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**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
BANGLADESH ATOMIC ENERGY COMMISSION**

NOTIFICATION

Dhaka, the 15th August, 1985

No. S.R.O. 365-L/85.—In exercise of the powers conferred by Article 19 of the Bangladesh Atomic Energy Commission Order, 1973 (P.O. No. 15 of 1973), the Bangladesh Atomic Energy Commission, with the previous approval of the Government, is pleased to make the following regulations, namely:—

CHAPTER I

1. Short title and application.—(1) These regulations may be called the Bangladesh Atomic Energy Commission Service Regulations, 1985.

(2) They shall apply to all the employees of the Commission, other than work charged, part-time, casual or muster roll and contingent paid employees of the Commission.

2. Definitions.—In these regulations, unless there is anything repugnant in the subject or context:—

- (a) "authority" means the competent authority;
- (b) "appointing authority" means the authority designated by the Commission with the approval of the Government to be such authority for a specified post;
- (c) "competent authority" means the authority designated by the Commission to be the competent authority for the relevant functions;
- (d) "Commission" means the Bangladesh Atomic Energy Commission.

- (c) "deputation" means duty outside the Commission with lien in the substantive post;
- (f) "employee" means an officer or a member of the staff of the Commission;
- (g) "permanent employee" means an employee who has been made permanent by an order of the Commission in a regular post;
- (h) "requisite qualifications" means the qualification specified in the Schedule;
- (i) "Selection Board" means the Selection Board constituted by the Commission in consultation with the Government for the concerned purpose;
- (j) "specified post" means a post specified in the Schedule;
- (k) "Schedule" means the Schedule annexed to these regulations; and
- (l) "temporary employee" means an employee who is not a permanent employee.

CHAPTER II

APPOINTMENT, PROMOTION, SENIORITY, RETIREMENT, ETC.

3. **Classification of employees.**—(1) The employees shall be divided into four broad classes, namely, Engineering, Scientific, Medicine and General.

(2) Subject to such general and specific order as may be given by the Government to the Commission from time to time, the employees may be divided into such sub-classes and grades as the Commission may determine.

4. **Advertisement for recruitment.**—All appointments to a specified post shall be made by the appointing authority after the same is advertised in the daily newspaper.

5. **Procedure for recruitment.**—(1) Subject to other provisions in these regulations, all appointments to specified posts shall be made in accordance with the provisions of the Schedule:

Provided that, if no suitable person is available for appointment by manner specified in the Schedule, the specified post may be filled in by recruitment on contract or by deputation with the prior approval of the Government.

(2) Unless otherwise provided in these regulations, no person shall be appointed to a specified post unless he has the requisite qualifications and in the case of direct appointment, he is also within the age limit laid down in the Schedule for that post:

Provided that the requisite qualifications and age limit may, with the approval of the Government, be relaxed to such extent as it may determine considering the circumstances and also in the case of otherwise exceptionally qualified candidates.

(3) All appointments shall be subject to police verification.

(4) No person shall be eligible for appointment to a specified post if he is not a citizen of Bangladesh or permanent resident of, or domiciled in, Bangladesh.

6. Medical examination.—(1) No person shall be appointed without a medical fitness certificate from such medical officer or medical Board as may be required by the Commission.

(2) Where it is found that an employee is inefficient for reasons of infirmity of mind or body, the competent authority may, at any stage, require the employee to undergo a medical examination by such medical officer or medical Board as the Director General of Health Services may appoint on the request of the Commission.

7. Probation.—(1) Employees of all categories shall be on probation for a period of one year.

(2) In the event of an employee failing to show satisfactory progress during his probationary period, the appointing authority may, at its discretion, extend his probationary period by a maximum of one year or dispense with his service by giving a fortnight's notice or by paying a sum equal to the pay for a fortnight without assigning any reason.

8. Fixation of seniority.—(1) Seniority of the employees in their respective post on first appointment or on promotion shall be regulated in the following manner, namely:—

(a) where the appointment is made on the basis of the recommendations of the Selection Board, the seniority shall be fixed by the Selection Board in consideration of result of selection test or examination, if any, and the merit of the candidates in their respective academic examinations and the seniority thus fixed shall be taken as the inter-seniority in a specified post;

(b) in the case of appointment of a single candidate, the seniority shall be counted from the date of his joining.

(2) The first appointment referred to in sub-regulation (1) shall mean appointment to a regular post.

(3) The provision of this regulation shall not affect the seniority of employees fixed by the competent authority before the commencement of these regulations.

9. Promotion.—The criterion for promotion to a specified post shall be merit-cum-seniority and no person shall be eligible for promotion unless he has the satisfactory records of service.

10. Termination of service.—The services of a temporary employee may be terminated by giving one month's notice or by paying a sum equal to the pay for one month by the appointing authority without assigning any reason.

11. **Resignation.**—(1) A permanent employee shall not resign from his post without giving three calendar months' notice in writing, failing which he shall be liable to pay the Commission a sum equal to his pay for three months.

(2) A temporary employee shall not resign without giving one month's notice in writing of his intention to do so, failing which he shall be liable to pay to the Commission a sum equal to his pay for one month.

(3) Notwithstanding the provisions of sub-regulations (1) and (2), an employee shall continue to perform his duties till his resignation is accepted and he is released from duty.

(4) The appointing authority may, in the interest of the Commission, refuse to accept the resignation of any employee or accept resignation on such conditions as may be decided by such authority.

12. **Retirement.**—Any employee shall retire from service on the completion of the fifty seventh year of his age.

13. **Employment on contract.**—The Commission may, if it is of opinion that it is in the public interest so to do, employ an employee on contract basis in accordance with the provisions of the Public Servants (Retirement) Act, 1974 (XII of 1974), and such extension shall be subject to such conditions, if any, as may be prescribed by the Government.

14. **Optional retirement.**—An employee may opt to retire from service at any time after he has completed twenty-five years of service by giving notice in writing to the appointing authority at least 30 days prior to the date of his intended retirement:

Provided that such option once exercised shall be final and shall not be permitted to be modified or withdrawn.

15. **Employee not entitled to retirement benefits in certain cases.**—If any judicial proceedings instituted by the Government or the Commission or any departmental proceedings are pending against an employee at the time of his retirement, he shall not be entitled to any pension or other retirement benefits till the determination of such proceedings.

16. **Posting and transfer.**—The Commission may transfer an employee to any office located in Bangladesh.

17. **Service record.**—(1) A record of service of each employee shall be maintained in the form prescribed by the Commission.

(2) A confidential report on the work and conduct during each calendar year for all employees shall be written in the last month of the calendar year in the form prescribed by the Commission.

(3) An employee shall have no access to his confidential report. He shall, however, be informed of adverse remarks in order to give him an opportunity to explain his position or to correct himself.

CHAPTER III

PAY, ALLOWANCE, MEDICAL FACILITIES, ETC.

18. Scale of Pay.—(1) The scales of pay of the employees of the Commission shall be those as may be prescribed by the Government from time to time.

(2) The persons holding posts of CSO, PSO, SSO, SO and their equivalents shall, as far as practicable be allowed the same scale of pay as are admissible to Professors, Associate Professors, Assistant Professors and Lecturer of Universities.

19. Pay on promotion.—On promotion from one grade to another, the pay of an employee will normally be fixed at the stage in the higher grade which is next above his pay in the lower grade. Any loss of pay shall be protected by granting increments.

20. Special Pay or Allowance.—Special pay or allowance may be allowed to an employee by the competent authority considering the unhealthiness, remoteness or other special characteristics of the place in which duty is performed and also considering the arduous nature of work. The rate of such pay and allowance shall be determined by the Commission in consultation with the Government.

21. Increment.—(1) In case of exceptionally qualified candidates, the Commission may allow advance increment, not exceeding three increments, to an employee on his first appointment to a specified post.

(2) An increment shall be drawn as a matter of course unless it is withheld by the competent authority by expressed order in writing. If the increment is withheld, the withholding authority shall state the period for which it is withheld.

(3) Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to the employee without the specific sanction of the competent authority. Such sanction shall be based not on the mere absence of an unsatisfactory report but on the positive statement of the reporting officer that the service of the employee concerned had been such as to justify the crossing of the bar.

22. Additional charge allowance.—An employee holding additional charge of one or more higher or equal posts in addition to his own post shall be allowed by the appointing authority charge allowance as per Government rule in this behalf.

23. Conveyance allowance, etc.—(1) Conveyance allowance may be paid to the employees at such rates and on such conditions as may be prescribed by the Government from time to time for its own officers and employees.

(2) If a transport cannot be provided to an employee who is entitled to it for official work outside, he may be entitled to reimbursement of conveyance charges at rates determined by the Commission in consultation with the Government from time to time.

24. **House rent allowance.**—House rent allowance may be paid to the employees at such rate and on such conditions as may be determined by the Commission in consultation with the Government from time to time.

25. **Washing allowance.**—Washing Allowance may be paid to such employees of the Commission who have been supplied liveries at such rate and on such conditions as may be determined by the Commission in consultation with the Government from time to time.

26. **Overtime allowance.**—The Commission may, at such rates and subject to such conditions as may be considered appropriate grant overtime allowance to such employees as may be decided by it with due regard to Government instructions, if any, in this behalf.

27. **Rest and recreation allowance.**—An employee of the Commission may be allowed rest and recreation allowance in such manner and on such scale as may be determined by the Government from time to time.

28. **Non-practising allowance.**—If a Medical Officer in employment of the Commission is not allowed to do private practices, he shall, in lieu thereof, be granted non-practising allowance at such rates and on such conditions as may be determined by the Commission in consultation with the Government from time to time.

29. **Honorarium.**—The Commission may grant an honorarium to an employee as remuneration for extra work performed, provided it is of such outstanding merit or occasional in character and also so laborious that it justifies special award.

30. **Medical facilities.**—The employees may be allowed medical facilities on such scales and terms and conditions as the Government may determine from time to time.

31. **Residence facilities.**—The Commission may provide residential facilities to its employees on such scales and terms and conditions as may be determined by the Commission from time to time after obtaining approval of the Government.

32. **Uniforms.**—The Commission may supply uniforms free of cost to such of its employees as may be determined by it from time to time.

CHAPTER IV

DEPUTATION AND TRAINING

33. **Deputation.**—(1) The Commission may depute an employee for service with the Government or with any autonomous, semi-autonomous organisation or for service in a foreign country if the Commission thinks that it is a fit case for such deputation:

Provided that in case of deputation outside the country prior approval of the Government shall be obtained.

(2) The following conditions will govern the cases of deputation:—

- (a) for every 4 years of service, one year of deputation may be allowed:
Provided that the period of deputation shall not, unless relaxed by the Commission under special circumstances at its discretion, exceed three years at one time;
- (b) the deputation shall commence from the date the employee relinquishes the charge of his duties in the Commission;
- (c) for the period of deputation, the employees shall not be entitled to any salary from the Commission;
- (d) for the period of deputation, the employee shall pay his share of provident fund contribution and shall also pay dues on account of group insurance, benevolent fund and any other fund constituted by the Commission at the rates as may be determined in this behalf;
- (e) the period of deputation shall be counted towards increment of his pay in the Commission;
- (f) the period of deputation shall not be counted towards earning of leave in the Commission and leave previously earned shall not be allowed during the period of deputation but in exceptional cases, however, on compassionate and medical grounds, an employee may, at the discretion of the Commission, be granted such leave as may be at his credit in the Commission on condition that no leave salary would be paid in foreign exchange.
- (g) the Commission shall not be responsible for any expenditure for the employee or members of his family for medical examination, travels, tours, etc. during the period of deputation.
- (h) before proceeding to deputation, the employee shall furnish bond or undertaking in the form prescribed by the Commission to the effect that if he fails to return and report back to the Commission within the specified time, he shall be liable to such disciplinary action including termination of, or dismissal from service, as the Commission may deem fit.

34. **Training.**—The terms and conditions of training of the employees shall be as follows:—

- (1) preliminary selection of employees for nomination against offers of training facilities allocated by the Government or other agencies shall be made by the Commission according to its requirement. After selection of candidates by such Selection Committee as the Commission may constitute in this behalf, the Commission shall recommend the names of the candidates to the Government for approval.
- (2) if the course of studies is considered to be in the interest of the Commission, it may, with the approval of the Government, permit an employee, not above the rank of Senior Scientific Officer, when going abroad for the first time for academic studies leading to M.Sc., M.S., M. Phil. or Ph.D. on his self-arranged Fellowship, Assistantship, etc. and such training shall be considered as training within the meaning of training under this regulation.

- (3) No employee shall be nominated for the second or subsequent training unless he has put in such minimum years of satisfactory service with the Commission as may be fixed by the Government from time to time after his return from previous training of more than six months' duration:

Provided that the Government may relax this condition under special circumstances depending on the exigencies of work.

- (4) Subject to requirement and availability of financial support, the Commission may agree to maximum period of training as follows:—

(a) Academic Studies—

(i) *For Ph.D. or equivalent course*—Normally not more than 4 years, in exceptional cases, however, the Commission may, with the approval of Government, agree to a maximum of 5 years and in that case, deputation pay shall not be allowed for more than the period as may be determined by the Government.

(ii) *For M.S. or equivalent course*—Not exceeding 2 years.

(iii) *For Diploma or equivalent course*—Not exceeding one year.

(b) *Specialized Training, Job Training, Specialised Course etc.*—Duration of such training or courses shall be determined by the Commission according to its requirements.

(c) *Post-Doctoral work*—Not exceeding 2 years.

35. **Obligation of trainees.**—(1) All trainees will be required to fulfil the following conditions, namely:—

(a) Before proceeding abroad, the trainees shall—

- (i) sign a declaration in the form prescribed by the Government,
- (ii) execute a surety bond in the form prescribed by the Government, and
- (iii) complete any other formality which the Commission may require of them.

(b) while on training, the trainees shall submit periodical progress reports in the manner as may be directed by the Commission.

(c) The overseas trainees shall return to Bangladesh immediately on the expiry of the Fellowship, Scholarship, Assistantship or approved duration of training, whichever is earlier.

Explanation:—In this regulation, "training" includes academic studies leading to degree, diploma, scholarship, fellowship, research or visiting assistantship, etc. under any technical assistance programme or any other agency financing the training programme wholly or partly.

(2) Failure to comply with any of the obligations mentioned under sub-regulation (1), shall render the employee liable to disciplinary action including termination or dismissal from service, recovery of bond money, cancellation of passport, etc. as the Commission may decide.

36. Entitlement from the Commission while on training.—All trainees while on training programme will be entitled to the following benefits from the Commission for the duration of the training unless otherwise specified by the Commission:—

- (a) the period of training shall be treated as on duty;
- (b) full pay and annual increments for the periods in training shall be allowed;
- (c) medical facilities will be admissible in such manner and scale as may be prescribed by the Commission from time to time to the members of the trainee's family if they are in Bangladesh; the trainee shall not, however, be entitled to any medical facilities during his stay abroad;
- (d) accommodation allotted by the Commission may be allowed to retain if family continues to stay in the same station for a period of 1 year on usual terms which term may be extended up to 2 years on special circumstances; for any period exceeding this, an employee shall be charged an excess rent to be determined by the Commission; if, however, the family stays in hired accommodation in the place of posting of the trainee, then house rent allowance at usual rate will be admissible, so long as the family continues to stay in the hired accommodation.

CHAPTER V

LEAVE AND JOINING TIME

37. Application for leave.—(1) All applications for leave shall be addressed to and be sanctioned by the competent authority as specified by the Commission from time to time.

(2) The first day of an employee's leave shall be the working day next after the day on which he makes over charge and the last day of the leave shall be the working day immediately preceding the day on which he reports back to duty.

38. Rates, calculation, etc. of leave.—(1) Leave on average pay shall be earned at the rate of 1/11th of the period spent on duty and the maximum that may be accumulated shall be 4 months. Any period earned in excess of 4 months shall be credited to a separate item in the leave account form prescribed by the Commission from which leave may be allowed on average pay on medical ground or for the purpose of pilgrimage or education.

(2) The amount of leave that may be taken at one time shall not exceed four months. This limit may be raised to six months when leave in excess of four months is taken on medical grounds or for the purpose of pilgrimage or education.

(3) Leave on half average pay shall be earned at the rate of 1/12th of the period spent on duty and accumulation of such leave shall be without limit.

(4) It shall be permissible to convert leave so allowed into leave on average pay on production of medical certificate up to a maximum of twelve months. This conversion will be allowed at rate of one day of leave on average pay for two days on leave on half average pay.

39. **Payment of salary in lieu of earned leave, etc.**—(1) Leave salary shall not be admissible to an employee in lieu of earned leave when he is dismissed or discharged on account of misconduct or when he has left his work without notice.

(2) Leave salary in lieu of earned leave due to an employee shall be payable in the event of his death, or in lieu of so much of earned leave as may have been refused in writing during service at the time of leaving after due notice, or on retirement.

(3) The Commission may grant leave to an employee on deputation from other organisation under intimation to his parent department provided leave is due to him.

(4) Earned leave may be encashed by an employee up to a maximum of 15 (fifteen) days every year if he surrenders earned leave on average pay for that period.

40. **Leave not due.**—(1) Save in the case of leave preparatory to retirement, leave not due may be granted on half average pay up to a maximum of twelve months during the whole service if it is on medical grounds.

(2) When an employee returns from leave which was not due and was debited against his leave accounts, no leave on half average pay shall become due to him until the expiry of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

41. **Leave salary.**—Leave salary shall be calculated as per rule applicable to Government employees.

42. **Extraordinary leave.**—(1) Extraordinary leave may be granted to an employee in circumstances when no other leave is admissible to the employee or when other leave is admissible but the employee concerned applies in writing for the grant of extraordinary leave.

(2) Except in the case of a permanent employee, the duration of extraordinary leave shall not exceed 3 months or 12 months on any one occasion, the longer period being admissible, subject to such condition as the Commission may, by general or special orders, prescribe and when the employee concerned is undergoing medical treatment by a qualified specialist or a Civil Surgeon, or when the Commission is satisfied that the employee is unable to resume duty for reasons beyond his control.

(3) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.

(4) Extraordinary leave may be granted in combination with or in continuation of leave of any other kind admissible to the employees and the authority may, commute retrospectively period of absence without leave into extraordinary leave.

(5) No pay and allowance shall be admissible during the period of extraordinary leave and the period spent on such leave shall not count for increment, provided that in a case where the Commission is satisfied that the leave was taken for any cause beyond the employee's control, it may direct that the period of extraordinary leave be counted for increment.

43. **Maternity leave.**—(1) Maternity leave, which shall be on average pay and not debitable to the leave account, may be granted to an employee for a maximum period of three months at a time.

(2) Leave of any other kind admissible to the employees may be granted at the discretion of competent authority in combination with or in continuation of maternity leave if the request for its grant is supported by a registered medical practitioner.

(3) The Commission may not grant maternity leave to any employee on more than three occasions during her service in the Commission.

44. Special disability leave.—

(a) Special disability leave may be granted by the Commission to an employee who is disabled by injury inflicted or caused in, or in consequence of, the due performance of his official duty.

(b) Special disability leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice.

Provided that if the Commission is satisfied as to the cause of the disability, such leave may be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(c) The period of special disability leave granted shall be such as it shall not be extended except on the certificate of a Medical Board and shall in no case exceed twenty-four months.

(d) Special disability leave may be combined with leave of any other kind.

(e) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than twenty four months of such leave shall be granted in consequence of any one disability.

(f) Special disability leave shall be counted as duty in calculating service for gratuity only, if admissible and shall not be debited against the leave account.

(g) Leave salary during special disability leave shall be equal to—

(i) average pay, for the first four months of any period of such leave including a period of such leave granted under clause (e) of this regulation; and

(ii) half average pay, for the remaining period of any such leave, or at the employee's option, average pay for a period not exceeding the period for which leave on average pay would otherwise be admissible to him.

45. **Quarantine leave.**—Quarantine leave is leave of absence from duty necessitated by orders not attend to office in consequence of the presence of infectious diseases in the family or house-hold of an employee. Such leave may be granted by the head of the office on the certificate of a Medical or

Public Health Officer for a period not exceeding 21 days or, in exceptional circumstances, up to 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted where necessary in continuation of other leave subject to the maximum period of leave admissible under these regulations. No substitute should be appointed in place of an employee absent on quarantine leave. An employee on quarantine leave is not treated as absent from duty and he will get normal pay.

46. **Leave preparatory to retirement.**—An employee shall be entitled to leave preparatory to retirement in accordance with the same procedure and in the same scale and on such terms and conditions as a Government Servant is entitled to.

47. **Combination of holiday with leave.**—When the day immediately preceding the day on which an employee's leave begins or immediately following the date on which his leave expires, is a holiday or one of series of holidays, the employee may leave his station at the close of the day before or return to it on the day after such holiday, or series of holidays, provided that prior sanction for the same has been obtained.

48. **Leave not right.**—Notwithstanding anything contained in these regulations, leave cannot be claimed as a matter of right, and the Commission shall have the right to refuse leave when such refusal appears necessary for the exigencies of services.

49. **Overstay of leave.**—An employee, who overstays his leave except under circumstances beyond his control for which he must render satisfactory explanation, shall not draw any emoluments for the period for which he overstays. He shall also be liable to action for breach of discipline, and the period of overstay may constitute as break in service unless regularised by the competent authority.

50. **Casual leave.**—The total number of days for which casual leave shall be admissible in a calendar shall be such as may be determined by the Government for Government Servants.

51. **Study leave, etc.**—The employees of the Commission may be granted study leave to enable him to study scientific, technical and other like subjects on such terms and conditions as the Commission may determine if it is satisfied that the study will be useful for his service under the Commission.

52. **Joining time.**—(1) The employees of the Commission, on transfer from one station to another, shall be allowed joining time as follows—

(a) six days for preparation, plus;

(b) period to cover the actual journey by air, railway, steamer, motor car or any other mode as may be approved by the competent authority;

Provided that Sunday or a closed holiday shall not count as a day for the purpose of the calculation of joining time under these regulations.

(2) The Commission may, in special circumstances, reduce or extend the period of joining time admissible under sub-regulation(1).

(3) If an employee is transferred from one station to another in the same post or is appointed to a new post involving change of station, his joining time shall be calculated from the old station or from the place in which he received the order of appointment or transfer, whichever is more convenient to the employee.

(4) If an employee takes leave while in transit for joining from one post to another, the period which has elapsed since he handed over charges of his old post shall be included in his leave, unless the leave is taken on medical certificate.

(5) The joining time admissible under these regulations shall unless the Commission for special reason otherwise orders be calculated by the route which travellers ordinarily use.

CHAPTER VI GENERAL CONDUCT

53. **Fidelity and secrecy.**—(1) Every employee shall maintain strict secrecy regarding the Commission's affairs and the affairs of its establishments and shall not communicate directly or indirectly to any person information which has come into his possession in the course of his duties whether from official sources or otherwise, unless required to do so by law or directed by a superior officer in the discharge of his duties.

(2) Every employee shall before joining service, sign a declaration of fidelity and secrecy in the prescribed form.

54. **Political activity, etc, prohibited.**—No employee shall bring or attempt to bring political or other outside influences to bear on any authority of the Commission in support of any claim made by him in connection with his employment, promotion, increment or for any other personal gain.

55. **Absence from duty.**—No employee shall absent himself from his duties, nor leave his station without the permission of the competent authority.

56. **Prohibition on acceptance of gifts, etc.**—(1) No employee shall accept any gift, gratuity or reward from any other employee of the Commission or agencies likely to have dealings with the Commission directly or indirectly, on his own behalf or on behalf of any other person or permit any member of his family to do so.

(2) No employee shall, without the prior sanction of the Commission in writing, undertake any employment within the country or outside and the Commission may, in its discretion at any time, require him to abandon any work which in its opinion is undesirable in the interest of Commission's Services.

57. **Grounds for penalty.**—Where an employee, in the opinion of the authority,—

- (1) is inefficient, or has ceased to be efficient, whether by reason of infirmity of mind or body or otherwise, and is not likely to recover his efficiency; or

- (2) is guilty for negligence to his duty; or
- (3) is guilty of misconduct; or
- (4) is corrupt, or may reasonably be considered corrupt, because—
 - (a) he is, or any of his dependents or any other person through him or on his behalf, is in possession of pecuniary resources or property disproportionate to his known sources of income, or
 - (b) he has assumed a style of living beyond his ostensible means, or
- (5) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, and whose retention in service considered prejudicial to national security, the authority may, subject to the provisions of sub-regulation (3) of regulation 58 impose on him one or more penalties.

58. Penalties.—(1) There shall be the following penalties:—

- (a) Censure;
- (b) the withholding of increment or promotion, including stoppage at efficiency bar, for a specified period;
- (c) recovery from pay of the whole or part of any pecuniary loss caused to the Commission by negligence or breach of orders;
- (d) reduction to a lower post or time scale, or to a lower stage in a time scale;
- (e) compulsory retirement;
- (f) removal from service;
- (g) dismissal from service.

(2) Removal does not, but dismissal does, disqualify an employee from future employment in the Commission.

(3) For misconduct any penalty in sub-regulation (1) may be imposed, but the penalties to be ordinarily imposed for inefficiency and negligence shall be those set out in clauses (a), (b), (c), (d), (e) and (f) of sub-regulation (1) and for corruption or subversion shall be those set out in clauses (e), (f) and (g) of that sub-regulation.

59. Inquiry procedure on subversion.—When an employee is to be proceeded against under clause (5) of regulation 57, the competent authority—

- (a) may, by an order in writing, require the employee concerned to proceed on such leave as may be admissible to him, and from such date as may be specified in the order;

- (b) shall, by an order in writing, inform him of the action proposed to be taken in regard to him and the grounds of that action; and
- (c) shall give him a reasonable opportunity of showing cause against that action before an Enquiry Committee to be constituted with three members or the Commission to enquire into the charge:

Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Bangladesh, or any part thereof, it is not expedient to give such opportunity.

60. Enquiry procedure in cases of negligence, inefficiency, misconduct and corruption.—(1) When an employee is to be proceeded against under clauses (1), (2), (3) or (4) of regulation 57, he shall be called upon to submit explanation in writing to the competent authority within seven days as to why disciplinary action should not be taken against him for the alleged offence.

(2) When the explanation of the employee is not found satisfactory, the competent authority shall frame a charge and call upon him to submit a written defence within such period as may be specified in this behalf, being not less than seven days and not more than fourteen days, stating whether he desires to be heard in person.

(3) The competent authority shall appoint an officer senior in rank to the accused to conduct an enquiry into the charges, who shall submit a report, after giving the employee a personal hearing, if so desired by him, within such period as may be determined by the competent authority.

(4) The competent authority shall consider the written statement submitted by the employee in his defence, the report of the Enquiry Officer and other circumstances, if any, and impose such penalty as it may deem proper in the circumstances of the case:

Provided that before imposition of penalty of compulsory retirement, dismissal, removal or reduction to a lower post, the delinquent employee shall be given second opportunity to show cause against the penalty proposed to be imposed.

(5) The competent authority shall take decision by imposing penalty and shall communicate the same by an order in writing to the employee concerned.

(6) The proceedings under this regulation shall be completed within three months from the date of framing charge against an employee.

61. Procedure for disposal of a case, where an employee has been convicted by a court of law.—(1) When an employee is convicted by a court of law on charge of a criminal offence, the competent authority may dismiss or remove him from the service of the Commission or reduce him in rank, or impose any other penalty upon him without the procedure laid down in these regulations or may not impose any penalty, if the competent authority decides that the offence for which he is convicted is not liable to disciplinary action under these regulations.

(2) Any penalty imposed upon an employee under sub-regulation (1) shall take effect from the date of communication of the order of imposition of the penalty to the employee and not from the date of his conviction or suspension.

62. **Summary proceedings.**—(1) An employee found guilty of—

- (a) habitual late attendance.
- (b) Leaving place of duty without permission.
- (c) wilful misrepresentation or suppression of fact;
- (d) misbehaviour with other employees or members of the public; or
- (e) unnecessary delay in disposal of files and records, shall be called upon to submit explanation to the competent authority within seven days as to why disciplinary action should not be taken against him for the alleged offence.

(2) If the competent authority is, on such enquiry as it may deem necessary, satisfied that the employees is guilty of any of the offences mentioned in sub-regulation (1), it shall impose upon him any of the minor penalties specified in these regulations.

63. **Appeal, etc.**—(1) An employee shall have the right to appeal once only against an order imposing any penalty except censure to the authority next superior to the authority imposing the penalty, and where the penalty is imposed by order of the Commission, there shall ordinarily lie no appeal but the Commission may review its own order *suo motu* or on receipt of representation from the employee concerned. The Government may entertain an appeal against an order of the Commission if it has reasons to believe that a violation of law or gross injustice has been done.

(2) Every appeal shall comply with the following requirements, namely:—

- (a) it shall contain all material statements and grounds relied upon and shall be complete in all respects;
- (b) it shall specify the relief desired;
- (c) it shall be submitted through proper channel;
- (d) it shall not be couched in improper language; and
- (e) it shall be submitted within thirty days from the date of receipt of the order of penalty.

(3) An appeal may be withheld by the authority imposing the penalty, if—

- (a) it does not comply with the requirements of sub-regulation (2);
- (b) it deals with matters which are not relevant to the case;
- (c) it does not disclose any new point or circumstances which afford grounds for reconsideration; or
- (d) it is addressed to an authority to which no appeal lies under this regulations.

(4) In every case in which an appeal is withheld, the appellant and the appellate authority shall be informed of the fact and the reason thereof:

Provided that an appeal withheld under sub-regulation (3) may be re-submitted at any time within thirty days from the date on which the appellant has been informed of withholding of the appeal in a form which complies with the provisions of sub-regulation (2).

(5) The appellate authority shall examine—

- (a) Whether the facts on which the order of penalty is based have been established; and
- (b) Whether the penalty is adequate, inadequate or excessive, and after such examination shall pass such order as it considers proper.

(6) An appellate authority may call for the records of any case including an appeal withheld by an authority subordinate to it and may pass such orders thereon as it considers fit under the provisions of these regulations.

(7) Nothing in these regulations shall preclude the Commission from revising, whether on its own motion or otherwise, any order passed by an authority subordinate to it in exercise of powers conferred on such authority by these regulations.

64. **Reinstatement, etc.**—When an employee who was dismissed, removed or suspended is reinstated, the employee shall be entitled to the full pay to which he would have been entitled had he not been dismissed, removed or suspended.

65. **Bar to resign or retire to employee under suspension, etc.**—An employee under suspension or prosecution on charge of offences under these regulations shall not resign or retire at his own option from service until the case is finalised.

66. **Declaration of assets, etc.**—(1) Every employee shall, at the time of entering Commission's service, make a declaration to the Commission through the usual channel, of all immovable and movable properties, including shares, certificates, securities, insurance policies and jewellery belonging to or held by him or a member of his family and such declaration shall state the district within which the property is situated, showing separately individual items of jewellery exceeding Tk. 25,000 (Taka twenty-five thousand) in value and give such further information as the authority may by general or special order, require.

(2) An employee of the Commission shall, as and when he is so required by the Commission by a general or special order, furnish information as to his assets disclosing liquid assets and all other properties, immovable and movable, including shares, certificates, insurance policies, jewellery.

CHAPTER VII

ADVANCES AND LOANS TO EMPLOYEES

67. **Sanction of advance for house building and purchase of car, etc.**—House building advance and advance of purchase of motor car, etc. may be sanctioned by the competent authority to the employees provided budget provision for such advances exist and fund is available.

68. **Recovery of advance, etc.**—(1) The amount of the advance under this chapter to be recovered monthly shall be fixed in whole Taka except in the case of last instalment when the remaining balance including any fraction of a

taka shall be recovered. If the employee proceeds on leave without pay, he shall pay these instalments in cash. If an employee fails to pay any such instalments, the arrears of instalments falling due during period or periods of leave without pay shall be recovered in lump-sum from the first disbursement of pay or allowances which may become due to the employee at the end of such leave.

(2) Simple interest at the rate of 10½% per annum shall be charged on all advance granted under this chapter and when an advance is drawn in more than one instalment, the rate of interest recoverable shall be determined with reference to the date on which the first instalment is drawn. The interest will be calculated on the balances outstanding on the last day of such month. The amount of interest will be recovered in one or more instalments and the amount of each such instalment shall not exceed the rate of which the principal was recovered. Recovery of interest will commence from the month following that in which the whole of the principal has been repaid.

(3) Notwithstanding anything contained in this Chapter, the full amount of any advance inclusive of interest must be recovered before the employee taking the advance reaches the age of superannuation; and if the rate of monthly recovery normally applicable is insufficient, it shall be increased so that recovery is completed before superannuation.

(4) The Commission may, at the request of the employee, permit recovery of any advance in a number of instalments smaller than those normally admissible.

69. House building advance.—The following procedure shall be followed in respect of house building advance to all permanent employee of the Commission, namely:—

- (a) Advance equivalent to 24 months' pay may be allowed for purchase of house, construction of house and purchase of land for residential purposes.
- (b) Advance and its interest shall be recovered from pay in equal instalments not exceeding 120 instalments. Recovery is to begin from the 19th issue of pay after drawal of the first instalment of advance.
- (c) No employee shall be granted a second advance while any portion of previous advance with interest accrued thereon is outstanding against him:

Provided that when an employee is granted the advance for an amount less than the amount he applied for according to his entitlement due to non-availability of funds or due to any other reason, he may be granted a second advance for an amount up to the balance of his entitlement irrespective of whether the earlier advance with interest accrued thereon is outstanding or not.

- (d) Advance for repair of house equivalent to 12 months' pay may be allowed which is recoverable in 60 instalments. Recovery is to begin from 13th issue of pay after drawal of the first instalment of advance.

- (c) Advance may also be allowed to temporary employees who have rendered more than 5 years' continuous service on submission of surety bond from two permanent employees of not below his rank. The sureties of two permanent employees can be released when the house has been built and mortgaged to the Commission. The surety should be of such person who would not retire before the house is built and mortgaged. The surety bond should be furnished by the temporary employees in such manner as may be prescribed by the Commission.
- (f) All advance under this regulation must be bonafide required for the purpose of purchasing or building or repairing houses for the personal residences of the employees concerned and unutilised amount of advanced money shall be refunded to the Commission.
- (g) The advance shall be drawn by instalments, the amount of a each instalment being such as is likely to be required for expenditure in the next three months. Satisfactory evidence should be produced to show that the amount of the instalment has been actually utilized for the purpose for which it was drawn before the next instalment is paid.
- (h) The house built together with land shall be mortgaged to the Commission, which will be released on repayment of the full amount with interest due. The mortgage bond will be executed in forms prescribed by the Commission.
- (i) The applicant for advance for constructing a house must satisfy the sanctioning authority regarding his title to the land upon which the house is or is proposed to be built. The applicant's title to the property shall be examined by the sanctioning authority before the advance is granted and in cases where there is any doubt as to the validity of that title, the Revenue and Registration authority or if technical legal advice is necessary, the legal adviser, may be consulted. It should be seen that the applicant has undisputed title to the land on which it is proposed to build the house and there will be no legal obstacle to the property being mortgaged to the Commission.
- (j) If the land for construction of the house has been allotted by a co-operative society, the advances on account of development charges will be allowed when the appropriate authorities demand these charges from the employee concerned. At the time of the drawal of such advances, the employee must sign an agreement as prescribed by the Commission. He would be required, as soon as it is possible for the society to allot the land to him, to produce original document showing that the land has actually been allotted to him. When he has been allotted land and wishes to draw further advances for the construction of a house, advance will be allowed up to a maximum of 25% of the total house building advance admissible in his case. At the time of drawal of this instalment, he must be called upon to execute an agreement and to complete at least the plinth. As soon as practicable and in any case, not later than three months from the date of the drawal of this instalment. He must produce a certificate from the Engineer appointed by the Commission for the purpose to the effect that the plinth has been completed. Further instalments of advance may be paid after execution of a mortgage deed in the form as prescribed by the Commission.

- (k) The employee should sign an agreement in the prescribed form at the time of taking an advance for the purchase of land the amount should not exceed that what is required for the purpose. A mortgage deed as prescribed by the Commission should be executed before any further advance is drawn for the purpose of constructing the house.

70. **Advance for the purchase of bicycle.**—(1) Advance not exceeding 5 months' pay anticipated price of the bicycle, whichever is less, may be allowed.

(2) The advance is recoverable in 35 monthly equal instalments, followed by additional instalment or instalments on account of interest accrued thereon at the rates prescribed by the Commission from time to time.

71. **Advance for purchase of motor car, etc.**—The following procedure shall be followed in case of motor car advance, namely:—

- (1) Motor car advance may be given only to employees who are in receipt of pay of Tk. 2,500 and above and who are posted to bigger towns, such as Dhaka, Chittagong and Rajshahi and are likely to remain at those stations for not less than 2 years from the date of sanction of the advance.
- (2) The total amount to be advanced for the purchase of motor car shall not exceed 20 months' pay or the anticipated price, whichever is less. If the actual price paid is less than the advance taken, the balance shall be forthwith refunded to the Commission.
- (3) Recovery shall be made by deducting monthly in ninety-sixth equal instalments from the pay of the employee. It will commence from the first issue of pay after advance is taken. If the loanee reaches the age of superannuation within a time less than 96 months, the instalments shall be fixed in equal monthly instalments to recover the full repayment of loan before his retirement.
- (4) The previous sanction of the Commission is necessary to the sale of the car purchased with the aid of an advance which with interest accrued has not been fully repaid. If an employee wishes to transfer such a car to another employee of similar status who performs the duties of a kind that renders the possession of a motor car necessary, the Commission may permit the transfer of the liability attached to the car, to the transfer on the same terms and conditions as were applicable to the transferee.
- (5) An employee who draws, an advance in Bangladesh for the purchase of motor car shall complete his negotiations for the purchase of the car and pay finally for the car within one month from the date on which he draws the advance, failing such completion and payment, the full amount of the advance drawn, with interest thereon shall be refunded to the Commission. This condition should always be mentioned in the letter sanctioning such advances. At the time of drawing the advance, the employee will be required to execute an agreement as prescribed by the Commission and on completing the purchase, he will further be

required to execute a mortgage bond as prescribed by the Commission hypothecating the car to the Commission as security for the advance. The cost price of the car purchased should be entered in the schedule of specifications attached to the mortgage bond.

- (6) In the order sanctioning the advance, the competent authority will specifically mention that the agreement in the form prescribed by the Commission has been signed by the employee drawing the advance and it has been examined and found to be in order. The competent authority should see that the car is purchased within one month from the date on which the advance is drawn and should submit the mortgage bond promptly to Director, (Finance and Accounts) of the Commission for examination before final record.

- (7) The form of mortgage bond executed by an employee drawing an advance in Bangladesh for the purchase of motor car shall provide for comprehensive insurance against full loss by fire or accident or theft. Insurance policies at a reduced rate of premium shall, however, be accepted as adequate in case, where—

- (a) the owner of the car undertakes to meet the first Tk. 250 of a claim preferred against an insurance Company in the event of an accident;
- (b) the car is not insured against accident for any reason of the year during which it is not in use but is stored in a garage; and
- (c) insurance effected within one month from the date of purchase of the car.

- (8) On expiry of one month's time after the advance has been received by the employee, the Director (Finance and Accounts) of the Commission will obtain from the employee concerned a letter in a form prescribed by the Commission to the motor insurance Company, with which the motor car is insured. The Director (Finance and Accounts) of the Commission will himself forward the letter to the Company and obtain their acknowledgement. In the case of insurance effected on annual basis, this process should be repeated every year until the advance has been fully repaid to the Commission.

72. Advance for purchase of motor-cycle.—A competent authority may sanction an advance to its employees for purchase of a motor cycle subject to the following conditions, namely:—

- (1) That the amount of the advance does not exceed eight months' pay of the employee or the anticipated price of the motor cycle, whichever is less. If the actual price paid is less than the advance taken, the balance should be forthwith refunded to the Commission.
- (2) The provisions of clauses (3) and (4) of regulation 71 shall, *mutatis mutandis*, apply to the advance for purchase of motor cycle.

CHAPTER VIII

TRAVELLING ALLOWANCE

73. **Classes of Journeys.**—The travelling allowance may be drawn in respect of journeys performed for the following purposes, namely:—

- (a) on tour;
- (b) on transfer;
- (c) on compulsory recall from leave;
- (d) to appear at an examination as authorised by the Commission;
- (e) to give evidence in a court of law, etc.;
- (f) to obtain medical treatment;
- (g) to attend a course of training sponsored by the Commission; and
- (h) for any other purpose authorised by the Commission.

74. **Kinds of travelling allowance**—Milage allowance, daily allowance, actual cost of travelling and conveyance are the different kinds of travelling allowances which may be drawn in different circumstances.

75. **Milage allowance.**—(1) Milage allowance is an allowance calculated on the distance travelled and given to meet the cost of the journey.

(2) For the purpose of calculating milage allowance, a journey between two places is held to have been performed by the shortest of all practicable routes specified by the competent authority.

(3) The shortest route is that by which the traveller can most speedily reach his destination by the normal mode of travelling. The competent authority may decide upon the shortest route where alternative routes exist.

(4) If an employee travels by a route which is not the shortest but is cheaper than shortest, his milage allowance will be calculated on the route actually used.

(5) The Chief Public Officer or such other point as the Commission may determine in this behalf shall be point from which counting of miles for milage allowance shall be made in respect of a journey.

76. **Grouping of Commission's employees.**—

Group-A : Includes all Class-I Commission's employees irrespective of pay and those Commission's employees who are in receipt of pay not less than Tk. 1150 per month.

Group-B : Includes all Class-II Commission's employees who are in receipt of pay less than Tk. 1150 per month and those Class-III Commission's employees who are in receipt of pay not less than Tk. 600 per month.

Group-C : Includes all class-III Commission's employees except those included in the Group-B and Group-D.

Group D : Includes all class-IV Commission's employees.

77. Class of entitlement of Commission's employees for calculation of mileage allowance.—

Journey by Railway:

A. Commission's Employees of Group-A:

(i) Class-I Officers drawing pay in the scale of Tk. 1850—2375 and above special class of accommodation. If there is no special class of accommodation 1st Class.

(ii) Other Class-I Officers and the Officers belonging to the Group First Class.

B. Commission's Employees of .. 2nd Class if there is no second Class Group-B. accommodation First Class.

C. Commission's Employees of .. Where there are two Classes, lower Class Group-C where there are three Classes 2nd class of the case not less than Tk. 370 per month and third Class if it is less than Tk. 370 p.m.

D. Commission's Employees of .. The lowest class. Group-D.

78. Journey by Sea or River in Steamer.—

A. Commission's Employees of : (i) Class-I Officers drawing pay in the Group-A scale of Tk. 1850—2375 and above special class of accommodation. If there is no special class of accommodation First Class.

(ii) Other Class-I Officers and the Officers belonging to the Group First Class.

B. Commission's Employees : If there are two classes Higher Class. If of Group-B there are more than two classes the 2nd Class.

C. Commission's Employees : If there are two classes there the lower of Group-C Class. If there are three classes the middle or 2nd class. If there are Four Classes Third Class.

D. Commission's Employees : The lowest Class. of Group-D.

Other officers may also be permitted to travel by air under special circumstances. The orders containing such special permission for each travel should be issued at least at the level of the Secretary of Ministry/Division with copy to the C.M.L.A's Secretariat.

79. Rates of mileage allowance.—(1) Journey by Railway/Steamer/Ship:

- (i) Except in the case of journeys on transfer the mileage allowance admissible for journeys in the Special Class of Accommodation shall be $1\frac{1}{4}$ of the fare of special class of accommodation.
- (ii) Except in the case of journeys on transfer, mileage allowance admissible to all Groups of Commission's Employees including those who travel by other than special class of accommodation shall be $1\frac{5}{4}$ of the fare of the class of accommodation to which they are entitled.

(2) Journey by air.—Mileage allowance for domestic journeys will be admissible at the rate of one standard fare plus one daily allowance.

80. Road mileage.—

(1) Group-A	... Tk. 1.50 per mile.
(2) Group-B	... Tk. 1.20 per mile.
(3) Group-C	... Tk. 0.90 per mile.
(4) Group-D	... Tk. 0.60 per mile.

The above rates will be admissible for the whole of the journey by road, irrespective of the distance travelled.

81. Limitation on mileage allowances.—Employees travelling by motor car or motor cycle between places connected by rail will draw mileage allowance by rail or road whichever is less.

82. Short journey from Headquarters.—(1) When an employee travels by a transport owned by the Commission and the journey is beyond five mileage he shall be entitled to draw daily allowance of his grade for the day on which he is absent from his Headquarters on official duty for more than eight consecutive hours and returns to his Headquarters on the same day.

83. Journey during tour.—(1) When an employee performs journey by Commission's vehicle or by a vehicle hired at the expense of the Commission, he may draw the daily allowance of his grade and shall not exchange it for mileage.

(2) If actual places of duty fall outside the five miles radius at the out-station road mileage allowance may be allowed on the basis of the distances actually travelled.

84. Journey by air.—The entitlement of journey by Air in economic Class on tour is as follows:—

- (i) Class-I Officers drawing pay in the Scale of Tk. 1850—2375 and above.
- (ii) The personal staff when accompanying the President, the Chief Martial Law Administrator, the Deputy Chief Martial Law Administrator and Ministers.

85. Journey by special conveyance.—When an employee of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance the cost of which exceeds the amount of the daily allowance or mileage allowance as admissible to him, he may draw the actual cost of travelling in lieu of such daily or mileage allowance.

86. Daily allowance.—

(1) Commission's employees in Group 'A'—	Standard rate.	
(i) Drawing pay up to Tk. 1150	32	33½% above the standard rate
(ii) Drawing pay from Tk. 1151 to 1849	36	33½% Ditto.
(iii) Drawing pay from Tk. 1850 and above.	36	33½% Ditto.
Plus Tk. 8 for every additional Tk. 500 or fraction thereof.		
(2) Commission's employees in Group-B.	Tk. 25 for first Tk. 900 plus Tk. 3 for every additional Tk. 250 or fraction thereof.	33½% Ditto.
(3) Commission's employees in Group-C.	3·50 paise for every Tk. 100 or fraction thereof subject to a minimum of Tk. 15.	33½% Ditto.
(4) Commission's employees in Group-D.	Tk. 15	33½% Ditto.

87. Daily allowance for audit personnel.—Audit personnel on tour shall be allowed daily allowances or actual expenses, whichever is less, in respect of their continuous halt at one station exceeding 10 days at full rate.

88. Leave period, etc not to be computed for daily allowance.—(1) Casual leave taken during tour may be excluded in computing the period or daily allowance admissible.

(2) An employee who while staying at out-station on tour proceed on leave on average pay and on termination of leave resumed duty at the same out-station and remained there on halt for further period, his leave period shall be excluded from the calculation of daily allowance admissible.

(3) An employee who during the course of tour returns temporarily to Headquarters or leaves the station on Sunday or on a public holiday to attend to his private business shall not be entitled to draw daily allowance for such day or days.

89. Actual expense.—Employees while on official tour may be reimbursed actual boarding, loading and transport charges subject to the following conditions:—

- (a) the amount of reimbursement will be determined by the Commission according to the Grades of the employees;
- (b) the employees shall produce necessary vouchers in support of his claims.

90. Conveyance hire charge.—The actual cost of hiring a conveyance on official journey, for which no travelling allowance is admissible, may be reimbursed to an employee concerned and charged to contingencies, provided it is certified by the competent authority to the effect that expenditure actually incurred was unavoidable and that the employee concerned will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

91. Concession to geological party.—Notwithstanding anything contained in these regulations, the geological party may, while on tour, may be allowed field establishment allowance at such rates as may be determined by the Commission from time to time.

92. Permanent conveyance allowance.—(1) An employee who is required to travel extensively within 5 miles radius of his Headquarters may be granted monthly fixed permanent conveyance allowance on such conditions as the Commission thinks fit to impose. Such an allowance may be drawn from Headquarters and may be drawn in addition to any travelling allowance for tours beyond 5 miles. It shall, however, be not admissible during leave or temporary transfer.

(2) In case permanent conveyance allowance has been granted to an employee for the upkeep of a motor car or motor cycle, the same may be drawn by him during leave or temporary transfer, as the case may be, provided—

- (a) the authority sanctioning the leave or transfer certifies that the employee is likely, on the expiry of leave or temporary duty, to return to the post from which his proceeds on leave or temporary duty or to be appointed to a post in which the possession of a motor car or motor cycle will be advantageous from the point of view of his efficiency; and
- (b) the employee concerned certifies that he continued to maintain the vehicle during the leave or temporary transfer.

93. Temporary posting.—A competent authority may depute an employee on duty outside his headquarters and order him to reside at a temporary headquarter for a period not exceeding three months. In such circumstances, travelling allowance as on transfer shall not be admissible and the employee in question shall draw only travelling allowance as on tour and daily allowance as authorised by the competent authority.

94. Nature of allowance on transfer.—Travelling allowance for journey on transfer is meant to cover—

- (a) cost of transportation of an employee and his family;
- (b) expenditure incidental to the travelling of an employee and his family;

- (c) transportation cost of the personal effects of an employee and his family; and
- (d) cost of transportation of a conveyance of an employee, if specially permitted.

95. Period during which travelling allowance admissible, etc.—(1) Travelling allowance shall be admissible to an employee in respect of all items of expenditure specified in regulation 95 within period earlier than one month of the date on which he made over charge of the old post and not later than six months of the date on which he took over charge of his new post.

(2) An employee may draw travelling allowance as admissible under these regulations for his spouse if he marries within six months of his transfer provided that spouse joins him within six months of his coming at new station.

(3) Travelling allowance may also be admissible in the case of other members of the family who follow him within six months from the date of his taking over charge in the new post or proceeds him by not more than one month from the date of his handing over charge of the old post.

96. Entitlement of rail and steamer fare on transfer.—(1) An employee is entitled to—

- (a) one fare for self and for each adult member of his family and one half fare for each child at the rates to which he is entitled on tour;
- (b) two extra fares for himself to cover miscellaneous and incidental expenses of the journey.

(2) Extra fares for incidental expenses for the purpose should be calculated on the basis of ordinary train or, as the cases may be, steamer fare irrespective of the train by which the journey actually performed.

97. Advance to incur expenses of transfer.—(1) Advances of pay to the extent of one month's salary and travelling allowance as deemed reasonable by the competent authority for journey of members of family and for transportation of personal effects may be drawn one month earlier than the actual commencement of journey on transfer by the employee concerned.

(2) The advance of pay shall be recovered in three instalments from the pay of the employee after joining the new post.

(3) The other advances shall be adjusted within four months after completion of the journey.

98. Personal effects.—An employee is entitled to the cost of transportation of his personal effects not exceeding the following weights :—

Grade of employee.			Without family.	With family.
First Grade	..	..	40 maunds.	60 maunds.
Second Grade	..	..	20 "	30 "
Third Grade	..	..	10 "	15 "
Fourth Grade	..	..	5 "	10 "

99. Journey by road on transfer.—(1) In case journey is performed by road on transfer, an employee is entitled to draw mileage allowance at twice the rate applicable to him.

(2) He may draw additional mileage allowance at the rate applicable to him if two members of his family accompany him and twice of that rate if more than two members accompany him.

(3) For transportation of personal effects within the prescribed limit between places not connected by rail, an employee may draw the actual cost of carriage as per rates applicable to Government employees from time to time.

100. Family travelling allowance for place other than place of posting, etc.—An employee who in consequence of his transfer or deputation on a course of training in which travelling allowance is admissible is obliged to send his family to a station other than his new headquarters or place of deputation, may draw travelling allowance for his family to that other station, subject to maximum which would have been admissible if the family had accompanied him to new headquarters or place of training or home, wherever is less.

101. Transit travelling allowance, etc.—(1) An employee appointed to a new post, while in transit from one place to another, is entitled to draw travelling allowance as on transfer.

(2) An employee who goes on leave after he has handed over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance on transfer from old station to his new post.

102. Journeys to attend examination.—An employee is entitled to draw travelling allowance for the journey to and from the place at which he appears for an examination approved by Commission subject to the conditions that the travelling allowance shall not be drawn more than twice for any particular examination.

103. Journey on recall from leave.—When an employee is compulsorily recalled to duty before the expiry of his leave, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him.

104. Journey to appear as witness in court, etc.—(1) An employee summoned to give evidence in any civil or criminal case or to any other authority shall be entitled to travelling allowance as for a journey on tour provided he has not received any such allowance from any other authority or Government.

(2) An employee, when officially deputed to attend a meeting, may draw travelling allowance as for journey on tour.

105. Journey on medical ground.—(1) An employee shall be entitled to travelling allowance for the journey to and from his headquarters if he or any member of his family fall ill in a place where there is no Government dispensary or authorised medical officer of the Commission.

(2) If the patient is too ill to travel, he shall be entitled to reimburse the travelling cost of the medical officer if the claim is accompanied by a certificate of the Medical Officer who attended the patient.

106. **Journey for family of deceased employee.**—The members of family of a deceased employee shall be entitled to—

- (a) actual travelling cost by the class of accommodation the deceased employee was entitled to; and
- (b) the transportation cost of personal effects not exceeding the quantity the employee was entitled up to the home of the employee.

107. **Journey for rest and recreation.**—The travelling allowance for journeys on rest and recreation leave may be admissible on such terms and at such rates as are applicable to Government Servants.

CHAPTER IX

PENSION AND RETIREMENT BENEFITS, ETC.

108. **Pension and retirement benefits.**—(1) The provision of this Chapter shall be applicable to all employees for whom subscription to the contributory provident fund is compulsory and if they opt for these benefits and surrender the accumulation of the Commission's contribution *plus* the accrued interest on the Commission's contribution in their provident fund account to the Commission.

(2) Option referred in this regulation once exercised shall be final.

(3) Employees joining Commission's service after these regulations come into force shall automatically be entitled to pension and retirement benefits under this Chapter.

(4) In lieu of the Commission's contribution to the provident fund account of the employees who opt for the pension and retirement benefits, the Commission shall pay pension to such employees.

109. **Pension.**—If an employee retires, resigns or is discharged after completing qualifying service of 10 years or more, pension and retirement benefit shall be paid to him or, in case of his death, his family at the rates prescribed by the Government from time to time.

110. **Invalid pension.**—If any employee is disabled permanently due to bodily or mental infirmity while in the service of the Commission, he or, in case of his death, his family, shall be entitled to the usual gratuity or pension benefit as per these regulations.

111. **Family pension.**—(1) In the event of death of an employee before retirement but after completion of a qualifying service of 10 years or more his family will get the pension for a period of 10 years at the normal rate of pension as per these regulations.

(2) In the event of the death of an employee after retirement, but before the expiry of 10 years after retirement, his family will be entitled to the benefit of pension as per regulations above for the unexpired portion of the period of 10 years counted from the date of retirement of the employee.

112. Surrender of pension.—Every employee who has rendered qualifying service for a period of ten years or more and is eligible for a pension shall have the right to opt for a lump sum benefit according to the rates prescribed by the Government by surrendering up to a maximum of one-half of the amount of the pension admissible to him under these regulations. Such option will have to be exercised by him in writing to the Commission at any time before he retires, and the lump sum benefit shall be paid to him on retirement or to his family on his death before retirement.

113. Definition of family.—"family" for the purpose of pension and journey under these regulations means :—

- (a) spouse or spouses of the employee ; and
- (b) Children of the employee :

Provided that the Commission may, in special cases, accept any other person not falling under any of the above categories as a member of the family of an employee.

114. Pension on dismissal.—No pension shall be granted to an employee dismissed from service unless otherwise decided by Commission.

115. Nomination.—Every employee of the Commission entitled to pension and other benefits under these regulations shall be required to make a nomination to the Commission forthwith after promulgation of these regulations or on new appointment in the prescribed proforma.

116. Optional retirement.—Every employee of the Commission entitled to pension shall have the right to retire after completing 25 years of qualifying service :

Provided that the Commission, may in any special case on the ground of essential service, require an employee to complete his service up to the age of superannuation.

117. Payment.—The payment of pension and other benefits under this Chapter will be made according to the procedure as may be prescribed by the Commission from time to time.

118. General Provident Fund.—The Commission shall establish a General (Non-contributory) Provident Fund for its employees and frame rules for the operation of the said Fund. The contributions of the existing employees of the Commission who opt for pension and gratuity under these regulations in their Contributory Provident Fund Account and the accrued interest thereon shall be credited to their General (Non-contributory) provident Fund.

119. Pension Fund.—A pension and retirement benefit fund shall be created in the Commission from out of the accumulation of the Commission's contribution surrendered under these regulations and funds placed by the Commission from other sources as it deems fit.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification		
				For promotion.	For direct recruitment.	
1	2	3	4	5	6	
Scientists/Geologists/Agriculturists.						
1	Chief Scientific Officer/Chief Geologist.	45 years, relaxable up to 50 years in exceptional cases.	By promotion on recommendation by Selection Board ; Provided that direct recruitment may be made if candidates with exceptional merit and experience are available.	A minimum of 4 years outstanding service as P.S.O./Pr. Geologist.	Ph. D. in relevant subject with at least 9 years' post-doctorate research experience.	
2	Principal Scientific Officer/ Principal Geologist.	Not exceeding 40 years, relaxable up to 45 years in exceptional cases.	80% by promotion and 20% by direct recruitment on recommendation by Selection Board.	A minimum of 5 years' satisfactory service as S.S.O./Sr. Geologist or, equivalents of which atleast one year should have been spent in Commission's establishments.	Ph. D. in relevant subject plus at least 5 years' post-Ph. D. Research experience.	

S. E. O. with M. Sc. degree shall also be eligible for promotion after he has served 5 years as such and if has no third class/division in his academic career.

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Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification	
				For promotees.	For direct recruitment.
1	2	3	4	5	6
3	Senior Scientific Officer (SSO)/Senior Geologist.	Not exceeding 35 years relaxable upto 37 years in exceptional cases.	65% by promotion and 35% by direct recruitment on recommendation by Selection Board.	A minimum of 4 years' satisfactory service as S. O./Geologist of which at least one year should have been spent in Commission's Establishment.	Ph. D. in relevant subject M.Sc. or M.Phil./M.Ag. with at least 2 years, M.S./M.Phil./M.Ag. experience.
				Or,	
				M. Sc./B. Ag. with three first class from S.S.C. onwards <i>plus</i> at least four years' post-M.Sc./B. Ag. research experience.	
4	Scientific Officer (S.O.)/Geologist.	Not exceeding 28 years relaxable up to 30 years in special cases.	By direct recruitment.	...	MSc. with three first class from S.S.C. onwards.
					Or,
					B. Ag. with first class academic record from S.S.C.
5	Senior Experimental Officer (S.E.O.).	...	By promotion on recommendation of Selection Board.	A minimum of 4 years' experience as E.O.	...

6	Experimental Officer	Not exceeding 35 years, relaxable up to 37 years in special cases.	80% by promotion and 20% by direct recruitment.	A minimum of 4 years' satisfactory service as J.E.O.	B.Sc. first division or class with a first division in S. S. C. or H. S. C. <i>Plus</i> a minimum of 9 years' relevant experience.
7	Junior Experimental Officer (J.E.O.)	Not exceeding 30 years relaxable up to 32 years in special cases.	70% by promotion and 30% by direct recruitment.	A minimum of 3 years' satisfactory service as Research Assistant.	B.Sc. first division or class with a first division in S.S.C. or H.S.C. <i>plus</i> 4 years' relevant experience.
8	Research Assistant (R.A.)	Not exceeding 27 years.	By direct recruitment	..	B.Sc. 1st Division or Class with a First Division in H.S.C. or S.S.C.
<i>Or,</i>					
9	Chief Engineer (C.E.)	45 years, relaxable up to 50 years in exceptional cases.	By promotion on recommendation of Selection Board:	A minimum of 4 years' outstanding service as P.E. or Pr. Arch. or as both.	B.Sc. 2nd Division or Class with a First Division in S.S.C. or H.S.C. Ph.D. with 9 years or M.S. with 11 years' experience in the relevant field.

Provided that direct recruitment may be made if candidates with exceptional merit and long experience are available.

(68)

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.		Qualification	
					For promotees	For direct recruitment.
1	2	3	4	5	6	
10	Principal Engineer (P.E./Principal Architect (Pr. Arch)).	Not exceeding 40 years relaxable up to 45 years in exceptional cases.	80% by promotion and 20% by direct recruitment on recommendation by Selection Board.	A minimum of 5 years' satisfactory service as S.E./Sr.Arch. of which a least one year should have been spent in Commission's Establishment.	Ph.D. in relevant subject plus at least 5 years' post-Ph.D. practical experience.	

Or,

M.Sc. Engineering or its equivalent with at least 7 years' post-M.Sc. Engg./M. Arch./equivalent practical experience.

Diploma (Civil/Mech./Electrical Engineering) holders in the rank of S.E. will be required to improve their qualification and put in a minimum of 5 years' post-B.Sc. Engg./A.M. I.E./equivalent service for promotion to this post.

Or, ..
A good academic record and degree in Engineering/ M. Architecture plus experience of at least 10 years in the relevant field.

11	Senior Engineer (S.E.) Senior Architect (Sr. Arch)	35 years, relaxable up to 37 years in exceptional cases.	65% by promotion and 35% by direct recruitment on re- commendation by Selection Board.	A minimum of 4 years' satisfactory service as Engineer/Architect or equivalent of which at least one year should have been spent in Commission's establish- ment.	Ph.D. in relevant field. Or, M.Sc. Engg./M.Arch. or equivalent qualification with at least 2 years' relevant experience.
12	Engineer/Architect	28 years, relaxable up to 30 years in exceptional cases.	30% by promotion and 70% by direct recruitment.	Engineering Diploma holders will require 5 years' of outstan- ding service as A.E. to be promoted to this post.	Or, B.Sc. Engg./B.Arch. or equivalent qualification with first class acade- mic record from S.S.C. onwards plus at least 4 years relevant experi- ence.
13	Junior Engineer	30 years, relaxable up to 32 years in special cases.	70% by promotion and 30% by direct recruitment.	A minimum of 3 years' satisfactory service as Junior Engineer.	B.Sc. Engineering with 1st Class Academic record from S.S.C. onwards.
14	Sub-Assistant Engi- neer (S.A.E.).	27 years	By direct recruitment	A minimum of 3 years' satisfactory service as Junior sub-Asstt. Engineer.	First Class Diploma Engineering with good results in S.S.C./H.S.C. plus 4 years' relevant experience.
				...	First Class Diploma in Engineering with good results in H.S.C./S.S.C.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification		
				For promotees	For direct recruitment	
1	2	3	4	5	6	
15	Chief Medical Officer (C.M.O.)	45 years, relaxable up to 50 years in exceptional cases.	By promotion on the recommendation by Selection Board:	A minimum of 4 years' outstanding service as P.M.O. in the Commission.	Ph.D. in Nuclear Medicine with 9 years' post-doctoral research experience or M.S. equivalent degree with 11 years' in the field.	
			Provided that direct recruitment may be made if candidates with exceptional merit and long experience are available.			
16	Principal Medical Officer (P.M.O.)	40 years, relaxable up to 45 years in the exceptional cases.	80% by promotion and 20% by direct recruitment on recommendation by Selection Board.	A minimum of 5 years' satisfactory service as S.M.O. of which at least one year should have been spent in Commission's Establishment.	Medical graduates with at least 7 years' experience after obtaining a post-graduate degree/diploma in the relevant field.	
17	Senior Medical Officer (S.M.O.)	36 years, relaxable up to 38 years in exceptional cases.	65% by promotion and 35% by direct recruitment.	A minimum of 4 years' satisfactory service as M.O. of which at least one year should have been spent in the Commission's establishment.	Medical graduates with at least 2 years' experience after obtaining a post-graduate degree/diploma in the relevant field.	

18 Medical Officer. (M.O.)	29 years, relaxable up to 32 years in exceptional cases.	By direct recruitment	...	M.B.B.S. securing at least 60% marks with first Division in H.S.C. or S.S.C.
19 Technical Officer/ Chief Scientific Assistant/Chief Technician.	...	By promotion	A minimum of 6 years satisfactory service as Principal/Technician/ Principal Scientific Assistant/Technical Officer.	...
20 Assistant Technical Officer/Pr. Techni- cian/Pr. Scientific Assistant.	...	By promotion	A minimum of 5 years satisfactory service as Sr. Technician/Sr. Scientific Asstt. or as Technician Gr. I/Scien- tific Assistant-I with 7 years' experience.	...
21 Senior Technician/ Senior Scientific Assistant.	...	Ditto	A minimum of 5 years satisfactory service as Technician-I/Scientific Assistant-I.	...
22 Technician-I/ Scientific Asstt. I	25 years	80% by promotion and 20% by direct recruitment.	A minimum of 4 years satisfactory service as Technician-II/Scientific Assistant-II.	H.S.C. (Science) or S.S.C. (Science) with trade certificate.
23 Technician-II/ Scientific Assis- tant-II.	20 years	40% by promotion and 60% by direct recruitment.	A minimum of 3 years satisfactory service as Lab. Attendant/ Tech- nical Helper.	H.S.C. (Science) or S.S.C. (Science) with trade certificate from a recognised institution Or, Trade certificate from a recognised institution and 4 years' relevant experience.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.		Qualification	
			1	2	For promotees	For direct recruitment
1	2	3	4	5	6	
24	Lab. Attendant/ Technical H. I. or	18 years	By direct recruitment	...	S.S.C. (Science) or Trade Certificate from a recognised institution.	
25	Principal Librarian	45 years	80% by promotion and 20% by direct recruitment on recommendation by Selection Board.	A minimum of 5 years satisfactory service as Senior Librarian.	First Class Master degree in Lib. Science having good academic record in other examinations with at least 13 years' relevant experience.	
26	Senior Librarian	35 years	65% by promotion and 35% by direct recruitment.	Provided that direct recruitment may be made if candidates with exceptional merit and long experience are available. Diploma holders in Library Science in the rank of Sr. Librarian will be required to improve their qualification and put in a minimum of 5 years post M.A. in Library Science service for promotion to this post.	(a) A minimum of 4 years, satisfactory service as Librarian for First Class Master degree holders. First Class Master's degree in Library Science having good academic record in other examinations with at least 7 years' relevant experience.	

(b) A minimum of 6 years satisfactory service as Librarian for Diploma holders.

First Class Master's degree in Library Science having good academic record in other examinations with at least 2 years' relevant experience.

A minimum of 5 years satisfactory service as Asst. Librarian.

25% by promotion and 75% by direct recruitment.

30 years

27 Librarian

First Class Diploma in Library Science having good academic record in other examinations with at least 3 years' relevant experience.

A minimum of 4 years satisfactory service as Library Assistant.

65% by promotion and 35% by direct recruitment.

30 years

28 Assistant Librarian

First Class Diploma in Library science having good academic record in other examinations.

By direct recruitment

28 years

29 Library Assistant

For promotion: A minimum of 5 years satisfactory service as Senior Scientific Information Officer.

80% by promotion and 20% by direct recruitment on the recommendation by the Selection Board.

45 years

30 Principal Scientific Information Officer (P.I.O)

For direct recruitment: M.A./M.Sc. with foreign degree in information science with at least 11 years' experience in the field.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.		Qualification	
			1	2	For promotees	For direct recruitment
31	Senior Scientific Information Officer.	35 years	65% by promotion and 35% by direct recruitment on recommendation by Selection Board.	4	A minimum of 6 years satisfactory service as Scientific Information Officer.	M.A./M.Sc. with foreign qualification in information science with at least 7 years' relevant experience.
32	Scientific Information Officer.	30 years	By direct recruitment			M.Sc. in Statistics/Physics/Mathematics/Chemistry having generally first class career with aptitude for scientific information service.
33	Principal Administrative Officer (P.A. O.)	45 years	80% by promotion and 20% by direct recruitment.		A minimum of 5 years satisfactory service as S.A.O. with Masters degree.	M. A./M. Sc./M. B. A. having good academic record in other examinations with at least 13 years relevant experience in Class-I service.

B.A. and equivalent degree holders in the rank of S.A.O. will be required to acquire academic/professional/administrative degree/Diploma/Certificates and put in a minimum of 5 years satisfactory service after obtaining such qualification.

- 34 Senior Administrative Officer (S.A.O.) 40 years
 65% by promotion and 35% by direct recruitment.
 A minimum of 6 years outstanding service as Administrative Officer.
 M. A./M. Sc./M. B. A. having good academic record in other examinations with at least 7 years relevant experience
- 35 Administrative Officer (A.O.) 35 years
 75% by promotion and 25% by direct recruitment.
 A minimum of 5 years satisfactory service as Superintendent / Selection Grade Stenographer with Bachelor degree
 Or
 A minimum of 9 years satisfactory service as Assistant and Superintendent with Bachelor degree.
 M. A./M. Sc./M. B. A. having good academic record in other examinations with at least 2 years' relevant experience
 Or
 Graduate (minimum Second Class) with no Third Division in H.S.C. or S.S.C. and at least 10 years' Administrative experience.
- 36 Principal Procurement Officer/Principal Stores Officer. 45 years
 80% by promotion and 20% by direct recruitment.
 A minimum of 5 years' satisfactory service as Sr. Procurement Officer/Sr. Stores Officer.
 Grade in the rank of Sr. Procurement Officer/Sr. Stores Officer will be required to acquire relevant academic degree/diploma certificate and put in a minimum of 5 years satisfactory service after obtaining such qualifications.
 Master's degree, preferably in Science having good academic record with at least 13 years of relevant experience in class-I Service.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.		Qualification	
			1	2	For promotees.	For direct recruitment.
37	Senior Procurement Officer/Senior Stores Officer	40 years	65% by promotion and 35% by direct recruitment.	4	(a) A minimum of 4 years satisfactory service as Stores Officer/Procurement Officer for first class Masters degree holders. (b) A minimum of additional 4 years outstanding service as Stores Officer/Procurement Officer having below class.	Master Degree preferably in Science having good academic record with at least 6 years relevant experience in Class-I service.
38	Stores Officer/Procurement Officer.	35 years	50% by promotion and 50% by direct recruitment.	4	A degree with a minimum of 5 years satisfactory service as Superintendent or minimum of 9 years service as Assistant and Superintendent together.	A degree preferably in science having good academic record and professional experience for 12 years in Stores/Procurement works.
39	Principal Accounts Officer (Pr. A/Cs.O).	45 years	80% by promotion and 20% by direct recruitment.	4	A minimum of 5 years satisfactory service as Sr. Acc. Officer.	M. Com. in Finance/Accountancy having good academic record in

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other examination with at least 13 years' relevant experience in Class-I service.

Or,

Commerce Graduates with professional qualification such as ACA, AICMA with at least 8 years relevant experience in Senior Class-I service.

M. Com. in Finance/Accountancy having good academic record in other examination with at least 7 years' relevant experience in Class-I service.

Or,

Commerce graduate with professional qualifications such as CA(Inter) or ICMS (Inter) with 7 years' experience as Class-I Officer.

(a) A minimum of 4 years satisfactory service as Ac. O. for first class Master's degree holders in Finance/Accountancy and for C.A. (Inter) and ICMA (Inter).

(b) A minimum of 6 years outstanding service as Ac.O. for Commerce Graduate.

65% by promotion and 35% by direct recruitment.

35 years

40 Senior Accounts Officer (S.Ac.O.)

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Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification	
				For promotees.	For direct recruitment.
1	2	3	4	5	6
41	Accounts Officer (Ac.O.)	30 years	50 % by promotion and 50 % by direct recruitment.	A minimum of 5 years satisfactory service as Accountant. Or A minimum of 9 years satisfactory service as Accounts Assistant and Accountant.	M. Com. in Finance/ Accountancy having good academic record in other examination with at least 2 years' relevant experience. Or, Commerce Graduates (Minimum Second class) with good academic record in H.S.C. or S.S.C. and at least 10 years' experience in Accounting work.
42	Superintendent/ Accountant.	32 years	By promotion	A minimum of 4 years satisfactory service as Assistant or in equivalent capacity.	Or, Graduate with S. A. S. passed having 8 years' experience.
43	Assistant	26 years	80 % by promotion and	A minimum of 4 years	Second Class/Division Science Graduate.

44	Stores Assistant	26 years	20% by direct recruitment.	Ditto.	A minimum of 4 years satisfactory service as Jr. Assistant.	Second Commerce Graduate.
45	Accounts Assistant	26 years		Ditto.	A minimum of 4 years satisfactory service as Jr. Accounts Assistant.	Second Commerce Graduate.
46	Junior Assistant	22 years		Ditto.	A minimum of 3 years satisfactory service as Typist in the relevant branch.	H.S.C. Second Division with a minimum typing speed of 30 w.p.m. in English and 20 w.p.m. in Bengali.
47	Jr. Accounts Assistant.	22 years	80% by promotion and 20% by direct recruitment.		A minimum of 3 years satisfactory service as Typist in the relevant branch.	H.S.C. (Commerce) Second Division with a minimum typing speed of 30 w.p.m. in English and 20 w.p.m. in Bengali.
48	Jr. Stores Assistant	22 years		Ditto	Ditto	H.S.C. (Science) Second Division with minimum speed of 30 w.p.m. in English and 20 w.p.m. in Bengali.
49	Typist	20 years	By direct recruitment		...	S.S.C. with a minimum typing speed of 30 w.p.m. in English and 20 w.p.m. in Bengali.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.		Qualification	
			1	2	For promotees	For direct recruitment.
1	2	3	4	5	6	
50	Selection Grade Stenographer.	...	By promotion	A minimum of 5 years outstanding service as Stenographer.	...	
51	Stenographer	30 years	75% by promotion and 25% by direct recruitment.	A minimum of 6 years satisfactory service as Steno-typist and attainment of a minimum speed of 100 and 40 w.p.m. in shorthand and type writing respectively.	H.S.C. with a minimum speed of 100 and 40 w.p.m. in shorthand and type writing respectively.	
52	Steno-typist	25 years	By direct recruitment	...	S.S.C. with a minimum speed of 80 and 30 w.p.m. in shorthand and type writing respectively.	
SECURITY						
53	Principal Security Officer.	...	By promotion	A minimum of 5 years satisfactory service as Sr. Security Officer.	...	
54	Senior Security Officer.	45 years	By promotion or by direct recruitment.	A minimum of 4 years' outstanding service as Security Officer.	Ex-Defence Officer with adequate experience in the safe-guarding of a Security installation.	

55	Security Officer	40 years	50% by promotion and 50% by direct recruitment.	A minimum of 5 years satisfactory service as Asst. Security Officer.	Ex-Army personnel (not below the rank of J.C.O.) with at least three years experience in a security installation.
56	Asst. Security Officer	Do.	Ditto.	S.S.C. with minimum of 6 years satisfactory service as Sr. Security Supervisor.	Ex-Army personnel not below the rank of J.C.O. with adequate experience in installation of security work.
57	Sr. Security Supervisor	Do.	Ditto.	A minimum of 5 years satisfactory service as Sr. Security Attendant.	Ex-Army personnel, not below the rank of N.C.O. and trained in security work.
58	Security Supervisor	Do.	Ditto.	A minimum of 7 years satisfactory service as Sr. Security Attendant.	S.S.C. or equivalent educational qualification in the Army having at least 3 years security experience.
59	Senior Security Attendant	Do.	Ditto.	A minimum of 5 years satisfactory service as security attendant.	Ex-Defence personnel trained in security work.
60	Security Attendant	35 years	By direct recruitment		Ex-Defence personnel having experience in security work.

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Sl. Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification		
			For promotees.	For direct recruitment.	
1	2	3	4	5	6
61 Junior Horticulturist	40 years	By promotion or By direct recruitment.	(a) Agricultural Diploma holders with minimum of 4 years' experience in supervisory capacity in Horticulture as senior Garden supervisor.	(a) Agricultural Diploma with minimum of 4 years' experience in supervisory capacity in Horticulture.	
			(b) S.S.C. with 6 years' outstanding service as Senior Garden supervisor for non-Diploma holders.		
62 Senior Garden Supervisor.	40 years	70% by promotion and 30% by direct recruitment.	Minimum of 3 years' satisfactory service as Garden Supervisor.	Agricultural Diploma or read up to Class VIII and having a minimum of 15 years' gardening experience.	
63 Garden Supervisor	35 years	Ditto.	Minimum of 5 years' satisfactory service as Sr. Garden Attndt.	Read up to Class VIII and having a minimum of 10 years' gardening experience.	
64 Sr. Garden Attendant	...	By promotion	Minimum of 5 years' satisfactory service as Garden Attndt. I.		

65	Garden Attendant-I 22 years	By promotion or by direct recruitment.	Minimum of 5 years' satisfactory service as Garden Attndt. II.	Read up to Class VI and having experience in Gardening.
66	Garden Attendant-II	By direct recruitment	...	... Read up to Class-VI and having experience in Gardening.
67	Senior Sanitary Supervisor	By promotion	Minimum of 6 years' satisfactory service as Sanitary Supervisor.	...
68	Sanitary Supervisor	Ditto.	Minimum of 5 years' satisfactory service as Senior Sanitary Attendant.	...
69	Sr. Sanitary Attendant	Ditto.	Minimum of 5 years' satisfactory service as Sanitary Attendant-I	...
70	Sanitary Attendant-I	Ditto.	Minimum of 5 years' satisfactory service as Sanitary Attendant-II	...
71	Sanitary Attendant-II	By direct recruitment	...	Read up to Class VIII
OTHER OFFICE HANDS				
72	Senior Daftary	By promotion	Minimum of 5 years' satisfactory service as Daftary.	...
73	Daftary	Ditto.	Minimum of 5 years' satisfactory service as Senior General Attendant.	...

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification	
				For promotees.	For direct recruitment.
1	2	3	4	5	6
74	Sr. General Attendant	...	By promotion	Minimum of 5 years' satisfactory service as General Attendant-I.	...
75	General Attendant-I	...	Ditto.	Minimum of 5 years' satisfactory service as General Attendant-II.	...
76	General Attendant-II	22 years	By direct recruitment	..	Read up to Class-VIII
TRANSPORT :					
77	Transport Supervisor	40 years	70 % by promotion S.S.C. with a minimum of 5 years' outstanding service as Driver-mechanic.	..	Polytechnic Diploma in Automobile Engineering or equivalent with a minimum of 4 years' post-diploma practical experience.
78	Sr. Driver-cum-Mechanic	35 years	Ditto.	A minimum of 5 years' satisfactory service as senior driver.	Certificate of passing automechanic course from a recognised institute with a driving licence for light and heavy vehicles and practical experience of at least 4 years.

79	Senior Driver	By promotion	A minimum of 5 years' satisfactory service as driver.	Or, A minimum of 10 years' experience as an Automechanic in a reputable workshop with a driving licence for light and heavy vehicles.
80	Driver	80% by direct recruitment and 20% by promotion.	A minimum of 3 years' satisfactory service as Driver's Mate and holders of a driving licence for vehicles.	Holders of driver licence for light and heavy vehicle with practical experience of driving mechanical vehicles for at least 3 years.
81	Driver's Mate	By direct recruitment		Holders of a driving licence with adequate knowledge of motor parts.
82	Cleaner	Ditto		A minimum of 2 years' experience in cleaning motor vehicles.
KITCHEN STAFF:				
83	Head Cook	By promotion of senior Cook or if no suitable person is available for promotion by direct recruitment.	5 years' service as Sr. Cook.	7 years' satisfactory service in Cooking.

