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स. था. मि. 724(२)—केबी एफआर, महाराष्ट्र, प्रदेश विधिविधान, 1963 (1963 का 38) की धारा 122 की उपधारा (१) के साथ \\nसंगम में धारा 124 की उपधारा (१) द्वारा प्रति शर्तियों का प्रकट \\nकरने के लिए व्यवस्था नेमक भर्ति प्रशिक्षण द्वारा बनाए गए और इस \\nविधिकता के साथ संगम में नए नये क्षेत्र में जनता अधिकार नेमक \\nशर्ति प्रशिक्षण के कारण विशेष नये क्षेत्र में कर्मचारी (शर्ति की \\nशास्त्रीय सही) नियुक्ती, 1995 का प्रमुखता करती है।

2. उपरोक्त विधिविधान इस विधिकता के दर्जन होकर में प्रकट की \\nशर्ति को प्रमुखता होगी।

[सं. था. मि. 12064/40/93-नि. है-1] \\
सं. एम. देशमुख, संयुक्त शर्ति

2762 GL/95

भारत नाम पेशक भारत गार्डन कर्मचारी \\nके की शास्त्रीय सही \\nनियुक्ती, 1995

भागाः 1 \\
नामाणा \\
महाराष्ट्र व्यापार विधिविधान, 1963 (1963 का 38) की \\nधारा 28 के प्राविधिक शर्ति प्रशिक्षण का शर्ति दर्ज करने लिए \\nव्यवस्था नेमक व्यवस्था का प्रकट करने हेतु जनता अधिकार नेमक \\nप्रशिक्षण का प्रयोग करना है। प्रथमः—

नामाणा गार्डन और नियुक्ति:

1. ये विधिविधान व्यवस्था नेमक भर्ति प्रशिक्षण के कारण विशेष \\nशर्ति प्रशिक्षण नहीं नियुक्ती, 1995 का जनता अधिकार के विशेष \\nरूप में प्रकट होगा जिसे केबी एफआर, भारत के राष्ट्र में \\nसंयुक्त विधिविधान करें।

भागाः 2 \\
परिषदः:

2. इसबाहिनी में बस यथा कि कोई वार्षिक वाणिज्य में \\nविधि न होगी—

(१) "विधि" का कार्ययोग्य "महाराष्ट्र व्यापार विधि, 1963" \\nऔर शर्ति प्रशिक्षण की शर्ति प्रशिक्षण के है।
(2) "उद्घोष", "महाबल", "प्राप्ति" और "सिद्धांत समूह" का बाहरी 
हाराया होता था कि प्रचलित संस्कृत में कभी उलझकरे नहीं लिखा गया है।

(3) "आदर" का उद्घोष पक्ष एक झंडे के तरह में मेंटर की गई निवृत्ति 
में की गई थी। बहु-इतिहासिक और इतिहासिक 
तर्क प्राप्त किया गया है जैसा जैसा सिद्धांतिक में करकम 
उपभोक्ता आदर की समीक्षा की जाती है।

(4) "सततात्यायन परम्परा" या "परम्परा" निर्माता परम्परा, जैसा 
कि यह लिखा योग्य व्यक्ति के माध्यम 
जितने पर धर्म या साहित्य के प्रकार 
बनाए गए हैं। यहां सिद्धांतिक में करकम 
तर्क प्राप्त किया गया है।

(5) "सन्तान प्राप्तगती" का उद्घोष जनता बालक, पालन संस्कृत 
कर्मचारी निर्माता विपणन और परीक्षा सिद्धांतिक में सामाजिक- 
राजनीतिक निर्माता परम्परा से है। वह साहित्य 
के जन्म से प्राप्तगती या ऐसे परम्परा के 
में की गई समझ किया गया है।

(6) "सामग्री" के संबंध में लिखा गया है कि निर्माता 
सही राखता है।

(7) "संपादक" का उद्घोष ऐसे आविष्कार रहे हैं, जो निर्माता 
दर्शकों के सामने से भरोसे रहे हैं। 
साहित्यि के संबंध में लिखा गया है?

(8) "प्रसिद्ध" का उद्घोष जन के साथ-साथ उपर्युक्त 
से संगीतक उपयोग से सम्बंधित सिद्धांत 
के संबंध में लिखा गया है।

(9) "समय-सीमा" का उद्घोष प्राप्त किया गया है, 
सिद्धांत प्राप्तगती का नाम ही है, परिवर्तन के साथ-साथ 
का समय सिद्धांत के संबंध में लिखा गया है।

(10) "सर्दियों" का उद्घोष भारत कर्मचारी 
है।

(11) "सामग्री" का उद्घोष सिद्धांतिक विश्लेषण बनाया है, 
राजनीति सिद्धांतिक के संबंध में 
संस्कृत प्राप्तगती ।

(12) "शिक्षा" का उद्घोष सिद्धांतिक की समस्यायों 
रूप से अवगत भारत कर्मचारी 
को समस्या ।

(13) "हेतु" नेतृत्व का बाहरी तात्त्विक होगा, जैसा 
कि जवरदस्त नेतृत्व पर शासन कर्मचारी में सही रस्ता 
किया गया है।

(14) "सततात्यायन परम्परा" का उद्घोष पर नाम 
कर्मचारी की समस्यायों के लिए 
निर्माता है, जैसा जैसा सिद्धांतिक में करकम 
तर्क प्राप्त किया गया है।

(15) "विद्या" का उद्घोष भारत कर्मचारी की 
समस्यायों के लिए, जैसा जैसा सिद्धांतिक में 
करकम गए है। इसमें निर्माता है, जैसा 
कि जवरदस्त कर्मचारी की समस्यायों 
की निर्माता है।

(16) "समय-सीमा" का उद्घोष सिद्धांतिक 
परिवर्तन के लिए, जैसा जैसा सिद्धांतिक 
में करकम गए है।

(17) "सेवा" का उद्घोष सिद्धांतिक बालिका 
हाराया हुआ है, जैसा जैसा सिद्धांतिक 
में करकम गए है।

(18) "सामयिक" का उद्घोष सिद्धांतिक 
परिवर्तन के लिए, जैसा जैसा सिद्धांतिक 
में करकम गए है।

(19) "निर्माता कहाँ" का उद्घोष सिद्धांतिक 
परिवर्तन के लिए, जैसा जैसा सिद्धांतिक 
में करकम गए है।
(20) "प्रभाव" का अर्थ बताएँ कि इसका अर्थ क्या है?

(21) "विचार" का अर्थ बताएँ कि इसका अर्थ क्या है?

(22) "सत्य" का अर्थ बताएँ कि इसका अर्थ क्या है?

(23) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(24) "संज्ञा" का अर्थ बताएँ कि इसका अर्थ क्या है?

(25) "वाक्य" का अर्थ बताएँ कि इसका अर्थ क्या है?

(26) "सर्वस्त्रित्व" का अर्थ बताएँ कि इसका अर्थ क्या है?

(27) "भूमि" का अर्थ बताएँ कि इसका अर्थ क्या है?

(28) "प्रकाश" का अर्थ बताएँ कि इसका अर्थ क्या है?

(29) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(30) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(31) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(32) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(33) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(34) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(35) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(36) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(37) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(38) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(39) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?

(40) "शब्द" का अर्थ बताएँ कि इसका अर्थ क्या है?
(3) तोहँ ने वहा से स्थानीय पर बताया कि अर्जित के लिए स्थानीय का आपातकाल के लिए लागाया जाना चाहिए।

7. दार्जिलिंग का ज्ञापन:

विवेक संदर्भ में उनके अध्यक्ष भवन ने कहा कि दार्जिलिंग का आपातकाल विशेष ग्राम धार्मिक अभ्यास का सारांश देने के लिए की है।

8. न्यायदला:

सरकार ने बताया कि यह समूह अत्यंत उच्च नियम पर न्यायदला का लिए चाहिए।

9. नियम व बजट:

बाहर कार्यालयों में नए प्रयोग्य तकनीकों के लिए बहुत से कार्यान्वयन आवश्यक है।

10. (1) परिषिका न्यायिक नियमादन:

राज्य प्रशासन परिषिका न्यायिक नियमादन नियम नि-सूची में जाना चाहिए है।

(2) ऐसी “हृदय के पीछे” नियमादन की प्रमाण नियमादन है जिसे का प्रयोग ध्यान देने के लिए नियमादन नि-सूची में दिया जा सकता है।

(3) हृदय के पीछे से बदलाव हादिः ता पर का लिए यह प्रयोग ध्यान देने के लिए लागाया जा सकता है।

(4) कोई न्यायिक बहुसंख्य उद्देश्य के संवाद में मनोरंजन करने के लिए ओर ग्राम व भर्तिक चाहिए है।

11. वेतन के लिए:

(1) कोई न्यायिक बहुसंख्य उद्देश्य के संवाद में मनोरंजन करने के लिए ओर ग्राम व भर्तिक चाहिए है।

(2) वेतन के दोहरा:

बहुसंख्य उद्देश्य के संवाद में मनोरंजन करने के लिए ओर ग्राम व भर्तिक चाहिए है।
13. सन्तान कीनिकलेन में उत्पादन संबंधित फायदे तथा उड़ान:

(1) सब खाद्य पदार्थों का उत्पादन कीनिकलेन में छोटा, उत्तमायत्ता संबंधित फायदे मिलता है।

(2) सब्जियों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।

(3) इन खाद्य पदार्थों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।

14. उत्पादन प्रणाली हैं निर्देश:

कार्यालय का उत्पादन कार्यालयों से जो कर्मचारी आगर बने पर उनके उत्पादन प्रणाली पर विचार कर रहे हैं।

15. तैराकी मात्रा लेने:

ताराकी मात्रा लेने के लिए का उत्पादन कार्यालय से संबंधित फायदे मिलते हैं।

(1) सब खाद्य पदार्थों के लिए खाद्य पदार्थों का उत्पादन भावना में छोटा बनता है।

(2) सब्जियों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।

16. सजीव वृक्षों का प्रभाव:

सजीव वृक्षों का प्रभाव उत्पादन में सार्वजनिक होता है।

(1) सब खाद्य पदार्थों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।

(2) सब्जियों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।

(3) सब्जियों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।

(4) सब्जियों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।

(5) सब्जियों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।

(6) सब्जियों के लिए खाद्य पदार्थों का उत्पादन उनकी जीवकल्पना में प्रभावी होता है।
MINISTRY OF SURFACE TRANSPORT  
(Ports Wing) 
NOTIFICATION 

New Delhi, the 17th November, 1995 

G.S.R. 754(E)—In exercise of the power conferred by sub-Section (1) of Section 124, read with sub-section (1) of Section 132 of the Major Ports Act, 1963 (3 of 1963), the Central Government hereby approves the Jawaharlal Nehru Port Trust (General Conditions of Service) Regulations, 1995 made by the Board of Trustees for the Port of Jawaharlal Nehru and set out in the Schedule annexed to this notification.

2. The said regulations shall come into force on the date of publication of this notification in the Official Gazette. 

[No. PR-12016/40/93-PE-I] 
C. S. KHAIWAL, Jt. Secy., 

JAWAHARLAL NEHRU PORT TRUST EMPLOYEES GENERAL CONDITIONS OF SERVICE REGULATIONS, 1995

CHAPTER 1 
INTRODUCTION

In exercise of the powers conferred under Section 28 of the "Major Port Trusts Act 1963" (38 of 1963), the Board of Trustees of the Jawaharlal Nehru Port hereby makes the following regulations, namely:—

1. Short title and application.—These regulations shall be called the Jawaharlal Nehru Port Trust Employees (General Conditions of Service) Regulations 1995 and they shall come into force from such date as the Central Government shall notify in the Official Gazette in this behalf in the Gazette of India.

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

(1) ‘ACT’ means the ‘MAJOR PORT TRUST ACT—1963’ and any statutory amendments thereto.

(2) ‘Board’, ‘Chairman’, ‘Deputy Chairman’ and ‘Heads of Departments’ shall have the same meaning as respectively assigned to them in the ACT.

(3) ‘CADRE’ means the strength of a service or a part of a service sanctioned as a separate unit.

(4) ‘COMPENSATORY ALLOWANCES’ means an allowance included in the Schedule or approved for inclusion in the Schedule or granted under these or any other regulations to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance.

19. भारत इन नियमांकन के भाग्य में संरक्षित कोई प्रकार उपयोग होता है तो उसका मालिक नित्य नियमांकन.
(5) 'COMPETENT AUTHORITY' means the appointing authority as defined in the Jawaharlal Nehru Port Trust Employees Classification Control and Appeal Regulations or such other authority subordinate to the Competent Authority to which a power has been delegated by the Board.

(6) 'DUTY' is deemed to include:

(a) Service as a probationer or apprentice provided that such service is followed by confirmation.

(b) Joining time as hereinafter defined.

(c) A course of instruction or training in India or abroad, and

(d) Such periods of authorised absence as may be decided as duty under the provisions of these and/or any other regulations framed under the Act.

(7) 'EMPLOYEE' means any person appointed to a post on a fixed pay or a time-scale of pay borne on the Schedule or approved to be borne on the Schedule.

(8) 'FEES' means a recurring or non-recurring payment to an employee from any source other than the General Account of the Port but does not include:

(a) Unearned income such as income from a property, a dividend and interest on a security; and

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

(9) 'FOREIGN SERVICE' means service, in which an employee receives pay with the sanction of the competent authority from any source other than the General Account of the Port.

(10) 'GOVERNMENT' means the Govt. of India.

(11) 'HONORARIUM' means a recurring or non-recurring payment granted to an employee from the General Account of the Port has remuneration for special work of an occasional or intermittent character.

(12) 'JOINING TIME' means time allowed to an employee on transfer to join a new post or to travel to or from a station to which he is transferred.

(13) 'LEAVE SALARY' shall have the same meaning as defined in the Jawaharlal Nehru Port Trust employees Leave Regulations.

(14) 'LIEN' means the right of an employee to hold substantively either immediately or on the termination of a period or periods of absence, a permanent post, to which he has been appointed substantively.

Explanation:—An employee shall be confirmed in a permanent post only once in the service of the Board. Confirmation will be made after completion of the probation to the satisfaction of the competent authority on a permanent post held by the employee after entry to the service of the Board. Regular appointment to any other permanent post in the service of the Board after confirmation on a permanent post will entitle the employee to hold lien on that other permanent post.

(15) 'MONTH' means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

(16) 'OFFICiates': An employee 'Officiates' in a post when he performs the duties of a post on which another person holds a lien. The competent Authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.

(17) 'PAY' means the amount drawn monthly by an employee as—

(i) the pay, (other than special pay or pay granted in view of his personal qualifications), which has been sanctioned for a post held by him subsequently or in an officiating capacity or to which he is entitled by reason of his position in the service to the Board and includes pay drawn in a temporary post,

(ii) Special pay, personal pay, and

(iii) any other emoluments which may be classed as pay by the Board with the prior approval of the Government.

(18) 'PERMANENT POST' means a post sanctioned without limit of time and carrying a fixed pay or time-scale of pay borne on the Schedule or approved to be borne on the Schedule.

(19) 'PERSONAL PAY' means additional pay granted to an employee—

(i) to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or

(ii) in exceptional circumstances, on other personal consideration in accordance with the general orders issued by the Government or the Board as the case may be.

(20) 'PORT' means the Jawaharlal Nehru Port.

(21) 'PRESUMPTIVE PAY OF A POST' when used with reference to any particular em-
ployee means the pay to which he would be entitled if he held the post substantively and was performing its duties, but it does not include special pay unless he performs or discharges the work or responsibility in consideration of which the special pay was sanctioned.

(22) 'SCHEDULE' means the schedule prepared from time to time under the provisions of Section 23 of the Act.

(23) 'SPECIAL PAY' means an addition, in the nature of pay, to the emoluments of a post or of an employee, granted in consideration of —

(i) the specially arduous nature of the duties or
(ii) a specific addition to the work or responsibility.

(24) 'SUBSISTENCE GRANT' means a monthly grant made to an employee who is not in receipt of pay or leave salary.

(25) 'SUBSTANTIVE PAY' means the pay (other than special pay, personal pay or emoluments classed as pay under sub-clause (iii) of clause (17) of this regulation) 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.

(26) 'TEMPORARY POST' means a post sanctioned for a limited time and carrying a fixed pay or time-scale of pay borne on the Schedule or approved to be borne on the Schedule.

(27)(a) "TIME SCALE OF PAY" means pay which, subject to the conditions prescribed in these regulations, rises by periodical increments from a minimum to a maximum.

(b) Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scale are identical.

(c) A post is said to be on the same time scale as another post on a time-scale if the two time-scales are identical and the posts fall within a cadre or class in a cadre such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in the service of the Board so that the pay of a holder of a post is determined by his position in the cadre or class and not by the fact that he holds that post.

(28) 'TRAVELLING ALLOWANCE' means an allowance granted to an employee to cover the expenses which he incurs on travelling in the course of his employment. It includes allowances granted for the maintenance of any mode of conveyance, as per requisite entitlement.

CHAPTER III

GENERAL CONDITIONS OF SERVICE

3. Medical Certificate.—No person may be appointed to a post in the Board's service without a medical certificate of health issued by such medical authority, in such manner and in such form as may be prescribed by the Chairman. The Chairman may fix different requirement of medical certificate of health for different classes or cadres of posts.

NOTE.—The following classes of employees are exempted from the requirement of producing a medical certificate of health.

(i) A person already in the Board's employ on his appointment to a new post without a break in service, if he has already undergone medical examination in respect of any post previously held by him.

(ii) A person appointed after a break in service if the break is not due to medical reasons or resignation and does not exceed one year, and if in respect of any post previously held by him under the Board he had undergone medical examination.

(iii) A temporary employee who has been medically examined in one post and is transferred to another post without a break in service.

(iv) A retired employee of the Board, who is re-employed by the Board immediately after his retirement.

(v) A person appointed to a post under the Board, who was previously employed in a Govt., Semi Govt., Autonomous or Public Sector Body and was medically examined at the time of appointment under that body.

4. Employee may be required to undergo periodic medical examination to test their fitness to hold a post. The frequency and the manner and nature of such medical examination, where necessary shall be prescribed by the Chairman.

5. Unless otherwise provided, the whole time of an employee is at the disposal of the Board and he may be employed in any manner or for any duty as required by the Competent Authority without claim for any additional remuneration.

6. Termination of Lien.—(1) An employee's lien on a permanent post may not be terminated during the service of the Board, even with his consent if the result will be to leave him without a lien on any permanent post in the Board service.
(2) An employee's lien on a permanent post shall stand terminated on his acquiring a lien on another permanent post within the Board's service.

(3) An employee's lien on a permanent post in the Board's service shall be terminated on his resignation, termination, dismissal, compulsory retirement or removal from the Board's service.

7. Transfer of Lien.—Subject to the provision of Regulation 8, the Chairman may transfer to another permanent post in the same cadre, the lien of an employee who is not performing the duties of the post to which the lien relates.

8. Transfer.—The competent authority may transfer an employee from one post to another, provided that, except—

(a) on account of inefficiency or misbehaviour or

(b) on his written request an employee shall not be transferred substantively to or appointed to officiate in a post carrying less pay than the pay of the permanent post in which he holds a lien.

9. Subscription to Fund.—An employee shall be required to subscribe to a Provident Fund, and such other funds as may be constituted or nominated by the Board for the benefit and welfare of the employee or his family where such subscription by the employee is made compulsory by any statute rule or regulation applicable to such employees subject to such conditions as may be prescribed by the Board.

10. (1) Unauthorised Absence.—Notwithstanding anything provided in any other regulations for the time being in force an unauthorised absence includes a period of absence:

(a) during a strike which has been declared illegal under the provisions of the Industrial Dispute Act, 1947 or any other Law for the time being in force;

(b) as a result of action in combination or in a concerned manner, such as during strike, without any authority from, or valid reason to the satisfaction of, the competent authority;

(c) occasioned by the employee remaining absent unauthorisedly or deserting the post;

(d) without leave or over-staying the sanctioned leave for more than ten consecutive days without sufficient grounds or proper or satisfactory explanation, or exceeding over-staying of joining time.

(2) Unauthorised absence shall for all purposes be deemed to cause an interruption or break in the service of an employee unless otherwise decided by the competent authority.

Explanation.—For the purpose of this regulation, 'strike' includes a general, token, sympathetic, or any similar strike and also participation in a bandh or any similar activities.

(3) Interruption or break in service of an employee as defined and envisaged in this regulation shall result in, among other things, the following disabilities/consequences:

(a) The employee shall not be entitled to pay or allowances for the duration period of such interruption or break in service.

(b) Unless otherwise decided by the competent authority, past service will not count as service qualifying for pension and Death-cum-Retirement Gratuity.

(c) In case of Earned Leave as defined in JNPT Employee Leave Regulation 110 of such period will be deducted from the Earned Leave to be credited at the beginning of the next half year. The break unless decided in the manner specified in (b) above will entail forfeiture of past service and lapse of leave at the credit of the employee.

(d) The period of duration of such interruption or break in service shall not count for increment. The date of the next increment after such interruption or break in service shall get postponed to the extent of the number of days of such interruption or break in service but the increment will be drawn on the first of the month in which it falls due.

Provided that the condonation of the interruption or break in service caused in the circumstances stated in this regulation by the competent authority will only remove the disabilities mentioned in this regulations, regarding forfeiture of past service, computation of period of interruption or break in service for the purpose of determining eligibility in respect of leave travel concession departmental examination etc., however the employer will neither be entitled to payment of any pay and allowances for the period of interruption or break in service nor entitled to count such period of interruption or break in service for pension gratuity, leave or increment.

(4) Before treating any absence as unauthorised, the employee concerned will be given a reasonable opportunity of representation and being heard in person if he desired.

11. Resignation from Service.—An employee who has submitted his resignation and whose resignation has been duly accepted ceases to be in
the employment of the Board from the date of his release from the Board’s service after acceptance of the resignation. He will not be entitled to pay, allowances etc., beyond the date of release from the Board’s service.

12. Format of the Resignation.—An intention or a proposal to resign from a post either immediately or from a future specified date, must be expressed clearly and unconditionally in writing and must be forwarded to the competent authority as stated in clause (1) above.

13. Circumstances under which a resignation should be accepted.—The resignation of an employee from a post should generally be accepted, except in the following circumstances:

(1) Where the employee concerned is engaged in work of importance and it would take time to make alternative arrangements for filling that post, the resignation should not be accepted immediately but only after alternative arrangements for filling the post have been made.

(2) Where an employee who is under suspension submits a resignation, the competent authority may examine with reference to the merit of the disciplinary case pending against the employee, whether it would be in Board’s interest to accept the resignation. Since an employee is normally placed under suspension only in case of grave delinquency, a resignation from an employee under suspension should not ordinarily be accepted. The competent authority may, however, accept the resignation of an employee under suspension where the alleged offence does not involve moral turpitude or where the quantum of evidence against an employee is not strong enough to justify the assumption that if the departmental proceedings were continued, he would be removed or dismissed from Board’s service, or where the departmental proceedings are likely to be so protracted that it would be cheaper to the Board to accept the resignation.

14. Effective Date of Resignation.—A resignation of an employee becomes effective once it is accepted and the employee is relieved of his duties. If before a competent authority accepts a resignation of an employee and the employee communicates in writing to the competent authority his intention to withdraw his resignation, the resignation will be deemed to have been automatically withdrawn. Where the resignation of an employee has already been accepted by the competent authority, the employee has not been relieved and the employee intimates in writing his intention to withdraw the resignation he may be permitted, at the discretion of the competent authority to withdraw the resignation. If, however, the employee’s request for such withdrawal is refused the grounds for the rejection of such request should be recorded by the competent authority and communicated to the said employee.

15. Withdrawal of Resignation.—The conditions for withdrawal of resignation after it has been accepted and the employee has relinquished charge of his post are stated as follows:

(1) The competent authority may permit a person to withdraw his resignation in the Board’s interest.

(i) The resignation was tendered by the employee for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct and his request for withdrawal of resignation has been made as a result of a material change in the circumstances which originally compelled him to tender the resignation.

(ii) If during the period intervening between the date on which the resignation became effective and the date on which the request for withdrawal was made the conduct of the person concerned was in no way improper.

(iii) If the period of absence from duty between the date on which the resignation became effective and the date on which the person would resume duty if he is granted permission to withdraw the resignation is not more than ninety days; and

(iv) That the post, which fall vacant as a result of the acceptance of his resignation is vacant and has not been filled or any other comparable post is vacant and available.

(2) The request for withdrawal of a resignation shall not be accepted by the competent authority where an employee resigns his post with a view to take up an appointment in or under a private commercial company or in or under a corporation or company wholly or substantially owned or controlled by the Central or State Government or in or under a body controlled or financed by the Central or State Government.
(3) When an order is passed by the competent authority allowing a person to withdraw his resignation and to resume duty, the order shall be deemed to include a condonation of the interruption in service but the period of interruption shall not count as service for the purpose of pension, leave and increment.

16. An employee who has been selected for a post under the Central or a State Government, a Public Sector Undertaking, an autonomous body under the control of a Government, other major port or any other local authority or body on the basis of his application for the said post made by him of his own volition and forwarded through the Board may be released only after obtaining and accepting his resignation from the Board’s service. Such resignation will not entitle forfeiture of the service for the purpose of retirement/terminal benefits. The question of the Board bearing any liability in respect of the employee’s service under the Board will be regulated in accordance with the regulations framed by the Board from time to time in this regard.

17. (1) A service book shall be maintained for every employee from the date of his first appointment in such form and in such manner as prescribed by the Chairman from time to time. Maintenance of Service Book is not necessary in respect of an employee appointed temporarily in the service of the Board for not more than one year and not eligible for permanent appointment.

(2) The Service Book shall contain the following entries attested by the Officer in charge of maintaining them:

(i) All steps in the employee’s official career from the date of his appointment to his cessation in the Board’s service.

(ii) Period of suspension, interruption etc.

(iii) Provident Fund Account number.

(iv) Reduction to lower post with reasons.

(v) Penalties imposed if any.

(vi) The fact of obtaining medical certificate of health at the time of entry to the Board Service.

(vii) The fact of the employee furnishing nomination for pensionary/terminal insurance benefits.

(viii) The fact of the employee availing L.T.C.

(ix) The fact of the employee transferred to or reverted from foreign service.

(3) The Service Book shall contain the following documents:

(i) Verification of character and antecedents of an employee by the competent authority.

(ii) Declaration of Home Town for the purpose of availing LTC.

(iii) The certificate of medical fitness furnished at the time of entry to the Board’s Service.

(iv) Nomination for the purpose of pensionary/terminal insurance benefits.

(v) The declaration of employees electing the scales of pay and statement showing the fixation of initial pay in the elected scales of pay.

(4) It shall be the duty of the Officer in charge of maintaining Service Books to show them to the employee concerned every year and obtain their signature therein in token of their having inspected the Service Book. The Service Books shall contain certificate in the following form to be recorded every year during the service to the Board:

“Services verified up to ...................
from ..................”

(5) Every employee is known by the name as entered in the first page of his Service Book. If an employee desires to adopt a new name or effect modification in his existing name then the shall execute a deed and publication of the change in name in a prominent local paper as well as in the Gazette of India at the expense of the employee. In all cases of change in name of female employees on account of marriage/re-marriage she shall give a formal intimation to the appointing authority of her marriage along with particulars of the husband and request for a change in her name. Particulars of change in name shall be entered in the Service Book.

(6) A female employee may revert to her maiden name on account of divorce, separation or death of the husband by giving an intimation to the appointing authority regarding change in marital status and a formal request for reversion to her maiden name.

(7) Every employee shall at the time of the appointment declare the date of birth by the Christian era on the basis of documentary evidence such as a matriculation, Secondary School, High School, Higher Secondary School, School Leaving or municipal birth certificate. The date of birth shall be recorded in the Service Book.
(3) The date of birth recorded in the Service Book cannot be changed except in the case of clerical error without the previous orders of the appointing authority. The change in date of birth can be accepted only in the following circumstances:

(i) A request in this regard is made within five years of his entry into service of the Board,

(ii) The request should be supported by documentary evidence such as Matriculation, High School, Secondary School, Higher Secondary School, School leaving or municipal birth certificate.

(iii) It is clearly established that, a genuine bona fide mistake had occurred in declaring date of birth at the time of appointment, and

(iv) The date of birth so already will not make him ineligible to appear in any school or University examination or to enter to the service of the Board.

18. Interpretation.—If any question arises as to the interpretation of these Regulations, it shall thereon be decided by the Board.