

Company paid staff
(Official Liquidator, Gujarat)
Service Regulations, 2010

THE COMPANY PAID STAFF (OFFICIAL LIQUIDATOR, GUJARAT)

SERVICE REGULATIONS, 2010

PART-A

1-Preliminary

In compliance of the Hon'ble High Court's order dated 9th November,, 2006 in the report Nos. 112/2006 and 142/200G and in exercise of powers conferred by the Rule 308 read with Rule 9 of The Companies (Court) Rules, 1959 and all other powers vested with Hon'ble Company Court authorizing the Official Liquidator, Gujarat on behalf of Company Court, hereby makes the following regulations namely:-

2- Short Title, Commencement & Application.

- (1) These Regulations shall be called the "**Company Paid Staff (Official Liquidator Gujarat) Service Regulations, 2010**".
- (2) They shall come into force from the date of approval by the Company Court, Gujarat High Court.
- (3) These Regulations shall apply to every company paid staff under the Official Liquidator, Gujarat, including persons appointed on contractual basis but shall not apply to any Government servant.

3- Definitions - In these regulations, unless the context otherwise requires: -

- a) "Court"- Means the Company Court, High Court of Gujarat.
- b) "Company Paid Staff" - Means any person appointed by the Official Liquidator in connection with the affairs of the liquidation with the approval of the Company Court.
- c) "*Appointing Authority*", in relation to any grade of Company Paid Staff Service means the Official Liquidator empowered under the Company Paid Staff (Official Liquidator, Gujarat) Service Regulations, 2010 to make appointment to that grade.
- d) "*Appointed Day*", means the date on which these regulations come into force.
- e) "Approved service" in relation to any grade means": -
 - i) In respect of the company paid staff recruited directly to that grade, period or periods of service rendered in the grade, but for, is being on leave or otherwise not being available such delay is not due to any fault on his part".
 - ii) In respect of the company paid staff promoted/recruited through departmental examination, period or periods of service rendered in that grade but for, is being on leave or otherwise not due to any fault on his part.
- f). "Authorized Permanent Strength" - In relation to grade of Company Paid Staff Service means the number of sanctioned post(s) of that grade, against which regular appointments may be made, as specified in (column.4) in Schedule-1
- g). "Liquidation Assistant"- Means the group of post(s) in Senior/Junior grade of the company paid staff as specified in schedule -1 or as may be ordered by the Hon'ble Court.
- h). "Liquidation Assistant (Cadre)" - In relation to any grade of the Liquidation Assistant Cadre means a member of the service of that grade.
- i) "Common Seniority List" - In relation to any grade means the seniority list of Liquidation Assistant of that grade serving in a Cadre as on the appointed day and revised from time to time in accordance with the orders of the Court.

j) "Direct Recruit" - Means a person recruited to the Junior Grade of the cadre on the basis of competitive examination held by the Official Liquidator pursuant to the orders of the Court.

k) "Selection Committee - Means the Selection Committee set up in pursuance of the Hon'ble Court's Order consisting of following persons: -

- i. Registrar ,Company Court, Gujarat High Court
- ii. Registrar, Vigilance, Gujarat High Court
- iii. Official Liquidator, Gujarat High Court

l). "Departmental Promotee" - Means a person promoted from the Junior grade to the senior grade against the percentage of posts earmarked for such Departmental promotees.

m) "Departmental Promotion Committee" - means Committee set up in pursuance of Hon'ble Company Court order to ensure suitability of candidates for promotion/to judge suitability of officials for confirmation and to assess performance of probationers and to decide whether they should be declared to have completed probation satisfactorily or their probation extended. DPC will consist of the following persons:

- 1) Official Liquidator.Gujarat: Chairman
- 2) Representative of the
Registrar, Company
Court
Gujarat High Court: Member
- 3) Dy Official Liquidator : Member

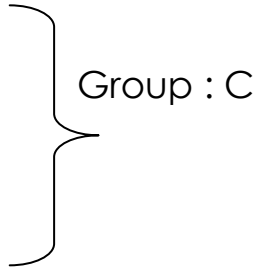
5. Initial Constitution of Company Paid Staff Service -

Company Paid Staff Service Cadre - The permanent and temporary company paid staff working with Official Liquidator, Gujarat on the appointed date as determined by the Official Liquidator.

6. Posts in Company Paid Staff Service

The Company Paid Staff Service of the Official Liquidator, Gujarat shall consist of the following posts: -

a) Programmer
b) Liquidation Assistant (Accounts)
c) Liquidation Assistant (Legal)
d) Senior Stenographer
e) Junior Stenographer
f) Data Entry operator
g) Driver



Group : C

h) Security Guard
i) Process server
j) Peon
k) Sweeper



Group : D

7. **Appointments to the service** - All appointments shall be made in an appropriate grade of the service and against any specified duty post in that grade.

8. **(i)** The scales of pay attached to the Company Paid Staff Service shall be determined by the Company Court from time to time. The scales of pay of the Company Paid Staff Service are given at (column:3) Schedule-I

A-Pay

(ii) Pay on direct appointment to a post - The pay will be fixed at the minimum of the scale of pay of the post against which the employee is appointed.

(iii) Pay on promotion - The pay will be fixed at the stage of the time scale of the new post which is equal to his pay in the old post held by him on regular basis.

(iv) Regulation of pay - The pay and Increments of Company Paid Staff Service of all grades shall be regulated in accordance with the performance report and the regulation relating to pay for the time being enforced.

(v) The pay of probationer on his completing each year of probation will be regulated on his discharge of duty to the satisfaction of the Official Liquidator and passing the prescribed periodical test, will be raised by one stage in the pay scale.

(vi) The pay of regular company paid staff may on his completing every year in discharge of his duties to the satisfaction of the Official Liquidator and achieving prescribed performance test and target, be raised by one stage in the pay scale.

8. **B. Allowances -:**

(i) Dearness allowance at the current rate of 135% is paid on the element of Basic pay, subject to periodical increase as approved by the Company Court, to compensate the price increase.

(ii) House Rent Allowance' Compensatory (City) Allowance Medical allowance and Conveyance allowance are currently payable for all the grades at the following rates:

House Rent allowance	RS.600-00
Compensatory (City) Allowance:	Rs. 95-00
Medical allowance	RS.300-00
Conveyance allowance	RS.250-00

(iii) Bonus - An adhoc bonus is admissible to company paid staff who are in service on 31st March of the relevant financial

year and who have rendered atleast six months continuous service during the year, as approved by the Company Court in each year.

C. Travelling & Daily allowance:-

The entitlement of Company paid staff for Travelling allowance Daily allowance and local journey allowance are as per **Scheduled:16**

9. Recruitment to the Company Paid Staff Service

85% of the vacancies in company paid staff in entry grade of Liquidation Assistant shall be filled by direct recruitment mode by regular-appointments from the persons included in the select list for the grade, such appointments being made in the order of Selection /Merit in the selection list except when, for reasons to be recorded in writing, a person who is considered fit for such appointment..

10. Filing up of the remaining vacancies - 15% of vacancy in each grade in the Liquidation Assistant Cader entry grade shall be filled by promotion of group 'D' company paid staff borne on regular establishments working in the Official Liquidator in the following manner, namely:-

- i. 10% of the vacancies may be filled up from Company Paid staff who have passed the 12th or an equivalent examination of a recognized Board or University and on the basis of qualifying examination held for this purpose by the Official Liquidator/ Departmental Promotion Committee and;
- ii. 5% of the vacancy may be filled up from company paid staff who have passed the 12th or an equivalent

examination of a recognized Board or University,, on the basis of their seniority, subject to the rejection of the unfit. Provided that if sufficient number of persons do not become available, the vacancy shall be filled in the manner prescribed in Regulation 9, 85% of the vacancy or such higher percentage as may be determined by the Company (Court) shall be filled by direct recruitment on the basis of competitive examination held for the purpose by the Selection Committee.

- iii. Provided that to **the** extant, **sufficient** number of qualified candidates of the competitive examinations are not available for appointment on the result of such examinations, the vacancies may be filled provisionally in such manner as may be prescribed by the Company Court.)

11.. **Power to relax in certain cases** - Notwithstanding anything contained in regulation 10 the Cader authority may not fill more than 5% of the vacancies in the Company Paid Staff arising in a year, otherwise than provided for in these regulations, by the appointment of son or daughter, wife or husband or brother or sister of company paid staff who dies during the period of his service or is retired on medical grounds before attaining the age of 60 years. Provided that the aforesaid limit of 5% mentioned above, may be relaxed in exceptional cases with the approval of the Company Court.

12... **Re-employment of company paid staff** -

Notwithstanding anything contained in Regulations 10 &11 if the exigencies of work so demand, any vacancy in company

paid staff shall, subject to the instructions issued by the Company Court, in this behalf be filled by the re-employment of company paid staff or from Government Servant who has retired from service.

13 . Probation/Confirmation: -

i) Direct recruit to the Company Paid Staff Service shall initially be appointed on probation, the period of probation being two years from the date of appointment..

(ii) If the appointing authority/ Official Liquidator deem fit may extend or curtail the period of probation, but in any case, the total period of extension of probation shall not, save whether it is necessary **by reason or** any **departmental** or **legal** proceedings pending against the company paid staff, exceed one year.

(iii) During the probation, the company paid staff may be required to undergo such training and to pass such test as the Company Court / Official Liquidator may from time to time prescribe.

(iv) When the company paid staff appointed on probation, has passed the prescribed test including typewriting test or has been specifically exempted from passing the typewriting test with the approval of Company Court and completed his probation to the satisfaction of the Official Liquidator,, he shall become eligible for being confirmed in the service. Until the probation of company paid staff is completed and extended under this rule or is discharged or reverted

under the provisions of Regulation 13 (ii) he shall continue to have the status of probationer.

(v) The company paid staff appointed and who has no lien on any post with the Official Liquidator shall be liable to be discharged from the service at any time without notice: -

(a) On the basis of his performance or conduct during probation, he is considered unfit for further retention in the service or;

(b) If on the receipt of any information relating to his nationality, age, health or antecedents, the Official Liquidator is satisfied that he is ineligible or otherwise unfit for being a company paid staff, a member of Company Paid Staff Service, who has not been considered suitable for continuing in the higher grade during or at the end of the period of probation, shall be reverted to his lowest group of Company Paid Staff Service.

14. Eligibility & Qualification prescribed for the Company Paid staff Service

Conditions of eligibility in order to be eligible to compete at the examination for appointment as company paid staff, a candidate must satisfy the following conditions, namely: -

- I. Nationality – He must be a citizen of India.
- II. He must belong to such categories of persons as may from time to time be notified in this behalf the High Court of Gujarat

- III. Age - He must have attained the age of 18 years and must not have attained the age of 32 years on the crucial date. Age for the different cadres shall be as incorporated in Recruitment Rule pertaining to specific post in Schedules :
- Provided that the upper age limit may be relaxed to the extent and subject to the conditions laid down by the Company Court.
- IV. Educational Qualifications/experience
Educational Qualifications/experience for Different cadres/ Posts shall be as incorporated in Recruitment Rules pertaining to specific post as per **Schedules 2to10(A&B)**.
- Provided that Qualifications are relaxable at the discretion of the Company Court.
- V. a) The names of candidates who are considered by the Selection Committee suitable for appointment on the basis of the competitive examination shall be arranged in the order of merit subject to the number of vacancies and anticipated vacancies available shall be recommended for appointment.. The form and manner of communication of the results of the recruitment examination to individual candidates shall be decided by the Selection Committee at their discretion and the Selection Committee shall not enter into any correspondence with the individual candidates regarding the results.

(b) Success at the competitive examination shall confirm no right to appointment to the post company paid staff, unless the Official Liquidator / Company Court is satisfied, after such enquiry as may be considered necessary, as to the suitability of the candidate with regard to his character and antecedents for appointment to the service.

(c) No candidate shall be appointed to the Company Paid Staff Service of the grade unless he is, after such medical examination as the Official Liquidator/ Court may prescribe, found to be free from any mental or physical defect which is likely to interfere with the discharge of the duties of the Company Paid Staff.

(d) No such person-

- (i) Who has entered into a contract in marriage with a person having a spouse living or;
- (ii) Who having a spouse living has entered into or contract marriage with any person shall be eligible for appointment to the service provided that the Official Liquidator may, if satisfied with such circumstances is permissible under the personal law applicable to such person and the other party to the Marriage and their grounds exempt any person from the operation of this rule.

(e) Candidates appointed as Junior Liquidation Assistant shall have to pass if not already passed, prescribed test including typewriting test in English or Hindi held by the expert examiner nominated by the Official Liquidator / Selection Committee at minimum speed of 30 wpm in English & 25 wpm in Hindi within a period of one year from the date of appointment failing which no annual increment(s) shall be allowed to them until they have passed the said test. Candidate who do not pass the prescribed test within the period of probation shall be liable to be discharged from the service

Notwithstanding anything contained above. A candidate who has been declared by the competent medical authority to be permanently unfit to pass the typewriting test because of the physical disability may with the approval of Court be exempted from the requirement of passing the typewriting test and, in the event of being so exempted, provisions of Clause- (iii) shall cease, to be applicable to him from the date of such exemption.

(f) Penalty for misconduct - A Candidate who is or has been declared by the Selection Committee to be guilty of obtaining support for his candidature by any means or; Impersonation or; procuring impersonation by any person, or; submitting false - fabricated documents or documents which have

been tampered with, or; making submissions which are incorrect or false, or suppressing material or information; resorting to any irregular or improper means in connection with his candidature for the selection, misbehaving, may in addition to rendering himself liable to criminal prosecution, be liable to be debarred either permanently or for specified period by the Selection Committee from any future examination or selection held by them.

15. Retirement - The age of retirement for Company paid staff shall be 60 years unless otherwise the term is extended/reduced in respect of any company paid staff with the approval of the Company Court. Provided further –

(a) That the appointing authority is at liberty with the approval of the Court to retire any company paid staff on attaining the age of 55 years, if he is considered unfit for further retention in the service, on a review of his overall performance and conduct.

(b) That the appointing authority shall with the approval of the Court, retire prematurely a company paid staff on being declared by the competent medical authority medically unfit to perform the duties of company paid staff or permanently incapacitated for further service:

Retirement is effective from the afternoon of the last day of the month in which the age of retirement is attained.

16. Termination - Company paid staff who are temporary and/or under Probation can be terminated by giving one month's notice, save as otherwise provided in Regulation 13(v). The appointing authority has absolute right to terminate the

services of an employee if he is considered necessary to do so in the office interest by giving one month's notice.

17. **Resignation** - Resignation by the company paid staff from the service should be clear and unconditional and shall be submitted to the appointing authority/Official Liquidator. The appointing authority/Official Liquidator will decide the date from which the resignation should become effective. Resignation shall be accepted only when alternative arrangements have been made and with the prior approval of the Company Court.

18. **Seniority-**

(1) The relative senior member of the company paid staff service appointed to any grade before the appointed date, shall be regulated by other relative seniors as determined before that day.

Provided that if the seniority of any such company paid staff had not been specifically determined before the appointed day, it shall be as determined by the Official Liquidator with the approval of Company Court.

All permanent Company Paid Staff Service included in the initial Constitution of grade under Regulation 5 shall rank senior to all company paid staff subsequently appointed in company paid staff grade with effect from the date, after the appointed day, and all temporary company paid staff included in the initial constitution of company paid staff grade under that rule, shall rank senior to

all temporary company paid staff appointed to that grade after the appointed day.

- (2) Save as otherwise, separate seniority shall also be maintained in respect of each grade in the Company paid staff service according to the date of appointment of the company paid staff in a particular grade, to enable consideration of their promotion/confirmation etc.

19. Leave

(1) Right to Leave

1. Leave cannot be claimed as a matter of right.
2. When the exigencies of work public service so require, leave of any kind may be refused or revoked by the sanctioning authority, but it shall not be opened for that authority to alter the kind of leave due and applied for except at the written request of the company paid staff.
3. Any claim to leave to the credit of company paid staff who is dismissed or removed or who resigns from Company Paid Staff Service, ceases from the date of such dismissal or removal or resignation.
4. A Company Paid Staff who is dismissed or removed from service and is reinstated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.
5. Any kind of leave may be granted in combination with or in continuation of any other kind of leave except Casual leave which is not recognized as leave.
6. Unless the Company Court in view of the exceptional circumstances of the case otherwise determines, no Company Paid Staff shall be granted leave of any kind for continuous period exceeding one month.
7. Any application for leave or for extension of leave shall be made in Form-1 (Schedule:1)) to the authority competent to grant leave.

8. No leave shall be granted to Company Paid Staff until a report regarding its admissibility has been obtained from the authority maintaining the leave account.

9. No leave will be granted to company paid staff officials under suspension.

10. In case a company paid staff is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

11. A company paid staff on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.

(2) Grant of leave on medical certificate

(i) An application for leave on medical ground made by company paid staff shall be accompanied by medical certificate given by an Authorized Medical Attendant or by an authorized doctor of the private hospital recognized by the Government. Form No,2 (Scheduled).

(ii). The production of medical certificate does not in itself confer upon the Company Paid Staff concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant a leave and orders of that authority awaited.

(iii). The authority competent to grant leave may, in his discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding

three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical ground.

(iv) If a Company Paid Staff is declared by a Medical Authority to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the Medical Authority has been received, provided the amount of leave as debited to the leave account together with any period of duty beyond the date of the report of the Medical Authority does not exceed six months.

(3) Absence after expiry of leave -

(i) Unless the authority competent to grant leave extends the leave, a company paid staff who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

(ii) Wilful absence from duty after the expiry of leave renders a company paid staff liable to disciplinary action.

(4) Kinds of Leave admissible

(i) Casual Leave-

(a) Casual leave cannot be combined with any other kind of leave

(b) Casual leave can be taken for half-day also.

(c) Entitlement of casual leave per calendar year is 8 days.

(d) Casual leave, except under special circumstances, cannot be granted for more than 5 days at a time.

(i) Earned leave -

(a) The leave account of every Company Paid Staff shall be credited with earned leave, in advance, in two instalments of fifteen days each on the first day of January & July of every calendar year.

(b) The leave at the credit of a Company Paid Staff at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit 300 days

(c) Earned leave shall be credited to the leave account of a Company Paid Staff at the rate of 214 days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed. The credit for the half year in which a Company Paid Staff Service official is due to retire or resigns from the service shall be afforded only at the rate of 21/2 days per completed calendar month upto the date of retirement or resignation.

(d). When a Company Paid Staff is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2V4 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service:

(ii).Half pay leave

(a) The half pay leave account of every Company Paid Staff shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.

(b) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.

(c) The credit for the half year in which a Company Paid Staff is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.

(d) When a Company Paid Staff is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

(iii) Commuted leave

(a) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a Company Paid Staff subject to the following conditions: -

(1) the authority competent to grant leave is satisfied that there is reasonable prospect of the Company Paid Staff returning to duty on its expiry:

(2) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(b) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized

for an approved course of study certified to be in the public interest by the leave sanctioning authority.

(c). Where a Company Paid Staff who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

(iv) Extraordinary leave -

(1) Extraordinary leave may be granted to a Company Paid Staff in special circumstances-

(a) when no other leave is admissible:

(b) when other leave is admissible, but the Company Paid Staff applies in writing for the grant of extraordinary leave.

(2) No Company Paid Staff, who is not in permanent employ shall be granted extraordinary leave on any one occasion in excess of three months.

(v) Encashment of Earned Leave

(1) Where a Company Paid Staff retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo motto issue an order granting cash equivalent of leave salary for earned leave, excluding House Rent Allowance, Compensatory (City) Allowance and medical allowance, if any, at the credit of the Company Paid Staff Service official on the date of his retirement, subject to a maximum of 300 days .

(2) A Company Paid staff Service official who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, suo motto, by the authority competent to grant leave, cash equivalent of leave salary in respect of leave due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary excluding House Rent allowance and Compensatory (City) Allowance.

(3) In the event of the death of a Company Paid Staff Service official while in service or after retirement or after final cessation of duties but before actual receipt of his cash equivalent of leave salary such amount shall be payable to the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male Company Paid Staff Service official, or to the husband, if the deceased was a female Company Paid Staff Service official;

(vi) **Leave Salary** - A company paid staff who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

(vii) **Maternity leave**—

(1) A female Company Paid Staff with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 135 days from the date of its commencement.

(2) During such period, she shall be paid equal to the pay drawn immediately before proceeding on leave.

(vii) **Leave Account-** Except as provided a leave account shall be maintained in Form 3 (Schedule-13) for each Company Paid Staff Service official by the establishment in charge /Official Liquidator.

20. Conduct of the Company Paid staff.-:

- (1) Every company paid staff shall at all times -
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a company paid staff.
 - (iv) No company paid staff shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official liquidator;

Explanation - A company paid staff who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of Clause (ii) of sub-regulation(1).

- (2) No company paid staff shall -
 - (a) in the performance of his official duties, act in a discourteous manner;
 - (b) in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him
- (3) Every company paid staff shall, at all times act in accordance with the public's policies regarding age of marriage, preservation

of environment,, protection of wildlife and cultural heritage. prevention of crime against women.

(4) Prohibition of sexual harassment of working women-

(i) No company paid staff shall indulge in any act of sexual harassment of any women at her work place.

(ii) Every company paid staff who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

(5) No company paid staff shall use his position or influence directly or indirectly to secure employment for any member of his family in any (company or firm).

(6) Movable, immovable and valuable property -

(i) Every company paid staff shall on his first appointment to any post submit a return of his assets and liabilities, in such form as (Form 3 - Schedule 14) may be prescribed by the Company (Court) Official Liquidator, giving the full particulars regarding -

(a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;

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

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

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

(ii) Every company paid staff shall submit an annual return in such form as may be prescribed by the Company (Court) Official Liquidator in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

(iii) No company paid staff shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

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

(iv) No company paid staff shall, in (any radio broadcast, telecast through any electronic media) or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion -

(a) which has the effect of an adverse criticism of any current or recent policy or action of the Company (Court)/ Office of the Official Liquidator.

(b) which is capable of embarrassing the relations between the Company (Court) / Office of the Official Liquidator; or

(c) which is capable of embarrassing the relations between the Company (Court)/ Office of the Official Liquidator:

[Provided that nothing in this rule shall apply to any statements made or views expressed by a company paid staff in his official capacity or in the due performance of the duties assigned to him].

(v) Unauthorised communication of information- company paid staff shall, except in accordance with any general or special order of the Court! the Official Liquidator or in the performance in goodfaith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any company paid staff or any other person to whom he is not authorized to communicate such document or information.

Explanation

" Family" of the company paid staff includes -

(i) the wife or husband, as the case may be, of the CompanyPaid Staff, whether residing with the company paid staff or not;

(ii) son or daughter or stepson or stepdaughter of the companypaid staff and wholly dependent on him;

(iii) any other person related, whether by blood or marriage, to the company paid staff or to the company paid staff's wife or husband and wholly dependent on the company paid staff.

21. Disciplinary matters -

(1) Suspension

(i) The Appointing Authority/Official Liquidator or any other authority empowered in that behalf by the Court by general or special order may place a company paid staff under suspension: -

(a). Where a disciplinary proceeding against him is contemplated or is pending; or

(b) where in the opinion of the Official Liquidator or any authority aforesaid, he has engaged himself in activities prejudicial to the interest of the company in liquidation; or

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

(ii). Company Paid Staff shall be deemed to have been placed under suspension by an order of Official Liquidator—

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

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

(iii) Where the penalty of dismissal,, removal or compulsoryretirement from Company Paid Staff Service imposed upon theCompany Paid Staff under suspension is set-aside in appeal or onreview under these regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force, on and from

the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(iv) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon the Company Paid Staff is set aside or declared or rendered void in consequence of or by a decision of Court of Law and the Disciplinary Authority, on a consideration of the circumstances of the case, besides to hold further enquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the company paid staff shall be deemed to have been placed under suspension by the Official Liquidator from the date of the original order of dismissal, removal, compulsory retirement and shall continued remain under suspension until further orders;

(v) An order of suspension made or deemed to have been made under this regulation shall be reviewed by the authority who is competent to modify or revoke the suspension before the expiry of ninety days from the date of order of suspension and pass orders either extending or revoking the suspension. Review of Suspension shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.

(2) Penalties

The following penalties may, for good and sufficient reasons be imposed on a Company Paid Staff namely;

(b) Withholding of increments of pay;

(c) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Official Liquidator office by negligence or breach of orders;

(d) reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and without adverse effect.

(e) Withholding of future increments of pay.

Major Penalties

(f) reduction to a lower stage in the time of scale of pay for specified period, with further directions as to whether or not the company paid service staff official will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the increments of his pay.

(g) Compulsory retirement;

(h) removal from service which shall not be a disqualification for future employment with other office

(i) dismissal from service which shall ordinarily be a disqualification for future employment with other office

(3) Disciplinary Authorities : -

(i) The Company Court/ Official Liquidator may impose any of the penalties specified in sub regulation (2) on any company paid staff.

(ii) The Court/ Official Liquidator or any other authority empowered by Court by general or special order may institute disciplinary proceedings against any company paid staff; for the imposition of any of the above penalties.

(iii) No order imposing any of the penalties specified in (2) above shall be made except after an inquiry held, as far as may be, in the manner provided in the relevant Rules applicable to the High Court Staff and in accordance with the established procedure laid down or as deemed necessary by the Company Court.

(iv) That where there is a complaint of sexual harassment of working women the complaint committee established in this office for inquiring into such complaints, shall be deemed to be the inquiring authority appointed by the Official Liquidator for the purpose of these regulations and the complaint committee shall hold the inquiry,

(v) The Disciplinary Authority, if it is not itself the Inquiring

Authority may, for reasons to be recorded by it in writing, remit the case to the Inquiring Authority for further inquiry and report and the Inquiring Authority shall thereupon proceed to hold the further inquiry.

(vi) The Disciplinary Authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the Disciplinary Authority or where the Disciplinary Authority is not the Inquiring Authority, a copy of the report of the Inquiring Authority together with i/.s own tentative reasons for disagreement, if any, with the findings of Inquiring Authority on any article of charge to the company paid staff who shall be required to submit, if he so desires, his written representation or submission to the Disciplinary Authority within fifteen

days, irrespective of whether the report is favourable or not to the company paid staff.

(vii) The Disciplinary Authority shall consider the representation, if any, submitted by the company paid staff and record its findings before proceeding further in the matter. The Disciplinary Authority with regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in Clauses (a) to (i) of (2) of Regulation 21 should be imposed on the company paid staff, it shall make a report to the Company Court for its approval. The Disciplinary Authority, after the approval of the Court with regard to the imposition of any of the penalties shall make an order imposing such penalty;

(4) Appellate Authority - Company paid staff, including a person who has ceased to be in the Office of Official Liquidator, may prefer an appeal against all or any of the orders specified in Regulation 21 to the Company Court. within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant; Provided that the Appellate Authority may entertain the appeal after the expiry of the said period. if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(5) Annual Confidential Reports - The confidential report is to be recorded annually covering the financial year in respect of each company paid staff, providing for assessment of his work, conduct, character and capabilities. The merit as reflected in the confidential reports forms the basis for deciding the cases of promotion to higher grades, increments etc. The report should be recorded in the Form (Schedule:15) prescribed within a period of one month of the expiry of the financial year.

22. Sub -Regulations - The Official Liquidator may make sub regulations not inconsistent with these regulations, to provide for all matters for which

provisions are necessary from time to time for the purpose of giving effect to these regulations, with the approval of Company Court..

23. Residue matters -

(i) In regard to matters not specifically covered by these regulations or orders made or issued there under, or by special orders, the members of the Company Paid Staff Service shall be governed by the regulations and orders as may be passed by Hon'ble Company Court)/Official Liquidator in genera..

(ii) Removal of difficulties and power of the Official Liquidator to act in contingencies - Official Liquidator may from time to time issue such general or special directions as may be necessary in order to remove difficulties in the operation of any of the provisions of these regulations with the approval of Company Court.

(iii) In the event of a large number of staff of Company Paid Staff Service of any group being rendered surplus on account of reduction in establishment, or the abolition of Company Paid Staff Service or on account of any orders of the Company (Court) which may issue special directive to the Official Liquidator on the recruitment or the absorption of such surplus company paid staff and the Official Liquidator shall comply with such special directive.

(iv) No member of the Company Paid Staff service shall be entitled for absorption in Government service irrespective of the fact of their period of service in the office of the Official Liquidator.

24. Power to relax - Where the Official Liquidator is of opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing and with the approval of the Company Court relax, any of these regulations with respect of any grade, class of persons or post(s).

25. Saving - Nothing in these regulations shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Casts and Scheduled Tribes and other sub-categories of persons in accordance with the orders issued by the Company Court and the Competent Authority from time to time, in this regard.

26. Interpretation - When a doubt arise as to the interpretations of any of the provisions of these regulations the matter shall be referred to the Company Court whose decision thereon shall be final and binding.

COMPANY PAID STAFF

GROUP – C

Sr. No.	Description of Service / Post	Pay Scale of the Post	Authorised Strength
01.	Senior Company Paid Assistant	PB-2 Rs. 9300 – 34800/- Grade Pay Rs. 4200/-	1
02.	Senior Accounts Clerk	PB-2 Rs. 5200 – 20200/- Grade Pay Rs. 2800/-	1
03.	Jr. Company Paid Clerk	PB-2 Rs. 5200 – 20200/- Grade Pay Rs. 2400/-	2
04.	Jr. Accounts Clerk	PB-2 Rs. 5200 – 20200/- Grade Pay Rs. 1900/-	3
05.	Company Paid Clerk	PB-2 Rs. 5200 – 20200/- Grade Pay Rs. 1900/-	2
06.	English Stenographer Grade – III	PB-2 Rs. 5200 – 20200/- Grade Pay Rs. 2400/-	5

GROUP - D

01.	Safaiwala Night-watchman Peon Driver	PB-2 Rs. 4440 – 7440/- Grade Pay Rs. 1400/-	6
-----	---	--	---

No. of sanctioned strength subject to change according to the workload.

Recruitment rules for the post of Senior Company Paid Assistant
(Company Paid Staff Service)

1.	Name of the Post	Senior Company Paid Assistant
2.	No. of Post(s)	1 (as may be determined from time to time)
3.	Classification	Group – C
4.	Scale of Pay	PB-2 Rs. 9300 – 34800/- Grade Pay Rs. 4200/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years. Relaxation upto five years in the case of Group – D employees of Company Paid Staff Service. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	<ul style="list-style-type: none"> I. Chartered Accountant OR Company Secretary with LLB or MCom. II. Working knowledge of English & Hindi III. Knowledge of computer operation IV. Typing Speed either in English : 40 WPM Hindi : 25 WPM
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	<ul style="list-style-type: none"> I. Age – NO II. Qualification – Yes
9.	Period of Probation, if any	One Years
10.	Method of recruitment whether by direct recruit or by promotion	10 % by promotion & 90 % by direct recruit
11.	In case of recruitment by promotion	By promotion from the existing Group – D employees of Company Paid Staff Service subject to fulfilment of educational qualification prescribed for the post.
12.	If a DPC exist, what is the composition	Official Liquidator Dy. Registrar / Asstt. Registrar Hon'ble High Court Dy / Asstt. Official Liquidator

Recruitment rules for the post of Senior Accounts Clerk
(Company Paid Staff Service)

1.	Name of the Post	Senior Accounts Clerk
2.	No. of Post(s)	1 (as may be determined from time to time)
3.	Classification	Group – C
4.	Scale of Pay	PB-2 Rs. 5200 - 20200/- Grade Pay Rs. 2800/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	28 years. Relaxation upto five years in the case of Group – D employees of Company Paid Staff Service. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	I. Inter CA or M Com II. Working knowledge of English & Hindi III. Knowledge of computer operation IV. Typing Speed either in English : 40 WPM Hindi : 25 WPM
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	I. Age – NO II. Qualification – Yes
9.	Period of Probation, if any	One Years
10.	Method of recruitment whether by direct recruit or by promotion	10 % by promotion & 90 % by direct recruit
11.	In case of recruitment by promotion	By promotion from the existing Group – D employees of Company Paid Staff Service subject to fulfilment of educational qualification prescribed for the post.
12.	If a DPC exist, what is the composition	Official Liquidator Dy. Registrar / Asstt. Registrar Hon'ble High Court Dy / Asstt. Official Liquidator

Recruitment rules for the post of Junior Company Paid Clerk
(Company Paid Staff Service)

1.	Name of the Post	Junior Company Paid Clerk
2.	No. of Post(s)	2 (as may be determined from time to time)
3.	Classification	Group – C
4.	Scale of Pay	PB-2 Rs. 5200 - 20200/- Grade Pay Rs. 2400/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	28 years. Relaxation upto five years in the case of Group – D employees of Company Paid Staff Service. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	I. B.Com., LLB II. Working knowledge of English & Hindi III. Knowledge of computer operation IV. Typing Speed either in English : 40 WPM Hindi : 25 WPM
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	I. Age – NO II. Qualification – Yes
9.	Period of Probation, if any	One Years
10.	Method of recruitment whether by direct recruit or by promotion	10 % by promotion & 90 % by direct recruit
11.	In case of recruitment by promotion	By promotion from the existing Group – D employees of Company Paid Staff Service subject to fulfilment of educational qualification prescribed for the post.
12.	If a DPC exist, what is the composition	Official Liquidator Dy. Registrar / Asstt. Registrar Hon'ble High Court Dy / Asstt. Official Liquidator

Recruitment rules for the post of Junior Accounts Clerk
(Company Paid Staff Service)

1.	Name of the Post	Junior Accounts Clerk
2.	No. of Post(s)	3 (as may be determined from time to time)
3.	Classification	Group – C
4.	Scale of Pay	PB-2 Rs. 5200 - 20200/- Grade Pay Rs. 2400/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	28 years. Relaxation upto five years in the case of Group – D employees of Company Paid Staff Service. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	I. B.Com., LLB II. Working knowledge of English & Hindi III. Knowledge of computer operation IV. Typing Speed either in English : 40 WPM Hindi : 25 WPM
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	I. Age – NO II. Qualification – Yes
9.	Period of Probation, if any	One Years
10.	Method of recruitment whether by direct recruit or by promotion	10 % by promotion & 90 % by direct recruit
11.	In case of recruitment by promotion	By promotion from the existing Group – D employees of Company Paid Staff Service subject to fulfilment of educational qualification prescribed for the post.
12.	If a DPC exist, what is the composition	Official Liquidator Dy. Registrar / Asstt. Registrar Hon'ble High Court Dy / Asstt. Official Liquidator

Recruitment rules for the post of Company Paid Clerk
(Company Paid Staff Service)

1.	Name of the Post	Company Paid Clerk
2.	No. of Post(s)	2 (as may be determined from time to time)
3.	Classification	Group – C
4.	Scale of Pay	PB-2 Rs. 5200 - 20200/- Grade Pay Rs. 1900/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	28 years. Relaxation upto five years in the case of Group – D employees of Company Paid Staff Service. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	I. 12 th Standard Pass II. Working knowledge of English & Hindi III. Knowledge of computer operation IV. Typing Speed either in English : 40 WPM Hindi : 25 WPM
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	I. Age – NO II. Qualification – Yes
9.	Period of Probation, if any	One Years
10.	Method of recruitment whether by direct recruit or by promotion	10 % by promotion & 90 % by direct recruit
11.	In case of recruitment by promotion	By promotion from the existing Group – D employees of Company Paid Staff Service subject to fulfilment of educational qualification prescribed for the post.
12.	If a DPC exist, what is the composition	Official Liquidator Dy. Registrar / Asstt. Registrar Hon'ble High Court Dy / Asstt. Official Liquidator

Recruitment rules for the post of Company Paid Clerk
(Company Paid Staff Service)

1.	Name of the Post	English Stenographer Grade – III
2.	No. of Post(s)	5 (as may be determined from time to time)
3.	Classification	Group – C
4.	Scale of Pay	PB-2 Rs. 5200 - 20200/- Grade Pay Rs. 2400/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years. Relaxation upto five years in the case of Group – D employees of Company Paid Staff Service. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	I. Graduate II. 80 WPM speed in English Shorthand III. Working knowledge of English & Hindi IV. Knowledge of computer operation V. Typing Speed either in English : 80 WPM Hindi : 25 WPM
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	III. Age – NO IV. Qualification – Yes
9.	Period of Probation, if any	One Years
10.	Method of recruitment whether by direct recruit or by promotion	10 % by promotion & 90 % by direct recruit
11.	In case of recruitment by promotion	By promotion from the existing Group – D employees of Company Paid Staff Service subject to fulfilment of educational qualification prescribed for the post.
12.	If a DPC exist, what is the composition	Official Liquidator Dy. Registrar / Asstt. Registrar Hon'ble High Court Dy / Asstt. Official Liquidator

Recruitment rules for the post of Company Paid Clerk
(Company Paid Staff Service)

1.	Name of the Post	Group D, Safaiwala, Night-watchman, Peon, Driver
2.	No. of Post(s)	6 (as may be determined from time to time)
3.	Classification	Group – 5
4.	Scale of Pay	PB-2 Rs. 4440 - 7440/- Grade Pay Rs. 1400/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years. Relaxation upto five years in the case of Group – D employees of Company Paid Staff Service. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	10 th Pass
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9.	Period of Probation, if any	One Years
10.	Method of recruitment whether by direct recruit or by promotion	100 % by direct recruit
11.	In case of recruitment by promotion	NA
12.	If a DPC exist, what is the composition	NA

FORM 1
APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

01.	Name of applicant	
02.	Post held	
03.	Department, Office and Section	
04.	Pay	
05.	House Rent and other Compensatory Allowances drawn in the present post	
06.	Nature and period of leave applied for and date from which required	
07.	Sundays and holidays, if any, proposed to be prefixed/suffixed to leave	
08.	Grounds on which leave is applied for	
09.	Date of return from last leave, and the nature and period of that leave	
10.	Address during leave period	

Signature of Applicant
(with date)

11 Remarks and/or recommendation of the Controlling Officer

Signature Designation
(with date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

12 Certified that _____ (nature of leave) for _____ (period) from _____ to _____ is admissible

Signature Designation
(with date)

*14. Orders of the authority competent to grant leave

MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE OR COMMUTATION OF LEAVE

Signature of the Company Paid Staff Service official _____ I,
_____ After careful personal examination of the case
hereby certify that Shri/ Shrimati/ Kumari _____ whose signature is
given above, is suffering from _____ and I consider that a period of
absence from duty of _____ with effect from
_____ is absolutely necessary for the restoration of
his/her health.

Authorised Medical Attendant
_____ Hospital/Dispensary
or other Registered Medical Practitioner

Dated _____

NOTE 1. - The nature and probable duration of the illness should be specified.

NOTE 2. - This Form should be adhered to as closely as possible and should be filled in after the signature of the Company Paid Staff Service official has been taken.

NOTE 3- No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Company Paid Staff Service official.

Commuted leave on medical certificate on full pay			Commuted leave W/O M.C. for studies certified to be in public interest limited to 180 days(H.P.L. converted into 90 days Commuted leave in entire service)			Commuted leave converted into half pay leave (Twice of Cols. 22 & 25)		From	To	No. of days	From	To	No. of days	Total of leave not due (Col. 29+ 32)	Total half pay leave taken (Col. 19 + 26+33)	Balance of half pay leave	Other kinds of leave taken
From	To	No. of days	From	To	No. of												
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	

NOTE 1. - The Earned Leave due should be expressed in days.

NOTE 2. - When a Company Paid Staff is appointed during the course of a half year of a particular calendar year, earned year should be credited at the rate of TA days for each completed calendar month and the fraction of a day will be rounded to the nearest day.

FORM -3

Statement of immovable property on first appointment for the year

1. Name of officer (in full) and service to which the officer belongs
2. Present post held
3. Present pay

Name of District, Sub-Division, Taluka and Village in which property is situated 1	Name and details of property		
	Housing and other buildings 2	Lands 3	* Present value 4

If not in own name state in whose name held and his/her relationship to the company paid staff 5	How acquired whether by purchase, lease **, mortgage, inheritance, gift, .or otherwise, with date of acquisition and name with details of person/persoss from whom acquired 6	Annual income from the property 7	Remarks 8

Signature

Date

ANNUAL ASSESSMENT REPORT; CATEGORY 'C'

Year _____
 Period _____
 From _____

Name :	Employee No.
Designation:	Department:
Division:	Dt. of Entry in the present Grade:
Whether SC or ST: If not say 'Neither'	Date of Birth:

ANNUAL ASSESSMENT; GUIDELINES FOR USE

1. Responsibility for Assessment: Assessment for each employee will be done by the Reporting Person (to whom the employee reports)- the minimum level for which should not be less than Assistant Official Liquidator and is to be reviewed by the reviewing officer to whom the reporting person reports the minimum level for which will be Deputy Official Liquidator/ Official Liquidator.
2. Where the employee has worked with more than one reporting person for more than 3 months, he will be assessed by all the reporting officers, in separate forms.
3. The reporting officer should evaluate the attributes as corroborated by periodic records maintained and have sufficient evidence reflected during the entire period and not on isolated for recent incidents.
4. Each attribute should be assessed independently, uninfluenced by the rating of other attributes. Against attributes that are not applicable kindly write 'NA'. It may be pointed out that the appraiser has the freedom not to evaluate an attribute for which he does not have not sufficient data or which he does not consider relevant for the position of the appraisee.

Outstanding **Satisfactory** **Unsatisfactory**
 (exceeds (meets present (below present
 present job job
 requirement) requirement) requirement)

<u>Work Output</u>				
	Result produced in relation to assigned task			
1.	Quantity of work (extent to which result have been achieved)			
2.	Quantity or work (implies accuracy, thoroughness and quality)			
3.	Promptness is disposal of work			
4.	Timely completion of work			

<u>Job Ability</u>				
	Knowledge of skills required and its applications, in the position held.			
5.	General Intelligence and keenness to learn			
6.	Adequacy of his/her knowledge of techniques/skills for the present position.			
7.	Quality of work.			
8.	Utilization of job knowledge and skill (effectiveness with which knowledge and skills are applied to carry out his/her work)			
9.	Maintenance of section diary and other related matters			
10.	Presentation of fact & thoroughness in examination			
11.	Ability to Noting			

	<u>Responsibility and dependability</u>			
12.	Zeal, Diligence & Responsibility towards work (the extent to which he/she can be relied upon to do the job assigned to his/her)			
13.	Responsibility towards office equipment's.			

	<u>Other Aspects</u>			
14.	Regularity and punctuality in attendance			
15.	Amenability to discipline (extent to which he/she conforms to rules & regulation of the company. His/her ability to tolerate difference of opinion/is he/she provoked easily)			
16.	Knowledge of Companies (Court) Rules, and instructions & procedures related to his/her job.			
17.	Knowledge & observation of compliances of rules & precautions			
18.	State of Health			
19.	Housekeeping			
20.	Relationship with supervisors and colleagues			
21.	Ability to assume higher responsibilities			
22.	Integrity			
23.	Does he/she absent himself/herself frequently from his/her place of work.			
24.	Details in case of unauthorised absenteeism.			
25.	Cite incidents of breach of Company (Court) Rules 1959, office orders & feature of misconduct, if any. In case of any disciplinary action, give details & nature of charge.			
	Details of commendations & award and special remarks, if any.			

ANNUAL ASSESSMENT REPORT; CATEGORY 'D

Year _____
 Period _____
 From _____

Name :	Employee No.
Designation:	Department:
Division:	Dt. of Entry in the present Grade:
Whether SC or ST: If not say 'Neither'	Date of Birth:

ANNUAL ASSESSMENT; GUIDELINES FOR USE

4. Responsibility for Assessment: Assessment for each employee will be done by the Reporting Person (to whom the employee reports)- the minimum level for which should not be less than Assistant Official Liquidator and is to be reviewed by the reviewing officer to whom the reporting person reports the minimum level for which will be Deputy Official Liquidator/ Official Liquidator.
5. Where the employee has worked with more than one reporting person for more than 3 months, he will be assessed by all the reporting officers, in separate forms.
6. The reporting officer should evaluate the attributes as corroborated by periodic records maintained and have sufficient evidence reflected during the entire period and not on isolated for recent incidents.
4. Each attribute should be assessed independently, uninfluenced by the rating of other attributes. Against attributes that are not applicable kindly write 'NA. It may be pointed out that the appraiser has the freedom not to evaluate an attribute for which he does not have not sufficient data or which he does not consider relevant for the position of the appraisee.

Outstanding
(exceeds present
job requirement)

Satisfactory
(meets present
job requirement)

Unsatisfactory
(below present
job
requirement)

1.	Job performance Ability to perform the job(s) assigned			
2.	Safety and Alertness			
3.	Following of Instruction			
4.	Dependability			
5.	Amenability to discipline			
6.	Punctuality and regularity			
7.	Details of his ability to acquire skills required for skilled category of job			
8.	Cite incident of breach of Official Liquidator, Company (Court) Rules and features of misconduct, if any. In case of any disciplinary action, given details and nature of charge			

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

Traveling Allowance : TA is granted to an employee or the Company Paid Staff service to reimburse to him the expenditure incurred on account of travel from one place to another whether within the State or outside. The allowance is granted on tour on official duty, local journeys etc.

For TA entitlement the Company Paid staff is divided into:

- (i) Group - "C" (All Company paid Staff whose pay in the scale of pay is Rs.2500/- and above.)
- (ii) Group - "D" (All Company paid staff whose pay in the scale of pay is below Rs.2500/-)

Group	Mode of Travel	Entitlement	Remarks
C	TrainExp/S/Fast etc.	11/111 AC	Subject to the limit of actual class travelled by direct train and shortest route.
	RajdhaniExp	III AC	-do-
	Shatabdi Exp.	Chair Car	In case of non availability of the entitled class, with the prior permission of the OL, they may travel by the next higher class for which sufficient grounds in writing should be given.
	By Bus	Travel by Delux/AC bus is allowed provided the fare is not more than the rail fare for the direct route.	

D	TrainExp/S/Fast etc.	11/111 AC	Subject to the limit of actual class travelled by direct train and shortest route.
	RajdhaniExp	III AC	-do-
	Shatabdi Exp.	Chair Car	In case of non availability of the entitled class, with the prior permission of the OL, they may travel by the next higher class for which sufficient grounds in writing should be given.
	By Bus	Travel by Delux/AC bus is allowed provided the fare is not more than the rail fare for the direct route.	

1. Air journey in exceptional cases subject to the prior approval of the Hon'ble Court by Economy class.
2. Travel details should be submitted within a month of the return journey with all proper receipts, for the claim preferred.

Local journey:

1. For travel by public bus actual fare will be reimbursed.
2. For travel by Road by autorikshaw reimbursement will be at the rates notified by the concerned Directorate of Transport. Or at the rate of Rs.4/- perKM

Daily allowance

For Group C	Rs. 500/- per day for AI and A class Cities Rs. 300/-per day for other: places. 50% of the normal DA will be given in case of Stay in hotel subject to production of Receipts.
For Group D	Rs. 500/- per day for AI and A class Cities Rs. 300/-per day for other: places. 50% of the normal DA will be given in case of Stay in hotel subject to production of Receipts.

1. For DA the day is taken from midnight to midnight.
For absence not exceeding 6 hours - 30% of the DA
For absence exceeding 6 hours but below 12 hours - 70% of the DA
For absence exceeding 12 hours - full DA.
2. DA is calculated on daily basis on the duration of absence on each day from Headquarters.
3. No DA will be allowed for Sundays and Holidays unless the employee is actually camping.

----- X ----- X----- X ----- X----- X ----- X-----