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# DELHI FINANCIAL CORPORATION

(A Govt. of Delhi Undertaking)

(Established under the Scheme of Reorganisation for the Punjab  
Financial Corporation under the Punjab Re-Organisation Act, 1966  
read with the state Financial Corporation Act, 1951)



## *Staff Regulations*

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No. F. 40(6)(4)/Fin.-A/cs/2005-06/1217-1220.—The following regulations made by the Delhi Financial Corporation under Section 48 of the State Financial Corporations Act, 1951 (63 of 1951) *vide* their Resolution No. 5 dated 21-03-2006 and in supersession of the Delhi Financial Corporation Staff Regulations, as in force till date, except as respect things done or omitted to be done before such supersession, and after consultation with the Small Industries Development Bank of India and with the previous sanction of the State Government as defined under clause (fc) of Section 2 of the said Act, are hereby published below for general information:—

## **"THE DELHI FINANCIAL CORPORATION (STAFF) REGULATIONS, 2006**

### **Chapter I**

#### **PRELIMINARY**

**1. Short title and commencement:—**(1) These regulations may be called the Delhi Financial Corporation (Staff) Regulations, 2006.

(2) They shall come into force on the date of their publication in the Delhi Gazette.

**2. Application:—**These regulations shall apply to every wholetime employee (including a temporary employee), every advisor or agent or any other person recruited on special contract or on deputation, subject to the terms of such contract or deputation, as the case may be:

Provided that nothing in these regulations shall apply to the Managing Director, unless the application to him of all or any of these regulations has been approved by the State Government;

(b) The Corporation may, with the previous sanction of the State Government and in consultation with the Small Industries Development Bank of India, enter into a special contract with an employee, with terms and conditions, which may vary from the provisions of these regulations.

**3. Definitions:—**In these regulations, unless there is anything repugnant in the subject or context,—

(a) "Act" means the State Financial Corporations Act, 1951 (63 of 1951);

(b) "authority" with respect to the following terms in relation to the Corporation means—

(i) 'Ministry/department of Central Government' means the Board of Directors of the Delhi Financial Corporation;

(ii) 'Head of the department' means the Managing Director;

(iii) any other authority which is appointing authority means the Board of Directors of Delhi Financial Corporation in case of employees in Group 'A'; and Managing Director in case of employees in Groups 'B', 'C' and 'D' officials. The Board/Managing Director may delegate the power to any officer subject to any condition that may be specified in the delegation;

(iv) 'government servant' means the employees of Delhi Financial Corporation;

(v) 'completed years of service' or 'one year's continuous service' means the continuous service of specified duration under the Delhi Financial Corporation and including the period spent on duty as well as on leave including extraordinary leave on medical grounds only.

(c) "average pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee who has not been on duty for more than a year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave;

(d) "Board" means the Board of Directors of the Delhi Financial Corporation;

(e) "compensatory allowance" means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed; and includes a travelling allowance, but does not include a sumptuary allowance nor the grant of free passage by sea to or from any place outside India;

(f) "Corporation" means the Delhi Financial Corporation;

(g) "duty" includes—

(i) service as a probationer provided that such service is followed by confirmation;

(ii) period during which an employee is on joining times;

(iii) period spent on casual leave duly authorized;

(h) "Executive Committee" means the Executive Committee of the Delhi Financial Corporation;

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



(j) "General Manager" in relation to any powers exercisable by him, includes an officer who is authorized by the Managing Director, to exercise the powers and perform the functions of the General Manager during the temporary absence of the General Manager from the Head Office of the Corporation and also such officer of the Corporation as may be appointed, from time to time, permanently or temporarily, as officer of any office of the Corporation anywhere within the area of its operation;

(k) "Hindi personal pay" means an amount equivalent to one increment added to pay of an employee for a period of twelve months on passing the recognized examination of the Voluntary Hindi Organization and Parichaya Examination of the Central Hindi Directorate;

(l) "honorarium" means a running or non-running payment granted to an employee as remuneration for special work of an occasional or intermittent characteristics;

(m) "Managing Director" in relation to any powers exercisable by him, shall include and shall always be deemed to have included any director or officer who is authorized by the State Government, to exercise the powers and perform functions of the Managing Director during the temporarily absence of the Managing Director;

(n) "pay" means the amount drawn monthly by an employee as—

(i) "pay other than special pay or pay granted in view of his personal qualification, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre;

(ii) special allowance and personal pay;

(iii) any other emoluments which may be specifically classed as pay by the State Government from time to time.

(o) "personal pay" means an additional pay granted to an employee—

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

(ii) in exceptional circumstances, on other personal considerations;

(p) "special allowance" 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;

(ii) a specific addition to the work or responsibility;

(q) "substantive pay" means the pay other than special allowance and personal pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;

(r) words and expressions used herein and not defined but defined in the Act shall have meanings respectively assigned to them in the Act.

**4. Board's power to change regulations.**—Any new regulation or alteration or amendment in an existing regulation shall, after notification thereof in the Delhi Gazette, be issued in the form of a circular for circulation among the staff:

Provided that no new regulation or an alteration in an existing regulations shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day the new regulation or alteration comes into force;

Provided further that any alteration/amendment in these regulations in consultation with Small Industries Development Bank of India shall come into force after the approval of the State Government.

**5. Power to interpret and implement regulations.**—The power to interpret the regulations vests in the Managing Director who is also empowered to issue such administrative instruction as may be necessary to give effect to, and carry out the purposes of the provisions of these regulations or generally to secure effective control of the staff:

Provided that if as a result of any decision of the Managing Director as regards the construction of any regulation or regulations, an employee feels aggrieved he shall have a right to appeal against such decision of the Managing Director to the Board whose decision shall be final and binding on all concerned.

**6. Managing Director's power to delegate.**—The Managing Director may, subject to such restriction, and for so long as he may deem fit, delegate to the General Manager or any other officer appointed by him in this behalf, any of the powers conferred on him by these regulations B, in relation to employees, other than Group 'A' officers, except the powers referred to in regulations: 8, 9, 11, 12, 16, 17, 18, 19, 20, 22, 57, 60 and those referred to in paras 2 and 3 of Appendix-I, appended hereto.



**Chapter II**  
**APPOINTMENTS, PROBATION AND TERMINATION**  
**OF SERVICE**

**7. Classification of permanent staff.**—(1) The permanent staff of the Corporation shall be grouped on the basis of their functional scale of pay fixed under Central Civil Services (Classification, Control & Appeal) Rules, as amended from time to time. The present classification based on pay under CCS (revised) Pay Rules, 1997 are :

Group A - Post carrying a pay or scale of pay with a maximum of not less than Rs. 13500.

Group B - Post carrying a pay or scale of pay less than Rs. 13500 but not less than Rs. 9,000.

Group C - Post carrying a pay or scale of pay less than Rs. 9000 but more than Rs. 4000.

Group D - Post carrying a pay or scale of pay max. of Rs. 4000 or less.

'pay' means only basic pay as defined under FR9(21) ;

(2) The Board shall fix from time to time the number of posts in all categories of its employees and the pay scales to be attached to them. The existing posts and their pay scales are as shown in Appendix -I, appended hereto.

**8. Temporary staff.**—(1) Notwithstanding anything contained in these regulations, the Managing Director may employ staff on temporary basis or on deputation from the State Government or other outside agencies, whenever the circumstances so require subject to the approval of the Board, in the case of employees in Group 'A'.

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

(3) Notwithstanding anything contained in these regulations the terms and conditions of service of staff appointed on deputation as referred to in sub-regulation (1) above shall be fixed by the Managing Director in such manner as he considers appropriate and such terms and conditions so determined shall not be more favourable than those laid down in these regulations for an appointment carrying equivalent posts.

**9. Power to appoint.**—All appointments to the service of the Corporation shall be made by the Managing Director except, in the case of employees in Group 'A' category which shall require the approval of the Board.

**10. Certificate of health and good character.**—No person shall be appointed to the service of the Corporation, unless he has been certified by a qualified medical practitioner to be medically fit, and produces certificates from two gazetted officers that he bears a good moral character.

**11. Age.**—The age of a person at the time of his first appointment to the service of the Corporation shall not exceed.

(a) In the case of employees in Group 'A', such age as the Board may approve having regard to the qualification required from the candidates; and

(b) In other cases, thirty years, relaxable by five years or as amended from time to time in case of reserved categories provided that the Managing Director may relax the maximum age in deserving cases for reasons to be recorded in writing.

**12. Grant of initial increments on first appointment.**—The Managing Director may, subject to the conditions mentioned below, grant at his/her discretion a higher initial pay not exceeding five stages/increments in the scale of pay applicable to the post—

(a) The stage of higher initial pay, where considered justifiable, should be fixed having regard to the candidate's age, previous age, previous experience, qualifications and emoluments last drawn, etc

(b) The reasons for the grant of higher initial pay should be recorded fully on the file at the time of its sanction.

**Provided that** all cases in which the pay of an employee is fixed at a stage higher than the minimum of the scale on which the appointment is made shall, subsequently, be reported to the Board.

**Provided further that** where the appointment in question is to be made in Group 'A', no initial increments shall be granted except with the previous approval of the Board.

**Provided further that** this would not apply to transfers/promotions of employees from one post to another, or in the cases of re-employed pensioners.

**13. Reappointment in the Corporation's service.**—(1) No person who ceased to be in the service of the Corporation may be re-employed without the specific approval of the Board. However, a person who has been dismissed or removed from the services of the Corporation may not be re-employed in the corporation."



(2) Except as otherwise provided by the Board at the time of his re-employment, these regulations shall apply to a person who is re-employed in the Corporation's service as if he had entered the service for the first time on the date of his re-employment.

**14. Commencement of service.**—Except as otherwise provided by or under these regulation, the service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him by the Managing Director, provided that he reports before noon, otherwise his service shall commence from the next following working day.

*Explanation:*—The expression "Service" includes the period during which an employee is on duty as well as leave duly authorized by the Managing Director or any other officer authorized by him but does not include any period during which an employee is absent from duty without permission or overstays his leave specifically permitted by the Managing Director or any other officer authorized by him.

**15. Period of probation.**—All employees directly recruited to the Corporation's service shall be required to be on probation, initially, for a period of two years. However, confirmation will be made only once in the service of an official which shall be in the entry grade.

**16. Discharge during probation.**—(1) During the probation period, an employee shall be liable to be discharged on one month's notice or by payment of pay for one month in lieu thereof.

(2) The power to discharge an employee of Group 'A' category during probation shall be exercised by the Managing Director subject to the prior approval of the Board.

*Explanation*—If an employee to whom notice is given by the Corporation in pursuance of this regulation absents himself from duty without permission during the period of notice, he shall not be entitled to receive allowances during the period of absence.

**17. Managing Director's power to extend probation period.**—The period of probation of any directly recruited employee may be extended at the discretion of the Managing Director but in no case shall this period exceed three years subject to the prior approval of the Board in the case of employees in Group 'A'.

**18. Waiving of probation period.**—Where an employee has rendered continuous temporary service prior to his appointment in permanent vacancy, the provisions of regulation 15 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 subject to the prior approval of the Board in the case of employees in Group 'A'.

**19. Termination of service by notice.**—(1) An employee shall not leave or discontinue his service in the Corporation without first giving notice in writing of his intention to leave or discontinue the service.

(2) The period of notice required shall be—

(a) three months in the case of an employee in Group 'A'; and

(b) one month in the case of an employee in any other Group and shall be given to the Managing Director and in case of breach by an employee of the provisions of this sub-regulation, he shall be liable to the Corporation as compensation, a sum equal to his pay for the period of notice required of him :

Provided that the payment of such compensation may be waived by the Managing Director at his discretion.

(3) Notwithstanding anything to the contrary contained in sub-regulation (1) of regulation 19, an employee against whom disciplinary proceedings are pending shall not leave or discontinue the service in the Corporation without the prior approval in writing of the competent authority and any notice of resignation given by such an employee shall not take effect unless it is accepted by the competent authority.

(4) Disciplinary proceedings shall be deemed to be pending against an employee for the purpose of this sub-regulation if the employee has been placed under suspension under regulation 55 of these regulations or any notice has been issued asking the employee to show cause as to why disciplinary proceedings should not be initiated against the employee or any charge-sheet has been issued to the employee under regulation 57 and will be deemed to be pending till final orders are passed by the competent authority.

**20. Superannuation and retirement.**—(1) An employee shall retire on attaining the age of superannuation or retire under other provisions in terms of the Delhi Financial Corporation (Service, Pension and death-cum-retirement benefit) Regulations, 1995.

(2) The power to retire an employee under other provisions shall be exercised by the Managing Director subject to prior approval of the Board in the case of Group 'A' employees.



### Chapter III

#### RECORD OF SERVICE, SENIORITY AND PROMOTION

**21. Record of Service.**—Record of service shall be maintained in respect of each employee in such form as may be prescribed by the Managing Director from time to time.

**22. Seniority.**—(1) The relative seniority of a regular employee shall be fixed in order of his selection and without regard to his date of confirmation.

(2) Direct recruits.—Relative seniority of all direct recruits shall be according to the order of merit in the select list drawn by selection committee. Persons appointed from an earlier select list shall rank senior en bloc to those appointed from subsequent list.

(3) Persons selected shall join duty within the period specified in the offer letter. The offer will lapse if a person does not join within that period. Seniority will not be affected, if a person joins before the specified date :

Provided that in exceptional cases the period for joining duty may be extended up to six months by the Managing Director, subject to the prior approval of the Board in the case of Group 'A' post, and the seniority in such cases shall not be affected.

(4) Where a lapsed offer is revived in the public interest, person joining after the revival shall be shown as junior to all the persons in the select list. If, in the meantime, another selection takes place and some or all of the selected persons join, the person shall be junior to all those of such subsequent list.

(5) Promotees.—In the case of promotions by selection, that is to say, "merit-cum-seniority" basis, the seniority shall be fixed in the order of merit list drawn by the Departmental Promotion Committee. In the case of promotions by non-selection, that is to say, "seniority-cum-fitness" basis, names of unsuitable candidates shall be removed and the original seniority shall be maintained for the rest.

(6) Direct recruits vis-a-vis Promotees.—All relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be on the quota of vacancies reserved for direct recruitment and promotion, respectively, in the recruitment regulations. If adequate numbers of direct recruits do not become available in any particular year, rotation of quotas for the purpose of determining seniority shall take place only to the extent of available direct recruits and the promotees.

**23. Employees who have refused promotions.**—Employees on refusal of promotion will lose seniority and will be shown junior to those promoted prior to their subsequent promotion.

**24. Employees under suspension/disciplinary Proceedings.**—The original seniority of an employee shall not be affected, if he is completely exonerated and the suspension is held unjustified. Promotion shall be given to such employee against the first available vacancy. He shall be deemed to have been promoted from the date on which his junior was promoted, for the purpose of counting service in the higher post for eligibility for promotion to the next higher post.

**25. Promotion.**—An employee shall rank for promotion in substantive cadres in accordance with recruitment regulations and number of vacancies available from time to time.

**26. Assessment of vacancies.**—The actual number of existing vacancies to be filled shall be ascertained from incumbency register-cum-roaster after taking into consideration the expected vacancies arising due to retirement/new posts. The crucial date for determining the eligibility of the employees for promotion shall be 1st January in all cases, irrespective of whether the annual confidential reports are written calendar year-wise or financial year-wise.

**27. Method of Promotion.**—(1) The methods followed for promotion shall be—

(a) selection in case of Groups 'A', 'B' and 'C' posts;

(b) non-selection in case of Group 'D' post.

(2) The zone of consideration of eligible employees with reference to the assessed vacancies, prescribed with extended zone for Scheduled Castes/Scheduled Tribes to ensure the promotion chances against the reserved quota for them shall be as per table given below:

No. of vacancies	Normal zone	Extended zone for consideration of SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the No. of vacancies	5 Times the No. of vacancies



**28. Departmental Promotion Committee.**—Cases of the eligible employees for promotion shall be placed before the Competent Departmental Promotion Committee (hereinafter referred to as "DPC") after following due procedure. The size and composition in DPC/selection committee shall be decided by the Board from time to time. The procedure in this regard is shown in Appendix-II.

**29. Declining of Promotion .—**(1) An employee declining promotion for reasons acceptable to the appointing authority, shall not be promoted for one year or till a vacancy arises, whichever is later. If by then, the next DPC meets, his case shall be considered afresh and he shall forgo his seniority in the first panel. His seniority shall be counted from the date of his promotion, if the promotion is after one year, though from the same panel. If the promotion is from the subsequent panel, his seniority shall be with reference to his position in that panel.

(2) If the reasons for declining promotion by any employees are not acceptable to the appointing authority, the promotion may be enforced. If promotion is still declined, disciplinary action may be taken for refusal to obey the order.

**30. Diversion of reserved vacancy to direct recruitment quota.**—For posts filled, both by direct recruitment and by promotion, with separate quotas, the Managing Director shall be competent to approve diversion of a reserved vacancy from promotion to direct recruitment temporarily in the event of non-availability of suitable departmental candidates. In the subsequent year, the available reserve point in the direct recruitment quota shall be transferred to promotion quota and utilized by appointing a promotee. Such diversion shall be resorted to, only if reserved category candidate is not likely to be available for promotion in the near future.

**31. Ad hoc Promotions .—**(1) An employee may be promoted on ad hoc basis under the following circumstances, namely—

- (a) where there is no candidate in the approved panel;
- (b) there is injunction by the court against filling up of the vacancy on regular basis and the post cannot be kept vacant till the final judgment;

(2) Where there is a short term vacancy of more than forty five days, an ad hoc appointment may be made by promoting senior most in the approved panel, which shall be prepared taking into account the vacancy likely to arise in the year.

(3) No employee shall be promoted on ad hoc basis in the following circumstances; namely—

- (a) Absence of recruitment regulations;
- (b) Revision of recruitment regulations;
- (c) Cases pending in the Courts for resolution of disputed seniority list.

(4) An employee may be given ad-hoc promotion on the basis of existing seniority list unless there is clear stay in a court case against making promotions but the regular recommendations of DPC for such promotion shall be considered provisional subject to the decision of the court. The re-adjustments in seniority list shall, however, be made, if necessary, after the court decision.

(5) The appointing authority may consider the case of an employee for ad hoc-promotion if the employee is not under suspension and the disciplinary case/criminal prosecution is not concluded even after the expiry of two years from the date of the first DPC which kept his promotion case in sealed cover.

(6) Ad-hoc promotion of an employee in the feeder cadre may be made against a short-time vacancy on seniority-cum-fitness basis even if "selection" method is prescribed for regular promotion, after proper screening to ensure satisfaction of the eligibility conditions. If there is no eligible employee, relaxation by the competent authority, in exceptional circumstances shall be obtained.

(7) Reservation for Scheduled Castes/Scheduled Tribe shall be applicable for ad-hoc promotions also.

(8) The order shall clearly mention that the promotion is purely on ad-hoc basis and does not confer any right on the employee for a regular promotion and that he may be reverted to his lower post at any time.

**32. Reversion .—**An employee who has been appointed to officiate in a higher grade or whose appointment in higher grade is subject to his undergoing probation for any specified period, shall be liable to be reverted when he is so officiating or undergoing probation provided that the principle of natural justice have been followed.



**CHAPTER IV**  
**CONDUCT, DISCIPLINE AND APPEALS**  
**SECTION 1 - Conduct and Discipline**

**33. Scope of an employee's service.**—Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Corporation, and he shall serve the Corporation in its business in such capacity and at such place as he may from time to time be directed.

**34. Liability to abide by the regulations and orders.**—Every employee shall conform to and abide by these regulations and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.

**35. Obligation to maintain secrecy.**—Every employee shall maintain the strictest secrecy regarding the Corporation's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Corporation's staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.

**36. Employees to promote the Corporation's interest.**—Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavour to promote the interest of the Corporation, and shall show courtesy and attention in all transactions and intercourse with the officers of Government and the Corporation's constituents.

**37. Prohibition against participation in politics and standing for elections.**—No employee shall take an active part in any political demonstration, or stand for election as member of a Municipal Committee, District Board or any Legislative Body.

**38. Contribution to the press.**—No employee may contribute to the press without the prior sanction of the Managing Director or any other officer authorized by him or without such sanction, make public or publish any document, paper or information which may come into his possession in his official capacity.

**39. Employees not to seek outside employment.**—No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary, without the previous sanction of the Managing Director.

**40. Part time work for outside bodies.**—No employee shall undertake part time work for a private or public body or a private person, or accept fee therefore, without the sanction of the Managing Director who may grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Managing Director may, in cases in which he thinks fit to grant such sanction, stipulate that any fee received by the employees for undertaking that work shall be paid, in whole or in part, to the Corporation.

**41. Employees not to be absent from duty without permission or be late in attendance.**—(1) An employee shall not absent himself from his duties without having first obtained the permission of the Managing Director or any other officer authorized by him, nor shall he absent himself in case of sickness or accident without submitting a medical certificate :

Provided that in the case of temporary indisposition, the production of a medical certificate may, at the absolute discretion of the Managing Director or any other officer authorized by him, be dispensed with.

(2) An employee who absents himself from duty without leave or overstays his leave, except under circumstances beyond his control for which he must tender a satisfactory explanation such period of absence shall be treated as *dies non* for all purposes, namely increment, leave and pension.

(3) An employee who is habitually late in attendance shall, in addition to such other penalty as the Managing Director or any other officer authorized by him may deem fit to impose, have one day of casual leave forfeited for every two days he is late in a month. Where such an employee has no casual leave due to him, the period of leave to be forfeited may be treated as ordinary or extraordinary leave, as the Managing Director or any other officer authorized by him may determine.

**42. Absence from station.**—No employee shall absent himself from his station without obtaining the previous sanction of the Managing Director or any other officer authorized by him.

**43. Acceptance of gifts.**—An employee shall not solicit or accept any gift from a constituent of the Corporation or from any subordinate employee, or from any outsider while discharging his official duties.

**44. Private trading or business.**—No employee shall engage in any commercial business or pursue either on his own account or as an agent for others, nor shall he be connected with the formation or management of a joint stock company or a firm.

**45. Speculating in stocks, shares, etc.**—An employee shall not speculate in stocks, shares, securities or commodities of any description :

Provided that nothing in this regulation shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such manner as he may consider necessary.



**46. Restrictions on borrowings and investments.**—(1) An employee shall not borrow money or in any way place himself under a pecuniary obligation to a broker or any employee of the Corporation subordinate to him or any firm or person having dealings with the Corporation.

(2) No employee shall make nor permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

*Explanation.*—For the purpose of this sub-regulations, the word "family" includes any relative ordinarily residing with or dependent on any employee.

**47. Dowry.**—No employee shall,—

- (i) give or take or abet the giving or taking of dowry; or
- (ii) demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

*Explanation.*—In this regulation, the term "dowry" shall have the same meaning as in the Dowry Prohibition Act, 1961.

**48. Restriction regarding marriage.**—(1) No employee shall enter into, or contract, a marriage with a person having a spouse living.

(2) No employee of the Corporation having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Corporation may permit an employee to enter into, or contract, any such marriage as is referred to in sub-regulation (1) and this sub-regulation, if it is satisfied that—

- (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) there are other grounds for so doing.

(3) An employee who has married or marries a person other than of Indian nationality, shall forthwith intimate the fact to the Corporation.

**49. Consumption of intoxicating drinks and drugs.**—An employee shall—

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- (c) refrain from consuming any intoxicating drink or drug in a public place;
- (d) not appear in a public place in a state of intoxication;
- (e) not use any intoxicating drink or drug to excess;

*Explanation.*—In this regulation, the term "public place" would include club (even exclusively meant for members where it is permissible for the members to invite non-members as guests), bars and restaurants, public conveyances and all other places to which the public have or are permitted to have access, whether on payment or otherwise.

**50. Canvassing of non-official or other outside influence.**—No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Corporation.

**51. Employees in debt.**—An employee who is in debt shall furnish to the Managing Director a signed statement of his position half yearly on the 31st March, and 30th September, and shall indicate in the statement the steps he is taking to rectify his position. An employee who makes a false statement under this regulation or who fails to submit the prescribed statement or appears unable to liquidate his debts within a reasonable period or applies for the protection at an insolvency court, shall be liable to dismissal.

*Explanation 1.*—For the purpose of this regulation, an employee shall be deemed to be in debt if total liabilities exclusive of those which are fully secured by tangible assets exceed his substantive pay for six months.

*Explanation 2.*—An employee shall be deemed to be unable to liquidate his debts within a reasonable time if it appears having regard to his personal resources and unavoidable current expenses that he will not cease to be in debt within a period of two years. Unless the contrary is proved to the satisfaction of the Managing Director, it shall be presumed that an employee cannot provide more than one quarter of his pay and allowances towards the liquidation of debts.



**52. Employees arrested for debt or on criminal charge.**—(1) An employee who is arrested for more than forty eight hours for debt or on a criminal charge shall be considered as under suspension from the date of his arrest, and shall be allowed the payment admissible to an employee under suspension in accordance with the provisions contained in the Central Civil Services (Classification, Control and Appeal) Rules, 1965 until the termination of the proceedings against him. When an adjustment of his pay and allowance shall be made according to the circumstances of the case and in the light of the decision as to whether his absence is to be accounted for as period of duty or leave, the full pay and allowances being given only in the event of the employee being acquitted of all charges and treated as on duty during the period of his absence. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.

(2) Where a conviction of any employee is set aside by a higher court, and the employee is acquitted, he may be reinstated in service and departmental inquiry can be initiated if the circumstances so require.

**53. Property transactions.**—(1) An employee who acquires, or disposes of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, he shall give prior intimation to the Managing Director regarding such transaction.

(2) Any transaction in movable property by the employee either in his own name or in the name of any member of his family shall be reported to the Managing Director within one month of such transaction, if the value of such property exceeds,—

- (i) Twenty five thousand rupees in the case of Group A Officers;
- (ii) Twenty thousand rupees in the case of other employees.

The above amount may be varied from time to time with the approval of the Managing Director.

(3) If the transaction is with a person having official dealing with the employee, previous sanction of the Managing Director shall be necessary.

(4) Movable property includes,—

- (a) jewellery;
- (b) insurance policies, the annual premium of which exceeds ten thousand rupees or one-sixth of the total annual emoluments of the employee (whichever is less);
- (c) shares, securities and debentures;
- (d) loan advanced or taken by an employee, whether secured or not;
- (e) motor cars, motor cycles and other means of conveyance; and
- (f) radios, television sets, radiograms and refrigerators.

(5) The transactions entered into by the members of the family of an employee out of their own funds (including stridhan, gifts, inheritance, etc.) in their own names, need not be reported.

(6) Every employee in Group 'A' and 'B' shall submit an annual return as on 31st December every year giving full particulars of immovable property inherited, owned, acquired, or held by him or held on lease or mortgage either in his own name or in the name of any member of his family or in any other person's name. If there is no change in any year it is enough if any entry "NO CHANGE" or "Same as last year" is made in the return.

**54. Sexual harassment of working women.**—An employee who commits any act of sexual harassment of women employees, whether directly or by implication, such as physical contact and advances, demand or request for sexual favours, sexually coloured remarks, showing pornography and any other unwelcome physical, verbal or non-verbal conduct of sexual nature, shall be guilty of an act unbecoming of an employee of the Corporation amounting to misconduct.

**55. Suspension.**—(1) The appointing authority or any other authority empowered in that behalf by the Board by general or special order, may place an employee of the Corporation under suspension.

- (a) where a disciplinary proceedings against him is contemplated or is pending; or
- (b) where, in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the Corporation; or
- (c) where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

(2) The payment of subsistence allowance and treatment of the period under suspension shall be in accordance with the provisions of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time.

**56. Provision regarding employee borrowed from another department.**—(1) Where the services of an employee is borrowed by the Corporation from another department, the Corporation shall have the power of the appointing authority for



the purpose of placing such an employee under suspension and of the disciplinary authority for the purpose of conducting disciplinary proceedings against him:

Provided that the Corporation shall forthwith inform the Department which lent the service of the employee (hereinafter referred to as "the lending authority") of the circumstances leading to the order of suspension of such employee or the commencement of the disciplinary proceedings, as the case may be.

(2) In the light of the findings of the disciplinary proceeding conducted under sub-regulation (1) against an employee

(i) if the Corporation is of the opinion that any of the penalties specified in sub-clauses (i) to (v) of clause (a) of regulation 57 should be imposed on the employee, it may, after consultation with the lending authority, make such orders on the case as it deems necessary;

Provided that in the event of a difference of opinion between the Corporation and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority;

(ii) if the Corporation is of the opinion that any of the penalties specified in sub-clauses (vi) to (x) of clause (b) of regulation 57 should be imposed on the employee, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon, the lending authority may, if it is the disciplinary authority, pass such orders thereon as it may deem necessary, or, if it is not the disciplinary authority, submit the case to the disciplinary authority which shall pass orders on the case as it may deem necessary.

**57. Penalties.**—Without prejudice to the provisions of other regulations, an employee who commits a breach of the regulations of the Corporation or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interest or prestige of the Corporation or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct or misbehaviour, shall be liable to the following penalties:

(a) *Minor penalties*—

- (i) Censure,
- (ii) Withholding of promotion,
- (iii) Recovery from pay of the whole or part of any pecuniary loss to the Corporation caused by the official's negligence or breach of orders;
- (iv) Reduction to a lower stage in the time-scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension;
- (v) Withholding of future increments of pay.

(b) *Major penalties*—

- (vi) Reduction to a lower stage in the time-scale of pay other than (iv);
- (vii) Reduction to a lower time-scale of pay, grade, post or service;
- (viii) Compulsory retirement;
- (ix) Removal from service;
- (x) Dismissal from service.

**58. Procedure for imposing Penalties.**—(1) No employee shall be subjected to the penalties of Regulation 57 except by an order in writing signed by the Managing Director, and no such order shall be passed without following the procedure and manner for conducting the inquiry and imposition of any penalty as contained in the Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time which shall apply *mutatis mutandis* to these regulations:

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

(2) The Managing Director may delegate the conduct of an inquiry against an employee of the Corporation of any class as required under sub-regulation (1) of this regulation, to such officer or officers of the Corporation or any other serving or retired officer or officers of the State Government or the Central Government. The Managing Director may decide reasonable amount of honorarium in case of appointment of an officer of the Central Government or the State Government.

## Section 2

### APPEALS

**59. Right to Appeal.**—An employee shall have a right of appeal against any order passed by a superior authority which injuriously affects his interest.

**60. Appellate Authorities.**—An appeal shall lie—(a) against any orders passed by the General Manager in exercise of the powers conferred on him by or under these regulations to the Managing Director; and

(b) against the orders of the Managing Director — to the Board.



**61. Conditions which an appeal should satisfy.**—Every appeal shall comply with the following requirements:—

- (a) It shall be written in English/Hindi or if not written in English/Hindi, be accompanied by a translated copy in English/Hindi, and shall be signed.
- (b) It shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage.
- (c) It shall contain all material statements and arguments relied on, and shall be complete in itself.
- (d) It shall specify the relief desired.
- (e) It shall be submitted through the proper channel.
- (f) It shall be made within forty five days of the passage of the impugned order.

**62. When appeals may be withheld.**—An appeal may be withheld by the General Manager or the Managing Director, as the case may be, if—

- (i) it does not comply with the requirements of regulation 61
- (ii) it is illegible or is unintelligible;
- (iii) it deals with a matter which does not concern the employee personally;
- (iv) it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the General Manager or the Managing Director as the case may be, disclose any new points or circumstance which afford grounds for re-consideration;
- (v) it is not preferred within six months of the date of the order against which the appeal is made and no reasonable cause is shown for the delay;
- (vi) it is addressed to an authority to which no appeal lies under these regulations.

**63. Grounds for withholding the appeal to be communicated to the applicant.**—In every case in which an appeal is withheld, the authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.

**64. Appeal must be forwarded to the Appellate Authority with due dispatch.**—An appeal which is not withheld under regulation 62 shall be forwarded to the appellate authority as soon as possible.

**65. No appeal lies against order withholding appeal.**—No appeal shall lie against an order withholding an appeal.

**66. Appeals not to be addressed to directors or the State Government.**—Appeals shall not be addressed to the Ministers or officers of the State Government or to the directors of the Board personally and any such action shall be deemed as a breach of discipline.

**67. Revision.**—Notwithstanding anything contained in these regulations, the Board may at any time, either on its own motion or otherwise call for the records of any proceeding and revise any order made under these regulations from which an appeal is allowed, but from which no appeal has been preferred or from which no appeal is allowed, and may—

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed;
- (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry, as it may consider proper, in the circumstances of the case; or
- (d) pass such office orders as it may deem fit:

Provided that no order, imposing or enhancing any penalty shall be made by the revising authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in sub-clause (vi) to (x) of clause (b) of regulation 57 or to enhance the penalty imposed by the order sought to be revised to any of the penalties specified in those sub-clauses, and if an enquiry under regulation 58 has not already been held in the case no such penalty shall be imposed except after an enquiry in the manner laid down in regulation 58.

(2) No revision shall lie until after—

- (i) the expiry of the period of limitation for an appeal; or
- (ii) the disposal of an appeal where any such appeal has been preferred.

(3) An application for revision shall be dealt with in the same manner as if it were to appeal in these regulations.

**68. Joint Petition.**—The provisions of regulations 61 to 67 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees. A joint petition shall not be entertained if—

- (a) it relates to a subject on which the Managing Director is authorized to pass orders, and no application for redress has been made to him;



(n) it relates to a matter regarding the redress of which a specific procedure has been prescribed under any regulation or instruction issued by the Corporation; or

(c) it relates to an individual and is not submitted by him.

## **Chapter V**

### **PAY AND ALLOWANCES**

**69. Fundamental Rules and Supplementary Rules to apply to employees of Corporation.**—An employee of the Corporation shall be governed under the Fundamental Rules and Supplementary Rules applicable to Government employees in the matter of pay and allowance which means Fundamental Rules, as applicable to the employees of the State Government.

**70. Additional allowance to employees of Corporation.**—In exercise of the powers conferred by clause (n) of subsection (2) of Section 48 read with Section 23 of the Act, the Board may approve any additional allowances/pre-requisite for the efficient performance of the functions of the Corporation.

## **Chapter VI**

### **LEAVE AND JOINING TIME**

**71. Application of the CCS (Leave) Rules, 1972 to employees of the Corporation.**—An employee of the Corporation shall be governed under the Central Civil Services (Leave) Rules, 1972 as amended from time to time and as applicable to the employees of the State Government.

## **Chapter VII**

### **MEDICAL ATTENDANCE**

**72. Ordinary medical attendance provided by the Corporation.**—Ordinary medical attendance shall be provided by the Corporation for its employees and their families. The fees for ordinary medical attendance shall be fixed by the Board from time to time. Fees not included in the ordinary medical attendance may be paid by the Corporation at the absolute discretion of the Board and the manner the Board may specify from time to time in this regard. The Board may engage the services of a medical officer in the manner as may be deemed fit from time to time.

## **Chapter VIII**

### **DEPUTATION OR FOREIGN SERVICE**

**73. Foreign service.**—For the purposes of these regulations, the term "Foreign service" means the service of Corporation's employee, with the sanction of the Board or the Managing Director, as the case may be, under a non-Government employer. While in such service the employee shall be allowed to maintain his claim to pension and leave benefits, as if he continued in Corporation's service.

**74. Deputation of employees to join military services.**—The terms and conditions subject to which an employee may be permitted to join the military services shall be determined by the Board.

**75. Deputation of employees to other services.**—(1) Without prejudice to the provisions of regulation 73, no employee of the Corporation may be sent on foreign service against his will.

(2) Where the services of an employee of the Corporation are placed at the disposal of a non-Government employer, it shall be a condition of the deputation that such employer shall, during the period of such deputation, bear the entire cost of the service of the employee including the following :—

- (a) pay during the joining time;
- (b) travelling allowance payable to the employee to enable him to join his appointment in the Corporation on termination of his deputation;
- (c) leave earned during the period of deputation;
- (d) the employer's contribution to the employer's account in the Corporation's Provident Fund/Pension Fund;
- (e) any other contribution towards superannuation benefit of an employee as may be fixed by the deputation or foreign services rules framed under the Fundamental Rules and Supplementary Rules applicable to the employees of the State Government.

**76. Lien.**—An employee of the Corporation shall maintain his lien on the tenure post in the Corporation from where he proceeds on foreign service;

Provided that an employee may also be permitted to maintain his lien for a period not exceeding three years in case of his selection to any other post under the government in a public sector/autonomous bodies of a government.



**Chapter IX**  
**MISCELLANEOUS**

**77. Declaration to be signed by the employee** — In addition to a declaration of fidelity and secrecy required to be completed by an employee in pursuance of Section 40 of the Act, every employee to whom these regulations apply, shall subscribe to a declaration in the following form, namely :

**DECLARATION TO BE BOUND BY THE STAFF REGULATIONS**

Place.....

Date.....

Thereby declare that I have read and understood the Delhi Financial Corporation (Staff) Regulation, 2006 and I hereby subscribe and agree to be bound by the said regulations.

NAME IN FULL .....

Designation .....

Nature of Appointment .....

Date of Appointment .....

Signature .....

Witness .....

Date .....

**APPENDIX-I**

(1) The present scales of pay effective from the 1st day of January, 1996 are as follows :—

Sl.No.	Group	Designation	Pay Scales
1	2	3	4
1.	A	General Manager	14300-400-18300
2.	A	Deputy Genl. Manager	12000-375-16500
3.	A	Senior Manager	10000-325-15200
4.	A	Manager	8000-275-13500
5.	B	Assistant Manager	6500-200-10500
6.	B	Personal Secretary	6500-200-10500
7.	B	Assistant Recovery Collector	6500-200-10500
8.	B	Hindi Officer	6500-200-10500
9.	B	Computer Programmer	6500-200-10500
10.	B	Recovery Officer	6500-200-10500
11.	C	Assistant	5000-150-8000
12.	C	Accountant	5000-150-8000
13.	C	Computer Supervisor	5000-150-8000
14.	C	Senior Stenographer	5000-150-8000
15.	C	Computer Operator	4500-125-7000
16.	C	Junior Stenographer	4000-100-6000
17.	C	Junior Accountant	4000-100-6000
18.	C	Senior Clerk	4000-100-6000
19.	C	Reception/Telephone Operator	4000-100-6000
20.	C	Field Assistant	4000-100-6000
21.	C	Junior Clerk/Typist	3050-75-3950-80-4590
22.	C	Assistant Recovery, Inspector	3050-75-3950-80-4590
23.	C	Photocopier Operator	3050-75-3950-80-4590
24.	C	Gestetner Operator	3050-75-3950-80-4590
25.	C	Staff Car Driver	3050-75-3950-80-4590



1	2	3	4
26.	C	Despatch Rider	3050-75-3950-80-4590
27.	E	Daftry	2610-60-3150-65-3540
28.	D	Baillif-cum-Pron	2550-55-2660-60-3200
29.	D	Pron	2550-55-2660-60-3200
30.	D	Dak Carrier	2550-55-2660-60-3200
31.	D	Baillif-cum-cook	2550-55-2660-60-3200

(2) **Special Pay.**—The grant of special pay to group 'A' an officer shall require the sanction of the Board and that of the Managing Director in the case of other employees, provided that no employee may be granted special pay for an amount exceeding two hundred fifty rupees per mensem without the specific sanction of the Board.

(3) **Personal pay.**—The grant of personal pay in circumstances referred to in sub-clause (i) of clause (o) of regulation 2 shall be at the discretion of the Managing Director. In other cases, the personal pay may only be granted with the previous sanction of the Board.

(4) **Halting Allowances.**—The present halting allowances effective from the 21st May, 2001 are as follows :

Sl. No.	Group	Designation	Halting Allowance
1.	A	Chairman/Managing Director/other Directors	Board and lodging on actual basis limited to five star status.
2.	A	Senior General Manager/General Managers/ Deputy General Managers	Board and lodging on actual basis limited to four star status or two hundred and fifty rupees as daily allowance.
3.	A	Senior Managers/Managers	Board and loading on actual basis limited to three star status or two hundred rupees as daily allowance.
4.	B	Assistant Managers/Assistants and other equivalent to scale	Board and lodging on actual basis restricted to four hundred rupees or one hundred and fifty rupees as daily allowance.
5.	C	Group 'C' employees	Board and loading on actual basis restricted to three hundred rupees or one hundred and twenty five rupees as daily allowance.
6.	D	Group 'D' employees	Board and lodging on actual basis restricted to two hundred rupees or one hundred rupees as daily allowance.

## APPENDIX-II

### PROCEDURE FOR DEPARTMENTAL PROMOTION COMMITTEE (DPC)

(1) **Frequency of DPC meeting.**—DPC should meet at regular intervals, but, at least, twice a year to draw panels to be utilized for promotion: over a year. Action will be initiated well in advance without waiting till a vacancy arises. The meeting should not be held up for the reason that recruitment regulations are under revision. Regulations in force on the date of DPC meeting will be followed. Convening of DPC meeting can be dispensed with only after a certificate is issued by the appointing authority that there are no vacancies to be filled that year.

(2) **General instructions/guidelines.**—(a) Promotion is earned by dint of hard work, good conduct and result-oriented performance, as reflected in ACRs. Only performance above average entitles an employee to recognition and suitable reward by way of promotion. While 'Average' is not an adverse remark, it cannot be regarded as complimentary.

(b) **Seniority list for Promotion.**—When an up-to-date seniority list of persons in the relevant grade is prepared, a copy thereof should be circulated to the persons concerned.

(c) No interview will be held by the committee unless provided for in recruitment regulations for the post.

(d) Proceedings of DPC are valid only if all the members are duly invited for the meeting and a majority of them including the Chairman are present.

(3) **Papers to be put up to DPC.**—(i) Seniority list: An up-to-date seniority list of persons in the relevant grade, a copy of which had already been circulated to the staff concerned.

(ii) Confidential Reports: CR folders of all the persons duly completed in all respects.

(iii) Recruitment Rules: A copy of the recruitment regulations for the post.



(iv) **List of eligible persons** :—List of eligible persons to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs or any other reservations, etc. A senior who has completed probation period but not the required service may also be considered for promotion when his junior who has completed the requisite service is being considered.

(v) **Year-wise break** :—up of vacancies: If vacancies of previous year are to be filled, year-wise break-up should be given.

(vi) **Integrity certificate** : Integrity certificate should be given in respect of each of the officials concerned.

(vii) **Vigilance certificate** : Details of any disciplinary proceedings/criminal case pending or contemplated against any of the officials should be given; if there is no such case, it should be certified so.

(viii) **Proforma** : A proforma in the prescribed form should be submitted with all the required particulars duly furnished.

(4) **Evaluation process by DPC** :—(a) **Assessment of Officers** : The assessment of each officer should be made on a fair, just and non-discriminatory evaluation of the confidential reports for the preceding five years or years equal to the required qualifying service as prescribed in the recruitment rules of the post concerned. No extra weight age will be given to an officer already officiating in the higher grade.

(b) The DPC should make its own assessment of the officers without being merely guided by the grading, if any, recorded in the confidential reports (CRs) and take into account, in addition, award of penalty or administering of displeasure of superior authority as reflected in the CRs, and remarks, if any, against the column 'integrity'. Where the remarks of the Reporting Officer have been overruled by the Reviewing officer, the latter remarks will prevail, provided the overruling is justified with reference to the contents of the report. DPC will give its final grading as outstanding, very good, good, average and unfit.

(c) The DPC should take suitable note of non-communication of any adverse remark in CRs. Where the time allowed for representation against an adverse remark is not over, or a decision on the representation has not been taken, the DPC may defer consideration of the case until a decision is taken.

(d) The DPC should prepare 'selection posts' of promotees as under :

(a) **Promotions by selection i.e., merit-cum-seniority** :

(i) For Group 'A' posts:  
at the level of,  
Rs.12,000-375-16,500  
and above

Officers graded  
'very good' in the order of  
their *inter se* seniority. Officers  
graded less than 'very good'  
will not be included.  
Those with grading 'good'  
included in the panel in the order  
of their seniority in the lower grade.

ii) For all Posts in Group 'C', 'B'  
and group 'A' posts  
below the level of  
Rs.12,000-375-16,500

(b) **Promotion by non-selection in Group 'D'** :

The principle of zone of consideration is not applicable and no comparative evaluation of the merit of employee is done. The DPC will categorize as 'Fit/not yet fit' and names of employees found 'fit' will be arranged according to their *inter se* seniority.

(5) **Review DPC and Second DPC**

(i) Review DPC will be held only if the DPC has not taken all material facts into consideration or if certain facts have been brought to the notice of DPC or if there have been grave errors in the proceedings of the DPC. Review DPC should be convened also to rectify unintentional mistakes such as :

(a) where eligible persons were omitted to be considered;

(b) where ineligible persons were considered by mistake;

(c) where the seniority of a person is revised with retrospective effect resulting in variation with the list placed before the DPC;

(d) where some procedural irregularity was committed by DPC;

(e) where adverse remarks in the CRs of an officer were toned down or expunged after the DPC had considered his case;

(f) where certain vacancies had not been reported due to error or omission of vacancies that existed at the time of holding DPC.

(ii) **Second DPC** : For filling up unforeseen vacancies due to voluntary retirement, resignation, creation of new posts, etc., a second DPC may be held in the same year. If such second DPC could not meet, DPC concerned in the subsequent year should follow the year-wise panel.



# DELHI FINANCIAL CORPORATION

(A Govt. of Delhi Undertaking)

(Established under the Scheme of Reorganisation for the Punjab  
Financial Corporation under the Punjab Re-Organisation Act, 1966  
read with the state Financial Corporation Act, 1951)



## *Expenditure Regulations Renotified*

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**FINANCE (ACCOUNTS) DEPARTMENT  
NOTIFICATIONS**

Dated, the 29th January, 2009

**No. F. 40 (6)(4)/Fin-A/Cs/2005-06/281-284-** The Delhi Financial Corporation (Expenditure) Regulation, 2006 made under Section 48 of the State Financial Corporation Act, 1951 (63 of 1951) *vide* their Resolution No.5, dated the 21st March, 2006 and in supersession of Delhi Financial Corporation (Expenditure) Regulations, as in force till date, except as respect things done or omitted to be done before such supersession, and after consultation with Small Industries Development Bank of India and with the prior sanction of the State Government as defined under clause (fc) of Section 2 of the said Act, were published *vide* notification No. F. 40 (6)(4)/Fin-A/Cs/2005-06/1221-1224 in the Delhi Gazette, Extraordinary NO.1 07(NCTD No. 78), dated the 18th June, 2007. Due to an inadvertent error, published version had some discrepancies from the approved version and in supersession of the same. The Delhi Financial Corporation (Expenditure) Regulations, 2006, are hereby re-notified for general information :-

**"FINANCE (ACCOUNTS) DEPARTMENT  
NOTIFICATION**

Delhi, the 18th June, 2007

**No. F. 40(6)(4)/Fin-A/Cs/2005-06/1221-1224-** The following regulations made by the Delhi Financial Corporation under Section 48 of the State Financial Corporation Act, 1951 (63 of 1951) *vide* their Resolution No.5, dated the 21st March, 2006 and in supersession of the Delhi Financial Corporation (Expenditure) Regulations, as in force till date, except as respect things done or omitted to be done before such supersession, and after consultation with Small Industries Development Bank of India and with the prior sanction of the State Government as defined under clause (fc) of Section 2 of the said Act, are hereby published below for general information :-

**"The Delhi Financial Corporation (Expenditure)  
Regulations, 2006**

- 1. Short title and commencement.**-(1) These Regulations may be called the Delhi Financial Corporation (Expenditure) Regulations, 2006.  
(2) They shall come into force on the date of their publication in the Delhi Gazette.
- 2. Definitions.**-In these Regulations, unless the context otherwise requires-
  - (a) "Act" means the State Financial Corporations Act, 1951 (63 of 1951);
  - (b) "Board" means the Board of Directors of the Delhi Financial Corporation;
  - (c) "Corporation" means the Delhi Financial Corporation;
  - (d) "Executive Committee" means the Executive Committee of the Delhi Financial Corporation;
  - (e) "Chief General Manager" in relation to any powers exercisable by him, includes an officer authorized by the Managing Director, to exercise the powers and perform the functions of the Chief General Manager during the temporary absence of the Chief General Manager from the Head Office of the Corporation and also such officer of the Corporation as may be appointed, from time to time, permanently or temporarily, as officer of any office of the Corporation anywhere within the area of its operations; .
  - (f) "General Regulations" means the Delhi Financial Corporation (General) Regulations, 2006;
  - (g) "Managing Director" in relation to any powers exercisable by him, shall include and shall always be deemed to have included any director or officer authorized by the State Government, to exercise the powers and perform the functions of the Managing Director during the temporary absence of the Managing Director;
  - (h) Words not defined herein but defined in the Act; shall have the meanings respectively assigned to them in the Act; and



- (i) "Year" shall mean the financial year, that is to say, the year ending 31 day of March.
3. **Powers conferred by other Regulations not affected.**-Nothing these regulations shall limit or derogate from any powers conferred on, or delegated to, the Managing Director by or under the general regulations or other regulations, nor shall anything herein apply to the granting of loans or advances, subscribing to debentures, the underwriting of the issue of stocks, shares, bonds or debentures or expenditure incurred in connection therewith or incidental thereto or to the doing of any other act which is done or is required to be done in the prescribed manner by or under the provisions of the Act or by any specific regulation made or to be made thereunder.
  4. **Overall control of the Managing Director over Chief General Manager.**-The exercise of powers delegated to the Chief General Manager by or under these regulations shall be subject to such general or special orders as may be issued to him by the Managing Director from time to time.
  5. **Passing officer to satisfy himself regarding reasonableness of claims and proper maintenance of record.** - Before authorizing the payment of any bill or claim, the authority empowered to pass the bill or claim shall satisfy itself that the bill or claim is reasonable, and in the case of bill or claim for any article (of dead stock, stationery or stores) purchased for the Corporation that the necessary steps have been, or will be, taken to keep a proper record in respect thereof.
  6. **Prior verification and passing of bills essential.** - No payment may be made on behalf of the Corporation, unless the relative bill or claim in respect thereof has been duly verified, and has been passed for payment by an authority competent to incur the expenditure under these regulations.
  7. **Purchases/execution of works/hiring of specialized services.** - All purchases of goods and services and execution of works may be made under provisions of General Financial Rules, 2005 and following financial rules as under:
    - (A) Purchases shall be made in the most economical manner in accordance with the definite requirement of the Corporation. Purchases shall not be made in small quantities. Periodical indents shall be prepared and as many articles as possible shall be obtained by means of such indents. At the same time, care shall be taken not to purchase stores much in advance of actual requirement, if such purchase is likely to prove unprofitable to the Corporation.
    - (B) Purchase order shall not be split up to avoid the necessity for obtaining the sanction of higher authority.
    - (C) Cases where purchases be made by calling quotations:- (i) Purchase of articles costing up to the value of Rs. 15,000 (Rupees Fifteen Thousand only) on each occasion may be made without inviting quotations and bids on the basis of a certificate to be recorded by the Competent Authority in the following format:
 

"I,....., am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."
    - (ii) Purchase of goods by Purchase Committee: Purchase of goods costing above Rs.15,000 (Rupees Fifteen Thousand only) and up to Rs.1,00,000 (Rupees One Lakh only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:
 

"Certified that we.....members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."
    - (iii) **Purchase of goods directly under rate contract:** The Corporation can directly procure goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase by a Central Purchase Organization e.g. DGS&D.
  - (D) **Purchase of goods or execution of works or hiring of specialized services by obtaining bids:**
    - (i) advertisement (open tenders); or
    - (ii) direct invitation to a limited number of firms (limited tenders); or



(iii) invitations to one firm only (single tender) as described in clauses (E), (F) and (G) hereafter following:

(E) **Open tenders-** The open tender system, that is to say invitation to tenders by public advertisement shall be used as a general rule and shall be adopted where estimated value is Rs.25 lakh (Rupees Twenty Five Lakhs only) and above. The 'limited tenders' can be invited even if the estimated value of the demand is more than Rupees Twenty Five Lakhs in the following circumstances:-

- (a) When the Competent Authority certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The nature of urgency and the reasons why the procurement could not be anticipated must be recorded.
- (b) When there are sufficient reasons to be recorded in writing by the Competent Authority indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- (c) The sources of supply are definitely known and possibility of fresh sources beyond those being tapped is remote.

(F) **Limited tenders-** The limited tender system shall ordinarily, be adopted when estimated value of the goods to be procured is up to Rupees Twenty Five Lakhs.

(G) **Single tender-** Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a Competent technical expert and approved by the Competent Authority), the required item is to be purchased only from a selected firm.

The rules on procurement and processing of tenders will be in accordance with General Financial Rules, 2005.

8. **Establishment Account -** The expenditure under the following heads of establishment account may be incurred by the Chief General Manager, as and when claims become payable provided that the payments are admissible under the rule/ regulations of service or terms of appointment of the officers or other employees concerned:-

- (a) Pay.
- (b) Contributions to provident fund/ contributory provident fund.
- (c) Leave salary and pension contributions.
- (d) Compensatory allowance.
- (e) Retirement benefits.

Provided further that any other allowance/ perquisites, as determined by the Board and on the scales prescribed may be paid with the specific approval of the Managing Director in each case and/or by the Chief General Manager if duly authorized in writing, by the Managing Director.

9. **General charges accounts.- (1) Directors' fees and expenses -** The Chief General Manager may pay directors' fees and expense-

- (a) in the case of fees, in accordance with the provisions of the general regulation;
- (b) in the case of other expenses, on such scale as may be authorized by the Board from time to time.

(2) **Auditors' fee and expenses-** Auditors' fee may be paid by the Chief General Manager on such scale as may be fixed by the Reserve Bank of India under Section 37 of the Act and other miscellaneous expenditures may be paid as found reasonable by the Corporation.

(3) **Legal charges-** Except such monthly retaining fees as may be payable to a legal adviser of the Corporation under the terms of his appointment previously approved by the Board, all expenditure under this head shall ordinarily require the specific prior approval of the Managing Director.



- (4) **Rent, taxes, insurance, lighting, etc.-** (i) **Rent, rates and taxes.-** The Chief General Manager may pay-
- the rent of the premises or other property, leased or agreement which has received the sanction of the Board;
  - rates and taxes on the scale applicable to the property involved, on presentation of the relative bills; and
  - such other rates, cess and taxes as may be levied by the State or Central Government or any other authority at any time or from time to time.
- (ii) **Insurance.-** (a) Premium on insurance policies taken to insure the Corporation's premises and their contents against loss or damage by fire and/or earthquake may be paid by the Chief General Manager as and when they fall due, provided that the taking out of such policies has been approved by the Executive Committee or the Board of the Corporation.
- Premium on travel and other policies taken for the benefit of the officers and other employees may be paid by the Chief General Manager in accordance with the respective rules/regulations of service of the officers or the employees concerned.
  - Any expenditure not covered by entries (a) and (b) of item (ii) above of this sub-regulation requires the specific sanction of the Managing Director.
- (iii) **Electric charges.-** Bills in respect of electricity consumed in the office of the Corporation may be paid by the Chief General Manager who shall, however, be responsible to see that an effective check is maintained to avoid wastage of current, and to keep the expenditure under this item as 'low as possible.
- (5) **Postage, telegrams and telephones.-** Expenditure under this sub-regulation, may be authorized by the Chief General Manager as and when necessary, provided that the approval of the Managing Director shall also be required before a telephone line or connection is installed at the office or at the residence of any of the officers of the Corporation.
- (6) **Printing, stationery and stores.-** (a) This sub-head is debited with freight, packing and forwarding charges, sales tax, octroi duty, etc., on articles of stationery and stores as these charges cannot conveniently be allocated among individual articles separately. The charges incurred on the printing of an article are also debited directly to this sub-head when these cannot be appropriately added to the cost of an article. In addition, this sub-head is debited annually with the cost of all articles of stationery and stores consumed during the accounting year by transfer credit to stationery and stores account.
- The payment of freight, packing and forwarding charges, sales tax, octroi duty, etc., on any article of stationery and stores requires the sanction of the officer authorized to purchase the article under sub-regulation (2) of regulation 10 of these regulations.
  - Printing charges debitable to this sub-head may be incurred by the Chief General Manager when the amount involved in any one case does not exceed Rupees Fifteen Thousands and by the Managing Director in other cases.
- (7) **Depreciation and repairs to Corporation's property -** (a) Depreciation on the Corporation's property on the scales laid down by the executive committee may be affected by the Chief General Manager by adjustment between the dead stock account and the general charges account in accordance with such general or special instructions as may be issued by the Managing Director.
- (b) **Repairs to Corporation's property.-** (i) Expenditure under this sub-head up to a sum of one lac rupees in anyone financial year may be incurred by the Chief General Manager.
- Expenditure up to a sum of five lac rupees in anyone financial year may be sanctioned by the Managing Director.
  - Expenditure in excess of five lac rupees in anyone financial year require the prior sanction of the Executive Committee.
- (8) **Banks and agency charges.-** Any commission, exchange or other charges payable to any bank or other agent of the Corporation in terms of any arrangement or agreement approved by the Executive Committee or to the post office on account of money order commission may be paid by the Chief General Manager, but all other expenditure debitable to this head shall require the approval of the Managing Director.
- (9) **Miscellaneous.-** (a) **Books and newspapers -**



- (i) Subscription may be paid to debit of this sub-head by the Chief General Manager for the supply of (a) a copy each of the Official Gazettes of the Central Government and the State Government; and (b) newspapers, magazines and other periodicals approved by the Managing Director.
  - (ii) Expenditure up to a sum of twenty five thousand rupees in anyone financial year may be incurred by the Chief General Manager and upto one lakh rupees by the Managing Director on the purchase of books, market reports, or other publications on law, banking, economics or finance for the benefit of the Corporation and its staff.
  - (iii) All additional expenditure under this subhead shall be reported to the Executive Committee;
  - (b) **Uniforms**-An article of summer uniform will not be allowed to be replaced unless it has been in use for, at least, a period of one year, and an article of winter uniform will not be allowed to be replaced unless it has been in use for, at least, a period of two years. Expenditure under this sub-head shall require the prior sanction of the Managing Director.
  - (c) **Advertisements**-All expenditure under this sub-head requires the specific sanction of the Managing Director in each case, subject to the limit fixed for each year by the Board for the purpose.
  - (d) **Travelling and halting expenses**- Payments may be made under this sub-head by the Chief General Manager in accordance with the respective rules/regulations of service of the officers or other employees concerned, provided that all travelling and halting allowance bills of the Chief General Manager are approved by the Managing Director before they are passed for payment, provided further that all travelling and halting allowance bills of the Managing Director may be paid, in conformity with the terms and conditions of his appointment.
  - (e) **Local conveyance**-All expenditure under this sub-head shall be incurred with the approval of Chief General Manager in accordance with the entitlement.
  - (f) **Not enumerated**-(1) Any expenditure which is not properly debitable to any other head shall be classified as "miscellaneous not enumerated" and may be authorized as below:-
    - (a) By the Manager (GAD)/branch office upto one thousand rupees in anyone month.
    - (b) By the DGM (GAD)/branch office upto ten thousand rupees in anyone month.
    - (c) By the Chief General Manager upto twenty five thousand in anyone month.
    - (d) By the Managing Director above twenty five thousand and up to Rupees one lakh in anyone month.
    - (e) All additional expenditure beyond Rupees one lakh per month under this sub-head shall be reported to the Executive Committee.
10. **Stationery and stores**-(1) Every effort shall be made to see that the expenditure under this head is kept at a minimum and that there is no wastage, pilferage or unauthorized use of the corporation's stationery and stores.
- (2) Subject to the provisions of the foregoing sub-regulation, expenditure under this head may be incurred by the Chief General Manager up to the limit of fifty thousand rupees in any financial year provided that the previous approval of the Managing Director shall be obtained to the purchase of any article or articles of which the value or the total value exceeds ten thousand rupees in anyone instances. Any expenditure above the aforesaid limit of fifty thousand rupees shall require the sanction of the Managing Director in each case.
11. **Dead stock account**-(i) Premises-
- (a) The purchase, sale and leasing of all premises requires the specific sanction of the Board in each case.
  - (b) Expenditure of a capital nature on additions and alterations to the Corporation's premises may be incurred with the specific sanction of the Board.
- (ii) Electric installation and equipment;
- (iii) Furniture;
- (iv) Safes, cabinets, padlocks, etc;
- (v) Typewriter, duplicating machines, fax machines, photocopier, computers and related accessories; -
- (vi) Bicycles/motorcycle;



(vii) Miscellaneous-Expenditure up to Rupees Twenty Five lakh under sub-heads (ii) to (vii) above may be incurred by the Managing Director as and when required. However, expenditure beyond Rupees Twenty Five lakhs under this sub-head shall require prior sanction of the Executive Committee.

12. Maintenance.-Maintenance and service contracts in respect of the following items or any changes in the terms thereof shall require the sanction of the Managing Director, but the recurring charges arising out of such contracts may be paid by the Chief General Manager as and when they fall due :-

- (i) Corporation's buildings, including, leased premises;
- (ii) Electric installations, etc.,
- (iii) Sanitary and plumbing installation;
- (iv) Machines (Accounting Machines, Computers, Typewriters etc.); and
- (v) Staff Cars.

Provided that the expenditure up to Rupees Ten lakh per annum in each case under the sub-head shall require the approval of Managing Director and any additional expenditure under the sub-head shall require the prior sanction of the Executive Committee.

By Order of Board of Directors of DFC,

Sd/

B. B. SAXENA, Managing Director

By Order and in the Name of Lt. Governor of the  
National Capital Territory of Delhi,

R. K. VERMA, Dy. Secy. (Finance-A/Cs)."