 1300 | Category-I |
| Not less than Rs.1200 but less than Rs. 1300 | Category-II |
| Over Rs.350 but less than Rs.1200 | Category-III |
| Rs.350 or less | Category-IV |

2) The Corporation shall have posts of the description specified in the Table set out in Appendix. I.

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**4. Appointments:**

1) Subject to the provisions of Regulation 17, the unit for the purpose of appointment, seniority, promotion, reversion and retrenchment shall be as follows, namely:

| **Category** | **Recruitment Unit** | **Promotion/Reversion /Retrenchment Unit.** |
|---|---|---|
| IV | District (Regional, Zonal Offices and Head Office will be separate units) | **Region |
| III | Region(Zonal office, Head Office will be separate Units) | **Zone |
| II | Zone (Head Office will be a unit) | Zone |
| I | All - India | All – India |

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*Substituted vide notification No.1-16/76-EP dated 26.7.76. Effective from 1.5.1976 (35th Amendment).

** Head Office will be treated as a separate unit for the purpose of promotion/ reversion/ Retrenchment provided that the Managing Director shall have the discretion to transfer any employee of the Head Office to any of the zones or vice versa, wherever he considers it necessary. In doing so, the Managing Director will keep in view the necessity to give due representation to the various zones.

**5. General conditions relating to appointments:**

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

(a) No person shall be eligible for initial appointment unless he has attained the age of 18 years.

(b) A candidate for appointment in the service of the Corporation shall be:

i) a citizen of India, or
ii) a subject of Nepal, or
iii) a subject of Bhutan, or
iv) a Tibetan refugee who came over to India before the 1st January,1962 with the intention of permanently settling in India, or
v) a person of Indian origin who has migrated from Pakistan,Burma,Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania(formerly Tanganika and Zanzibar), Zambia,Malawi,Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to Categories (ii),(iii),(iv) and (v) shall be a person in whose favour a certificate of eligibility has been given by the Managing Director.

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( c ) *A candidate, in whose case a certificate of eligibility is necessary may be admitted to an examination or interview and may also be appointed provisionally subject to the necessary certificate being given to him by the Managing Director.

(d) No person shall be initially appointed unless he has been certified by a qualified registered medical practitioner approved by the appointing authority to be of sound constitution and medically fit to discharge his duties.

**Explanation**: Unless the appointing authority, otherwise directs, the application of this provisions shall be limited to regular appointments by direct recruitment.

(e) No person shall be eligible for appointment who has previously been dismissed, or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any public Sector Undertaking.

(f) No person shall be eligible for appointment who has been convicted in a court of law for any offence involving moral turpitude.

(g) No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment in the service of the Corporation.

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*Substituted vide notification No.4-4/77-EP dated 1.2.1979. Effective from 23.1.1979 (60th Amendment).

Provided that the Managing Director 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 rule.

(h) Without prejudice to the generality of the provisions of clauses (d),(e),(f) and (g), no person shall be appointed unless the appointing authority is satisfied that the person is fit for appointment in all respects.

**6. Appointing Authority:**

The authorities competent to make appointments to the type of posts indicated in column 2 of the Table set out in Appendix 2, will be those specified in the corresponding entries in column 3 of that Table:

Provided that the transferred employees shall be deemed to have been appointed by the competent authority.

**7. Mode of appointment:**

(1) Regular appointments in the service of the Corporation can only be to the posts specified in column (2) of the Table set out in Appendix 1 sanctioned for a period of not less than one year and shall be made :

(a) in accordance with any of the modes specified against each in column (4) thereof; or

(b) by transfer from the corresponding categories as specified in column (9) of the said Table of employees of the Central Government in the Directorate General of Food / Pay & Accounts Offices; or

(c) By permanent absorption of deputationists in the service of the Corporation.

(2) Where any qualification, or age limits, have been specified in columns(7) and (8) respectively of the Table set out in appendix 1 in respect of any post with reference to any mode of appointment thereto, only persons satisfying such qualifications and within the age limits so specified shall be appointed to that category through such mode.

Provided that the authority specified in column 4 of the Table set out in Appendix 2 may in respect of the posts indicated in the corresponding entries in column 2 of that Table:

(a) Relax the specified age limits in the case of persons with exceptional qualifications or experience; and
(b) Relax the qualifications in the case of persons with outstanding records of service.
(c) Provided further that the Board may relax, by order, any of the provisions of the Recruitment Rules contained in Appendix I, if in their opinion it is necessary or expedient so to do.

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(3) Notwithstanding anything contained in this regulation, appointments may be made to any post in the Corporation on an ad-hoc basis:

(a) by deputation of suitable officers from the Central or from any State Government or from any public sector undertaking or with the prior approval of the Managing Director from any private sector undertaking for a period not exceeding three years;

Provided that an authority immediately higher than the appointing authority may extend the period of deputation of an employee belonging to Categories I,II or III beyond 3 years but not exceeding 5 years;

Provided further that the Board/Executive Committee, as the case may be, may extend the period of deputation of an employee beyond 5 years in exceptional cases of merit if it is considered necessary in the interest of the Corporation.

(b) by re-employment of personnel superannuated from service of the Central or any State Government or of the Corporation for a period not exceeding two years; such re-employment being sanctioned by an authority not lower in rank than the Managing director.

[Provided that the Executive Committee (or in case where the Board of Directors is the appointing authority, the Board) may extend the period of re-employment of Category I, II or III officers beyond a period of two years subject to a maximum age limit of 60 years.

Provided further the Executive Committee ( or in case where the Board of Directors is the appointing authority, the Board) may extend the period of re-employment of scientific/technical personnel of Category I,II, or III officers up to the age of 62 years in very rare and exceptional circumstances.

**Note**: for criteria determining rare and exceptional circumstances, the relevant guidelines contained in Ministry of Home Affairs, O.M. No.26/11/68-Ests (B) dated the 17th June, 1969 shall be followed.]

(c) on a purely temporary basis for a period not exceeding one year;

(d) on special contracts subjects to such terms and conditions as may be decided by the Board.

4) @Notwithstanding anything contained in this Regulation, appointment of outstanding/meritorious sportsmen/women who have distinguished themselves in sports at State/National / International level may be made to Category-II,III and IV posts, including the promotional posts, subject to their fulfilling the conditions prescribed for such posts.

Provided that the authority specified in Column 4 of the Table set out in Appendix-2 may relax specified age limit, qualification and experience in exceptionally deserving cases.

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[Substituted vide notification No.1-5/73 EPdated 17.8.1973 effective from 10.7.1973]
@Incorporated vide Notification No.1 (6)/84-dated 19.3.87 effective from 19.3.1987.

Provided further that the appointment of sportsmen / women shall be subject to the administrative instructions issued from time to time with the approval of the Managing Director.

**8. Creation of Posts:**

(1) The Corporation shall from time to time determine the number of posts of each description in the service of the Corporation.

(2) The authorities specified in column (1) of the following Table shall be empowered to create new or additional posts in the Corporation of the description specified in Column (2) thereof.

**TABLE**

| **Authority** | **Category of Post** |
|---|---|
| (1) | (2) |
| Board | Any post below the Board level. |
| Chairman | Category I post the maximum of the scale of pay of which does not exceed Rs. 1800.* |
| Managing Director | Category II posts and Category I posts the maximum of the scale of pay which does not exceed Rs.1600* |
| Executive Director(Personnel) | Category III and IV posts. |
| ##Executive Director(Zone) | 1. Category II posts up to six months.<br>2. Category III and IV posts up to one year. |

(3) **Notwithstanding anything contained in these regulations when a new post is created, the authority creating such post shall specify the scale of pay ( which shall not be different from the standard scales of pay adopted by the Corporation ) of the post, the mode or modes of appointment thereto and the qualifications and the age limits, if any, applicable thereto. Thereafter such post shall be deemed to have been included under the appropriate category in the Table set out in appendix-I.

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*Substituted vide notification No.1-16/76-EP dated 5.10.1976. Effective from 1.5.1976 (37th Amendment)

**Added vide notification No.1-27/71-EP Vol.I dated 25.1.1975. Effective from 9.1.1975.(24th Amendment)

## Re-designated vide Notification No.95/EP-7(1)/2005 dated 21st October, 2005. 4th Amendment. Effective from the date of Notification.

**9. Procedure for direct recruitment:**

The following procedure shall be followed in the case of direct recruitment to posts sanctioned for more than 3 months or to posts sanctioned initially for less than 3 months but extended beyond 3 months:

(a) Category III and IV Posts:

*The vacancies shall be notified to the Employment Exchange/Exchange having jurisdiction over the unit of appointment. Simultaneously the appointing authority shall arrange for the issue of an advertisement in prominent newspapers. Selection of eligible candidates out of the applications received shall be made on the basis of elimination/proficiency tests.

All applications received shall be considered and promising candidates called for interview. Final selection shall be made on the basis of an interview or after holding a test, wherever such a test is considered necessary or appropriate. Having regard to the nature of the post.

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**Provided that the employees serving under the Central / State Governments and Public Sector Undertakings whose applications are received through proper channel and the surplus employees of the Central / State Governments shall also be eligible to be considered for appointment against direct recruitment vacancies along with the nominees of the Employment Exchanges.

***Provided further that such of the employees who were recruited on daily-rate basis for periods of less than 3 months or on purely temporary basis and whose services have been retained after allowing periodical breaks, shall also be eligible to be considered for appointment against direct recruitment along with candidates sponsored by the respective Employment Exchanges.

****Provided further that any apprentice who has successfully completed the period of his apprenticeship training under the Apprentices Act, 1961 in the Corporation shall also be eligible for regular appointment in accordance with the instructions issued by the Central Government from time to time.

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* Substituted vide notification No.101 Dt.20.07.2010 [FCI (Staff) (3rd Amendment) Regulations, 2010]. Effective from 20.07.2010

**Added vide notification No.4-7/72-EP Dt.30.10.1973. Effective from 20.10.1973 (16th Amendment).

***Added vide notification No.4-8/75-EPDated 4.2.1976. Effective from 27.1.1976(28th Amendment)

****Added vide notification No.4-1/78-EP dated 23.3.1978.Effective from 28.2.1978(52nd Amendment)

*Provided further that the regular departmental labour workers of the Corporation, who fulfill the educational qualifications prescribed for direct recruitment to category III and IV posts, shall also be eligible to apply and be considered for appointment against direct recruitment vacancies along with the nominees of the Employment Exchange.

(b) Category I and II posts:

(i) **The appointing authority shall notify the vacancies to the Regional Employment Exchanges concerned. At the same time, it will arrange or cause to be arranged for issue of an advertisement in a few prominent newspapers having all – India circulation.

(ii) All applications received shall be scrutinized and the candidates considered prima facie suitable shall be called for interview. Interviews shall be held by Selection Boards duly constituted from time to time for different categories of posts. A selection Board shall consist of not less than 3 members. The Selection Board shall draw up a panel of candidates fit for selection and furnish it to the appointing authority together with its recommendations in the order of merit. The number of person on the panel shall generally be one and a half times the number of vacancies and the panel shall remain valid for one year from the date it is drawn up.

(c) **General:**

(i) Candidates shall be required to appear for interview at their own expense.

Provided that the appointing authority may in the case of interviews held for Category II and Category I posts and for departmental candidates grant traveling allowance at such rates as it may specify.

(ii) Selected candidates shall be required before appointment to submit themselves to a medical test by a qualified medical practitioner approved in this behalf by the appointing authority. The fees payable for the medical test shall be borne by the Corporation.

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*Added vide notification No.13(2)/81-BC dated 5.9.1981.Effective from 25.7.1981(72nd Amendment)

**Substituted vide notification No.26-4/78-EP dated 6.3.1980.Effective from 12.2.80(68th Amendment)

**10. Procedures for promotion:**

*(i)Promotion shall be made on the basis of seniority subject to fitness in respect of non-selection posts indicated in Appendix I of the Staff Regulations.

(ii)Promotion in respect of selection posts indicated in Appendix I of the Staff Regulations shall be made on the basis of merit, seniority being considered only when the merit of contending candidates is approximately the same.

*(iii)All promotions shall be considered by a Promotion Board duly constituted for this purpose and shall be regulated by the general instructions to be issued by the Board of Directors, in regard to the filed of choice of candidates, the size of the panel and the validity of the panel.

**Note:** Purely as an interim measure, pending their permanent absorption in the service of the Corporation, the employees of the Central Government in the Directorate General of Food posted to work under the administrative control of the Food Corporation of India may be given ad hoc promotions, in accordance with the principles mutually agreed upon between the Corporation and the Central Government.

**11. Reservation for Scheduled Castes, Scheduled Tribes and other categories in the services under the Corporation:**

**In making appointments in the services of the Corporation, reservations, relaxation of age limits and other concessions would be provided to Scheduled Castes, Scheduled Tribes and other category of persons as directed by Government of India from time to time. The Managing Director may issue detailed administrative instructions accordingly.

**12. Treatment of appointment made prior to coming into force of these regulations:**

Appointments made prior to the coming into force of these regulations shall be treated in the following manner, namely:

(a)Where the appointment has been made on the basis of a competitive selection of candidates applying against an advertisement issued or against requisition sent to Employment Exchanges, the appointment shall be deemed to have been regularly made to the service of the Corporation by direct recruitment in the Corresponding post in the table set out in Appendix. I.

(b)In every other case the appointment shall be deemed to have been made on an ad hoc basis in accordance with sub-clauses (a), (b) and (c) of Clause 3 of Regulation 7 as may be appropriate in the circumstance of each case.

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*Substituted vide notification No.1-5/73-EP dated17.8.1973.Effective from 10.7.1973(10th Amendment).

**Substituted vide notification No.18-1/78-EP dated 29.8.1978. Effective from 1.7.1978 (54th Amendment).

**13. Commencement of service:**

Service shall be deemed to commence from the working day on which an employee reports for duty in an appointment if he reports for such duty in the forenoon and from the following day if he reports for duty in the afternoon.

**14. Declaration of fidelity and secrecy:**

Every person on first appointment to service of the Corporation shall before entering upon his duties make a declaration of fidelity and secrecy as required under Section 38 of the Act.

**15. Probation:**

@(1)"Every person regularly appointed to any post in the Corporation under Sub-Clause (a) of Clause (1) of Regulation 7 shall be required to be on probation for a period one year from the date of appointment. Provided further that there will be no probation for a person promoted from one grade to another grade within the same category except where the promotion involved a change in the category of post in the same cadre e.g. if an Asstt.Grade- III is promoted as Asstt.Grade-II there will be no probation whereas if a Messenger (Category IV official) is promoted as Asstt. Grade.III (Category-III) or an Asstt.Grade.I (Category III) is promoted as ##Manager (Category-II) normal probation period shall be applicable. Similarly if an ##Manager (Category II) is promoted as #Assistant General Manager (Category I) there will be normal period of probation and for persons promoted from #Assistant General Manager onwards, there will not be any probation".

(2) The appointing authority may in his discretion extend the period of probation by a further period not exceeding one year.

*(3) During the period of probation an employee directly recruited shall be liable to be discharged from service without assigning any reason by giving him a notice of 30 days or pay and allowances in lieu thereof.

An employee promoted from a lower post to a higher post shall be liable to be reverted to the lower post without notice and without assigning any reason.

**(4) An employee who has satisfactorily completed his probation in any post shall thereafter be confirmed.

(5) Where an employee has rendered continuous temporary service or continuous service on deputation in any post immediately proceeding his regular appointment to such post, the period of service so rendered temporarily or on deputation may be counted against the period of probation if the appointing authority so directs.

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@Amended vide notification No.EP4 (2)/84 dated 29.11.1991. Effective from 29.11.1991 (3rd Amendment of 1991)

*Amended vide notification No.13-5/84-BC dated 23.11.84 (90th Amendment) Effective from 3.9.1984(4-2/77-EP)

**Amended vide notification No.1-5/73-EP dated 17.8.1973. Effective from 10.7.73.

# Re-designated vide Notification No.93/EP-32(4)/2004 dated 20th May, 2005. 2nd Amendment. Effective from the date of Notification.

## Re-designated vide Notification No.95/EP-7(1)/2005 dated 21st October, 2005. 4th Amendment. Effective from the date of Notification.

***Explanation:**

The term "allowances" used in this Regulation means and includes Dearness Allowance and Additional Dearness Allowances only and does not include any compensatory or other allowances.

**16. Seniority:**

Seniority of employees appointed shall be determined as follows:

(1)Direct recruits:

The relative seniority of all direct recruits will be determined by the order of merit in which they are selected for such appointment by the selecting authority; persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.

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(2)Promotees:

(a)The relative seniority of persons promoted to various grades will be determined in the order in which their names appear in the panel drawn up in accordance with Regulation 10.

Provided that seniority of an employee who refuses to accept promotion, may be altered in accordance with the administrative instructions issued by the Corporation from time to time.

(b)**Where promotions to a grade are made from more than one grade, the eligible persons will be arranged in a combined seniority list in the order of their relative seniority in their respective grades. The Selection Committee will then select persons for promotion from this list and arrange the candidates selected in a consolidated order of merit or according to seniority in the lower grade, as the case may be, which will determine the seniority of the persons on promotion to the higher grade.

(3)Relative seniority of direct recruits and promotees:

(i) The relative seniority of direct recruits and promotes will be determined according to the rotation of the vacancies as between direct recruits and promotees as based on the quotas reserved for direct recruitment and promotion respectively.

(ii) (a) Vacancies arising in a calendar year shall be filled up during the same calendar year, as far as possible.

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*Amended vide notification No.13-5/84-BC dated 23.11.1984 (90th Amendment). Effective from 3.9.1984 (4-2/77-EP)

**Substituted vide notification No.7-1/74-EP dated 11.12.1975.Effective from 1.5.1974. (27th Amendment).

(b) Notwithstanding anything stated above, if for any reasons whatsoever, any vacancy or vacancies arising during a calendar year reserved for promotion or direct recruitment, as the case may be, remain unfilled by the prescribed mode such vacancy or vacancies shall be carried over to the subsequent calendar year. The inter se seniority of such persons as are promoted or recruited against such vacancy or vacancies shall be fixed as if such earlier year's vacancies for promotion or direct recruitment, as the case may be, had arisen during such subsequent calendar year and the persons selected against the additional vacancies shall be placed en-block below the last promotee or the direct recruit, as the case may be, in the seniority list based on the rotation of vacancies for that year.

(4) Transferred employees:

(a) Inter-se seniority of the Food Department employees transferred to the Corporation will follow the order of their relative seniority in the Department of Food irrespective of their actual date of employment in the Corporation. The seniority of an employee belonging to a Regional Directorate, who is working on the date of his employment by the Corporation in the Procurement Organisation on a temporary transfer basis, will be determined on the basis of his seniority in the Regional Directorate.

(b) If employees in one or more grades in the Food Department are merged in a common grade in the Corporation, their inter-se seniority shall be determined on the basis of length of continuous service in the equated grades.

(5) Relative seniority of Food Department transferees and direct recruits of the Corporation:

The seniority of employees transferred to the Corporation from the Food Department vis-à-vis the seniority of direct recruits employed by the Corporation will be determined with reference to the length of continuous service in the grade concerned in the Corporation including the service in an appropriate / equated grade(s) in the Department. Such fixation of seniority will, however, be without prejudice to the inter-se-seniority of the Food Department transferees to the Corporation in accordance with item (4) above and the inter-se seniority of other persons employed by the Corporation in accordance with items (1) to (3) above.

(6) Seniority of deputationists absorbed in the service of the Corporation:

*The Seniority of deputationists absorbed in the service of the Corporation shall be determined in accordance with the guidelines issued by the Bureau of Public Enterprises from time to time.

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*Substituted vide notification No.1-8/76-EP dated 25.1.1977.Effective from 14.12.1976 (40th Amendment).

(7) Relative seniority of an employee transferred from one Unit to another :

An employee transferred from one unit of seniority to another will be ranked as the junior most in the particular category on the date he joins the new Unit. If, however, such transfer is in the opinion of the competent authority in the interest of the Corporation, seniority of the transferee will be fixed in the new Unit after giving full weightage to the service counting for seniority in the particular category in the old Unit.

$(8) RELATIVE SENIORITY OF MANAGEMENT TRAINEES AND PROMOTEES.

(i) The seniority of Management Trainees absorbed as ##Manager in the services of FCI will be determined by the order of merit in which they are finally selected for absorption after successful completion of their training period.

(ii) Relative seniority of Management Trainees absorbed as ##Managers in the services of the FCI and the promottees will be determined with reference to the date of induction into the Corporation as Management Trainees and the date of appointment as ##Manager in the case of promotees.

**17. Transfers and tours:**

An employee shall be liable to serve anywhere in India in the service of the Corporation and to proceed on tour in the course of his official duty to any place within India or abroad.

**18. Deputation of Officers of the Corporation to other organisation:**

Employees of the Corporation may be sent on deputation to other organisation (including Central / State Government) with the prior approval of the Managing Director. The deputation of such employees shall be governed by the terms to be mutually agreed upon between the Corporation and the borrowing authority.

**19. Termination of service and discharge:**

(1) The services of any employee who has appointed on a regular basis to any post in the Corporation and has satisfactorily completed his period of probation may be terminated by the competent authority on giving such employee 90 days notice or [pay and allowances in lieu thereof]*.

Provided that services of a transferred employee shall not be terminated except as a consequence of abolition of posts or a reduction in their number. Termination of service consequent on such abolition or reduction shall take place in the order of juniority in the grade concerned in the Corporation and the period of notice or *[pay and allowances in lieu thereof]* in such cases shall not be less than the period or *[pay and allowances in lieu thereof]* to which such a transferred employee was entitled if he had continued in Government service.

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$Added vide Notification No.75/EP-16(3)/92 dated 19th September, 96. (1st Amendment). Effective from the date of Notification.

*[Substituted vide notification No.1-2/77-EP dated 7.6.1977.Effective from 24.5.1977(45th Amendment).

## Re-designated vide Notification No.95/EP-7(1)/2005 dated 21st October, 2005. 4th Amendment. Effective from the date of Notification.

Provided further that a transferred employee who is promoted to a higher post in the Corporation shall be reverted to the grade from which he is promoted in the case of abolition or reduction in the number of posts to which he is promoted in the Corporation.

*(2) The services of any employee appointed under sub-clause (b) or sub-clause (c) of clause (3) regulation 7 may be terminated by the competent authority on giving him 30 days notice or [pay and allowances in lieu thereof.]

(3) The competent authority for purposes of this regulation will be an authority not lower in rank than the appointing authority.

(4) Nothing contained in this regulation shall affect the right of the appropriate authority for dismissal, removal from service or compulsory retirement of an employee as a result of disciplinary proceedings or in pursuance of the provision relating to retirement under regulation 22.

****Explanation**: The term "allowances" used in this Regulation means and includes Dearness Allowances and Additional Dearness Allowance only and does not include any compensatory or other allowances.

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**20. Safeguards to transfer employees:**

The redeployment of transferred employees by the Central Government who are rendered surplus as a result of winding up of the Corporation or abolition or reduction of posts will be regulated by the instructions contained in Appendix 3.

*****21. Resignation:**

(1) No employee shall resign from the service of the Corporation except by giving such notice or by paying compensation in lieu of such notice or for the shortfall in the notice period, as the case may be, as an employee of equivalent rank would have received under Regulation 19 or under Regulation 15(3), as the case may be, if his services were to be terminated or compensation paid in lieu of such notice.

Provided that it shall be open to the appointing authority to waive such notice.

(2) Resignation may be accepted by the appointing authority with immediate effect or at any time before the expiry of the period of notice in which case an employee shall be paid pay in respect of unexpired period of notice given by him. In case a shorter period of notice is accepted at the request of an employee, he shall be entitled to receive his pay and allowances only in respect of actual period spent on duty in the Corporation.

(3) The resignation submitted by an employee will become effective only when it is accepted and the employee is relieved of his duties.

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*Amended vide notification No.1-5/73-EP dated 17.8.1973.Effective from 10.7.1973.(10th Amendment).

**Added vide notification No.13-5/84-BC dt.23.11.84.(90th Amendment). Effective from 3.9.1984.(4-2/77-EP).

(4) An employee leaving the service of the Corporation without giving proper notice or compensation paid in lieu of such notice or without acceptance of his resignation or without being relieved of his duties shall be liable to disciplinary action under these Regulations.

**22. Superannuation and retirement**:

* (1) Every employee appointed to the service of the Corporation shall retire on the afternoon of the last day of the month in which he/she attains the age of 60 years. However, employees whose date of birth is the first of the month shall retire from service on the afternoon of the last date of the preceding month on attaining the age of 60 years.

** (2) Notwithstanding anything contained in Clause (1):

i) The appropriate authority shall, if it is of the opinion that it is in the interest of the Corporation to do so, have the absolute right to retire a Cat.I, II, III & IV employee after he has attained the age of 50 years by giving him a notice of not less than 3 months in writing or 3 months pay and allowances in lieu of such notice.

ii) Provided that an employee belonging to the above categories may, by giving a notice of not less than 3 months in writing to the appropriate authority, retire from service of the Corporation after he has attained the age of 50 years. The qualifying service as on the date of intended retirement of the employee of the Corporation under this provision shall be increased by a period not exceeding 5 years subject to the condition that the total qualifying service rendered by the Corporation employees does not in any case exceed 33 years and it does not take him beyond the date of superannuation.

iii) The benefit of five years under sub-clause (ii) above shall not be admissible in case of those Corporation employees who are prematurely retired by the Corporation in public interest under sub clause (i) above.

**Note: -** In computing the notice period of 3 months referred to above, the date of serving of the notice and that the date of its expiry shall be excluded.

(3) Nothing contained in clause (1) and clause (2) shall effect the right of the competent authority to retire an employee with due notice or pay in lieu thereof on his being certified by a medical examiner to be nominated for the purpose by such authority as being incapacitated for a further period of a continuous service due to his continued illness or accident.

(4) An employee may be permitted to retire at his own request on the competent authority being satisfied that such employee is incapacitated for a further period of continuous service due to his continued illness or accident.

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*Substituted vide Notification No.EP-1(3)/98 dated 29th May, 1998.(1st Amendment). Effective from 29th day of May, 1998.

**Amended vide notification No.1-15/75-EP Vol.V dated 26.7.1990, effective from 26.7.1990(3rd Amendment of 1990).

Provided that before acting under this clause it shall be open to such authority to require the employee to undergo a medical examination by such medical examiner as it may nominate for this purpose.

(5) The competent authority for the purpose of this regulation shall in respect of an employee be the authority competent to terminate the services of an employee of equivalent rank under clause (1) of Regulation 19.

***Explanation**: The term "allowances" used in this Regulation means and includes Dearness Allowances and additional dearness allowances only and does not include any compensatory or other allowances.

****22-AVoluntary Retirement of employees on completion of 20 years of qualifying service**:

(1) At any time after an employee has completed 20 years of Qualifying Service, he may, by giving notice of not less than three months in writing to the Competent Authority, retire from service of the Corporation.

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**Explanation:**

Qualifying service means service rendered in the Corporation by an employee after completion of 18 years of age except period of service rendered as an apprentice and extraordinary leave without any leave salary.

Service rendered in the Government or any public or private undertaking by an employee before his joining of the Corporation may be declared by the Managing Director to be deemed, in whole or in part, to be qualifying service in the Corporation provided that there was no break in service before joining the Corporation.

For the purpose of pensionary benefits under the Central Government rules and orders, the service rendered in any public or private undertaking would not count towards qualifying service.

(2) The notice of voluntary retirement given under Sub-Regulation (1) shall require acceptance by the Competent Authority.

@ (3) The qualifying service as on the date of intended retirement of the employees of the Corporation under this Regulation shall be increased by a period not exceeding five years, subject to the condition that the total qualifying service rendered by the Corporation employee does not in any case exceed 33 years and it does not take him beyond the date of superannuation.

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*Added vide notification No.1-2/77-EP dtd. 3.9.84 (90th Amendment).Effective from3.9.1984.
**Added vide notification No.11 (3)/77-EP dated 15.9.1982 (84th Amendment).Effective from 15.9.1982.
***Amended vide notification No.1-15/75-Vol.V dated 26.7.1990 (3rd Amendment of (1990)

Provided that the total qualifying service after allowing the increase under the Sub-Regulation shall not exceed the qualifying service, which he would have had, if he had retired voluntarily at the lowest age limit for such retirement prescribed under Sub-Regulation (2) of Regulation 22 of these Regulations.

(4)(a) An employee referred to in Sub-Regulation (1) may, make a request in writing to the appointing authority to accept notice of voluntary retirement of less than three months giving reasons therefore;

(b) On receipt of a request under clause (a), the appointing authority, subject to the provisions of sub-regulation (2), may consider such request for the curtailment of the period of notice of three months on merits and it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months on the condition that the Corporation employee shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.

(5) The amount of pension /gratuity to be granted under this Regulation shall be subject to other provisions made under the relevant Regulations in this regard. The increase not exceeding 5 years in Qualifying Service shall not entitle an employee of the Corporation retiring voluntarily to any notional fixation of pay for the purposes of calculating pension and / or gratuity which will be based on the actual emoluments calculated with reference to the date of retirement.

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The increase in the Qualifying service shall not also entitle an employee governed by the Contributory Provident fund Regulations of the Corporation to any contribution by the Corporation towards the Contributory Provident Fund for such increase in the qualifying service.

(6) The employee of the Corporation who is allowed to retire under this Regulation and has given the necessary notice to that effect to the Competent Authority should be precluded from withdrawing his notice except with the specific approval of such authority.

Provided that the request for withdrawal shall be made before the intended date of this retirement.

(7) This Regulation shall not apply to the employees of the Corporation who are on deputation from the Central Government/State Government/Local Bodies/Autonomous Bodies/Public Sector Undertaking or to employees who have gone to such organisation and who propose to get absorbed therein.

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## SECTION – 3
## LEAVE AND JOINING TIME

***23**. The employees of the Corporation will be entitled to the grant of leave including entitlement of various kinds of leave in accordance with the provisions contained in the Central Civil Service (Leave) Rules, 1972 as amended from time to time.

**** 24 – 28 (Deleted)**

**29. Competent Authority:**

The Corporation may from time to time prescribe the competent authorities for grant of various kinds of leave and for the exercise of other powers in this chapter in respect of employees of different categories.

*****29-A Encashment of Earned Leave while in service**:

Encashment of Earned Leave shall be allowed to the regular employees including food Transferees of the Corporation once in a calendar year in accordance with the terms and conditions laid down in appendix-5 for the purpose of this Regulation, the expression "earned leave" shall not include the un-availed portion of joining time credited to the leave account as earned leave under Regulation 30.

**NOTE:**(i) The existing Regulation 29-A will cease to be in operation in respect of the employees governed by CDA Pattern Pay Scales w.e.f 1.7.90 and a new Regulation 29(b) shall be applicable to them w.e.f. the above date.

(ii) In the case of employees who are on IDA Pattern Pay Scales w.e.f. 1.8.83 for the purpose of encashment of E.L. emoluments include the Basic Pay, Special Pay, Personal Pay, IDA and Interim Relief.

******29-B Encashment of Earned Leave while in Service/Superannuation/Regulation for C.D.A. Optee Employees**.

(i) Encashment of Earned Leave shall be allowed to regular employees (including food Transferees) of the Corporation while in service/superannuation and resignation governed by Central D.A. Pattern Pay scales, in accordance with the terms and conditions laid down in appendix-6. for the purpose of this Regulations, the expression "EARNED LEAVE" shall not include the un-availed portion of joining time credited to the leave account as Earned Leave under Regulation -30.

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*Amended vide notification No.1-16/76-EP dated 13.4.78.Effective from 1.10.76. (53rd Amendment)

**Deleted vide notification No.1-16/76-EP dated 13.4.78. Effective from 1.10.76 (53rd Amendment).

***Added vide notification No.22/F. No. 6-1/76-IC Vol.IV dated 22.1.1983 (85th Amendment) Effective from 1.11.1977.

****Added vide notification No EP.38-1/90 dated28th December, 1993(1st Amendment). Effective from 1.7.90.

(ii) A New Appendix-6 shall be added after the existing Appendix-5 in the FCI (Staff) Regulations, 1971.

***30. Joining Time:**

(1) Joining time shall be granted employee of the Corporation on transfer in public interest to enable him to join the new post either at the same or new station. No joining time is admissible in case of temporary transfer for a period not exceeding 180 days. Only the actual transit time, as admissible in case of journeys on tour may be allowed.

(2) For appointment to posts under the Corporation on the results of a competitive examination and /or interview open to the employees of the Corporation and others, the employees of the Corporation will be entitled to joining time under these rules.

(3) (a) The joining time shall commence from the date of relinquishment of charge of the old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.

(b) The joining time shall be calculated from old Headquarters in all cases including where an employee receives his transfer orders or makes over charges of the old post in a place other than his old Headquarters or where the Headquarters of an employee while on tour is changed to the tour station itself or where his temporary transfer is converted into permanent transfer.

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(c) Not more than one day's joining time shall be allowed to an employee to join a new post within the same station or which does not involve a change of residence from one station to another. For this purpose, the term "same station" will be interpreted to mean the area falling within the jurisdiction of the Municipality or Corporation including such of suburban municipalities, notified areas or cantonments as are contiguous to the named municipality etc.

(d) In cases involving transfer from one station to another and also involving change of residence, the employee of Corporation shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel as indicated in the following schedule. When holiday (s) follows(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

| **Distance between the old head quarters and the new headquarters** | **Joining time admissible** | **Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 KMs.** |
|---|---|---|
| 1,000 KMs, or less | 10 days | 12 days |
| More than 1,000 KMs | 12 days | 15 days |
| More than 2,000 KMs | 15 days except in cases of travel by Air for which the maximum time will be 12 days | 15 days |

*Substituted vide notification No.7-4/79 EP dated 26.12.1981 (80th Amendment) Effective from 26.12.1981.

**Note:** Distance means actual distance and not weighted mileage for which fare is charged by the Railways in certain ghat/ hill sections.

(e) Extension of joining time beyond the limits indicated in Sub-Regulation 3 (d) above can be granted upto the maximum limit of 30 days by ##Executive Director(Zone) / Executive Director(Personnel) in Head Office under whose jurisdiction the employee concerned has been transferred and beyond 30 days by the Executive Director (Commercial)/ Executive Director (Finance), the guiding principle being the total period of joining time should be approximately equal to 8 days, for preparation plus reasonable transit time plus holidays, if any, following the extended joining time. While computing the transit time, allowance could be made for the time unavoidably spent due to disruption of transport arrangements caused by strike or natural calamities, or the period spend awaiting the departure of the steamer.

4.(a) When an employee joins the new post without availing of the full joining time, the number of days of joining time, as admissible in Sub-regulation 3(d) above subject to the maximum, of 15 days reduced by the number of days actually availed of shall be credited to his leave account as earned leave.

(b) Joining time may be combined with regular leave of any kind or duration except casual leave.

(c ) If an employee in transit on transfer is directed to proceed to a place different from the indicated in the initial transfer orders, he shall be entitled to joining time already availed of upto the date of receipt of revised orders plus fresh spell of full joining time from the date following the date of receipt of the revised orders. The fresh spell of joining time in such cases shall be calculated from the place at which he received revised orders as if he is transferred from that place.

5. The authority sanctioning the transfer may, in special circumstances, curtail/ extend the joining time admissible under these regulations at his discretion for reasons to be recorded in writing.

6. An employee who does not join in his new post within his joining time is not entitled to any pay or leave salary after the end of the joining time. An employee willfully absenting himself from duty after expiry of joining time shall be liable to disciplinary action under these regulations.

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## Re-designated vide Notification No.95/EP-7(1)/2005 dated 21st October, 2005. 4th Amendment. Effective from the date of Notification.

## SECTION-4

## CONDUCT REGULATIONS

**31. General:**

Every employee shall at all times:

(a) maintain absolute integrity;

(b) maintain devotion to duty;

(c ) conform to and abide by the provisions of the Act and the rules and regulations made there under :

(d) comply with and obey all lawful orders and directions which may from time to time be issued to him in the course of his official duties by any person or persons to whom he may be subordinate in the service of the Corporation.

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***31-A Promptness and Courtesy.**

No employees shall:

(1) in the performance of his official duties, act in a discourteous manner;

(2) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

***31-B. Observance of Government's policies.**

Every employee shall, at all times –

(1) act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;

(2) observe the Government's policies regarding prevention of crime against women.

***31-C Prohibition of sexual harassment of working women.**

(1) No employee shall indulge in any act of sexual harassment of any woman at her work place.

(2) Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

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*Inserted vide Notification No.92/EP-33(1)/97-Vol.II dated 1st April, 2005.(1st Amendment). Effective from the date of Notification.

**EXPLANATION: -** For the purpose of this Regulation, "sexual harassment" includes unwelcome sexually determined behaviour, whether directly or otherwise, such as:

(a) physically contact and advances;

(b) demand or request for sexual favours'

(c) Sexually coloured remarks;

(d) showing any pornography; or

(e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

**32.** Every employee shall serve the Corporation honestly and faithfully and shall endeavour his utmost to promote the interest of the Corporation. He shall show courtesy and attention in all transactions and not do anything which is un-becoming of a Corporation employee.

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***32-A Misconduct:**

Without prejudice to the generality of the term "Misconduct", the following acts of omission and commission shall be treated as misconduct:

(1) Theft, fraud or dishonesty in connection with the business or property of the Corporation or of the property of another person within the premises of the Corporation.

(2) Taking or giving bribes or any illegal gratification.

(3) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee not satisfactorily accounted for.

(4) Furnishing false information regarding name, age, father's name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment or during the course of the employment.

(5) Acting in a manner prejudicial to the interests of the Corporation.

(6) Willful insubordination or disobedience whether or not in combination with others, of any lawful and reasonable order of his superior.

(7) Absence without leave or over-stay the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.

(8) Habitual late or irregular attendance.

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*Added vide Notification No.1-8/80-EP dated 22.2.1982 (81st Amendment). Effective from 22.2.82.

(9) Neglect of work or negligence in the performance of duty including malingering or slowing-down of the work.

(10) Damage to any property of the Corporation, either willfully or due to negligence.

(11) Interference or tampering with any safety-devices installed in or about the premises of the Corporation.

(12) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Corporation or outside such premises where such behaviour is related to or connected with the employment.

(13) Gambling within the premises of the office or other place of work, where it is prohibited.

(14) Smoking within the premises of the Office or other place of work, where it is prohibited.

(15) Collection, without the permission of the competent authority, of any money (within the premises of the Corporation) except as sanctioned by any law of the land for the time being in force or rules of the Corporation.

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(16) Sleeping while on duty.

(17) Commission of any act which amounts to a criminal offence involving moral Turpitude.

(18) Absence from the employee's appointed place of work without permission or sufficient cause.

(19) Commission of any act subversive of discipline or of good behaviour.

(20) Willful absence from duty after expiry of joining time on transfer from one post to another.

(21) Slackness/carelessness in the performance of duty of Watchman/Head Watchman which may result in theft, pilferage of Corporation's property.

(22) Willful and prolonged absence from duty without reasonable cause.

(23) Neglect of his/her spouse and family in a manner unbecoming of an employee of the Corporation.

(24) Failure to maintain a responsible and decent standard of conduct in private life, thereby bringing discredit to the Corporation.

(25) Failure to observed proper decorum during lunch hour, playing games/cards beyond the prescribed lunch hour and playing cards/gambling in the open spaces or building in the immediate vicinity of the office building.

(26) Becoming a member of and participation in Indo-foreign cultural organization, without prior permission of the competent authority.

(27) Any unruly or irresponsible behaviour before a Department Enquiry Officer when appearing as a witness or as a delinquent or a defence Assistant or a Presenting Officer or in any other capacity.

(28) Leakage of classified information either through Press or otherwise to an individual not entitled to receive the same, in writing or verbally.

(29). Having obtained an advance from the Corporation for a specific purpose such as House Building, purchase of a conveyance, leave travel or for any other declared purpose, not utilizing the same for the intended purpose within the period specified and diverting the money for any other purpose.

(30) Any act unbecoming of an employee of the Corporation.

(31) Assaulting or abusing or insulting any of the officers or employees of the Corporation within the premises of office or other place of work or outside.

(32) Interference in the work of other employees.

(33) Approaching higher authorities direct or though other persons for promotion or any other personal favour or gain except through proper channel.

(34) Writing of anonymous or pseudonymous letter criticizing the Management or any other officer/ employee of the Corporation.

(35) Spreading false remours or giving false information or making defamatory statements (written or oral) which tend to bring the Management or its officers into disrepute.

(36) Carrying on money-lending, or any other private business.

( 37) Willful failure to appear before Medical Board, when called upon to do so.

(38) Abetment of or attempt at abetment of any act which amounts to misconduct.

**Note:** The above instances of misconduct are only illustrative in nature and not exhaustive.

**33. Employment of near relatives of employees in private firms enjoying Corporation's patronage:**

(1) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private business house/firm (hereinafter called "firm") where he has official dealings.

(2)(i) No Category-I Officer shall, except with the previous sanction of the Corporation, permit his son, daughter or other dependent to accept employment in any private firm with which he has official dealings or in any other firm having official dealings with the Corporation.

Provided that where the acceptance of the employment cannot await prior permission of the Corporation or is otherwise considered urgent, the matter shall be reported to the Corporation; and the employment may be accepted provisionally subject to the permission of the Corporation.

(ii) An employee shall, as soon as he become aware of the acceptance by a member of his family of an employment in any private firm, intimate such acceptance to the Corporation and shall also intimate whether he has or has had any official dealings with that firm..

Provided that no such intimation shall be necessary in the case of Category-I officer if he has already obtained the sanction of, or sent a report to the Corporation under Clause (i).

(3) No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any firm or any other person if any member of his family is employed in that firm or under that person of if he or any member of his family is interested in such matter or contract in any other manner and the employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

**34. Taking part in politics:**

(i) No employee shall be a member of, or otherwise be associated with, any political party or any organization which takes part in politics, nor shall he take part in, subscribe in aid of, or assist in any other manner, and political movement or activity.

(ii) It shall be the duty of every employee to prevent any member of his family from taking part in, subscribing in aid of, assisting in any other manner, any movement or activity which, is, or tends directly or indirectly to be subversive of the Corporation or of the Government as by law established. Where an employee is unable to prevent a member of his family from taking part in or subscribing in aid of or assisting in any other manner any such movement or activity, he shall make a report to that effect to the Corporation.

**Explanation:** If any question arise whether a party is a political party or whether any organization takes part in politics, whether any movement or activity falls within scope of sub-paragraphs (i) and (ii) above the decision of the Managing Director thereon shall be final.

**35. Taking part in elections:**

No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority, provided that :

(i) An employee qualified to vote at such an election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(ii) An employee shall not be deemed to have contravened the provisions of this paragraph by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

**Explanation**: The display by an employee on his person. Vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this regulation.

**36. Joining of associations by employees of the Corporation:**

No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the Sovereignty and integrity of India or to the interests of the Corporation or to public order or morality:

Provided that the Associations/Unions recognized by the Management either on de-jure or de-facto basis would not attract the above provision.

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**37. Demonstrations and strikes:**

No employee shall:

(i) engage himself or participate in any demonstration which is prejudicial to the interests and the sovereignty and integrity of India, the security of the State, the interest of the Corporation, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an office; or

(ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee or employee of the Corporation.

**38. Connection with Press or Radio:**

(i) No employee shall, except with the previous sanction of the Managing Director, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

(ii)No employee shall, except with the previous sanction of the competent authority or except in the bonafide discharge of his duties:

(a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or

(b) participate in radio broadcast or contribute an article or write a letter to a newspaper or periodical either in his won name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required:

(i) If such publication is through a publisher and is of a purely literary, artistic or scientific character; or

(ii) If such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

**39. Criticism of Government or the Corporation:**

No employee shall, in any radio broadcast or in any document published in his own name or anonymously or pseudonymously on in the name of any other person or in any communication to the Press or in any public utterance, make any statement of fact of opinion:

(i) which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government or of the Corporation;

(ii) which is capable of embarrassing the relations between the Central Government and the Government of any State or between the Central or any State Government and the Corporation;

(iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State;

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Provided that nothing in this regulation shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

**40. Evidence before a Committee or any other authority:**

(i) Save as provided in sub-Para (iii), no employee shall, except with the previous sanction of the Managing Director, give evidence in connection with any enquiry conducted by any person. Committee or authority;

(ii) Where any sanction has been accorded under sub- Para (i) no employee giving such evidence shall criticise the policy or any action of the Central Govt. or of a State Govt. or of the Corporation;

(iii) Nothing in this regulation shall apply to:

(a) Evidence given at an enquiry before an authority appointed by the Central Government, Parliament or a State Legislature or the Corporation;

(b) Evidence given in any judicial enquiry; or

(c) Evidence given at any departmental enquiry ordered by authorities subordinate to the Government or the Corporation.

**41. Unauthorized communication of information.**

No employee shall, except in accordance with any general or special order of the Corporation or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or any part thereof or information to any other employee of the Corporation or any other person to whom he is not authorised to communicate such document or information.

**Explanation:** Quotation by an employee (in his representations to the superior authority) of or from any letter, circular, memorandum or from the notes on any file, to which he is not authorized to have an access, or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to unauthorized communication of information within the meaning of this regulation.

**42. Subscriptions:**

No employee shall except with the previous sanction of the Managing Director, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

***43. Gifts:**

(i) Save as provided in these regulations, no employee shall accept, or permit any member of his family or any person acting on his behalf to accept any gift.

**Explanation:** The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

**Note:**1) A casual meal, lift or other social hospitality shall not be deemed to be a gift.

2)(i) An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organization, etc.

(ii) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives, but he shall make a report to the Corporation, if the value of any such exceeds:

(a) Rs.1000/- in the case of an employee holding any Category-I or Category-II post;

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*Substituted vide Notification No.EP-32(12)/94 dated 14th January, 1997. (1st Amendment). They shall come into force at once.

(b) Rs.500/- in the case of an employee holding any Category III post; and

(c) Rs.200/- in the case of an employee holding any category IV post.

(iii) On such occasions as are specified in sub-Para (ii), an employee may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the Corporation if the value of the gift exceeds:

(a) Rs.400/- in the case of an employee holding any Category-I or Category-II post;

(b) Rs.200/- in the case of an employee holding any Category III posts;

(c) Rs.100/- in the case of an employee holding any Category –IV post.

(iv) In any other case, an employee shall not accept any gift without the sanction of the Managing Director if, the value thereof exceeds:

(a) Rs.150/- in the case of an employee holding any Category-I or Category II post; and

(b) Rs. 50/- in the case of an employee holding any Category -III or Category – IV post.

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(v) Notwithstanding anything contained in Sub-Regulations (ii) to (iv) above, a Corporation employee being a member of Indian delegation or otherwise may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed Rs.1,000/-. In all other cases the acceptance and retention of such gifts shall be regulated by the instructions issued by the Corporation in this regard from time to time.

(vi) A Corporation employee shall not accept any gift from any foreign firm which is either contracting with the Food Corporation of India or is one with which the Corporation employee had , has or is likely to have official dealings. Acceptance of gifts by a Corporation employee from any other firm shall be subject to the provisions of Sub-Regulations.

**44. Public demonstration in honour of Corporation employees:**

No employee shall, except with the previous sanction of the Corporation, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in honour of any other employee:

Provided that nothing in this regulation shall apply to:

(i) a farewell entertainment of substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of Corporation; or

(ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

**Note:** Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Category-III or Category-IV employees under any circumstances for the entertainment of any employee not belonging to Category-III or Category-IV, is forbidden.

**45. Private Trade or Employment:**

(1) Subject to the provisions of sub-regulation (2), no employee shall, except with the previous sanction of the Managing Director:-

(a) engage directly or indirectly in any trade or business, or

(b) negotiate for, or undertake, any other employment, or

(c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or

(d) canvassing in support of any business of insurance agency, commission agency etc. owned or managed by any member of his family or

(e) take part except in the discharge of his official duties, in the registration, promotion, or management of any bank or any other company registered, or required to be registered, under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force, or of any co-operative society for commercial purposes.

(2) An employee may, without the previous sanction of the Managing Director:-

(a) undertake honorary work of a social or charitable nature, or

(b) undertake occasional work of a literary, artistic or scientific character, or

(c) participate in sports activities as an amateur, or

(d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organization, the aims or objects of which relate to promotion of sports, cultural or recreation activities registered under the Societies Registration Act, 1860 (21 of 1860) or any other law for the time being in force, or

(e) take part in the registration, promotion or management(not involving the holding of an elective office) of a co-operative society sub-substantially for the benefit of employees of the Corporation, registered under the Co-operative Societies Act,1912 (2 of 1912) or any other law for the time being in force.

Provided that:

(i) he shall discontinue taking part in such activities, if so directed by the Managing Director, and

(ii) in a case falling under clause (d) or clause (e) of this sub-regulation his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activities, report to the Managing Director giving details of the nature of his participation.

(3) Every employee shall report to the Managing Director if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(4) Unless otherwise provided by general or special orders of the Managing Director, no employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority.

**Explanation:**

The term 'Fee' used means a recurring or non-recurring payment made to an employee of the Corporation but does not include:

(i) Unearned income such as income from property, dividends and interest on securities, and

(ii) Income from literary, cultural, artistic, scientific or technological effort and income from participation in sports activities as amateur".

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**46. Investment, lending and borrowing:**

(i) No employee shall speculate in any stock, share or other investment.

**Explanation:** Frequent purchase or sale or both of shares, securities or other investment shall be deemed to be speculation within the meaning of this sub-rule.

(ii) No employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.

(iii) If any question arises whether any transaction is of the nature referred to in sub-Para (i) or (ii), the decision of the Managing Director thereon shall be final.

(iv) No employee shall save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf:

(a) lend or borrow or deposit money as a principal or an agent, to, or from or with, any person or firm or private limited company within the local limits of

his authority or with whom he is likely to have official dealing or otherwise place himself under any pecuniary obligation to such person or firm or private limited company or;

(b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from, a relative or a personal friend a purely temporary loan of a small amount free of interest, or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

Provided further that nothing contained in this sub-regulation shall apply in respect of any transaction entered into by an employee with the previous sanction of the Corporation.

(v) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-regulation (ii) or sub-regulation (iv), he shall forthwith report the circumstances to the competent authority and shall thereafter act in accordance with such order as may be made by such authority.

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**47. Insolvency and habitual indebtedness:**

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Corporation.

**Note:** The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

**48. Movable, immovable and valuable property:**

(i) Every employee shall, on his first appointment and thereafter before the 31st January of every year, submit to the competent authority a return in the form given in Appendix 4 of all immovable property owned acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person who is dependent on him.

(ii) The competent authority may also require an employee, on his first appointment and thereafter at such intervals as may be specified, to submit a return giving full particulars regarding:

(a) shares, debentures and cash, including bank deposits inherited by him or similarly owned, acquired or held by him;

(b) other movable property inherited by him or similarly owned ,acquired or held by him; and

(c) debts and other liabilities incurred by him directly or indirectly.

**Note:** In all returns, the values of items of movable property worth less than Rs.*10,000 may be added and shown as a lump-sum. The value of articles of daily use such as clothes, utensils, crockery, books etc need not be included in such return.

**(iii) No employee shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.

Provided that the previous sanction of the competent authority shall be obtained by the employee if any such transaction is with a person having official dealings with him.

#(iv) "Every employee shall report to the competent authority every transaction concerning moveable property owned or held by him in his own name or in the name of a member of his family, within one month from the date of such transaction, if the value of such property exceeds two months' basic pay of the employee.

Provided that the previous sanction of the prescribed authority shall be obtained by the Corporation employee if such transaction is with a person having official dealings with him."

(v) The Corporation or the competent authority may, at any time, by general or special order, require an employee of the Corporation to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family, as may be specified in the order. Such statement shall, if so required by the Corporation or by the competent authority, include the details of the means by which, or the source from which, such property was acquired.

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*Substituted vide Notification No.94/-EP-36(1)/2004 dated 2nd June, 2005,(3rd Amendment). Effective from the date of Notification.

**Substituted vide Notification No.94/-EP-36(1)/2004 dated 2nd June, 2005, (3rd Amendment). Effective from the date of Notification.

# Substituted vide notification No.110 dated 14.05.2015 (file No.EP.36(1)/2004). Effective from the date of Notification.

**Explanation:** for the purpose of this Regulation, the expression "moveable property" includes:

#(a) Jewellery, insurance policies the annual premium of which exceeds two months' basic pay of the employee, securities and debentures."

(b) loans advanced by such employees whether secured or not;

(c) motor cars, motor cycles, horses, or any other means of conveyance; and refrigerators, radios, radiograms, tape-recorders and television sets.

**49. Vindication of acts and character of Corporation employees:**

(i) No employee shall, except with the previous sanction of the Managing director, have recourse to any court or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(ii) Nothing in this regulation shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the competent authority regarding such action.

**50. Canvassing of non-official or other influence:**

No employee shall bring, or attempt to bring, any political, personal or other influence to bear upon any authority of the Corporation to further his interests or the interest of any other person in respect of matters pertaining to his service or the service of such other person, or in respect of any other matter involving a pecuniary or other benefit to him or to such other person.

**51. Bigamous marriages:**

(i) no employee shall enter into, or contract, a marriage with a person having a spouse living;

(ii) no employee, having a spouse living, shall enter into or contract a marriage with any person; and

(iii) **an employee who has married or marries a person other than that of India Nationality, shall forthwith intimate the fact to the competent authority.

Provided that Corporation may permit an employee to enter into, or contract any such marriage as is referred to in sub-regulation (i) or sub-regulation (ii) if it is satisfied that:-

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*Substituted vide Notification No.94/-EP-36(1)/2004 dated 2nd June,2005,(3rd Amendment). Effective from the date of Notification.

**Added vide notification No.EP-36(2)/85 dated 8.11.1985 (91st Amendment).Effective from 8.11.1985.

# Substituted vide notification No.110 dated 14.05.2015 (file No.EP.36(1)/2004). Effective from the date of Notification.

(a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

(b) there are other grounds for doing so.

**52. Consumption of intoxicating drinks and drugs:**

An employee shall:

(a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

(b) not be under the influence of any intoxicating drink or drug during the course of his duties and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;

(a) not appear in a public place in a state of intoxication;

(b) not use in excess any intoxicating drink or drug

**53. Definitions:**

For the purpose of this Section

(a) 'members of family' in relation to an employee shall include:-

(i) wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a competent court;

(ii) son or daughter or step- son or step – daughter of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law;

(iii) any other person related by blood or marriage to an employee or his wife or her husband and wholly dependent upon such employee;

(iv) competent authority for the purpose of conduct regulations shall be such an authority as may be specified by the Managing Director from time to time.

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## SECTION 5

## DISCIPLINE AND APPEAL REGULATIONS

**54. Penalties:**

Notwithstanding anything contained in any other regulation, and without prejudice to such action to which an employee may become liable under any other regulation or law for the time being in force, the following penalties may (for good and sufficient reasons and as hereinafter provided ) be imposed on any employee of the Corporation.

**Minor Penalties:**

(i) censure;

(ii) withholding of his promotion;

(iii) recovery from; his pay of the whole or part of any pecuniary loss caused by him to the Corporation by negligence or breach of orders;

*(iii) (a) Reduction to a lower stage in the time scale of pay for a period not exceeding 3years without cumulative effect and not adversely affecting his pension.

(iv) withholding of increments of pay.

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**Major Penalties:**

(v) ** save as provided for in Regulation (iii)(a) above, reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee of the Corporation will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

(vi) reduction to a lower time-scale of pay or post which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay or post from which he was reduced, with or without further directions regarding conditions of restoration to the post from which the employee of the Corporation was reduced and his seniority and pay on such restoration to that post;

(vii) compulsory retirement;

(viii) removal from service which shall not be disqualification for future employment under the Corporation;

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* Inserted vide Notification No.EP-36(1)/2000 dated 25th August, 2000. (2nd Amendment). Effective from the date of Notification.

**Amended vide Notification No.84-EP-36(1)/2000 dated 25th Agust, 2000. (2nd Amendment). Effective from the date of Notification.

(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Corporation

**Explanation:** the following shall not constitute a penalty within the meaning of this regulation.

(a) discharge of an employee for failure to pass any examination or test or a medical test prescribed for fresh appointment to any category of post; compulsory retirement of an employee in accordance with the provision relating to superannuation or retirement;

(b) compulsory retirement of an employee in accordance with the provision relating to superannuation or retirement;

(c) termination of service or reversion to a lower category or post of an employee appointed or promoted on probation either during or at the end of the period of probation;

(d) discharge of an employee under regulation 19 or as a measure of retrenchment for want of vacancy;

(e) termination of service of an employee employed under a contract or agreement in accordance with the terms of such contract or agreement or in the case of an employee appointed for a specific period, at the end of such period;

(f) reversion of an employee promoted from a lower post to a higher post to such lower post for want of vacancy;

(g) on-promotion of an employee after consideration of his case for promotion; whether on a regular or on ad-hoc basis to a post to which he is eligible for being considered;

(h) replacement of the services of an employee whose services had been borrowed at the disposal of his parent organization.

**55. Provisions regarding transferred employees:**

Disciplinary proceedings under these regulations may also be initiated against a transferred employee, in respect of any act or omission pertaining to the period of service rendered in the Department of the Central Government dealing with the Food or in any of its subordinate or attached offices, before his transfer to the Corporation, if such act or omission amounted to a contravention of any of the Central Civil Services (Conduct) Rules, 1964, as if it were a contravention of these Regulations.

**56. Disciplinary authorities:**

*The Board or the authority specified in Appendix 2 in this behalf or any other authority (higher than the authority specified in Appendix-2) empowered in this behalf by general or special order of the Board, may impose any of the penalties specified in Regulation 54 on any employee.

Provided that the penalties of reduction in rank, compulsory retirement, removal from service or dismissal from service specified in clauses (v) to (ix) of Regulation 54 shall not be imposed on any employee by an authority lower than the appointing authority.

**Explanation:** Appointing Authority' in relation to an employee for the purpose of this Regulation shall be read as under:

(i) the authority empowered to make appointments to the post/grade which the employee for the time being holds; or

(ii) the authority which appointed the employee to such post/grade as the case may be; whichever authority is the higher authority.

3. The existing provisions in Appendix-II of the Regulations shall be substituted by the Statement as per annexure hereto.

**57. Authority to institute proceedings:**

**(1) The Board or the authority specified in Appendix 2 in this behalf or any other authority (higher than the authority specified in Appendix 2) empowered in this behalf by general or special order of the Board may:

(a) Institute disciplinary proceedings against any employee of the Corporation;

(b) direct a disciplinary authority to institute disciplinary proceedings against any employee of the Corporation on whom that disciplinary authority is competent to impose under these Regulations any of the penalties specified in Regulation 54.

(2) A disciplinary authority competent under these regulations to impose any of the penalties specified in clauses (i) to (iv) of Regulation 54 may institute disciplinary proceedings against any employee of the Corporation for the imposition of any of the penalties specified in clauses (v) to (ix) of Regulation 54 notwithstanding that such disciplinary authority is not competent under these regulations to impose any of the latter penalties.

*Amended vide NotificationNo.EP8-1/84 dated 16.10.1987. Effective from 16.10.1987(98th Amendment).

**Substituted vide notification No.9-2/79-EP dated 10.2.81 (71st Amendment). Effective from 6.2.81.

**58. Procedure for imposing major penalties**:

(1) No order imposing any of the penalties specified in clauses (v) to (ix) of Regulation 54 shall be made except after an inquiry held; as far as may be, in the manner provided in this regulation and Regulation 59, or in the matter provided by the Public Servants (Inquiries) Act, 1850 (37 of 1850), where such inquiry is held under that Act.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior against an employee of the Corporation, it may itself inquire into or appoint under this regulation or under the provisions of the Public Servants (Inquiries) Act, 1850, as the case may be, an authority to inquire into the truth thereof.

*"Provided that where there is a complaint of sexual harassment within the meaning of Regulation 31(c), the Complaints Committee established in each office of the Corporation for inquiring into such complaints, shall be deemed to be the Inquiring Authority appointed by the Disciplinary Authority for the purpose of these Regulations and the Complaints Committee shall hold, if separate procedure has not been prescribed for the Complaints Committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in the Regulations".

**Explanation:** Where the disciplinary authority itself holds the inquiry, any reference in sub-regulation (7) to sub-regulation (20) and in sub-regulation (22) to the inquiring authority shall be construed as a reference to the disciplinary authority.

(3) Where it is proposed to hold an inquiry against an employee of the Corporation under this regulation and Regulation 59, the disciplinary authority shall draw up or cause to be drawn up:

(i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;

(ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain:

(a) a statement of all relevant facts including any admission or confession made by the employee.
(b) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.

(4) The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.

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*Amended vide notification No.98 dated 9th September, 2009 Effective from 14th September, 2009.(1st Amendment).

(5) (a) On receipt of the written statement of defence, the disciplinary authority may itself inquire into such of the articles of charge as are not admitted, or if it considers it necessary to do so, appoint under Sub-regulation(2), an inquiring authority for the purpose; and where all the articles of charge have been admitted by the employee in his written statement of defense, the disciplinary authority shall record its findings on each charge as it may think fit and shall act in the manner laid down in Regulation 59.

(b) If no written statement of defense is submitted by the employee, the disciplinary authority may itself inquire into the articles of charge or may if it considers it necessary to do so, appoint under Sub-regulation (2), an inquiring authority for the purpose.

(c) *Where the disciplinary authority itself inquires into any articles of charge or appoints an inquiring authority for holding an inquiring into such charge, it may, by an order, appoint an employee of the Corporation ( or of any State or Central Government employees) or a legal practitioner, to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.

(6) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority;

(i) a copy of the articles of charge and the statement of the imputation of misconduct or misbehaviour;

(ii) a copy of the written statement of defence, if any, submitted by the employee;

(iii) a copy of the statements of witnesses, if any, referred to in sub-regulation (3);

(iv) evidence proving the delivery of the documents referred to in sub-regulation (3) to the employee; and

(v) a copy of the order appointing the "Presenting Officer".

(7) The employee shall appear in person before the inquiring authority on such day and at such time within ten working days from the date of receipt by him of the articles of charge and the statement of the imputations of mis-conduct or misbehaviour, as the inquiring authority may, by a notice in writing, specify in this behalf, or within such further time, not exceeding ten days, as the inquiring authority may allow.

**(8) The employee may take the assistance of any other employee of the Corporation or any State or Central Government employee to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner, or, the disciplinary authority, having regard to the circumstances of the case, so permits.

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*Amended vide notification No.1-14/71-EP dated 19.4.72. Effective from 5.4.1972.(5th Amendment).

**Amended vide Notification No.107 dated 10.07.2014 [FCI (Staff) (1st Amendment) Regulations, 2014. File No.EP.36(1)/2013. Effective from 10.7.2014.

The employees of FCI may take the assistance of a retired FCI employee provided:

(i) The retired employee concerned should have retired from service under the Corporation (FCI).

(ii) If the retired employee is also a legal practitioner, the restrictions on engaging a legal practitioner by the employee as mentioned above will apply.

(iii) The retired employee concerned should not have, in any manner, been associated with the case at investigation stage or otherwise in his official capacity or otherwise during his course of employment and retired unblemished from the service.

(iv) The retired employee concerned should not act as a Defence Assistant in more than three cases at a time. The retired employee should satisfy the inquiring officer that he does not have more than three cases at hand including the case in question.

**Note (1)** The Corporation shall pay traveling allowance only in respect of the employees of the Corporation and not Central/ State Government employees.

**Note(2)** The employee shall not take the assistance of any other employee of the Corporation or any State or Central Government employee who has two pending disciplinary cases or FCI retired employee who has three pending cases on hand in which he has to give assistance.

**Note (3)** The Corporation shall pay traveling allowance and other expenses to the retired FCI employee assisting an employee of FCI as Defence Assistance in disciplinary proceedings in accordance with the **i**nstructions contained in the FCI (Staff) Regulations, 1971 and the rules prevalent in the Corporation. He will be deemed to belong to the grade/category to which he belonged immediately before his retirement for the purpose of these instructions. The expenditure on account of travelling and other expenses will be borne by the Office of the Corporation to which the delinquent employee belongs. The rates are to be regulated from the declared place of residence on retirement or the place of current residence whichever is less and as per the level of post just before his retirement.

(9) If the employee who has not admitted any of the articles of charge in his written statement of defense or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(10) The inquiring authority shall return a finding of guilt in respect of these articles of charge to which the employee pleads guilty.

(11) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to

a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his defence:

(i) inspect and take extract from, if desired, within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to Sub-regulation (3);

(ii) submit a list of witnesses to be examined on his behalf.

**Note:** If the employee applies orally or in writing for the supply of copies of the statements of witnesses mentioned in the list referred to in Sub-regulation (3), the inquiring authority shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

(iii) Give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow for the discovery or production of any documents which are in the possession of Corporation but not mention in the list reference to in Sub-regulation (3).

**Note:** The employee shall indicate the relevance of the documents required by him to be discovered or produced by the Corporation.

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(12) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the document by such date as may be specified in such requisition.

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(13) On receipt of the requisition referred to in Sub-regulation (12), every authority in the Corporation having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority.

*Provided that the authority having the custody or possession of the requisitioned documents may claim privilege if the production of such documents will be against the public interest or the interest of the Corporation. In that even it shall inform the inquiring authority accordingly. The Inquiring Authority shall, on being so informed communicate the information to the employees concerned.

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*Substituted vide Notification No.1-8/80-EP dated 15.09.1981 (76th amendment).Effective from 15.09.1981.

(14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved, shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.

(15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary in the interest of justice.

**Note:** New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(16) When the case for the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee of the Corporation shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(17) The evidence on behalf of the employee shall then be produced. The employee may examine himself on his own behalf, if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.

(18) The inquiring authority may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

(19) The inquiring authority may after the completion of the production of evidence hear the Presenting Officer, if any appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.

(20) If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this regulation, the inquiring authority may hold the inquiry ex-parte.

(21) (a) Where a disciplinary authority competent to impose any of the penalties specified in clauses (i) to (iv) of Regulation 54 (but not competent to impose any of the penalties specified in clauses (v) to (ix) of Regulation 54) has itself inquired into or caused to be inquired into the articles of any charge and that authority, or having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it, is of the opinion that the penalties specified in clauses (v) to (ix) of regulation 54 should be imposed on the employee that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses necessary in the interests of justice, recall the witness and examine, cross-examine and re-examine the witness and may impose on the employee such penalty as it may deem fit in accordance with these Regulations.

(22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and in succeeded by another inquiring authority which has, and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself:

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein before provided.

(23) (i) After the conclusion of the inquiry, a report shall be prepared and it shall contain:

(a) the article of charge and the statement of the imputations of misconduct or misbehaviour;

(b) the defence of the employee in respect of each article of charge;

(c) an assessment of the evidence in respect of each article of charge;

(d) the findings on each article of charge and the reasons therefore.

**Explanation:** If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of charge, it may record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The inquiring authority, where it is not itself the disciplinary authority, shall forward to the disciplinary authority the records of inquiry which shall include:

(a) the report prepared by it under Claus (i);

(b) the written statement of defence, if any, submitted by the employee;

(c) the oral and documentary evidence produced in the course of the inquiry'

(d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry; and

(e) The orders, if any, may by the disciplinary authority and the inquiring authority in regard to the inquiry.

**59. Action on the inquiry report:**

(1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of Regulation 58 as far as may be.

(2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any article of charge, record its reasons for such dis-agreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clause (i) to (iv) of Regulation 54 should be imposed on the employee, it shall, notwithstanding anything contained in Regulation 58, make an order imposing such penalty.

*(4) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry, is of the opinion that any of the penalties specified in clause (v) to (ix) of Regulation 54 should be imposed on the Corporation employee, it shall make an order imposing such penalty and it shall not be necessary to give the Corporation employee any opportunity of making representation on the penalty proposed to be imposed.

**(5) The disciplinary proceedings shall come to an end immediately on the death of the charged employee. No disciplinary proceeding under the FCI (Staff) Regulations can, therefore, be continued after the death of the concerned charged employee.

**60. Procedure for imposing minor penalties:**

(1) Subject to the provisions of Sub-regulation (3) of Regulation 59, no order imposing on an employee any of the penalties specified in clauses (i) to (iv) of Regulation 54 shall be made except after:

*Substituted vide notification No.9-4/78-EP dated 5.1.79. Effective from 2.1.1979. **Incorporated vide notification No.EP-36(1)/89 dated 16.7.1992. Effective from 16.7.1992(2nd Amendment of 1992).

(a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;

(b) holding an inquiry in the manner laid down in Sub-regulation (3) to (23) of Regulation 58, in every case in which the disciplinary authority is of the opinion that such inquiry is necessary;

(c) taking the representation, if any, submitted by the employee under clause (a) and the record of inquiry, if any, held under clause(b) into consideration;

(d) recording a finding on each imputation of misconduct or misbehaviour.

(2) Notwithstanding anything contained in clause(b) of Sub-regulation (1), if in a case it is proposed, after considering the representation, if any, made by the employee under clause(a) of the sub-regulation, to withhold increment of pay and such withholding of increments is likely to affect adversely the amount of retirement benefits payable to the ;employee or to withhold increments of a pay for a period exceeding 3 years or to withhold increments of pay with cumulative effect for any period, an inquiry shall be held in the manner laid down in Sub-regulation (3) to (23) of Regulation 58 before making any order imposing on the employee any such penalty.

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(3) The record of the proceedings in such cases shall include:

(i) a copy of the intimation to the employee of the proposal to take action against him,

(ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;

(iii) his representation, if any;

(iv) the evidence produced during the inquiry;

(v) the findings on each imputation of misconduct or misbehavior; and

(vi) the orders on the case together with the reasons therefore.

***"60-A –Procedure for disciplinary proceedings after retirement:**

(i) Any disciplinary proceeding, if instituted by issue of chargesheet while the employee was in service, whether before his retirement or during his re-employment, shall, after the retirement of the employee, be continued and concluded by the authority by which it was commenced, in the same manner, as if the employee had continued in service.

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*Added vide Notification No. 97 dated 15.5.2007 (1st Amendment, 2007)

(ii) Such proceeding after retirement should be completed expeditiously and within twelve months from the date of delivery of charge sheet to the charged official, subject to Court Orders, if any.

(iii) During the pendency of the disciplinary proceedings, the disciplinary authority may withhold payment of gratuity for ordering the recovery from gratuity of the whole or part of any pecuniary loss caused to the Corporation, if the employee is found in a disciplinary proceedings or judicial proceedings to have been guilty of offence or misconduct as mentioned in the relevant Sections of the Payment of the Gratuity Act, 1972 (39 of 1972) or to have caused pecuniary loss to the Corporation by misconduct or negligence during his service, including service rendered on deputation or on re-employment after retirement, provided that the provisions of relevant Sections of the Payment of Gratuity Act, 1972 shall be kept in view in the event of delayed payment, in case, the employee is fully exonerated".

**61. Communication of Order:**

Order made by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary authority and a copy of its findings on each article of charge, or where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the inquiring authority(unless they have already been supplied to him).

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**62. Common proceedings:**

(1) Where two or more employee of the Corporation are concerned in any case, the Board or any other authority competent to impose the penalty of dismissal from service on all such employees, may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

**Note:** If the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of the others.

(2) An order under sub-regulation (1) shall specify:

(i) the authority which may function as the disciplinary authority for the purpose of such common proceeding;

(ii) the penalties specified in Regulation 54 which such disciplinary authority shall be competent to impose

(iii) whether the procedure laid down in regulation 58 and Regulation 59 or Regulation 60 shall be followed in the proceeding.

**63. Special procedure in certain cases:**

Notwithstanding anything contained in Regulation 58 to Regulation 62:

(i) where any penalty is imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge, or

(ii) where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these regulations.

(iii) where the Board is satisfied that in the interest of security of the State, it is not expedient to hold any inquiry in the manner provided in these regulations.

The disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit.

**64. Provisions regarding officers lent to other organizations:**

(1) Where the services of an employee of the Corporation are lent to another organization(hereinafter in this regulation referred to as "the borrowing authority"), the borrowing authority shall have the powers of the appointing authority for the purpose of placing such employee under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him:

Provided that the borrowing authority shall forthwith inform the authority which lent the services of the employee (hereinafter in this regulation referred to as "lending authority") of the circumstances leading to the order of suspension of such employee or the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the employee:

(i) if the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of Regulation 54, should be imposed on the employee, it may after consultation with the lending authority, make such order on the case as it deems necessary:

Provided that in the event of a difference of opinions between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority;

(ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses(v) to (ix) of Regulation 54 should be imposed on the employee, it shall replace his services at the disposal of the lending authority and transmit

to it the proceedings of the inquiry and thereupon the lending authority may, if it is the disciplinary authority, pass such orders thereon as it may deem necessary, or if it is not the disciplinary authority, submit the case to the disciplinary authority, which shall pass such orders on the case as it may deem necessary:

Provided that before passing any such order the disciplinary authority shall comply with the provisions of Sub-regulations (3) and (4) of Regulation 59.

**Explanation**: The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority, or after holding such further inquiry as it may deem necessary as far as may be, in accordance with regulation 58.

**65. Provisions regarding officers borrowed from Central or State Governments, government-owned organizations, companies and Corporations:**

(1) Where an order of suspension is made or disciplinary proceedings are taken against a government servant or an employee of a public sector or private sector undertaking, whose services have been borrowed from a government or an authority subordinate thereto or such undertaking, the authority lending his services(hereinafter in this regulation referred to as the "lending authority") shall forthwith be informed of the circumstances leading to the order of his suspension or of the commencement of disciplinary proceedings, as the case may be.

(2) In the light of the findings in the disciplinary proceeding taken against the borrowed government servant, employee of public sector or private sector understating:

(i) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of Regulation 54 should be imposed on him, it may, after consultation with the lending authority, pass such orders as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority the service of the government servant or employee of the public sector or private sector undertaking shall be replaced at the disposal of the lending authority;

(ii) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) Regulation 54 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

**66. Suspension:**

(1) The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Board, by general or special order, may place an employee under suspension:

(a) where a disciplinary proceeding against him is contemplated or is pending or

(b) where in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or

(c) where a case against him in respect of any criminal offence is under investigation, inquiry or trial:

Provided that, where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

(2) An employee shall be deemed to have been placed under suspension by an order of appointing authority:

(a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

(b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent on such conviction.

**Explanation:** The period of forty-eight hours referred to in clause (b) of this sub-regulation shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this regulation may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

*(d) An order of suspension made or deemed to have been made under this Regulation shall be reviewed by the authority which is competent to modify or revoke the suspension before expiry of 90 days from the date of order of suspension on the recommendation of the Review committee constituted for the purpose and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding 180 days at a time.

*(e) Notwithstanding anything contained in sub-Regulations 5(a), an order of suspension, made or deemed to have been made under sub-Regulation (1) or (2) of this Regulation shall not be valid after a period of 90 days unless it is extended after review, for a further period before the expiry of 90 days.

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(6) **(An employee under suspension or deemed to have been under suspension shall be entitled to subsistence grant at one half of the pay drawn by the employee concerned immediately on the date proceeding the date of his suspension). He is entitled to draw other compensatory allowances e.g. compensatory (city) allowance, house rent allowance, other than conveyance allowance admissible from time to time, on the basis of pay of which he was in receipt on the date of suspension subject to the fulfillment of other conditions laid down for the drawal of such allowances. If the headquarters of an employee under suspension are changed in the public interest by order of a competent authority, he shall be entitled to the allowance as admissible at the new station provided he furnishes the requisite certificates, if any, with reference to such station:

Provided that no payment under this regulation shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vacation.

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*Inserted vide Notification No.92/EP33 (1)/97-Vol.II dated 1st April, 2005. (1st Amendment) Effective from the date of Notification.

**Substituted vide notification No.1-5/73-EP Vol.I dated 29.5.76. Effective from 19.5.76 (33rd amendment).

*(7) The competent authority may vary the amount of subsistence grant for any period exceeding the first three months, as follows:

i) The amount of subsistence grant may be increased by a suitable amount, not exceeding 50% of the subsistence grant admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employees;

ii) The amount of subsistence grant may be reduced by suitable amount not exceeding 50% of the subsistence grant admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged due to reason to be recorded in writing directly attributable to the employees.

**Note:** Where the competent authority is the Board/Executive Committee, the increase or decrease will be made by the Board/Executive Committee as the case may be.

(8) When the suspension of an employee is held to be unjustified or not wholly justified; or when an employee has been dismissed or suspended is reinstated, the disciplinary, appellate or reviewing authority, as the case may be, whose decision shall be final, may grant to him for the period of his absence from duty:

(a) if he is honourably acquitted, the full pay and allowances other than conveyance allowance to which he would have been entitled, if he had not been dismissed or suspended, less the subsistence grant;

(b) if otherwise, such proportion of pay and allowances other than conveyance allowances as the disciplinary, appellate or reviewing authority may prescribe. In a case falling under clause (a), the period of absence from duty will be treated as a period spent on duty. In a case falling under clause (b) it will not be treated as a period spent on duty unless the disciplinary, appellate or reviewing authority, as the case may be, whose decision shall be final, so directs.

No order passed under this regulation shall have the effect of compelling any employee to refund any part of the subsistence grant paid to him.

***Note:** Notwithstanding anything contained in the above Regulation, where an employee under suspension dies before the disciplinary or Court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for that period to which he would have been entitled, had he not been suspended, subject to adjustment in respect of subsistence allowance already paid.

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*Substituted vide Notification No.9-1/80-EP dated 20.11.1981(77th amendment). Effective from 20.11.1981).

**Added vide notification No.1-8/80-EP dated 4.8.1983. (86th amendment) Effective from 4.8.1983.

**67. Appeals:**

Orders against which no appeal lies:

Notwithstanding any thing contained in these regulations, no appeal shall lie against:

(i) any order made by the Board;

(ii) any order of an interlocutory nature or of the nature of a step–in-aid #of the final disposal of a disciplinary proceeding, other than an order of suspension;

(iii) any order passed by an inquiring authority in the course of an inquiry under Regulation 58.

**68. Orders against which appeals lie:**

Subject to the provisions of Regulation 67, an employee of the Corporation may prefer an appeal against all or any of the following orders, namely:

(i) an order of suspension made or deemed to have been made under Regulation 66;

(ii) an order imposing any of the penalties specified in Regulation 54 whether made by the disciplinary authority or by any appellate or reviewing authority;

(iii) an order enhancing any penalty, imposed under Regulation 54;

(iv) an order which -

a) denies or various to his disadvantage his pay, allowances, and other retirement benefits as regulated by regulations or by agreement; or

b) interprets to his disadvantage the provisions of any such regulation or agreement;

(v) An order-

a) reverting him while officiating in a higher grade or post to a lower grade or post otherwise than as a penalty;

b) reducing or withholding the terminal benefits or denying the maximum terminal benefits admissible to him under the regulations;

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c) determining the subsistence and other allowances be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;

d) determining his pay and allowances-

i) for the period of suspension, or

ii) for the period from the date of his dismissal, removal, or compulsory retirement from service, or from the date of his reduction to a lower grade, post, time scale or stage in a time-scale of pay, to the date of his reinstatement or restoration to this grade or post, or

e) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower grade post, time-scale of pay or stage in time scale of pay to the date of his reinstatement or restoration to his grade or post shall be treated as a period spent on duty for any purpose.

**Explanation:** In this regulation-

(i) the expression "employee of the Corporation" includes a person who has ceased to be in the service of the Corporation.

(ii) The expression 'terminal benefits' includes gratuity/ and any other retirement benefit.

**69. Appellate Authorities:**

An appeal against an order imposing any of the penalties made by the disciplinary authority shall lie to the appellate authority specified in this behalf in appendix 2 or to any other authority(not lower in rank than the appellate authority specified in Appendix-2) empowered in this behalf by a general or special order of the Board. In other cases, an appeal lies to the authorities next higher to the authority passing the order.

**70. Period of limitation for appeals:**

No appeal preferred under these regulations shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant:

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant has sufficient cause for not preferring the appeal in time.

**71. Form and contents of appeal:**

(1) Every person preferring an appeal shall do so separately and in his own name.

(2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

(3) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

**72. Consideration of appeal:**

(1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of Regulation 66 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in Regulation 54 or enhancing any penalty imposed under the said Regulation, the appellate authority shall consider –

(a) whether the procedure laid down in these regulations has been complied with, and if not, whether such non-compliance has resulted in the violation of any provisions under these regulations or in the failure of justice;

(b) whether the finding of the disciplinary authority are warranted by the evidence on the record; and

(c) whether the penalty or the enhanced penalty imposed is adequate, inadequate or severe; and pass orders-

(i) confirming, enhancing, reducing or setting aside the penalty; or

(ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;

*Provided that if the enhanced penalty which the appellate authority proposes to impose is a major penalty specified in clauses (v) to (ix) of Regulation 54 and an inquiry as provided in Regulation 58 has not already been held in the case, the appellate authority shall direct that such an enquiry be held in accordance with the provisions of Regulation 58 and thereafter consider the record of the inquiry and pass such orders as it may deem proper. If the appellate authority decides to enhance the punishment but an enquiry has already been held as provided in Regulation 58, the appellate authority shall give a show cause notice to the employee as to why the enhanced penalty should not be imposed upon him. The appellate authority shall pass final order after taking into account the representation, if any, submitted by the employee.

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* Substituted vide notification No.1-8/80-EP dated 4.8.1983 (86th amendment). Effective from 4.8.83.

(3) In an appeal against any other order specified in regulation 68, the appellate authority shall consider all the circumstances of the case and make such orders is it may deem just and equitable.

**73. Implementation of orders in Appeal:**

The authority which made the order appealed against shall give effect to the orders passed by appellate authority.

**74. Review:**

(1) *(Notwithstanding anything contained in these regulations, the Board may, at any time either on its own motion or otherwise, call for the records of any inquiry and review any order made under these regulations), and

(a) confirm, modify or set aside the order; or

(b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or

(c) Remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or

(d) pass such other orders as it may deem fit;

**Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (v) to (ix) of Regulation 54 or to enhance the penalty imposed by the order sought to be viewed to any of the penalties specified in those clauses; no such penalty shall be imposed except after an inquiry in the manner laid down in Regulation 58.

(2) No proceeding for review shall be commenced until after:

i) the expiry of the period of limitation for an appeal, or

ii) the disposal of the appeal, where any such appeal has been preferred.

(3) An application for review shall be dealt with in the same manner as if it were an appeal under these regulations.

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* Substituted vide notification No.1-5/73-EP dated 17.8.73 Effective from 10.7.1997 (10th Amendment).
**Amended vide notification No.9-4/78-EP dated 26.10.79. Effective from 10.9.79 (67th Amendment.

(4) Powers similar to those specified in clause(1) above may be exercised by the (Chairman)*, Managing Director, ##Executive Director(Zone) and ##Deputy General Manager(Region) / #Deputy General Manager in respect of orders passed by authorities subordinate to them.

****75. Miscellaneous:**
**Service of Orders, Notices etc;**

The following procedure shall be followed by the Corporation while serving orders, notices, etc on Corporation's employees:

(i) Every order, notice and other process made or issued under these Regulations shall, as far as possible, be delivered or tendered to the employees concerned in person;

(ii) Where such order, notice or other process cannot be served personally as at (i) above, the notice etc. shall be served on such employee by Registered Post acknowledgement due at the address of the employee available with the Corporation at the office where the employee was last working or, if he is on leave, as per his leave application particulars, if any, and

(iii) If the notice sent by the Registered post is returned unserved, it should be published in the Local/regional Language Newspapers and All India Newspapers, as appropriate and upon such publication, it shall be deemed to have been personally served on such employee.

**76. Power to relax time-limit and to condone delay:**

Save as otherwise expressly provided in these regulations and authority competent under these regulations to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these regulations for anything required to be done under these regulations or condone any delay.

**76.A***** Any penalty or penalties provided under Regulation 54, imposed on an employee shall not be reversed or altered on appeal by the appellate authority on account of any error, omission or irregularities in the charge sheet, procedure prescribed for disciplinary proceedings, action on the inquiry report and in following the procedure for imposing penalties, communication of order, consideration of appeal and review as prescribed in this Section, unless failure of justice has in fact been occasioned thereby.

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*Added vide notification No.9-2/78-EP dated 6.3.80. Effective from 16.11.79.(68th Amendment)
**Substituted vide notification No.36 (4)/81-EP dated 26.11.1981(79th Amendment).Effective from 26.11.1981.
***Added vide notification No.1-8/80-EP dated 15.9.1981.(76th Amendment) Effective from 15.9.1981.
# Re-designated vide Notification No.93/EP-32(4)/2004 dated 20th May, 2005. 2nd Amendment. Effective from the date of Notification.
## Re-designated vide Notification No.95/EP-7(1)/2005 dated 21st October, 2005. 4th Amendment. Effective from the date of Notification.

## SECTION 6

## PAY AND ALLOWANCES

### 77. Scales of Pay:

*The scales of pay applicable to various categories of posts in the Corporation shall be as indicated in column 3 of the table in appendix-I to the Regulations.

Provided that 1/3rd of the number of the posts in the scale of Rs.1800-100-2000-125/2-2250 shall be placed in the selection grade of Rs.2250-125/2-2500.

**Provided further that in arriving at a number of selection grade posts ibid the post of Additional Financial Adviser, for which the pay scale of Rs.2250-100-2750 has been prescribed, shall be taken into account and that the post of Additional Financial Adviser will be counted against the number of selection grade posts in scale of Rs.2250-125/2-2500 so arrived.

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### 78. Allowances and advances:

The Corporation may prescribe from time to time.

(i) The rates at which and the conditions subject to which traveling allowance may be paid to the employees in connection with journeys undertaken by them on tour or transfer in the service of the Corporation.
(ii) The rates at which and the conditions subject to which conveyance allowance may be paid to the employees for the maintenance of different types of conveyance for use on official duties;
(iii) The kinds and rate of any other allowances and the terms and conditions on which such allowances may be granted;
(iv) The rates at which and the conditions subject to which medical charges and insurance premia may be reimbursed to the employees of the Corporation; and
(v) The types of advances that may be granted to the employees and the terms and conditions on which such advances may be granted.

### 79. Commencement and cessation of pay:

An employee shall commence to draw the pay of the post to which he is appointed and the allowances applicable thereto from the date he assumes charge of the post if such charge is assumed in the forenoon and from the following day if the charge is assumed in the afternoon and shall cease to draw the same from the day he relinquished charge if the charge is relinquished in the forenoon and from the following day if the charge is relinquished in the afternoon.

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*Amended vide notification No.1-16/76 EP dated 13.12.79. Effective from 1.1.1973.
**Substituted vide notification No.EP16-6/82 dated 22.6.1982. (82nd Amendment). Effective from 1.7.1982.

Provided that in the case of an employee who dies while in service, pay shall cease to be payable with effect from the day subsequent to that on which the death occurs.

**80. *Pay and allowances during joining time:**

An employee on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to dearness allowance, if any, appropriate to such joining time pay. In addition, he shall also be entitled to draw compensatory allowances like City Compensatory Allowance and House Rent Allowance as applicable to his old post at the rates applicable to the old station from which he was transferred.

**Explanation:** The above regulation shall also apply to a deputationist while joining the service of the Corporation or while being reverted to his parent department.

**81. Pay on first appointment:**

The pay of an employee on first appointment to a post in the service of the Corporation shall be fixed at the minimum of the time scale applicable to the post to which he is appointed, or where the post is on a fixed pay, such fixed pay.

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Provided that where any person appointed to a post to which a time-scale is applicable has been in continuous service for a period of not less than 2 years in any Department of the Central or any State Government or any Public Sector or Private Sector Undertaking immediately preceding such appointment, the appointing authority may in its discretion fix the pay at the stage in the time-scale applicable to the pay of the post next higher than the pay last drawn by him in such department or undertaking and may in addition, in his discretion, grant one advance increment.

Provided further that the Managing Director may grant a higher start to a direct recruit up to a maximum five advance increments in consultation with the Executive Director (Finance); and Executive Committee may grant advance increments in excess of the above limit.

Provided also that in no case shall the pay be fixed at a stage higher than the maximum of the time-scale.

**82. Pay on promotion:**

(1) When an employee of the Corporation is promoted from one post to a higher post in the service of the Corporation, his pay in such higher post shall be fixed at the next higher stage after allowing him one increment in the scale of pay, if any, applicable to the post from which he has been promoted.

Provided that where an employee is promoted to a post on a fixed pay, he shall be allowed only such fixed pay.

* Substituted vide Notification No.7-4/89-EP dated 26.12.1981. (80th Amendment). Effective from 26.12.1981.

*Provided further that if an employee belonging to Cat.IV, III, II or I is promoted to a post with starting pay up to Rs.1500/- after having reached the maximum of the scale of the lower post and his pay is required to fixed under this Regulation, he shall be allowed a notional increment above the maximum of the lower scale (equivalent to the amount of such increment in that scale) and the pay be then fixed at the stage next above in the higher scale.

(2) When an employee is specifically required by the competent authority to hold charge of a higher post in addition to his own duties, he shall be eligible to draw charge allowance in accordance with the instructions issued by the Corporation from time to time.

**83. Pay in the case of depuatationists from Central/State Government Departments or Public Sector Undertakings:**

The pay of deputationists shall be regulated in accordance with his terms of deputation, as mutually agreed upon between the lending authority and the Corporation, subject to the condition that in no case should the benefit accruing to a deputationist exceed the limits prescribed by the Government of India in the Ministry of Finance (Department of Expenditure) O.M. No.10 (24)/E.III/60, dated 4.5.61, as amended from time to time.

**84. Pay and allowances in the case of deputationists from Private Sector Undertakings:**

Except where otherwise specified by Managing Director, the pay of deputationist from Private Sector Undertakings shall be fixed in accordance with Regulations 83.

**85. Pay in the case of superannuated Government servants re-employed by Corporation:**

In the case of persons who have been superannuated from the service of the Central or any State Government and have been reemployed in the service of the Corporation, the pay shall be regulated in accordance with the principles applicable to similar appointments in the Civil Departments of the Central Government. Annual increments in such cases shall be drawn on completion of one year of service in the Corporation.

**86. Increments:**

**Increments in the time-scale of a post to which a person is appointed shall be drawn as a matter of course except where such increments have been withheld as a result of a penalty imposed under these regulations. All increments shall fall due on the first of January of every year.

**Explanation**: All service in the Corporation in equivalent or higher posts counts for increments.

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*Substituted vide notification No.EP17 (17)/82 dated 7.5.1984. (89th Amendment). Effective from 7.5.1984.

** Substituted vide Notification No.1-5/73-EP dated 18.8.1973. (Effective from 8.5.1971. (11th Amendment).

**87. Adhoc increment to employees stagnating at the maximum of their pay scale:**

*(1) An employee under Industrial Dearness Allowance Pattern of Scale of pay shall be granted one stagnation increment on the completion of every two years of service at the maximum of scale of pay subject to a maximum of two such increments in the relevant grade.

**(2) An employee under Central Dearness Allowance Pattern of Scale of pay shall be granted one stagnation increment on the completion of every two years of service at the maximum of scale of pay subject to a maximum of three such increments in the relevant grade. The stagnation increment shall be applicable to all posts up to the scale of pay of Rs.5900-6700. The pay plus stagnation increment shall not in any case exceed Rs.7300/-.

***(3) The stagnation increment shall be in the form of "Personal Pay" equal to the rate of increment last drawn.

(i)# The stagnation increment shall be treated as "Pay" equal to the rate of increment last drawn;

(ii)# Further, the stagnation increment shall also be taken into account for fixation of pay on promotion to the higher post.

##(4) Deleted

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**EXPLANATORY MEMORANDUM**

(1) According to Para 15.1 of the memorandum of Settlement dated 23.3.1989 signed between staff bodies and Management of Food Corporation of India, the employees governed by Industrial Dearness Allowance Pattern of pay scales, are entitled for one additional increment on completion of every two years of service at the maximum of scale subject to a maximum of two increments. This scheme is effective from 1st August, 1983.

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* Amended vide Notification No.EP-17-11/90 dated 18.10.1991. Effective from 1.8.1983 (4th Amendment of 1991).

**Amended vide Notification No.EP 17-11/90 dated 18.10.1991. Effective from 1.1.1986 (4th Amendment of 1991).

***Amended vide Notification No.EP-17-11/90 dated 18.10.1991. Effective from 1.8.1983.(4th Amendment)

#Amended vide Notification No.EP-17(11)/90 dated 19th May, 1994 (1st Amendment). Effective from 30th September, 1993.

## Deleted vide Notification No.EP-17(11)/90 dated 19th May, 1994. Effective from 30th August, 1993.

(2) The Corporation has accepted and implemented the recommendation of the High Power committee report with effect from 1.1.1986. According to Para 5(i) of the DPE O.M. No.2 (43)/90 DPE (WC) dated 12th June, 1990, one stagnation increment on completion of every two years on maximum of scale of pay subject to a maximum of three such increments can be granted to such employees.

(3) It is certified that by giving retrospective effect to this regulation, it will not prejudicially affect the interest of any person to whom these regulations are applicable.

(4) The Corporation is obliged to amend the Regulation 87 of the FCI(Staff) Regulations,1971 on the analogy of the instructions issued by the Government of India from time to time. In supersession of all previous orders, the Ministry of Finance has issued two O.Ms. No. 7(11)/E.III/93 dated 30th August, 1993 and O.M. No.7 (44)/E.III/92 dated 30th September, 1993. The said orders were effective from 30th August, 1993 and 30th September, 1993 respectively. The amendments were necessitated to avoid financial hardships to the employees either stagnated or may stagnate on maximum of their pay scales. By amending the said regulations with retrospective effect will not have any adverse affect to any of the employee of the Corporation to whom these regulations are applicable.

**88. Ex-gratia grant:**

In the event of death of an employee in extraordinary or tragic circumstances, the Managing Director may sanction, in accordance with such rules as may be framed by the Board in that behalf, an ex-gratia grant to the family members dependent on the employee if no terminal benefits /compensation is admissible under normal Rules.

**89. Saving Provisions:**

Nothing contained in these Regulations shall affect the application of any other law, rule or regulation for the time being in force.

**90.** Nothing contained in these Regulations shall invalidate any order made or action taken by the Corporation or any of its officers in accordance with the provisions contained in the draft Staff Regulations which were in force before the commencement of these Regulations:

**91. Interpretation:**

If any doubt or difficulty arises in interpreting these Regulations, or in giving effect to them, or if any lacuna, inconsistency or anomaly is discovered in their application, it shall be open to the Board to issue general instructions not inconsistent with the Act, and the rules and regulations made hereunder for the purpose of removing such doubt, difficulty, lacuna, inconsistency or anomaly.

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**APPENDIX-I**

**STATEMENT SHOWING THE VARIOUS CATEGORIES OF POSTS, SCALES OF PAY, MODE OF RECRUITMENT ETC. IN THE FOOD CORPORATION OF INDIA**

**PART-I SPECIAL POSTS**

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| 1$ | Executive Director (Finance) | 2500-100-3000 | Promotion/direct recruitment/Transfer on deputation. To be determined by ##Chairman on each occasion. | Selection | $$4 years as GM including the period of service as Additional Financial adviser. | To be prescribed by the Board. | 45 | - | - |
| 1.(A)$ | Executive Director (Internal Audit) | 2500-100-3000 | Promotion/ Direct recruitment / Transfer on deputation. Mode of recruitment to be determined | Selection | $$4 years as GM including the period of service as Additional Financial Adviser. | To be prescribed by the Board. | 45 | - | - |

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| | | | on each occasion by the ##Chairman as vacancy in the Post arises. | | | | | | |
| 2. | $$$Executive Director (Zone) | 2500-100-3000 | Transfer on deputation/ direct recruitment/ promotion. ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises. | Selection | ### 4 years as General Manager including the period served as Chief General Manager (Genl.). | To be prescribed by the Chairman | 45 | ***An Officer will be deemed to have completed 4 years service as required in column (6), if any of his juniors in the grade of GM has completed the required period of service provided that such senior officer would be considered for promotion only when he has been confirmed in the grade. | - |
| 3.$ | Executive Director (Commercial) | 2500-100-3000 | Transfer on deputation/ direct recruitment/ promotion. ##Mode of recruitment to be determined by the | Selection | ### 4 years as General Manager including the period served as Chief General Manager (Genl.). | To be prescribed by the Chairman | 45 | A GM/ Selection Grade GM who is Sr. will be deemed to have completed the minimum required service in case his junior has completed the minimum required | |

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| | | | Chairman on each occasion as and when vacancy in the post arises. | | | | | service, subject to the condition that the senior officer has been confirmed in the grade. | |
| 4.$ | Executive Director (Storage)/ (General) | 2500-100-3000 | Transfer on deputation/ direct recruitment/ promotion. ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises | Selection | ### 4 years as General Manager including the period served as Chief General Manager (Genl.). | To be prescribed by the Chairman | 45 | - | - |
| 5.$ | Executive Director (Engineering) | 2500-100-3000 | Transfer on deputation/ direct recruitment/ promotion. The mode of recruitment will be determined by the ##Chairman on each occasion as and when | Selection | 4 years as GM (Engg.) | To be prescribed by the Board of Directors | 45 | - | - |

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| | | | vacancy in the post arises. | | | | | | |
| 6.$ | Executive Director (Personnel) | 2500-100-3000 | Transfer on deputation/ direct recruitment/ promotion. ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises. | Selection | ### 4 years as General Manager including the period served as Chief General Manager (Genl.). | To be prescribed by the Chairman | 45 years in the case of direct recruits. | - | - |
| 6A### | Chief General Manager (Genl.) | 43200-66000 (IDA) / 37400-67000 + GP - 8900 (CDA) | 100% by promotion | Selection | 2 years as General Manager | - | - | - | - |

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|---|---|---|---|---|---|---|---|---|---|
| 7.$ | $$$General Manager (Planning & Research) | 1800-100-2000-125/2-2250 | Transfer on deputation/ direct recruitment/ promotion. ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises. | Selection | 5 years as $$$Deputy General Manager. | <u>Essential:</u><br>A good Master's degree in Economics/ Agriculture Economics/ Statistics with at least 10 years experience of research investigation in Economics or Economics Statistics particularly in the field of price and consumer survey in a senior responsible capacity in a Govt. Department and/ or a Commercial/ Public Sector Undertaking operating on a country-wide basis or of conducting and guiding research in these fields in | 45 | - | - |

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| | | | | | | University or Institution of training or research as evidenced (by published work.)<br><u>Desirable:</u><br><br>Familiarity with the application of operations research techniques and business economics. | | | |
| 8** | $$$Chief General Manager | 2250-100-2750 | Promotion/ direct recruitment/ Transfer on deputation to be determined by ##Chairman on each occasion. | Selection | $$2 years as $$$General Manager. | _ | 45 | - | - |

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| 9.@@ | Chief Traffic Manager | 2250-125/2-2500 | ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises. | - | - | <u>Essential</u><br><br>(1) A degree of a recognized University or equivalent.<br><br>(2) At least 10 years experience in coordination of movement of goods and transportation in Government or Public/ Private Limited Undertaking. | 45 | - | - |
| 10. | @@@Chief Legal Manager | 2250-125/2--2500 | ##Mode of recruitment to be decided by the Chairman on each occasion as and when vacancy in the post arises. | - | - | (i) Degree in Law from a recognized University.<br><br>(ii) At least 15 years experience as Legal Officer in Central/State Government or Public/ Private Sector Undertakings or 10 years practice at the Bar. | 45 | - | - |

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| 11. | $$$Genl.Manager (Quality Control) | 1800-100-2000-125/2-2250 | ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises. | - | - | Essential:<br>(1) Master's degree in Zoology (with Entomology) Agril. Or Biochem. Of a recognized University or equivalent qualification.<br><br>(2) Adequate knowledge of classification and grading of food grains their sampling and analysis.<br><br>(3) About 7 year's practical experience in maintenance of quality of large stocks of food grains. (including storage and inspection) in a responsible position in Govt. or Public / | 30-40 | - | - |

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| | | | | | | Private Limited Undertaking.<br><br><u>Desirable:</u><br><br>(1) Doctorate in Entomology/ Biochemistry.<br><br>(2) Knowledge and/or experience of structural specifications of godown for scientific storage of foodgrains. | | | |
| 12. | $$$Genl. Manager (Movement) | 1800-100-2000-125/2-2250 | ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises. | - | - | <u>Essential:</u><br>(1) A degree of recognized University or equivalent.<br><br>(2) About 10 years experience in coordination of movement of goods and transportation in Govt. or Public/ Private Limited Undertakings. | 30-40 | - | - |

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| 13. | $$$Genl. Manager (Engineering) | 1800-100-2000-125/2-2250 | Promotion/ Direct recruitment/ transfer on deputation**<br><br>##Mode of recruitment to be decided by the Chairman on each occasion as and when vacancy in the post arises. | Selection | £ 4 years as Deputy General Manager(CE)/ (EE)/ ME. | <u>Essential:</u><br>(1) Degree in civil/ Electrical/ Mech. Engineering of a recognized University or equivalent.<br><br>(2) About 10 year's experience of Civil/Electrical/ Mechanical Engg. Works, of which about 5 years should be in the capacity of Executive Engineer or equivalent.<br><br><u>Desirable:</u><br>(1) Master's Degree in Civil/Electrical/ Mechanical Engineering with specialized knowledge of rice Mills, Food Processing industries, | 45 | - | - |

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| | | | | | | preparation of designs and specifications, maintenance and operation of mechanical handling equipment at ports/ godowns.<br><br>(2) Persons who have held independent charge of Engineering Division of Industrial Establishments/ Public Sector Undertakings and have had experience of planning and execution of projects will be preferred. | | | |
| 14. | $$$Genl. Manager/ GM(Zone) | 1800-100-2000-125/2-2250 | **£££** 100% by promotion. | Selection | @@@@4 years as $$$Deputy Genl. Manager | To be prescribed by the Chairman | 40 | Regional Director Food | **Note:** No Direct Recruitment at DGM and above level posts. However, this |

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| | | | | | | | | | shall not affect the present practice of taking officers from All India Service, Central Government etc. on deputation. |
| $$$$15 | $$$Area Manager | 10000-325-15200 CDA and 10750-300-16750 IDA | **£££** By transfer from amongst Assistant General Manager (General Administration Cadre) either recruited directly or by promotion. | - | - | - | - | - | - |

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% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

**** Incorporated vide Notification No.1-12/71-EP dated 18.8.1980, Effective from 25.7.70.

@ Incorporated vide Notification No.1-28/71-EP dated 3.1.1972 Effective from 18.11.1971 (2nd Amendment).

1. The percentage of direct recruitment and promotion in these grades has not been prescribed for the present. The position will be reviewed after a period of 3 years when it may be possible to lay down percentages of vacancies in these grades to be filled by direct recruitment or promotion in the meantime, however, while filling up any of the existing/future vacancies in these grades, the Corporation shall first explore the possibilities of promotion and then resort to other methods (added vide Notification No.1-28/71-EP dated 3.1.72) Effective from 18.11.71 (2nd Amendment).

@@ Incorporated vide Notification No.1-28/71-EP dated 31.3.1973, Effective from 15.2.1973 (8th Amendment).

@@@ Incorporated vide Notification No.1-12/73-EP dated 25.4.74, Effective from 21.12.1973 (19th Amendment).

2. For placement in the Selection Grade of Rs.2250-125/2-2500, a minimum of 2 years service in the ordinary grade will be necessary, the selection being made on the basis of seniority in the grade subject to fitness. (Added vide Notification No.1-16/76-EP dated 13.12.79. Effective from 29.12.1976 (51st Amendment).

** Amended vide Notification No.1-15/75-EP dated 5.2.1977 Effective from 18.1.1977 (42nd Amendment).

@@@@Amended vide Notification No.1-3/76-EP dated 7.11.1978. Effective from 18.1.1977 (56th Amendment).

*** Amended vide Notification No.1-16/76-EP dated 13.12.1979. Effective from 29.12.1977 (51st amendment).

* Relaxable in the case of departmental employees by 5 years and further relaxable by 5 years for departmental employee belonging to SC/ST communities (Amended vide Notification No.1-3/76-EP dated 22.9.79. Effective from 16.10.78) (65th Amendment).

3. "Note:-Direct recruitment covers transfer on deputation including under Central Staffing Scheme of DOPT. (Substituted vide Notification No.95/EP-7(1)/2005 dated 21st October, 2005. effective from the date of Notification)".

4. $ Amended vide Notification No.EP-16(2)/86 dated 9.8.1991. Effective from 9.8.1991 (2nd Amendment of 1991)

$$ Amended vide Notification No.EP-2(6)/91 dated 16.7.1992. Effective from 16.7.1992 (3rd Amendment of 1992).

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999.(1st Amendment). They shall come into force at once.

$$$$ Inserted vide notification No.88/EP-30(1)/88-Vol.IV dated 27th December, 2002 (2nd Amendment). Effective from date of Notification.

## Substituted vide Notification No.91/EP-7(1)/2004. dated 8th Dec, 2004. (1st Amendment) Effective from the date of Notification.

$$$ Re-designated vide Notification No.93/EP-32(4)/2004 dated 20th May, 2005 (2nd Amendment) and Notification No.95/EP-7(1)/2005 dated 21st October, 2005 (4th Amendment). Effective from the date of Notification.

**£** Substituted vide Notification No.99/EP-1(1)/2009 dated 12th March, 2010. (1st Amendment.). Effective from the date of Notification.

**£££** Substituted vide Notification No.106/EP-1(3)/2012 dated 25.06.2013, FCI (Staff) (1st Amendment) Regulations, 2013. Effective from the date of Notification. **Note:** No Direct Recruitment at DGM and above level posts. However, this shall not affect the present practice of taking officers from All India Service, Central Government etc. on deputation.

### Substituted vide Notification No.111/EP-1(3)/2010 dated 09.07.2015, FCI (Staff) (3rd Amendment) Regulations, 2015. Effective from the date of Notification.

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## PART-II – GENERAL ADMINISTRATION CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-I POSTS:** | | | | | | | | | |
| 1. | $$$$$ Deputy General Manager | 1300-50-1500-60-1800 | **£££** 100% by promotion. | Selection | 5 yrs. as $$$$$ Asstt. Genl. Manager in General Admn./Tech./ Movement/ Planning & Research Cadres. | - | - | Director | ***To be selected from combined seniority list of different cadres mentioned in column No.6 |
| 2. | Senior Deputy Manager | 1200-50-1700 | 100% promotion | Selection | 3 years as $$$$$Asstt. Genl. Manager (Genl. Admn.) | - | - | Joint Director | - |

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| 3. | $$$$$Asstt. Genl. Manager | 1100-50-1600 | **33⅓% by direct recruitment | - | - | **£££** (i) Post Graduate degree or equivalent from a recognized University/ Institutes recognized by Central Govt. (or body authorised by it) with minimum 55% marks; or<br><br>(ii) ACA / AICWA / ACS; or<br><br>(iii) Bachel or's Degree in Law, or 5 years Integrated Course in Law, from recognized University with minimum 55% marks.<br><br>Note: In case | $$$$ 30 Years | Deputy Director | - |

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| | | | | | | of SC/ST/PH candidates, the minimum percentage of marks shall be 50% instead of 55%. | | | |
| | | | 66⅔% by promotion | Selection | 5 yrs. as Manager (Genl Admn./ Godown) | | | | |
| 4. | Senior Assistant Manager | 700-40-1100-50-1300 | Direct 50% | - | - | Graduate; 4 yrs experience in Food & allied fields. | 32 | Assistant Director | - |
| | | | Promotion 50% | Selection | 3 years as Manager (Genl.Admn/ Godown) | - | - | - | |

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| **CATEGORY-II POSTS**: | | | | | | | | | |
| 5. | $$$$$ Manager | 650-30-740-35-880-40-1200 | **£** 25% by direct recruitment<br><br>75% by promotion | <br><br>Selection | <br><br>##3 years as Assistant Grade-I (Genl.Admn./ Stenographer Grade-I. | **£££**<br>(i) Graduate degree or equivalent from recognized University with minimum 60% marks; or<br><br>(ii) CA/ICWA/CS<br><br>Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 55% instead of 60%. | ###28<br><br>- | Office Superintendent<br><br>- | ###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements. |

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| **CATEGORY-III POSTS:** | | | | | | | | | |
| 6. | Assistant Grade. I | 450-15-555-20-675-25-850 | Promotion 100% failing which direct recruitment. | Non-Selection | ##3 years as Asstt.GradeII/ telex operator. | Graduate; 7 years experience in any office | 31 | Assistant superintendents, Accountants | - |
| 7. | Assistant Grade-II | 380-12-440-15-560-20-640 | Promotion 100% failing which direct recruitment | Non-Selection | ##3 years as Assistant Grade-III/Typist/Telephone operator. | Graduate, 4 years experience in any office | 28 | Sr. Clerks, Deputy Accountants | - |
| 8. | Telex Operator | 380-12-440-15-560-20-640 | By transfer from the Grade of Ag.II knowing typing, on a tenure basis | - | - | - | - | Telex Operator | - |
| 9. | Assistant Grade.III | 290-10-380-12-440-15-485 | @@@Direct 70% Promotion 30% from Matriculate Cat.III employees holding posts in the Scale of pay of Rs.290-6-326-8-390-10-400/ matriculate Cat.IV employees | Non-Selection | - | $$ Graduate Degree in any discipline from a recognized University with proficiency in use of computers. | @@@@27 | Jr. Clerks (who do not know typing) Comptometer operator | - |

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| | | | with 3 years experience in any cadre/lateral transfer of Matriculate Vehicle Drivers Gr.I. | | | | | | |
| 10. | Telephone Operator | 290-10-380-12-440-15-485 | Direct recruitment | - | - | $$$Graduation with Experience as Telephone Operator for one year. | 25 | Telephone Operator | - |
| 11. | Typist | 290-10-380-12-440-15-485 | @@@Direct 70% Promotion 30% from Matriculate Cat.III employees holding posts in the scale of pay of Rs.290-6-326-8-390-10-400/Matriculate Cat.IV employees with 3 years experience in any cadre and who possess | -<br><br>Non-selection | - | $$ Graduate alongwith 'O' level qualification of DOEACC and speed of 40 w.p.m. in typing or Degree in Computer Science/ Computer Application with speed of 40 w.p.m. in typing. | @@@@25 | Jr. Clerks who know typing | - |

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| | | | the requisite typing speed of 40 w.p.m./lateral transfer of Matriculate Vehicle Drivers Grade-I who possess the requisite typing speed of 40 w.p.m. | | | | | | |
| 12. | @@@@@ Subedar | 290-10-380-12-440-15-485 | Promotion 100% | Non-Selection | 3 years as Jamadar | - | - | - | - |
| **PERSONAL STAFF:** | | | | | | | | | |
| 13. | Personal Secretary | 700-40-1100-50-1300 | - | - | - | To be determined on each occasion as and when a vacancy arises. | - | - | - |
| 14. | Steno. Gr. I | 450-15-555-20-675-25-850 | Promotion 100% failing which direct recruitment | Non-selection | 3 years Typing speed 40 words and 120 words in shorthand per minute essential | $$Graduation with a speed of 40 & 120 w.p.m. in typewriting and shorthand respectively. | 25 | Sr. Stenographers | - |

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| 15. | Steno. Gr. II | 380-12-440-15-560-20-640 | Promotion of typists failing which direct recruitment | Non-selection | 3 years typing speed 40 w.p.m. and shorthand 80 w.p.m. essential. | $$ Graduate alongwith 'O' level qualification of DOEACC and speed of 40 w.p.m. and 80 w.p.m. in typing and shorthand respectively or Degree in Computer Science/ Computer Application with speed of 40 w.p.m. and 80 w.p.m. in typing and shorthand respectively. | $25 | Stenographer/ Steno-Typist. | - |
| **CATEGORY-IV POSTS:** | | | | | | | | | |
| 1. | Gestetner Operator | 260-6-326-8-350 | 100% promotion, failing which direct recruitment | Non-selection | 3 years as Daftry and qualification to operate a Gestetner Machine | Middle Standard pass and qualification to operate a Gestetner machine | 28 | Gestetner Operator | - |
| 2. | @@@@@ Jamadaar | 260-6-326-8-350 | 100% promotion | Non-selection | 3 years as Head Watchman | - | - | - | - |

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| 3. | Daftry | 225-5-260-6-308 | 100% promotion | Non-selection | 3 years as Peon | - | - | Daftry | - |
| 4. | Peon | 210-4-250-5-290 | 100% direct recruitment | - | - | Middle Standard pass | 25 | Peon | - |
| 5. | Watchman (Chowkidar in Offices) | Recruitment rules will be same as in the case of Watchman in Godown; they will be considered for promotion also along-with Watchmen in Godown. | | | | | | | |
| 6. | Picker | 260-6-326-8-350 | 100% promotion | Non-selection | 3 years as Stitcher/ Dusting Operator/ Head Watchman | - | - | Picker | - |
| 7. | Head Watchman | 225-5-260-6-308 | 100% promotion | Non-selection | 3 years as Watchman | - | - | Head Watchman | - |
| 8. | Dusting Operator | 225-5-260-6-308 | 100% promotion | Non-selection | 3 years as Sifter/Watch-man/Sweeper | Middle Standard pass | 25 | Dusting Operator | Only literate Sifter/ Watchman/ Sweeper will be eligible for promotion. In case literate Sifter/Watch man/Sweeper, i.e. those who are able to read and write instructions given to them |

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| | | | | | | | | | even in the local language are not available for promotion, the posts shall be filled by direct recruitment. |
| 9. | Stitcher | 225-5-260-6-308 | 100% promotion | -do- | -do- | -do- | -do- | Stitcher | -do- |
| 10. | Watchman (Godown) | 210-4-250-5-290 | 100% direct recruitment | - | -do- | -do- | -do- | Watchman | - |
| 11. | Sifter | 210-4-250-5-290 | -do- | - | - | -do- | -do- | Sifter | - |
| 12. | Labourer | 210-4-250-5-290 | -do- | - | - | Should be able to read and write in any language | -do- | Labour/ Cleaning gang | - |
| 13. | Sweeper | 210-4-250-5-290 | -do- | - | - | -do- | -do- | Sweeper | - |

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% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.
**** Added vide Notification No.1-19/71-EP dated-29.10.1973, effective from 8.5.1971(15th amendment).
@ Added vide Notification No.3-2/70-EP dated 6.5.72, effective from 6.5.72 (6th amendment).
@@ Substituted vide Notification No.7-1/74-EP dated-22.4.76, effective from 1.5.1974(30th amendment).
** Amended vide Notification NO.1-3/76-EP dated-7.11.78 Effective from 18.1.1977(56th amendment).
$ Amended vide Notification No.1-3/76-EP dated-27.10.1978, Effective from 18.1.1977(55th Amendment)

***** Substituted vide Notification No.1-3/76-EP dated 27.10.78, effective from 18.1.1977(55th amendment).
"NOTE:-Direct recruitment covers transfer on deputation also". (Added vide Notification No.1-3/76-EP Dt. 16.11.1978, effective from 25.9.1978(57th amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to Scheduled Castes and Scheduled Tribes Communities, (Amended vide Notification No.1-3/76-EP dated-22.9.79. Effective from 16.10.1978 (65th Amendment).

@@@@@ Added vide Notification No.1-12/72-EP dated 28.3.1981, effective from 28.3.1981.

*** Added vide Notification No.13 (4)/81-BC dated-15.9.1981, effective 29.8.1981(73rd amendment).

@@@ Amended vide Notification No.13 (9)/81-BC dated 30-12-1981, effective from 20.9.1981 (78th amendment)

## Notified vide Notification No. EP-30(3)/92-Vol.II dated 28th Feb, 2000 consequent on the judgment dated 14.08.98of the Hon'ble Supreme Court of India in WP © Np.20/1992 and WP(C) 174/1995.

### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1St Amendment) Effective from the date of Notification.

$$$$ Substituted vide Notification No.78/EP-16(2)/98 dated 6th October,98. (2nd Amendment). Effective from the date of Notification.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

$$ Amended vide Notification No.104 dated 14th June, 2011. [FCI (Staff) (2nd Amendment) Regulations, 2011] Effective from 14.6.2011.

$$$ Substituted vide Notification No.89/EP-2(5)/91-vol.II dated 28 August, 2003. (1st Amendment.). Effective from the date of Notification.

#### Amended vide Notification No.90/EP-16(3)/92-Vol.II dated 27th November, 2003.(2nd Amendment) Effective from the date of Notification.

$$$$$ Re-designated vide Notification No.93/EP32 (4)/2004. dated 20th May, 2005.(2nd Amendment) Effective from the date of Notification.

**£** Substituted vide Notification No.99/ Amendment EP-1(1)/2009 dated 12th March, 2010. (1st.). Effective from the date of Notification.

**£££** Substituted vide Notification No.102/ Amendment EP-1(4)/2010 dated 23rd November, 2010. (4th). Effective from the date of Notification

@@@@ Substituted vide Notification No.105 (E.P.1(3)/99 dated 14.06.2011, effective from 14.06.2011(2nd amendment).

**££££** Substituted vide Notification No.106/ EP-1(3)/2012 dated 25.06.2013, FCI (Staff) (1st Amendment) Regulations, 2013. Effective from the date of Notification. **Note:** No Direct Recruitment at DGM and above level posts. However, this shall not affect the present practice of taking officers from All India Service, Central Government etc. on deputation.

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## PART-III-GODOWN CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-II POSTS:** | | | | | | | | | |
| 1. | $$$$$ Manager (Depot)/ (Godown/ Dock Supdt.) | 650-30-740-35-880-40-1200 | **£** 25% by direct recruitment<br><br>75% by promotion | -<br><br>Selection | -<br><br>3 years as Asstt. Gr-I (Depot) | **£££££**<br>(i) Graduate degree or equivalent from recognized University with minimum 60% marks;<br>or<br>(ii) CA/ICWA/ CS<br>Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 55% instead of 60%. | ###28<br><br>- | Godown Supdt./Dock Supdt./ Watch & Ward Inspector/Chief Verification Inspector<br><br>- | ###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements. |

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|---|---|---|---|---|---|---|---|---|---|
| 2. | Chief Labour Inspector | 650-30-740-35-880-40-1200 | £ 75% by promotion 25% by direct recruitment. | Selection<br><br>-<br><br>- | 3 years as Labour Inspector<br><br>- | -<br><br>###Degree from a Recognized University.<br>OR<br>Degree with Post Graduate Degree/ Diploma in Management or equivalent Degree in Business Management; Industrial Relations; Mass Communication; Journalism; Public Relations; Information & Technology; Training & Development; Social Sciences from a Recognized University/Institute of repute.<br>Appointing Authority may prescribe any | -<br><br>###28 | -<br><br>Chief Inspector(Labour) | ###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements. |

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| | | | | | | other qualification, experience based on the requirement for induction of officers. | | | |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 3. | Labour Inspector | 450-15-555-20-675-25-850 | 100% direct recruitment | - | - | Degree or equivalent.<br>Experience:-<br>2 years in Labour Welfare work or Social Service | 25 | Inspector(Labour) | - |
| 4. | Asstt. Gr.I. (Depot) | 450-15-555-20-675-25-850 | Promotion 100% | Non-selection | 3 years as AG.II(D) | - | - | Sr. Godown Keeper/Inspector (FPS)/Dock Inspector/Veri. Insp./Watch & Ward Sub-Inspector/Inspector (Food). | - |
| 5. | Assistant Grade-II (Depot) | 380-12-440-15-560-20-640 | Promotion 100% | Non-selection | ##3years as AG.III (Depot) | - | - | Junior Godown keeper/Shed Supervisor/Godown Clerk | - |
| 6. | Assistant Gr. III (Depot) | 290-10-380-12-440-15-485 | **** Promotion of Shed Tallymen taken over | - | - | - | - | - | - |

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|---|---|---|---|---|---|---|---|---|---|
| | | | from Food Department, failing which; Direct recruitment 70%, Promotion 30% from Matriculate Cat.III employees holding posts in the scale of pay of rs.290-6-326-8-390-10-400/ Matriculate Cat.IV employees with 3 years experience in any cadre/lateral transfer of Matriculate Vehicle Drivers Grade. I. | Non-Selection | 3 years experience in Cat.IV | $$ Graduate Degree in any discipline from a recognized University with proficiency in use of computers. | @@@@27 | - | - |
| 7. | Shed Tallymen | 290-6-326-8-390-10-400 | - | - | Absorption of Shed Tallymen of Food Department | | | | |

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% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

*** Amended vide notification No.7(1)/74-EP Vol.III dated 10.2.77, effective from 1.5.1974 (43rd amendment).

** Substituted vide notification No.1-3/76-EP dated 27.10.78, effective from 18.1.77 (55th amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to Scheduled castes and Scheduled Tribes communities. (Amended vide notification No.1-3/76-EP dated 22.9.79, effective from 16.10.1978 (65th amendment).

"NOTE: - Direct recruitment covers transfer on deputation also". (Added vide Notification No.1-3/76-EP Dt. 16.11.1978, effective from 25.9.1978(57th amendment).

**** Amended vide notification No.13(9)/81-BC dated-30.12.1981, effective from 20.9.1981(78th amendment).

### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1St Amendment) Effective from the date of Notification.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

## Notified vide Notification No.80/ EP-30(3)/92-Vol.II dated 28th Feb, 2000 consequent on the judgment dated 14.08.98of the Hon'ble Supreme Court of India in WP © Np.20/1992 and WP(C) 174/1995.

#### Amended vide Notification No.90/EP-16(3)/92-Vol.II dated 27th November, 2003. (2nd Amendment) Effective from the date of Notification.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nde Amendment). Effective from the date of Notification.

**£** Substituted vide Notification No.99/EP-1(1)/2009 dated 12th March, 2010. (1st Amendment.). Effective from the date of Notification

$$ Amended vide Notification No.104 dated 14th June, 2011. [FCI (Staff) (2nd Amendment) Regulations, 2011] Effective from 14.6.2011.

**£££** Substituted vide Notification No.102/ Amendment EP-1(4)/2010 dated 23rd November, 2010. (4th). Effective from the date of Notification.

@@@@ Substituted vide Notification No.105 (E.P.1(3)/99) dated 14.06.2011, effective from 14.06.2011(2nd amendment).

**££££** Substituted vide Notification No.106 dated 25.06.2013, FCI (Staff) (1st Amendment) Regulations, 2013. Effective from 27.06.2013 (EP-1(3)/2012).

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## PART-IV- TECHNICAL CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-I POSTS:** | | | | | | | | | |
| 1. | Sr. Deputy Manager (Tech.) | 1200-50-1700 | Promotion 100% | Selection | 3 years as $$$$$Asstt. Genl. Manager(Technical) | - | - | - | - |
| 2. | $$$$$ Asstt. Genl. Manager (Tech.) | 1100-50-1600 | *** 33 1/3 % by direct recruitment | - | - | **£££** B.Sc.(Agriculture)/ B.Tech/BE in Food Science/ Food Science and Technology/ Agricultural Engg./ Bio Technology from a recognized university / an institution approved by AICTE with minimum 55% marks.<br><br>Note: In case of SC/ST/PH | **£££** 28 | Deputy Director (Tech/) | - |

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| | | | 66 2/3 % by promotion | Selection | ** 3 years as SAM (Tech.)/5 years as Manager (Tech.) | candidates, the minimum percentage of marks shall be 50% instead of 55%.<br><br>- | - | | |
| 3. | Senior Assistant Manager (Tech.) | 700-40-1100-50-1300 | Promotion 100% | Selection | 3 years as Manager (Tech.) | | | Asstt. Director(Tech.) | - |
| **CATEGORY-II POST:** | | | | | | | | | |
| 4. | $$$$$ Manager (Technical) | 650-30-740-35-880-40-1200 | **£** 75% by promotion 25% by direct recruitment. | | | **£££** B.Sc.(Agriculture)/ B.Tech/ BE in Food Science/ Food Science and Technology/ Agricultural Engg./ Bio Technology from a recognized university /an institution approved by AICTE. | ###28 | Technical Officer/ Quality Supervisor | ###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements. |

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| | | | | Selection | *** 3 years as Asstt. Grade-I (Tech.)/ Chemist. | | | | |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 5. | Asstt. Gr.I (Tech.) | 450-15-555-20-675-25-850 | Promotion 100% | Non-Selection | 3 years as AG.II(Tech.) | - | - | Tech. Assistants/analyzers/Quality Inspector | - |
| 6. | Asstt. Gr.II (Tech.) | 380-12-440-15-560-20-640 | Promotion 100% failing which direct recruitment | Non-selection | 3 years as AG.III (Tech.) | Degree in Science preferably in Agriculture with 3 years experience in the field. | 25 | Asstt. Analyzers/ Fumigation Asstts. | - |
| 7. | Asstt. Gr.III(Tech.) | 290-10-380-12-440-15-485 | Direct 100% | - | - | $$ 1. B.Sc. in Agriculture from a recognized University.<br>Or<br>B.Sc. with any of the following subject from a recognized University: Botany/ Zoology/ Bio-Technology/ Bio- Chemistry/ Microbiology/ Food Science.<br>Or<br>B.Tech/ BE in Food Science/ | @@@@27 | Laboratory Assistants | - |

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| | | | | | | Food Science and Technology/ Agricultural Engineering/ Bio-Technology from a recognized University/ an institution approved by AICTE.<br>2. Proficiency in use of computers. | | | |

% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

** Amended vide notification No.1-3/76-EP dated-7.11.1978, effective from 18.1.1977(56th amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to Scheduled Castes and Scheduled Tribes communities (Amended vide notification No.1-3/76-EP dated-22.9.79, effective from 16.10.78(65th amendment).

"NOTE: - Direct recruitment covers transfer on deputation also". (Added vide Notification No.1-3/76-EP Dt. 16.11.1978, effective from 25.9.1978(57th amendment).

*** Added vide notification No.13 (1)/84-BC, dated 18.2.1984, effective from 19.1.1984 (87th amendment).

$ Incorporated vide Notification No. EP-16-1/92 dated-13.5.1992, effective from 13.5.1992 (1st Amendment of 1992).

### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1St Amendment) Effective from the date of Notification.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nde Amendment). Effective from the date of Notification.

**£** Substituted vide Notification No.99/EP-1(1)/2009 dated 12th March, 2010. (1st Amendment.). Effective from the date of Notification.

$$ Amended vide Notification No.104 dated 14th June, 2011. [FCI (Staff) (2nd Amendment) Regulations, 2011] Effective from 14.6.2011.

@@@@ Substituted vide Notification No.105 (E.P.1(3)/99) dated 14.06.2011, effective from 14.06.2011(2nd amendment).

**£££** Substituted vide Notification No.106 dated 25.06.2013, FCI (Staff) (1st Amendment) Regulations, 2013. Effective from 27.06.2013 (EP-1(3)/2012).

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## PART-IVA- PROCUREMENT/PROCESSING WING

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualification-s & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-II POSTS:** | | | | | | | | | |
| 1. | $$$$$ Manager(Procurement/Processing) | * | Promotion 100% | Selection | 3 years as AG-I (Processing/ Procurement) | - | - | - | - |
| **CATEGORY-III POST:** | | | | | | | | | |
| 2. | Asstt. Gr.I (Procurement /Processing) | * | Promotion 100% | Non-selection | 3 years as AG.II (Procurement/ Processing). | - | | Technical Assistant/Analyzers /Quality Inspectors. | |
| 3. | Asstt. Gr.II (Procurement /Processing) | * | Promotion 100% | Non-selection | 3 years as AG.III(Tech.) | - | - | Asstt. Analyzers/Fumigation Assistant | |

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% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nde Amendment). Effective from the date of Notification.

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## PART-V-MOVEMENT CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-I POSTS:** | | | | | | | | | |
| 1. | $$$$$Asstt. Genl. Manager (Movement) | 1100-50-1600 | £ 33⅓% by direct recruitment failing which by deputation from Railways. | - | - | £££££ (i) Post Graduate degree or equivalent from a recognized University/ Institutes recognized by Central Govt. (or body authorised by it) with minimum 55% marks; or<br><br>(ii) ACA / AICWA / ACS; or | - | Deputy Director (Movement) | - |

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| | | | 66⅔% by promotion | Selection | 5 years as Manager (Movt.) | (iii) Bachelor's Degree in Law, or 5 years Integrated Course in Law, from recognized University with minimum 55% marks.<br><br>Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 50% instead of 55%. | | | |
| **CATEGORY-II POST:** | | | | | | | | | |
| 2. | $$$$$ Manager (Movement) | 650-30-740-35-880-40-1200 | **£** 25% by direct recruitment. | - | - | **£££££**<br>(i) Graduate degree or equivalent | ###28 | Movement Inspector | ###The number of Management Trainees to be |

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|---|---|---|---|---|---|---|---|---|---|
| | | | | | | from recognized University with minimum 60% marks;<br><br>or<br><br>(ii) CA/ICWA/CS<br><br>Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 55% instead of 60%. | | | determined on each occasion by the Managing Director depending on the requirements. |
| | | | 75% by promotion | Selection | 3 years as AG.I(Movt.) | | | | |
| **CATEGORY-III POSTS*:** | | | | | | | | | |
| 3. | Assistant Grade-I (Movement) | 450-15-555-20-675-25-850 | 100% by promotion | Non-Selection | 3 years as Assistant Grade II (Movement) | - | - | Assistant Movement Inspector. | - |
| 4. | Assistant Grade-II (Movement) | 380-12-440-15-560-20-640 | 100% by lateral deployment of officials of | Non-Selection | - | - | - | - | On transfer to Movement Cadre, the service |

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| | | | Assistant Grade-II from Godown Cadre | | | | | | rendered in the Godown cadre as Assistant Grade-II will be counted for purpose of eligibility for promotion to Assistant Grade-I (Movement) |

% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

## Amended vide notification No.1-11/72-EP dated-1.2.77, Effective from 17.1.1977(41st Amendment).

### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1St Amendment) Effective from the date of Notification.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

**£** Substituted vide Notification No.99/EP-1(1)/2009 dated 12th March, 2010. (1st Amendment.). Effective from the date of Notification.

**££** Added vide Notification No.100 dated 16.7.2010 [FCI (Staff) (2nd Amendment) Regulation, 2010]. Effective from 16.7.2010.

**£££** Substituted vide Notification No.102/ Amendment EP-1(4)/2010 dated 23rd November, 2010. (4th). Effective from the date of Notification.

* Substituted vide Notification No.103/ Amendment EP-1(5)/2010 dated 1st April, 2011. (1st ). Effective from the date of Notification.

**££££** Substituted vide Notification No.106 dated 25.06.2013, FCI (Staff) (1st Amendment) Regulations, 2013. Effective from 27.06.2013 (EP-1(3)/2012).

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## PART-VI-PLANNING AND RESEARCH CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-I POSTS:** | | | | | | | | | |
| 1. | Sr. Deputy Manager (P&R) | 1200-50-1700 | Promotion 100% | Selection | 3years as $$$$$Asstt. Genl. Manager (P&R) | - | - | - | - |
| 2. | $$$$$Asstt. Genl. Manager (P&R) | 1100-50-1600 | ** 33 1/3% by direct recruitment. | - | - | Essential:-<br>(i) Master's Degree in Economics or Statistics with 1st or high II class.<br><br>(ii) Six years experience in (a) Market Research and interpretation of economic data @ | 30<br><br>- | -<br><br>- | @ Relaxable upto two years in the case of candidates with better academic qualification.<br>- |

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|---|---|---|---|---|---|---|---|---|---|
| | | | ** 66 2/3% by promotion | Selection | ** 3 years as SAM(P&R)/5 years as Manager (P&R) | | | | |
| 3. | *** $$$$$Asstt. Genl. Manager(Operational Research) | 1100-50-1600) | Direct 100% | - | - | Essential:-<br>(i) A degree in Industrial Engineering with Post-Graduate degree/diploma in Operations Research.<br><br>(ii) Six years experience in a large undertaking in Industrial Engg. & in the application of operations Research Techniques @@ | 30 | - | Effective from 13.10.1971 @@ Experience is relaxable upto 3 years in case of candidates with better academic qualifications and exceptional merit. |
| 4. | Sr. Assistant Manager (P&R) | 700-40-1100-50-1300 | Promotion 100% | Selection | **3 years as Manager (P&R) | - | - | - | - |

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|---|---|---|---|---|---|---|---|---|---|
| **CATEGORY-II POSTS:** | | | | | | | | | |
| 5. | $$$$$ Manager (P&R) | 650-30-740-35-880-40-1200 | ###By Promotion (subject to a minimum of 75% of vacancies)/ Management Trainees. | - | - | ###Degree from a Recognized University<br><br>OR<br><br>Degree with Post Graduate Degree/Diploma in Management or equivalent Degree in Business Management; Industrial Relations; Mass Communication; Journalism; Public Relations; Information Technology; Training & Development; Social<br><br>Sciences; | ###28 | - | ###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements. |

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| | | | | | | from a recognized University/Institute of repute.<br><br>Appointing Authority may prescribe any other qualification & experience based on the requirements for induction of officers. | | | |
| | | | | Selection | 3 years as Statistical Assistant | | - | - | - |
| 6. | ***/$$$$$ Manager(Operational Research) | 650-30-740-35-880-40-1200 | ###By Promotion(subject to a minimum of 75% of vacancies)/ Management Trainees. | - | - | ###Degree from a Recognized University.<br><br>OR<br><br>Degree with Post Graduate Degree/ diploma in Management or equivalent | ###28 | - | ###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements. |

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|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Degree in Business Management; Industrial Relations; Mass Communication; Journalism; Public Relations; Information Technology; Training & Development; Social Sciences from a Recognized University/ Institute of repute.<br><br>Appointing authority may prescribe other qualification and experience based on the requirements for induction of officers. | | | |

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|---|---|---|---|---|---|---|---|---|---|
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 7. | Statistical Assistant | 450-15-555-20-675-25-850 | Direct 100% | - | - | B.A/B.Sc./B. Com. in Economics/Statistics/Commersce/mathematics with 1st or 2nd class & proficiency in Machine/Disk calculation & in systematic tabulation of diverse material | 25 | | - |

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% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

** Added vide notification No.1-3/76-EP dated-7.11.78. Effective from 18.1.1977 (56th Amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SC&ST Communities (Amended vide notification No.1-3/76-EP dated-22.9.79 Effective from 16.10.78 (65th Amendment).
NOTE:-Direct recruitment covers transfer on deputation also". (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th amendment.

*** Added vide notification No.1-12/71-EP dated-18.8.80 Effective from the date indicated in column no. 10 above.

### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1St Amendment) Effective from the date of Notification.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

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## $ PART-VII-ACCOUNTS CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-I POSTS:** | | | | | | | | | |
| 1. | $$$$$Genl. Manager | 1800-100-2000-125/2-2250 | £ 100% by promotion failing which by deputation and failing both, by direct recruitment. | Selection<br><br>- | 4 years as $$$$$Deputy Genl. Manager<br><br>- | -<br><br>$$$$Persons passing (a) final examination of ACA/AICWA /CFA with minimum 9 years experience (of which 3 years at least should be in middle management position), after passing final | -<br><br>$$$$ 40 Years | -<br><br>- | -<br><br>- |

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| | | | | | | professional examination in executive position in a Government Department/ a large Private/ Public Sector Undertaking or (b) MBA (Fin.) or an equivalent qualification in Finance from a recognized University/Institution of repute approved by the Ministry of Human Resources Development with 9 years experience after passing the examination in executive position in a Government Department/ a | | | |

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| | | | | | | large Private/ Public Sector Undertaking of which 3 years at least should be in middle management position or (c) SAS (Comml.) with 12 years experience as an officer.<br><br><u>Desirable</u><br><br>Proficiency in computer applications at a level to be prescribed by the Chairman from time to time. | | | |
| 2. | $$$$$Deputy Genl. Manager | 1300-50-1500-60-1800 | **£££** 100% by promotion. | Selection | 5 years as $$$$$Asstt. Genl. Manager. | - | - | - | - |

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| 3. | $$$$$Asstt. Genl. Manager | 1100-50-1600) | 66 2/3% by promotion<br><br>33 1/3% by direct recruitment failing which by transfer on deputation | Selection<br><br>- | 5 years as Manager.<br><br>- | -<br><br>**£££££** Associate membership of (a) The Institute of Chartered Accountants of India; or (b) The Institute of Cost Accountants of India; or (c) The Institute of Company Secretaries of India. | -<br><br>**£££££** 28 | -<br><br>- | -<br><br>- |
| **CATEGORY-II POSTS:** | | | | | | | | | |
| 4. | $$$$$ Manager (Accounts) | 650-30-740-35-880-40-1200 | **£** 75% by promotion<br><br>25% by direct recruitment. | Selection<br><br>- | 3 years as AG.I (A/cs.)<br><br>- | -<br><br>**£££££** (i) Associate Membership of (a) The Institute of | -<br><br>###28 | | ###The number of Management Trainees to be determined on each occasion |

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| | | | | | | Chartered Accountants of India; or<br>(b) The Institute of Cost Accountants of India; or<br>(c) The Institute of Company Secretaries of India<br><br>OR<br><br>(ii) B.Com from a recognized University and<br>(a) Post Graduate Full-time MBA(Fin) Degree/ Diploma of minimum 2 years recognized by UGC/AICTE; or<br>(b) Post | | | by the Managing Director depending on the requirements. |

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| | | | | | | Graduate Part-time MBA(Fin) Degree/ Diploma (not in the nature of distance education) of minimum 3 years duration recognized by UGC/AICTE; or Post Graduate MBA(Fin) Degree/Diploma by distance education mode recognized by UGC-AICTE-DEC Joint committee. | | | |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 5. @ | Asstt. Gr-I (Accounts) | 450-15-555-20-675-25-850 | 100% by promotion failing which by direct recruitment | Non-selection | 3 years as AG.II (A/cs.) | To be prescribed by the MD as and when occasion arises. | 31 | - | - |

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| 6. | Asstt. Gr.II | 380-12-440-15-560-20-640 | 100% promotion | Non-selection | 3 years as AG.III | - | - | U.D.C. | ** Initially, Asstt. Gr.II of all cadres possessing the degree in Commerce, Mathematics, Statistics and AG.II working in the Accounts wing who are considered to be competent and capable and possesss an aptitude for A/Cs., work would be transferred to the accounts cadre on the basis of the option. The AG..II of the Accounts wing would be transferred, provided they have been put through an intensive training course. |

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| 7. | Asstt. Gr.III | 290-10-380-12-440-15-485 | 100% by direct recruitment | - | - | $$ Bachelor of Commerce from a recognized University with proficiency in use of computers. | @@@@27 | L.D.C | ** Initially, AG.III of all cadres possessing the prescribed qualifications & AG.III working in the Accounts wing who are considered to be competent and capable and possess an aptitude for Accounts work would be transferred to the Accounts cadre on the basis of the option. The AG.III; of the Accounts wing would be transferred provided they have been put through an intensive training course. |

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% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated last page.

$ Substituted vide notification No.1-15/75-EP dated-5.2.77, Effective from 18.1.77 (42nd Amendment.)

** Substituted vide notification No.1-15/75-EP dated-17.11.77. Effective from 18.1.77, (47th Amendment).
"NOTE:-. Direct recruitment covers transfer on deputation also". (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th Amendment).

2. "For placement in the selection grade of Rs.2250-125/2-2500 a minimum of 2 years service in the ordinary grade will be necessary,, the selection being made on the basis of seniority in the grade subject to fitness".(51st Amendment),

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SC & ST Communities. Amended vide notification No.1-3/76-EP dated-22.9.79, Effective from 16.10.78, (65th Amendment.)

@ Amended vide Notification No.EP-1-15/75-Vol.V dated-26.7.1990(3rd Amendment of 1990).

### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1St Amendment) Effective from the date of Notification.

$$$$ Substituted vide Notification No.78/EP-16(2)/98 dated6.10.98 (2nd Amendment). Effective from the date of Notification.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

**£** Substituted vide Notification No.99/EP-1(1)/2009 dated 12th March, 2010. (1st Amendment.). Effective from the date of Notification.

$$ Amended vide Notification No.104 dated 14th June, 2011. [FCI (Staff) (2nd Amendment) Regulations, 2011] Effective from 14.6.2011. and Corrigendum No.13(1)/2011-BC dated 04.07.2011

@@@@ Substituted vide Notification No.105 (E.P.1(3)/99) dated 14.06.2011, effective from 14.06.2011(2nd amendment).

**£££** Substituted vide Notification No.106 dated 25.06.2013, FCI (Staff) (1st Amendment) Regulations, 2013. Effective from 27.06.2013 (EP-1(3)/2012).

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## PART-VII (A) - DATA PROCESSING CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-I POSTS:** | | | | | | | | | |
| 1. | $$$$$Asstt. Genl. Manager(Data Processing) | 1100-50-1600 | Promotion 100% | Selection | 3 years as Manager (Data Processing) | - | - | - | The incumbent of the post will be considered for promotion to the post of SDM(A/cs.) |
| 2. | Sr. Assistant Manager (Data Processing) | 700-40-1100-50-1300 | Promotion 50%<br><br>Direct 50% | Selection<br><br>- | 3 years as Manager(Data Processing)<br><br>- | -<br><br>(i) Degree in Commerce with a good accounting background.<br><br>(ii) 3 to 5 years experience in operating IBM machines of | -<br><br>30 | -<br><br>- | -<br><br>- |

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| | | | | | | which at least one year as Supervisor of an installation | | | |
| **CATEGORY-II POSTS:** | | | | | | | | | |
| 3. | $$$$$ Manager (Data Processing) | 650-30-740-35-880-40-1200 | Promotion 100% | Selection | 3years as machine Operator Gr.I | - | - | - | - |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 4. | Machine Operator Gr.I | 450-15-555-20-675-25-850 | Promotion, failing which by direct recruitment | Non-selection | 3years as Machine Operator Gr.II | (1) First Class Graduate in Mathematics/ Physics/Accounts<br>(2) Atleast 2 years experience of working in the Accounts Deptt. Of a Commercial or Govt. organization.<br>(3) 1 year experience in operating IBM machine e.g. 0.82 sorter, 514 Reproducer, | 28 | - | Advance increments can also be given in deserving cases. |

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| | | | | | | 602 Calculating Punch and 407 Accounting Machine, etc. | | | |
| 5. | Machine Operator Gr.II | 380-12-440-15-560-20-640 | Promotion failing which by direct recruitment | Non-selection | 3 years as Key Punch Operator | (1) 2nd Class graduate in Mathematics/ Physics/ Accounts.<br><br>(2) At least 2 years experience of working in Accounts Deptt. Of a Commercial or a Govt. organization. | 28 | - | - |
| 6. | Key Punch Operator | 290-10-380-12-440-15-485 | Direct 100% | - | - | <u>Essential:</u><br>1. Graduate.<br>2. Aptitude for figure works.<br><u>Desirable:</u><br>Knowledge of typewriting. | 25 | - | Preference will be given to female candidates. |

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"NOTE: - Direct recruitment covers transfer on deputation also". (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th Amendment).

% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

* Relaxable in the case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SCs and STs communities. Amended vide notification No.1-3/76-EP dated-22.9.1979. Effective from 16.10.1978. (65th Amendment.)

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

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## PART-VIII-LEGAL CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **SPECIAL POSTS:** | | | | | | | | | |
| 1. | $$$$$Genl. Manager (**££££** Law) | 1800-100-2000-125/2-2250 | Direct/ promotion | Selection | 3 years as $$$$$Deputy Genl. Manager (**££££** Law) | (i) Degree in law from a recognized University.<br>(ii) At least 15 years experience as Legal Officer in Central/ State Govt. or Public/Private Sector Undertakings or 10 years practice at the bar. | 45 | - | Mode of recruitment to be decided at the time of appointment. |
| **CATEGORY-I POSTS:** | | | | | | | | | |
| 2. | $$$$$Deputy Genl. Manager (**££££** Law) | 1300-50-1500-60-1800 | **££££** 100% by promotion. | Selection | 5 years as $$$$AGM (**££££** Law) | | - | - | - |
| 3. | Sr. Deputy Manager (**££££** Law) | 1200-50-1700 | Promotion 100%, failing which direct recruitment | Selection | 3 years as $$$$$AGM (**££££** Law) | (i) Degree in Law from a recognized University.<br><br>(ii) Atleast 8 years experience in legal | 40 | - | - |

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| | | | | | | work in Central/State Govt. or a Public/Private Sector Undertaking or 5 years practice at the Bar. | | | |
| 4. | $$$$$Asstt. Genl. Manager (**£££££** Law) | 1100-50-1600 | 100% by Direct recruitment | - | - | **£££££** Full time Degree in Law from a recognized University/ Institute; and Minimum 5 years' experience as a practicing Lawyer in Civil matters representing his clients in at least 3 cases in every year or 5 years' experience as a Law Officer in Central Government/ State Government/ Central Government PSU/ State Government PSU in the IDA scale of Rs.16400-40500 or CDA scale of Rs.9300-34800 (Grade Pay 5400) (or corresponding in pre-revised scales)**.** | **£££££** 33 | - | - |

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| | | | | | | **Note:**<br>**1.** Combination of experience as Lawyer and Law officer is permitted for determining the eligibility.<br><br>**2.** The experience as Lawyer is to be evidenced by Enrolment Certificate as an Advocate along with certified copies of Vakalatnama filed by the candidate in at least 3 cases in each year of the qualifying experience.<br><br>**3.** Candidates working as Law Officer are required to furnish certificate of experience alongwith Pay Scale specifying the Basic Pay in the service in Central Government/ State Government/ | | | |

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| | | | | | | Central Government PSU/State Government PSU for the relevant period, apart from proof of Educational qualification, age etc. | | | |
| **CATEGORY-II POST** | | | | | | | | | |
| ### 5. | $$$$$ Manager (**£££** Law) | ** | | - | - | **£££** Degree in Law from a Recognized University / Institute and pass in the Bar Council of India Examination. | 28 | - | ** As may be notified from time to time. |

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% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

$ Amended vide notification No. 1-3/76-EP dated-7.11.78. Effective from 18.1.77(56th Amendment).

NOTE: - "Direct recruitment covers transfer on deputation also". (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th Amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SC&ST Communities. (Amended vide notification No.1-3/76-EP dated-22.9.79. Effective from 16.10.78, 65th Amendment).

(2) **For placement in the Selection Grade of Rs.2250-125/2-2500 a minimum of 2 years service in the ordinary grade will be necessary,, the selection being made on the basis of seniority in the grade subject to fitness**(Amendment No.51st).

### Added vide Notification No.75/EP-16(3)/92, dated 19th September, 1996. (1st Amendment) Effective from the date of Notification.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

**£** Substituted vide Notification No.99/EP-1(1)/2009 dated 12th March, 2010. (1st Amendment.). Effective from the date of Notification.

**££££** Substituted vide Notification No.106 dated 25.06.2013, FCI (Staff) (1st Amendment) Regulations, 2013. Effective from 27.06.2013 (EP-1(3)/2012).

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## PART-IX-ENGINEERING CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/Non -selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **SPECIAL POST:** | | | | | | | | | |
| 1. | $$$$$Genl. Manager (Engg.) | 1800-100-2000-125/2-2250 | Promotion/ Direct recruitment/ transfer on deputation**<br><br>##Mode of recruitment to be decided by the Chairman on each occasion as and when vacancy in the post arises. | Selection | £ 4 years as Deputy General Manager (CE)/ (EE)/ME). | <u>Essential:</u><br>(1) Degree in civil/ Electrical/ Mech. Engineering of a recognized University or equivalent.<br><br>(2) About 10 year's experience of Civil/Electrical/Mechanical Engg. Works, of which about 5 years should be in the capacity of Executive Engineer or equivalent.<br><br><u>Desirable:</u><br>(1) Master's Degree in Civil/Electrical/Mechanical Engineering with specialized knowledge of rice Mills, Food | 45 | - | - |

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| | | | | | | Processing industries, preparation of designs and specifications, maintenance and operation of mechanical handling equipment at ports/ godowns.<br><br>(2) Persons who have held independent charge of Engineering Division of Industrial Establishments/ Public Sector Undertakings and have had experience of planning and execution of projects will be preferred. | | | |
| **CATEGORY-I POST:** | | | | | | | | | |
| 1(A) | @@$$$$$ Deputy Genl Manager (Mech. /Elect. Engineering) | 1300-50-1500-60-1800 | **£££** 100% by promotion. | Selection | $$$$$5 years as AGM(EE/ME). | | ~~40~~ | | |

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| **CIVIL WING** | | | | | | | | | |
| 2. | Deputy Genl Manager (Civil Engineering) | 1300-50-1500-60-1800 | **£££**100% by promotion. | Selection | 5years AGM(CE) | - | - | - | - |
| 3. | Sr. Deputy Manager(CE) | 1200-50-1700 | 100% promotion failing which deputation | Selection | 3 years as $$$$$AGM(CE) | - | - | - | - |
| 4. | $$$$$Asstt. Genl. Manager(CE) | 1100-50-1600 | ** 100% promotion failing which by direct recruitment/ deputation | Selection | **SAM(CE) with 3 years experience/M(CE) with 5 years experience in the grade | Degree in Civil Engg. and experience for 5 years | 45 | Executive Engineer | - |
| 5. | Sr. Assistant Manager(CE) | 700-40-1100-50-1300 | 50% promotion<br><br>50% Direct recruitment | Selection<br><br>- | 3 years as M(CE)<br><br>- | -<br><br>Degree in Civil Engineering and Experience for 3 years. | -<br><br>- | Assistant Engineer<br><br>- | -<br><br>- |
| **CATEGORY-II POSTS:** | | | | | | | | | |
| 6. | $$$$$ Manager(CE) | 650-30-740-35-880-40-1200 | **£** 75% by promotion 25% by direct recruitment . | - | - | ###Degree in Civil Engineering from a recognized University or equivalent. | ###28 | - | ###The number of Management Trainees to be determined on each occasion |

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| | | | | Selection | **Jr. Engineer(CE) with 2 years experience in the case of Degree holders and 5 years experience in the case of diploma holders | - | - | - | by the Managing Director depending on the requirements. - |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 7. | Junior Engineer | 450-15-555-20-675-25-850 | 100% direct recruitment | - | - | Degree in Civil Engineering or Diploma in Civil Engineering with 1 year experience | 28 | Section Officer | - |
| 8.**** | Work Assistant | 290-10-380-12-440-15-485 | Direct 100% | - | - | Matriculation with a good knowledge of local vernacular language.<br><br>Desirable: Qualified from a Vocational Training Institute in an engineering subject. | 30 | - | Effective from 9.8.1971 |

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| 9*** | Mason | 290-10-380-12-440-15-485 | Direct 50% | - | - | (1) Must be able to mark foundations and set-out work with tape and rules as also prepare foundations for pumps and other machinery.<br><br>(2) Must be able to carry out all kinds of masonry i.e. masonary with various types of bonds and arch work in case of brick work and setting face stones properly, breaking bond in case of stone massonary including proper setting of bond stones whenever called for.<br><br>(3) Should be able to carry out all kinds of RCC work. | 35 | - | Effective from 9.8.1971 |
| | | | Promotion 50% | Non-Selection | 3 Years as Beldar, subject to passing the trade test | - | - | - | - |
| **CATEGORY-IV POSTS:** | | | | | | | | | |
| 10*** | Beldar | 225-5-260-6-308 | Direct 100% | - | - | Should be physically fit for strenuous manual labour | 35 | - | Effective from 9.8.1971 |

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| 11*** | Gardner | 210-4-250-5-290 | Direct 100% | - | - | Literate, with 3 years experience as Mali | 28 | - | Effective from 9.8.1971 |
| **CATEGORY-II POSTS: DRAFTSMEN** | | | | | | | | | |
| 12. | Head Draftsman | 650-30-740-35-880-40-1200 | 100% promotion, failing which direct recruitment | Selection | 3 years as Draftsman Grade-I | Diploma in Civil Engineering with 5 years experience as Incharge of Drawing Office in any Organization | 35 | Head Draftsman | - |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 13. | Draftsman Gr.I | 450-15-555-20-675-25-850 | 100% promotion, failing which direct recruitment | Non-selection | 3 years as Draftsman Grade-II | Diploma in Civil Engineering with 2 years experience as Draftsman in any Organization | 30 | Draftsman Gr.I | - |
| 14*** | Draftsman Grade.II | 380-12-440-15-560-20-640 | 25% promotion | Non-selection | 3 years as Tracer-cum-Blue Printer | - | - | Draftsman Gr.II | - |
| | | | 75% direct recruitment | - | - | Matriculation or equivalent with Diploma in Draftsmanship after a study of not less than 2 years from a recognised institution | 28 | - | - |
| 15*** | Tracer-cum-Blue Printer | 290-6-326-8-390-10-400 | 100% direct recruitment | - | - | Matriculation or equivalent with technical training certificate in drawing from a recognised | 25 | - | - |

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| | | | | | | Institute, 2 years experience in drawing work. | | | |
| 16. @ | Maistry | 290-6-326-8-390-10-400 | 100% direct recruitment | Non-selection | - | Middle standard ITI Certificate in building trade or similar qualifications. 3 years experience in building work | 30 | - | - |
| **ELECTRICAL WING**<br>**CATEGORY-I POSTS:** | | | | | | | | | |
| 1. | @@@Dele--ted | - | - | - | - | - | - | - | - |
| 2. | Sr. Deputy Manager(EE) | 1200-50-1700 | 100% promotion, failing which deputation | Selection | 3 years as $$$$$AGM(EE) | - | - | - | - |
| 3. | $$$$$Asstt. Genl. Manager(EE) | 1100-50-1600 | **100% promotion, failing which direct recruitment/deputation | Selection | **SAM(EE) with 3 yrs. experience/Foreman(EE) possessing AMIE qualification or Diploma in Elec. Engg. with 5 yrs. experience in the grade/M(EE) with 5 years experience in the grade | Degree in Electrical Engineering with experience for 5 years | 45 | Executive Engineer | - |
| 4. | Senior Asstt. Manager(EE) | 700-40-1100-50-1300 | 50% promotion | Selection | 3 years as M(EE)/Foreman(EE) with AMIE qualification | - | - | Assistant Engineer | - |

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| | | | 50% direct recruitment | - | - | Degree in Electrical Engineering with 5 years experience | 30 | - | - |
| **CATEGORY-II POSTS** | | | | | | | | | |
| 5. | $$$$$ Manager (EE) | 650-30-740-35-880-40-1200 | £ 75% by promotion 25% by direct recruitment . | -<br><br><br><br>Selection | - | ###Degree in Electrical Engineering from a recognized University or equivalent.<br>- | ###28<br><br><br><br>- | -<br><br><br><br>- | ###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements. |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 6. | Junior Engineer (EE) | 450-15-555-20-675-25-850 | 100% direct recruitment | - | - | Degree in Electrical Engineering or Diploma in Electrical Engg. with one year experience in the case of Diploma holders only. | 28 | Section Officer | - |

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| **CATEGORY-II POSTS:** | | | | | | | | | |
| 7. | Foreman (EE) | 650-30-740-35-880-40-1200 | 100% promotion, failing which direct recruitment | Selection | 3 years as Chargeman(EE) | Matriculation or equivalent with Diploma in Electrical Engg. Certificate in Human Relations. 5 years experience in maintenance and operation of electrical installations covering electrical machines | 35 | Foreman | - |
| **CATEGORY-III POSTS** | | | | | | | | | |
| 8 | Chargeman (EE) | 450-15-555-20-675-25-850 | 100% promotion, failing which direct recruitment | Non-selection | 3 years as Head Electrician | Matriculation or equivalent, Diploma in Electrical Engg. Certificate in Human Relations.<br><br>3 years experience in maintenance of electrical installations. | 35 | Chargeman | - |
| 9. | Head Electrician | 425-15-560-20-700 | 100% promotion, failing which direct recruitment | Non-selection | 3 years as Electrician-cum-Operator/Wireman Gr.I/Batteryman (those possessing Electrical Supervisors Certificate only will be eligible for promotion) | Matriculation or equivalent. ITI certificate in general electrical engineering. Electrical Supervisory Licence. Certificate in Human Relations.<br><br>5 years experience in maintenance of electrical installations. | 35 | Head Electrician | - |

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| 10. | Electrician-cum-Operator | 290-10-380-12-440-15-485 | 100% promotion, failing which direct recruitment | Non-selection | 3 years as Wireman Gr.II/ Electric Motor Driver | Middle Standard, Wireman certificate, 3 years experience on maintenance of electrical installations work. | 30 | Electrician-cum-Operator | - |
| 11. | Wireman Gr.I/Battery-man | 290-10-380-12-440-15-485 | 100% promotion, failing which direct recruitment | Non-selection | 3 years as Wireman Gr.II/ Electric Motor Driver | Middle Standard. Wireman Gr.I competency certificate. 3 years experience on maintenance of electrical installation works. | 30 | Wireman Gr.I/ Batteryman | - |
| 12. | Wireman Gr.II/ Electric Motor Driver | 290-6-326-8-390-10-400 | 100% direct recruitment | - | - | Middle Standard. Wireman Gr.II competency certificate. 3 years experience on maintenance of electrical installation works. | 30 | Wireman Gr.II/Electric Motor Driver | - |
| 13. ** | Lift Operator | 290-6-326-8-390-10-400 | Direct 100% | - | - | (1) Middle School Pass.<br><br>(2) Practical experience for one year in erection and maintenance of lifts.<br><br>(3) I.T.I. Certificate in the trade of Electrician or Wireman Gr.II will be preferred. | 21-30 | - | Effective from 18.3.1975 |

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| **DRAFTSMAN** | | | | | | | | | |
| **CATEGORY-II POSTS** | | | | | | | | | |
| 14. | Head Draftsman | 650-30-740-35-880-40-1200 | 100% promotion, failing which direct recruitment | Selection | 3 years as Draftsman Grade.I | Diploma in Electrical Engineering. 5 years experience as Incharge of Drawing office in any organisation. | 35 | Head Draftsman | - |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 15. | Draftsman Grade.I | 450-15-555-20-675-25-850 | 100% promotion, failing which direct recruitment | Non-Selection | 3 years as Draftsman Grade.II | Diploma in Electrical Engineering. 2 years experience as Draftsman in any organisation. | 30 | Draftsman Grade.I | - |
| 16*** | Draftsman Gr.II | 380-12-440-15-560-20-640 | 25% promotion<br><br>75% direct recruitment | Non-Selection<br><br>- | 3 years as Tracer-cum-Blue Printer<br><br>- | -<br><br>Matriculation or equivalent with Diploma in Draftsmanship after a study of not less than 2 years from a recognised institution | -<br><br>28 | Draftsman Grade.II<br><br>- | -<br><br>- |
| **MECHANICAL WING** **CATEGORY- I POSTS** | | | | | | | | | |
| 1.@@@ | Deleted | - | - | - | - | - | - | - | - |
| 2. | Sr.Deputy Manager(ME) | 1200-50-1700 | 100% promotion failing which by deputation | Selection | 3 years as $$$$$AGM(ME) | - | - | - | - |

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| 3. | $$$$$Asstt. Genl. Manager(ME) | 1100-50-1600 | ** 100% Promotion, failing which by direct recruitment/ deputation | Selection | ***SAM(ME) with 3 years experience/Foreman(ME) possessing AMIE qualification or Diploma in Mechanical Engg. with 5 yrs. experience in the grade/M(ME) with 5 yrs. experience in the grade. | Degree in Mechanical Engg. and experience for 5 years | 45 | Executive Engineer | - |
| 4. | Sr. Assistant Manager(ME) | 700-40-1100-50-1300 | 50% promotion<br><br>50% direct recruitment | Selection<br><br>- | 3 yrs. as M(ME)/Foreman with AMIE qualification<br><br>- | -<br><br>Degree in Mechanical Engineering with 3 years experience | -<br><br>30 | Assistant Engineer<br><br>- | -<br><br>- |
| **CATEGORY-II POSTS:** | | | | | | | | | |
| 5. | $$$$$ Manager(ME) | 650-30-740-35-880-40-1200 | £ 75% by promotion 25% by direct recruitment . | -<br><br>Selection | -<br><br>Jr. Engineer(ME) with 2 years experience in the case of Degree holders and 5 | ###Degree in Mechanical Engineering from a recognized University or equivalent. | ###28<br><br>- | -<br><br>- | ###The number of Management Trainees to be determined on each occasion by the Managing Director |

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| | | | | | years experience in the case of diploma holders | | | | depending on the requirements. |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 6. | Jr. Engineer(ME) | 450-15-555-20-675-25-850 | 100% direct recruitment | - | - | Degree in Mechanical Engineering or Diploma in Mechanical Engineering with one year experience in the case of Diploma holders | 28 | Section Officer | - |
| **SUPERVISORY POSTS(GROUP-G)** | | | | | | | | | |
| **CATEGORY-II:** | | | | | | | | | |
| 7. | Foreman(ME) | 650-30-740-35-880-40-1200 | 100% promotion, failing which direct recruitment | Selection | 3 yrs. as Chargeman/ Shift Supervisor | Matriculation or equivalent. Diploma in Mechanical/ Automobile Engg. Certificate in Human Relatioins. 5 years experience in a workshop. | 35 | Foreman | - |
| **CATEGORY-III POSTS** | | | | | | | | | |
| 8. | Chargeman(ME)/Shift Supervisor | 450-15-555-20-675-25-850 | 100% promotion, failing which direct recruitment | Non-Selection | 3 yrs. In a post of Group E or 2 years in a post of Group F subject to passing the proficiency test. | Matriculation or equivalent. Diploma in Mechanical/ Automobile Engg. Certificate in Human Relatioins. 3 years experience in a workshop. | 35 | Chargeman/ Shift Supervisor | - |

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| **HIGHLY SKILLED POSTS (GROUP F):** | | | | | | | | | |
| 9. | Head Mechanic | 425-15-560-20-700 | 100% promotion, failing which direct recruitment | Non-Selection | 3 yrs. In a post of Group D or 2 years in a post of Group E subject to passing the proficiency test. | Matriculation or equivalent. ITI Trade Certificate in diesel and petrol engines. Certificate in Human Relations, 5 years experience in a workshop. | 35 | Head Mechanic | - |
| 10. | Asstt. Supervisor | -do- | 100% promotion, failing which direct recruitment | -do- | 3 years in a post of Group D or 2 years, in a post of Group E, subject to passing the proficiency test | Middle Standard. ITI Trade Certificate in general mechanical engineering or equivalent. Certificate in Human Relations. 5 years experience in Supervising and controlling labour force. | 35 | Assistant Supervisor | - |
| 11. | Head Welder | -do- | -do- | -do- | -do- | Matriculation or equivalent. Should possess Welder's certificate awarded by any State Govt. ITI Trade Certificate in General mech. Engineering. Certificate in Human Relations. 5 years experience in electric and gas welding works. | 35 | Head Welder | - |

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| | **(GROUP-E)** | | | | | | | | |
| 12. | Driver-Mechanic/Motor-Mechanic | 380-12-440-15-560-20-640 | 50% promotion<br><br>50% direct recruitment | Non-Selection<br><br>- | 3 years in a post of Group C or 1 year in a post of Group D, subject to passing the prescribed Trade Test<br><br>- | -<br><br>Middle Standard. ITI Trade Certificate in diesel and petrol engines. 3 years experience in a work shop. | -<br><br>32 | Driver Mechanic/Motor mechanic<br><br>- | -<br><br>- |
| **SKILLED POSTS: (GROUP-D)** | | | | | | | | | |
| 13. | Mechanic-cum-Operator/Engine Driver | 290-10-380-12-440-15-485 | 100% promotion, failing which direct recruitment | Non-Selection | 3 years in a post of Group B or 1 year in a post of Group C, subject to passing the prescribed Trade Test | Middle Standard. ITI Trade Certificate in diesel and petrol engines. 3 years experience in a work shop | 30 | Mechanic-cum-Operator/ Engine Driver | - |
| 14. | Welder | 290-10-380-12-440-15-485 | 100% promotion, failing which direct recruitment | Non-Selection | 3 years in a Post of Group B or 1 year in a post of Group-C, subject to passing the prescribed Trade Test | Middle Standard. Should possess Welder's Certificate awarded by any state Govt. 3 years experience in electrical and gas welding jobs. | 30 | Welder | - |

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| 15. | Turner | 290-10-380-12-440-15-485 | 100%promotion, failing which direct recruitment | Non-Selection | 3 years in a Post of Group B or 1 year in a post of Group-C, subject to passing the prescribed Trade Test | Middle Standard. Trade Certificate from ITI or equivalent. 3 years experience in operation of lathes, drilling machines, grinders, etc. | 30 | Turner | - |
| 16. | Boiler Attendant | 290-10-380-12-440-15-485 | -do- | -do- | -do- | Middle Standard. Should possess Boiler Attendant's Certificate. 3 years experience in operation and maintenance of medium pressure boilers. | 28 | - | - |
| 17. | Carpenter | -do- | -do- | -do- | -do- | Middle Standard. ITI Trade Certificate in Carpentry. 3 years experience in Carpentry shop | 30 | Carpenter | - |
| **(GROUP-C)** | | | | | | | | | |
| 18. | Sawing machine Operator/ Mistry/ Mechanic | 290-6-326-8-390-10-400 | 100% promotion, failing which direct recruitment | -do- | Promotion from Group-B posts. Employees who have passed the prescribed Trade Test will be eligible for promotion | Middle Standard. ITI Trade Certificate in general mechanical engineering. 3 years experience in a work-shop dealing in steel fabrication works for engines. | 30 | Sewing Machine Operator/ Mistry/ mechanic | - |
| 19. | Cyclone Attendant | 290-6-326-8-390-10- | -do- | -do- | -do- | Middle Standard. ITI Trade Certificate in General Mechanical | 30 | Cyclone Attendant | - |

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| | | 400 | | | | Engineering. Should also possess Wireman Gr. II Licence. 3 years experience in a workshop dealing with steel fabrication works for engines. | | | |
| 20. | Fitter | -do- | -do- | -do- | -do- | Middle standard. Should have completed Fitter's Course in any ITI. 3 years experience as Fitter in a workshop. | 30 | Fitter | - |
| 21. | Tinsmith | 290-6-326-8-390-10-400 | 100% promotion, failing which direct recruitment | Non-Selection | Promotion from Group B posts. Employees who have passed the prescribed Trade Test will be eligible for promotion | Middle Standard. ITI Trade Certificate in Tinsmithy and welding. 3 years experience as Tinsmith. | 30 | Tinsmith | - |
| 22. | Painter | -do- | -do- | -do- | -do- | Middle Standard. ITI Trade Certificate in painting or equivalent 3 years experience as Painter | 30 | Painter | - |
| 23. | Blacksmith | -do- | -do- | -do- | -do- | Middle Standard. ITI Trade Certificate in Blacksmithy. | 30 | Blacksmith | - |
| 24. | Dryer Operator | -do- | -do- | -do- | -do- | Matriculation. ITI training in general mechanical engineering 3 years experience in the line. | 30 | - | - |

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| **CATEGORY-IV**<br>**SEMI-SKILLED POSTS:**<br>**GROUP-B:** | | | | | | | | | |
| 25. | Assistant Welder | 260-6-326-8-350 | 100% promotion, failing which direct recruitment | Non-Selection | Employees of Group- A posts, subject to passing the prescribed Trade test | Middle Standard. Should possess Welder's Certificate awarded by any State Govt. 2 years experience on both electrical and gas welding works. | 28 | Assistant Welder | - |
| 26. | Assistant Mechanic/Greaser | -do- | -do- | -do- | -do- | Middle Standard. ITI Trade Certificate in general mechanical engineering. 2 years experience in a workshop dealing with engines or fabrication works. | 28 | Assistant Mechanic/ Greaser | - |
| **UN-SKILLED POSTS:**<br>**(GROUP-A)** | | | | | | | | | |
| 27. | Khalasi/ Cleaner | 225-5-260-6-308 | 100% promotion, failing which direct recruitment | Non-Selection | 2 years as Oilman/Tubewell Operator | Middle Standard. 2 years experience in any mechanical workshop | 25 | Khalasi/ Cleaner | - |
| 28. | Oil-man/Tubewell Operator | 210-4-250-5-290 | 100% direct recruitment | - | - | Middle Standard | 25 | - | - |

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| **CATEGORY-II POST:** | | | | | | | | | |
| 29. | Head Draftsman | 650-30-740-35-880-40-1200 | 100% promotion, failing which direct recruitment | Selection | 3 years as Draftsman Grade-I | Diploma in Mechanical Engineering with 5 years experience as Incharge of Drawing office in any organization. | 35 | Head Draftsman | - |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 30. | Draftsman Grade-I | 450-15-555-20-675-25-850 | 100% promotion, failing which direct recruitment | Non-Selection | 3 years as Draftsman Grade-II | Diploma in Mechanical Engineering with 2 years experience as Draftsman in any organization. | 30 | Draftsman Gr.I | - |
| 31* *** | Draftsman Grade-II | 380-12-440-15-560-20-640 | 25% promotion<br><br>75% direct recruitment | -do-<br><br>- | 3 years as Tracer-cum-Blue Printer<br><br>- | -<br><br>Matriculation or equivalent with Diploma in Draftsmanship after a study of not less than two years from a recognized institution. | -<br><br>28 | Draftsman Gr.II<br><br>- | -<br><br>- |

% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

**** Substituted vide notification No.3-9/72-EP Dated 27.8.73, effective from 10. 8.73 (13th amendment).

@ Inserted vide notification No.1-11/73-EP Dated 1.5.74 (20th amendment).

Note: - "Direct recruitment covers transfer on deputation also" (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SCs & STs communities (Amended vide Notification No. 1-3/76-EP dated-22.9.79, effective from 16.10.1978) (65th Amendment).

*** Added vide Notification No. 1-12/71-EP Dated 18.8.1980. Effective from the date indicated in column 10 above.

** Substituted vide Notification No. 13(5)/81-BC Dated 23.9.1981, effective from 5.9.1981 (74th Amendment).

2. For placement in the Selection Grade of Rs.2250-125/2-2500 a minimum of 2 years service in the ordinary grade will be necessary, the selection being made on the basis of seniority in the grade subject to fitness (51st Amendment).

@@ Inserted vide notification No. EP.16 (2)/88 dated 11.1.1990, effective from 11.1.1990 (1st Amendment of 1990).

@@@ Deleted vide Notification No. EP16 (2)/88 dated-11.1.1990, effective from 11.1.1990 (1st Amendment of 1990).

### Amended vide Notification No.75/EP-16(3)/92. Dated 19th September, 1996(1st Amendment). Effective from the date of Notification.

# NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

## Substituted vide Notification No.91/EP-7(1)/2004. dated 8th Dec, 2004. (1st Amendment) Effective from the date of Notification.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20th May, 2005(2nd Amendment). Effective from the date of Notification.

£ Substituted vide Notification No.99/EP-1(1)/2009 dated 12th March, 2010. (1st Amendment.). Effective from the date of Notification.

**£££** Substituted vide Notification No.106 dated 25.06.2013, FCI (Staff) (1st Amendment) Regulations, 2013. Effective from 27.06.2013 (EP-1(3)/2012).

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## PART-X-MISCELLANEOUS CADRE

| Sl. No. | Description of post | Scale of pay(Rs.) % | Mode of recruitment | Promotion | | Direct recruitment | #Age* Limit Years | Corresponding categories of posts in the Directorate Genl. Of Food | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/Non-selection | #Experience | #Qualifications & experience, if any. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| **CATEGORY-I POSTS:** | | | | | | | | | |
| 1. | Public Relations Officer | 1300-50-1500-60-1800 | Direct | - | - | Graduate of any recognized University. Minimum 5 years experience in handling public relations work for any private or public sector commercial undertaking. Journalistic experience will be an added qualification. | 30-40 | - | - |
| 2.@ | $$$$$Deputy Genl. Manager(Production) | 1300-50-1500-60-1800 | Direct 100% | - | - | (1) Degree in Oil Technology/ Chemical Engineering, preferably a post graduate degree.<br><br>(2) Minimum 8 years experience in the oil industry, preferably in a solvent extraction plant | 40 | - | Effective from 9.8.1971. |

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| | | | | | | processing groundnut or other oil/oilseeds;<br><br>(3) Should be familiar with Labour & Factory Laws & handling/control of Labour. | | | |
| 3.@ | Editor of Publications | 1100-50-1600 | Direct 100% | - | - | <u>Essential</u><br>(1) Graduate (preferably 1st class) of a recognized University.<br>(2) Five years experience in a News Agency/newspaper/periodical of repute or Government publicity Organisation in a responsible capacity.<br><br>(3) Good working knowledge of Hindi./<br><br><u>Desirable:-</u><br><br>Diploma in Journalism and experience in additional writing and bringing out publications in a Govt. or public/private sector undertaking. | 40 | - | Effective from 9.8.1971 |

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| 3.A | @@ $$$$$Asstt. Genl. Manager (Public Relations) | 1100-50-1600 | Direct 100% | - | - | <u>Essential:</u><br><br>(1) Degree of a recognized University.<br>(2) Degree or Diploma in mass communication/journalism/public relations from a recognized university or institution.<br>(3) Minimum 5 years experience of public relations work, preferably handling multimedia campaigns, in responsible position in any publicity set up in government or public or private organizations.<br>(4) Proven ability of good command over English and one or more regional languages.<br><br><u>Desirable:-</u><br>(1) Journalistic experience.<br>(2) Post-graduate qualification. | 40 yrs. | - | - |

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| 4. | @ $$$$$Asstt. Genl. Manager(Production) | 1100-50-1600 | Direct 100% | - | - | (1) Degree in Oil Technology/ Chemical Engineering, preferably a post-graduate degree.<br><br>(2) Minimum 5 years experience in the Oil Industry, preferably in a solvent extraction plant processing ground-nut or other oil/oil seeds and proficiency in oil refinery.<br><br>(3) Should be familiar with Labour and Factory Laws and handling/control of labour. | 32 | - | Effective from 18.3.1975 |
| 5. | Deleted | - | - | - | - | - | - | - | - |
| 6. | @ $$$$$Asstt. Genl. Manager (Products Development) | 1100-50-1600 | Direct 100% | - | - | <u>Essential:-</u><br>(1) Post Graduate Degree in Food Science/Technology/ Bio-Chemistry/Cereal Science<br><br>(2) A minimum 5 years research experience in Quality Control/Research & Development Laboratory of repute | 35 | - | Effective from 17.5.1977 |

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| | | | | | | as evidenced by published papers.<br><br><u>Desirable:-</u><br>Doctorate in Food Science/Food Chemistry. | | | |
| 7. | ###Deleted | | | | | | | | |
| 8. | Asstt. Public Relations Officer | 700-40-1100-50-1300 | 100% direct recruitment | - | - | <u>Essential:-</u><br>(1) Degree of a recognized University or equivalent and Diploma in Journalism.<br>(2) Minimum 3 years experience in handling Public Relations work in a Private/Public Sector Undertaking.<br><br><u>Desirable:-</u><br>(1) Journalistic experience.<br>(2) Good command over English and one or more regional languages.<br><br>Preference may be given to candidates with Post-graduate qualification and aptitude for Public relations work and | 35 | - | - |

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| | | | | | | experience in organizing exhibitions. | | | |
| 9. | @Sr. Asstt. Manager (Laboratory & Chemical Process Control) | 700-40-1100-50-1300 | Direct 100% | - | - | Essential:-<br>(1) A good Honours degree in Science with Chemistry as the principal subject.<br>(2) Minimum 3 years experience in process control and analysis of oil and food stuffs.<br>Desirable:-<br>Candidates with higher qualifications & longer experience will be preferred. | 32 | - | Effective from 9.8.1971. |
| 10. | @Medical Officer | 700-40-1100-50-1300 plus non-practicing allowance @25% of the pay subject to a minimum of Rs.150/- p.m. | Direct 100% | - | - | M.B.B.S. (Registered and completed the prescribed House Surgery) (either completed the internship in 1962 or undergone internment and a compulsory surgency for a period of one year. Rotary House Surgency for one year)<br><br>Experience:-<br>3 years experience in any organized medical institution, preferably in a labour organization. | 35 | - | Effective from 15.11.1971 |

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| ## 10A | Chief Medical Officer | 1800-100-2000-125/2-2250 plus NPA @ 25% | 100% Promotion | Selection | 5 years as Zonal Medical Officer | - | - | - | - |
| ## 10B | Zonal Medical Officer | 1300-50-1500-60-1800 plus NPA @ 25% | 100% Promotion | Section | 5 years as Regional Medical Officer | - | - | - | - |
| ## 10C | Regional Medical Officer | 10750-300-16750 plus NPA @ 25% | 100% Promotion | Selection | 5 years as Medical Officer | - | - | - | - |
| 11. | @Sr. Assistant Manager (Production) | 700-40-1100—50-1300 | Direct 100% | - | - | (1) Degree in Oil Technology/ Chemical Engineering, preferably a Post-Graduate degree. ©(2) Minimum 5 years experience in the oil industry preferably in a solvent extraction plant processing ground-nut or other oil/oilseeds. | 32<br>-<br>- | - | Effective from 18.3.1975<br><br>(c) Relaxable to 3 years in case of exception---ally qualified persons. |

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| | | | | | | (3) Should be familiar with Labour & Factory Laws & handling/control of labour | | | - |
| **CATEGORY-II POSTS:** | | | | | | | | | |
| 12. | Librarian | 650-30-740-35-880-40-1200 | Direct recruitment/Promotion from Library Assistant | Selection | 3 years as Library Assistant | Graduate with a diploma in Library Science. Experience in any library for 5 years (for direct recruits only) | 35 | - | - |
| 13. | Deleted | - | - | - | - | - | - | - | - |
| 14. | @Manager (Animal Nutrition) | 650-30-740-35-880-40-1200 | Direct 100% | - | - | (1) Degree in Agriculture/ Veternary Science with post-graduate qualification/specialization in animal nutrition.<br><br>(2) 3 years experience in formulation and production of cattle food/poultry in a private or public sector, food manufacturing unit.<br><br>(3) Experience in managing cattle food unit and marketing of cattle/poultry foods. | 30 | - | Effective from 26.7.1976 |

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| 15. | Receptionist | 650-30-740-35-880-40-1200 | Direct recruitment | - | - | Graduate with knowledge of typewriting and shorthand preference being given to ladies. | 25 | - | - |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 16. | Library Assistant | 450-15-555-20-675-25-850 | -do- | - | - | Graduate with a diploma in Library Science | 25 | - | - |
| 17. | Comptist | -do- | -do- | - | - | B.A,B.Sc., or B.Com. in Economics, Statistics, Commerce or Mathematics (I or II Class) and proficiency in Machine or Disk Calculation and in systematic tabulation of diverse material | 25 | - | - |
| 18. | Deleted | - | -- | - | - | -- | | - | - |
| 19. | @Commercial Artist | 450-15-555-20-675-25-850 | Direct 100% | - | - | (1) Diploma, preferably Degree in Commercial Art from a recognized institution.<br><br>(2) Three years experience in a preparation of design, lay-outs, etc. | 30 | - | Effective from 9.8.1971 |
| 20. | @Chemist | 450-15-555-20-675-25- | Promotion 100%, failing which direct | Selection | 3 years as Asstt. Chemist | B.Sc. (Hons.) or equivalent in Chemistry, with 2 | 28 | - | Effective from 9.8.1971 |

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| | | 850 | recruitment | | | years experience in Chemical Analysis of food-stuffs | | | |
| 21. | @Jr. Engineer (Production) | -do- | Direct 100% | - | - | Diploma in Oil Technology with 2 years experience in Chemical process plant. Particularly solvent extraction plant of continue type.<br><br>OR<br>Degree of B. Tech. (Oil & Fats) with one year experience | 28 | - | Effective from 20.3.1976 |
| 22. | @Senior Storekeeper | -do- | Promotion 100% failing which direct recruitment | Non-Selection | 3 years as Store-keeper | Matriculation, Higher qualification shall be preferred. 7 years experience in Stores(Engg.) involving custody, preservation and issue including keeping accounts and inventory. Should be capable of giving guidance to store-keeper/Store Clerk | 31 | - | Effective from 28.7.1976 |
| 23. | @Production Supervisor | 425-15-560-20-700 | Promotion 100%, failing which direct recruitment | - | Boiler Attendant/Mechanic-cum-operator/Electrician-cum-operator, subject to passing diploma in | - | 30 | - | Effective from 3.1.1976 |

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| | | | | | Mechanical/Electrical/Production/ Processing Technology and with a minimum total experience of 5 years in processing/production units (Drying units for the purpose will be treated as Production/Processing Units). | | | | |
| 24. | Comptometer Operator | 380-12-440-15-560-20-640 | Direct recruitment | - | - | Essential:-<br>(i) Graduate;<br><br>(ii) Knowledge of handling computing machine.<br><br>Desirable:<br>(i) Mathematics as one of the subjects in Matriculation or equivalent qualification.<br>(ii) Aptitude for figure work.<br>(iii) Two years experience in a similar capacity in a Central/State Department/or Public Sector or Private Sector Undertaking. | $25 | Comptometer Operator | $ Relaxable in deserving cases. |

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| 25. | Proof Reader | 380-12-440-15-560-20-640 | Direct recruitment | - | - | (i)Degree of a recognized University.<br>(ii) Two years experience of proof reading in a news-paper office or printing press. | 28 | - | - |
| 26. | **Nurse(Non-resident) | 380-12-440-15-560-20-640 | Direct 100% | - | | Matriculation or equivalent qualification from a recognized Board. Registered Nurse and Mid-wife or equivalent for the Male Nurses.<br><br>Experience:-<br>One year as Nurse in a Govt. Hospital/ Reputed Private Nursing Home. | 21-35 | - | |
| 27. | ** Laboratory Technician | 380-12-440-15-560-20-640 | Direct 100% | - | - | Matriculation or equivalent qualification from a recognized Board.<br><br>Experience:-<br>One year of handling ECG Machine. | 21-28 | - | - |
| 28. | @ Assistant Chemist | 380-12-440-15-560-20-640 | Direct 100% | - | - | B.Sc. or equivalent in Chemistry. | 28 | - | Effective from 9.8.1971 |
| 29. | @Store-Keeper | -do- | Promotion 100% failing | Non-Selection | 3 years as Store-Clerk | Matriculation, 4 years experience in | 28 | - | Effective from |

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| | | | which direct recruitment | | | Stores(Engg.) involving custody preservation and issue including keeping accounts and inventory. | | | 28.7.1976 |
| 30. | Deleted | - | - | - | - | - | - | - | - |
| 31. | @Hindi Typist | 290-10-380-12-440-15-485 | Direct 100% | - | - | $$1. Graduation or equivalent.<br><br>$$2. 30 W.P.M speed in Hindi Typing.<br><br>$$3. Preference will be given to the candidates knowing by-lingual typing( English and Hindi) and Computer Knowledge. | 25 | Effective from 9.8.77. Employees of the Corporation with requisite qualifications may be considered before requisitioning candidates from the Employment Exchange. | - |
| 32. | @Pharmacist (Compounder) | 290-10-380-12-440-15-485 The posts of Compounder and Pharmacist will be in the scale of Rs.380-12-440-15-560- | Direct 100% | - | - | SSLC Government Certificate in Allopathic compounding. Should have continuous practice of compounding. Should have registered as Pharmacist under the State Pharmacy Registration Authority. Knowledge of local language essential. | 25 | - | Effective from 15.11.1971 |

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| | | 20-640 provided the incumbent possess qualifications mentioned in section 31 and 32 of the Phar--macy Act, 1948. | | | | | | | |
| 33. | @Store-Clerk | 290-10-380-12-440-15-485 | Direct 100% | - | - | Matriculation 1 year experience in Stores (Engg.) involving custody, preservation and issue including keeping accounts and inventory. | 24 | - | Effective from 28.7.1976 |
| 34. | Caretaker-cum-Cook | 290-6-326-8-390-10-400 | Direct 100% | - | - | Capable of cooking Continental as well as Indian dishes. Should be able to take orders in English and speak Hindi fluently. | 40 | - | - |
| 35. | Vehicle Driver Grade-I | 290-10-380-12-440-15-485 | 100% promotion, failing which direct recruitment | Non-Selection | 6 years as Vehicle Driver Gr.II | Middle Standard and licence to drive heavy vehicles with a driving experience for at lease 5 years. | 30 | Heavy Driver Vehicle | ***33-1/3 of the posts of vehicle Driver Gr.II will be placed |

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| | | | | | | | | | in the higher scale of pay of vehicle driver Gr.I has at least 10 years service in Gr.II **. (%% Deleted)** |
| 36. | Vehicle Driver Grade-II | 290-6-326-8-390-10-400 | 100% direct recruitment | - | - | Middle Standards. Car/light vehicle licence with a driving experience of 4 years. | 28 | Vehicle Driver | - |
| **CATEGORY-IV POSTS** | | | | | | | | | |
| 37. | @Laboratory Helper | 260-6-326-8-350 | Direct 100% | - | - | Matriculation or equivalent. | 25 | - | Effective from 17.5.1977 |
| 38. | @Despatch Rider | 210-4-250-5-290<br><br>(The post of Despatch Rider will be in | Direct 100% | - | - | Middle Standard. Car/light vehicle licence with a driving experience of 4 years. Proficiency in driving a Scooter/Motor Cycle | 28 | - | Effective from 28.7.1976 |

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| | | the scale of Rs.290-6-326-8-390-10-400 provided the incumbent possesses the qualifications and experience prescribed for the post of Vehicle Driver Gr.II in addition to proficiency in driving a Scooter/ Motor Cycle). | | | | | | | |
| 39. | @Dresser | 210-4-250-5-290<br><br>(The posts of | Direct 100% | - | - | Middle School pass. Should possess a certificate in First Aid and practical experience in Surgical dressing | 25 | - | Effective from 18.3.1975. |

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| | | Dresser will be in the scale of Rs.225-5-260-6-308 provided that the incumbent of the post has passed middle standard with certificate in Dresser's examination from a recognized Institution or adequate knowledge of first aid and dressing of wounds with two or three years | | | | work. | | | |

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| | | experience in a hospital or dispensary). | | | | | | | |
| 40. | **** Telephone Mechanic | 260-6-326-8-350 | Direct 100% | - | - | Minimum: Should have passed 10th Standard. Knowledge of Battery Set Maintenance, Cable colour code and line wire net work distribution. Should be able to repair all kinds of auto telephones, replace common spares in exchange like 50 ohms magnet coil, hiper leaves, etc. 3 years experience in an exchange dealing with telephones. | 30 | - | - |

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% As amended from time to time. Revised IDA pay scales as on 01.01.2007 are tabulated at last page.

** Incorporated vide Notification No.1-18/79-EP dated 12.5.1980, effective from 5.3.76(70th amendment).
NOTE:-Direct recruitment covers transfer on deputation also". (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978. (57th amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SCs &STs communities (Amended vide notification No.1-3/76-EP, dated-22.9.79. effective from 16.10.1978) (65th amendment).

@ Added vide notification No.1-12/71-EP Dated 18.8.1980, effective from the date indicated in column No.10 above.

@@ Added vide Notification No.1-12/79-EP dated 16.11.1981, effective from 16.11.1981.

**** Added vide Notification No.13 (3)/82-BC dated 8.11.1982, effective from 10.8.82(83rd amendment).

$ Amended vide Notification No.EP/16-3/88 dated 11.3.1991, effective from 11.3.1991 (1st Amendment of 1991).

%% Deleted vide Notification No.EP-2(4)/93 dated 3rd January, 1995. (1st Amendment) They shall come into force at once.

# "NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

## Inserted vide Notification No.81/ EP-30(7)/98 dated 22nd March, 2000 (1st Amendment). They shall come into force on the date of their publication in the official Gazette.

### Deleted vide Notification No.81/EP-30(7)/98 dated 22nd March, 2000 (1st Amendment). They shall come into force on the date of their publication in the official Gazette.

$$ Substituted vide Notification No.89/EP-2(5)-Vo.II dated 28th Agust, 2003. (1st Amendment). Effective from date of notification.

$$$$$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay,2005(2nd Amendment). Effective from the date of Notification.

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## *PART-XI – OFFICIAL LANGUAGE CADRE

| Sl. No. | Description of post | Scale of pay (Rs.) | Mode of recruitment | Promotion | | Direct recruitment | Age Limit (Years) | Corresponding categories of posts in the Directorate Genl. of Food. | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Selection/ Non-selection | Experience | Qualifications & experience, if any. | | | |
| **1.** | **2.** | **3.** | **4.** | **5.** | **6.** | **7.** | **8.** | **9.** | **10.** |
| **CATEGORY-I POST:** | | | | | | | | | |
| 1. | Genl. Manager (Hindi) | 32900-58000 (IDA) | 100% By Promotion | Selection | 4 years regular service as Dy. Genl. Manager (Hindi) | - | - | - | - |
| 2. | Dy. Genl. Manager (Hindi) | 24900-50500 (IDA) | 100% By Promotion | Selection | 5 years regular service as Asstt. Genl. Manager (Hindi) | - | - | - | - |
| 3. | Asstt. Genl. Manager (Hindi) | 20600-46500 (IDA) | 100% By Promotion | Selection | 5 years regular service as Manager (Hindi) | - | - | - | - |
| **CATEGORY-II POST:** | | | | | | | | | |
| 4. | Manager (Hindi) | 16400-40500 (IDA) | 75% by Promotion failing which by direct recruitment.<br><br>25% by direct | Selection | 3 years regular service as Assistant Grade.I (Hindi) | -<br><br>Essential:-<br>(i) Master's Degree of a recognized University | -<br><br>35 | - | - |

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| | | | recruitment. | | | or equivalent in Hindi with English as a subject at the degree level.<br>OR<br>Master's Degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.<br>OR<br>Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level.<br>OR<br>Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.<br>OR<br>Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level. | | | |

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| | | | | | | (ii) 5 years experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably of technical or scientific literature.<br>OR<br>Five years experience of teaching/research writing or journalism in Hindi.<br><br>Desirable:-<br>(i) Knowledge of Sanskrit or a modern India Language.<br>(ii) Administrative experience.<br>(iii) Experience of organizing Hindi Classes or workshop for noting and drafting. | | | |
| **CATEGORY-III POSTS:** | | | | | | | | | |
| 5. | Assistant Gr.I (Hindi) | 11100-29950 (IDA) | 100% by Promotion | Non-Selection | 3 years regular service as Asstt. Grade.II (Hindi) | Essential:-<br><br>(i) Master's Degree of a recognized University in Hindi/English with English/Hindi as a main subject at degree level. | 35 | - | - |

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| | | | | | | OR<br>Master's Degree of a recognized University in any subject with Hindi and English as main subjects at degree level.<br>OR<br>Master's Degree of a recognized University in any subject with Hindi/English medium and English Hindi as main subjects at degree level.<br>OR<br>Master's Degree in Hindi/English or any other subject with Hindi/English medium with English/Hindi as a main subject or as medium of examination at degree level.<br><br>(ii) Recognised Diploma/ certificate course in translation from Hindi to English and vice-versa or 2 years experience of translation work from Hindi to English and | | | |

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| | | | | | | vice-versa in Central/State Government offices, including Government of India Undertakings. | | | |
| 6. | Assistant Gr.II (Hindi) | 9900-25530 (IDA) | Direct 100% | - | - | Essential:-<br>(1) Degree of a recognized University with Hindi as the main subject.<br>(2) Proficiency in English.<br>(3) One year experience of translation from English to Hindi and vice-versa.<br><br>Desirable:-<br>Post Graduate qualification in Hindi. | 28 | - | - |

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* Inserted vide Notification No.109/ EP-2(1)/2005 Vol.III dated 31.03.2015 (1st Amendment). Effective from 31.03.2015. Vide this Notification a separate Cadre 'PART-XI – OFFICIAL LANGUAGE CADRE' formed.

**APPENDIX-2**

## DISCIPLINE AND APPEAL REGULATIONS

## STATEMENT SHOWING COMPETENT AUTHORITIES

| Sl. No. | Post | Appointing Authority | Authority competent to relax age limit and qualifications | Authority competent to impose penalties and penalties it may impose | | Appellate Authority |
|---|---|---|---|---|---|---|
| | | | | Authority | Penalties | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
| 1. | **CATEGORY-IV** | | | | | |
| | Distt. Office | $Area Manager | $General Manager (Region) /$Deputy Genl. Manager. | $Area Manager | All | $General Manager (Region)/ $Deputy Genl. Manager(Region)/ $Deputy Genl. Manager |
| | Regional/Port Office | $Asstt. Genl. Manager/$Deputy General Manager (Region) | $General Manager (Region)/ $Deputy Genl. Manager(Region)/ $Deputy General Manager | $Asstt. Genl. Manager/$Deputy General Manager | All | $General Manager (Region)/ $Deputy Regional Manager(Region)/$Deputy General Manager. |
| | Zonal Offices/Head-quarters | $Asstt. Genl. Manager | $General Manager (Zone) /$Deputy Genl. Manager(Zone) | $Asstt. Genl. Manager | All | $Executive Director (Zone) /Executive Director(Personnel). |
| 2. | **CATEGORY-III** | | | | | |
| | District/Regional/Port Office. | $General Manager(Region)/ $Deputy General Manager(Region) | Executive Director(Personnel) | $Area Manager/$Asstt. General Manager/ $Deputy Genl. Manager<br><br>$General Manager(Region)/ $Deputy Genl. Manager | Minor<br><br>All | $General Manager (Region)/ $Deputy Genl. Manager(Region)/ $Deputy Genl. Manager<br><br>$Executive Director(Zone) |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | Zonal Office | $General Manager (Zone) | $Executive Director(Pers.)/$Executive Director (Zone) | $General Manager (Zone) | All | $Executive Director (Zone) |
| | Headquarters | $Deputy Genl. Manager | Executive Director(Pers.) | $Deputy Genl. Manager | All | Executive Director(Personnel) |
| 3. | **CATEGORY-II** | | | | | |
| | Zone | $Executive Director (Zone) | Managing Director | $General Manager (Region/$Deputy Genl. Manager(Region)/ $Deputy Genl. Manager<br>$Executive Director (Zone) | Minor<br>All | $Executive Director (Zone)<br>Managing Director |
| | Headquarters | Executive Director(Pers.) | Managing Director | $Deputy Genl. Manager<br>Executive Director(Pers.) | Minor<br>All | Executive Director(Personnel)<br>Managing Director |
| 4. | **CATEGORY-I** | | | | | |
| | Category-I | Managing Director | Chairman | Managing Director | All | Chairman |

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* Executive Director (Zone) will exercise the powers only in respect of appointments of dependents of deceased employees or employees retire on medical grounds. (Amended vide Notification No.EP.8-1/84 dated 16.10.1987, effective from 16.10.1987- 98th Amendment).
$ Re-designated vide Notification No.93/EP-32(4)/2004 dated 20th May, 2005 (2nd Amendment) and Notification No.95/EP-7(1)/2005 dated 21st October, 2005 (4th Amendment). Effective from the date of Notification.

**APPENDIX-3**

**No.5/1/68-REI**
**(GOVERNMENT OF INDIA)**
**Ministry of Agriculture**
**(Department of Food)**

New Delhi, dated the 30th Nov. 1971.

Subject: - REDEPLOYMENT OF FOOD DEPARTMENT TRANSFEREES RENDERED SURPLUS FROM THE SERVICE OF THE F.C.I. AS A RESULT OF THE CORPORATION CEASING TO PERFORM CERTAIN FUNCTIONS.

*1. I am directed to say that the question of redeployment of Food Department transferees who may be rendered surplus from the service of the Food Corporation of India as a result of the Corporation ceasing to perform certain functions/being wound up has been under consideration for some time past. It has now been decided in consultation with Ministry of Finance and Department of personnel that in the event of reduction of the functions of the F.C.I./winding up of the Corporation and the consequent retrenchment from the service of the Corporation, the Food Department transferees, i.e. the employee transferred to the F.C.I FROM THE Food Department under the Food Corporations(Amendment) Act, 1968, would be rendered re-employment assistance in accordance with or consistent with the general Government policy in the matter.

**Yours faithfully,**
**Sd./Niranjan Singh**
**Deputy Secretary to the Govt. of India**

The Secretary
Food Corporation of India,
Eka Bhavan,
1, Bahadurshah Zafar Marg,
**NEW DELHI.**

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*Amended vide Notification No.14-4/71-EP dated 19.6.1972. Effective from 5.6.1972

**APPENDIX-4.**

**STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/FOR THE YEAR**

1. Name of Officer (in full and service to which officer belongs):……..
2. Present post held: ……
3. Present pay…

| Name of District, sub-Division, Taluk and Village in which property is situated. | Name and details of property | | | If not in own name state in whose name held and his/her relationship to the Corporation employee% | How acquired-whether by purchase, lease, mortgage, inheritance, gift or other-wise with date of acquisition and name with details of persons from whom acquired @ | Annual income from the property | REMARKS |
|---|---|---|---|---|---|---|---|
| | Housing and other buildings. | Lands | *Present value | | | | |
| | | | | | | | |

NOTE: - The declaration form is required to be filled in and submitted by every employee of the Corporation under regulation 48 of the Food Corporation of India Staff Regulations on first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

**Signature……..**

**Date ……**

(*) In cases where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.

(%) In applicable clause to be struck out.

(@) Includes short term lease also.

**Sd/-**

**JOINT PERSONNEL MANAGER**

**APPENDIX-5.**

Terms and conditions governing the encashment of earned leave by the regular employees of the Corporation while in service (Reference Regulation 29-A).

All regular employees (including Food transferees) of the Corporation may be allowed to encash earned leave to the extent indicated below only once in a calendar year by the authorities competent to sanction earned leave.

(2) Encashment of Earned Leave is not permissible to the following classes of employees:

i) Employees working on daily wages/contract basis;

ii) *Deleted.

iii) Trainees/Apprentices; and

iv) Employees under suspension.

(3) Encashment will not be permissible unless the employee has at least 45 days Earned Leave to his credit on the date of application.

(4) The maximum number of days of encashable Earned Leave at a time will be half of the earned Leave at the credit of an employee on the date of application reduced by one year's Earned Leave entitlement. In other words if "X" represents the balance of Earned Leave at credit on the date of application and "Y" represents one year's Earned leave entitlement then, the maximum Earned Leave that can be encashed will be equal to (X-Y)/2.

Note: - The unavailed portion of joining time credited to the leave account will not be encashed.

(5) The amount of encashment for the Earned Leave (sanctioned to be encashed) shall be worked out on the basis of the emoluments admissible on the date preceding the date of the application. Emoluments shall mean and include the following:

i) Basic Pay
ii) Special Pay

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iii) Personal pay
iv) Dearness Allowance including Additional Dearness Allowance.

(6) Emoluments shall not include Charge Allowance/Deployment Allowance for this purpose.

(7) The amount of encashment shall be worked out treating the month as of 30 days.

"(8) (a) Earned leave at credit will not be encashed if an employee is dismissed, terminated, removed from service under the disciplinary provisions of the FCI(Staff) Regulations, 1971.

(8) (b) Cash payment of unutilized leave on retirement superannuation, resignation, etc. may be made strictly in accordance with the relevant provisions of the CCS (Leave) Rules, 1972 as amended from time to time."

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(9) If any doubt arises regarding the interpretation of these terms and conditions, the decision of the Managing Director shall be final.

Explanatory memorandum:

The scheme for encashment of earned leave, once in a calendar year during the service, was introduced in the Corporation w.e.f. 1st November, 1977 vide circular No.6-1/76-IC dated 13.12.77 with the approval of the Board of Directors in its 113th meeting held on 28th and 29th November, 1977. The prior concurrence of the Bureau of Public Enterprises under Ministry of Finance, New Delhi, was also obtained.

(2) According to the scheme, half of the earned leave at credit of an employee on the date of application reduced by one year's entitlement to be retained at the credit of the employee can be encashed once in a calendar year.

(3) The applicability of the above scheme, introduced as a measure of fringe benefit to the employees of the Corporation transferred to the Corporation from the Regional Directorates of the Food under the provision of Section 12A of the Food Corporations Act, 1964 and who opted to be governed by the leave, Provident Fund, and other retirement benefits of the Central Government as applicable to Central Government employees, was objected to by the Government audit. The scheme has been reviewed in the light of audit observations and Legal advice and it has been decided that the benefit of encashment of earned leave while in service" should not be allowed as a matter of fringe benefit but the scheme should be incorporated in the FCI(Staff) Regulations, 1971, retrospectively, since it involved" condition of service".

(4) It is found not feasible to give effect to the scheme from the date of publication of the notification, amending the relevant Regulation(29-a) of the Food Corporation of India(Staff) Regulations, 1971, in the Gazette of India but the scheme needs to be implemented

with retrospective effect because there will be innumerable difficulties including industrial problems apart from administrative problems involved in the recovery of the payments already made as some employees have paid income-tax on the amounts received by them against encashment of earned leave, between 1977 and 1982, and some employees have retired, resigned or died.

(5) In order to regularize the payments already made on account of leave encashment during the period from 1.11.77 onwards, the scheme being incorporated in the Staff Regulations as Regulation 29-A shall take retrospective effect w.e.f. 1.11.77.

*Deleted vide Notification No.108/EP.38(1)/2013 dated 10.07.2014 [FCI (Staff) (2nd Amendment) Regulations, 2014. Effective from the date of Notification.

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**#APPENDIX-6.**

Terms and conditions governing the Encashment of E.L. by the regular employees of the Corporation who are on CDA pattern pay scales while in service, superannuation and resignation under Regulation 29-B.

All regular employees of the FCI(including food transferees) who are on CDA pattern pay scales may be allowed to encash E.L. to the extent indicated below only once in a calendar year by the authorities competent to sanction E.L.

2. Encashment of Earned leave is not permissible to following classes of employees:-

(a) Employees working on daily wages/contract basis;

(b) *Deleted.

(c) Trainees/apprentices; and

(d) Employees under suspension;

3. **Applicability.**

(i) Only Earned Leave on full pay would be allowed to be encashed and not any other kind of leave like sick leave, half pay leave, casual leave etc.

(ii) The Earned Leave account of all employees would be maintained in two sections:

(a) encashable leave account and

(b) non-encashable leave account.

Of the total earned leave at the credit as on 30.6.1990, 50 per cent of the accrued Earned Leave will be credited to encashable leave account and 50 per cent to the non-encashable leave account. Similarly, the Earned Leave earned in the future, from time to time,

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will also be divided into two parts and credited to the two accounts in the ratio of 50:50. Any part or whole of the encashable leave can be availed of as leave and it is not necessary that it should be encashed.

(iii) For encashing Earned Leave from the encashable leave account, an employee will have to actually avail himself of an equal amount of Earned Leave. However, this requirement of actually availing of Earned Leave would be subject to a ceiling 30 days. The requirement of actually availing a matching period of leave could be relaxed if the full amount of Earned Leave required to be taken as per the scheme is not granted by the Management on account of exigencies of work.

(iv) Cash equivalent to be paid for the encashed leave would be restricted to pay and dearness allowance and should not include any other allowance.

(v) The payment made towards encashment would not be reckoned for any other purpose like gratuity, provident fund, bonus etc.

(vi) The ceiling on accumulation of encashable Earned Leave would be 50% of the ceiling on total accumulation of Earned leave as per BPE's O.M. No.2 (27)/85-BPE (WC) dated 24.4.1987.

(vii) Earned Leave at credit will not be encashed if an employee is dismissed, terminated, removed from service under the disciplinary provisions of the FCI (Staff) Regulations, 1971.

(viii) Cash payment of un-utilized leave on retirement/superannuation may be made strictly in accordance with the relevant provisions of the CCS (Leave) Rules, 1972 as amended from time to time.

(ix) An employee who resigns or quits service may be allowed 50 per cent encashment of non-encashable earned leave to his/her credit on the date of cessation of service. This would be limited to the maximum of 60 days as per BPE's O.M. No.2 (27)/85BPE (WC) dt.24.4.1987.

(x) It is further clarified that the 50 per cent encashment of non-encashable leave as indicated at Sl. No.(ix) above (restricted to 60 days) will be in addition to encashment of the encashable leave i.e., to say that he/she will get 75 per cent encashment of total Earned Leave at his/her credit while resignating from service.

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**EXPLANATORY MEMORANDUM**:

The revised scheme for encashment of earned leave once in a calendar year during the service for the employees who are governed by the Central DA pattern pay scales was introduced in the Corporation with effect from 1.7.1990 vide WRC Circular No.12 of 1990 dated25.6.1990 (Para No.10 refers). The said circular was issued based on the DPE instructions contained in O.M. No.2(43)/90/DPE(WC) dated 12.6.1990 which inter-alia communicates the decision of the Central Government for implementation of the HPPC recommendations for revision of pay scales and perquisite to the Public Sector Enterprises following the III/IV CPC DA pattern. The said memorandum of the DPE was issued with the approval of the Central Government and as per the direction of the Supreme Court of India vide its order dated 3.5.1990.

2. As per the existing instructions, the calculation of Earned Leave to the employees of the Corporation is on half yearly basis i.e. 1stJanuary and 1st July every year. As the Corporation has adopted the recommendation contained in HPPC report as per WRC circular No.12 of 1990 dated 25.6.1990 and in view of the fact that the next calculation of Earned Leave is from 1.7.90, it was decided with the approval of the Chairman that the revised procedures of encashment of Earned Leave while in service to the employees of the Corporation governed by the III & IV CPC DA pattern will be effective from 1.7.1990.

3. In order to regularize the payment already made to CDA optee employees on account of leave encashment as per the revised procedures during the period 1.7.90 onwards, the schemes being incorporated in the Staff Regulations as Regulation 29-B which shall take retrospective effect from 1.7.1990. However, the cases on account of encashment of earned leave settled prior to 1st July, 1990 i.e. upto 30th June, 1990 shall not be reopened.

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#Added vide notification No.EP-38-1/90 dated 28th December, 1993 (1st Amendment) Effective from 1.7.90.
*Deleted vide Notification No.108/EP.38(1)/2013 dated 10.07.2014 [FCI (Staff) (2nd Amendment) Regulations, 2014. Effective from the date of Notification.

## Old and New IDA Pay Scales for the operative posts / designations in the Corporation

| Sl. No. | Post / Designation | Old IDA Pay Scale | Revised IDA Pay Scale w.e.f. 01.01.2007 |
|---|---|---|---|
| **Category-I** | | | |
| 1 | Executive Director | 2500-100-3000 | 51300-73000 (E-8) |
| 2 | Chief General Manager | 2250-100-2750 | 43200-66000 (E-7) |
| 3 | General Manager | 1800-100-2000-125/2-2250 | 32900-58000 (E-5) |
| | Chief Medical Officer | 1800-100-2000-125/2-2250 plus NPA @ 25% | 32900-58000 (E-5) plus NPA @ 25% |
| 4 | Dy. Genl. Manager | 1300-50-1500-60-1800 | 24900-50500 (E-3) |
| | Zonal Medical Officer | 1300-50-1500-60-1800 plus NPA @ 25% | 24900-50500 (E-3) plus NPA @ 25% |
| 5 | Asstt. Genl. Manager | 1100-50-1600 | 20600-46500 (E-2) |
| | Regional Medical Officer | 10750-300-16750 plus NPA @ 25% | 20600-46500 (E-2) plus NPA @ 25% |
| | Medical Officer | 700-40-1100-50-1300 plus NPA @ 25% | 20600-46500 (E-2) plus NPA @ 25% |
| **Category-II** | | | |
| 1 | Manager | 650-30-740-35-880-40-1200 | 16400-40500 (E-1) |
| **Category-III** | | | |
| 1 | Asstt. Gr.I | 450-15-555-20-675-25-850 | 11100-29950 (S-7) |
| 2 | Asstt. Gr.II | 380-12-440-15-560-20-640 | 9900-25530 (S-6) |
| 3 | Asstt. Gr.III / Subedar / Typist / Hindi Typist | 290-10-380-12-440-15-485 | 9300-22940 (S-5) |
| **Category-IV** | | | |
| 1 | Jamadar / Picker | 260-6-326-8-350 | 8500-20580 (S-3) |
| 2 | Head Watchman / Dusting Operator | 225-5-260-6-308 | 8300-19710 (S-2) |
| 3 | Watchman | 210-4-250-5-290 | 8100-18070 (S-1) |

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