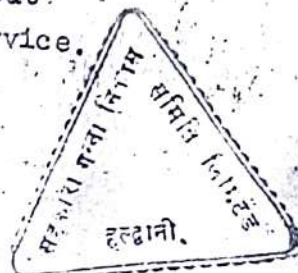


During the period of probation an employee will be confirmed on completion of the period of probation by the Recruiting and Appointing authority concerned. The formal orders in writing shall be issued within a reasonable period. Soon after the completion of the probation.

45. If an employee does not put in a satisfactory record of service during the period of probation prescribed in regulation no. 42 and does not avail of the opportunity to improve his work to the satisfaction of Recruiting and Appointing Authority concerned, even during the period extended under regulation no. 43, the said authority may, without allowing any compensation, dispense with his service.

46. The period of probation will ordinarily count from the date of taking over charge.



47. Compulsory Retirement.— (a) the date of compulsory retirement of a member of the Cane Co-operative Service other than the fourth class employees shall be the date on which he attains the age of 58 years. He may be retained in service after the date of compulsory retirement only under very special circumstances with the sanction of Cane Commissioner in the interest of the Cane Co-operative to be recorded in writing. Provided that (i) the Recruiting and Appointing Authority concerned may at any time, without assigning any reason, require a member of the Cane Co-operative Service to retire on three months' notice or pay in lieu of the whole or part thereof, after he attains the age of 55 years or such lesser age as together with the period of notice in lieu of which the pay is substituted would aggregate to 55 years, so, however, that in the case of pay being given in lieu of whole or part of such notice the said period shall stand added to the purpose of calculating pension share of C.P.F. and the death-cum-retirement gratuity due to him for no other purposes; or

(ii) the member of the Cane Co-operative Service, may, after attaining the age of 55 years voluntarily retire after giving three months' notice, to the Recruiting and Appointing Authority concerned.

Further that :-

(i) the notice of voluntary retirement given under part (ii) of the first proviso by an employee against whom a disciplinary proceeding is pending or contemplated, shall be effective only if it is accepted by the Recruiting and Appointing Authority concerned subject to the condition that in case of a contemplated disciplinary proceedings, the employee is so informed before the expiry of the period of notice.

(ii) the notice once given by member of the Cane Co-operative Service, under part (ii) of the first provision shall not be withdrawn by him except with the permission of the Recruiting and Appointing Authority concerned.

(b) the date of compulsory retirement of a fourth class servant of the Cane Co-operative Service is the date on which he attains the age of 60 years. He may be retained in service after that date only under very special circumstances and with the approval of the Cane Commissioner.

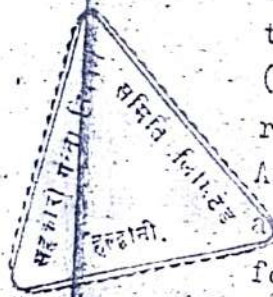
(c) In giving notice under proviso 1(i) of sub-regulation (a) above the Recruiting and Appointing Authority shall be guided by the instructions and standards laid down by the State Government for Government servants from time to time.

CHAPTER VII

(Pay and increments)

48. Pay.- The initial pay of a person appointed through direct recruitment shall be the minimum of the time scale in which he is appointed unless a higher pay is allowed by the Recruiting and Appointing Authority concerned for special reasons to be recorded in writing provided that the higher pay shall not in any case exceed the minimum of the time scale plus three premature increments which will be adjusted in subsequent years next following.

49.(a) Where a member of service holding a post in a substantive, temporary or officiating capacity is promoted or appointed either in a substantive, temporary or officiating capacity to an appointment with duties and responsibilities of greater importance



that, when transferred to the post held by him, his initial pay in time scale of the higher post shall be fixed at stage next above the pay arrived at by rationally increasing his pay in respect of the lower post by one increment at the stage which such pay has accrued : -

Provided that where a member of the Cane Union Service immediately before his promotion or appointment to a higher post is drawing pay at the maximum of the time scale of the lower post, his initial pay in the time scale of the higher post shall be fixed at the stage in the time scale next above such maximum in the lower post.

50. Cases in respect of pay, if any, not covered by the above regulations will be governed by the relevant fundamental rules of the U. P. Government. Sub-Rule (2) of the fundamental rule 31 will, however, not apply in view of the provision under regulation NO. 49.(a) above.

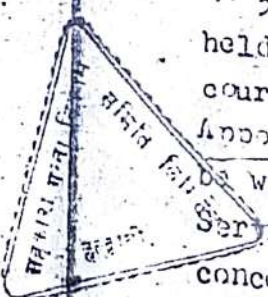
51. Increment.- An increment unless it is withheld, shall ordinarily be sanctioned as a matter of course by the Secretary to the Recruiting and Appointing Authority concerned. An increment may be withheld from a member of the Cane Co-operative Service by the Recruiting and Appointing Authority concerned if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the authority concerned shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

52. When efficiency bar is prescribed in a time scale the increment next above the bar shall not be given to the employee without the specific sanction of the Recruiting and Appointing Authority concerned.

53(a) No employee shall be entitled to an increment unless he has put in one year's service.

54. The following provisions prescribe the conditions in which service counts for increments in a time scale :

(a) All duty in a time scale counts for increments in that time scale.



(b) Leave other than extraordinary leave and leave on half average pay, counts for increment, in the time scale of the post.

(c) In case of employees officiating on a higher post, the period of leave other than extraordinary leave and leave on half average pay, counts for increment in the time scale of that higher post only when it is certified by the competent authority that the employee would have continued to officiate on that higher post had he not proceeded on leave. The period which counts for increment is, however, restricted to the period during which he would have actually officiated on the higher post.

(d) Services on deputation count for increment in the time scale of the post on which the employee holds a lien.

(e) If a member of the service is appointed to officiate on a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if reverted to the lower post, counts for increments in the time scale applicable to such lower post. The period of officiating service in the higher post which counts for increment in the lower post is, however restricted to the period during which the employee would have served in the lower post but for his appointment to the higher post.

55. During the period of probation, increments will be allowed only when sanctioned by the Recruiting and Appointing Authority concerned on completion of each year. If the work of any probationer is found unsatisfactory his increment may be disallowed by the authority concerned. If the period of probation is extended on account of failure to give satisfaction, the period of extension will not count for increments.

CHAPTER VIII

(Foreign Service)

56. An employee may be transferred to foreign service against his will. The Recruiting and Appointing Authority concerned shall be competent to transfer an employee to foreign service on the

... terms of regulation applicable to the
servants of the State.

57. An employee transferred to foreign service will draw his pay from the foreign employer from the date he relinquish charge of his post in the Cane Co-operative Service and till he takes over as such again. If, however he is transferred to foreign service while on leave, he ceases, from the date of such transfer, to be on leave and draw leave salary.

58. An employee transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive officiating capacity immediately before his transfer and may receive or form a promotion while in foreign service but he will not be entitled to draw bonus, if any, from the Cane Union or the Federation as the case may be. He may, however, draw bonus from the foreign employer if admissible therein.

59. During the period of foreign service the foreign employer shall also pay contribution towards leave salary and death-cum-retirement gratuity for the period of deputation to the authority specified by the Cane Commissioner in this behalf and at the rates fixed by him from time to time.

✓ CHAPTER IX (Transfers)

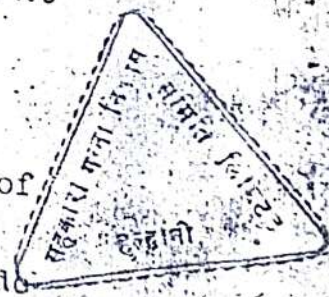
60. The transfer of various categories of staff are classified as below :

1. From one Cane Union to another outside the district.

2. From one Cane Union to another within the same district.

61. (1) The transfer within the region from one Cane Union to another outside the District, in case of the staff other than Assistant Secretaries, Secretaries and Special Secretaries, shall be made by the 'Regional Authority'.

(2) The transfer of the staff from one Cane Union to another within the district except Accountants, Cashiers, Assistant Secretaries, Secretaries and Special Secretaries shall be made by the District Authority.



Assistant Secretaries, Cashiers and Assistant Accountants and clerks within region will be made by the Regional Authority.

(4) The transfer of all supervisory staff including Assistant Secretaries, Secretaries, Special Secretaries, Fertilizer Inspectors, Overseers and Engineers from one place to another will be made by the State Authority.

✓(5) The transfers of Cashiers, Accountants, clerks and Assistant Accountants from one region to another will be made by the State Authority.

62. Ordinarily transfers may be made on the following grounds :

(a) Overstay at a place or in a district.

(b) Administrative grounds.

(c) Own request.

63. For purposes of regulation No. 62 the period of stay at a place or in district is prescribed as below for each category of staff :

Category of staff :	Maximum period of Stay	
	At a Place	In a district
1. Special Secretaries, Secretaries, Assistant Fertilizer Officer; Fertilizer Inspector	3 Years	6 Years
2. Assistant Secretaries of all grades.	3 Years	6 Years
3. Accountants	3 Years	10 Years
4. Cashiers	3 Years	10 Years
5. Supervisors	5 Years	10 Years
6. Ganna Gram Sewaks	5 Years	
7. Clerks and typists	5 Years	

Provided that the maximum period of stay may be extended upto 2 years with the approval of the Cane Commissioner.

64. The Special Secretaries, Assistant Fertilizer Officer, Fertilizer Inspector, Secretaries, Assistant Secretaries, Accountants, Cashiers and Supervisors shall not be posted in their home districts and Ganna Gram Sewaks shall not be posted in their home Zones.

transfers of the Union staff may be allowed subject to the provisions of regulations 61, 62, 63 and 64 above at the discretion of the authority concerned, no A. will be allowed in such cases as also in the case of transfers on own request.

CHAPTER X

(Enquiries, Punishment and Appeals)

66. Authorities competent to conduct inquiries and disciplinary proceedings against each category of the members of the service are mentioned in column 3 of the second schedule attached to these regulations. The Inquiring Officer shall submit his findings to the authority mentioned in column No. 4 for decision and an appeal against the orders of the said authority shall lie to the next higher authority mentioned in column 5 of the said schedule.

67. On receipt of a complaint the Inquiring Officer concerned shall first make a preliminary inquiry against the official concerned and record statements to see if a prima facie case is made out. Where a case is made out against the official he will conduct the disciplinary proceedings in accordance with the procedure prescribed below. If in the opinion of the Inquiring Officer no case is established, he will report the matter to the competent authority as mentioned in column 4 of the second schedule. The competent authority may either drop the case or order further inquiry by any other officer.

Procedure : 68. A complaint into which disciplinary proceedings are considered necessary on the basis of the preliminary inquiry, proceedings shall be recorded in writing in the form of charges which shall be communicated to the official concerned and a copy of the same endorsed to the authority concerned as mentioned in column 4 of the second schedule. The basis of each charge and the evidence proposed to be considered in support of the charge should be given in details against each charge. The official shall be called upon by the Enquiring Officer to submit his explanation in writing for each charge, within a specified time and also to state whether he desires to be

...any evidence (locu-
...or oral) or to examine or cross-examine
any witness in his defence. He will be allowed to
see the relevant records if he so desires.

After his explanation has been received a date
will be fixed for personal hearing when evidence,
both oral and documentary shall be produced. He will
be allowed to cross-examine such witnesses as he
likes. He will then be given an opportunity to produce
his own witness or documents in support of his defence.
The Inquiring Officer shall then weigh the entire
evidence and give his findings on each charge and
recommend, punishment which, in his opinion, should be
inflicted on the official, to the authority mentioned
in column 4 of the second schedule. A record of the
proceedings shall be maintained by the Enquiring
Officer.

If the official fails to submit his explanation
within the time specified in the charge-sheet without
sufficient reason, the Inquiring Officer shall be free
to give his findings on the basis of the evidence
before him and will recommend suitable punishment to
the competent authority.

In case, on the basis of the report of the Inqui-
ring Officer, the competent authority proposes to
dismiss, remove or reduce in rank the official con-
cerned it shall inform the official concerned, of
the action proposed to be taken and shall give another
opportunity to the official to defend himself. A copy
of the report of the Inquiring Officer shall also be
supplied to the official concerned along with the
show cause notice. He shall be required within a
reasonable time to put in a written statement of his
defence and to state whether he desires to be heard
in person or to give further evidence for which an
opportunity will be allowed to the official if so
desired by him. The competent authority conducting the
enquiry may, however, for sufficient reasons to be
recorded in writing, refuse to call a witness. The
proceedings of the inquiry shall contain sufficient
record of the evidence and statement of the findings
and the grounds thereof.

In case the competent authority decides to award
punishment other than dismissal, removal or

Frank, it may pass final orders on the basis of the inquiry report of the inquiring officer.

The above procedure shall not apply where the charged official has absconded or where it is for other reasons impracticable to communicate with him. In such cases, the inquiring officer will make a complete report to the competent authority for taking suitable action against the official concerned.

All or any of the provisions of the above procedure may, in exceptional cases and for special and sufficient reasons to be recorded in writing, be waived by the competent authority with the prior and express approval of the cane commissioner in cases where there is difficulty in observing exactly the requirements ^{of the provisions and if those requirements} can be waived without injustice to the official charged.

69. At the conclusion of the disciplinary proceedings, the competent authority may impose any or more of the following punishments according to the nature and gravity of the offence :

- (a) Censure.
- (b) With-holding the increment or increments including stoppage at an efficiency bar or promotion.
- (c) Reduction to a lower post or time-scale or to a lower stage in time-scale.
- (d) Fine.
- (e) Recovery from the pay or from such an amount as may be due to the employee of the whole or part of the pecuniary loss caused to the institution or institutions placed under his charge by his negligence or breach of orders.
- (f) Removal from service.
- (g) Dismissal from service.

N.E. Dismissal disqualifies an employee from re-employment in the service.

70. The pay and allowances of an employee who is dismissed or removed from service, will cease from the date on such dismissal or removal.

71. Police and Court Cases - In the cases under police investigation departmental inquiry should also be conducted simultaneously and as soon as sufficient evidence is available during such investigation, disciplinary proceedings may be initiated against the official concerned in accordance with the procedure.

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laid down in regulation no. 66 and orders passed but disciplinary proceedings need not interfere with the police investigation which may be continued.

Should the decision of the trial court or the Appellate Court, as the case may be, in cases challaned by the Police on the basis of their investigation, lead to the acquittal of the accused it may be necessary to review the decision taken in the departmental proceedings, if (a) the charge or charges brought against the accused in the court and in the departmental proceedings are one and the same and he is honourably acquitted of these charges by the court. In such a case the judgement of the court shall be accepted as final and the official concerned will be allowed full pay and allowances or re-instated, if he was under suspension, on full pay and allowances and the period of absence will be treated as duty :

Provided that if an employee has been acquitted by the court on technical grounds but the competent authority holds that the employee was guilty of departmental mis-demerit and had not behaved in the manner in which a person of his position was expected to behave the earlier decision need not be revised :

Provided also that if any charge or charges other than those on which he has been tried and honourably acquitted, have also been levied against the official the competent authority may suitably revise its earlier decisions, if necessary, on the basis of the remaining charges and ignore the charges on which he was honourably acquitted by the Court.

✓ 22. Where the conduct of an employee discloses grave offence of criminal nature criminal prosecution should be the rule without any exception.

23. Suspension - Where prima facie charges are so serious as would warrant dismissal, removal or reduction, the competent authority may, pending further inquiry suspend the official concerned. In such a case the Enquiring Officer shall, as far as possible, complete the inquiry within a reasonable period not exceeding three months from the date of suspension and the competent authority should dispose of the case within the next one and a half months.

...shall be entitled to a subsistence grant which should not ordinarily exceed one half of his pay. In exceptional cases in which the period of suspension is prolonged beyond six months for reasons for which the official is not responsible, the subsistence grant may be increased to three-fourth of his pay by the competent authority.

Provided that no payment of subsistence grant shall be made unless the official furnishes a certificate and the suspending authority is satisfied that the official was not engaged in any employment, business, profession or vacation and had not earned remuneration therefor during the period of suspension.

Provided also that in case of suspension of a temporary employee, the subsistence grant shall not be paid beyond the date till which the employee would have continued on his post in the normal course.

75. During the period of suspension the employee will remain at his Headquarter. The suspending authority may, however, allow the official to leave the place or the circle where he was working at the time of suspension.

76. Appeals - An employee who considers himself aggrieved of the order passed in his case shall have a right to appeal, within one month of the date of receipt of the order, to the appellate authority mentioned in Col. 5 of the II Schedule.

Provided that the time taken in obtaining copies of any document required for appeal, shall not count for the limitation mentioned above and the period of one month shall be reckoned from the date of supply of the copy of the document.

77. Copy or copies of document(s) relevant to the case will be supplied free of charge, if requested by the appellant within the period prescribed in regulation No. 76. Copies of confidential or other documents, publication of which could be prejudicial to the administration will not be supplied. Decision of the competent authority in this behalf shall be final but the appellant shall be entitled to a review of the decision.

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78. Every appeal preferred under these rules shall contain material statements and arguments relied upon by the appellant but no disrespectful or improper language, and should be complete in itself. Every such appeal should be submitted through proper channel.

79. An appeal may be withheld by Head of Office if --

(a) it is an appeal in a case in which no action lies ;

(b) it is not preferred within the time-limits prescribed in Regulation No. 76 ;

(c) it is repetition of a previous appeal and is made to the same appellate authority which has decided the previous appeal. The appellant will be informed of the fact in each case within a month as far as possible.

80. The appellant aggrieved with the decision of the Head of the Office may appeal to the appellate authorities within one month of the date under which the appellant was informed of the withholding of the appeal.

81. At the end of every year, all the Head of Office shall send a list of the appeals withheld by them to the Cane Commissioner together with the reasons for withholding the same.

82. The Cane Commissioner may at any time call for an appeal withheld by any authority and may pass such orders as he may deem fit.

83. While forwarding an appeal the Head of Office shall give his comments.

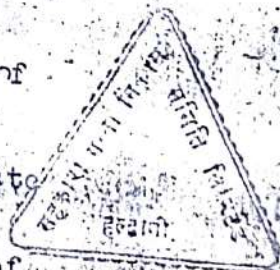
84. While deciding an appeal, the appellate authority shall consider --

(a) whether the facts on which an order of punishment was based, have been established,

(b) whether the facts established afford sufficient ground for taking action, and

(c) whether the penalty is excessive, inadequate or inadequate.

After such consideration the appellate authority shall pass such orders as he may deem just, proper and equitable. He may (1) allow the appeal in whole or in part, (2) dismiss the appeal, or (3) remand the case to the lower authority against whose order the appeal has been preferred, with such directions as he may deem fit.



85. The appellate authority may enhance the punishment initially awarded to the appellant if in his opinion it is not commensurate with the gravity of the offence but before passing such orders the appellant shall be given an opportunity to have his say against the proposed order.

86. (1) When an employee who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order -

(a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty, and

(b) whether or not the said period shall be treated as a period spent on duty.

(2) Where the authority mentioned in sub-regulation (1) is of the opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay and allowances to which he would have been entitled, had he not been dismissed, removed, or suspended, as the case may be.

(3) In other cases the employee shall be given such proportion of pay and allowances as the competent authority may prescribe :

Provided that the payment of allowances under sub-regulations (2) and (3) shall be subject to all other conditions under which such allowances are permissible.

(4) In a case falling under sub-regulation (2) the period of absence from duty shall be treated as a period spent on duty for all purposes.

(5) In a case falling under sub-regulation (3) the period of absence from duty shall not be treated as a period spent on duty, unless such competent authority specifically directs that it shall be so treated for any specified purpose.

87. Any authority against whose order an appeal is preferred under these regulations, shall give effect to any order made by the appellate authority.



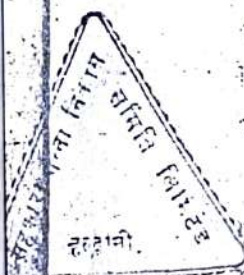
88. In case an appeal is heard by a committee, the opinion of the majority shall prevail, if there is any difference of opinion amongst the members. In case the votes are equally divided the Chairman of the meeting will have a casting vote. This shall also apply to the Committee competent to award punishment initially.

89. An appeal or the initial disciplinary proceedings pending at the time when these regulations come into force, shall be deemed to be an appeal or the proceedings under these regulations.

90. An employee may approach the competent authority which passed orders in his case to review its own orders within thirty days from the date of the receipt of the order provided that he has some new material in his reference, which he could not produce earlier due to unavoidable reasons. The order may be reviewed by the competent authority, if he is satisfied that some material injustice has been done to the employee. In such a case, the limitation of one month provided for filing an appeal in Regulation No. 76 will count from the date of receipt of orders on the application for review.

91. In cases where Cane Commissioner himself is not the appellate authority, he may call for the records of any decided case within six months of the date of order in appeal, sue moto or on application of the employee concerned and if he is satisfied that any material injustice has been done to the employee, he may revise the order of the appellate authority.

92. The Cane Commissioner may call for record of any decided case within six months of the date of order if it comes to his notice that the competent or the appellate authority has misused his power to unduly favour an employee against the interest of the institution to which the employee belongs, he may call for the records of the case and revise the orders of the competent or the appellate authority, as the case may be.



CHAPTER XI

(Combination of appointments)

93. The Recruiting and appointing authority concerned may appoint an employee to hold substantively, as temporary measure or to officiate in, two independent posts at one time. In such cases his pay will be regulated as below :

(a) the highest pay, to which he would be entitled if his appointment to one of the posts stood alone may be drawn on account of tenure of that post.

(b) for other posts he shall draw such reasonable pay, in no case exceeding one-fifth of the presumptive pay of the post as the Recruiting and appointing authority concerned may fix.

Explanations- (1) Presumptive pay for the purposes of clause (b) of the regulation should be taken to be what the employee who is placed in additional charge, will draw as initial pay in the time-scale of the additional post under regulation No. 49 were he formally transferred to it. Where the maximum pay of the lower post is less than the pay of the employee in his substantive post, the maximum of the pay of the lower post should be taken as the presumptive pay for the purpose of clause (b) of the regulation ;

(2) This regulation will not apply when an employee is not formally appointed to the additional post ;

(3) The Recruiting and Appointing authorities shall not ordinarily fill up vacancies of less than one month's duration unless there are special reasons to do so and such appointment is wholly justified.

CHAPTER XII

(Service Records)

94. Service book- A service book of each member of service shall be maintained on the form prescribed for Government servants in the office of the Secretary to the Recruiting and Appointing authority concerned and shall contain entries

relating to every step in his service life, each being attested by such Secretary. Besides, all kinds of leave other than casual leave shall also be recorded in the service book. It shall be supplied by each employee at his own cost on his first appointment.

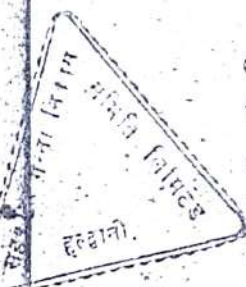
95. Character Rolls- Like wise a character roll of each employee shall also be maintained by the Secretary to the Recruiting and Appointing authority concerned. The Character Roll is a confidential record and entries shall, in ordinary course, be made at the end of each Co-operative Year in each employee's Character roll by the Secretary to the Recruiting and Appointing authority concerned on the basis of his work and worth and recommendations of the immediate officers. However, entries in respect of Secretaries, Assistant Secretaries will be recorded by the Cane Commissioner.

96. Special entries, as a matter of reward or punishment, may also be made at any time during the year for special reasons.

97. Copies of adverse entries made in the character roll of employee, shall be supplied to the employee within one month of such entry and the employee may appeal against it to the appellate authority concerned as mentioned in Col. 5 of the Schedule II within one month of the date of communication of the adverse entry.

98. If the appellate authority decides to exchange or modify the entry a copy of the order shall be communicated to the authority who had made the entry and he shall carry out the direction so given.

99. Gradation list - A separate gradation list of all classes of services shall be maintained. Subject to the provisions of the regulation No. 15 and 41 seniority of the candidate shall be fixed according to the date of their approval by the Recruiting and Appointing authority concerned and the inter se seniority of the directly recruited candidates and those belonging to preferment quota, if approved on the same shall be by the Recruiting and Appointing



...from the list of candidates selected by preferment quota i.e. first from the preferment list and to the second from the direct list and so on by rotation.

100. Resignation and Termination - An employee may resign from service after giving one month's notice. The resignation shall be effective when it is accepted and the employee hands over complete charge of his office.

Similarly the Recruiting and Appointing authority concerned may also terminate the services of a temporary employee after giving one month's notice or pay in lieu thereof. The provisions regarding the notice would not apply to officiating and stop-gap arrangements in which cases the termination shall be effective from the date of order.

CHAPTER XIII (Training)

101. Secretaries, Assistant Secretaries and accountants shall have to undergo a training of six months after selection for any of the above posts before appointment. It will consist of four months theoretical and two months practical training. The Cane Commissioner, U.P. may, however, exempt or reduce the period of training in case of candidate who have already undergone the required training for any of the posts mentioned above.

102. During the period of training directly recruited candidates will get stipend at a rate given below :

1. Secretaries Rs. 75/- per month.
2. Asstt. Secretaries Rs. 70/- per month.
3. Accountants Rs. 60/- per month.

Candidates already in the service of any Cane Union or the Cane Unions' Federation will not get any stipend during the period of training even if they are recruited directly for any of the above posts. Such candidates and those promoted from the lower rank, if called for training, may take leave if they can draw leave salary as admissible under leave rules, during the period of training. If no leave is due to any such candidate extraordinary leave

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on half average pay may be allowed to him for the period of training which will count towards his service.

103. Candidates entitled for stipend during the period of training shall have to execute a bond for three years service after the training and if they leave the service during the period they shall be liable to refund the entire cost of training and the pay allowances drawn by them and also the amount of contribution towards their provident fund allowed, during the period of training if any, by the Cane Unions or the Cane Unions' Federation.

104. Training will be imparted in the following subjects :

1. Principles of co-operation and growth of Co-operative movement in India.
2. Accounts.
3. Co-operative and other concerning laws.
4. Departmental rules and regulations.
5. Organisation management and working of Cane Union with particular reference to Cane Supply and maintenance of seasonal forms and account.

For practical training they will be attached to Cane Union at their own cost. They will not get any T... for this purpose.

105. On the completion of the training the candidates will have to pass an examination in the subjects mentioned in Rule 104 above and if any candidate fails, he will be appointed subject to the condition of passing. In the subject or subjects in which he failed in the previous examination and if he again fails, his service shall be terminated without any notice.

106. Trainees will be provided free lodging during the period of theoretical training but they will have to make their own arrangement for their food, etc. at their own cost. They may, however, be supplied cooking utensils, if available.

107. For imparting training the Cane Unions' Federation will establish a regular training institute and provide necessary teaching and other staff. The appointment, service conditions, and emoluments of such staff shall be subject to the approval of the Cane Commissioner.

CHAPTER XIV

(Leave)

108. The following kind of leaves will be allowed to all the permanent and temporary staff *and* excluding the seasonal staff :

- (a) Casual leave.
- (b) Earned leave.
- (c) Medical leave.
- (d) Leave on private affairs.
- (e) Extra ordinary leave.

109. Casual leave- Fourteen days' casual leave will be admissible during a calendar year to the staff indicated in regulation no. 108.

110. Casual leave cannot be combined with any other kind of leave. It can, however, be prefixed or suffixed with Sundays and other holidays.

111. Casual leave will not generally be allowed for more than 10 days at any one time. During the crushing season such leave will not be allowed for more than 5 days at a time, except in special circumstances.

112. Casual leave will be sanctioned by the head of office or the immediate officer and a record of the casual leave sanctioned will be mentioned in the office of the authority sanctioning the casual leave in the form given below :

Serial No., name, designation and leave availed.

113. Casual leave not taken during any calendar year will lapse after 31st December.

114. Leave other than Casual leave.- Extent of leave mentioned under (b), (c), (d) and (e) of regulation No. 108 admissible to permanent and temporary staff along with the designation of the officers competent to sanction it, is mentioned in Schedules III and IV attached to these regulations.

115. Leave can not be claimed as a matter of right when the exigencies of the work of the institution so require, discretion to refuse or revoke leave of any kind is reserved to the authority empowered to grant it.

116. Leave is earned by duty only. For the purpose of this regulation period spent in foreign service counts as duty if contribution towards leave salary is paid on account of such period.

117. An employee who is dismissed or removed from service, but is reinstated on appeal or revision, is entitled to count his former service for leave.

118. No employee shall ordinarily proceed on leave without obtaining the previous sanction from the competent authority.

119. Leave ordinarily begins on the day on which the transfer of charge is affected and ends on the day proceeding that on which charge is resumed. Sundays and other recognised holidays may be prefixed or suffixed to leave.

120. An employee on leave shall not take any service or accept any employment except in the case of leave preparatory to retirement in which case he will not be allowed to withdraw his request for permission to retire and to return to duty.

121. An employee may be recalled from leave before its expiry. All orders recalling an employee to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If the return is optional the employee is not entitled to any concession. If it is compulsory, he is entitled to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw travelling allowance under government rules made in this behalf in F.R.B. Vol. III for the journey.

122. No employee who has been granted leave on medical certificate may return on duty without first producing a medical certificate of fitness from a registered medical practitioner or the medical officer, if any, of the institution concerned. The sanctioning authority may require a similar certificate in the case of any employee who has been granted leave for reasons of leave, even though such leave was not actually