

# **MAHARASHTRA STATE SEEDS CORPORATION LIMITED**

## **EMPLOYEES SERVICE RULES –1995**

### **INTRODUCTION**

In exercise of the powers conferred by Section 291 of the Companies Act, 1956, the Board of Directors of the Corporation is pleased to make the following rules viz ;

### **CHAPTER - I**

#### **PRELIMINARY**

#### **TITLES**

- 1** These Rules may be called “ The Maharashtra State Seeds Corporation Limited Employees Service Rules-1995”. These Rules shall come into effect from the day they are approved by the authority competent. Amended  
vide  
Resol. No  
1310/99
  
- 2** Except where it is otherwise expressed or implied these rules shall apply to every whole-time employee of the Corporation whose conditions of service, the Board is competent to prescribe.  
  
Provided that they shall also apply to person whose condition of service are regulated by special provisions provided in contracts, agreements made with or in letters of appointment issued to them in respect of any matter not covered by the provisions of such contracts, agreements or letters of appointment. The occupations covered under these rules are as defined by the Board and accompaniment to the G.R. No.मराबी ११९९/१४६७८/प्र.क्र. ८१/१८अ,दिनांक-२/११/२००० issued by the State Govt. in Agri.A.H & D.D. Department and further addition, alteration and amendments in this from time to time with prior approval of the Board(Annexure-A and Annexure-B). Amended  
vide Resol.  
No 1404/01  
Dt  
26/12/01
  
- 3** The interpretation of these rules made by the Managing Director shall be final.
  
- 4** Unless specifically authorized therein, no powers may be exercised or delegated under these rules except with the prior approval of the Board.
  
- 5** Unless there be anything repugnant in the subject or context, the terms defined in this chapter are used in the rules in the sense hereinafter explained

**DEFINITIONS**

- I) "Corporation" means Maharashtra State Seeds Corporation Limited".
- II) "Board" means the Board of Directors of Maharashtra State Seed Corporation Limited.
- III) "Appointing Authority" means the Board, the Managing Director or an officer of the Corporation to whom the power of making appointment have been delegated.
- IV) "Management" means the Board of Directors either acting directly or through the Directors, Officers of the Corporation to whom necessary powers have been delegated.
- V) "Competent Authority" means the Board or Managing Director or the authority as has been duly authorized to exercise any power or take any action under these rules.
- VI) "Employee" means a person who is appointed in the regular scale of pay of the Corporation.
- VII) "Permanent Employee" means a regular employee having been appointed on probation followed by confirmation in service by order in writing to this effect by an authorized officer.
- VIII) "Probationer Employee" means a regular employee, who is provisionally employed to fill a permanent vacancy/post for the term of initial period mentioned in his letter of appointment and in respect of whom a letter confirming his services in that post has not been issued.
- IX) "Recruitment Sub-committee" means a Committee of the Board which shall be constituted by the Board from time to time for the purpose of direct recruitment and promotion of the candidates for various posts in the Corporation.
- X) "Controlling Authority" means the officer who is responsible and supposed to control the office at different levels i.e. Plant/Unit/District/Region or different Departments at Head Office and the employees working under him are required to report to such office/authority viz. Plant Incharge/District Unit Incharge\District Managers\ Area Managers\ Regional Managers\Heads of Departments respectively.
- XI) a) "Family" means employee's wife or husband , as the case may be, residing with the MSSCL employee and legitimate children and step-children residing with and wholly dependent upon the MSSCL employee. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon the MSSCL employees . Any other amendment made in this regard by the State Government to its employees shall also be made applicable to MSSCL employees.

Amended  
vide Resol.  
No.1360/2000  
Dt 22/12/2000

Further  
amended vide  
Resol.No.  
1404/2001 dt.  
20/12/01

(3)

- b) For the purpose of release of advances/ facilities/claims etc. the guidelines with regard to the family issued by the Government from time to time shall be followed.
- XII) "Pay" means and includes Basic Pay, Special Pay, Dearness Pay, Deputation Allowance and any other emoluments specially ordered to be treated as pay by the Competent Authority/Management.
- XIII) "Emoluments" means Pay and Allowances drawn with pay such as Dearness Allowance, House Rent Allowance, Compensatory Allowance but does not include Traveling Allowance. In case of employees under suspension the subsistence allowance will be the emoluments in respect of such employee.
- XIV) "Habitual" means any act of mis-conduct which is repeated for more than three occasions during the continuous span of 12 months.
- XV) "Medical Certificate" means a Medical Certificate issued and signed by Medical Officer of the Company or such outside Registered Medical Practitioner as may be acceptable to the Company, or by Medical officer not below the rank of Assistant Surgeon of Government Hospital.
- XVI) "Head of Department" means the managerial heads appointed in the Corporation in the present pay scale of Rs. PB-4 37400-67000 G. P.8700/- having designation as General Manager (Administration), General Manager (Production), General Manager (Processing), General Manager ( Marketing), General Manager (Finance), General Manager (Quality Control) .
- XVII) "Apprentices" means a person deputed for training by Training Institute/ Government or Public Sector /University /College or called by the Management for employment promotion in a trade /business etc. who is paid at monthly rates by the Corporation or under the State Government /Central Government schemes during such training but is not employed in or against any vacancy in any cadre of any department.

New  
Addition  
vide  
Resol.  
No.1310/9

- 6 The Management may issue from time to time such Rules, instructions or directions and carry out the provisions of these rules and wherever MSSC Service Rules are silent the provisions contained in the respective Maharashtra Civil Service Rules shall be applicable and all such rules and instructions arrangements, systems, methods, and procedures or practices now in force or to be issued hereinafter shall be binding on the employees and shall be observed by them at all times. The Management shall also have powers to amend/revise etc. provisions of these rules from time to time.

Amended  
vide  
Resol..  
No.1310/99  
Dt 23/9/99

**CHAPTER - II**

**RECRUITMENT RULES : PROBATION AND TERMINATION OF SERVICES**

**SECTION – I**

**RECRUITMENT :**

**7 APPOINTMENT :**

- i) Only the appointment made against posts created under Rule No.8 are covered by these rules.
- ii) All appointments will fall under one or following categories :
  - a) Deputation
  - b) Permanent
  - c) Temporary
  - d) Contracted
- iii) No appointment on permanent basis will be made unless the post against which appointment is made is permanent.

**8 CREATION AND ABOLITION OF POSTS :**

- i) All posts under the Corporation will have to be created and pay scales thereof fixed by a resolution of the Board unless otherwise the power is delegated by the Board.
- ii) All posts created are presumed to be temporary for a period of one year from the date of creation of post unless the same is created temporary for specific period or permanently by resolution to that effect.
- iii) The Board may for good and sufficient reasons, abolish any post ;
- iv) Notwithstanding anything contained above, the Managing Director may in cases of emergency, for good and sufficient reasons create a post for specific period not exceeding one year and fill the same but any such action of the Managing Director will have to be got approved by the Board.
- v) Provided that the Managing Director may for good and sufficient reasons such as clearance of heavy arrears, sudden increase in workload etc. make purely temporary appointment for a period not exceeding one year depending on the nature of work.
- vi) Further, the Managing Director is also competent for good and sufficient reasons, to shift any post from one class to another.

(5)

- 9 The recruitment to the various posts under the group mentioned hereunder shall be made as follows :

Sr.No.	Group	Name of Cadres	Criteria
1	A	General Managers/Head of Departments Deputy General Managers	Direct Recruitment/ On deputation
2	B	Regional Managers, District Managers / Asstt. Accounts Officers / Executive Engineer /Sr. Agril. Engineer/ Plant Engineer/ PA to MD /Field Officer /Accountant –Int.Auditors / Jr.Engineer /Jr.Plant Engineer / L.W.O.	Direct Recruitment from open market and selection /promotion from employees of the Corporation.
3	C	Superintendent, Sr.Stenographer /Security Officer / Assistant-Storekeeper / Asstt.Field Officer /Stenographer (LG)/ Clerk-cum- Typist/ Lab.Assistant	Direct Recruitment as well as by promotion.
4	D	Jr.Clerk / Jr.Proc.Assistant /Peon- watchman / Jr.Operator, Fitter / Driver and similar other cadres	Direct Recruitment as well as by promotion.
<b>NOTE</b> : If candidate from among the employees of the Corporation is not found Suitable the post may be filled by direct recruitment.			

10 **PROCEDURE FOR RECRUITMENT AND SELECTIONS :**

All appointments to the posts under Corporation shall be made by the Management in any one of the following way ;

- i) By promotions of persons who are already in service of the Corporation in respect of Group B of Rule 9.
- ii) By obtaining persons on deputation from Union Government or State Government or from any State or Central /Semi Government Undertaking or any local body or any Government.
- iii) By direct recruitment from the open market in case of A,B,C, & D group and also by notifying the vacancies to concerned Employment Exchanges in case of Group C and D respectively.
- iv) By selection from among the employees of Corporation in respect of Group A,B and C.

Amended  
vide Resol.  
No1404/01  
Dt 26/12/01

**11 RECRUITMENT RULES :**

- i) All appointments to the posts under the Corporation shall be made by the Management as per provisions of clause 10 above.
- ii) If in the opinion of the Managing Director it is desirable to fill any post by obtaining suitable persons from the open market or on deputation from the State Government or the Union Government or from any State or Central Govt. Undertaking, or Local Body, he may fill the post accordingly with the prior approval of the Board of Directors.
- iii) Direct recruitment to all the posts in the category of Class-III and Class-IV in the Corporation may be made after giving advertisements and/or after obtaining names from the Employment Exchange in case of Class-III and Class-IV or in any other suitable manner.
- iv) While making direct recruitment orders issued by the Government of Maharashtra, regarding reservation of vacancies for SC/ST/VJNT/OBC/EX-serviceman/ Physically handicapped candidates should as far as possible be followed.
- v) The person who has not attained the age of 18 years shall not be eligible for appointment in the Service of the Corporation. The upper age limit for appointment to the managerial post shall be 50 years and for other posts shall be 38 years relaxable to 43 years in case of candidate belonging to SC/ST/VJNT/ SBC/OBC. In case of Ex-serviceman relaxation in age shall be given as per the directives of Government from time to time. Similarly for Corporation employees the age relaxation will be given for the length of service in Corporation but not exceeding the maximum limit of 45 years of age. However, the relaxable age limit for Corporation employees can be considered from 45 years to 50 years subject to the confidential reports of the concerned officer/employee must be Outstanding (A+) for all the preceding five years. The relaxable age limit after 45 years can also be considered partly i.e. for 2 years, 3 years etc. on case to case basis however the confidential reports of all the partly preceding years must be Outstanding (A+), but not exceeding the maximum relaxable limit of 50 years of age.
- vi) Every person to be recruited in the service of the Corporation shall be required to undergo Medical Examination and produce a Medical Fitness Certificate from the Medical officer specified by the Corporation.
- vii) The Management shall have the discretion to relax /waive any of the conditions prescribed wherever considered necessary for reasons to be recorded in writing.
- viii) Appointments by promotion and nomination in Category 'B', 'C' and 'D' of Clause 9 above wherever applicable shall be made in the ratio of 50:50. However, the Management shall have discretion to fill any vacancy in any manner as per the exigencies of the Corporation's work.

Amended  
vide Resol.  
No2255/16  
Dt 27/09/16

(7)

- ix) The details of qualifications, experience, age limit are as defined in Annexure-II The Pay Scale applicable to the posts are as approved by the Board and as defined in the accompaniment to the G.R. No. मराठी ११९९/१४६७८/प्र.क्र.८१/१८अ, दिनांक-२/११/२००० issued by the State Govt. in Agri.A.H & D.D. Department and any further addition, alteration and amendment to the same by the State Govt. from time to time with prior approval of the Board. (Annexure-I and Annexure-II)

Amended  
vide Resol.  
No.2255/16,  
2256/16,  
2259/16  
Dt 27/09/16

**12 APPOINTING AUTHORITY :**

Appointment to the posts in the Corporation may be made by the Management in any of the manner stated above under Rule No.10. The power of appointment shall be exercised by Managing Director for giving the appointment letter to all the categories mentioned under Rule No.9.

**13 SELECTION COMMITTEE :**

Means a Temporary Committee of 2 or more than 2 members set up by the authority competent to make appointment.

**14 PROCEDURE FOR PROMOTION TO POSTS :**

The Managing Director shall be the authority to decide whether any post should be filled up by promotion or otherwise and his decision in this regard shall be final. Promotion shall be made on the basis of merit. Provided that when merit of two or more employees is equal, seniority shall be the criteria and such seniority shall be in the order of rating made at the time of selection as a cumulative result of test, if any, and interview.

Amended  
vide  
Resolution  
No.1989/11  
Dt 8/5/2012

If any post(s) is / are decided to be filled up by promotion the following criteria shall be adopted ;

- i) Prescribed qualification and experience for the post
- ii) Competence and satisfactory service record;
- iii) Merit of the candidate and his possessing of the traits of maturity, adoptability and aptitude required for the post.

Promotion(s) can not be claimed as a matter of right and shall be made, subject to the criteria stated herein before, at the discretion of the Management.

(8)

For subjective evaluation for the purpose of awarding promotion, a committee consisting of three heads of departments will screen the bio-data of the prospective employees due for promotion and after going through their performance record properly evaluate the candidates and recommend for further consideration before the DPC/Management.

The Committee will evaluate the performance of the employee due for promotion considering the following parameters.

1. The incumbent looking after the marketing activities must have achieved at least 80% targets (quantity and value) during the last five years with 100% recovery . In addition his relations with the dealers, staff and government officials will be taken in to account.
2. The incumbent working in production side must have achieved at least 80% targets of the production programmes (hectares and quantity) during last five years with 80% tendering of the seeds. In addition his relations with the seed growers, staff and government officials will be taken in to account.
3. The incumbent looking after processing activities should complete the processing work as per micro schedule while observing economy in labour and processing expenditure. In addition his relations with the seed growers, staff and government/seed certification officials will be taken in to account.
4. The working of technical staff at Head Office will be evaluated taking into consideration the observations and recommendations of the concerned head of department as regards the noting, drafting, analyzing the information and his aptitude for work assigned to him.
5. The weightage for confidential reports will be 30% and weightage of performance in Production/Marketing/Processing will be 70% and average of both will be 60% for consideration of promotion.

Taking into consideration the confidential reports and the activitiwise evaluation made by the above said committee for the period under review will be taken into consideration while making promotions.

**15 COMMENCEMENT OF SERVICE :**

Except as otherwise provided by or under these rules the service of an employee shall be deemed to commence from the working day on which the employee reports for duty in an appointment covered by these rules, at the place and time intimated to him by the Management, provided he reports before noon. Otherwise his services shall commence from the following day.

**16 PROCEDURE FOR FIXATION OF SENIORITY :**

- i) The Seniority of employees in case of fresh appointee selected by the Selection Committee shall be determined as under ;
  - a) In case of open market recruitment, the date of reporting will be the date of joining
  - b) In case of more than one candidates, selected on the basis of merit list, joining within the prescribed time given in the appointment offer, the seniority will be decided on the basis of position in the merit list .
  - c) Seniority on promotion to higher grade shall be according to the merit list prepared by the Selection Committee.
  - d) Where the dates of appointment in the posts, cadre of service of any two or more persons, determined after assigning the deemed dates, if necessary are identical, the person senior in age, shall be considered as senior for the purpose of determining the seniority.
  - e) The seniority will be finally determined by the date of confirmation in service and, therefore, even if some employees appointed earlier and they were not confirmed, they will rank as junior.
- ii) The seniority of the employees shall be known to the individual by publishing a Seniority List furnishing date of joining, date of birth, educational qualifications and professional / technical qualifications and date of confirmation by the Management at least once in five years as on 1<sup>st</sup> April of respective year.

**17 CERTIFICATE OF MEDICAL FITNESS :**

- i) Every person to be recruited in the service of the Corporation shall be required to undergo Medical Examination and produce a Medical Fitness Certificate from the medical Officer specified by the Corporation.
- ii) The employee whose nature of work necessitates physical fitness throughout the period of service, will be subject to periodical medical examination and based on examination Management shall have right to decide to continue employee in Corporation or otherwise.

**18 EMPLOYMENT TO THE DEPENDENTS OF DECEASED EMPLOYEE ON COMPASSIONATE GROUND :**

The compassionate ground appointment in MSSCL shall be as per the provisions and guidelines issued by State Government in G.R अकंपा १०००/प्र.क्र. २०/२०००/आठ dated 28/3/2001 and any further additions/alterations and amendments in this from time to time with prior approval of the Board.

Amended  
vide Resol.  
No1404/01  
Dt  
26/12/01

**19 EXECUTION OF BOND :**

a) Newly recruited employee will have to execute a Bond to serve the Corporation for a minimum period of three years in case employee leaves the services of the Corporation before 3 years service is completed he will have to pay such amount as mentioned by the Competent Authority as compensation in lieu of Agreement Bond.

b) Security/Sureties for Honest & faithful performance of duties :  
Security from employees handling cash /stores :

The employees handling cash /collection of cash and or Stores such as Processing Material / Raw seed/ Failed Seeds/ Certified Seeds / Foundation, Breeder seeds etc. shall be liable to furnish security of such sum as may be determined by the Management from time to time.

New  
addition  
vide Resol.  
No1310/99  
Dt 23/9/99

**20 PERMANENCY BENEFITS :**

In Corporation no employee will be entitled for the permanency benefit against the temporary post unless and until specified by the Board in writing to such benefit. Similarly, in any case number of permanent post shall not exceed 80% of total sanctioned post by the Board.

**21 TRANSFER :**

In Corporation the services of all employees are transferable to any part of India, taking into consideration the exigencies of work in all the States of India. Management also reserves its right to transfer any employee from any where to any place in country irrespective of his seniority, stay in a particular station, age, staffing pattern for the respective station, posts(s) etc. as and when management feels it suitable depending upon their competency, experience and knowledge of such employee.

Amended  
vide Resol.  
No1310/99  
Dt 23/9/99

**SECTION – II****22 PROBATION / TRAINING :**

- i) All appointments on regular posts shall be made on Training-cum-Probation of minimum period of two years. The period of probation can be reduced by the Board under special circumstances.
- ii) If it appears to the Corporation at any time during or at the end of the probation period that an employee has failed to show satisfactory performance, the Corporation may revert him to the post held by him immediately preceding his appointment on probation or remove him from Service without payment of any compensation. If he is a direct recruit or extend the period of probation.
- iii) The Management shall within a period of Six months from the date of expiry of the probation period bring to the notice of the probationer whether he is confirmed or his probation period is extended or his services are dispensed with.
- iv) a) The period for which officers/employees working on consolidated/fixed salary shall not be considered for the purpose of drawl of first increment or Time Bound Promotion or equivalent scheme. The Officers/employees appointed on probation shall draw his first increment on completion of one year of probationary period and the subsequent increment should be released on his completing the probationary period satisfactorily and after fulfilling all the mandatory requirements. The probationer whose probationary period is extended on account of unsatisfactory performance should be allowed to draw second increment only with effect from the date of satisfactory completion of probation period and shall not be eligible for any arrears.
 

Amended  
vide Resol.  
No1404/01  
Dt 26/12/01
- b) The period by which the probation is extended for any reason shall not be computed for award of Time Bound Promotion or equivalent scheme.
 

Amended  
vide Resol.  
No1404/01  
Dt 26/12/01
- v) In case of selection of candidates from the existing employees for higher posts, such candidates would, during the period of probation, continue to hold lien on the lower post until their confirmation to higher posts.
- vi) The probation period will be extended by number of days the probationer remains on leave or absent. Provided in the case of departmental candidates who are confirmed employees and who are promoted to the higher post and are kept on probation, the period of probation will be extended by the period of leave, if it exceeds 30 days or more during the probation period. However, Management shall have the discretion to condone the period of absence for the purpose of confirmation in cases his /her performance is otherwise satisfactory.

**SECTION – III**

**23 TERMINATION OF SERVICES / RESIGNATION :**

- i) Management shall be competent to terminate the Services of a temporary employee or a probationer at any time without notice and without assigning any reasons therefore.
- ii) The Management may terminate the Services of a confirmed employee on giving him two months notice or payment of Salary in lieu of such notice.
- iii) An employee either a probationer or otherwise shall be allowed to resign with notice of two months or on payment of two months salary in lieu of notice period, unless there are specific terms of contract or otherwise. Management may at its discretion waive the notice period by recording reasons for doing so.
- iv) The Management shall have right to refuse the acceptance of resignation of an employee, who is under suspension or against whom a Departmental Enquiry is in progress.
- v) Nothing in these Rules and Regulations shall effect the right of the Corporation to terminate the services of any employee without notice or pay in lieu thereof on him being certified by the Corporation's Medical officer /Civil Surgeon of the District to be permanently incapacitated for further continuance in service in the Corporation.

Amended  
vide Item  
No.13/20  
Dt 11/08/20

**CHAPTER – III**

**CONDUCT & DISCIPLINE :**

- 24** Every employee shall, at all times maintain absolute integrity and devotion to duty. He shall serve the Corporation honestly, faithfully, diligently and endeavour to promote the interest of the Corporation. He shall be prompt and courteous in all his dealings.
- 25** Every employee of the Corporation shall be punctual in attendance. An employee, who attends late shall, in addition to such penalties, as may be imposed by the Management, Forfeit one day's casual leave for every three days late attendance in a month. In case there is no casual leave at the credit of the employee, one day's emoluments shall be deducted.
- 26** Except when absolutely unavoidable, as in the case of sudden illness, no employee shall remain absent from duty or leave his head quarters without the prior permission of the Management.

Provided in the case of an employee who remains absent owing to sudden illness or unforeseen circumstances, the Management should be informed of the reasons at the earliest possible opportunity before resumption of duties or immediately thereafter. The employee shall produce such evidence, as may be called for.

- 27** (i) Subject to provision to Rule-25 above, an employee who remains absent without permission shall be liable to such disciplinary action as may be decided by the Managing Director and shall not be entitled to any pay/allowances for the period of such absence.
- (ii) Any employee who is found absent from his seat/proper place of work during working hours without permission or without sufficient reason shall be liable to be treated as absent for the period of his absence.
- (iii) Provided the Management, where it is satisfied that the absence is due to circumstances beyond the control of the employee, may regularize the absence by grant of leave or casual leave admissible.
- 28** No employee shall, while in services or after except in accordance with any general or special orders issued by Management or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any document or information of the Corporation to any employee of the Corporation or any other persons to whom he is not authorized to communicate such documents or information.

- 29** (i) No employee shall take an active part in the politics or in any political demonstrations or in any movement subversive of the Corporation, or of the Government or contest for election for membership of Municipal Council, Zilla Parishad or any other local self Govt. Body, District Boards, Legislatives Bodies and Cooperative Institutions etc. However, Heads of Deptts. Dy.Managers and Regional Managers shall not without prior permission of Management hold post of office bearers of Credit Cooperative Societies, Consumers Cooperative societies etc. of the employees of the Corporation.
- ii) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Management thereon shall be final.
- 30** (i) No employee shall, in any Radio Broadcast or in any published document or in communication to the press or in public utterance, make any statement of fact or opinion, which has the effect of disparaging the Corporation, its Management, or has the effect of bringing the name of the Corporation in disrepute, or which is capable of embarrassing the relation between the Government and the Corporation or harming the interest of the Corporation . However with the prior permission of management, Corporation employees may give talk in radio and television, which is in the interest of Management.
- ii) No employee of the Corporation shall except with the prior sanction of the Management ,
- a) Own wholly or in part or conduct or participate in editing or Managing any newspaper or other periodical publication
- b) Solicit or accept any subscription in aid of any fund for any purpose from a client of the Corporation or Members of the public connected directly or indirectly with the Corporation.
- 31** (i) No employee shall, except with the previous sanction of the Management, engage, directly or indirectly , in any trade or business or undertake any employment or office whether stipendiary or honorary.
- (ii) a) No seed production programme of Mahabeej or other Government/Private seed company would be taken by any employee/officer of the Corporation either in his/her name or in the name of dependent family members.
- b) No employee or officer of the Corporation of their dependent family members should engage themselves in the trading /dealership of MSSCL products.

Amended  
vide Resol.  
No1305/99  
Dt 23/9/99

New  
Addition  
vide Resol.  
No1305/99  
Dt 23/9/99

- (iii) Every employee shall disclose the interest (refer to in clause (i) above in any way that he may have at the time of taking up of employment with the Corporation and interest that he may acquire whether by his own act or in any other manner during the continuation of such employment. Non-disclosure of such interest shall amount to indiscipline /wrongful behavior / miss-conduct and shall invite disciplinary action as may be deemed fit in the case, by the management.
- (iv) A MSSC employee whose duties involved in carrying out of scientific and technical research shall not apply for or obtains or cause or permit any other person to apply for or obtain a patent for an invention made by such MSSC employee without prior permission of the management and in accordance with such condition as Govt. may impose. However, an inventor who evolves an invention should promptly disclose it to the Head of the Office where he is working.
- 32** No employee shall undertake part-time work for private or public body or a private person or accept fee thereof except with the sanction of the Management which may be granted if the Management is satisfied that the work is not likely to interfere with and without detriment to his official duties and responsibilities.
- 33** (i) No employee of the Corporation shall, except with the previous sanction of the management, solicit or accept or permit his wife or any member of his family to accept from any client of the Corporation or from the subordinate employees any gifts or presents except a token gift offered at the farewell functions in the Corporation.
- (ii) No employee shall directly or indirectly work for promotion business carried by his/her family members, relatives, friends such as any trade, business, agency of insurance, Unit Trust, Repairs and Maintenance of Plants & Machinery, Building, Electrification, supplies, loan business etc. related to MSSCL indirectly or directly.
- 34** An employee's conduct infringing any of the provisions of these rules shall render himself liable for suitable disciplinary action.
- 35** Every employee seeking employment elsewhere will inform the management about his applications/representations where they are not required to be sent through proper channel to the Management.
- 36** (i) No employee should be habitually in debt.
- (ii) For the purpose of this rules, an employee shall be deemed to fall into debt. If he/she is unable from his own resources, to meet his/her financial liabilities as may fall due to settlement.

**37** No employee shall disclose or communicate to public papers, journals, books/pamphlets or leaflets by speech or discussion at any time during the service of the Corporation any information or documents relating to Corporation except with the previous approval of the Management.

**38** Every employee shall maintain a high standard of moral behaviour and conduct and amongst other acts/deeds /things done by him in contravention of the moral code of conduct as defined in the Service Rules and or Maharashtra Civil Services (Conduct), Rules, 1979, Maharashtra Civil Services (Discipline & Appeal) Rules, 1979 wherever the MSSCL Service Rules are silent any of the following acts/omissions/things on the part of an employee shall amount to misconduct (list being illustrative and not exhaustive).

Amended  
vide Resol  
No.1310/99  
Dt 23/9/99

- (i) Willful insubordination or disobedience whether or not in combination with another, of any lawful or reasonable order of superiors.
- (ii) Going on a illegal strike or abetting, inciting, instigating or acting in furtherance thereof or resorting to or involvement in violence or abetting, inciting, instigating or acting in furtherance of a violence in even a legal strike,
- (iii) Willful slowing down in the performance or work, or abetment or instigation thereof,
- (iv) Theft, fraud or dishonesty in connection with the Corporation business or property, or the theft of property of another employee within any of the premises of the Corporation,
- (v) Causing damage to the work/business/property/documents of the Corporation willfully or by carelessness or negligence,
- (vi) Taking or giving bribes or any illegal gratification or,
- (vii) Disclosing to any unauthorized person any confidential information in regard to the business of the Corporation which may come into possession of an employee in the course of his/her work/employment,
- (viii) Drunkenness, riotous, disorderly or indecent behaviour including use of abusive or insulting language in any of the premises of the Corporation or outside the premises of the Corporation orally or in writing or while being on duty or not.
- (ix) Causing threat or abuses to co-employees or assaulting a co-employee,
- (x) Resorting to gherao in any of the premises of the Corporation or abetting, inciting, instigating or acting in furtherance thereof.
- (xi) Habitual neglect of work, or gross or habitual negligence.

Amended  
vide Resol  
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- (xii) Commission of any act subversive of discipline or good behaviour on the premises of the establishment,
- (xiii) Habitual absence or habitual absence without leave absence without leave for more than 7 consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation, habitual late attendance, submission of a false medical certificate or false leave application, or proceedings on leave on any ground even when the leave applied for is refused,
- (xiv) Submission of bogus T.A. bill of tour or other false reports,
- (xv) Engaging in trade as explained in Rule-31 of the Rules,
- (xvi) Unauthorized possession of any lethal weapon in any of the premises of the Corporation,
- (xvii) Conviction by a criminal court,
- (xviii) No employee, either singly or jointly with others, shall make false allegations with malicious intention against any officer/ employee of the Corporation,
- (xix) An act subversive of discipline and good behaviour even though committed outside the establishment/premises of the Corporation or after office hours, if the act is connected with the affairs /business of the Corporation,
- (xx) Habitual loitering outside the place/seal of work without permission of the Head of Department/Superiors,
- (xxi) Inefficiency and indecisiveness or non or poor performance in duties
- (xxii) Late attendance on not less than three(3) occasions within a month,
- (xxiii) Habitual breach of any Service Rule condition and or the provisions contained in the Maharashtra Civil Service (Conduct) Rules, 1979 / Maharashtra Civil Services (Discipline & Appeal) Rules 1979 wherever the MSSCL Service Rules are silent or any Law applicable to the Corporation or any Rules made there-under,
- (xxiv) Collection without the permission of the Head of the Establishment, of any money within any of the premises of the Establishment of the Corporation except as sanctioned by Law for the time being in force,
- (xxv) Habitual breach of any rules or instructions for the maintenance of and running of any department, as the maintenance of the cleanliness of any portion of the establishment,

- (xxvi) Habitual commission of any act or commission for which fine or punishment may be imposed,
- (xxvii) Canvassing for Union membership, or the collection of Union dues within the premises of any of the Manager or person Incharge thereof or except in accordance with the provisions of any Law for the time being in force,
- (xxviii) Holding meeting inside the premises of the establishment without the previous permission of the Manager or person Incharge thereof except in accordance with the provision of any Law for the time being in force,
- (xxix) Gambling within the premises of any of the establishments,
- (xxx) Smoking or spitting in the premises of any of the establishment where it is prohibited by the Management,
- (xxxi) No employee shall consume alcoholic drinks during office hours and shall not be found in the office premises under the influence of alcoholic drinks,
- (xxxii) Failure to observe safety instructions notified or interference with any safety device or equipment installed within the premises of any of the establishments,
- (xxxiii) Distributing or exhibiting within any of he premises of the establishment of the Corporation handbills, pamphlets, posters, and such other things causing to be displayed by means of sign or writing or other visible representation any matter without previous sanction of the Manager/ Incharge,
- (xxxiv) Refusal to accept a charge-sheet, order or other communication served in accordance with these service rules and or the provisions contained in the Maharashtra Civil Service (Conduct) Rules,1979 / Maharashtra Civil Service (Discipline, Appeal),Rules,1979 wherever the MSSC Service Rules are silent,
- (xxxv) Refusal to take up new assignment, proceed on transfer deliberate /willful delay to proceed on transfer,

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EXPLANATION : Any act of misconduct which is repeated for more than three occasions within a span of one year shall be treated as "habitual".

- (xxxvi) Leaving head quarter and proceeding on leave without prior permission of controlling authority.

- 39** i) No employee shall, except with the previous knowledge of the Management acquire, or dispose off any immovable property by lease, mortgage sale, gift or otherwise, either in his own name or in the name of any member of his family.

- ii) An employee who enters into any transactions concerning any movable property exceeding Rs. 5000/- (Rupees Five Thousand) in value, whether by way of purchase, sale or otherwise shall forthwith report such transaction to the management,
- iii) Every employee shall, on first appointment and thereafter at the interval of every twelve months, submit a return in such form as the Management may prescribe in this behalf, of an immovable property owned, acquired or inherited by him/her or held by him/her on lease, mortgage in his/her own name or in the name of any member of his/her family or in the name of any other person.

**40 NATURE OF PUNISHMENT :**

- a) Wherever the MSSC Service Rules are silent in this Chapter/Section the Maharashtra Civil Service (Conduct) Rules,1979, Maharashtra Civil Service (Discipline & Appeal) Rules,1979 shall be made applicable and the same shall be binding on all employees.
- b) Without prejudice to any other provisions of these rules and employees who commits a breach of these rules and or the provisions contained in the Maharashtra Civil Service (Conduct) Rules,1979 / Maharashtra Civil Service (Discipline & Appeal) Rules,1979 or who displays negligence, inefficiency or indolence or who does anything detrimental to the interest of the Corporation or in conflict with its interest / instructions or who commits a breach of discipline or is guilty of any other act prejudicial to good conduct, i.e. guilty of misconduct shall be liable to any one or more of the following ‘

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- MINOR PUNISHMENT :**
- i) Censure or warning,
  - ii) Withholding, or delaying of increment
  - iii) Recovery from pay or such other amounts as may be due to him or the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders.

- MAJOR PUNISHMENT :**
- i) Demotion or reduction to a lower post or grade or time scale or to a lower stage in the time scale.
  - ii) Discharge or removal from service which shall not be a disqualification for further employment.
  - iii) Dismissal from services which will be disqualification for further employment.
  - iv) Compulsory Retirement.

New  
Addition  
vide Reso  
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Notwithstanding anything contained in this rule, no employee shall be continued in the Corporation who is convicted by the Court or any criminal proceedings are pending in the Court against the employee.

- 41** No employee shall be dismissed or removed from Services or reduced to a lower post of service or imposed with any other major punishment mentioned above, by any authority subordinate to the authority competent to make appointment to the post of service.
- 42** No order imposing on an employee any of the penalties shall be passed by the competent authority without the charge or charges being communicated to him in writing and without his having been given reasonable opportunity of defending himself against such charge or charges and/or showing cause against the action proposed to be taken against him. Procedure laid down in the Maharashtra Civil Services (Conduct) Rules, 1979, Maharashtra Civil Services (Discipline & Appeal) Rules, 1979 or in the Manual of Departmental Enquiries/Orders etc. prescribed therefor by the Government of Maharashtra will be referred and the same shall be made applicable.
- 43** Where the authority concerned is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed under rules. The Management may consider the circumstances of the case and pass such order thereon as it deems fit.
- 44** An employee may be placed under suspension by the Management ;
- i) Where disciplinary proceedings against him are contemplated, or are pending or
  - ii) Where a case against him in respect of criminal offence is under investigation or trial.
- 45** An employee placed under suspension shall draw subsistence allowance at such rates not exceeding half of his total salary (inclusive of Dearness Allowance and other allowances) drawn by him immediately preceding the date of suspension, as the Management may direct. Where the suspension is not followed by a punishment, the period of suspension shall be treated on duty and the employee concerned will be eligible for arrears of pay allowance and other benefits. However, where the suspension is followed by punishment, the period of suspension shall be regulated as decided by the Management and leave, retirement and other benefits of the employee will be decided accordingly.
- 46** Every employee shall be entitled to appeal as hereinafter provided against the order passed by a competent authority imposing on him any of penalties specified in Rule No.40 to the Appellate Authority as mentioned hereunder :-

Amended  
vide Reso  
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Sr.No.	Competent Authority to Impose Punishment	Appellate Authority.
1	District Manager / Regional Manager	General Manager (Admn)
2	General Manager (Administration)/ Head of Department.	Managing Director
3	Managing Director	Chairman, MSSC Ltd.

The decision of the Appellate Authority mentioned above shall be final and binding on the Appellant and no second appeal shall lie.

Further provided that a probationer shall have no right to appeal against the orders of his discharge.

- 47 Every employee preferring an appeal shall do so in his own name.
- 48 Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be complete in itself. A copy of every such appeal shall be submitted through proper channel to the authority against whose orders the appeal is preferred.
- 49 An appeal not preferred within two months after the date of which the appellant was informed of the order appealed against, shall not be entertained.

Provided that the Appellate Authority may consider an appeal if in its opinion, the delay was due to good and sufficient reasons.

- 50 The appellate authority may on its own or otherwise call for the record of any case in which an order has been made by a competent authority and
- a) Confirm, alter, modify or reverse the orders or
  - b) Direct and further enquiry be held in the case or
  - c) Make such orders in the case, as it may deem proper.

Provided that where it is proposed to enhance the penalty imposed by any such order, the person concerned shall be given opportunity of being heard against the proposed enhancement.

## **CHAPTER - IV**

### **LEAVE**

#### **SECTION – I**

**51 GENERAL CONDITIONS :**

- i) The following types of leave shall be admissible to the employees subject to such conditions and limitations as may be prescribed by the Management.
- a) Casual Leave
  - b) Earned Leave
  - c) Maternity Leave in case of female employee
  - d) Extra Ordinary Leave

- ii) Leave can not be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or revoke leave of any description is reserved in the Management. Production of Medical Certificate shall not by itself confer upon an employee any right to leave of any nature.
- iii) The Power to sanction leave shall be vested in the Management or the Officer of the Corporation when such power is delegated.
- iv) No employee of the Corporation who is on leave shall take service or accept any employment, which involves acceptance of remuneration and other benefits.
- v)
  - a) All leave to the credit of an employee shall lapse on the date he ceases to be in service except earned leave.
  - b) Any absence of more than the number of days allowed for casual leave at a time shall be debited to the employee's earned leave.
- vi) An employee on leave may not return to duty before expiry of the leave granted to him, unless he is required or permitted to do so by the Management.
- vii) An employee compulsorily recalled to duty before expiry of his leave shall be treated on duty from the date on which he starts for the station to which he is ordered.
- viii) All applications for leave on medical grounds shall be supported by a medical certificate from a qualified medical practitioner.  

Management reserves the right to refer the applicant for a second medical opinion from the Medical Officer of the Corporation or the Civil Surgeon of the District. Production of Medical Certificate shall not in itself confer upon an employee any right to leave of any nature.
- ix) An employee who has been granted leave on medical certificate may not return to duty without first producing a medical certificate of fitness from a qualified Medical Practitioner/ Medical Officer of the Corporation or the Civil Surgeon of the District.
- x) Leave ordinarily begins on the day on which the charge is handed over and ends on the day preceding the day on which charge is resumed. Provided the charge is handed over or resumed before noon, otherwise it shall take effects on the following day.
- xi) Leave may be prefixed and/or suffixed to Sundays and Holidays, with the permission of the Management.

- xii) a) If an employee after proceeding on leave desires any extension thereof, he/she shall make an application for the purpose to the authority prior to expiry of the leave granted and such application shall be made at least seven (7) days in advance so that the sanction or refusal of leave can be communicated to the employee concerned before the expiry of leave. The employee shall further notify his address for communicating the reply to the application for extension. There shall be no automatic extension of leave on any ground whatsoever after making an application and the employee shall return to duty at the proper time in case leave is refused to him.
  - b) If the employee remains absent without prior permission or sanction of leave to him for 7 (seven) days or more or if any employee overstays the sanctioned leave without permission or sanction for 7 (seven) days or more, such employee shall be deemed to have terminated his contract of employment thereby.
  - c) If any such employee after he has lost his job or abandoned his job, reports to the Management his willingness for being reemployed and accounts for his absence to the satisfaction of the Management, the Management may in its sole discretion re-employ or re-instate such person on such terms and conditions as it may think fit. However in no event, the Management shall be bound to re-employ or take such person back in employment.
- xiii) The leave due to an employee is the period of leave earned by him, diminished by the period of leave actually taken.

## **SECTION – II**

### **GRANT OF DIFFERENT KIND OF LEAVE**

#### **52 CASUAL LEAVE/OPTIONAL LEAVE/COMPENSATORY LEAVE :**

Casual leave is intended to meet special unforeseen circumstances for which provision cannot be made by exact rules. Ordinarily previous permission of the superior ( i.e. Head of the Department/ Regional Manager/District Manager etc. as the case may be shall be obtained before taking such leave. When this is not possible the concerned superior shall as soon as may be practicable be informed in writing or orally through any person of the absence from work with reasons therefore and the probable duration of such absence.

The total casual leave admissible to a Corporation's employee during a calendar year will be 8 days subject to the following :

- i) Holidays can be interposed between the period of Casual Leave will not be counted as casual leave.

- ii) Holidays can be prefixed and/or suffixed to the period of Casual Leave.
- iii) The total period of Casual Leave and holidays availed in conjunction there with at a time should not exceed 7 (seven) days ( in exceptional circumstances 10 (ten)days). No leave of any kind may be combined with Casual Leave.
- iv) All balance of the Casual Leave shall lapse at the end of the calendar year.
- v) To a probationer one day's Casual Leave would be admissible for each completed one & half month's calendar service.
- vi) An employee while on Casual Leave shall be treated as on duty for all purpose and shall be entitled for pay and allowances during Casual Leave.
- vii) "Half-a-day's" Casual Leave can be granted to an employee of the Corporation.

### **53 SPECIAL CASUAL LEAVE :**

Special Casual Leave shall be admissible to those employee of the Corporation who undergo sterilisation operation or such female employee who may have I.U.C.D. placement The Special Casual Leave shall be admissible as per Government orders from time to time.

Grant of such Special Leave shall be subject to production of a Medical Certificate from the Doctor who actually performed the operation

### **54 EARNED LEAVE :**

- I) An employee shall be entitled to 30 (thirty) days Earned Leave for every calendar year of service, including the period spent on leave but excluding the period of un-authorized absence, provided that in the case of employees who joined service during the course of the calendar year, his entitlement to Earned Leave shall be regulated as under :

<b>Sr.No.</b>	<b>Date of Joining</b>	<b>Number of Days</b>
1	<b>Before 1<sup>st</sup> April</b>	<b>26</b> (Twenty Six) days
2	<b>Between 1<sup>st</sup> April to 30<sup>th</sup> June</b>	<b>18</b> (Eighteen) days
3	<b>Between 1<sup>st</sup> July to 30<sup>th</sup> September</b>	<b>11</b> (Eleven) days
4	<b>Between 1<sup>st</sup> October to 31<sup>st</sup> December</b>	<b>04</b> (Four) days

The leave so earned shall be credited to the account of an employee only twice in a year i.e. on the 1<sup>st</sup> January and 1<sup>st</sup> July. An employee shall be entitled to Pay and Allowances during Earned Leave as if he was on duty.

- ii) The employee of the Corporation entitled to Earned Leave shall be allowed to encash a portion of their Earned Leave subject to the following condition :
- a) The employee who surrenders Earned Leave should be allowed leave salary D.A. or the allowances admissible for the period of the leave surrendered.
  - b) The authority empowered to grant Earned Leave shall be the authority competent to accept the surrender.
  - c) deleted
  - d) deleted
  - e) deleted
- iii) 1) Earned Leave may be accumulated upto the maximum of 300 days. Any leave accumulated in excess of 300 days shall be considered as lapsed. Permitting encashment of E.L. upto the maximum of 300 days in the following cases.
- a) to the employee who retired on attaining the age of superannuation.
  - b) Voluntary retirement.
  - c) Where the services of a confirmed employee are terminated giving a notice and after payment of notice pay,
  - d) In case of death while in service.
- 2) In case the employee himself resigns or quit service he will be granted earned leave encashment to the extent of half of such leave to his credit subject to maximum of 150 days.
- iv) A Sunday or a holiday/holidays following at the beginning or at the end of the Earned Leave shall not be counted as a part of leave. In all other cases Sundays and/or holidays following between the 1<sup>st</sup> and the last days of the leave shall be counted as part of leave taken.
- v) An employee appointed in the regular scale of pay, shall earn Earned Leave after completion of one year's continuous service. However, after confirmation Earned Leave shall be credited for the period of initial one year of his service also.
- vi) Subject to the provisions of these Rules the maximum Earned Leave that may be granted to an employee at any time shall be 60 days. An employee who has been granted / sanctioned Earned Leave shall not ordinarily be allowed to rejoin duty before the expiry of tenure of leave sanctioned/granted to him. However, in case of compulsory recall to duty, the employee may be allowed to enjoy the balance of his leave as soon as his service can be spared.

- vii) The Management reserves the right to send at its discretion any of the employee of the Corporation on compulsory leave subject to Sub-Rule 6 above.

**55      HALF PAY LEAVE :**

- i) An employee shall be entitled to half pay leave on Medical grounds for 20 days on half pay for each completed year of service after coming into effect of these Rules.
- ii) Half Pay Leave shall be credited to the account of the employee at the end of each calendar year.
- iii) The half pay leave shall be held admissible to the employee only on medical ground and on production of a Certificate from Registered Medical Practitioner to the satisfaction of the sanctioning authority.
- iv) The half pay leave can be commuted to the maximum extent of half the amount of Half Pay Leave only on medical certificate and in that event leave salary equal to full pay shall be admissible.
- v) The Half Pay Leave shall accumulate till the employee retires or resigns from the services of he Corporation and the accumulation shall be without any limit.
- vi) The employee who has been granted half pay leave/commuted leave on Medical Grounds will have to produce a medical fitness certificate at the time of joining his duty from a Registered Medical Practitioner to the satisfaction of the Management.
- vii) The sanctioning authority may grant commuted leave where there is a reason to believe that there is a reasonable prospect of the employee returning to duty on its expiry.
- viii) Encashment of Half Pay Leave on medical ground shall not be permissible.

**56      SPECIAL MEDICAL LEAVE :**

- i) The Management may grant Special Medical Leave to any employee suffering from Leprosy, Paralysis, T.B. Cancer and permanent physical disability or such other diseases causing permanent or temporary disability to an employee as may be decided by the Management from time to time, for a maximum period of one year with full salary and allowances, provided all leaves at his credit are exhausted.

- ii) Provided, the Management is satisfied that such employee shall be fit to resume duty on the basis of the report received from such Medical Authority as may be prescribed.

(27)

**57 EXTRA ORDINARY LEAVE :**

- i) The extraordinary leave with emoluments may be granted at the discretion of the Management under exceptional circumstances to an employee who has no other leave due to him under these rules. The maximum number of days for which such leave may be admissible in a year will be 10( Ten) provided that the period of such extra ordinary leave shall be adjusted to the Earned Leave that the employee may become entitled to immediately thereafter. In case such employee leaves the services of the Corporation before the entire extra-ordinary leave availed of by him is adjusted as stated hereinafter, he will have to surrender the pay drawn by him for the number of days of leave which cannot be adjusted on account of his leaving the services of the Corporation.

In case of a probationer extra-ordinary leave as admissible above shall be without pay and his period of probation shall get extended by the corresponding period.

- ii) Extra-ordinary leave shall not accumulated and shall lapse at the end of the calendar year. Extra ordinary Leave shall not be treated as service for any purpose.

**58 MATERNITY LEAVE :**

A female employee who does not have more than two living children on the date of application, may be granted maternity leave for a period which may extend upto the end of 180 days from the date of its commencement of leave w.e.f.01/01/2016. The condition of services also waived in case of maternity leave.

Amended  
vide Item  
No.14/20  
Dt 11/08/20

Provided, no female employee will be entitled to a total of maternity leave of more than 360 days during the service of the Corporation.

**CHAPTER - V****EMPLOYEES WELFARE & BENEFITS, LOANS & ADVANCES****SECTION – I****EMPLOYEES WELFARE & BENEFITS****59 SUPER ANNUATION AND /OR COMPULSORY RETIREMENT OF SERVICE :**

The date of retirement by superannuation of service of an employee shall be:-

1	<b>For Group- A, B &amp; C:</b>	The date on which he attains the age of 58 years.
2	<b>For Group- D:</b>	The date on which he attains the age of 60 years.

Provided the Managing Director may require an employee who has attained the age of 50 years or completed 20 years of service in Corporation to retire earlier than the date of normal retirement of his service by giving 3 (Three) month's notice of the intention to retire.

**60 PROVIDENT FUND**

All employees drawing salary in the regular scale and eligible to become members of the P.F. shall subscribe every month to contributory Provident Fund a sum equal to 12% of their basic salary and dearness allowance. The Corporation shall also subscribe every month when the contribution falls due, an amount equal to 12% of the basic salary and dearness allowance of the employee, as defined by Government and changed from time to time.

The Rules regarding payment and withdrawal to and from the fund shall be such as laid down in Employees Provident Fund Act, 1952 as amended from time to time. Provided that the Management may decide to frame its own rules for covering operation of Employees Provident Fund by establishing a Trust to administer the fund.

**61 GRATUITY :**

All confirmed employees of the Corporation who have resigned, retired, expired or whose services shall be terminated for reasons other than disciplinary measure shall be entitled to payment of gratuity.

**62 MEDICAL BENEFITS :**

Under this rules the employees will be entitled for reimbursement of medical expenses at par with the State Government employees and his or her dependents as specified in the definition of family under Chapter-I Definitions (XI) (a) and (b) of MSSCL Rules for the 27 diseases including five serious diseases approved by the government amendable from time to time.

Amended  
vide Resol  
No.1404/01  
dt 26/12/01

Every financial year budget amount of Rs. 20.00 lakhs will be earmarked for reimbursement of medical expenses as mentioned above and the powers to approve

Further  
amended  
vide Resol  
No.1453/02  
dt 2/11/02

--+ reimbursement claims up to Rs. 1.00 lakh shall be vested in the Managing Director as provided under Government GR No. वैखप्र-२०११/प्र.क्र.३३३/११/सकवि-२ दिनांक १६.११.२०११. Similarly powers to approve the claims over and above Rs. 1.00 lakh shall be vested in the Board of Directors.

Further  
amended  
vide  
Resolution  
No.2046/13  
dt 22/6/13

Government guidelines regarding procedure for submission of claims of reimbursement by employees within prescribed time limit, making scrutiny of the medical bills, payment of advance etc. will be made applicable as amended from time to time.

This scheme shall be applicable to all the employees (Permanent or Probationer). The employees who left, resigned, absconding and facing criminal charges under trial will not be entitled for the medical benefits under this scheme.

Amended  
vide Resol  
No.2256/16  
dt 27/09/16

**63 LEAVE TRAVEL CONCESSIONS :**

The following leave traveling concessions shall be to the employees of the Corporation :-

- i) Leave Travel Concession for visit to Home Town once in a period of 2 (Two) calendar years.
- ii) Leave Travel Concession for visit to any place in India once in a period of 4 (Four) calendar years/provided that the Leave Travel Concession for visit to any place in India will be admissible once in lieu of one LTC to Home Town in terms of Rule 63-(i).
- iii) The concession shall apply in respect of the journeys performed by an employee traveling to his home town/any place in India on leave and back from his home/any place in India including the members of his family.

- iv) The concession shall be restricted to the reimbursement of actual to and from Bus/Railway/Steamer fare as the case may be applicable by shortest route, so far it relates for visit to home town of the class by which an employee is entitled to travel and in case of visit to any place in India the concession shall be restricted to the reimbursement of Bus/Railway/Steamer fare as the case may be for the distance actually traveled subject to maximum distance of 4000 kilometers.

However, where the home town/place in India is connected by Railways, only rail fare for to-and-fro journey by shortest route of the class by which the employee is entitled to travel shall only be admissible for reimbursement. However, nothing in this clause entitles HODs to travel by Air when availing LTC facility.

Amended  
vide Resol  
No.2281/17  
Dt 21/01/17

As regards to remove difficulties and to simplify settlement of LTC/HTC claims, following maximum rate per KM per person may be considered w.e.f. 01/01/2016.

Sr No	Name of the Post	Rate per km
1	Managing Director and Heads of Departments (General Managers)	Rs.3.50/-
2	Dy.General Managers	Rs.2.25/-
3	RMs/DMs/AAOs/Accountants/IAs/PA to MD/ PEs/JEs/Jr.PEs/LWO/DM Gr-II/ and equivalent	Rs.1.50/-
4	All other categories of Employees (Including AFOs/Steno (LG)/SO/AM/Jr.Breeder	Rs.0.75/-

LTC/HTC claim amount will be considered to the extent of maximum up to actual expenditure of travelling and production of documentary proof i.e. Taxi bill, Tour operation's bill etc.

The Managing Director shall be the authority to revise above rates as per requirement from time to time.

- v) In the event of the return journey failing in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.
- vi) A minimum period of 15 days Earned Leave or Earned or Casual/Extra Ordinary Earned Leave will have to be availed of for admissibility of the concession. However, the Managing Director may, at his discretion, relax this condition if he considers it necessary to curtail the leave of the employee to a period of less than 15 days.
- vii) For the purpose of availing of this benefit, the terms 'Home Town' means a permanent home town or village of the employee as entered in the service record of the Corporation. Person who enter in the service of the Corporation in future shall make a declaration of his home town before the expiry of the First month of his service.

- viii) For availing of benefit of L.T.C. to any place in India, an employee entitled to the facility shall make one month prior to the date of his intention to proceed for journey a declaration of the place he intends to visit/undertake journey to. The employee shall produce immediately, on his return from the place and reporting on duty such reasonable proof of his visit to the place declared pursuant to this rule as may be required by the Management. In case of failure of an employee to produce such proof without justifiable/reasonable cause he shall be liable to refund the entire advance taken for the purpose and shall further be liable to such disciplinary action as be deemed fit in the case by the Management.
- ix) The concession shall not be admissible to such employee of the Corporation who are not confirmed in the services of the Corporation.
- x) For employees on deputation, this facility will be as per the terms of deputation. In case of non clarity the facility will be provided as per discretion of Managing Director.

(31)

- xi) The concession, if not availed of within the period of two/four calendar years as the case may be shall lapse at the expiry of the said period and shall not be accumulated where due to exigencies of the Corporation's work, an employee is not allowed to avail of the benefit of either and/or both the concession(s) within the respective stipulated period. Managing Director may at his discretion allow such employee to avail either of the benefit in the immediately succeeding calendar year.
- xii) The concession of L.T.C. for visit to home town shall not be admissible to an employee who has not completed one year continuous service from the date of his confirmation on the date of outward journey performed by him.
- xiii) In case of any other clarification, the Leave Travel Concession Rules of the Government of Maharashtra will be referred to and the same will be applicable to that extent.
- xiv) An employee shall have an option to declare his Home-town twice during the whole service period i.e. once at the time of joining in service and second declaration after settlement of his family at the place other than declared first.
- xv) For the purpose of availment of Leave Travel Concession/Home Town Concession and for any other allowance, claim and facility, the "Family means employee including his/her spouse and two children only and the employee having more than two children (alive) such employee or any of his/her family member shall not be entitled for availment of this facility.

New addition  
vide Resol.  
No.1404/01  
Dt 26/12/01

NOTE 1: The employee having more than two children alive as on 30/4/2001 and in case the number of children is not increased thereafter, the restriction of two children to such employee shall not apply.

NOTE 2: The employee do not have any children alive or have only one child as on 30/4/2001 and in case the number of children as on 30/4/2001 is increased by two or more at one time delivery the restriction of two children to such employee shall not apply (as defined in the G.R. NO संकीर्ण-१०००/प्र.क्र.७०/सेवा-५ दि.१०.२.२००१ issued by the Finance Deptt.in State Government) and any further addition, alteration and amendment to the same by the State Government with prior approval of the Board.

**SECTION – II****EMPLOYEES LOANS AND ADVANCES****64 ADVANCES :**

- i) **FESTIVAL ADVANCE :** The festival advance will be allowed to the employees of MSSC drawing basic pay ( in non-gazetted cadres) less than Rs. 8300 per month. For one of the festivals recognized for the purpose by the Managing Director. The facility of advance can be availed of only once in a calendar year. The amount of advance per member of staff shall not exceed Rs. 1500/- and shall be recoverable in TEN equal monthly installments. Application for such advance by the incumbent will be made 3 weeks in advance of the festival. No payment will be made after the festival is over. Festival advance may be allowed irrespective of other advances due with an employee at the discretion of the Managing Director. A probationer shall be entitled for this advance provided that he should furnish guarantee from a confirmed employee of the Corporation. This advance shall be paid to the employees of the Corporation as per the guidelines issued by the State Government vide G.R.No.मुविनि-१०९८/प्र. क्र.४७।९८विनियम दिनांक ३१-७-२००० and modification from time to time in this with prior approval of the Board.

Amended  
vide Resol  
No.1404/01 dt  
26/12/01

ii) **TRAVELING ADVANCE / LEAVE TRAVEL CONCESSION ADVANCE :**

a) **ADVANCE OF TOUR :**

An employee proceeding on tour with proper sanction may be granted advance T.A. restricted to the probable expenses to be incurred during the tour.

The advance should be accounted for within 15 days of the completion of tour and balance , if any, should be refunded. In case the account is not received within the prescribed period, the advance shall be recovered from the next salary or amount due to the employee.

Ordinarily no second advance shall be granted if a previous advance is already outstanding or remaining unadjusted. A second advance may be paid with the sanction of the Head of Department/ Regional Office/Branch in case of non-supervisory staff and Managing Director in case of Management staff.

b) ADVANCE ON TRANSFER :

An employee on transfer may be granted an advance of pay equal to one month's pay and advance of transfer traveling allowance

equal to the probable amount of expenses to be incurred by him for the transport of himself, family and kit.

The pay advance shall be recovered in three monthly equal installments commencing from the month in which the full pay and allowances are drawn at the new station. The transfer traveling advance shall be adjusted from the T.T.A. claim. The T.T.A. advance should be adjusted within three months of reporting at the new station.

iii) LEAVE SALARY ADVANCE

An advance not exceeding one month's leave salary may be allowed to the employees of the Corporation proceeding on leave subject to the following conditions:

- a) The leave taken is for a period of not less than 15 (fifteen) days.
- b) Advance should be restricted to the net amount of leave salary for the first month of leave that is clearly admissible to the employee after all the normal deductions.
- c) The advance should be adjusted in full in the leave salary bill.
- d) The amount of leave salary and allowance for the leave sanctioned may be paid in advance but not earlier than six days before the commencement of leave.
- e) In case before proceeding on leave the leave had to be cancelled, the employee will have to refund forthwith to the Corporation in one installment such advance or the same may be adjusted from the payment due.
- f) This leave salary advance is not liable to deductions on account of provident fund, house rent etc.

iv) SPECIAL ADVANCE :

The Managing Director may at his discretion grant Special Advance to an employee in exceptional circumstances on compassionate grounds only on the following terms and conditions. The Management may make suitable provision in yearly budget for this purpose :

- a) No Special Advance facility will be granted to daily wages or probationer employee.
- b) The Special Advance shall be granted upto 4 months Basic + D.A. subject to maximum limit of Rs. 1,50,000/- to employees in all cadres including executives of the Corporation recoverable in 15 equal installments.
- c) The facility of Special Advance shall be granted four times only during the whole service period to confirmed employees only.
- d) The following rate of interest will be charged on the Special Advance amount granted to the employees :

1 <sup>st</sup> Special Advance	..	5% interest P.A.
2 <sup>nd</sup> Special Advance	..	7% interest P.A.
3 <sup>rd</sup> Special Advance	..	9% interest P.A.
4 <sup>th</sup> Special Advance	..	11% interest P.A.

- e) Normally once facility is granted to employee, next facility will be granted to the same employee for the minimum period of three years from the date of recovery of last installment of Special Advance granted earlier.

Amended  
vide Resol  
No.2401/19  
Dt 20/06/19

Amended  
vide Resol  
No.2401/19  
Dt 20/06/19

## 65 CYCLE LOAN (ADVANCE) :

Loan/Advance for the purpose of Cycle may be granted to any employee other than probationer who has put in one year's continuous service in the Corporation after confirmation on the following terms;

- i) All purchases should be made from authorized or reputed dealer
- iii) All loans shall be limited to actual purchase value of the Cycle or Rs.5,000/- which is ever less.
- iv) The amount of loan shall be repaid in 10 equal monthly installments from the salary bill of the employee concerned and will commence with the first issue of salary after the advance is paid.
- v) The Cycle purchased shall be hypothecated to the Corporation with an undertaking not to sell or otherwise deal with the same without prior sanction of the Managing Director.
- vi) The borrower shall sign an agreement in such form as may be prescribed by the Managing Director for the proper observance of the conditions for the grant of loan and for the re-payment of the same at the time of receiving the advance.

Amended  
vide Resol  
No.2401/19  
Dt 20/06/19

- vii) The entire loan shall become due when the employee resigns or is discharged from the service, and shall be recovered in one lumpsum from the amounts payable by Corporation to the loanee.
- viii) Only permanent employee shall be entitled to obtain loan from the Corporation.
- ix) In case of default in the repayment of any installment or installments the entire loan shall become due. Willful refraining from payment of recoveries due shall be construed as misconduct.
- x) In case an employee retires, or dies before the loan is fully repaid, the balance of the loan with the accumulated interest without prejudice to any other recourse shall be deducted in lumpsum from the gratuity payable to the employee or his legal heirs or from any other amount due to him from the Corporation.

**66 MOTOR-CYCLE/ SCOOTER/ MOPED ADVANCE :**

The Motor Cycle/Scooter/Moped Advance shall be granted to the employees of the Corporation to the extent of 75% of the cost of two wheelers ( upto limit of Rs.70,000/-) and 25% amount of vehicle will have to be arranged by employee out of his own sources or through Bank. 75% advance granted to an employee shall carry an interest of 7% per annum till complete refund of advance amount. This amount of 75% advance so granted to an employee will be recovered in Thirty six (36) monthly installments from the date of actual repayment.

Amended  
vide Resol  
No.2401/19  
Dt 20/06/19

**CHAPTER - VI**

**SECTION – I**

**67 TRAVELING ALLOWANCE ON TOUR**

The Traveling Allowance for all employees of the Corporation who undertake journeys for the Corporation's work will be regulated as follows :

- i) These rules may be called "Maharashtra State Seeds Corporation Employees Traveling Allowance Rules".
- ii) These rules shall be effective from the first day of the month immediately following the month in which they are approved by the Board of Directors of the Corporation in their meeting and shall have prospective effect.
- iii) For the purpose of Traveling Allowance 'Controlling Officer' means the Managing Director or the Officer(s) whom the Managing Director may declare as such for the purpose of traveling allowance.
- iv) Traveling Allowance will be admissible only if a person has traveled on tour beyond 10 (ten) kms. from his place of duty.

- v) (a) Every employee of the Corporation shall while undertaking a journey for the work of Corporation performed the journey in such manner as would entail minimum expenditure to the Corporation. Provided, however, that he may choose any of the modes of travel which he is entitled under the rules.
- (b) Notwithstanding the provisions of Rule (a) the Managing Director or the controlling officer may at his discretion permit any employee to travel by a costlier route, if thereby there will be a considerable saving of time which will be beneficial to the Corporation.
- vi) Entitlement for Class of Accommodation :-  
An employee while traveling on duty shall be entitled to travel by the following mode and class of accommodation at the Corporation's expenses w.e.f.01/01/2016 :

Amended  
vide Resol  
No.2225/15  
Dt 21/12/15

SN	Name of Posts	Class Entitled for journey
1	Managing Director	Air, AC, 1 <sup>st</sup> Class on Rail/ Luxury or Delux Bus.
2	Head of Departments (General Manager)	AC, 1 <sup>st</sup> Class on Rail/ Luxury/ Delux Bus and Air with permission of M.D.
3	Dy.General Manager	2 <sup>nd</sup> Class on Rail/ Luxury / Delux Bus and AC 1 <sup>st</sup> Class with permission of M.D.
4	RMs/DMs/AAOs/Accountants/ I.As PA to MD, P.Es, J.Es, Jr.P.Es, LWO, DM Gr-II/FOs & equivalent	AC, 3 <sup>rd</sup> Class on Rail/ Luxury/ Delux Bus
5	All other categories of employees	Sleeper Class on Rail, Luxury Bus & AC 3 <sup>rd</sup> on Rail with permission of Concerned HOD.

NOTE : Employees are entitled to the reimbursement of Reservation and Insurance charges where applicable

- vii) Daily Allowance shall be held admissible for the entire period of absence from Head Quarters i.e. including the period taken for journey. For calculating the period of absence, a grace period of 3 hours in the case of Air Journey and Two hours in the case of Railway /Steamer /Bus Journey before the scheduled departure and the similar grace period after the actual time of arrival of place /train/ steamer /bus shall be allowed. Grace period is allowed only for 24 hours absence from head-quarters. No such grace period shall be allowed for journey performed in the hired/owned or Corporation's vehicles. Daily Allowance payable for the journey period including grace period shall be at the ordinary rates.

viii) Journey by Road while on Tour with Officer's own Conveyance :

- a) An employee using his own conveyance shall be entitled to travel by Road and claim mileage at the rate per kilometer as may be determined by the Managing Director from time to time provided that such employee obtains prior authorization from the Managing Director to maintain his own conveyance Car/Jeep/Motor-cycle/Scooter/Moped. However for traveling by own conveyance between the places connected by Rail would require permission of the controlling officer.

Note : Allowance under this rule as provided above will be admissible only if the total length of the road journey exceeds 10 kms.

- b) Officers who are authorised to maintain car are allowed to utilize the services of the Drivers of the Corporation on tour by their own vehicle.

- ix) Every employee on tour may be allowed to draw Taxi/Auto/Cycle-rickshaw fare for journey between the place of his alighting (Air port/Railway Station/ Bus terminus as the case may be) and his place of residence /camp as the case may be provided that where two or more employees are traveling together only one fare shall be admissible.

x) Daily Allowance on Tour at Out-station :

Daily Allowance is a payment made to an employee in addition to other emoluments for any day during which an employee is absent from Hqrs. On duty and is intended to cover the ordinary daily expenses incurred by him in consequence of such absence. The quantum of daily allowance admissible on tour at outstation should be related to the actual period required (as certified by the Head of Deptt. in case of staff under him/deputed by him and in the case of Head of Deptt. by the Managing Director) for completion of the job assigned.

An employee shall be entitled to claim daily allowance or portion of daily allowance applicable to his grade for the time he actually spent on tour for the job/assignment given to him as detailed hereunder :

- |    |   |    |           |
|----|---|----|-----------|
| a) | Not less than 12 hours irrespective of night halt | .. | Full D.A. |
| b) | Not less than 6 (six) hours and upto 12 hours.    | .. | Half D.A. |

- xi) Halting or Daily Allowance shall be paid to the employees at the following rates w.e.f.01/01/2016 :

Amended  
vide Resol  
No.2225/15  
Dt 21/12/15

Grade Pay Range	Halting or Daily Allowance per day			
	Ordinary Villages/ Taluka places in M.S.	District Places in M.S. and Village/ Taluka places in other state	"A" Grade Cities in M.S. and District places in other states including Kurnool & Vijaywada in AP.	Mumbai, Pune, Nagpur, and all Metro & "A" Grade Cities in other states in Country including Indore (MP)
	Category - I (Rs.)	Category - II (Rs.)	Category - III (Rs.)	Category - IV (Rs.)
1) Below Rs.4200	200	250	300	400
2) Rs.4200 to 4399	230	280	350	400
3) Rs.4400 to 5399	260	310	400	500
4) Rs.5400 to 6599	280	330	450	500
5) Rs.6600 to 8699	300	350	500	600
6) Rs.8700 & above	320	380	550	700

Note : Daily Allowance may be drawn for holidays intercepting during the period of Tour, if such holidays were used for the business of the Corporation. But no daily allowance shall be admissible during casual or other leave.

- xii) An employee of the Corporation may at his option be permitted to draw on production of payment voucher of actual expenses incurred by him on lodging provided that the actual lodging charges claimed by him on production of lodging receipt will not exceed the amount below w.e.f.01/01/2016 :

Grade Pay Range	Maximum ceiling limit on production of lodging receipt			
	Ordinary Villages/ Taluka places in M.S.	District Places in M.S. and Village/ Taluka places in other state	"A" Grade Cities in M.S. and District places in other states including Kurnool & Vijaywada in AP.	Mumbai, Pune, Nagpur, and all Metro & "A" Grade Cities in other states in Country including Indore (MP)
	Category - I (Rs.)	Category - II (Rs.)	Category - III (Rs.)	Category - IV (Rs.)
1) Below Rs.4200	300	400	500	800
2) Rs.4200 to 4399	400	500	600	800
3) Rs.4400 to 5399	450	550	800	1000
4) Rs.5400 to 6599	500	650	1000	1200
5) Rs.6600 to 8699	550	800	1300	2000
6) Rs.8700 & above	750	1000	1500	3000

Amended  
vide Resol  
No.2225/15  
Dt 21/12/15

Note : a) If the amount charged by a hotel is a flat rate inclusive of both boarding and lodging half the flat rate may be taken as the lodging charges for the purpose of this rule.

b) In case of Managing Director actual lodging charges plus room and service charges upto Rs. 1,000/- per day.

Amended  
vide Resol  
No.2401/19  
Dt 20/06/19

- c) For continuous halt outside head quarters upto 20 days full D.A. shall be admissible for the halts beyond 20 days prior to consent of the Managing Director shall be necessary and D.A. in such case shall be admissible as may be directed by him.
- d) The actual lodging charges over and above those admissible under proposed service rules may be reimbursed to the Head of Deptt. at the discretion of the Managing Director.

xiii) ACTUAL EXPENSES :

When an employee is required to travel within head quarters or at the place of duty while on tour, he may be reimbursed the actual expenses incurred by him as certified as reasonable by the controlling officer on travel by rickshaw, bus or any other public conveyance or motor car, taxi, provided that employee using taxi shall obtain permission of the controlling officer. However the employees having basic pay range more than Rs. 2600 will be entitled to the actual expenses incurred by him on travel by motor car/taxi.

xiv) GENERAL :

- a) All journey for Corporation's work shall be undertaken with the prior sanction of the Managing Director or the controlling officer declared for this purpose by the Managing Director.
  - b) An employee proceeding on tour with proper sanction may granted advance of traveling allowance to be incurred during the tour.
  - c) The advance of traveling allowance shall be accounted for normally within fifteen days of the completion of tour and any balance should be refunded. No second advance shall normally be granted if a previous advance is already outstanding or remaining un-adjusted.
  - d) All claims of actual expenses should be supported by relevant vouchers and receipts and when this is not possible by certificates.
- xv) These provisions are also applicable to the Managing Director/ Elected Directors for his/their travel on Corporation's business or for the purpose of undertaking tours or attending meeting concerned with the Corporation. The Managing Director shall be the controlling officer in so far as his and Elected Directors/Executives/Head of Departments traveling claims and other claims are concerned.

- xvi) For any journey not covered by these provisions, an employee shall draw traveling allowance on such scales as may be fixed by the Managing Director having regard to the cost and the mode of transport obtaining in the area in which the journey is undertaken.
- xvii) The competent authority may relax any of the provisions of these rules in an individual case where it is satisfied that the exigencies of the Corporation business so required.
- xviii) It is a fundamental principle that traveling allowance should not be a source of profit, but a reimbursement of expenses. While scrutinizing the traveling allowance claims, this principle should be borne in mind. In cases where it is found or where there is a reasonable doubt that the rules are misused to augment the income or false particulars are given in the traveling allowance claims, the person shall be liable to disciplinary action. And his claim may be reduced as may be deemed suitable by the Controlling Officer / Sanctioning authority.
- xix) Where at any place the Corporation has its own arrangement/facility of lodging /rest house/ guest house etc. every employee shall utilize the said facility and reimbursement of actual lodging expenses under sub-rule 13 herein before shall not be admissible.

**68 CONVEYANCE ALLOWANCE :**

- i) Conveyance Allowance may be granted by the Managing Director to an employee who has to move about on duty frequently and intensively within the limit of his Head Quarters.
- ii) The conveyance allowance in each case shall be fixed by the Managing Director at such rates and subject to such conditions as the traveling would justify and the Managing Director may require full details of traveling done and effect any modification in the rate of conveyance allowance as may be deemed fit from time to time.

**69 PERMANENT TRAVELING ALLOWANCE :**

- i) The Managing Director may sanction permanent traveling allowance to an employee who has to do extensive tour in specified jurisdiction.
- ii) Such allowance shall be in lieu of all other forms of traveling allowance for journeys within the jurisdiction. While fixing the permanent traveling allowance the competent authority as may be considered appropriate by him, may prescribe the minimum mileage, number of touring days, night halts etc. to be done per month.

**70 FOREIGN TOURS:**

In respect of foreign tours to be undertaken by the employees, the rates of daily allowance and special allowance shall be decided by the Board in individual cases. The guidelines issued by the Government in this regard will be followed.

(41)

**SECTION – II**

**71 TRANSFER TRAVELING ALLOWANCE :**

The Traveling Allowance for transfer will be regulated as follows :

- i) An employee is said to be on transfer when he is posted from one place to another in pursuance of Transfer order shall be entitled for Transfer Traveling Allowance posted from one station to another.
- ii) Transfer of an employee at his own request will not entitle him to any T.T.A.
- iii) Journey by the members of the Employees' Family should be completed within a period of six months from the date of the employee takes the charge of the post to which he is transferred.
- iv) An employee on transfer shall be entitled for the actual fare of the admissible class of accommodation plus one Daily Allowance for each member of family above 12 years of age and half Daily Allowance for those below 12 years.

v) **TRANSFER GRANT :**

A transfer grant on the following scale shall be paid to the employees as follows :

Sr.No.	Grade Pay Range	Revised Transfer Grant
1	Below Rs. 4300	Rs. 1200
2	Rs. 4301 to Rs. 5400	Rs. 1500
3	Rs. 5401 to Rs. 6600	Rs. 2250
4	Rs. 6601 to Rs. 8699	Rs. 3000
5	Rs. 8700 & above	Rs. 4500

NOTE : No transfer grant will be admissible if the distance between old and new station is less than 25 kms.

vi) **TRANSPORTATION OF PERSONAL KITS :**

Actual transportation of personal kit by goods train, subject to the following maximum weight shall be reimbursed :

- 1) **By Rail:-** Actual transportation of personal kit by goods train, subject to the following maximum weight shall be reimbursed.

Grade Pay Range	Maximum Weight (in kgs)
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Amended  
vide  
Resol.No  
1932/11  
dtd  
2079/11

Amended  
vide  
Resol.No  
1932/11  
dtd  
20/9/11

	With family	Without family
Rs. 8700 & above	Full wagon (6000)	3000
Rs. 6601 to Rs. 8699	Full wagon (6000)	2500
Rs. 5401 to Rs. 6600	5000	2000
Rs. 4301 to Rs. 5400	3000	1500
Below Rs. 4300	2000	750

(42)

- 2) By Road:-** If both the stations are connected by Rail, the expenditure actually borne by employee on transportation OR equivalent to Rail charges whichever is less will be reimbursed.

If the household kits are transported by Road, the following charges are allowed to MSSCL employees.

- a) For Journey upto 8 kms or less = 35 paise per km for 35 kgs or part thereof if its exceeds 17 kgs.
- b) For Journey beyond 8 kms = 15 paise per kms for 35 kgs or part thereof

vii) TRANSPORTATION OF CONVEYANCE :

The actual expenses of transportation of conveyance by goods train at owner's risk shall be reimbursed in full and where the conveyance is transported under its own propulsion the expenses shall be reimbursed at the rates approved for the purpose by the Managing Director from time to time.

viii) PACKAGING ALLOWANCE :

The employees shall be entitled for the packaging allowance at the following rates.

Grade Pay Range	Packaging Allowance
Rs. 8700 & above	1800
Rs 6601 to Rs. 8699	1500
Rs. 5401 to Rs. 6600	1500
Rs. 4301 to Rs. 5400	1200
Rs. 4200 to Rs. 4300	1000
Below Rs. 4200	800

Amended  
vide  
Resol.No  
1932/11  
dtd  
20/9/11

**SECTION-III****72 JOINING TIME :**

An employee on transfer in pursuance of Transfer order of the competent authority shall be entitled for the joining time as per MCSR ( Joining Time etc) Rules 1980 or in accordance with the orders of Government issued from time to time.

**73 ADDITIONAL CHARGE ALLOWANCE :**

An employee may be required to hold additional charge of equivalent post or higher post in addition to own duties. The employee holding additional charge for a period not less than 15 days shall be entitled to additional charge allowance @ 5% of the basic plus grade pay per month with retrospective effect w.e.f.01/01/2012 and the limit of additional charge allowance shall be increased as may be revised by GoM from time to time.

Amended  
vide Resol  
No.2335/18  
Dt 24/03/18

**CHAPTER - VII****OTHER ALLOWANCES****74 DEARNESS ALLOWANCE :**

All the employees of the Corporation will be entitled to Dearness Allowance at the rate applicable to the employees of Government of Maharashtra and the same will be granted to the MSSCL employees. Sub-Committee of Board of Directors be and is hereby authorized to release the increased dearness allowances henceforth if MSSCL Having appropriate profits.

Amended  
vide Resol  
No.2357/18  
Dt 30/08/18

**75 a) COMPENSATORY LOCAL ALLOWANCE :**

The Compensatory Local Allowance shall be made applicable to the employees of the Corporation posted in Maharashtra as per the State Government Rules for cities as declared by the Government from time to time. As regards the employees posted in Out State the same shall be as per the policy applicable to the State Government employees of that particular state or the Central Government employees whichever is higher.

Amended  
vide Resol.  
No.1619/05  
Dt17/12/05

**b) TRANSPORT ALLOWANCE :**

The Transport Allowance shall be made applicable to the employees of the Corporation w.e.f. 1/4/2001 as per State Government Rules for the cities declared by the Government. Any further revision in the existing rate of Transport Allowance by the State Govt. for its employees shall be made applicable to the employees of the Corporation subject to prior approval by the Board of MSSCL.

New addition  
vide Resol  
No.1404/01  
Dt 26/12/01

**76 HOUSE RENT ALLOWANCE :**

- (i) The House Rent Allowance shall be made applicable to the employees of the Corporation as per State Government Rules for cities as declared by the Government Vide G.R. No. घभाभ-१०९८/प्रक्र-८२/९८ सेवा ५ दिनांक 11-12-98 with effect from 1<sup>st</sup> April,2001 onwards and modification from time to time in this with prior approval of the Board.

Amended vide  
Resol.  
NO.1378/2001  
Dt 30/3/01

Further  
amended vide  
Resol No.1931/  
2011 dated  
20/9/2011

Sr. No	Classification of cities / towns	Rate of House Rent Allowance
1	X	30 per cent of basic pay + grade pay drawn
2	Y	20 per cent of basic pay + grade pay drawn
3	Z	10 per cent of basic pay + grade pay drawn

Notwithstanding anything contained in this clause, HODs of the Corporation if not provided with the official accommodation by the Management, may on option, make them unfurnished leased accommodation with maximum rent of Rs. 1500/- per month.

- (ii) (a) “ If an employee is provided with accommodation owned/hired by the Corporation, he/she shall pay License Fees as under and he/she shall not be entitled for House Rent Allowance :

New Addition  
vide Resol.  
No.1388/01  
Dt 3/9/01

Sr NO	Range of Basic Pay (Rs)	Rate of License Fees (Rs.per month)
1	2250 to 3050	60.00
2	3051 to 3800	130.00
3	3801 to 4500	220.00
4	4501 to 5000	290.00
5	5001 to 19000	460.00
6	above 19001	700.00

(b) Water charges shall be payable by individual employee staying in Corporation provided accommodation, based on actual consumption, based on individual meter reading. In case individual meters are not available and payment of water charges is made by the Corporation, 1% of basic pay per month would be recovered towards the water usage charges.

(c) The Electricity charges shall be payable by MSSCL employee occupying MSSCL quarter based on actual consumption based on individual meters provided and installed. Engineering department of the Corporation would ensure that individual meters are available in working condition.

(d) Rs. 60.00 per month be deducted from the salary of the Managing Director as he has been provided with servant quarter. In lieu of that the servant occupying the quarter would not be required to pay License Fees.”

- (iii) The employees working in the Out State, they shall be entitled for payment of H.R.A. as per the policy applicable to the State Government employees of that particular State or the Central Government employees whichever is higher.

New Addition  
vide Resol.  
No.1404/01  
Dt 26/12/01.  
Further  
amended vide  
Reso.No.1619  
/2005 dated  
17/12/2005

**77 RESIDENTIAL ACCOMMODATION FOR MANAGING DIRECTOR :**

The license fees as specified in Rule 76(ii)(a) shall be recovered.

In case of non-vacation of the quarter by outgoing Managing Director on his transfer arrangement for hiring the residential accommodation can be made for new incumbent and it would be regulated as per State Government guidelines in respect of transferred employees for recovery of rent etc. from transferred M.D.

Amended  
vide Resol.  
No.1404/01  
Dt 26/12/01

**78 SERVANT ALLOWANCE :**

The Servant Allowance shall be paid to the employees in managerial cadres in the form of reimbursement. The rate of servant allowance eligible would be as per the guidelines issued by the Government vide G.R. No.वेतन-१०९५ प्र.क्र. १९९१९५ सेवा-३ दि.८-२-१९९६ and any modification from time to time in this with prior approval of the Board.

Amended vide  
Resol.  
No.1404/01  
Dt 26/12/01

**79 CHILDREN EDUCATION ALLOWANCE :**

DELETED in view of directives contained in the G.R. dt. 2/11/2000 issued by the Government in Agril. Department.

**80 USE OF CORPORATIONS VEHICLE FOR PRIVATE PURPOSE :**

- i) The Managing Director and Heads of Departments are permitted to use the Corporation's vehicle upto maximum limit of 500 km. Per month for journeys from residence to office and back and incidental purposes by paying Rs. 300 per month to the MSSCL as conveyance charges. However another option is given to use the vehicle for private purpose upto maximum of 250 kms. per month by paying Rs. 150 per month as conveyance charges to MSSC.
- ii) The exclusive private outdoor journey which the officer concerned undertakes for his personal cause shall be recovered at the prevailing per km. Rate of Rs. 4/- per km. (Circular issued by the Finance Department in Government vide No. प्रवास-१०००/प्र.क्र.५९/सेवा-५दि. ८जून २००१) prescribed by the Government for such journey outside headquarters exclusively for private cause with prior approval of the authority. The limit for such journey outside headquarters shall be restricted to 250 kms. per month.

Amended  
vide Resol.  
No.1404/01  
Dt 26/12/01

- iii) The Managing Director and Head of Deptts. If provided facility of official vehicle from residence to office shall not be entitled for Transport Allowance made applicable to MSSCL employees vide G.R. No. (वाहभ-१०९८/प्र.क्र. ८३/९८/सेवा-५ दि.१४.१२.९८) and any further modification from time to time with prior approval of the Board.

**81 FINANCIAL ASSISTANCE FOR FUNERAL CEREMONY :**

The Financial Assistance of Rs. 10,000/- (Rupees Ten Thousand only) in lumpsum shall be granted for the Funeral Ceremony of the Officer(s)/ Employee(s) of the Corporation who dies while in service of the Corporation and on active duty.

Amended  
vide Resol  
No.2401/19  
Dt 20/06/19

All other cases of deaths besides above the Financial Assistance shall be granted by the Managing Director on merits of each case.

**CHAPTER - VIII**

**SECTION - I**

**PAY AND ALLOWANCES**

**82 PAY SCALE :**

- i) The Management reserves the right to determine scale of pay and allowances applicable to the employees of the Corporation from time to time. Pay scale applicable to the various categories of employees as also admissible D.A, H.R.A. and other allowances shall be notified from time to time.
- ii) The Pay and Allowance of an employee shall be effective from the date from which he joins the post to which he is appointed. When an employee joins the post before the rest interval, Pay and Allowances shall be admissible from the same day.
- iii) The Pay and Allowances shall be disbursed monthly on such day in such manner as may be notified by the Management from time to time.

The above provisions shall be applicable to those employees who have been appointed in the regular scale of pay.

**83 INCREMENT :**

An increment of an employee in time scale shall become due after satisfactory completion of probation period. It may be withheld if the conduct and the work of an employee is not found satisfactory. For withholding increment, a written order mentioning the facts shall be issued by the competent authority.

**84 FIXATION OF PAY :**

On Promotion to the higher post, the initial pay of an employee shall be fixed as follows :

- i) By adding one increment in the old scale to the basic pay in the old scale at the time of promotion.
- ii) The pay so notionally arrived at shall be fixed at a stage next above the pay scale of the higher post of promotion.
- iii) If the basic pay notionally arrived at is equivalent to the stage in the time scale of the higher post, the initial pay of an employee shall be fixed at the next higher stage of the higher post.

Provided further that on reversion to the lower post an employee promoted to the higher post shall be entitled to the pay which would have been drawn by him had he not been promoted.

**SECTION – II**

**85 GRIEVANCE HANDLING PROCEDURE :**

With a view to resolve grievances of employees expeditiously at the point of origin of the grievance itself, the Management may by written instructions evolve a suitable grievance handling procedure.

**86 PROCEDURE FOR DOMESTIC ENQUIRY :**

- i) An employee charged for an act of misconduct may be suspended by the competent authority, if continuance in the post held by him is likely to vitiate the enquiry or to become otherwise detrimental to the interest of the Corporation. The competent authority may, in its discretion, direct an employee, who has been suspended, to report to it, during the period of suspension. During this period an employee may be allowed subsistence allowance.
- ii) An employee against whom action is proposed to be taken for any act of misconduct, shall be provided with a copy of charge of charges as well as a statement of allegation that have been made against him and over which enquiry is being held. Alongwith the statement of allegation , an employee charged may be supplied with the copies of all documents including statements of witnesses, panchanama etc. which may be relied upon the enquiry. If for any reasons, it is not possible to supply copies of documents to the employees charged, the reasons for the non-supply shall be recorded.
- iii) An employee charged shall be required, within fifteen days of the receipt of the charge sheet by him/her to put in a written statement of defense and to state whether he/she desires to be heard in person.

- iv) An employee charged may be given an opportunity of making an oral statement, in addition to any written statement, submitted by him/her.
- v) If the employee charged desires to see the relevant documents, such of the documents as are being taken into consideration or are to be relied upon for the purpose of proving the charges or charges may, at the discretion of the Enquiry Officer, be shown to him/her.
- vi) An employee charged may be allowed to produce any documents in his/her defense at any stage of enquiry till reply to final show cause notice is received, but before final decision is taken by competent authority. The Enquiry Officer/Competent Authority may admit relevant evidence, documentary or otherwise, provided by either side at any stages before the final orders are passed.
- vii) Except for reasons to be recorded in writing by the competent authority/Enquiry Officer, as the case may be holding the enquiry, the employee or his/her representative shall be entitled to produce witness in his/her defense and cross examine any witness in his/her defense on whose evidence the charges rests. The oral evidence so tendered shall be recorded.
- viii) The evidence of such witness will be recorded in English or Marathi. After the evidence of a witness is completed, it shall be read over to him/her and if necessary, explained to him/her in the language in which it was given. It shall be corrected, if necessary, and then signed by the Enquiry Officer. If the witness denies the correctness of any part of the evidence when the same is read over to him, the Enquiry officer may, instead of correcting the evidence, make a memorandum of the objection taken to it by the witness and may add such remarks as he/she thinks necessary. If the evidence is given in English and if the person charged is not familiar with that language, it shall be read out and explained in the language which he/she knows. The employee charged may be allowed to take copies of the statement.
- ix) The employee charged shall be entitled to be so represented by another employee of his/her choice to defend his/her case.

Provided that when an employee charged is to be represented by another employee of his/her choice, working in the same unit i.e. plant, office where the person charged is posted, shall not be treated as on duty.

- x) The expenses of the witness called to give evidence against the employee charged shall be borne by the Management and the expenses of witnesses called by or at the instance of the employee charged shall be borne by him/her.

- xi) The competent authority on the basis of findings of those of Enquiry officer, if any, appointed as provided under Rules, will pass such orders as he may deem fit, provided that before the competent authority passes the final order imposing the penalty of dismissal, removal or reduction in rank, or any other major/minor penalty as mentioned Rule 40 the employee concerned shall be supplied with a copy of findings of the Enquiry Officer and given a notice to show cause why the penalty should not be imposed.

Provided further that when disciplinary action is contemplated to be taken against the Government Servant having lien in Government Department, servant shall be reverted to his parent department for taking appropriate action against him/her under the MCSRs.

- xii) Every order imposing a penalty on an employee should be communicated to him/her in writing on his given address.

**87** Procedure laid down in Rule 86 Clause(i) and (xii) above need not be followed or all or any of its provisions may be waived in the following cases;

- a) when employee charged admits the guilty and the facts and the circumstances of the case do not call for any further enquiry for proof of the charges against the employee.
- b) When the employee charged has absconded and when it is for other reasons impracticable to communicate with him/her.

**88** Without prejudice to the provisions of any law for the time being in force any employee, who is found guilty of any of the act of misconduct laid down in Rule 38 of the Service Rules and or the provisions contained in the Maharashtra Civil Services (Conduct) Rules,1979, Maharashtra Civil Services (Discipline & Appeal),Rules, 1979 Maharashtra Civil Services (General Condition of Services) Rules, 1981 wherever the MSSC Rules are silent may be liable to any one of the punishment indicated in Rules of Misconduct. While awarding the punishment due regard will be given to the gravity of the misconduct and also the past record of the employee.

Amended  
vide Resol.  
No.1310/99  
Dt 23/9/99

**89** Wherever the Maharashtra State Seeds Corporation Limited Employees Service Rules-95 in respect of Conduct, Discipline and Appeal General Condition of Services are silent the provisions contained in the following respective Rules of the State Government called Maharashtra Civil Service Rules shall be made applicable to the employees of the Corporation ;

New Addition  
vide Resol.  
No.1310/99  
Dt 23/9/99

- 1) Maharashtra Civil Services (Conduct) Rules, 1979
- 2) Maharashtra Civil Services (Discipline & Appeal),Rules ,1979
- 3) Maharashtra Civil Services (General Conditions of Services) Rules,1981.

**ANNEXURE-I****OCCUPATIONS COVERED UNDER THE SERVICE RULES  
AND PAY SCALES/PAY BAND AS PER 6<sup>th</sup> PAY COMMISSION**

Sr. No.	Name of the Cadre	Pay-scales
1	General Manager (Production)	PB-4 37400-67000 G. P.8700/-
2	General Manager (Processing)	PB-4 37400-67000 G. P.8700/-
3	General Manager (Marketing)	PB-4 37400-67000 G. P.8700/-
4	General Manager (Finance)	PB-4 37400-67000 G. P.8700/-
5	General Manager (Administration)	PB-4 37400-67000 G. P.8700/-
6	General Manager (Quality Control)	PB-4 37400-67000 G. P.8700/-
7	Deputy Gen. Manager (Production)	PB-3 15600-39100 G.P. 6900/-
8	Deputy Gen. Manager (Marketing)	PB-3 15600-39100 G.P. 6900/-
9	Deputy Gen. Manager (Processing)	PB-3 15600-39100 G.P. 6900/-
10	Deputy Gen. Manager (Finance)	PB-3 15600-39100 G.P. 6900/-
11	Company Secretary-cum-Dy. G.M.(I)	PB-3 15600-39100 G.P. 6900/-
12	Regional Manager	PB-3 15600-39100 G.P. 6600/-
13	Deputy Engineer	PB-3 15600-39100 G.P. 5400/-
14	District Manager Grade-I	PB-3 15600-39100 G.P. 5400/-
15	Senior Agriculture Engineer	PB-3 15600-39100 G.P. 5400/-
16	Seed Testing Officer	PB-3 15600-39100 G.P. 5400/-
17	Assistant Accounts Officer	PB-3 15600-39100 G.P. 5400/-
18	Senior Breeder	PB-3 15600-39100 G.P. 5400/-
19	System Manager	PB-3 15600-39100 G.P. 5400/-
20	Plant Engineer	PB-2 9300-34800 G.P. 4600/-
21	Labour Welfare Officer	PB-2 9300-34800 G.P. 4600/-
22	District Manager Grade-II/Field officer	PB-2 9300-34800 G.P. 4400/-
23	Junior Plant Engineer	PB-2 9300-34800 G.P. 4400/-
24	Accountant/Internal Auditor	PB-2 9300-34800 G.P. 4400/-
25	Junior Engineers	PB-2 9300-34800 G.P. 4400/-
26	PA to Managing Director	PB-2 9300-34800 G.P. 4400/-
27	Stenographer (Higher Grade)	PB-2 9300-34800 G.P. 4400/-
28	Assistant Field officer	PB-2 9300-34800 G.P. 4300/-
29	Junior Breeder	PB-2 9300-34800 G.P. 4300/-
30	Stenographer (Lower Grade)	PB-2 9300-34800 G.P. 4300/-
31	Security Officer	PB-2 9300-34800 G.P. 4300/-
32	Office Superintendent	PB-2 9300-34800 G.P. 4300/-
33	Assistant/Storekeeper	PB-2 9300-34800 G.P. 4200/-
34	Chargeman (Vehicles)/Mechanic	PB-2 9300-34800 G.P. 4200/-
35	Draughtsman	PB-2 9300-34800 G.P. 4200/-
36	Senior Operator	PB-1 5200-20200 G.P. 2400/-
37	Mali	PB-1 5200-20200 G.P. 2400/-
38	Clerk-cum-Typist	PB-1 5200-20200 G.P. 2400/-
39	Laboratory Assistant	PB-1 5200-20200 G.P. 2400/-
40	Jr.Clerk-cum-Typist	PB-1 5200-20200 G.P. 1900/-
41	Driver	PB-1 5200-20200 G.P. 1900/-
42	Junior Operator	-S1 4440-7440 G.P. 1600/-
43	Helper	-S1 4440-7440 G.P. 1600/-
44	Junior Processing Assistant	-S1 4440-7440 G.P. 1600/-
45	Peon/Watchman	-S1 4440-7440 G.P. 1300/-
46	Assistant Mali	-S1 4440-7440 G.P. 1300/-

**ESSENTIAL QUALIFICATIONS :**

(Amended vide Resolution No. 2168/2015 dated 14/3/2015)

All A, B and C category employees would be required to undergo Computer Training and pass the relevant examination failing which their annual increments, Efficiency Bar and Promotions would not be cleared.

The newly recruited candidates (A,B and C category) shall also be required to pass the examination within 2 years of joining failing which their services would not be confirmed in the Corporation.

Sr. No.	Name of the Post		Minimum Qualification/Experience/Pay Scales
	<b>GROUP- A</b>		
1	General Manager (Production)	A	Post Graduate in Agronomy/ Plant Breeding/Botany and Seed Technology from any Agricultural Universities/ Agricultural Institutes. Ph.D/Special training in Seed Production, Seed Certification, Seed Processing , Seed Testing, Plant Multiplication and Tissue Culture at a senior level are preferred.
		B	10 years post qualification experience in Planning and Organization of Seed Production at a senior level.
		C	Age (Maximum) 50 years
		D	Pay Scale – PB-4 37400-67000 G. P.8700/-
2	General Manager (Processing)	A	M.Tech/M.S (In Agriculture Engineering). Preferably with specialization in Agricultural Processing Engineering from any recognized Agricultural Universities/ Agricultural Institutes/ Engineering Institutes.
		B	He must have minimum post qualification experience of 10 years in Seed Industry i.e. in the area of planning, processing, processing stores, installation and maintenance of Plant and Machineries, preparation of Project Reports, Material Management etc. at a senior level. Desirable: Candidate having Ph.D in Agriculture Process Engineering or M.B.A or M.C.A. with sound knowledge of Computer will be given preference.
		C	Age (Maximum) 50 years
		D	Pay Scale – Rs. PB-4 37400-67000 G. P.8700/-

S.N.	Name of the Post		Minimum Qualification/Experience/Pay Scales
3	General Manager (Marketing)	A	Post Graduate in (Agriculture/ Horticulture/ Agri.Business Management/ Forestry) from any recognized Agricultural Universities / Agricultural Institutes with a Post Graduate Degree/Diploma in Business Management of Marketing from Reputed Institutes.
		B	He must have minimum 10 years post qualification experience in planning, marketing strategy, monitoring market research development of distributors net work, pricing, advertising and demand forecasting at a very senior level. Post Graduate Degree in Management science from IIM or IMM will be preferred.
		C	Age (Maximum) 50 years.
		D	Pay Scale – PB-4 37400-67000 G. P.8700/-
4	General Manager (Finance)	A	Must be qualified Chartered /Cost Accountant having membership of the Institute of Chartered / Cost and Works Accountant of India
		B	He must have minimum 10 years post qualification experience in financial planning, taxation, financial and cost accounting, management accounting and reporting at senior level. Preference : A membership of both the Institute with relevant work experience would be preferred.
		C	Age (Maximum) 50 years
		D	Pay Scale – PB-4 37400-67000 G. P.8700/-
5	General Manager (Administration)	A	Post filled on deputation from Revenue & Forest Deptt. in the rank of Deputy Collector.
		B	Age (Maximum) 50 years
		C	Pay Scale – PB-4 37400-67000 G. P.8700/-
6	General Manager (Quality Control)	A	Post Graduate in Plant Breeding/ Genetics/ Botany / Seed Technology and Seed Pathology from any recognized Agriculture Universities/ Agriculture Institutes. A Doctorate in Plant Breeding and advanced training in Quality Control will be preferred
		B	10 years relevant post qualification experience in Quality Control of Seed, Seed Technology, Seed Pathology and Research at a senior level.
		C	Age (Maximum) 50 years.
		D	Pay Scale – PB-4 37400-67000 G. P.8700/-
7	Dy.General Manager (Production)	A	Post Graduate in Agronomy/ Plant Breeding/Genetics /Botany and Seed Technology from any Agricultural Universities/ Agricultural Institutes. Ph.D/ Special training in seed production, seed testing, seed certification, plant multiplication and Tissue Culture at a senior level are preferred.
		B	8 years post qualification experience in planning, execution and administration and seed production at senior level.
		C	Age (Maximum) 40 years.
		D	Pay Scale : PB-3 15600-39100 G.P. 6900/-

Sr. No.	Name of the Post		Minimum Qualification/Experience/Pay Scales
8	Deputy Gen. Manager (Marketing)	A	Post Graduate in (Agriculture/ Horticulture/ Agri.Business Management/ Forestry) from any recognized Agricultural Universities / Agricultural Institutes with a Post Graduate Degree/Diploma in Business Management of Marketing from reputed Institutes will be preferred.
		B	He must have minimum 8 years post qualification experience in planning, marketing strategy, monitoring market research, development of distributors network , pricing, advertising and demand forecasting at a very senior level.
		C	Age (Maximum) 40 years
		D	Pay Scale PB-3 15600-39100 G.P. 6900/-
9	Deputy Gen. Manager (Processing)	A	M.Tech/M.S (In Agriculture Engineering). Preferably with specialization in Agricultural Processing Engineering from any recognized Agricultural Universities/ Agricultural Institutes/ Engineering Institutes with at least 5 years post qualification experience in seed processing and Storage Engineering either in Govt./Semi Govt. or in private firms. Desirable: Candidate having Ph.D in Agriculture Process Engineering or M.B.A or M.C.A. with sound knowledge of Computer will be given preference.
		B	Age (Maximum) 40 years
		C	Pay Scale PB-3 15600-39100 G.P. 6900/-
10	Deputy Gen. Manager (Finance & Accounts)	A	Must be qualified Chartered/ Cost Accountant having membership of the Institute of Chartered/Cost & Works Accountant of India.
		B	Minimum of four years post qualification experience in the relevant field is essential.
		C	Age (Maximum) 40 years
		D	Pay Scale PB-3 15600-39100 G.P. 6900/-
11	Company Secretary & Dy.General Manager (Internal Audit)	A	Membership of the Indian Institute of Company Secretaries with minimum 3 to 5 years experience in the field.
		B	Age (Maximum) 40 years
		C	Pay Scale PB-3 15600-39100 G.P. 6900/-
12	Regional Manager (Quality Control)	A	M.Sc. in (Agriculture/ Horticulture/ Genetics & Plant Breeding/ Seed Technology) from any recognized Agriculture Universities/ Agriculture Institutes.
		B	Minimum 7 years post qualification experience in Quality Control of Seed, Seed Technology, Seed Pathology and Research in Seed Industry or similar organization is essential.
		C	Candidate already working in a Seed Industry will be preferred.
		D	Age (Maximum) 40 years (Open) 45 years (Reserved)
		E	Pay Scale PB-3 15600-39100 G.P. 6600/-

Sr. No.	Name of the Post	Minimum Qualification/Experience/Pay Scales
13	Regional Manager	<b>For Selection (Direct Recruitment)</b>
		A Post Graduate in (Agriculture/ Horticulture/ Agri.Business Management/ Forestry) from any recognized Agricultural Universities / Agricultural Institutes.
		B Minimum 7 years post qualification experience in handling agro inputs out of which at least 5 years experience in Seed Production, Processing, Seed Marketing and Quality Control in responsible position.
		C Candidate already working in a Seed Industry will be preferred. OR
		D Candidate with post Graduate Degree or Diploma in Business Management with a minimum of 5 years experience with seed industry will be preferred.
		E Age (Maximum) 40 years (Open) 45 years (Reserved)
		F Pay Scale PB-3 15600-39100 G.P. 6600/-
		<b>For Promotion</b>
		A Graduate in (Agriculture/ Horticulture/ Agri.Business Management/ Forestry) from any recognized Agricultural Universities/ Agricultural Institutes.
		B Minimum 3 years experience on Lower Post subject to amendments from time to time.
14	District Manager Grade-1	<b>For Selection (Direct Recruitment)</b>
		A Graduate in (Agriculture/ Horticulture/ Agri.Business Management/ Forestry) from any recognized Agricultural Universities/ Agricultural Institutes. Post Graduate specially with specialization in Botany, Agronomy, Genetics, Plant Breeding and Seed Technology from any recognized Agricultural Universities/ Agricultural Institutes will be preferred. Post qualification experience of minimum 6 years for Graduate and 3 years for Post Graduates in Seed Processing, organizing Seed production and Marketing of Agril. Inputs is essential.
		B Experienced candidate having experience in the seed industry for minimum period of 3 years would be given preference.
		C Age (Maximum ) 35 years (open) 40 years (Reserved)
		D Pay Scales : PB-3 15600-39100 G.P. 5400/-
		<b>For Promotiion</b>
		A Graduate in (Agriculture/ Horticulture/ Agri.Business Management/Forestry)from any recognized Agricultural Universities/ Agricultural Institutes.
		B Minimum 3 years experience on Lower Post subject to amendments from time to time.

Sr. No.	Name of the Post		Minimum Qualification/Experience/Pay Scales
15	District Manager (Tissue Culture)	A	M.Sc. in Agril. Botany/Genetics/Plant Breeding/ Plant Physiology with specialization in Tissue Culture/ Biotechnology. Ph.D. in Tissue Culture/Biotechnology is desirable.
		B	Post qualification experience of 3 years in handling the tissue culture project in Private/Public sector is essential
		C	Age (Maximum ) 35 years (open) 40 years (Reserved)
		D	Pay Scales : PB-3 15600-39100 G.P. 5400/-
16	Senior Agril.Engineer	<b>For Selection (Direct Recruitment)</b>	
		A	B.Tech in Agril. Engineering /Processing Engineering from any recognized Agricultural Universities/ Agricultural Institutes/ Engineering Institutes. M.Tech. in Agriculture Processing Engineering will be preferred.
		B	Minimum five years post qualification experience in Management of Seed Processing Plant or in similar organization.
		C	Age (Maximum) 35 years (open) 40 years (Reserved)
		D	Pay Scales : PB-3 15600-39100 G.P. 5400/-
		<b>For Promotiion</b>	
		A	B.Tech in Agril. Engineering /Processing Engineering
		B	Minimum 3 years experience on Lower Post subject to amendments from time to time.
17	Seed Testing Officer	A	Post Graduate in Agriculture Science with specialization in Seed Technology, Genetics/Plant Breeding, Plant Pathology and Entomology from any recognized Agriculture Universities/ Agriculture Institutes.
		B	Candidate having post qualification experience in the Seed Industry or similar organization for a minimum period of 5 years would be given preference.
		C	Candidate having experience of 5 to 7 years as D.M.Grade-II/ Field officer and minimum 10 years as Assistant Field Officer in MSSCL or similar organization would also be given preference.
		D	Age (Maximum) 33 years (open) 38 years (Reserved)
		E	Pay Scales : PB-3 15600-39100 G.P. 5400/-
18	Senior Breeder	A	M.Sc. in Agril.Botany/ Genetics and Plant Breeding from any recognized Agriculture Universities/ Agriculture Institutes.
		B	Minimum 3 years post qualification experience in R&D either in Public or Private Sector in the development of Hybrid varieties etc.
		C	Ph.D. in above subject will be preferred..
		D	Age (Maximum ) 35 years (open) 40 years (Reserved)
		E	Pay Scales : PB-3 15600-39100 G.P. 5400/-

S.N.	Name of the Post		Minimum Qualification/Experience/Pay Scales
19	System Manager	A	B.E./B.Tech. in Computer Science or Engineering from Recognized University/Institute with minimum 3 years post qualification experience as System Analyst under Multi Production, Multi Location environment with sufficient exposure to different hardware and Customer Oriented Software and Networking. Post Graduate in Computer Science or Engineering with relevant experience will be given preference.
		B	Age (Maximum ) 40 years
		C	Pay Scales : PB-3 15600-39100 G.P. 5400/-
20	Assistant Accounts Officer	<b>For Selection (Direct Recruitment)</b>	
		A	CA/ICWA with Two years post qualification experience OR CA(Inter)/ICWA(Inter) with Three years post qualification experience OR M.Com 1 <sup>st</sup> Class with Seven years post qualification experience in Government/ Good Commercial Organization..
		B	Candidate having specialization in Cost Accountancy would be preferred.
		C	Age (Maximum) 33 years (open) 38 years (Reserved)
		D	Pay Scales : PB-3 15600-39100 G.P. 5400/-
		<b>For Promotioin</b>	
		A	M.Com. from any recognized Universities.
		B	Minimum 3 years experience on Lower Post subject to amendments from time to time.
21	Plant Engineer	A	B.Tech (Agril.Engineering) 1 <sup>st</sup> Class from any recognized Agricultural Universities/ Agricultural Institutes/ Engineering Institutes. M.Tech(Processing Engineering) will be preferred
		B	Minimum three years post qualification experience in Seed Processing Engineering/Seed Technology is essential candidates already working in Seed Industries will be preferred.
		C	Age (Maximum) 33 years (open) 38 years (Reserved)
		D	Pay Scales : PB-2 9300-34800 G.P. 4600/-
22	Labour Welfare Officer	A	Must possess a Degree in Law and Post Graduate Degree/Diploma in Social Welfare and/or Industrial Relations from recognized University/Institute.
		B	Minimum three years experience in the field of Labour, Industrial, Civil, Consumer Forums and Administrative matters as well as matters relating to Departmental Enquiries. He should have also experience in industrial undertaking employing more than 500 workers relating to payment of wages, Administration disciplinary proceedings and implementation of various labour legislations. Must be fluent in writing and speaking Marathi and English.
		C	Age (Maximum) 33 years (open) 38 years (Reserved)
		D	Pay Scales : PB-2 9300-34800 G.P. 4600/-

Sr. No.	Name of the Post		Minimum Qualification/Experience/Pay Scales
	<b>GROUP- B</b>		
23	District Manager Grade-II/ Field Officer	<b>For Selection (Direct Recruitment)</b>	
		A	Graduate in (Agriculture/ Horticulture/ Agri.Business Management/ Forestry) with 1 <sup>st</sup> Class from any recognized Agricultural Universities/ Agricultural Institutes. Post Graduate specially with specialization in Botany, Agronomy, Genetics, Plant Breeding and Seed Technology from any recognized Agricultural Universities/ Agricultural Institutes will be preferred.
		B	Post qualification experience of minimum 5 years for Graduate and 2 years for Post Graduates in Seed Industry and in similar organization is essential.
		C	Age (Maximum) 33 years (open) 38 years (Reserved)
		D	Pay Scales : PB-2 9300-34800 G.P. 4400/-
		<b>For Promotioin</b>	
		A	Graduate in (Agriculture/ Horticulture/ Agri.Business Management/Forestry) from any recognized Agricultural Universities/ Agricultural Institutes.
		B	Minimum 3 years experience on Lower Post subject to amendments from time to time.
		24	Junior Plant Engineer
B	Minimum one year post qualification experience in seed processing Engineering / Seed Technology. Candidates already working in seed industry will be preferred.		
C	Age (Maximum) 33 years (open) 38 years (Reserved)		
D	Pay Scales : PB-2 9300-34800 G.P. 4400/-		
<b>For Selection (Direct Recruitment)</b>			
25	Accountant/Internal Auditor	A	M.Com.1 <sup>st</sup> Class from any recognized Universities with a minimum of three years post qualification experience in Maintenance of books and finalization of accounts in Government/Good Commercial Organization OR Pass in CA (Inter)/ICWA(Inter) with minimum one year post qualification experience of Government/Good Commercial Organization.
		B	Age (Maximum) 33 years (open) 38 years (Reserved)
		C	Pay Scales : PB-2 9300-34800 G.P. 4400/-
		<b>For Promotioin</b>	
		A	B.Com. from any recognized Universities.
		B	Minimum 3 years experience on Lower Post subject to amendments from time to time.

Sr. No.	Name of the Post		Minimum Qualification/Experience/Pay Scales
26	Junior Engineer (Civil/Electrical)	A	A Degree in Electrical/Civil Engineering from any recognized University/Institute.
		B	For Electrical – Minimum 5 years post qualification experience in high power electrical installations of ware houses, building machinery with additional experience in electronic field will be preferred.. For Civil - Minimum 5 years post qualification experience in major civil constructions. Work like 2-3 storage building, industrial shed plants, roads and ancillary structure.
		C	Age (Maximum) 33 years (open) 38 years (Reserved)
		D	Pay Scales : PB-2 9300-34800 G.P. 4400/-
27	PA to Managing Director	A	A Degree from any recognized Universities and Commercial Certificate Examination in English Shorthand 120 WPM and English Typewriting 60 WPM. Marathi Shorthand and Typewriting will be preferred
		B	A minimum of 5 years experience as a PA Government/Semi-Government/Commercial Organization.
		C	Diploma in Personal Secretary Course will be preferred.
		D	Age (Maximum) 33 years (open) 38 years (Reserved)
		E	Pay Scales : PB-2 9300-34800 G.P. 4400/-
28	Assistant Manager (Personnel & Administration)	A	Post Graduate of any Faculty from recognized University.
		B	Minimum 5 years experience in office management of Personal management in Govt. Deptt. and similar commercial organization OR
		C	Minimum 5 years experience as Assistant in MSSCL.
		D	Age Maximum 33 years (Open) 38 years (Reserved)
		E	Pay Scale PB-2 9300-34800 G.P. 4300/-
29	Stenographer (Higher Grade)	A	Bachelor degree in any faculty with a Certificate Course of Shorthand and Typewriting with a speed of 120 WPM and 50 WPM respectively in English and 100 WPM and 40 WPM respectively in Marathi
		B	Minimum Three years experience as Stenographer (LG) with above qualification in MSSC will be preferred.
		C	Age Maximum 33 years (Open) 38 years (Reserved)
		D	Pay Scale PB-2 9300-34800 G.P. 4400/-

Sr. No.	Name of the Post		Minimum Qualification/Experience/Pay Scales
30	Assistant Field Officer	A	B.Sc (Agriculture/Horticulture/ Agri.Business Management/ Forestry) with 1 <sup>st</sup> Class from any recognized Agricultural Universities/Agricultural Institutes.
		B	Candidate having post qualification experience in seed industry will be preferred.
		C	Age Maximum 33 years (Open) 38 years (Reserved)
		D	Pay Scale PB-2 9300-34800 G.P. 4300/-
31	Junior Breeder	A	B.Sc(Agriculture/Horticulture/Forestry) with 1 <sup>st</sup> Class from any recognized Agricultural Universities/Agricultural Institutes with 3 years post qualification experience OR M.Sc in Agriculture Botany, Genetics & Plant Breeding from any recognized Agriculture Universities/Agriculture Institutes.
		B	Research Experience in R&D will be preferred
		C	Age Maximum 33 years (Open) 38 years (Reserved)
		D	Pay Scale PB-2 9300-34800 G.P. 4300/-
32	Security Officer	A	Holding rank of Jr. Commissioned Officer of the rank of Subhedar and Naib Subhedar at the time of retirement from Military.
		B	Candidate having experience in similar positions for a period of 3 years will get preference.
		C	Age Maximum 45 years (Open)
		D	Pay Scale PB-2 15600-39100 G.P. 4300/-
33	Stenographer (Lower Grade)	A	A Degree in any faculty with Certificate Course in Shorthand and Typewriting of speed 120 WPM and 50 WPM respectively in English and 80 WPM and 40 WPM respectively in Marathi. Good command over English will be preferred
		B	At least 3 years post qualification experience as Stenographer/Similar work in Good Commercial Organization
		C	Age Maximum 33 years (Open) 38 years (Reserved)
		D	Pay Scale PB-2 9300-34800 G.P. 4300/-

**ANNEXURE-II**

Sr. No.	Name of the Post	Minimum Qualification/Experience/Pay Scales	
	<b>GROUP- C</b>		
1	Assistant/Storekeeper	<b>For Selection (Direct Recruitment)</b>	
		A	B.Com.from any recognized Universities.
		B	Minimum 3 years post qualification experience in Government / Semi-government / Good Commercial Organization as Clerk / Storekeeper. (Good Commercial Organization mean an organization having annual turn over of Rs.10 Crores or more.) OR
		C	Minimum 3 years experience as Clerk-cum-Typist in MSSCL or similar organization OR
		D	Six years experience as Jr.Clerk-cum-Typist in MSSCL or in similar organization.
		E	Age Maximum 38 years (Open) 43 years (Reserved)
		F	Pay Scale PB-2 9300-34800 G.P. 4200/-
		<b>For Promotion</b>	
		A	Any Graduate from recognized Universities.
		B	Minimum 3 years experience on Lower Post subject to amendments from time to time.
		2	Vehicle Incharge
B	At least 3 years experience in repairs and maintenance of diesel Jeeps pickup Vans, lorries and cars.		
C	Age Maximum 38 years (Open) 43 years (Reserved)		
D	Pay Scale PB-2 9300-34800 G.P. 4200/-		
3	Draughtsman	A	Diploma in Civil Engineering from recognized Board/Institute with minimum three years experience in Computerized Designing/Drawing Software like Autocad etc.
		B	Age Maximum 38 years (Open) 43 years (Reserved)
		C	Pay Scale PB-2 9300-34800 G.P. 4200/-
4	Senior Operator	<b>For Selection (Direct Recruitment)</b>	
		A	SSC, ITI in Trade of Mechanics, Electrical , Machinery, Fitter Fork lifting operation from Government Recognized ITI.
		B	With minimum Experience of Jr.Operator for 3 years OR equivalent experience in Seed/Grain/ Standard Manufacturing Industries.
		C	Age Maximum 38 years (Open) 43 years (Reserved)
		D	Pay Scale PB-1 5200-20200 G.P. 2400/-
		<b>For Promotion</b>	
		A	SSC and ITI in Trade Electrical/Mechanical/ Fitter/Welder from recognized ITI.
B	Minimum 3 years experience on Lower Post subject to amendments from time to time.		

Sr. No.	Name of the Post	Minimum Qualification/Experience/Pay Scales
5	Mali	<p style="text-align: center;"><b>For Selection (Direct Recruitment)</b></p> <p>A SSC and Diploma in Mali Training from any University or recognized Agriculture School with minimum experience of two years.</p> <p>B Age Maximum 38 years (Open) 43 years (Reserved)</p> <p>C Pay Scale PB-1 5200-20200 G.P. 2400/-</p> <p style="text-align: center;"><b>For Promotion</b></p> <p>A SSC, Diploma in Mali Training from Any Agril. School or equivalent..</p> <p>B Minimum 3 years experience on Lower Post subject to amendments from time to time.</p>
6	Clerk-cum-Typist	<p style="text-align: center;"><b>For Selection (Direct Recruitment)</b></p> <p>A Minimum Graduate degree in any discipline from Recognized University with Certificate course of Typing both English and Marathi with a speed of 40 WPM in English and 30 WPM in Marathi respectively.</p> <p>B Two years post qualification experience as Clerk/Junior Clerk in Government/ Semi-government / Good Commercial Organization. (Good Commercial Organization mean an organization having annual turn over of Rs.10 Crores or more.)</p> <p>C Age Maximum 38 years (Open) 43 years (Reserved)</p> <p>D Pay Scale PB-1 5200-20200 G.P. 2400/-</p> <p style="text-align: center;"><b>For Promotion</b></p> <p>A Minimum Graduate degree in any discipline from Recognized University with Certificate course of Typing both English and Marathi with a speed of 40 WPM in English and 30 WPM in Marathi respectively.</p> <p>B Minimum 3 years experience on Lower Post subject to amendments from time to time.</p>
7	Laboratory Assistant	<p>A SSC/12th Std. with Diploma course in Agriculture from recognized Agriculture School.</p> <p>B Minimum 3 years post qualification experience in relevant Field.</p> <p>C Age Maximum 38 years (Open) 43 years (Reserved)</p> <p>D Pay Scale PB-1 5200-20200 G.P. 2400/-</p>
8	Junior Clerk-cum-Typist	<p style="text-align: center;"><b>For Selection (Direct Recruitment)</b></p> <p>A Minimum Graduate degree in any discipline from Recognized University with a certificate course of Typing both in English and Marathi with a speed of 40 WPM and 30 WPM respectively.</p> <p>B Age Maximum 38 years (Open) 43 years (Reserved)</p> <p>C Pay Scale PB-1 5200-20200 G.P. 1900/-</p> <p style="text-align: center;"><b>For Promotion</b></p> <p>A Minimum Graduate degree in any discipline from Recognized University with a certificate course of Typing both in English and Marathi with a speed of 40 WPM and 30 WPM respectively.</p> <p>B Minimum 3 years experience on Lower Post subject to amendments from time to time.</p>

Sr. No.	Name of the Post		Minimum Qualification/Experience/Pay Scales
9	Driver	A	Must have passed 10th Std. Examination passing Heavy Duty License of Driving
		B	2 years experience
		C	Age Maximum 38 years (Open) 43 years (Reserved)
		D	Pay Scale PB-1 5200-20200 G.P. 1900/-
	<b>GROUP- D</b>		
10	Junior Operator /Helper	A	SSC and ITI in Trade Electrical/Mechanical/Fitter/Welder from Government Recognized ITI.
		B	Minimum 1 years experience or satisfactory service as a Dailywager in MSSCL or in Seed/Grain/Standard Manufacturing Industries.
		C	Age Maximum 38 years (Open) 43 years (Reserved)
		D	Pay Scale -S1 4440-7440 G.P. 1600/-
11	Junior Processing Assistant	A	SSC with Diploma in Agriculture School from recognized Agriculture School.
		B	Minimum 1 year experience in seed and allied industries.
		C	Age Maximum 38 years (Open) 43 years (Reserved)
		D	Pay Scale -S1 4440-7440 G.P. 1600/-
12	Peon/Watchman	A	Minimum 10 <sup>th</sup> Std. passed.
		B	Age Maximum 38 years (Open) 43 years (Reserved)
		C	Pay Scale -S1 4440-7440 G.P. 1300/-
13	Assistant Mali	A	SSC and Diploma in Mali Training from Any Agriculture School or equivalent.
		B	Age Maximum 38 years (Open) 43 years (Reserved)
		C	Pay Scale -S1 4440-7440 G.P. 1300/-

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**ANNEXURE-II** of MSSCL Service Rules 1995

<b>Name of the Post</b>		<b>Minimum Qualification/Experience/Pay Scales</b>
<b>GROUP - C</b>	D	Pay Scale PB-1 5200-20200 G.P. 2400/-
<b>Junior Clerk-cum-Typist</b>	<b>For Selection (Direct Recruitment)</b>	
	A	Minimum Graduate degree in any discipline from Recognized University with a certificate course of Typing both in English and Marathi with a speed of 40 WPM and 30 WPM respectively.
	B	Age Maximum 38 years (Open) 43 years (Reserved)
	C	Pay Scale PB-1 5200-20200 G.P. 1900/-
	<b>For Promotion</b>	
	A	Minimum Graduate degree in any discipline from Recognized University with a certificate course of Typing both in English and Marathi with a speed of 40 WPM and 30 WPM respectively.
B	Minimum 3 years experience on Lower Post subject to amendments from time to time.	
<b>GROUP - D</b>		
<b>Peon/Watchman</b>	A	Minimum 10 <sup>th</sup> Std. passed.
	B	Age Maximum 38 years (Open) 43 years (Reserved)