

**“PUNJAB FINANCIAL CORPORATION STAFF REGULATIONS,  
1961 AS APPLICABLE TO HARYANA FINANCIAL  
CORPORATION”**

(Extract from Punjab Government Gazette, dated the 7<sup>th</sup> April, 1961)

**PUNJAB FINANCIAL CORPORATION**

25-c, Sector-5,

**NOTIFICATION**

**The 16<sup>th</sup> of March, 1961**

No. PFC/47/BD4-14/61-In exercise of the powers conferred by Section 48 of the State Financial Corporations Act, 1951 (LXIII of 1951) and after consultation with the Reserve Bank of India and with the previous sanction of the Governor of Punjab, the Board of Directors of the Punjab Financial Corporation hereby makes the following regulations, namely :-

**CHAPTER - 1  
PRELIMINARY**

1.	These regulations may be called the Punjab Financial Corporation (Staff) Regulations, 1961, as applicable to Haryana Financial Corporation.	Short Title
2.	(1)  These regulations shall apply to  (a) every whole time officer or employee of the corporation; and (b) every officer or employee employed temporarily and every advisor or agent or any other person recruited on special contract subject to the terms of such contract :  Provided that nothing in these Regulations shall apply to the Managing Director, unless the application to him of all or any of these regulations has been approved by the state government.  (2)  The Corporation may, with the previous sanction of the State Government and in consultation with the Reserve Bank of India enter into a special contract with an employee, with terms and conditions which may vary from the provisions of these regulations.	Application
3.	In these regulations, unless there is anything repugnant in the subject or context :-  (a) "average pay" means the average monthly pay	Definition

earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee who has not been on duty for more than a year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave ; provided that when the substantive pay of an employee on leave is less than Rs. 200/- per mensem, and the period of leave taken does exceed two months, his average pay shall mean the pay which he would draw in the post substantively held by him at the time of taking leave, if this pay be more than his average pay ;

(b) "Board" means the Board of Directors of the Haryana Financial Corporation, and, in relation to any powers exercisable by it, includes the Executive Committee ;

(c) "Compensatory Allowance" means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed;

(d) "Corporation" means the Haryana Financial Corporation;

(e) "Duty" includes –

- i) service as a probationer;
- ii) period during which an employee is on joining time;
- iii) period spent on casual leave duly authorised;

(f) "family" means an employee's spouse and children as well as his or her parents, sisters and minor brothers, provided each one of them is ordinarily residing with and wholly dependent upon him or her;

(g) "the Managing Director" in relation to any powers exercisable by him, includes any director or officer who is authorised by the State Government to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director;

(h) "pay" means the amount drawn monthly by an employee as –

- i) the pay which has been sanctioned for a post

	<p>held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre ;</p> <p>ii) special pay and personal pay;</p> <p>iii) any other emoluments which may be specially classed as pay by Haryana Government from time to time.</p> <p>(i) "personal pay" means an additional pay granted to an employee-</p> <p>i) to save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or</p> <p>ii) in exceptional circumstances, on other personal consideration ;</p> <p>(j) "the Secretary" in relation to any powers exercisable by him, includes an officer authorised by the Managing Director to exercise the powers of the Secretary during the temporary absence of the Secretary;</p> <p>(k) "special pay" means an addition, in the nature of pay to the emoluments of a post or of an employee granted in consideration of –</p> <p>i) the specially arduous nature of the duties;</p> <p>ii) a specific addition to the work or responsibility;</p> <p>(l) "substantive pay" means the pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.</p>	
4.	<p>Any new regulation or alteration in an existing regulation shall be issued in the form of a circulation among the staff, provided that no new regulation or an alteration in existing regulation shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day the new regulation or alteration comes into force.</p>	<p>Board's power to change regulations.</p>
5.	<p>The power to interpret the Regulations vests in the Managing Director who is also hereby empowered to</p>	<p>Power to interpret and implement</p>

	<p>issue such administrative instructions as may be necessary to give effect to, and carry out the purposes of, the provisions of these regulations or generally to secure effective control of the staff;</p> <p>Provided that if as a result of any decision of the Managing Director, as regards the construction of any Regulation or regulations, an employee feels aggrieved, he shall have a right to appeal against such decision of the Managing Director to the Board whose decision shall be final and binding on all concerned.</p>	regulations.
6.	<p>The Managing Director may, subject to such restrictions, and for so long, as he may deem fit, delegate to the Secretary, or any other officer appointed by him in this behalf, any of the powers conferred on him by these regulations in relation to employees, other than officers, except the powers referred to in Regulations 8, 9, 11, 12, 16, 17 to 20, 22, 41 (save sub-regulation (3) thereof), 43, 52, 61, 82, 92 and those referred to in paragraphs 2 and 3 of Appendix I and paragraphs 14, 16, 22, 26 and 30 of Appendix II.</p>	Managing Director's power to delegate.

**CHAPTER-II**  
**APPOINTMENTS, PROBATION AND TERMINATION OF SERVICE**  
**SECTION I- APPOINTMENTS**

7.	<p>(1) The permanent staff of the Corporation shall be grouped as follows :-</p> <p>Class A - Officers  Class B - Supervising and Clerical Staff.  Class C - Subordinate staff.</p> <p>(2) The Board shall fix from time to time the number of posts in all categories of its employees and the pay scales to be attached to them. The existing posts and their pay scales are as shown in Appendix - I.</p>	Classification of Permanent Staff.
8.	<p>(1) Notwithstanding anything contained in these regulations, the Managing Director may employ staff, in Classes B &amp; C on a temporary basis, whenever the circumstances so require.</p> <p>(2) The terms and conditions of service of the temporary staff shall be determined by the Managing Director, but in no case shall the terms and conditions so determined be more favourable than those laid down in these regulations for an appointment carrying</p>	Temporary Staff.

	equivalent status or responsibility.	
9.	All appointments to the service of the Corporation shall be made by the Managing Director subject, in the case of officers, to the prior approval of the Board.	Power to appoint.
10.	No person shall be appointed to the service of the Corporation, unless he has been certified by a qualified medical practitioner approved by the Corporation to be of sound constitution and medically fit, and produces a certificate acceptable to the Managing Director that he bears a good moral character.	Certificate of health and good character.
11.	The age of a person at the time of his first appointment to the service of the Corporation shall not exceed :-  (a) In the case of officers, such age as the Board may approve having regard to the qualifications required from the candidate; and (b) In other cases 30 years;  Provided that the Managing Director may appoint persons in classes B & C above the age of 30 years to obtain the services of experienced staff.	Age
12.	The Managing Director may for special reasons to be recorded in writing grant initial increments to an employee on his first appointment, provided that all cases in which the pay of an employee is fixed at a stage higher than the minimum of the scale on which the appointment is made shall be subsequently reported to the Board, provided further that where the appointment in question is to be made in Class-A, no initial increments shall be granted except with the previous approval of the Board.	Grant of initial increments on first appointment.
13.	(1) No person who has been dismissed or has otherwise ceased to be in the service of the Corporation may be re-employed without the specific approval of the Board.  (2) Except as otherwise provided by the Board at the time of his re-employment, these regulations shall apply to a person who is re-employed in the Corporation's service as if he had entered the services for the first time on the date of his re-employment.	Re-appointment in the Corporation's service.
14.	(1) Except as otherwise provided by or under these regulations "service" of an employee shall be deemed to commence from the working on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him by the Managing Director, provided that he reports before noon, otherwise his service shall commence from the next following working day. Explanation - "Service" includes the period during	Commencement of service.

which an employee is on duty as well as on leave duly authorised by the Managing Director but does not include any period during which an employee is absent from duty without permission or overstays his leave, unless specially permitted by the Managing Director.
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## SECTION - 2

### PROBATION

15.	<p>(1) An officer directly recruited to the Corporation's service shall be required to be on probation for a period which shall not be less than one year and more than three years as may be fixed at the time of appointment.</p> <p>(2) Employees not included in sub-regulation (1) shall, on their first appointment in the Corporation's service, be required to be on probation for atleast six months.</p> <p>(3) The provisions of sub-regulation (1) and (2) be subject to Regulation 17.</p>	Period of Probation.
16.	<p>(1) During the first month of his probationary period, an employee shall be liable to discharge at one day's notice or by payment of one day's pay and thereafter at one month's notice or by payment of pay for one month in lieu thereof.</p> <p>(2) The power to discharge an officer during probation will be exercised by the Managing Director subject to the prior approval of the Board.</p>	Discharge during probation.
17	<p>The period of probation of an employee may be extended at the discretion of the Managing Director but in no case may this period exceed –</p> <p style="margin-left: 40px;">a) in the case of officers : Four years</p> <p style="margin-left: 40px;">b) in the case of other employees : One year</p>	Managing Director's power to extend probationary period.
18.	<p>Where an employee has rendered continuous temporary service prior to his appointment in a permanent vacancy, the provisions of regulation 15 regarding the period required to be spent on probation may be waived at the discretion of Managing Director, to the extent of the period of such temporary service.</p>	Temporary service in lieu of probation.
19.	<p>(1) An employee shall not leave or discontinue his service in the Corporation without first giving notice in writing of his intention to leave or discontinue the service. The period of notice required shall be –</p> <p style="margin-left: 40px;">a) three months in the case of an employee in class A, and</p> <p style="margin-left: 40px;">b) one month in the case of an employee in any other</p>	Termination of service by notice.



	<p>class and shall be given to the Managing Director and, in case of breach by an employee of the provisions of this sub-regulation, he shall be liable to the Corporation as compensation a sum equal to his pay for the period of notice required of him.</p> <p>Provided that the payment of such compensation may be waived by the Managing Director at his discretion.</p> <p>(2) Nothing in these regulations shall affect the right of the Corporation –</p> <p>a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Regulations 20 and 41 and</p> <p>(b) to terminate the service of an employee without notice or pay in lieu thereof on his being certified by Corporation's Medical Officer to be permanently incapacitated for further continuous service in the Corporation.</p> <p>Explanation I. The expression 'month' used in this Regulation shall be reckoned according to the English Calendar and shall commence from the day following that on which notice is given by the employee of the Corporation, as the case may be.</p> <p>Explanation II. A notice given by an employee under sub-regulation (1) shall be deemed to be proper only if he remains on duty during the period of the notice, and an employee shall not be entitled to set off any leave earned and not availed of by him against the period of such notice.</p> <p>Explanation III. If an employee to whom notice is given by the Corporation in pursuance of regulation 16 shall absent himself from duty without permission during the period of notice, he shall not be entitled to receive any pay or allowances during the period of absence and shall further be liable to such further penalties as the Managing Director may deem fit to impose.</p>	
20.	<p>(1) An employee other than Class-C employee shall retire at the age of 58 years. An employee under Class-C shall retire at the age of sixty years. Provided further that the Corporation may at its discretion retire an employee on completion of 25 years of service or 50 years of age.</p> <p>The date of retirement, except in those cases whose</p>	Superannuation and retirement.



	<p>date of birth falls on the first day of the month, will be the afternoon of the last day of the month in which the age of retirement falls. In case of those employees, whose date of birth falls on the first day of the month, the date of retirement will be afternoon of the last day of preceding month in which their date of birth falls.</p> <p>(2) The power conferred by sub-regulation (1) to retire an employee on completion of 25 years of service or 50 years or age shall be exercised by the Managing Director subject, in case of officers, to the prior approval of the Board.</p> <p>Explanation I – for the purpose of this regulation service shall not include any period of service rendered by an employee before attaining the age of twenty one years.</p> <p>Explanation II – Notwithstanding anything contained in this regulation, where an employee has ordinary leave earned but not availed of as on the date of retirement as prescribed by this regulation, he may be permitted to avail of the leave and in that case the employee will be deemed to retire from service on the expiry of the leave.</p>	
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### CHAPTER – III

#### RECORD OF SERVICE, SENIORITY AND PROMOTION

21.	A record of service shall be maintained in respect of each employee in such form as may be prescribed by the Managing Director from time to time.	Record of Service
22.	<p>(1) An employee confirmed in the Corporation's service shall rank for seniority in his grade according to his date of confirmation in the grade, and an employee on probation, according to the length of his probationary service; provided that a person who in view of his qualifications and previous experience is granted initial increments in a grade at the time of his appointment, may, at the discretion of the Managing Director, be granted seniority for a period upto the year for every two increments granted to him in the grade to which he is appointed.</p> <p>(2) The exercise of the discretionary power of the Managing Director, mentioned in sub-regulation (1) above shall be subject to the approval of the Board in case of employees in Class A.</p>	Seniority

23.	All appointments and promotions shall be made at the discretion of the Corporation, and notwithstanding his seniority in a grade, no employee shall have a right to be appointed or promoted to any particular post or grade.	Promotion
24.	<p>(1) An employee transferred from one appointment to another or confirmed in a grade or appointment higher than his substantive grade or appointment, shall be liable to be reverted without notice at any time within one year of such transfer or confirmation.</p> <p>(2) A employee who has been appointed to officiate in a higher grade or appointment, or whose confirmation in a higher grade or appointment is subject to his undergoing probation for any specified period or otherwise, shall be liable to be reverted without notice at any time, when he is so officiating or undergoing probation.</p> <p>(3) Nothing in sub-regulations (1) and (2) shall/affect the provisions of Regulation 41.</p>	Reversion

#### CHAPTER – IV

#### CONDUCT, DISCIPLINE AND APPEALS

#### SECTION I – CONDUCT AND DISCIPLINE

25.	Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Corporation, and he shall serve the Corporation in its business in such capacity and at such place as he may from time to time be directed.	Scope of an employee's service.
26.	Every employee shall confirm to and abide by these regulations and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.	Liability to abide by the Regulations and orders.
27.	Every employee shall maintain the strictest secrecy regarding the Corporation's affairs and the affairs of its constituents, and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Corporation's staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.	Obligation to maintain secrecy.
28.	Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavours to	Employees to promote the

	promote the interests of the Corporation, and shall show courtesy and attention in all transactions and intercourse with the officers of government and the Corporation's constituents.	Corporation's interest.
29.	No employee shall take an active part in politics or in any political demonstration, or stand for election as member for a Municipal Committee, District Board or any Legislative Body.	Probation against participation in politics and standing for elections.
30.	No employee shall contribute to the press without the prior sanction of the Managing Director, or without such sanction, make public or publish any document, paper, or information which may come into his possession in his official capacity.	Contributions to the press.
31.	No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary, without the previous sanction of the Managing Director.	Employees not to seek outside employment.
32.	No employee shall undertake part-time work for a private or public body or a private person, or accept fee therefor, without the sanction of the Managing Director who may grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Managing Director may, in cases in which he thinks fit to grant such sanction, stipulate that any fees received by the employees for undertaking the works shall be paid, in whole or in part, to the Corporation.	Part-time work for outside bodies.
33.	<p>(1) An employee shall not absent himself from the duties without having first obtained the permission of the Managing Director, nor shall be absent himself in case of sickness or accident without submitting a sufficient medical certificate.</p> <p>Provided that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the Managing Director, be dispensed with.</p> <p>(2) An employee who absents himself from duty without leave or overstays his leave, except under circumstances beyond his control for which he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances in respect of the period of such absence or overstayal, and shall further be liable to such penalties as the Managing Director may impose. The period of such absence or overstayal may, if not followed by termination of services under regulations 16 or 19 or removal or dismissal under regulation 41, be treated as period spent on casual, ordinary, sick, special or extraordinary leave, as the Managing Director may determine.</p>	Employees not to be absent from duty without permission or be late in attendance.

	(3) An employee who is habitually late in attendance shall, in addition to such other penalty as the Managing Director may deem fit to impose, have, one day of casual leave forfeited for every two days he is late in a month. Where such an employee has no casual leave due to him, the period of leave to be so forfeited may be treated as ordinary or extraordinary leave, as the Managing Director may determine.	
34.	An employee in Class A and an employee in any other Class, if so required by the Managing Director, shall not absent himself from his station overnight without obtaining the previous sanction of the Managing Director	Absence from station.
35.	An employee shall not solicit or accept any gift from a constituent of the Corporation or from any subordinate employee.	Acceptance of gifts.
36.	No employee shall engage in any commercial business or pursuit either on his own account or as agent for others, nor act as an agent for Life Insurance Corporation or an Insurance Company, nor shall he be connected with the formation or management of a joint stock company or a firm.	Private trading or business.
37.	An employee shall not speculate in stocks, shares, securities or commodities of any descriptions. Provided that nothing in this regulation shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such manner as he may consider necessary.	Speculating in stocks, shares etc.
38.	(1) An employee shall not borrow money from or in any way place himself under a pecuniary obligation to a broker or an employee of the Corporation subordinate to him or any firm or person having dealings with the Corporation.  (2) No employee shall make nor permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties. Explanation – For the purpose of this sub-regulation, the word ‘family’ includes any relative ordinarily residing with or dependent on an employee.	Restriction on borrowing and investments.
39.	An employee who is in debt shall furnish to the Managing Director a signed statement of his position half-yearly on the 31 <sup>st</sup> March and 30 <sup>th</sup> September, and shall indicate in the statement the steps he is taking to rectify his position. An employee who makes a false statement under this regulation or who fails to submit the prescribed statement or appears unable to liquidate his debts within a reasonable time or applies for the protection of an insolvency court shall be liable to	Employees in debt.

	<p>dismissal.</p> <p>Explanation – I – For the purpose of this regulation, an employee shall be deemed to be in debt if his total liabilities exclusive of those which are fully secured by tangible assets exceed his substantive pay for six months.</p> <p>Explanation – II – An employee shall be deemed to be unable to liquidate his debts within a reasonable time if it appears having regard to his personal resources and unavoidable current expenses that he will not cease to be in debt within a period of two years, unless the contrary is provided to the satisfaction of the Managing Director, it shall be presumed that an employee cannot provide more than one quarter of his pay and allowances towards the liquidation of his debts.</p>	
40.	<p>(1) An employee who is arrested for debt or on a criminal charge shall be considered as under suspension from the date of his arrest, and shall be allowed the payments admissible to an employee under suspension under sub-regulation (4) of regulation 41 until the termination of the proceedings against him, when an adjustment of his pay and allowances shall be made according to the circumstances of the case and in the light of the decision as to whether his absence is to be accounted for as a period of duty or leave, the full pay and allowances be given only in the event of the employee being acquitted of all blame and treated as on duty during the period of his absence. An employee who is committed to prison for debt or is convicted of any offence involving normal turpitude shall be liable to dismissal.</p> <p>(2) Where a conviction of an employee is set aside by a higher court, and the employee is acquitted honourably, he may be reinstated in service.</p> <p>Explanation – In this regulation the expression ‘termination of proceedings’ shall mean the decision of the lowest court which first finally disposes of the case. Committal or conviction shall mean committal or conviction by the Lowest Court or any of the appellate courts, and it shall be open to the corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convicts him.</p>	Employees arrested for debt or on criminal charge.
41.	<p>(1) Without prejudice to the provisions of the other regulations, an employee who commits a breach of the regulations of the Corporation or who displays</p>	Penalties



negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interests or prestige of the Corporation or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct or misbehaviour, shall be liable to the following penalties-

- a) Reprimand;
- b) delay on stoppage of increment or promotion;
- c) degradation to a lower post or grade or to a lower stage in his incremental scale;
- d) recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by the employee;
- e) removal or dismissal.

(2) No employee shall, after the enforcement of these regulations be subjected to the penalties(b), (c), (d) or (e) of sub-regulation (1) except by an order in writing signed by the Managing Director; and no such order shall be passed without the charge or charges being formulated in writing and given to the said employee so that he shall have reasonable opportunity to answer them in writing or in person, as he prefers, and in the latter case his defence shall be taken down in writing and read to him;

Provided that the requirements of this sub-regulation may be waived if the facts on the basis of which action is to be taken have been established in a court of law or court martial or where the employee has absconded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of this sub-regulation are waived, the reasons for so doing shall be recorded in writing.

(3) The Managing Director may delegate the conduct of any enquiry against an employee required under sub-regulation (2), to such officer or officers of the Corporation as he may nominate in writing in that behalf.

(4) An employee may be placed under suspension by the Managing Director. During such suspension, he shall receive subsistence allowance equal to his substantive pay, provided that if no penalty under clauses (b), (c), (d) or (e) of sub-regulation

	(1) is imposed the employee shall be refunded the difference between his substantive pay and the emoluments which he would have received but for such suspension, for the period he was under suspension and that if a penalty is imposed on him under the said clauses, no order shall be passed which shall have the effect of compelling him to refund such subsistence allowance. The period during which an employee is under suspension shall, if he is not dismissed from the service, be treated as period spent on duty or leave as the Managing Director may direct.	
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## SECTION 2 – APPEALS

42.	An employee shall have a right of appeal against any order passed by a superior authority which injuriously affects his interests.	Right to appeal.
43.	<p>An appeal shall lie –</p> <p>(a) Against any orders passed by the Secretary in exercise of the powers conferred on him by, or under, these regulations – to the Managing Director, and</p> <p>(b) Against the orders of the Managing Director- to the Board.</p> <p>No appeal shall lie against an order passed on an appeal.</p>	Appellate Authorities
44.	<p>Every appeal shall comply with the following requirements :-</p> <p>a) it shall be written in English or if not written in English be accompanied by a translated copy in English, and shall be signed;</p> <p>b) it shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage.</p> <p>c) it shall contain all material statements and arguments relied on, and shall be complete in itself;</p> <p>d) it shall specify the relief desired;</p> <p>e) it shall be submitted through the proper channel.</p>	Conditions which an appeal should satisfy.
45.	<p>An appeal may be withheld by the Secretary or the Managing Director, as the case may be, if –</p> <p>a) it does not comply with the recruitments of regulation 44,</p> <p>b) it is illegible or unintelligible;</p>	When appeals may be withheld.



	<p>c) it deals with the matter which does not concern the employees personally;</p> <p>d) it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the Secretary or the Managing Director, as the case may be, disclose any new points or circumstances which afford grounds for re-consideration.</p> <p>e) It is not preferred within six months of the date of the order against which the appeal is made and no reasonable cause is shown for the delay, or</p> <p>f) It is addressed to an authority to which no appeal lies under these regulations.</p>	
46.	In every case in which an appeal is withheld the authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.	Grounds for withholding the appeal to be communicated to the applicant.
47.	An appeal which is not withheld under regulation 45 shall be forwarded to the appellate authority with the comments of the Secretary or the Managing Director, as the case may be, as soon as possible.	Appeal must be forwarded to the appellate authority with due despatch.
48.	No appeal shall lie against an order withholding an appeal.	No appeal lies against order withholding appeal.
49.	Appeals shall not be addressed to the Ministers or officers of the State Government or to the Directors of the Board personally, and any such action shall be termed as breach of discipline.	Appeals not to be addressed to Directors or the State Government.
50.	<p>The provisions of regulations 44 to 49 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the Corporation. A joint petition shall not be entertained if-</p> <p>a) it relates to a subject on which the Managing Director is authorised to pass orders, and no application for redress has been made to him,</p> <p>b) it relates to a matter regarding the redress of which a specific procedure has been prescribed under any regulation or instruction issued by the Corporation, or</p> <p>c) it relates to an individual and is not submitted by him.</p>	Joint Petitions

## CHAPTER-V

### PAY, ALLOWANCES AND OTHER CONCESSIONS

#### SECTION - I - PAY AND ALLOWANCES

51.	Subject to the provisions of these regulations, pay and allowances shall accrue from the commencement of the service of an employee, and shall become payable in the afternoon of the last working day of each month, in respect of the service performed during the said month.	When accrue and payable.
52.	Pay and allowances shall not be payable for a part of a month to an employee who leaves or discontinues his service without due notice during a month, unless such notice has been waived by the Managing Director.	When not payable for part of a month
53.	Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the Corporation's service, they shall cease from the date of his dismissal. In the case of an employee who dies while in service, they shall cease from the day following that on which the death occurs.	When cease
54.	Every employee shall have a post in one of the grades referred to in appendix I which will be considered as his substantive grade, and in which he shall revert when he is not-  a) under suspension; b) on leave or deputation, or c) holding a temporary post or is officiating in another grade.	All employees to be graded.
55.	An employee shall commence to draw the pay and allowances of a post to which he is appointed as from the date on which he resumes the duties of the post if the charge is transferred before noon of that date and from the following working day if the charge is transferred in the afternoon of that date.	Adjustment of pay and allowances on change of charge, when takes effect.
56.	Except as otherwise provided in these regulations no two persons may be appointed to or draw the pay and allowances of a post at the same time.	Two persons not to be appointed to a post at the same time.
57.	Where an employee is transferred from one post to another, he shall, during any interval of duty between the date of his handing over charge of the old post and the date of his taking over charge of the new post, draw the pay and allowances of the old or the new post, whichever are less.	Employees on transfer.
58.	Allowances shall only be payable to employees who are actually at the time fulfilling the conditions subject to which they are admissible.	Admissibility of allowances.