



TELANGANA STATE TRADE PROMOTION CORPORATION LTD.

EMPLOYEES RECRUITMENT AND SERVICE REGULATIONS, 2015

SECTION-I: PRELIMINARY

1. Short Title and Application:

- (i) These Regulations shall be called "Telangana State Trade Promotion Corporation Ltd. Recruitment and Service Regulations 2015.
- (ii) They shall be deemed to have come into force with effect from 27.09.2014.
- (iii) They shall apply to all the employees of the corporation, except to the extent otherwise expressly provided by or under these Regulations.
- (iv) These regulations shall not apply to an employee whose services are obtained by a contract, outsourcing or whose services are lent by a Government or Government organizations.

2. Definitions:

In these Regulations unless the context otherwise requires:

- a) Board means the Board of Directors of the Corporation and in relation to any powers exercisable by it, includes any committee.
- b) Corporation means Telangana State Trade Promotion Corporation Limited.
- c) Managing Director means a person appointed by the Government to the said post. In relation to any powers exercisable by him includes any Director or Officer who is authorized to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.
- d) Competent Authority means the Board or any other authority authorized by the Board on that behalf.
- e) Service means Telangana State Trade Promotion Corporation Limited service.
- f) Member of Service means any person employed by Corporation but does not include persons employed on daily wage basis or on part time basis or outsourced or Contract basis.
- g) Appointing Authority means the authority specified by the Board or the authority to make appointments to post in the service of the Corporation in accordance with the methods of recruitment specified in the Annexure.
- h) Approved Candidate' means a candidate whose name appears in an authoritative list of candidate approved for appointment to any service, Class or Category.
- i) Employee means any person employed by the Corporation but does not include person employed on daily wage, or on casual basis or on part-time basis or outsourced or Contract basis

- j) 'Duty' includes
 - a. Service as a probationer
 - b. Period during which an employee is on joining time and
 - c. Periods spent on authorized leave and holidays of the Corporation.
- k) Joining Time means the time allowed to an employee within which joins a new post or to travel to or from to a station to which he is posted.
- l) 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 month, should first be calculated and number of days calculated subsequently.
- m) Strength means the Cadre Strength of the Corporation.
- n) Direct Recruitment means the procedure followed to fill up vacant posts by way of advertisement in leading Newspapers as the case may be.
- o) Promotion means the appointment of a member of one category of service to higher category.
- p) Deputation means borrowing an officer from another organization for a specific period and for a specified post.
- q) Temporary Service means the service prior to completion of probation of a person who has been appointed to the post by following the procedure prescribed in these regulations.
- r) Regular appointment means appointment of a person to a vacant post by following the prescribed procedure after he is declared to have satisfactorily completed the period of probation.
- s) Cadre means the administrative structure of the service.
- t) Cadre Posts means the posts that constitute the cadre as given in Annexure I.
- u) Cadre Strength means the total number of cadre posts of different categories put together as shown in Annexure-I.
- v) Ex-Cadre posts" means those posts that are not included in the cadre strength.

SECTION-II: GENERAL CONDITIONS OF SERVICE

CLASSIFICATION OF STAFF

- Class I : Employees in the Cadre of General Manager and Dy. General Manager
- Class II : Employees in the Cadre of Manager
- Class III : Employees in the Cadre of Assistant Manager and Executive Assistant
- Class IV : Employees in the Cadre of Office Assistant

3. METHODS OF RECRUITMENT:

- i) Appointments may be made to any post in the Corporation by direct recruitment, promotion, deputation from other sources viz., State or Central Government and big Commercial Organizations owned by State or Central Government or other Agencies or on contract basis.

- ii) A person shall be recruited directly through an advertisement in leading newspapers, by a Selection Committee. The panel of selected candidates by the Selection Committee shall be in operation for a period not more than 3 months.
- iii) Rule of Reservation shall be followed in all the appointments as per the rules of the Government of Telangana.

4. SELECTION COMMITTEE:

The Selection Committee shall be constituted by the Board in respect of posts included in Class-I and in respect of other categories of posts in Class-II, III and IV, the Managing Director may arrange to select the persons for those posts by interview and / or written test.

5. APPOINTING AUTHORITY:

The Managing Director shall be the Appointing Authority for all the posts in the Corporation.

6. POWER TO CREATE POSTS:

- i) The Managing Director is empowered to create posts upto and inclusive of Assistant Managers
- ii) The Board is empowered to create the posts above the level of Assistant Managers

No person shall be appointed unless:

- a) he has been certified by a Medical Practitioner approved by the appointing authority to be of sound health, possesses active habits and is free from any bodily defect or infirmity, making him unsuitable for the post;
- b) who has been previously been dismissed, removed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.
- c) if his character and antecedents are such as not to qualify him for such a service or
- d) if he is less than 18 years of age.

7. EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITY BY HIGHER AUTHORITIES:

The powers conferred on the appointing authority, other than the Board may be exercised also by any higher authority to whom the appointing authority is administratively subordinate, provided an appeal against the orders passed by such authority shall lie to the next such higher authority.

Subject to the provisions of the regulations in the Annexure any person who is already in the service of the Corporation may be considered for appointment to a post filled by direct recruitment.

Other things being equal, preference may be given to a candidate who is conversant with the regional language (Telugu).

8. APPOINTMENT BY CONTRACT AND RELAXATION OF QUALIFICATIONS:

Notwithstanding anything contained in these regulations the Board may when it considers that it is necessary in its interest to do so, appoint to a post to be created or anyone of the posts specified in the Annexure, a person who has retired from service of the Corporation or who is or was an employee of State Government or a Government of India or any State or any State Undertakings or from Public or Private Sectors, on such terms and for such period as may be deemed necessary.

9. PREVENTION OF PLURAL MARRIAGES:

- a) No man who has more than one wife living or who having a wife living, marries in any case in which such marriage is void by reason of its taking place during the life-time of such wife, shall be eligible for appointment to any post in the Corporation or shall contract another marriage notwithstanding that such subsequent marriage is permissible under the Personal Law for the time being applicable to them.
- b) No women whose marriage is void by reason of her husband having a wife living at the time of such marriage or who has married a person who has wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any post in the Corporation.

10. COMMENCEMENT OF SERVICE:

- a) Except as otherwise provided by or under those regulations, service of an employee shall be deemed to commence from the working day on which an employee report for duty in an appointment, covered by these regulations at the place and time intimated to him by the Managing Director.

PROVIDED THAT he reports before noon, otherwise his service shall commence from the next following working day.

- b) DEFINITION OF SERVICE: Service includes the period during which an employee is on duty as well as on leave duly authorised by competent authority, but does not include any period during which an employee is absent from duty without permission or overstays his leave unless specifically ratified by the competent authority.

11. APPOINTMENT OF TEMPORARY STAFF:

Notwithstanding anything contained in these Regulations, the Managing Director may employ staff, officers on a temporary basis, whenever the circumstances so require for a period not exceeding six months at a time.

- a) The terms and conditions of service of the temporary Officers and staff shall be determined by the Managing Director but in no case shall the terms and conditions so determined be more favorable than those laid down in these Regulations for an appointment carrying equivalent status or responsibility.

- b) It shall be competent to the Managing Director to terminate the services of any of such temporary Officers and staff at any time without notice and without assigning reasons.

12. EX-CADRE APPOINTMENTS:

Ex-cadre posts are those which are outside the cadre posts and not included in the cadre. The number of ex-cadre posts shall not exceed 10% of the sanctioned posts in Classes I, II & III put together.

13. PROBATION:

The period of probation shall be one year's continuous officiation or one year's duty period within a period of 2 years in the case of direct recruits and six months within a continuous period of one year in the case of promotees.

14. DISCHARGE DURING PROBATION PERIOD:

During the probation period an employee shall be liable to be discharged without notice. But the appointing authority may, however, communicate lapses on the part of the probationer or unsuitability of the probationer in advance of the expiry of the prescribed period of probation before action is taken to discharge his services.

15. MANAGING DIRECTOR'S POWER TO EXTEND PROBATIONARY PERIOD:

The period of probation of an employee, as fixed at the time of his appointment, may at the discretion of the Managing Director, be extended by him but in no case shall the period of extension exceed one year.

16. TEMPORARY SERVICE IN LIEU OF PROBATION:

Where an employee has rendered continuous temporary service prior to his appointment in regular vacancy, the provisions of regulation 13 regarding the period required to be spent on probation may be waived at the discretion of the Managing Director, to the extent of the period, of such temporary service.

17. TERMINATION OF SERVICE BY NOTICE:

- A) An employee shall not leave or discontinue his service in the Corporation without first giving notice to the Managing Director in writing of his intention to leave or discontinue the services. The period of notice required shall be:
- i) During probationary period : One month
 - ii) After satisfactory completion of probation:
 - a) Three months in the case of an employee in Classes I & II, and
 - b) One month in the case of an employee in Class-III and IV.

In case of breach by an employee of the provisions of this sub-regulation he shall be liable to pay to the Corporation as compensation a sum equal to his pay for the period of notice required of him,

PROVIDED THAT the payment of such compensation may be waived by the Managing Director at his discretion.

- B) The appointing authority may terminate the service of an employee after expiry of the period of his probation on giving him three months' notice, or pay in lieu thereof.
- C) Nothing in Sub-Regulation (B) shall affect the right of the Corporation.
 - a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of these regulations and under the provision of Conduct, Discipline and Appeal Regulations, and
 - b) to terminate the service of an employee without notice or pay in lieu thereof on his being certified by a qualified medical practitioner to be permanently incapacitated for further continuous service in the Corporation.

EXPLANATION:

- i) A notice given by an employee under Sub-regulation (A) shall be deemed to be proper only if he remains on duty during the period of the notice, and an employee shall not be entitled to set off any leave earned and not availed of by him against the period of such notice.
- ii) If an employee to whom notice is given by the Corporation in pursuance of Sub-Regulation (B) of Regulation 17 absents himself from duty without permission during the period of notice, he shall not be entitled to receive any pay or allowance for the period of such absence and shall further be liable to such further penalties as the Managing Director may deem fit to impose.

18. INCREMENTS:

- i) Increment in the time scale of post to which a person is appointed shall be drawn as a matter of course except where such increments have been withheld as a result of the penalty imposed under Conduct, Discipline and Appeals Regulations.
- ii) All increments shall fall due on the first day of April every year.
- iii) In case where an employee under probation gets increment on the first April even before the expiry of the probation period, it does not preclude the competent authority to take action against the probationer or member of the staff before the expiry of the probationary period in terms of the appointment terms and conditions.

If a newly appointed employee does not complete a period of 6 months by the first April in the first year of his service, his increment shall accrue only on the first April of next year and thereafter wards it will be sanctioned on every first April.

- iv) If any charges are pending against an employee, the increment can be withheld till the charges are disposed off. The authority competent to sanction increment shall have

discretion to sanction the increment during the pendency of charges if the charges are considered to be not of grave nature.

- v) The Managing Director may grant advance or special increments or temporary increments to an employee if the circumstances so require it.
- vi) All duty in a post on a time scale of pay counts for increment in that time scale. The following periods also count for increments.
 - a. Service in other posts other than the posts carrying less pay
 - b. Service on deputation in other Organization whether in India or out of India, if during which period he would have continued to officiate but for his deputation.
 - c. Period of leave other than extraordinary leave during which period an employee would have continued to officiate but for his going on leave.
 - d. Joining time.
 - e. The period of training which is treated as on duty.

RECORD OF SERVICE, SENIORITY AND PROMOTION

19. SENIORITY:

- a) The "Seniority" of a person in a service shall unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such service. If any portion of the service of such person does not count towards probation, his seniority shall be determined by the date of commencement of his service, which counts towards probation.
- b) The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a service fix the order of preference among them and where such order has been fixed, seniority shall be determined in accordance with it.
- c) The transfer of a person from one category or grade of a service to another category or grade carrying the same pay or scale of pay shall not be treated as a first appointment to the latter for purposes of seniority and the seniority of a person so transferred shall be determined with reference to the date of his first appointment to the category or grade from which he was transferred. Where any difficulty or doubt arises in applying this regulation, seniority shall be determined by the appointing authority. The option for an employee for transfer from one category of service to another shall be exercised by an employee only once during the service

The seniority will be reckoned from the date of original appointment in the cases where the conversion is made at the instance of the Corporation due to administrative exigencies. In cases where the employee opts for conversion, the seniority will be reckoned from the date of conversion to the new cadre and he/she shall take the seniority below the existing personnel in that category and grade.

- d) Where a member of any service, is reduced to a lower service, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower service next below any specified member thereof.

20(A). PROMOTION:

- a) No member of a service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that

Category.

- b) Promotion in a service shall be made on grounds of seniority. The candidate shall not have any disciplinary action/proceedings pending against him.
- c) In all the cases, 1/3 of the posts shall be recruited by direct appointment from the cadre of Assistant Manager.

20(B). TEMPORARY PROMOTION:

- 1. i) Where it is necessary in the administrative interest to fill emergently a vacancy in a post borne on the cadre of higher category in a service by promotion from a lower category and if the filling of such vacancy in accordance with these regulations is likely to result in undue delay, the appointing authority may promote a person temporarily otherwise than in accordance with these regulations.
 - ii) No person who does not possess the qualifications, if any, prescribed for the said services, shall ordinarily be promoted under Sub-Clause (i). Every person who has been or is promoted under sub-clause (i) shall be replaced as soon as possible by promoting a person possessing such qualifications.
- 2. Where it is necessary to fill a short vacancy in a post borne on the cadre of a higher category in a service, by promotion from a lower category and the appointment of a person who is eligible for such promotion under these regulations, would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience, the appointing authority may promote any other person possessing the qualifications, if any, prescribed for the post.
- 3. A person promoted under sub-clause (i) of Clause - I, whether or not he possess the qualifications prescribed for the service to which he is promoted, shall as soon as possible be replaced by a member of the service who is eligible to hold the post under the regulations or orders in force.
- 4. A person promoted under Clause (1) or (2) of regulation 21 (A) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category.
- 5. The appointing authority shall have the power to revert to a lower category any person promoted under clause (1) or (2) of Regulation 21 (A) at any time without assigning any reason whatsoever and without notice.
- 6. If any person referred to in Clause (4) is subsequently promoted to the higher category in accordance with these regulations, he shall commence his promotion in such category from the date of such sub-sequent promotion or from such earlier date as the appointing authority may, in its discretion determines. He shall also be eligible to draw increments in the time scale of pay applicable to him, from the date of the commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered.

21. POSTINGS AND TRANSFERS:

A member of a service may be required to serve anywhere and in any post borne on the cadre of such service in the Corporation.

22. REVERSION:

1. An employee transferred from one post to another or appointed in a grade higher than his substantive grade or appointment shall be liable to be reverted without notice at any time within one year of such transfer or appointment.
2. An employee who has been appointed to officiate in a higher grade or appointment or whose confirmation in a higher grade or appointment is subject to his undergoing probation for any specified period or otherwise, shall be liable to be reverted without notice at any time, when he is so officiating or undergoing probation.
3. Nothing in Sub-Regulations (1) and (2) shall effect the provisions of Regulation relating to conduct, discipline and appeal.

23. SUPERANNUATION AND RETIREMENT:

- a) All the members of the service, other than the Office Assistants shall retire from the service of the Corporation on attaining the age of superannuation on completion of 58 years of age, provided that the Board may, at its discretion, sanction from time to time the extension of his employment for a period not exceeding one year at a time if he is physically and mentally fit and where this extension appears desirable in the interests of the Corporation. Extension of appointment beyond 60 years shall not ordinarily be sanctioned.
- b) All Office Assistants shall retire from the service on attaining the age of superannuation on completion of 60 years of age.
- c) An employee may retire from service at any time after completion of 25 years of qualifying service, provided that he shall give in this behalf, a notice in writing to the Managing Director at least three months before the date on which he wishes to retire. The appointing authority may also require any employee to retire any time after he has completed 25 years qualifying service, provided that the Managing Director shall arrange to give in this behalf, a notice in writing to the employee at least three months before the date on which he is required to retire or pay in lieu thereof.

EXPLANATION: notwithstanding anything contained in this regulation, where an employee has earned leave but not availed of as on the date of retirement as prescribed by this regulation, he may be paid leave salary subject to the maximum of TEN months.

23. 1. The Corporation at its discretion shall offer and implement Voluntary Retirement Scheme to the employees of the Corporation as per the norms/guidelines issued by Government from time to time.
- 23.2. In cases where any enquiry/disciplinary proceedings are pending against an employee on the date of his retirement, discharge under VRS, such proceedings shall not abate but shall continue in accordance with the procedure laid down under the Rules/Regulations, notwithstanding his retirement, discharge and in such cases, the Corporation will be entitled to withhold payment of retirement benefits/VRS benefits, till the final disposal of the disciplinary proceedings and reduce benefits payable other than statutory payment by such amount as constituted appropriate with reference to the gravity of misconduct.

24. PROVISIONS RELATING TO RESIGNATION, RE-EMPLOYMENT AND TRANSFER:

24. PROVISIONS RELATING TO RESIGNATION, RE-EMPLOYMENT AND TRANSFER:

- a) A member of a service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Corporation.
- b) The re-appointment of such person to any service shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such appointment shall apply, and on such re-appointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.
- d) When an employee is proposed to be transferred from one category or post to another category or post, the duties of which are different in character, he may be required to undergo a medical examination to determine his fitness or otherwise to discharge the duties of the new post.
- e) No person invalidated from service shall be re-employed if he is a Class-I Officer without the specific sanction of the Board and in other cases without the sanction of the Managing Director.

25. BENEFIT OF PAST SERVICES TO EMPLOYEES IN THE SERVICE OF THE CORPORATION SELECTED BY DIRECT RECRUITMENT TO ANOTHER POST:

Notwithstanding anything contrary in these or any other regulations for the time being in force, an employee in the service of the Corporation who is selected for appointment by direct recruitment to another post in the service of the Corporation, where in the same or any other class shall, subject to the other provisions of these or the other regulations as the case may be, be eligible:

- a) to carry forward the leave to his credit on the date of such appointment.
- b) to reckon his service in the new post as a continuation of his services in the former post for the purpose of calculating the gratuity due to him on his retirement from the service of the Corporation due to superannuation.
- c) to continue as a member of the provident fund established by the Corporation without being required to put in a fresh term of qualifying service if he is not already such a member, to count his service in the former post service to qualify himself for becoming a member of the Provident fund in the next post;
- d) to joining time and transfer traveling allowance to join his new post; and
- e) to the protection of his pay, if his pay, in the former post is higher than the minimum of the scale in the new post.

26. RELINQUISHMENT OF RIGHTS BY MEMBERS:

Any person may, in writing, relinquish any right or privilege to which he may be entitled under these or any other regulations, if in the opinion of the appointing authority, such relinquishment is not opposed to the interest of Corporation and nothing contained in these regulations shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

27. OVER-RIDING POWERS OF THE CORPORATION:

- a) Nothing contained in these regulations shall be construed to limit or abridge the powers of the Board or to relax the regulations, provided that where any provision contained in these regulations is applicable to the case of any person, the case shall not be dealt in any manner less favourable to the said person than in accordance with these regulations.
- b) Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Corporation and he may be employed in any manner required by the proper authority, without any claim for additional remuneration.

28. JOINING TIME:

- 1) The joining time may be granted to an employee to enable him;
 - a) to join a new post to which he is appointed while on duty in his old post; or
 - b) to join a new post;
 - i) On return from leave on average pay of not more than four months' duration; or
 - ii) When he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in Sub-Clause (i).
- 2) The joining time which may be allowed to an employee shall not exceed seven days, exclusive of number of days spent on traveling. During joining time an employee shall draw pay and allowances of the old or new post, whichever are less. An employee who does not join his post within his joining time is not entitled to any pay or leave salary after the end of joining time. Willful absence from duty after the expiry of joining time may be treated as misbehaviour, for the purpose of Conduct, Discipline and Appeal Regulations.

29. DATE OF BIRTH AND CORRECTION OF DATE OF BIRTH:

- 1) a) Every employee shall within one month from the date on which he joins duty, make a declaration as to his date of birth.
- b) On receipt of the declaration made under clause (a) above, the Corporation or any other officer who maintains the service records in respect of such employee shall, after making such enquiry as may be deemed fit, with regard to the declaration and after taking into consideration such evidence, if any as may be adduced in respect of the said declaration, make an order within four months from the date on which the employee joins service, determining the date of his birth.

Provided that in cases where the date of birth as determined under the clause is different from the one declared by the employee concerned under clause (a) he shall be given an opportunity of making a representation before a final order is made.

- c) Where an employee fails to make a declaration within the time specified in Clause (a) the Corporation or the officer who maintains the service records shall, after taking into consideration such evidence as may be available and after giving an opportunity of making a representation to the employee concerned, determine the date of birth of the employee within six months from the date on which the employee joins service.
 - d) The date of birth determined under this regulation shall be entered in the service record of the employee concerned duly attested by the Corporation or the officer who maintains the service records and the date of birth so entered shall be final and binding and the employee shall be estopped from disputing the correctness of such date of birth.
 - e) The date of birth so determined and entered in the service record shall be final, binding and shall not be altered except in the case of bonafide clerical error, under the orders of the Corporation.
- 2) No employee, in service
- a) Whose date of birth has been recorded in the S.R. in accordance with these regulations applicable to him; or
 - b) Whose entry relating to date of birth become final and binding under these regulations in force, shall be entitled to claim alteration of his date of birth.

30. FEES AND HONORARIUM:

- a) A competent authority may permit an employee, if it is satisfied that a specific work or series of works can be done without detriment to his official duties or responsibilities, to perform specified service or series of services for a Government in India or a private person or body or for a public body including a body administering a local fund, to receive as remuneration therefor, if the service be material, a non-recurring or recurring fee.
- b) The competent authority may grant to an employee an honorarium from the revenues of the Corporation as remuneration for the work done which is occasional in character and either so laborious or of such special merit as to justify a special regard. Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant of an honorarium should not be given unless the work has been undertaken with the prior consent of the competent authority and the amount has been settled in advance.

31. FULL ADDITIONAL CHARGE:

The Officers and Staff may be placed in full additional charge of any post of equivalent or higher category by the authority competent to make appointment to that particular post. Charge allowance shall be paid at 1/5th of pay and allowances when the period exceeds 14 working days and upto a maximum of 3 months. When the period exceeds 3 months, charge allowance shall be paid at 1/10th of pay and allowances upto a maximum

of 6 months. However, Managing Director shall have power to relax the rule of the maximum period for which charge allowance at 1/5th of pay and allowances is permissible. Charge allowance shall be paid at 1/10th of pay and allowances only, for discharging current duties when the period exceeds 30 days. The Managing Director shall decide the rate of charge allowance in respect of officers and staff appointed on contract basis or on consolidated pay depending upon the merits of each case. The authority for sanction of charge allowance shall be the Officer Competent to make appointment to that particular post.

32. PREMIUM AND REWARD:

An employee is eligible to receive without special permission;

- a) The premium awarded for an essay or play in public competition.
- b) Any reward offered for the arrest of a criminal or for information or special service in connection with the administration of justice, or sanctioned for services in connection with the administration of the Customs and Excise Laws;
- c) Any reward payable in accordance with the provision of Act or Regulation or Rules framed there under;
- d) Any fees payable to an employee for duties which he is required to perform in his official capacity by order of the corporation.

33. FOREIGN SERVICE:

1. No employee of the Corporation shall be sent on Foreign Service except with the approval of the Managing Director provided that no employee shall be sent on Foreign Service against his will.
2. Transfer of foreign service should ordinarily not be granted unless:
 - a) the duties to be performed are such that they should necessarily be performed by an employee of the Corporation or involves such technical knowledge, experts in which are not readily available from other sources.
 - b) that transferee at the time of transfer holds a regular post in the Corporation and
 - c) the terms granted are not so greatly in excess of the remuneration which an employee would receive in the service of the Corporation as to render foreign service appreciably more attractive than the Corporation service.
3. Where the services of an employee of the Corporation are placed at the disposal of a foreign employer, it shall be a condition of the deputation that the foreign employer shall, during the period of such deputation bear the entire cost of the services of the employer including the following:-
 - a) Salary during joining time
 - b) Traveling allowances payable to the employee to enable him to join his appointment under the foreign employer and to return to his appointment in the Corporation on the termination of deputation.
 - c) Leave salary for the Leave earned during the period of deputation, and

- d) The employer's contribution to the employees account in the Corporation's Provident Fund etc.

In addition, the foreign employer may also be required to make a contribution towards any gratuity or other sum for which the employee may become eligible on such scale as may be fixed by the Managing Director.

34. MISCELLANEOUS:

Provident Fund: Every employee of the Corporation shall contribute to the provident fund at the prescribed rate. The Corporation shall contribute to the fund every month an amount equal to the actual contribution of each member subject to a maximum prescribed under the Act.

35. POWER TO ISSUE SUBSIDIARY INSTRUCTIONS:

The Managing Director may issue such instructions not inconsistent with the provisions of these regulations, as he may consider necessary to give effect to and carry out the purpose of the provisions of these regulations or otherwise to secure effective control over employees to whom these regulations apply and may also authorize any of his sub-ordinates to do so, subject to such conditions and limitations, if any, as may be specified by him in this behalf.

36. A new regulations or alteration in the existing regulation shall be issued in the form of a circular for circulation among the staff; provided that no new regulation or alteration in an existing regulation shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in substantive capacity on the day the new regulation or alteration comes into force.

37. APPOINTMENT BY AGREEMENT:

- 1) When in the opinion of the Board, a special provision(s) inconsistent with any of these regulations or of any other regulations are required in respect of the conditions of service, pay and allowance, retirement benefits, discipline and conduct with reference to any particular post or any of them, it shall be open to the Board to make an appointment to such post otherwise than in accordance with the regulations or other regulations and to provide by agreement with the person so appointed for any of the matters in respect of which in the opinion of the Board special provisions are required to be made, and to the extent to which such provisions are made, and to the extent to which such provisions are made in the agreement nothing in these regulations or other regulations shall apply to any person so appointed in respect of any matter for which provision is made in the agreement.

PROVIDED THAT every agreement made in exercise of the power conferred by this regulation, it shall further be provided that in respect of any matter in respect of which no provision has been made in the agreement, the provisions of these regulations or other regulations shall apply.

- 2) A person appointed under Clause (1) shall not be regarded as the member of the service in which the post to which he is appointed is included and shall not be entitled

by reason only of such appointment to any preferential claim to any other appointment in that or any other service.

38. RECORD OF SERVICE:

- 1) Service Books shall be maintained in respect of all the employees in the Administration with up-to-date entries. They shall be made available to the concerned employees for their check up in the office once in January every year.
- 2) The date of commencement of service shall be properly noted in the service Book particularly commencement of the qualifying service. The entries in the Service Book relating to posts held, Pay drawn from time to time, periods and kinds of leave availed of, interruptions, suspensions, overstayal of joining time or leave not regularized, suspensions followed by reinstatement etc., should be recorded promptly as and when they occur with particulars of authority for the entries wherever necessary.
- 3) The following documents should be appended to the service Book.
 - i) List of family members.
 - ii) Options to pay scales exercised from time to time duly countersigned by the Competent Authority.
 - iii) Nomination Form for D.C.R.G .

39. ANNUAL CONFIDENTIAL REPORTS:

Confidential report about the work and conduct of the employee shall be written annually. In respect of officers under probation, the confidential reports shall be written half-yearly. In respect of the staff and the junior officers the immediate superior officer shall write the confidential report and in respect of other senior officers, confidential reports shall be written by the Managing Director.

40. INTERPRETATION:

Where any doubt arises as to the interpretation of any of the provisions of these regulations, it may be referred to the Managing Director whose decision thereon shall be final and binding.

41. General:

Wherever these regulations are silent, the provisions of Telangana State Fundamental Rules/TS State and Subordinate Service Rules and other Government rules shall apply.

Annexure – I

Apportionment of APTPC Cadre Strength between APTPC and TSTPC
on bifurcation as on 02-06-2014

Sl. No.	Cadre	Approved strength	Apportionment of staff	
			APTPC (58.32%)	TSTPC (41.68%)
1	General Managers	5	3	2
2	Dy. General Manager	4	2	2
3	Managers	7	4	3
4	Asst. Managers	32	19	13
5	Executive Assistants	16	9	7
6	Office Assistants	7	4	3
	Total	71	41	30

TSTPC Cadre Strength

Sl. No.	Cadre	No. of posts
1	General Manager	2
2	Dy. General Manager	2
3	Managers	3
4	Asst. Managers	13
5	Executive Assistants	7
6	Office Assistants	3
	Total	30

Annexure – II

Sl.No.	Post	Method of Appointment	Qualifications
1	General Manager	A. By Promotion from amongst the Deputy General Managers	Must have completed 3 years of satisfactory service in the cadre of Dy. General Manager.
		B. By Direct Recruitment	<ul style="list-style-type: none"> - Must hold a Post Graduate Degree of any recognized University in Business Management /Commerce - Should have 5 years' experience in managerial cadre in the fields of Human Resource Management, Projects & Logistics / Finance /Trade Promotion
2	Dy. General Manager	A. By Promotion from amongst the Managers	<ul style="list-style-type: none"> - Must have completed 3 years of satisfactory service in the cadre of Manager. - Must have a degree from a recognized university - Managers having Degree in Commerce will be considered for promotion as DGM (Finance and Accounts).
		B. By Direct Recruitment	<ul style="list-style-type: none"> - Must hold a Post Graduate Degree of any recognized University in Business Management /Commerce - Should have 3 years' experience in managerial cadre in the fields of Human Resource Management, Projects & Logistics / Finance /Trade Promotion - In respect of appointment to the Finance and Accounts Division, the candidate must hold a Bachelor's Degree in Commerce of any recognized University and Chartered Accountancy (Intermediate) or its equivalent course along with relevant experience for a period of 3 years.
3	Manager	A. By Promotion from amongst the Assistant Managers	<ul style="list-style-type: none"> - Must have completed 3 years of satisfactory service in the cadre of Assistant Manager. - Assistant Managers having any Bachelor's Degree from any recognized university will be considered for promotion as Manager. - In respect of promotion to the post of Manager in Finance Division, Assistant Managers having Bachelor's Degree in Commerce from any recognized university will be considered

		B. By Direct Recruitment	<ul style="list-style-type: none"> - Must hold a Post Graduate Degree of any recognized University in Business Management/Commerce - Should have 3 years' experience in managerial cadre in the fields of Human Resource Management, Projects & Logistics / Finance /Trade Promotion - In respect of appointment for the Finance and Accounts Division, along with PG Degree the candidate must hold a Diploma in accountancy and Taxation. - Must have the working knowledge of MS Office – Word, Excel, and Power Point Presentation.
4	Assistant Manager	A. By Promotion from amongst the Executive Assistants	<ul style="list-style-type: none"> - Must have completed 3 years of satisfactory service in the cadre of Executive Assistants. - Must hold a Bachelor's Degree of any recognized University.
		B. By Direct Recruitment	<ul style="list-style-type: none"> a. Must hold a Bachelor's Degree of any recognized University. b. For the purpose of appointment for the Finance and Accounts Division, the candidate must hold a Bachelor's Degree in Commerce of any recognized University. c. Should have 3 years' experience in the fields of Human Resource Management/ Marketing /Projects& Logistics/Finance/Trade Promotion d. Must have the working knowledge of MS Office – Word, Excel, and Power Point Presentation /Accounting Package
5	Executive Assistants	A. By Promotion from amongst the Office Assistants	<ul style="list-style-type: none"> a) Must have completed 3 years of satisfactory service in the cadre of Office Assistants. b) Must hold a Bachelor's Degree of any recognized University. c) Must have the working knowledge of MS Office – Word, Excel, and Power Point Presentation.
		B. Direct Recruitment	<ul style="list-style-type: none"> a) Must hold a Bachelor's Degree of any recognized University. b) In respect of appointment for the Finance and Accounts Division, the candidate must hold a Bachelor's Degree in Commerce of any recognized University.

			<p>c) Preference will be given to the candidates having experience in office administration.</p> <p>d) Must have the working knowledge of MS Office – Word, Excel, and Power Point Presentation /Accounting Package</p>
6	Office Assistants	By Direct Recruitment	Must have passed 10 th Class Examination.

D. Yuliyah
 CGM(Perl), TSIIC

KS
 Dy. Secy. to Govt. I&C Dept.

[Signature]
 Addl. Director O/o Col