

## **NATIONAL ACADEMY OF CONSTRUCTION**

### **SERVICE RULES**

#### **GENERAL**

1. The Director General (DG), National Academy of Construction (NAC) as the Head of the organization, as appointed by the Government of Andhra Pradesh, shall be empowered to administer and control the establishment, activities and functions of the NAC.
2. The DG, NAC shall administer these Service Rules.
3. The term NAC, herein will construe to cover NAC, its Constituent Units and outstation training centres, unless specifically indicated otherwise

### **EMPLOYMENT POLICY**

#### **General**

4. The NAC is an equal opportunity employer. All employees of the NAC are expected to act in accordance with the spirit of this policy, as well as by the requirements of law. Appointments at the NAC will be generally classified as given below:-

#### **Officers**

- |     |                               |   |
|-----|-------------------------------|---|
| (a) | Director General              |   |
| (b) | Senior Management Level (SML) | - Additional Director General<br>- Deputy Director General<br>- Senior Director |
| (c) | Middle Management Level (MML) | - Director<br>- Senior Deputy Director<br>- Deputy Director                     |

#### **Amendment**

*In Rule 4 (c), between the Director and Senior Deputy Director, "Regional Director" may be inserted. The amendment came into force with effect from 01.04.2008. (Proc.No.NAC/ADMN/1258 dated 17.04.08).*

#### **Amendment**

*Rule 4 (c) - "Regional Director" post is redesignated as "Deputy Director". The amendment came into force with effect from 28.09.2019 per the approval of the 39<sup>th</sup> Executive Committee meeting dt.28.09.2019. (Proc.No.NAC/ADMN/010 dt. 04.01.2020).*

- |     |                               |                      |
|-----|-------------------------------|----------------------|
| (d) | Junior Management Level (JML) | - Assistant Director |
|-----|-------------------------------|----------------------|

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### **Special Categories**

- (e) Executive Secretary to DG at the Middle Management Level
- (f) Senior Secretary to ADG/DDG at the Junior Management Level

### **Other Employees**

- (g) Technical /Finance/ Administration
  - Senior Accountant
  - Accountant
  - Senior Office Executive
  - Office Executive
  - Junior Office Executive
  - Assistant / Administration Assistant
  - Senior Assistant / Senior Administrative Assistant
  - Junior Assistant / Junior Stores Assistant
  - Systems cum Network Administrator
  - Office Superintendent
  - Senior Assistant Stores
  - Assistant Stores
  - Security Coordinator
- (h) Trades Training Staff (TTS)
  - Master Trainer
  - Senior Instructor
  - Instructor
  - Assistant Instructor
  - Senior Demonstrator
  - Demonstrator
- (j) Secretarial Staff (SS)
  - Front Office Executive
  - Stenographers
  - Accounts Clerk
  - Librarian
- (k) Estate Staff (ES)
  - Attender / Janitor
  - Gardener
  - Driver

5. The DG, NAC shall be empowered, to appoint all categories of employees at the NAC and fix the remuneration, as per the qualifications and experience of the candidate. In addition, Consultants of suitable merit may also be appointed by DG NAC with a fixed salary depending upon the person's, knowledge and experience for the job for which he / she is engaged. If the salary payable to the Consultant is more than Rs 15,000 per month, prior approval of the Executive Committee will be sought before any such appointment.

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### Amendment

*In Rule 5, the second sentence "However in the case of officers above Junior Management Level, the approval of the Executive Committee will be sought before appointment is made" is deleted. The amendment came into force with effect from 01.04.2008. (The amendment is issued with the approval of Executive Committee)*

6. All appointments at the officer level will be based on a mandatory interview of the applicants by an Interview Board, as constituted by the DG, NAC. In the case of other appointments below officer level, selection procedures as laid down by the DG, NAC, specific to the nature of each appointment, will be followed.

### Amendment

*The following may be added under Rule 6. The amendment came into force with effect from 01.04.2008.*

- a. All the posts of Additional Directors General be filled up based on the recommendation of 3 member committee consisting of Director General, NAC and two other members of Executive Committee.*
- b. The posts of Directors be filled up by a 4 member committee consisting of Director General, NAC and 3 Additional Directors General.*
- c. All the posts of Deputy Directors, Assistant Directors be filled up based on the recommendations of the 3 members committee consisting 3 Additional Directors General.*
- d. All non-technical posts in DG's Office and Regional Director, Hyderabad be filled up based on the recommendations of the 3 members committee consisting of Director, Finance, Director, CTTI and Director, Administration.*
- e. The posts of Instructors / Asst. Instructors / Demonstrators / Jr. Assistant / Jr. Assistant (Stores) in Regional Training Centres be filled up based on the recommendations of the 3 members committee consisting of Regional Director, Asst. Director of Head Quarters of respective Regional Training Centres and Sr. Instructor/ Instructor.*

*(a, b and c are approved by Executive Committee by circulation and d & e are constituted by the Director General vide Proc.No.NAC/ADMN/1376 dated 22.04.08 and Proc. No. NAC/ADMN/ 1262 dated 17.04.08 respectively).*

7. Outstation candidates invited for interviews, for selection for appointment at the NAC or any outstation place of interview nominated by the NAC will be paid, as per eligibility for AC II/ AC III Class return fare for officer appointments and II Class/Bus Fare (depending upon the mode of travel adopted by the interviewee) for all other appointments, subject to production of proof of mode of travel, by the interviewee. These will be by the shortest route. The eligibility will apply to both journeys – from the originating station to the NAC/ outstation place of interview and back to the originating station. In case of exigencies, DG, NAC may authorize a higher mode of travel.

8. All appointment letters will be signed by DG, NAC.

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9. On appointment, the individual so appointed will be entitled as per eligibility, train or bus fares from his/her station of residence to Hyderabad/place of duty.

10. The DG, NAC shall determine the pay structure and other perquisites as governed by these Service Rules. In the case of Officers, for any additional qualifications or experience, appropriate starting salary can be considered, on approval of the Executive Committee. In case of an exigency, DG NAC shall seek the approval of the Vice Chairman, NAC of a fresh appointment, and this will be taken up to the Executive Committee for ratification at the earliest Executive Committee Meeting.

### Amendment

*The last sentence "In case of an exigency, DG, NAC shall seek the approval of the Vice-Chairman, NAC of a fresh appointment, and this will be taken up to the Executive Committee for ratification at the earliest Executive Committee meeting" may be deleted. The amendment came into force with effect from 01.04.2008 and issued with the approval of the Executive Committee. (By circulation)*

11. The appointment will initially be for a stipulated contract period not greater than 3 years, extendable as necessary in each instance by not more than 2 years, as deemed fit by the DG, NAC. On completion of these five years of service at the NAC, for any further continuance of services with the NAC, based on the acceptance in principle by the DG, NAC for the need of the services of the individual, the following procedure will be followed:-

- (a) The individual will be issued a fresh appointment on contract basis, on appropriate terms and conditions, for a stipulated contract period not greater than 3 years, extendable as necessary in each instance by not more than 2 years, as deemed fit by the DG, NAC
- (b) The non-availed earned leave will not be carried forward, but will be en-cashed, once the initial tenure period of two/three years or the extended period up to five years is completed
- (c) No other unavailed leave of the earlier tenure with the NAC will be carried forward, on assuming a fresh appointment
- (d) The payment of gratuity will be made on completion of five years of continuous service.

12. Recommendations for extensions if applicable will be initiated by the immediate Superior Officers concerned, one month before the date that the extension is due. This requirement will also be applicable, before consideration of the employee for another fresh appointment at the NAC.

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13. At the time of joining, all new appointees will submit a Joining Report on a standard format.

### **Transfer of Employees**

14. The DG, NAC shall be fully empowered to transfer an employee from one Constituent Unit to another or from one location to another.

### **Probation**

15. Newly appointed employees shall be on probation for a period of 6 months. After the probation period, if the performance and/or the conduct of the employee is found to be unsatisfactory, the services of the employee can be terminated, without any notice.

16. Approval for continuance of further service will be subject to satisfactory service during the probation period.

17. For the purpose of performance appraisal and promotions, the performance of the employee during his / her period on probation will also be taken into consideration.

18. On satisfactory completion of the probation period, an employee will be confirmed for further service on contract on tenure basis, on terms and conditions as per the contract appointment order.

19. On expiry of the probation period, one of the following will be issued by the Administrative Department to the employee, on approval by DG, NAC:

- a) **Confirmation Letter**: A confirmation letter of continuance of service on contract on tenure basis, if the performance and conduct of the employee has been found satisfactory during the period of probation.
- b) **Letter of Extension**: A letter extending the period of probation indicating the period of extension and the reasons thereof, if the performance and conduct of the employee has not been found satisfactory during the period of probation and an extension of probation period is recommended. Probation can be extended only once up to a maximum period of six months.
- c) **Termination Letter**: A letter of termination of service, if the performance or conduct of the employee has been found unsatisfactory, after the period of probation.

**RELIEVING OF THE EMPLOYEES FROM SERVICE**

**General**

20. The cessation of services can be on account of the following:
- (a) Voluntary Resignation
  - (b) Abandonment of Service
  - (c) Termination of Service
    - (i) in the case of confirmed employees (on successful completion of probation period), either party can terminate the contract of service, by giving a minimum of two months notice in writing or on payment of two months salary in lieu of such notice.
    - (ii) for purposes of salary, it will be the salary drawn by the individual, at the time of forwarding the notice of termination.
    - (iii) an employee leaving the services of the NAC shall return all documents and property belonging to the NAC before his / her last working day and obtain a “No Objection Certificate” from the Director of the Constituent Unit or the Department of the NAC and from the In-charge Library.
    - (iv) in case of any misconduct by the employee, the DG, NAC has full discretionary powers to terminate the services of an employee, without prior notice and without payment of any compensation. This termination will be, subject to establishment of such misconduct, through a three-person enquiry, constituted by the DG, NAC. The termination of services will be ordered by the DG, NAC.

**Abandonment of Service**

21. An employee will be deemed to have voluntarily abandoned the services of the NAC if the employee:
- (a) Fails to report for duty within 7 days from the date of expiry of sanctioned leave, without submitting an explanation in writing.
  - (b) Is absent continuously for a period of 7 working days without sanction or information in writing communicated through a registered letter duly acknowledged, requesting leave of absence.
  - (c) An employee abandoning service continuously for more than 7 working days shall be initially served a notice to report within 7 days of serving the notice and

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indicating in this notice that failure to do so shall lead to the termination of the services of the employee.

22. In case the employee rejoins duty within 14 days from the date of first absence, the period of absence shall be considered for adjustment against available entitlements of leave, at the discretion of the DG, NAC.

### **Resignation from Service**

23. The DG, NAC shall be fully empowered to relieve an employee from his/her services with the NAC, on receipt in writing from an employee, requesting for resignation. The acceptance of such a request of the employee will be subject to a minimum of two months notice to be given by the employee prior to proposed date of resignation. Non adherence by an employee in this regard, will result in the denial of payment of all the dues to the employee in the form of pay, emoluments and financial perquisites, to the extent of shortfall in the period of notice.

### **Termination of Service**

24. Termination of service is a conscious act on the part of the NAC, to terminate the services of an employee, and can also be for the following reasons:

- (a) Low standard of performance
- (b) On account of indiscipline or misconduct or any fraud or criminal act
- (c) Unauthorized absence
- (d) Ill health

### **Relieving Formalities**

25. At the time of relieving an employee, a Clearance Certificate will be submitted by the employee on an approved format.

## **PROMOTION POLICY**

26. The progressive career ladder is given at **Appendix 'A'**.

27. All the above promotions will be based on merit and the Organisation's growth and need.

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28. The selection for promotion and award of performance based increments will be through Boards constituted by DG, NAC. Review Boards will be presided over by the DG and held once a year, after the Mid-Term and Annual Reports have been completed and submitted by Initiating and Reviewing Officers and final remarks of DG, NAC, endorsed. The Initiating and Reviewing Officers will invariably form a part of these Boards. Promotions and grant of performance based increments will be made on an objective and non-judgmental basis, in a timely manner.

29. The pay package payable on promotion for each appointment has been indicated. In case the employee being promoted has already reached the level of the pay, as payable on promotion for a particular appointment, a special fitment to be suitably decided by DG, NAC will be admissible, to ensure protection of the level of pay drawn by the employee, prior to promotion.

### **Maintenance of Records**

30. A record of service details of all employees will be maintained. These will include details such as copies of required academic and professional certificates, proof of age, prior service certificates, medical history etc.

31. This record will be updated from time to time, on the occurrence of any new event in the service or personal profile of the employee.

32. A Service Book will be maintained for each employee, where entries of initial appointment, promotions, leave details and any other changes in the service profile will be made on a regular basis. All such entries will be signed / initialed by the DDG, within a week of occurrence.

33. It will be the responsibility of all employees of the NAC, to inform the Department of Administration, NAC, of any changes in their personal profile, like enhancement of professional qualifications, change of residence, residential telephone numbers etc., within one week of occurrence.



**PAY, PERQUISITES AND BENEFITS**

**Components**

34. The pay package can comprise of the following:
- (a) Basic Pay
  - (b) Annual Performance Based Increment
  - (c) House Rent Allowance
  - (d) Annual Lump Sum Performance Bonus
35. Perquisites will comprise of the following:
- (a) Reimbursement of Expenditure on Conveyance
  - (b) Casual Domiciliary Medical Expenses
  - (c) Leave Travel Allowance
- Amendment*  
*Sub Rule (c) Leave Travel Allowance under Rule 35 is deleted. The amendment came into force with effect from 16.06.2009. (Circular No.NAC/DG/XII/3651 dated 16.06.2009)*
- (d) Commuting Allowance
  - (e) Reimbursement of Residential Phone Charges
  - (f) Reimbursement of Mobile Phone Charges
36. Other Benefits
- (a) Ex-Gratia
  - (b) Medical Insurance
  - (c) Provident Fund
  - (d) Gratuity
37. All payments of salary shall be made, as far as possible, through Bank transfers.

**Pay Package**

38. For initial appointments the proposed pay package is given at **Appendix 'A'**. This will be subject to review by the DG, NAC if approved by the Executive Committee.
39. However, the pay package, as given in **Appendix 'A'**, is only applicable for fresh appointments, effective from the date these Service Rules come into force and for future appointments on promotion, as covered under these Service Rules. No review of the existing pay package will be carried out, as a result of the above.

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40. The starting pay package on initial appointment can be suitably enhanced by the DG, NAC, with the approval of the Executive Committee as necessary, depending upon the experience and professional/academic profile of the selected applicant.

### **Description of Components of Pay and Perquisites**

41. **Basic Pay:** This is the prime component of the pay package and paid to the employee on a monthly basis. This includes an integrated element of house rent allowance. This does not include any other allowances or reimbursements.

42. **House Rent Allowance:** This is the second and integrated component of the pay package. All officers / staff are either living in their own accommodation, hired accommodation or accommodation given by the NAC in the NAC Campus. Employees provided accommodation within the NAC Campus are liable to pay accommodation rental @ 12% of their pay package. In case, an employee is living in own rented accommodation, the employee will be eligible to apportion an amount within his/her pay package as HRA, subject to a maximum of 30% of the pay package. The amount to be apportioned will be intimated to the Director Finance, at the time of initial appointment. Changes in actual rentals paid, subject to the limit of 30% of pay package, as indicated above can be made within the package. However proof of such payment of monthly rental will be provided to the Director, Finance, at the time of requesting for such a change. The HRA will be considered, as inclusive in the pay package, and as indicated in the original appointment letter or as due at the time of promotion or at the time the employee requests for a change. The amount in excess of that eligible, as per the prevalent tax statutes, shall be charged to tax at the hands of the employee.

43. **Reimbursement of Expenditure on Conveyance:** Based on actuals, an employee can claim reimbursement of expenditure on conveyance, as part of the overall pay package. This will however be limited to a maximum of 15 percent of the pay package.

44. **Annual Performance Based Increment:** To provide performance linked recognition of the services rendered by an employee, for each year of completed service, an annual performance based increment would be admissible to each employee, from the date of joining the NAC and at the time of promotion, as eligible for the appointment promoted to. The eligibility of the annual performance based increment for all appointments is given in **Appendix 'A'**. The quantum and number increments will be decided by the Review Boards

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presided over by the DG. Not more than two increments can be given in one year. The Initiating and Reviewing Officers will invariably form a part of these Boards.

### Amendment

*The following shall be added as Rule 44 (a) w.e.f.01.07.2010.*

*Rule 44 (a): The increment of an employee shall be sanctioned on 1st of the month in which it is due.*

45. **Performance Pay:** Based on performance of a most exceptional order, and as unique recognition, DG, NAC is empowered payment of a performance pay, once a year as a lump sum payment, of an amount not exceeding 15 days pay, eligible to the employee, at that point of time. The selection will be made rigorously by an Empowered Committee appointed by DG, NAC and will not exceed 10 employees in a year.

### Amendment

*The last sentence “will not exceed 10 employees in a year” is substituted by “will not exceed 15 employees in a year”. The amendment came into force with effect from 28.09.2019 as per the approval of the 39<sup>th</sup> Executive Committee meeting dt.28.09.2019. (Proc.No.NAC/ADMN/010 dt. 04.01.2020).*

## **Casual Domiciliary Medical Expenses**

46. Employees shall be entitled to a perquisite as domiciliary medical expenses every year, equal to one month's basic pay or Rs.3,500/-, whichever is less, without the production of medical bills. The period of reckoning will be from 01 Jan to 31 Dec of a calendar year.

### Amendment

*“Rs. 3,500/-“ is substituted by “Rs. 5,000/-“ per year. The amendment came into force with effect from 01.12.2016 as per the approval of the 32<sup>nd</sup> Executive Committee. (Circular No.NAC/ADMN/4118 dt. 02.01.2017).*

47. In case, an employee joins during a calendar year, the employee will be entitled this perquisite on a pro rata basis, with the month of joining, being considered as a whole and inclusive in the period of service, while applying the pro rata.

## **Leave Travel Allowance (LTA)**

48. The LTA entitlements for employees of the NAC will be governed by the existing policies as laid down by NAC. All employees will at the time of joining, declare their home town in writing. This will be his/her native place or the permanent residence of his/her parents or grandparents. Employees who undertake a journey on leave outside the State of

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Andhra Pradesh and claim LTA will be eligible for the cost of the journey up to the border of Andhra Pradesh, in the mode of travel authorized. The mode of leave travel authorized will be as given below:

<b>Employee Category</b>	<b>Reckonable Pay Scale/ Appt</b>	<b>Mode of Travel Authorized</b>
Grade AA	ADG, DDG	AC First Class
Grade A	Rs.25,000 and above (Other than Grade AA)	AC II Class
Grade B	Rs.10,000 and above but < Rs.25,000	AC III Class
Grade C	Rs.4,500 and above but < Rs.10,000	II Class Sleeper
Grade D	< Rs. 4,500	II Class Sleeper

49. All claims towards LTA, where an employee has actually gone on leave (a minimum of 3 days Earned Leave must be availed) must be made on the prescribed format and supported by tickets / invoices in original, a copy of the approved leave application and a certificate by the employee that the journey was actually undertaken and the reasonableness of the claim for reimbursement.

### Amendment

*Rule 48 & 49 under Leave Travel Allowance are deleted. The amendment came into force with effect from 16.06.2009 (Circular No.NAC/DG/XII/3651 dated 16.06.2009).*

### Amendment

*Rule 48 & 49 under Leave Travel Allowance (LTA) facility is restored to all NAC employees with effect from 01.01.2018 as per the approval of the 35<sup>th</sup> Executive Committee. (Circular No.NAC/ADMN/162 dt.11.01.2018).*

## **Other Benefits**

50. **Medical Insurance:** All employees of the NAC unless, specified otherwise in the original appointment orders, will be brought under a medical insurance scheme. The scheme will be administered as follows:

- (a) This medical insurance coverage will be negotiated by the NAC with a government recognized Insurance Company. Based on the norms and rules laid down by the Insurance Company, the premium payable for medical insurance as calculated by the Insurance Company will be paid by the NAC on an annual / quarterly / monthly basis, as applicable.

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- (b) Any medical expenses incurred by an employee, when treated in a government or recognized hospital will be considered for reimbursement after due scrutiny by the Insurance Company.
- (c) All employees will be responsible to submit their claims along with all medical hospital bills duly certified to the NAC, within 10 days of completion of medical treatment, for reimbursement of medical expenses as paid for. This will be over and above the casual domiciliary medical expenses, payable each year to each employee as amplified herein fore.

### Amendment

*All employees of the NAC unless, specified otherwise in the original appointment orders, will be brought under a medical insurance scheme. The sum insured shall be Rs. 3.00 lakhs for every NAC employee and family. The amendment came into force with effect from 01.12.2016 as per the approval of the 32<sup>nd</sup> Executive Committee. (Circular No.NAC/ADMN/4118 dt. 02.01.2017).*

*Rule 50 (1) – Insertion of new rule in NAC Service Rules under Rule 50 (Circular No.NAC/ADMN/4118 dt. 02.01.2017).*

*The following is added as Rule 50 (1) – Group Term Life Insurance Scheme.*

*All employees of the NAC unless, specified otherwise in the original appointment orders, will be brought under a group term life insurance scheme with a sum insured of Rs. 5.00 lakhs. The scheme will be administered as follows.*

*The group term life insurance coverage will be negotiated by the NAC with a Insurance Company. Based on the norms and rules laid down by the Insurance Company, the premium payable for group term life insurance coverage as calculated by the Insurance Company will be paid by the NAC on an annual basis.*

## 51. **Reimbursement of Phone Rental**

- (a) All employees of NAC possessing landline telephones at their residences, registered in their names or in the names of their husbands (in the case of married women employees) or in the name of their parents (in the case of unmarried employees) will be eligible to phone rentals @ Rs.500/- bimonthly. This allowance will be subject to a certification by the employee, every six months (in Apr and Oct. each year) on the above lines. Employees possessing a mobile phone on their names will be also be eligible for a reimbursement of Rs.500/- bimonthly, subject to a certification by the employees on the above lines. However, reimbursement will be either for the land line connection at residence or for the mobile phone.

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(b) Reimbursement of expenditure on the calls made by certain employees of the NAC, as separately identified by independent orders, will be governed by these independent orders, amended from time to time.

### Amendment

*Sub clause (a) under Rule 51 Reimbursement of Phone Rental is substituted as under. The amendment came into force with effect from 01.04.2008 (Circular No.NAC/Admn/ES-I/1378 dated 23.04.2008).*

*(a) The cell phone allowance payable to employees are as under:*

- i) Directors, Regional Directors, Deputy Directors and  
Asst. Directors Incharge of Distircts - Rs.1,000.00 pm*
- ii) All other Assistant Directors - Rs. 500.00 pm*
- iii) Chief Instructors/ Sr.Instructors / Instructors /  
Asst.Instructors - Rs. 300.00 pm*
- iv) All other non technical staff who are already drawing  
mobile reimbursement - Rs. 250.00 pm*

## 52. Commuting Allowance

- (a) This allowance has been incorporated to reimburse the expenditure incurred by employees for commuting to the NAC by bus / scooter / motorcycle / moped, from their place of residence to NAC and back on each working day. The details of eligibility are given below.
- (b) Using scooter / motorcycle / moped – Rs.655/- p.m. This will be subject to production of a certificate to this effect. This allowance will be reviewed every 6 months and adjusted for any increase / decrease in petrol / diesel prices.
- (c) Commuting by any other means than that stated at Para 52 (b) above – Rs.450/- per month. No proof of method of travel or bus passes will be insisted on.
- (d) No deductions will be made for any period of leave availed by the employee or when the employee is on outstation duty or for days, when local duties are performed.

### Amendment

*Sub Clause b& c under Rule 52 – Commuting Allowance are substituted as under. This amendment came into force with effect from 01.03.2008 (Proc.No.NAC/Admn/1060 dated 28.03.2008).*

- (b) The Commuting Allowance for the employees working in Twin cities of Hyderabad – Secunderabad is Rs.755/- per month and for the employees working in other places is Rs.655/- per month. This does not apply for the*

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*employees drawing separate conveyance allowance. There is no need to show any proof of method of travel or bus passes will be insisted on. This allowance is not applicable to the employees staying in NAC campus.*

(c) Existing sub rule (d) under Rule 52 may be renumbered as sub rule (c).

### Amendment

*Sub clause (b) under Rule 52 – commuting allowance; the last sentence “this allowance is not applicable to the employees staying in NAC Campus is deleted. (Circular No.NAC/ADMN/4118 dt. 02.01.2017).*

## 53. Use of Own Conveyance on Official Duties during Working Hours

- (a) Employees, who at times, due to non-availability of office transport, use their own vehicles to perform official duties, within Hyderabad / Cyberabad will be eligible for reimbursement, based on a certification given by the employee of the kilometers run and duty performed. The reimbursement will be calculated at a mileage of 45 kms / litre for a motorcycle and scooter and 15 kms / litre for a car multiplied by the prevailing cost of petrol / diesel per litre, including oil charges for the scooter.
- (b) Similarly, employees using an auto or bus for such duties will be reimbursed the fare based on actuals and a claim forwarded by the employee, suitably certified by the Director or DDG as applicable.

## 54. Provident Fund and Ex-Gratia

- (a) **Provident Fund:** Deductions on account of Provident Fund to an extent of 12% of basic pay (reckoned as 70 percent of the pay package) will be made from the pay compensation package of each employee, except for those employees, where original appointment orders do not cover the above. This deduction will be subject to a maximum of Rs.780/- per month, with an equal monthly contribution by the NAC. This will be deposited by the NAC with the Government PF Department and will be claimed by the NAC, for repayment to the employee, on the employee leaving the services of the NAC. The percentage of deduction would be subject to change according to the rules of the PF Act. The policy on PF will be applied only after the successful completion of the probation period.
- (b) **Ex-Gratia:** Ex-gratia is payable each calendar year, to all employees of the NAC, equal to an employee's one month's basic pay, subject to a maximum of

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Rs.10,000/-. The payment of ex-gratia is, however, not guaranteed and will be payable, if the finances of the NAC so permit. The ex-gratia payment to an employee, who joins the NAC during a calendar year, will be on a pro rata basis, with the month of joining, being included for arriving at pro-rata eligibility.

### Amendment

*Sub clause (b) under Rule 54 of exgratia “Rs. 10,000/-“ is substituted by “Rs. 15,000/-“. (Circular No.NAC/ADMN/4118 dt. 02.01.2017).*

## **Gratuity**

55. Gratuity shall be payable to an employee on completion of five years of continuous service at the NAC. For each completed year of service rendered, or part thereof, in excess of six months, gratuity shall be payable at the rate of 15 days of pay, based on the last pay drawn by the employee.

## **Deductions from the Pay Package**

56. Deductions on account of professional tax and income tax or any other personal taxes, as deductible under State / Central Government statutes, will be made each month by the Finance Department, NAC, from the basic pay of each employee. Each employee will be responsible to declare in writing to the Finance Department, the quantum of income tax deductible monthly, for a financial year. This information will be conveyed by the employee to the Finance Department, by the 15<sup>th</sup> of April each year.

## **PERFORMANCE REVIEW**

### **Performance Appraisal**

57. This shall be carried out twice a year, through the medium of Confidential Reports (CRs).

58. A performance appraisal will also be carried out, after the initial 6 months of probation, on initial appointment, but this will be in the form of a simple recommendation, for appointment on contract or tenure basis, extension of probation period, appointment to a lower post or termination of service.

59. All performance appraisals will be constructive and objective. Verbal counseling and in writing, if given, will be reflected in the CR, indicating the dates of such counseling.



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60. The CRs will be initiated as on the 01 April and 01 October of each year, covering the performance for the previous period under review. These will be initiated, reviewed and submitted to DG, NAC by 30 April and 31 October each year. Copies of written counseling given during the period by Initiating Officers will be forwarded as a Confidential Note for placing on record in the personal file of the employee.

### **ATTENDANCE**

#### **Office Timings**

61. The NAC works six days a week, except on the second Saturday of every month. The daily office timings are from 10.30 am to 5.30 pm, with a half hour lunch recess from 1.30 pm to 2.00 pm.

62. All employees are required to be on duty at the NAC by 10.30 am on each working day.

#### **Attendance**

63. On reporting for duty at the NAC, all employees except the DG, ADGs, DDG and Senior Consultant will sign in the relevant attendance register kept at the front desk of the DG's Block, NAC.

64. On each working day, these attendance registers will be deposited in DDG's office by 10.45 am, by the Front Office Executive. Any employee, who does not sign the attendance register by 10.30 am will be considered as absent unless, the employee has an earlier sanctioned leave or has taken permission to proceed on temporary outstation duty or local official duty.

#### **Proceeding on Local Official Duty during Working Hours**

65. Any employee who proceeds on any official duty within Hyderabad, straight from residence, will inform his/ her next superior officer of his/her intent, a day prior to the proposed duty. His/her superior officer will be responsible to make an endorsement of official duty (OD) in the attendance register, against his/her name at the time the superior officer signs the register, while reporting for duty. Failure to do so would result in the employee being marked absent or late as the case may be.

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66. All employees who proceed on such official duty (other than outstation duty) will on return check the attendance register in the office of the DDG, to verify, that action to make an endorsement of OD against his / her name has been taken by his / her superior officer. In case it is found that this endorsement has not been made, the employee will sign in the late register against his/her name.

67. Any employee who does not attend office and whose absence has not been suitably endorsed in the attendance register by his / her superior Officer, but who comes to the office between 10.30 am and 11.30 am will sign in the late register, against his/her name. Three such late coming entries will result in one day casual leave being debited against the employees casual leave entitlement.

### Amendment

*The existing Rule 67 is renumbered as 67 (a) and last sentence in this rule "Three such late coming entries will result in one day casual leave being debited against the employees casual leave entitlement is substituted as under:*

*Rule 67 (a) – "Three such late coming will result in debit of one day Casual Leave/ Earned Leave to the account of employees. In case no Casual Leave or Earned Leave at credit, the same will be treated as Leave without pay. (Memo No.NAC/Admn/ES-II/4211 dated 12.11.2008)*

*The following is added as Rule 67 (b).*

*(b) Similarly, for every three permissions to leave the office one hour early will result in debit of one day Casual Leave/Earned Leave to the account of employees. In case no Casual Leave or Earned Leave at credit, the same will be treated as Leave without pay. The amendment came into force with effect from 01.08.2009.*

68. Any employee who attends office after 11.30 am but before 2.00 pm will need to apply for sanction of ½ day casual leave, on the same day of late arrival. Any employee who reports to the office after 12.00 pm will be considered to be on one day casual leave. The employee will need to apply for the same on the day of late arrival. Non receipt of sanctioned casual leave, due under these circumstances within three working days of the late coming will automatically result in the conversion of this absence into leave without pay and a suitable endorsement will be made in the attendance register by the Administration Department.

### Amendment

*The figure 12.00 P.M appearing in second sentence of Rule 68 is substituted as 02.00 P.M.*

**Proceeding on Temporary Duty to Outstation**

69. All employees proceeding on temporary duty to an outstation are required to inform the Administration Department, NAC of such a programme at least 24 hours in advance, so that suitable entries can be made in the attendance register.

**Proceeding on Personal Work during Office Hours**

70. This is not to be encouraged. However, employees who wish to leave office on personal work after reporting in the morning at normal duty time, will only be allowed to do so in case of an immediate emergency, if permitted by the next superior officer. If the period of absence is beyond 90 minutes, this will be regularized as half-day casual leave. The next superior officer is responsible to regulate this absence.

**Compensation for Working Beyond Normal Hours**

71. No additional payment would be admissible as compensation, for working beyond normal working hours, except under special circumstances, like conduct of Seminars or Workshops, or in such other exceptional situations, for which specific prior sanction of the DG, NAC will be obtained by the Director/DDG. However, this compensation will only be applicable to:

- (a) **Attenders / Drivers:** Eligibility in any one day will be Rs.40 per hour or part thereof for the first two hours and Rs 30 per hour or part thereof for the next four hours. A maximum of Rs 200 will only be paid on any one calendar day. Claims will be regulated strictly and countersigned by controlling officers.
  
- (b) **Security Coordinator:** In the case of the Security Coordinator, in view of the special nature of his duties, he will be eligible to get compensation for working beyond normal hours, as per the internal policy laid down by the management.

**HOLIDAYS**

**Policy**

72. The NAC shall follow the closed and optional list of holidays as followed by the Andhra Pradesh State Government. The list of such holidays will be published well in advance after approval by DG, NAC.

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73. The employees will be eligible to avail three optional holidays of their choice in a calendar year.

74. Normally, employees will not be asked to work on holidays. However, on some occasions, to meet the exigencies of work, an employee may be asked by his Superior Officer to come to work on a holiday. On such occasions, the employee would be entitled for compensatory leave subject to the conditions as laid down.

## TRAVEL ON DUTY

### General

75. All employees of the NAC, who are travelling to outstations for official work, shall be entitled to travel benefits, as decided by the management, from time to time.

#### Amendment

*Travel on duty is substituted as under (Circular No.NAC/ADMN/4118 dt.02.01.2017).  
Travelling allowance will be paid on par with the rate applicable to Government employees (PRC 2015).*

76. Each employee, prior to undertaking such a travel will get the proposal for travel to an outstation approved by the DG, in case of officers and by the Director / DDG in case of others.

### Policy

77. The policy on travel on duty covering the following issues is enclosed at **Appendix 'B'**.

- (a) Classification of Grades of employees for the travel policy
- (b) Classification of cities and towns
- (c) Boarding and lodging allowance
- (d) Daily allowance
- (e) Mode of travel
- (f) Travel advance and settlement of claims
- (g) Mode of travel by road
- (h) Preparation and submission of claim
- (j) International travel
- (j) Miscellaneous.

**Miscellaneous Reimbursable Expenses**

78. Certain miscellaneous expenses incurred by the employee, as given below, during the execution of his work, on outstation duty, which can be claimed for reimbursement, are given below –

- (a) Business office expenses e.g. faxes and xerox
- (b) Business phone calls
- (c) Conference fees
- (d) Parking costs and tolls

**Extenuating Circumstance Expenses**

79. Any expenses, which are mandatory or incurred under extenuating circumstances, beyond the control of the employee and not covered above, will be reimbursable, at the discretion of the DG, NAC.

**LEAVE RULES**

**Purpose**

80. Leave is provided to employees, as a measure to provide adequate rest and recreation, in order to enable them to recoup and come back refreshed for their normal job.

**Earned Leave (EL)**

81. This is leave earned during the course of work. All employees of the NAC, including those on probation will be eligible for 15 days EL in a year. The entitlement of earned leave will commence from the time of initial appointment. The minimum block for availing EL will be 3 days.

**Amendment**

*The last sentence in Rule 81, “The minimum block for availing E.L will be 3 days” is deleted (Circular No.NAC/Admn/ES-II/2008-09/3237 dated 25.08.2008.)*

- (a) **Leave credit** - Leave will be credited to an employee from the beginning of each Calendar year, with three days leave being credited on 01<sup>st</sup> January and four days on the 01<sup>st</sup> of April, 01<sup>st</sup> of July and the 01<sup>st</sup> of October respectively each year. Where an employee is appointed on any date other than the beginning of a calendar year, he/she will be credited leave for the month of joining as follows:

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- (i) At the time of joining, if the period of available service is more than 15 days, then for that month EL will be considered. If the period of service is less than 15 days, in that month, no EL will be admissible.

### Amendment

*Sub rule (a) (i) is substituted as under:*

*(i) In case of an employee joins after 1<sup>st</sup> day of a month and if the period of service is 15 days and more, earned leave for that month will be admissible (Note orders dated:22.05.08)*

- (ii) In case, an employee joins the NAC on initial appointment within the first fifteen days of February, or the first fifteen days of March, the employee shall be entitled three days EL or 2 days EL respectively for the Quarter ending 31<sup>st</sup> March. If he/she joins the NAC as an initial appointee in any other period of the year, the leave entitlement will be on the same basis as above.

(b) **Leave Units** - While applying for EL, holidays, second Saturdays and Sundays can be suffixed and/or prefixed to the period of earned leave. However, intervening holidays, second Saturdays and Sundays occurring during the period of earned leave will be counted against earned leave.

(c) **Application for EL** - Employees who wish to avail EL will apply a minimum of one week in advance of the proposed date of commencement of EL. EL cannot be availed, without prior sanction of the leave sanctioning authority.

(d) **Leave sanction** - EL for officers will be sanctioned by DG, NAC and for all other employees other than officers, by the officer authorized to do so.

### Amendment

*Sub rule (d) is substituted as under:*

*E.L for the officers of the rank of above Dy.Director will be sanctioned by the DG and the E.L for the officers and employees upto the rank of Dy.Director will be sanctioned by the Director, Administration. The amendment came into force with effect from 24.04.2008 (Proc.No.NAC/Admn/ES-I/1394 dated 24.04.2008)*

(e) **Leave Accumulation and Encashment** - Though the NAC encourages all employees to take at least one planned vacation during the year, any un-availed EL, subject to a maximum of 10 ELs in a year, can be carried forward at the end of the year and added to the leave balance at the beginning of the next calendar year. An employee is not permitted to encash EL, while in service. At the time of cessation of

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employment, the employee will be eligible to encash the balance of accumulated EL. Every day of unavailed EL can be encashed at the rate of basic pay per day, as prevailing at the time of encashment.

### Amendment

*The following is added as 81 (f) vide circular No.NAC/ADMN/6467 dt.27.10.2009 w.e.f.01.11.2009.*

*An increment accruing during the E.L period, the increment in such cases will be drawn from the date of resumption of duty on return from leave.*

### Amendment

*Modifications to Clause (f) under Rule 81 of NAC Service Rules vide circular No.NAC/ADMN/3961 dt.12.11.2016*

*If an employee is on earned leave, medical leave and maternity leave as on the date of increment, the monetary benefit will be allowed from the date of resumption of duty on return from the leave.*

82. Employees cannot apply for or avail ½ day earned leave. All earned leave will be availed and sanctioned, as full day earned leave.

83. The employee can adjust his/her unavailed EL against the three months minimum notice period to be given by the employee, when voluntarily resigning from his/her appointment.

### Amendment

*The words "Three months" appearing in this rules is substituted as "Two months".*

84. A record of all EL availed by an employee will be maintained. An intimation in writing will be given to the Finance Department of the accumulated balance of EL not availed by the employee. This will be forwarded a week prior to the employee leaving the service of NAC.

85. Earned leave and casual leave cannot be clubbed together and availed as a combined leave.

## **Casual Leave (CL)**

86. Casual leave is granted to an employee to attend to exigencies, such as personal problems at home, sickness etc. All employees can avail a maximum of 12 days CL in a calendar year. Not more than 3 days CL can be taken at a time. Employees will be permitted to avail ½ day CL.

*Amendment to Rule 86 w.e.f.01.04.2011 (Circular No.NAC/ADMN/ES-1/2021 dt.07.04.2011)*

## Approved Service Rules

*Casual leave is granted to an employee to attend to exigencies, such as personal problems at home, sickness etc. All employees can avail a maximum of 12 days casual leave in a calendar year. Not more than 10 days casual leave can be taken at a time which includes casual leave, optional holiday and public holiday. Employees will be permitted to avail half day casual leave.*

87. CL is not eligible for accumulation and needs to be taken within a calendar year.
88. CL will be credited to an employee, as the calendar year progresses at the rate of one CL per month. This credit will be made at the beginning of the month.
89. Unavailed CL will be eligible for encashment at the end of each calendar year, at twice the daily rate of pay of the employee, at the point of time of encashment.

### Amendment

*Rule 89 is substituted as under:*

*Unavailed casual leave at the end of a calendar year will lapse and no encashment will be given for unavailed casual leave. The amendment came into force with effect from 01.01.2008. (Circular No.NAC/Admn/ES-II/52883 dated 11.12.2007).*

90. In the case of CL, intervening holidays including second Saturday and Sunday shall be excluded in the computation of leave. An employee will need to apply at least 24 hours in advance for sanction of CL by the Competent Authority. However, in instances, when this may not be possible, due to unforeseen circumstances, the employee may regularize his continuous absence of not more than 3 days, by applying for sanction of CL, on rejoining the office.

91. CL will be sanctioned by controlling officers. However, sanctioning authorities will be responsible to ascertain the status of the balance of unavailed CL of an employee before sanctioning the same. In the case of the ADGs, the DG will be informed by the ADGs in advance, when they plan to proceed on CL. A record of this will be maintained by the ADGs, and the number of days of casual leave not availed will be intimated at the end of the calendar year, so that, the aspect for encashment of un-availed CL can be processed with the Finance Department.

### Amendment

*The last sentence "A record of this will be maintained by the ADGs, and the number of days of casual leave not availed will be intimated at the end of the calendar year, so that, the aspect for encashment of un-availed CL can be processed with the Finance Department" in rule 91 is deleted. (As per Circular No.NAC/Admn/ES-II/52883 dated 11.12.2007).*



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92. A record of all CL availed by an employee during a calendar year will be maintained. At the end of each calendar year, the Finance Department will be intimated in writing, of details of the unavailed CL in respect of each employee, to enable encashment and credit to the employees account.

### Amendment

*The last sentence "At the end of each calendar year, the Finance Department will be intimated in writing, of details of Unavailed CL in respect of each employee, to enable encashment and credit to the employees account" in rule 92 is deleted. (As per Circular No.NAC/Admn/ES-II/52883 dated 11.12.2007).*

## **Maternity Leave (ML)**

93. This is applicable only to married women employees, who do not have more than two living children. Such an employee will be eligible for a 12-week leave period, on each instance of pregnancy. This is restricted to two such occasions provided the number of living children does not exceed two. This leave will be on half pay.

### Amendment

*The "Half pay" appearing in last sentence of Rule 93 is substituted as "Full pay". This amendment came into force with effect from 01.02.2007. (Circular dated 05.02.2007).*

### Amendment

*Rule 93 is substituted as under vide circular No.NAC/ADMN/796/4828 dt.06.07.2012 as per approval in the Executive Meeting held on 27.06.2012 w.e.f.27.06.2012.*

*This is applicable only to married women employees, who do not have more than two living children. Such an employee will be eligible for 180 days, on each instance of pregnancy. This is restricted to two such occasions provided the number of living children does not exceed two. This leave will be on full pay.*

94. Married women employees will also be eligible for a maximum of seven days half pay leave, for medical termination of pregnancy, under medical certification, subject to a maximum of two such instances.

95. Maternity leave will be sanctioned by the DG, NAC.

## **Paternity Leave (PL)**

96. All male married employees, whose wives are pregnant will be eligible for seven days half pay leave, to attend to their wives, prior to or after delivery. This will be permissible on a maximum of two occasions, during the employee's service, with the NAC provided the number of living children does not exceed two.

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97. In the case of PL, intervening holidays, including second Saturday and Sunday shall be included in the computation of leave.

98. Paternity leave will be sanctioned by DG, NAC.

### **Special Leave (SL)**

99. An employee can avail special leave of seven days duration, for undergoing tubectomy or vasectomy operations.

100. In the case of SL, intervening holidays including second Saturdays and Sundays shall be included in the computation of leave.

101. SL will be sanctioned by the DG, NAC.

### **Leave Without Pay (LWP)**

102. LWP will pertain to leave, over and above, that entitled.

103. An employee may apply for LWP. However, the leave sanctioning authority shall reserve the right, to accept or reject the request.

104. An employee shall not be eligible for any pay compensation, when on LWP.

105. In case, an employee is absent, without prior notification for a period over and above his/her entitlement of unavailed EL/CL, period of such absence will be considered as LWP, after adjustment of absence against entitlement of EL/CL at that point of time.

106. For the purpose of computation of LWP, intervening holidays will be included.

107. LWP up to a maximum of 15 days, which need not be continuous, will not affect the date of increment, due to an individual each year. The date of increment will be maintained, as per his/her original date of joining and original date of increment.

108. LWP will be sanctioned only by the DG, NAC.

#### **Amendment**

*Rule 108 is substituted as under:*

*“Leave without pay for the officers above rank of Dy. Director will be sanctioned by the Director General and for employees and officers upto the rank of Dy. Director will be sanctioned by Director, Administration. (Proc.No.NAC/Admn/ES-II/1394 dated 24.04.2008).*

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### **Medical Leave (ML)**

109. Every employee will be entitled during his / her service, half pay leave on medical grounds, for a maximum period of 12 days, as medical leave in a year. As an alternative option, the employee may avail commuted leave for one half of the period of absence on medical grounds at full pay, for a maximum period of 6 days in a year on a written request. This will be admissible to the employee on his return from sickness or accident, on production of a medical certificate, from an authorized medical practitioner registered with the Indian Medical Association.

110. For purposes of computation of ML, intervening holidays shall be included.

111. ML for officers will be sanctioned by the DG, NAC and by the officer authorized by the DG, for all others.

#### *Amendment*

*Rule 111 is substituted as under:*

*“Medical Leave for the officers above rank of Dy. Director will be sanctioned by the Director General and for employees and officers upto the rank of Dy. Director will be sanctioned by Director, Administration. (Proc.No.NAC/Admn/ES-I/1394 dated 24.04.2008).*

112. Medical leave which is not availed is not encashable but can be carried forward to subsequent years of service.

### **Miscellaneous**

113. Granting of leave to an employee shall depend strictly on the exigencies of work and it would be at the discretion of the leave sanctioning authority to either grant, refuse, revoke or curtail the leave of employees.

### **Leave Status on Relieving the Employee from the Services of the NAC**

114. **Leave Recovery:** In case, any employee leaves the services of the NAC, during a calendar year, recoveries on account of leave availed by him / her in excess of his / her entitlements will be effected from the dues to the employee, at the time of final settlement of accounts. The basis of recovery will be based on the monthly entitlements of salary.

115. In case an employee leaves the service of the NAC, without giving the mandatory 2 months notice to the NAC and does not serve the minimum period of 2 months with the

## Approved Service Rules

NAC, prior to leaving service with the NAC, all encashment of un-availed leave will be deducted against the dues to the individual, to the extent applicable.

116. In cases, where a request for waiver of notice period has been granted, no deductions will be made from the emoluments due, on final settlement of accounts.

### **Encashment of Leave**

117. Whenever an employee leaves the services of NAC during a calendar year, after giving the mandatory 2 months notice and serving these two months with the NAC, the balance of unavailed EL and CL as per entitlement up to the point of time of leaving service shall be paid along with the final settlement of accounts. The payment of both such EL and CL will be based on the monthly entitlements of basic pay.

#### *Amendment*

*The word "CL" appearing in rule 117 is deleted. (As per circular No.NAC/Admn/ES-II/52883 dated 11.12.2007).*

### **Compensatory Leave**

118. All employees other than officers (except the Security Coordinator) will be eligible for compensatory off for working on holidays.

119. An employee can avail a compensatory off on any working day. This facility will be eligible subject to the following conditions: -

- (a) The compensatory leave will be availed only after sanction by the Controlling Officer.
- (b) The employee must have worked for not less than 7 hours on a given holiday. This must be certified by the Superior Officer who has directed the employee to work on a holiday/Sunday/Second Saturday. Under such circumstances, the employee would be eligible for any one of the following :
  - (i) Compensatory leave on any other working day of his choice. The administration of compensatory leave, as amplified in NAC policy letters will apply
  - (ii) In instances, when an employee has availed his full entitlement of compensatory leave, as laid down in NAC policy, the employee will be entitled to one day's pay, for each day of additional duty performed. This facility is restricted to only attenders/drivers/gardeners/janitors.

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- (c) A maximum of 10 days compensatory leave can be availed by an employee in a year. This leave will need to be availed, within a period of 3 months, from the date of working on a holiday. Compensatory Leave cannot be carried forward to the following year.
- (d) A record of compensatory leave availed by employees will be maintained centrally by the Administration Department. Controlling Officers will be responsible to ascertain the status of the balance of unavailed compensatory leave of an employee, prior to sanctioning the leave.
- (e) In case, 31st December of a year falls on a holiday and an employee is directed to attend duty on that day, by his superior officer, the employee will be entitled to avail a compensatory off in the next calendar year, but within 3 months i.e. by 31st March of the next calendar year.

### **IDENTITY CARD**

#### **Purpose**

120. The purpose of providing an identity card to each employee is to facilitate access by employees to the NAC, as well as, provide a suitable identification on visits to other organizations, during the execution of their duties.

#### **Policy**

121. Every employee of the NAC on joining the NAC will be given an identity card, as per approved format. The Deputy Director (Administration) will ensure, that each new employee is provided the identity card, within a week of his/her joining the NAC. All employees will be in possession of the ID card, when they report for work each day at the NAC.

122. In case, an employee loses his / her ID card, he / she shall inform this immediately to the Deputy Director (Administration.) NAC, who will immediately inform the Security Officer of the loss and will issue a temporary card till another identity card is provided against a stipulated payment to be made by the employee.

123. The loss of an ID card shall be considered a serious breach of discipline.

**TELEPHONE AND E-MAIL FACILITIES**

**Telephone**

124. Use of STD / ISD facility at the office premises of the NAC will be limited to official use and will be governed by the policy, laid down by the NAC from time to time.

125. All official calls made from outside the NAC (including non working hours) shall be reimbursed, subject to provision of proof of an employee making such a call and on approval by the Director / DDG.

126. As a policy, the installation of a telephone line and instrument at the residence shall be the responsibility of the individual employee, except for the residence of officers at the Grade AA level. Rentals and actual expenditure for telephones installed at residences of officers at the Grade AA level will be reimbursable up to the stipulated limit.

**Mobile Phone**

127. As a policy, the purchase and activation of a mobile cellular phone shall be the responsibility of the employee (except where specifically ordered by DG, NAC).

128. The reimbursement of actual expenditure shall be made by the NAC, subject to the level and limits as decided by the DG, NAC from time to time, under independent orders.

129. Rentals and actual expenditure on mobile phones of officers at the Grade AA level will be reimbursable up to the stipulated limit.

**E-mail Facility**

130. The following uses of the email and internet at the NAC are strictly prohibited:

- (a) Transmission of unlawful, harassing or threatening messages
- (b) Generation, transmission and storage of potentially offensive information. This includes, but is not limited to any profanity material, derogatory to any ethnic gender, based on specific groups of people or sexually explicit material
- (c) Accessing and downloading of material or posting messages to sites of “poor taste”
- (d) Excessive use of email or downloading of files for nonofficial use

- (e) Widespread dissemination (broadcast mailings) unrelated to the NAC
- (f) Representing personal views to external organizations or individuals, that could be construed as against the interests of the NAC or its employees
- (g) Not taking adequate care to ensure the confidentiality of sensitive NAC material and such material sent through the internet or intranet
- (h) Generation and dissemination of chain e-mails, especially on matters not related to the NAC

131. In the event of an employee found breaking this policy, the NAC will take appropriate disciplinary action, which may include dismissal from service and even in some cases, as deemed fit, reporting such matter to the police.

## **BENEFITS AND FACILITIES**

### **Library Facilities**

132. All employees of the NAC shall be eligible to use the NAC library. The rules regarding the use of the library will be framed by the Library Department and employees will adhere to these rules, while using this facility.

### **Advances of Salary on Welfare Grounds**

133. Employees can request for advances of salary on grounds of welfare, for meeting exigencies such as medical expenses, expenses on education of family members, conduct of marriage of a son or daughter and other personal commitments.

134. This request will be projected in writing by the employee addressed to the DG, NAC. The request will be processed through the Welfare Committee, NAC. The Chairman, Welfare Committee will forward the request to the DG, NAC, through proper channels with suitable recommendations for sanction or otherwise, including the amount of advance recommended to be given and recovery period of the advance. A surety of another employee in the NAC will be provided by the applicant and the signature of the surety will be attested by the Controlling Officer while recommending the application.

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### Amendment

*This request will be projected in writing by the employee addressed to the DG, NAC. The request will be processed through the Welfare Committee, NAC. The Chairman, Welfare Committee will forward the request to the DG, NAC, through proper channels with suitable recommendations for sanction or otherwise, including the amount of advance recommended to be given and the amount of advance sanctioned will be recovered in minimum of 12 monthly installments. The unrecovered amount of loan advance at the time of lapse of 5 years contract will be recovered from their terminal benefits. A surety of another employee in the NAC will be provided by the applicant and the signature of the surety will be attested by the Controlling Officer while recommending the application. (Circular No.NAC/AMDN/3942 dt.8.11.2016)*

135. The maximum amount of loan advance permissible on this account will be two months basic pay. This amount can be increased, at the discretion of the DG, NAC to a maximum of three months basic pay.

### Amendment

*The maximum amount of loan advance permissible on this account will be three months basic pay ((Circular No.NAC/AMDN/3942 dt.8.11.2016)*

136. An employee can avail this facility, once in 3 years. The terms and conditions of availing this facility will be as per the existing welfare policy, as laid down by the NAC.

### Amendment

*An employee is eligible for apply of loan advance after a gap of 3 months from the month of last installment of previous advance. The terms and conditions of availing this facility will be as per the existing welfare policy, as laid down by the NAC. (Circular No.NAC/AMDN/3942 dt.8.11.2016)*

## **Subsidized Lunch**

137. All employees of the NAC will be entitled to lunch in the NAC canteen, on each working day. The lunch will be subsidized by the NAC. The rate of subsidy will be decided by the management, on approval by the DG. This subsidy will not be applicable to other daily meals being served in the NAC canteen.

## **Transit Accommodation**

138. Employees who initially join the organization will be provided, in the NAC Hostel/Residency, temporary double occupancy accommodation, for him/her and his/her family, for a maximum period of 15 days. The employee will be charged a monthly rental as fixed for the accommodation.



**Campus Accommodation**

139. In order to utilize the housing on campus, the NAC may allot married accommodation to its employees. In addition, on the discretion of the DG, NAC single accommodation may also be allotted to employees, for their tenure of service, under special circumstances. The rentals for such accommodation and the payment for services provided will be decided by the management from time to time. The NAC reserves the right to direct the occupants of such accommodation to vacate by giving one month's notice.

**Personal Visitors to Campus**

140. While the NAC welcomes visits to the campus by visitors, friends and families of the employees for personal purposes, it is also expected, that the employees exercise discretion on such invitations to the NAC campus, so as to ensure, that their normal work is not hindered in any way.

**MOVEMENT OF NAC ASSETS**

**Policy**

141. No assets of the NAC will be moved out of the NAC campus, without the proper authorization. A Gate Pass as per approved format shall be prepared by the concerned official, for movement of assets, on account of sale / disposal of the assets, repair of the assets, etc. This gate pass will be prepared, based on the requirement of the Administration or the Directors of Constituent units, who will forward any such requirements to the Administration Department, for issue of a Gate Pass.

142. The Gate Pass will be shown to the security personal, who will file this gate pass at the security gate, after duly checking the assets, which are proposed to be moved out of the NAC campus. A record of the date and time, when the assets are being moved out, will be endorsed in the gate pass.

143. Similarly, movement of any assets from the outside into the NAC campus will be checked by the security personnel at the NAC gate, both for nature of contents and destination. This will be intimated by the security personnel to the concerned employee of the NAC, who is authorized to receive these assets, as stated by the individual, proposing to bring the assets into the NAC campus.

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144. The Security Coordinator, through the provider of Security Services, will ensure the security of NAC assets and for any move of assets into and out of the NAC campus.

### **SECURITY AND CONFIDENTIALITY**

#### **Policy**

145. No employee shall get published any information about the NAC (including information about Seminars, Workshops and Conferences) by the press, nor respond to any query from the press, without the prior and specific approval of DG, NAC.

146. No employee shall take any of the NAC files / papers / documents or any other information pertaining to the NAC, outside the premises of the NAC campus, without the prior approval of the immediate superior officer.

#### **Amendment**

*As per powers delegated in Para (2) of preamble to NAC Service Rules, the following rule is added as Rule 147 to NAC Service Rules. (Circular No.NAC/ADMN/796/7884 dt.07.12.2010)*

*147. For the delay, dereliction and negligency in performing the duties by the employees, the Director General, NAC is empowered to levy penalties on the employees.*

PAY, INCREMENT AND CAREER LADDER

(a) **For Asst Directors  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
To be decided by the Executive Committee		Addl. Director General	
- do-		↑ Dy Director General	
Rs.30,000/-	Rs.600/700	↑ Senior Director	
Rs.25,000/-	Rs.600/700	↑ Director	
Rs.18,000/-	Rs.550/650	↑ Senior Dy Director	
Rs.15,000/-	Rs.550/650	↑ Dy. Director	
Rs.10,000/-	Rs.525/625	↑ Asst Director	- Initial Appointment

(b) **For Systems cum Network Administrator  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.15,000/-	Rs. 550/650	Dy Director (IT)	
Rs.10,000/-	Rs. 525/625	↑ Asst Director (IT)	
Rs.8,000/-	Rs. 525/600	↑ Systems cum Network Administrator	Initial Appointment

Approved Service Rules

(c) **For Junior Assistants  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.10,000/-	Rs.525/625	Asst Director	See Remarks below
Rs.8,000/-	Rs.525/600	Senior Assistant	
Rs.6,500/-	Rs.450/500	Assistant	
Rs.4,500/-	Rs.450/500	Junior Assistant	Initial Appointment

Minimum AMIE for promotion to Assistant Director in Constituent Units or Training Group Grade with Diploma in HRD/Personnel Management or equivalent relevant qualification for promotion as Assistant Director in the Training Group/Administration.

(d) **For Secretarial Staff  
(Vertical growth)**  
Minimum Pay on direct appointment / promotion

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
To be fixed by DG	Rs.550/650	Executive Secretary to DG	
Rs.15,000/-	Rs.550/650	Senior Secretary to ADG/DDG	
Rs.10,000/-	Rs.525/625	Senior Office Executive	As secretarial support to the appointment of Director and above in lieu of Stenographer
Rs.8,000/-	Rs.525/600	Office Executive	
Rs.6,500/-	Rs.450/500	Junior Office Executive	
Rs.4,500/-	Rs.450/500	Stenographer/ Front Office Executive	Initial Appointment

Approved Service Rules

(e) **For Secretarial Staff  
(Lateral growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.15,000/-	Rs.550/650	Dy Director ↑	In the Admin Wing subject to suitable higher qualifications
Rs.10,000/-	Rs.525/625	Asst Director ↑	In the Admin Wing subject to suitable higher qualifications
Rs.8,000/-	Rs.525/600	Senior Administrative Assistant ↑	As secretarial and admin support to the appointment of Director and above in lieu of Stenographer
Rs.6,500/-	Rs.450/500	Junior Office Executive ↑	-do-
Rs.4,500/-	Rs.450/500	Stenographer/ Front Office Executive	Initial Appointment

(f) **For Accounts Clerk  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.10,000/-	Rs.525/625	Asst Director (Accts) ↑	See remarks below
Rs.8,000/-	Rs.525/600	Senior Accountant ↑	
Rs.6,500/-	Rs.450/500	Accountant ↑	
Rs.4,500/-	Rs.450/500	Accounts Clerk	Initial Appointment

Accounts Officer is now designated as Senior Accountant. It is mandatory for accounts staff to be well versed in computerized accounting packages like Focus, Tally, MS Excel etc and be capable of using them effectively on a day to day basis.

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(g) **For Training Staff  
(Vertical growth)**

<u>Minimum Pay on Direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.12,000/-	Rs.525/625	Master Trainer	Suitable Higher Qualifications and Experience
		↑	
Rs.10,000/-	Rs.525/625	Senior Instructor	
		↑	
Rs.8,500/-	Rs.525/600	Instructor	Initial Appointment
		↑	
Rs.7,300/-	Rs.500/575	Asst Instructor	- do -
		↑	
Rs.5,500/-	Rs.450/525	Senior Demonstrator	
		↑	
Rs.4,300/-	Rs.450/500	Demonstrator	Initial Appointment

(h) **For Attenders  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.6,500/-	Rs.450/500	Assistant	Subject to min qualifications
		↑	
Rs.4,500/-	Rs.450/500	Junior Assistant	Subject to min qualifications
		↑	
Rs.3,000/-	Rs.350/400	Attender	Initial Appointment

Approved Service Rules

(i) **For the Stores Cadre**  
(Vertical growth)

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.10,000/-	Rs.525/625	Asst Director (Materials / Stores)	See remarks below
Rs.8,000/-	Rs.525/600	Senior Assistant Stores	
Rs.6,000/-	Rs.450/500	Assistant Stores	
Rs.4,500/-	Rs.450/500	Junior Assistant Stores	Initial Entry Appointment

Minimum Diploma in Materials Management for promotion to Assistant Director (Materials / Stores)

(j) **For the Training Clerk/Office Superintendent Cadre**

Office Superintendent is re-appointed as Office Executive. Training Clerk is reappointed as Junior Office Executive.

(k) **For Librarian Cadre**  
(Vertical growth)

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.8,000/-	Rs.525/600	Chief Librarian	
Rs.6,000/-	Rs.450/500	Senior Librarian	
Rs.4,000/-	Rs.450/500	Librarian	Initial Appointment

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(1) **For Security Staff**  
(Vertical growth)

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.12,000/-	Rs.525/625	Chief Security Coordinator	
Rs.10,000/-	Rs.525/625	Senior Security Coordinator	
Rs.8,000/-	Rs.525/600	Security Coordinator	
Rs.6,500/-	Rs.450/500	Asst Security Coordinator	Initial Appointment

NOTES

1. Drivers will have a starting salary of Rs.4500 with an increment of Rs.450. Gardener will have a starting salary at Rs.2500 with increment of Rs.350. Janitors will have a starting salary of Rs.2500 with increment of Rs.300.
2. Certain appointments on promotion may be approved by the DG keeping in view of operational requirements of the NAC and in the overall interest of office efficiency.
3. DG, NAC will administer the policy in keeping with the spirit of what has been spelt out above. However, in special circumstances and where necessary, specific deviation may be permitted under the approval of the DG, NAC.
4. The ceiling for each category will be fixed by DG after due approval from the Executive Committee.
5. Security Officer is now designated as Security Coordinator.



PAY, INCREMENT AND CAREER LADDER

*In view of enhancement of salaries of officers and staff at 20% to teaching staff and 10% to non teaching staff with effect from 01.07.2007 and at 10% to all employees with effect from 01.04.2008, and also revision of rate of annual increment as approved by the Executive Committee, the pay and increment Appendix 'A' are substituted as under :*

(a) **For Asst Directors  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.70,000/-	Rs.1,000/-	Addl. Director General	
		↑	
	Rs.1,000/-	Dy. Director General	
		↑	
Rs.39,600/-	Rs.1,000/-	Senior Director	
		↑	
Rs.35,000/- to Rs.40,000/-	Rs.1,000/-	Directors	
		↑	
Rs.25,000/- to Rs.35,000/-	Rs.800/-	Deputy Director (Teaching)	
		↑	
Rs.18,150/-	Rs.800/-	Deputy Director (Non-teaching)	
		↑	
Rs.18,000/- to Rs.30,000/-	Rs.800/-	Asst. Director (Teaching)	- Initial Appointment
		↑	
Rs.20,000/-	Rs.800/-	Asst. Director (District)	
		↑	
Rs.12,100/-	Rs.800/-	Asst. Director (Non-teaching)	- Initial Appointment

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(b) **For Systems cum Network Administrator  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.25,000/- to Rs.35,000/-	Rs.800/-	Dy Director (IT)	
		↑	
Rs.18,000/- to Rs.30,000/-	Rs.800/-	Asst Director (IT)	
		↑	
Rs.9,900/-	Rs.700	Systems cum Network Administrator	Initial Appointment

(c) **For Junior Assistants  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.12,100/-	Rs.800	Asst Director	See Remarks below
		↑	
Rs.9,900/-	Rs.700	Senior Assistant	
		↑	
Rs.8,250/-	Rs.600	Assistant	
		↑	
Rs.6,050/-	Rs.600	Junior Assistant	Initial Appointment

Minimum AMIE for promotion to Assistant Director in Constituent Units or Training Group Grade with Diploma in HRD/Personnel Management or equivalent relevant qualification for promotion as Assistant Director in the Training Group/Administration.

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(d) **For Secretarial Staff  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
To be fixed by DG	Rs.800/-	Executive Secretary to DG	
		↑	
Rs.18,150/-	Rs.800/-	Senior Secretary to ADG/DDG	
		↑	
Rs.12,100/-	Rs.700/-	Senior Office Executive	As secretarial support to the appointment of Director and above in lieu of Stenographer
Rs.9,900/-	Rs.700/-	Office Executive	
Rs.8,250/-	Rs.600/-	Junior Office Executive	
		↑	
Rs.6,050/-	Rs.600/-	Stenographer	Initial Appointment

(e) **For Secretarial Staff  
(Lateral growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.18,150/-	Rs.800/-	Dy Director	In the Admin Wing subject to suitable higher qualifications
		↑	
Rs.12,100/-	Rs.800/-	Asst Director	In the Admin Wing subject to suitable higher qualifications
		↑	
Rs.9,900/-	Rs.700/-	Senior Administrative Assistant	As secretarial and admin support to the appointment of Director and above in lieu of Stenographer
		↑	
Rs.8,250/-	Rs.600/-	Administrative Assistant	-do-
		↑	
Rs.6,050/-	Rs.600/-	Stenographer/ Front Office Executive	Initial Appointment

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(f) **For Accounts Clerk  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.12,100/-	Rs.800/-	Asst Director (Accts)	See remarks below
Rs.9,900/-	Rs.700/-	Senior Accountant	
Rs.8,250/-	Rs.600/-	Accountant	
Rs.6,050/-	Rs.600/-	Accounts Clerk	Initial Appointment

Accounts Officer is now designated as Senior Accountant. It is mandatory for accounts staff to be well versed in computerized accounting packages like Focus, Tally, MS Excel etc and be capable of using them effectively on a day to day basis.

(g) **For Training Staff  
(Vertical growth)**

<u>Minimum Pay on Direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.16,000/- to Rs.22,000/-	Rs.700/-	Chief Trainer	Suitable Higher Qualifications and Experience
Rs.14,000/- to Rs.20,000/-	Rs.700/-	Senior Instructor	
Rs.12,000/- to Rs.18,000/-	Rs.700/-	Instructor	Initial Appointment
Rs.10,000/- to Rs.12,000/-	Rs.700/-	Asst Instructor	- do -
Rs.8,000/- to Rs.10,000/-	Rs.600/-	Senior Demonstrator	Ceiling of Maximum salary is Rs.11,000/-
Rs.6,000/- to Rs.8,000/-	Rs.600/-	Demonstrator	1. Initial Appointment 2. Ceiling of maximum salary is Rs.10,000/- p.m.

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(h) **For Attenders  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.8,250/-	Rs.600/-	Assistant	Subject to minimum qualification
Rs.6,050/-	Rs.600/-	Junior Assistant	Subject to minimum qualification
Rs.4,400/-	Rs.400/-	Attender	1. Initial Appointment 2. Ceiling of maximum salary is Rs.8,500/- p.m.

(j) **For the Stores Cadre  
(Vertical growth)**

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.12,100/-	Rs.800/-	Asst Director (Materials / Stores)	See remarks below
Rs.9,900/-	Rs.700/-	Senior Assistant Stores	
Rs.8,250/-	Rs.600/-	Assistant Stores	
Rs.6,050/-	Rs.600/-	Junior Assistant Stores	Initial Entry Appointment

Minimum Diploma in Materials Management for promotion to Assistant Director (Materials / Stores)

(j) **For the Training Clerk/Office Superintendent Cadre**

Office Superintendent is re-appointed as Office Executive. Training Clerk is reappointed as Junior Office Executive.

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(k) For Librarian Cadre  
(Vertical growth)

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.9,900/-	Rs.700/-	Chief Librarian	
Rs.8,250/-	Rs.600/-	Senior Librarian	
Rs.6,050/-	Rs.600/-	Librarian	Initial Appointment

(l) For Security Staff  
(Vertical growth)

<u>Minimum Pay on direct appointment / promotion</u>	<u>Increment</u>	<u>Appointment</u>	<u>Remarks</u>
Rs.14,300/-	Rs.800/-	Chief Security Coordinator	
Rs.12,100/-	Rs.800/-	Senior Security Coordinator	
Rs.9,900/-	Rs.700/-	Security Coordinator	
Rs.8,250/-	Rs.600/-	Asst Security Coordinator	Initial Appointment

**NOTES**

1. Drivers will have a starting salary of Rs.6,050 with an increment of Rs.500/-. Gardener will have a starting salary at Rs.3,850/- with increment of Rs.400. Maximum ceiling is Rs.8,000/- p.m. Janitors will have a starting salary of Rs.3,850/- with increment of Rs.400. Maximum ceiling is Rs.6,500/- p.m.
2. Certain appointments on promotion may be approved by the DG keeping in view of operation requirements of the NAC and in the overall interest of office efficiency.
3. DG, NAC will administer the policy in keeping with the spirit of what has been spelt out above. However, in special circumstances and where necessary, specific deviations may be permitted under the approval of the DG, NAC.
4. The ceiling for each category will be fixed by DG after due approval from the Executive Committee.
5. Security Officer is now designated as Security Coordinator.

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Amendment

*Janitor post is abolished and redesignated as Attenders vide Proc.No.NAC/ADMN/Es-1/118 dt.20.01.2014*

*Annual increment for employees at Appendix 'A' is enhanced by 44% vide Circular No.NAC/ADMN/4118 dt.02.01.2017 as per enclosure*

**Policy on Travel on Duty****1. Classification of Grades**

Employee Category	Reckonable Pay Scale
Grade AA	ADG, DDG
Grade A	Rs. 25,000 and above, but other than Grade AA
Grade B	Rs. 10,000 and above, but less than Rs. 25,000
Grade C	Rs. 4,500 and above, but less than Rs. 10,000
Grade D	< Rs. 4,500

Note: The Reckonable Pay Scale will be the consolidated pay of the employee. Allowances such as conveyance allowance, telephone rental reimbursements and special allowance will not be included, while arriving at the Reckonable Pay Scale.

Each and every employee will be made known by the Finance Department of his / her Reckonable Pay Scale, for purposes of regulating TA/DA.

**2. Classification of Cities and Towns**

Major Metro (A)	A Class Cities (B)			Towns (C)
Chennai	Ahmedabad	Jalandhar	Patiala	All other places other than (A & B)
Mumbai	Bangalore	Jaipur	Pune	
Calcutta	Bhubneswar	Kakinada	Rajamundry	
Delhi	Bhimavaram	Kozhikode	Raigarh	
	Bardhaman	Kanpur	Rajkot	
	Bhopal	Ludhiana	Salem	
	Coimbatore	Lucknow	Tirupathi	
	Chandigarh	Mysore	Trivandrum	
	Eluru	Mangalore	Thrissur	
	Ernakulam	Madurai	Thanjavur	
	Guntur	Nagpur	Vijayawada	
	Hyderabad	Patna	Vellore	
			Vadodara	
			Vishakhapatnam	
			Warangal	

**Note: This list is not exhaustive and cities and towns can be added or readjusted with respect to their classification need based, on the directions of the DG, NAC**



**3. Lodging Allowance per Day**

Employee Category	Major Metros	A Class Cities	Towns
Grade AA	Rs. 2,000	Rs. 1600	Rs. 1000
Grade A	Rs. 2,000	Rs. 1,600	Rs. 750
Grade B	Rs. 1,200	Rs. 900	Rs. 600
Grade C	Rs. 800	Rs. 600	Rs. 400
Grade D	Rs. 500	Rs. 400	Rs. 250

3.1 Rates as above are applicable, only when the employee actually takes lodging accommodation and produces the bills and receipts **in original**, to that effect. The maximum eligibility as mentioned above is inclusive of all the charges such as room rent, luxury tax, service tax, VAT, service charges, room service, tips etc and no separate amount will be allowed for any other items. Only telephone calls (official purpose) with **original** receipts will be passed, over and above the maximum eligible lodging amount.

3.2 Where the sponsoring management or any other organization provides accommodation free of cost, no amount can be claimed for lodging.

3.3. If the employee makes his/her own arrangements for lodging, then 25% of the amount eligible, above can be claimed and production of bills is not necessary. The employee will enclose a certificate along with his/her claim, certifying the same.

**4. Daily Allowance (DA) both Journey and Outstation**

Employee Category	Cities/ Towns Outside AP	Cities/ Towns Within AP
Grade AA	Rs. 500	Rs. 250
Grade A	Rs. 500	Rs. 250
Grade B	Rs. 350	Rs. 200
Grade C	Rs. 250	Rs. 155
Grade D	Rs. 200	Rs. 100

4.1 Daily Allowance for journey and outstation stay will be regulated as follows: -  
A day consists of a 24 hours cycle.

- Up to 6 hours - No Allowance
- 6 to 12 hours - 75% of eligible DA
- Above 12 hours - 100% of eligible DA

***For Journey Onward: Notified time of departure of train or bus***

***For Journey Return: Notified time of arrival of train or bus***

**4.2 This Daily Allowance covers food (including room services) and any other miscellaneous expenditure such as phone calls, laundry, porter charges for which production of receipts is not necessary.**

**4.3 The DA is also inclusive of all local conveyance charges from the residence to the Railway station or bus stand and vice versa and from the hotel / chosen place of residence at the time of duty to the place of duty and back and any expenditure incurred by the employee, other than that given in Para 154 of the Service Rules**

**5. Mode of Travel**

Employee Category	Mode	Bus
Grade AA	Air / Rail AC First Class	AC
Grade A*	Rail AC Class (2 Tier)	AC
Grade B*	Rail AC Class (3 Tier)	AC
Grade C*	Rail II Sleeper Class	Ordinary Class
Grade D	Rail II Sleeper Class	Ordinary Class

*\* Depending upon the nature of urgency, travel by a higher class may be permitted by the DG.*

**Note: Original tickets shall be enclosed with the claim.**

**6. Travel Advance in Cash / Cheque and Settlement of Claims**

Travel advance in cash / cheque will be provided on the basis of the requirement and details furnished by the employee. This will be eligible, subject to approval of the temporary duty move by the DG, NAC for officers and by DDG/Director/ In Charge Directors for other employees. Travel advance requisition will be submitted 48 hours, before the proposed date of travel. The travel advances will not be given, if the employee has not settled his/her previous advance. **Only 80% of the lodging allowance cum DA will be given as an advance.** This will be monitored by Director Finance, prior to payment of the advance. **The travel advance availed should be accounted and settled by the employee with a claim statement and all the bills in original, within 10 days of return to HQ.**

**7. Preparations and Submission of Claim**

7.1 Claims will be prepared as per sample formats A and B attached. This also shows a sample calculation for a claim, with supporting documents **in original**, which will include –

- (a) Approval for the Temporary duty move, as sanctioned by the sanctioning authority, as indicated above
- (b) Travel expense report as per the prescribed format and duly countersigned by the DDG for the Administration and by the Directors/In Charge Directors for other employees. These will be routed directly through Director Finance for regularization.

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- (c) Supporting vouchers as given below will be enclosed **in original** -
- (i) Airline / rail ticket – Boarding passes on itinerary / invoices will not be accepted
  - (ii) Electronic ticket – A proof of purchase, such as a credit card receipt or itinerary or invoice or receipt provided by the airline will be accepted
  - (iii) Cancellation penalty – In case, an employee has incurred a change or cancellation penalty, the employee will need to attach supporting documentation, along with an explanation of the circumstances, leading to the change or cancellation.
  - (iv) Lodging – The original hotel / lodging receipt showing the break down of expenses will be attached
  - (v) Foreign currency receipts – Receipts for foreign currency exchange, along with the foreign exchange rate clearly indicated will be enclosed. The foreign exchange will preferably be taken from a well established and recognized Forex agency and arranged through the travel agent providing the airline tickets

8.2 Claims complete in all respects will be submitted by the employee within 10 days of return to Head Quarters. The claims will be submitted to the Director (Finance) for scrutiny and readjustment. Directors / I/c. Directors will scrutinize and countersign the claims in respect of their officers and staff.

8.3 Similarly, the Finance and Accounts Department is expected to process the travel claim within one week of the date of submission.

**8.4 Adjustment of traveling allowance advances / traveling allowance claims submitted beyond 10 days but within 30 days of return the Headquarters will lead to a 50% disallowance of the travel allowance eligibility and in the case of claims, submitted for regularization of traveling allowance advance, this disallowed amount will be deducted from the monthly emoluments due to the employee, in the immediate succeeding month of submission of the claim. If, the delay in submission exceeds 30 days, the entire claim / the entire advance amount will be disallowed and the entire amount of advance will be recovered from the employee, in the immediate succeeding month of the submission of the adjustment claim.**

**8.5 Whenever, no advance is taken, the claim should be preferred within 30 days of the last day of the journey.**

## **9. International Travel**

All international travel shall be authorized by the DG, NAC, need based. The NAC will arrange appropriate medical insurance cover, at its cost for all employees traveling abroad.

## **10. Miscellaneous**

Any items not covered in the above policy will be regulated as per TA/DA Rules of the Government of Andhra Pradesh.

**Policy on Travel on Duty**

(Existing Policy on Travel on Duty is substituted as per Circular No.  
NAC/ADMN/796/648 dated 03.02.2010)

**1. Classification of Grades**

Grade	Categories of Officers / Staff
Grade AA	DG, ADGs
Grade A	Directors and Regional Directors
Grade B	Deputy Directors and Assistant Directors
Grade C	All Cadres of Instructors, all office staff below Assistant Directors, and above Junior Assistants (including Junior Assistants)
Grade D	All Cadres of Demonstrators, Drivers, Attenders, Janitors, Watchman etc.,

**2. Classification of Cities and Towns**

Major Metro (A)	A Class Cities (B)			Towns (C)
Chennai	Ahmedabad	Karimnagar	Rajahmundry	All other places other than (A & B)
Mumbai	Bangalore	Kurnool	Raigarh	
Calcutta	Bhubneswar	Kozhikode	Rajkot	
Delhi	Bardhaman	Kanpur	Salem	
	Bhopal	Ludhiana	Tirupati	
	Coimbatore	Lucknow	Trivandrum	
	Chandigarh	Mysore	Thrissur	
	Eluru	Mangalore	Thanjavur	
	Ernakulam	Madurai	Vijayawada	
	Guntur	Nagpur	Vellore	
	Hyderabad	Nellore	Vadodara	
	Jalandhar	Nizamabad	Vishakhapatnam	
	Jaipur	Patna	Warangal	
	Kadapa	Patiala		
	Kakinada	Pune		

Note : This list is not exhaustive and cities and towns can be added or readjusted with respect to their classification need based, on the directions of the DG, NAC

3. **Lodging Allowance per Day**

Grade of Employee	Major Metros	A Class Cities	Towns
Grade AA	Rs. 2,000	Rs. 1600	Rs. 1000
Grade A	Rs. 2,000	Rs. 1000	Rs. 600
Grade B	Rs. 1,200	Rs. 500	Rs. 400
Grade C	Rs. 800	Rs. 500	Rs. 400
Grade D	Rs. 500	Rs. 400	Rs. 250

3.1 Rates as above are applicable, only when the employee actually takes lodging accommodation and produces the bills and receipts in original, to that effect. The maximum eligibility as mentioned above is inclusive of all the charges such as room rent, luxury tax, service tax, VAT, service charges, room service, tips etc and no separate amount will be allowed for any other items.

3.2 Where the sponsoring management or any other organization provides accommodation free of cost, no amount shall be claimed for lodging.

4. **Daily Allowance (DA) both Journey and Outstation**

Grade of Employee	Cities/Towns Outside AP	Cities/ Towns Within AP
Grade AA	Rs 500	Rs. 250
Grade A	Rs. 500	Rs. 250
Grade B	Rs. 350	Rs. 200
Grade C	Rs. 250	Rs. 150
Grade D	Rs. 200	Rs. 100

4.1 Daily Allowance for journey and outstation stay will be regulated as follows: -

**One day consists of a 24 hours cycle.**

Up to 6 hours	-	No Allowance
6 hours & above but less than 12 hours	-	50% of eligible DA
12 hours and above	-	100% of eligible DA

***For Journey Onward : Notified time of departure of train or bus***

***For Journey Return : Notified time of arrival of train or bus***

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**4.2 This Daily Allowance covers food (including room services) and any other miscellaneous expenditure such as phone calls, laundry. The certificate to the effect that the daily allowance is utilized in full, shall be furnished for claiming Daily Allowance as per clause 4.1 above.**

**4.3 The DA is inclusive of all local conveyance charges from the residence to the Railway station or bus stand and vice versa and from the hotel / chosen place of residence at the time of duty to the place of duty and back.**

**4.4 Taxi / Auto charges incurred by the employee for official purpose while on tour to any place outside the State including from arrival point to place of stay and 'vice-versa' shall be reimbursed subject to production of actual voucher.  
(Added as per circular No.NAC/ADMN/796/2240 dated 19.04.2010)**

**5. Mode of Travel**

Grade of the Employee	Maximum allowable mode of transport	Bus
Grade AA	Air / Rail AC First Class	AC
Grade A	Rail AC Class (2 Tier)	AC
Grade B	Rail AC Class (3 Tier)	Super Luxury / Deluxe
Grade C	Rail II Sleeper Class	Ordinary / Express
Grade D	Rail II Sleeper Class	Ordinary / Express

**Amendment to Rule 5 is substituted as under vide Circular No.NAC/ADMN/796/3373 dt.02.07.2013 w.e.f.01.07.2013**

Grade	Mode of Travel
<b>Grade AA</b>	<b>Air / Rail AC First Class or AC Bus</b>
<b>Grade A</b>	<b>Rail AC Class (2 Tier) or AC Bus</b>
<b>Grade B</b>	<b>Rail AC Class (3 Tier) or APSRTC bus of any type except AC bus</b>
<b>Grade C</b>	<b>Rail II Sleeper Class or APSRTC bus of any type except AC bus</b>
<b>Grade D</b>	<b>Rail II Sleeper Class or APSRTC bus of any type except AC bus</b>

**For journey by train, all categories of officers / staff are eligible for reimbursement of Tatkal charges of eligible class in cases where there is no sufficient time for the employees to purchase the tickets in advance. Further, service charges for 'online' booking of tickets will be reimbursed on production of proof countersigned by the controlling officer.**

## Approved Service Rules

- 5.1 When the Directors need to go outside the State on official duty, they can perform the journey by Air with the specific prior approval of the Director General, NAC. This permission shall be given only when train tickets are not available and the journey is inevitable.
- 5.2 In case journey is to be made by train on day time, the officers in Grade – A and B shall travel in AC Chair Car only. Where there is no AC Chair Car compartment in the trains running during day time, the officers can perform the journey in AC III Class.  
(Substituted as per Circular No.NAC/ADMN/796/4057 dated 03.07.2010 w.e.f.01.07.2010)
- 5.3 Original tickets shall be enclosed with the claim.

### 6. **Travel Advance and Settlement of Claims**

Travel advance will be provided on the basis of the requirement and details furnished by the employee. This will be paid, subject to approval of the DG, NAC for officers of Grade B and above and by Director (Fin) for staff of Grade C and D. Travel advance requisition shall be submitted 48 hours, before the proposed date of travel. The travel advances shall not be given, if the employee has not settled his/her previous advance. **Only maximum of 80% of the lodging allowance cum DA will be given as advance. This will be monitored by Director Finance, prior to payment of the advance. The travel advance availed should be accounted and settled by the employee with a claim statement and all the bills in original, within 30 days of last day of journey.**

### 7. **Preparation and Submission of Claim**

- 7.1 Claims shall be prepared as per format enclosed.
- 7.2 Claims in all respects will be submitted by the employee within 30 days of last day of journey. The claims will be submitted to the Director (Finance) for scrutiny and adjustment / payment. Directors will scrutinize and countersign the claims in respect of the officers and staff working under their control before submitting the bills to Director, Finance.
- 7.3 Similarly, the Finance and Accounts Department is expected to process the travel claim within one week of the date of receipt of bills in Accounts Section.

### 8. **Miscellaneous**

Any items not covered in the above policy will be regulated as per the TA/DA Rules of the Government of Andhra Pradesh.