CHAPTER-IV

PERSONNEL MANAGEMENT OF FOOD CORPORATION OF INDIA

4.1 Creation of Posts

The Corporation shall from time to time determine the number of posts of each description in the services of the Corporation. The authorities specified in column (1) of the following table shall be empowered to create new or additional posts in the Corporation of the description specified in column (2) thereof.

<table>
<thead>
<tr>
<th>Authority</th>
<th>Category of Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board</td>
<td>Any post below the Board level.</td>
</tr>
<tr>
<td>Chairman</td>
<td>Category-I post of the maximum of the scale of pay of which does not exceed Rs. 8250</td>
</tr>
<tr>
<td>Managing Director</td>
<td>Category-II posts and Category-I posts the maximum of the scale of pay which does not exceed Rs. 7725</td>
</tr>
<tr>
<td>Personnel Manager</td>
<td>Category-III and IV posts</td>
</tr>
<tr>
<td>Zonal Manager</td>
<td>1. Category-II posts upto 6 months.</td>
</tr>
<tr>
<td></td>
<td>2. Category-III and IV posts upto one year.</td>
</tr>
</tbody>
</table>

* Compiled from Staff Regulation of FCI.
Notwithstanding anything contained in these regulations when a new post created, the authority creating such post shall specify the scale of pay (which shall not be different from the standard scales of pay adopted by the Corporation) of the post, the mode or modes of appointment thereto and the regulations and the age limits, if any, applicable thereto. Thereafter, such post shall be deemed to have been included under the appropriate category in the table set out in Appendix-I.

4.1.1 Recruitment of Staff

Posts in the Corporation are categorised as Class-I, Class-II, Class-III and Class-IV. Recruitment to category-III and IV posts in Food Corporation of India are usually made through the agencies of the Employment Exchange, otherwise, the employees are brought on deputation or transfer. Appointment includes, posts filled by direct recruitment and also by promotion.

The following general conditions apply to all appointment and the services of the Corporation:

(a) No person shall be eligible for initial appointment unless he has attained the age of 18 years.

(b) A candidate for appointment in the service of the Corporation shall be:
(i) A citizen of India, or
(ii) A subject of Nepal, or
(iii) A subject of Bhutan, or
(iv) A Tibetan refugee, who came over to India, before 1st January, 1962, with the intention of permanently settling in India, or
(v) A person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganika and Zanzibar) Zambia, Malwi Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person, in whose favour a certificate of eligibility has been given by the Managing Director.

(c) A candidate, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview, and may also be appointed provisionally subject to the necessary certificate being given to him by the Managing Director.

* Compiled from Staff Regulation of FCI.
(d) No person shall be initially appointed unless he has been certified by a qualified registered medical practitioner approved by the appointing authority to be of sound constitution and medically fit to discharge his duties.

(e) No person shall be eligible for appointment who has previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any public sector undertaking.

(f) No person shall be eligible for appointment, who has been convicted in a Court of Law for any offence, involving moral turpitude.

(g) No person who has entered into or contracted a marriage with a person having a spouse living or who, having spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment in the service of the Corporation.

Provided that the Managing Director may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.
4.2 Procedure for direct Recruitment & Conformation Report.

4.2.1 Procedure for Direct Recruitment:

The following procedure is followed in the case of direct recruitment to posts sanctioned for:

(a) Class-I and II posts
(b) Class-III and IV posts.

Class-I and II posts:

The appointing authority notifies the vacancies to the Regional Employment Exchange concerned. At the same time, it will arrange for issue of an advertisement in a few prominent newspapers, having all-India circulation.

All applications received are scrutinised and the candidates considered prima-facia suitable are called for interview. Interview shall be held by selection Board, duly constituted from time to time for different categories of posts. A selection board shall consist of not less than 3 members. The Selection Board draws up a panel of candidates for selection and furnishes it to the appointing authority together with its recommendations in the order of merit. The number of persons on the panel are generally one and a half times the number of vacancies and the panel remains valid for one year from the date it is drawn up.

(i) Candidates are required to appear for interview at their own expenses.
(ii) Selected candidates are required before appointment to submit themselves to a medical test by a qualified medical practitioner approved in this behalf by the appointing authority. The fees payable for the medical test is borne by the Corporation.

Class-III and IV posts

The vacancies are notified to the Employment Exchange/Exchange having jurisdiction over the unit of appointment of the Employment Exchanges furnish a non-availability certificate. The appointing authority arranges for the issue of an advertisement in a prominent newspaper or newspapers circulated in the region covered by the unit of appointment.

All applications received are considered and promising candidates are called for interview. Final selection shall be made on the basis of an interview or after holding a test, wherever such a test is considered necessary or appropriate having regard to the nature of the posts.

The requisition for employment ordinarily gives the following information:
i) Name and address of the employer

ii) Telephone No. of the employer, if any -

iii) Nature of vacancy - (a) Qualifications required
(b) Nature of duties (c) Type of work (g) Age Limit
(e) Eligibility for women or not

(iv) Pay and allowances

(v) No. of vacancies - regular/temporary

(vi) Probable date by which the vacancies are to be filled.

(vii) Place of work (name of town/village & district in which situated).

(viii) Whether there is any obligation or arrangement for giving preference to any category or persons in filling up the vacancy.

(ix) Any other relevant information.

An appointment register is maintained by the Administration branch. This register contains the particulars of the employees appointed in that Office. The authorities competent to make appointments have been defined by the Head Quarters.

Reservations for appointment to the various posts in the Corporation and other concessions are provided to scheduled castes, scheduled tribes and other category of persons, as per the instructions issued by the Headquarters from time to time.
A number of formalities such as joining report, marriage declaration, property return, attestation form and character certificates from responsible officers, along with copies of testimonials and certificates are required, at the time of appointment.

4.2.2 Confirmation of Staff

Every person regularly appointed to any post in the Corporation is required to be on probation for a period of one year from the date of appointment. The appointing authority can, at his discretion, extend the period of probation by further period not exceeding one year.

During the period of probation, an employee directly recruited is liable to be discharged from service without any notice and an employee promoted from a lower post to a higher post is liable to be reverted to the lower post, without notice and without assigning any reason.

An employee who has satisfactorily completed his probation in any post shall thereafter be confirmed.

Where an employee has rendered continuous temporary service or continuous service on deputation in any post
immediately preceding his regular appointment to such post, the period of service so rendered temporarily or on deputation may be counted against the period of probation, if the appointing authority so directs.

4.3 Promotion

Promotion means appointment of an employee to a higher post with greater responsibilities and higher salary. It involves a change in status as well as the grade of the job. When the salary of an employee is increased without corresponding change in job-grade responsibility, it is called upgrading promotion and upgrading are devices used by the management to reward employees for better performance.

The desire to advance and develop one's status and standard is a basic urge in all human beings. Satisfaction of that urge keeps the employee happy and satisfied and improve his morale. Promotion generates in the employees a sense of loyalty to the organisation and urges him onto still greater effort in the hope of getting further promotions.
Promotion can be a means of filling up vacancies in higher posts. Many large concerns make it a policy to fill up all or part of the senior posts by promotion of persons already working in the organisations, instead of taking fresh staff.

This gives every employee a prospect of advancement and look forward to greater avenues. Absence of such prospect tends to make the employees dissatisfied, demoralised and frustrated.

This is bound to get reflected in lower and poor quality output, mistakes, wastages, indiscipline and absentism.

If employees' morale is to be improved, there should be a written policy on promotion as a part of the personal policy. It would lay down what part of the vacancies in senior posts are to be filled up by promotion and what should be the basis for promotion - seniority, ability or competition. It would be a good policy to fill up a part of the vacancies in senior posts from outside the organisation, as it will give the Company a chance to induct new blood and ideas. Sometimes, no existing staff may be found suitable for promotion and in that case, vacancies should be filled
up by new recruitment. A written policy of promotion helps the management in taking decision regarding promotion, at the same time, it will encourage the employees to put in greater efforts. The policy should be fair and equitable to both the employees and the organisation and it should be implemented impartially. Any favouritism or injustice in implementing the policy would be disastrous for the organisation, as it will undermine the faith and loyalty of the employees.

4.3.1 Basis for Promotion

Promotions are usually made on the basis of seniority or ability or mixture of both. Seniority may mean seniority of age or length of service or experience. Sometimes, impression created by an employee on his superiors or personal likes and dislikes also form basis for promotion. However, personal impression of likes and dislikes should be avoided as far as possible as basis for promotion, since it may lead to favouritism or faulty promotion.

As between seniority and ability as criteria for promotion, there may be difference of opinion. In fact, there are advantages and limitations, attached to both the policies. If seniority is adopted as the basis, the management will have no discretion in the matter of
promotion. Promotion will be made as a matter of source and every employee will know his place in the promotion list. There will be no chance for favouritism or dispute regarding promotion and employees' morale will not be affected. On the other hand, if employees are promoted to higher positions, merely on the basis of length of service or age, it will dampen the urge to improve performance in other employees and will affect output adversely. Employees will feel that whatever their performance, it will neither hamper their promotion in due course nor help them in securing promotion earlier than due. On the other hand, ability is preferred by management as the basis of promotion, as it encourages all employees to improve their performance and raise their output of work. After all, the worth of an employee to the organisation is his ability to give better and better performance. But, as there is no foolproof method of judging the ability of an employee, it is likely to lead faulty judgement. Ability varies from person to person. A particular employee may be considered able and fit for promotion by one supervisor, while another may find him incapable and unfit. It may also lead to abuse of power and favouritism on the part of management. This often leads to disputes between employees and union management and undermine employer-employee relationship.
A sound promotion policy should, therefore, be based on both seniority and ability. It should primarily be based on the merit of the worker, that due weightage be given to seniority or length of service. A happy blend of both the criteria maintains employee's morale and, at the same time, it encourages the employee to give better performance.

4.3.2. Procedure for Promotion

(i) Promotion shall be made on the basis of seniority subject to fitness in respect of non-selection posts indicated in Appendix-I.

(ii) Promotion in respect of selection posts indicated in Appendix-1 of the staff regulation shall be made on the basis of merit and seniority, being considered only when the merit of contesting candidate is approximately the same.

(iii) All promotions shall be considered by a promotion board, duly constituted for this purpose and shall be regulated by the general instructions to be issued by the Board of Directors in regard to the field of choice of candidates, size of the panel and the validity of the panel. The general instructions in regard to the
field of choice of candidate and validity of panel, in respect of promotions in the Corporation at present are as under:

The persons considered for promotion to a selection post should be clearly eligible for such promotion in accordance with the provisions contained in the FCI staff regulations. The field of choice of eligible candidates to be considered by the Promotion Committee should normally be as follows:

(a) If the number of vacancies: 5 times of the is upto 10 vacancies.
(b) If the number of vacancies: 4 times of the is more than 10 but not more than 30 vacancies subject to minimum of 50.
(c) If the number of vacancies: 3 times of the number is more than 30 of vacancies subject to a minimum of 120.

(iv) The size of panels should be related to the number of vacancies likely to be filled during the period.

(v) The panel drawn by the Promotion Committee/Board should remain in force for a period of one year and in no case, for more than a year and a half or till the formation of a fresh panel, whichever is earlier.
(vi) Appointments to the selection posts in the Corporation should be made on the basis of merit from amongst such officers (who are included in the field of choice of candidates) those who are considered unfit for promotion should be excluded. The remaining officers should be classified as outstanding, very good, and good on the basis of merit, as determined by their respective records of service. The select list should then be prepared by placing the names in the order of relative merit, without disturbing the seniority within each classification.

4.3.3 Confidential Report

Reports on the performance of the employees are written annually. The appraisal form is initiated by the reporting officer reviewed by the next superior authority and then counter-signed by the next authority.

All the reports are properly maintained by the custodian officer and these reports are made use of by the Promotion Committee, at the time of considering the particular employees for promotion.
The adverse remarks recorded in the confidential reports are required to be communicated to the concerned employee within the prescribed period.

4.3.4 Seniority List

Seniority is determined on the basis of length of service in a particular grade. Up to date seniority list of all categories of staff are required to be maintained with a view to keep proper record for the purpose of making promotions. The seniority list should depict besides the name of the official, his date of birth, educational qualifications, particulars of previous service, if any, date of his appointment in the present grade and also whether he is a member of scheduled caste or scheduled tribe. The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment by the selecting authority, persons appointed as a result of earlier selection being senior to those appointed as a result of subsequent selection.

The relative seniority of persons promoted to various grades is determined in the order in which their names appear in the panel drawn up in accordance with provisions of the regulations.
Inter-seniority of food department employees transferred to the Corporation follows the order of their relative seniority in the Department of Food, irrespective their actual date of employment in the Corporation.

Promotions to category-I posts and within Category-II posts are made on all India basis. Promotion to Category-I and II posts are made on zonal level and within category-II & IV basis on regional seniority basis. Seniority lists of categories concerned are required to be maintained in the Headquarters, Zonal Office and Regional office, respectively.

General Principles to be followed for Determination of Seniority

Seniority of employees appointed shall be determined as follows:

1. Direct Recruit:

The relative seniority of all direct recruits will be determined by the order of merit in which they are selected for such appointment by the selecting authority. Persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection.
2. Promotees:

The relative seniority of person promoted to various grades will be determined in the order in which their names appear in the panel drawn up in accordance with regulation where promotions are made on the basis of seniority. The seniority of persons considered fit for promotion shall be the same as the relative seniority in the lower grade from which they are promoted.

Where the promotions are made on the basis of selection, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the departmental Promotion Committee, i.e. as per the order of the merit in the panel drawn up by the Committee. The length of service in a particular grade will not be the criteria for determining the seniority in such cases. Where the person is considered unfit for promotion and superseded by junior, such person shall not, if he is subsequently found suitable and promoted take seniority in the higher grade over the junior person who has superseded him.

Employees refusing promotion for reasons acceptable to the appointing authority will however on eventual promotion to the higher grade less seniority vis-a-vis their erstwhile
junior promoted to the higher grade earlier irrespective of whether the posts in question are filled by selection or otherwise.

Where promotion to a grade is made from more than one grade the eligible persons will be arranged in a combined seniority list in the order of their relative seniority in their respective grades. The Selection Committee will then select persons for promotion from this list and arrange the candidates selected in a consolidated order or merit or according to seniority in the lower grade as the case may be, which will determine the seniority of the persons on promotion to the higher grade.

3. Relative Seniority of Direct Recruits and Promotees

The relative seniority of direct recruits and promotees will be determined according to the rotation of the vacancies as between direct recruits and promotees as based on the quotas reserved for direct recruitment and promotion respectively. A roster should be maintained based on the quota earmarked for direct recruitment and promotion in the recruitment rules and which will also determine the seniority in accordance work the roster as illustrated below:
Illustration No. 1
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When the 75% of vacancies are reserved for promotion and 25% for direct recruitment, each direct recruitment shall be ranked in seniority below three promotees as indicated below:

1. Promotee  
2. Promotee  
3. Promotee  
4. Direct Recruitment.

Illustration No. 2
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Where the reservation for direct recruitment is 33-1/3% and 66-2/3%, promotion in each direct recruitment shall be ranked below two promotees in seniority, as indicated below:

1. Promotee  
2. Promotee  
3. Direct Recruitment.

Thus, irrespective of the fact whether direct recruitment has been indicated as the first mode of recruitment in the recruitment rules the first vacancy/position in the roster will go to the promotee. If due to administrative reasons, at any particular time, the post reserved for direct recruitment could not be filled by appointment of a direct recruit and in the interest of the work has been temporarily filled up by promotion, the promoted employee will rank junior to the direct recruit,
who might be appointed later on against this direct recruitment vacancy. In other words, the seniority in such cases will be determined according to the quota prescribed between the direct recruits and the promotees and not on the basis of the date of joining the post by the promotee. This same procedure is to be followed in case the quota earmarked for promotion could not be filled up by the promotees and vacancies have been filled up by direct recruits.

Where promotions are made from different cadres in a grade, the seniority will be determined with reference to the length of service on regular promotion in the grade without disturbing the seniority in the cadre to which he originally belongs to. The same principle will also apply in drawing up the integrated seniority where promotion to a grade are made from lower grade in which the unit of recruitment is different. Date of joining on regular promotion should be taken into account, without disturbing the inter-seniority in the cadre. The date of joining on adhoc appointments is not to be taken in account. Where the date of joining on regular appointment is not available, the seniority is to be fixed with reference to the date of joining of the senior or the junior on regular promotion. Whenever these dates are not available, the date of drawal of penal regularising such ad hoc promotions is taken into account.
4. Transferred Employees:

Inter-seniority of the Food Department employees transferred to the Corporation will follow the order of their relative seniority in the Department of Food, irrespective of their actual date of employment in the Corporation. The seniority of an employee belonging to a Regional Directorate, who is working on the date of his employment by the Corporation in the procurement organisation on a temporary transfer basis, will be determined on the basis of his seniority in the Regional Directorate.

If the employee of one or more grades in the Food Department are merged in a common grade in the Corporation, their inter-seniority shall be determined on the basis of length of continuous service in the equal grades.

5. Relative Seniority of Food Department Transferees and Direct Recruits of the Corporation

The seniority of employees transferred to the Corporation from the Food Department vis-a-vis the seniority of direct recruits employed by the Corporation will be determined with reference to the length of continuous
service in the grade concerned in the Corporation, including the service in an appropriate/equal grade(s) in the Department.

6. Seniority of Deputationists Absorbed in the Service of the Corporation

The seniority of deputationists absorbed in the service of the Corporation shall be determined in accordance with the guidelines issued by the Bureau of Public Enterprises from time to time.

7. Relative Seniority of an Employee Transferred from one Unit to Another:

An employee transferred from one unit of seniority to another will be ranked as the junior-most in the particular category, on the date he joins the new unit. If, however, such transfer, in the opinion of the competent authority, is in the interest of the Corporation, seniority of the transferee will be fixed in the new unit after giving full weightage to the service counting for seniority in the particular category in the old unit.

8. Permanent Transfer on Mutual Basis:

The seniority of employees who are transferred on mutual basis permanently from one zone to another is to be
fixed with reference to the date of promotion to the junior of the two.

To Illustrate:

X and Y promoted to the Grade of AG-1 in their zone on 1.1.89 and 1.1.90 respectively on mutual transfer on permanent basis. The seniority of both X and Y will be fixed with effect from 1.1.90 on their new zones.

4.4 Training to Staff:

For the professional growth of officers and staff in the functional areas of Food Management, the Corporation has established a Central Training Institute in Delhi and five Zonal Training Institutes, one in each Zone, where staff is imparted requisite training. The training institutes are managed by qualified and expert faculty drawn from within the Organisation.

The Corporation continues to utilise the services of Administrative Staff College of India (ASCI), Hyderabad, Faculty of Management Studies, University of Delhi and Delhi Productivity Council, New Delhi for organising training programmes for the Executives of the Corporation, in the field of General Personnel, Industrial Relations,
Vigilance and Financial Management disciplines. The Corporation also utilises the services of Central Food Technological Research Institute, Mysore to impart training to the Quality Control Officers of the Corporation in the subject of storage, processing and Quality Control. The offices of the Corporation also attended training programmes organised by Professional Management Development Institute of the country. In these training courses/workshops, 293 officers participated.

Central Training Institute of the Corporation New Delhi organised 16 training courses and 15 Seminars wherein 602 officers participated. The four Zonal Training Institutes of the Corporation organised 68 training courses and imparted training to 1362 officials.

The other prominent institutions whose services are being availed of for training are Faculty of Management Studies, University of Delhi and National Labour Institute, New Delhi. Indian Institute of Management, Ahmedabad, is being assigned a Diagnostic Study on training needs for FCI Officers.

4.5 Transfer and Tours:

4.5.1 Transfer:

An employee is liable to serve anywhere in India in the service of the Corporation. If an employee is transferred from one unit of seniority to other unit, at his own request, he becomes the junior most in the grade in the new unit.

If he is transferred in public interest or on administrative grounds, he carries all the benefits with him. In case of mutual transfers, the seniority of the junior of the two is reckoned for both of them.

4.5.2 Tour:

An employee is liable to serve anywhere in India in the service of the Corporation and to proceed on tour in the course of his official duty to any place within India or abroad.

4.6 Deputation of Officers of the Corporation to other Organisation:

Employees of the Corporation may be sent on deputation to other organisations (including Central/State Government) with the prior approval of the Managing Director. The
deputation of such employee shall be governed by the terms to be mutually agreed upon between the Corporation and the borrowing authority.

4.7 Termination of Service and Discharge:

The service of any employee who has been appointed on a regular basis to any post in the Corporation and has satisfactorily completed his period of probation may be terminated by the competent authority on giving such employee 90 days notice or 90 days pay and allowance in lieu of such notice.

Provided that service of a transferred employee shall not be terminated, except as a consequence of abolition of posts or a reduction in their number. Termination of service consequent on such abolition or reduction shall take place in the order of juniority in the grade concerned in the Corporation and the period of notice or pay and allowance in lieu of such notice to which such a transferred employee was entitled if he had continued in Government Service.

Provided further that a transferred employee who is promoted to a higher post in the Corporation shall be reverted to the grade from which he is promoted in the case
of abolition of reduction in the number of posts to which he is in the Corporation.

The service of any other employee may be terminated by the competent authority on giving him 30 days' notice or pay and allowance in lieu thereof, the competent authority for the completion of this purpose will be an authority not lower in rank than the appointing authority.

Nothing contained in this regulation shall effect the right of the appropriate authority for dismissal, removal from service or compulsory retirement of an employee, as a result of disciplinary proceedings or in pursuance of the provision relating to retirement.

4.8 Superannuation and Retirement:

Every employee appointed to the service of the Corporation shall retire on the last date of the month, in which he attains the age of 58 years.

Provided that a category-IV employee who has been transferred to the Corporation under section 12-A of the act and who has opted to be governed by leave Provident Fund,
retirement or other terminal benefits admissible to the employee of the Central Government, in accordance with the rules and orders of the Central Government, as amended from time to time, in terms of sub-section (4) of section 12-A of the Act, shall retire on the last date of the month on which he attains the age of 60 years.

The appropriate authority shall, if it is of the opinion that it is in the interest of the Corporation to do so, have the absolute right to retire a category-I, II, III and IV employee, after he has attained the age of 50 years by giving him a notice of not less than 3 months, in writing or 3 months' pay and allowance in lieu of such notice.

* Compiled from Food Corporation of India Act.

** In computing the notice period of 3 months referred to above, the date of serving of the notice and the date of its expiry shall be excluded.

An employee may be permitted to retire at his own request by the competent authority being satisfied that such employee is incapacitated for a further period of continuous service due to his continued illness or accident.

Provided that before acting under this clause, it shall be open to such authority to require the employee to undergo a medical examination by such medical examiner as it may nominate for this purpose.
Provided that an employee belonging to the above four
category may, by giving a notice of not less than three
months in writing to the appropriate authority retire from
service of the Corporation after he has attained the age of
50 years.

4.9 Voluntary Retirement of Employees:

At any time after an employee has completed 20 years of
qualifying service, he may be given notice of not less than
3 months in writing to the competent authority to retire
from service of the Corporation.

The notice of voluntary retirement shall require
acceptance by the competent authority.

The qualifying service as on the date of intended
retirement of the employees of the Corporation retiring
under this regulation shall be increased by a period not
exceeding 5 years so that the total qualifying service
rendered by the employee does not, in any case, exceed 30
years.

Provided that the total qualifying service after
allowing the increase under the sub-regulation shall not
exceed the qualifying service which he would have had, if he had retired voluntarily at the lowest age limit for such retirement prescribed under sub-regulation (2) of Regulation 22 of these regulations.

An employee referred to in sub-regulation (1) may make a request in writing to the appointing authority to accepting notice of voluntary retirement of less than three months', giving reasons therefor.

On receipt of a request under clause (a), the appointing authority subject to the provisions of sub-regulation (2) may consider such require for the curtailment of the period of notice of three months on merit and, if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience. The appointing authority may relax the requirement of notice of three months on the condition that the Corporation employees shall not apply for commutation of a part of his pensions before the expiry of the period of notice of three months.

The amount of pension/gratuity to be granted under this Regulation shall be subject to other provisions made under the relevant regulation in this regard. The increase not exceeding 5 years in qualifying service shall not entitle an
employee of the Corporation retiring voluntarily to any national fixation of pay for the purpose of calculating pension and/or gratuity which will be based on the actual employment calculated with reference to the date of retirement.

The increase in qualifying service shall not also entitle an employee governed by the Contributory Provident Fund Regulation of the Corporation to any contribution by the Corporation towards the Contributory Provident Fund for such increase in qualifying service.

The employee of the Corporation, who is allowed to retire under this Regulation and has given the necessary notice to that effect to the competent authority should be precluded from withdrawing his notice, except with the specific approval of such authority.

* Qualifying service means service rendered in the Corporation by an employee after completion of 18 years of age, except period of service rendered as an apprentice and extra-ordinary leave without any leave salary.

Services rendered in the Government or any public/private undertaking by an employee before his joining of the Corporation may be declared by the Managing Director, to be deemed in whole or in part to be the qualifying service in the Corporation, provided that there was no break in service before joining the Corporation.
Provided that the request for withdrawal shall be made before the intended date of his retirement.

This regulation will not apply to the employees of the Corporation who are on deputation from the Central/State Government/Local Bodies/Autonomous Bodies/Public Sector Undertakings or the employees who have gone to such organisation and who propose to get absorbed therein.

For the purpose of pensionary benefits under the Central Government rules and orders, the service rendered in any public or private undertaking would not count towards qualifying service.

4.10 Pay and Allowances

An employee shall commence to draw the pay of the post to which he is appointed and the allowances applicable thereto from the date he assumes charges of the post if such charge is assumed in the forenoon and, from the following day, if the charge is assumed in the afternoon and shall cease to draw the same from the day he relinquishes the charge if the charge is relinquished in the forenoon and from the following day, if the charge is relinquished in the afternoon.
Provided that in the case of an employee who dies while in service, pay shall cease to be payable with effect from the day subsequent to that on which the death occurs.

The scale of pay applicable to various categories of posts in the Corporation shall be as indicated in column 3 of the table appendix-1 to the regulation.

Provided that 1/3rd of the number of the posts in the pay scale of Rs. 2000-60-2300-75-3200-100-3500 shall be placed in the selection grade of Rs. Rs. 2500-120-4300.

Provided further that in arriving at a number of selection grade posts ibid the post of Additional Financial Advisor, for which the pay scale of Rs. 5100-150-6300-200-6700 has been prescribed shall be taken into account and that the post of Additional Financial Advisor will be counted against the number of selection grade posts in scale of Rs. 6500-175-7725 so arrived.

1 Compiled from Pay Commission Report.  
2 Compiled from Pay Commission Report.
4.10.1 Allowances and Advances

The Corporation may prescribe from time to time:

(i) The rates at which and the conditions subject to which travelling allowance may be paid to the employees in connection with journeys undertaken by them on tour or on transfer in the service of the Corporation.

(ii) The rates at which and the conditions subject to which conveyance allowance may be paid to the employees for the maintenance of different types of conveyance for use on official duties.

(iii) The kinds and rates of any other allowance and the terms and conditions on which such allowances may be granted.

(iv) The rates at which and this conditions subject to which medical charges and insurance premium may be reimbursed to the employee of the Corporation.

(v) The types of advances that may be granted to the employees and the terms and conditions on which such advances may be granted.
4.10.2 Pay and Allowances during Joining Time

An employee at joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of the charge in the old post. He will also be entitled to dearness allowance if any, appropriate to such joining time pay. In addition, he shall also be entitled to draw compensatory allowances like city compensatory allowance and House Rent Allowance, as applicable, to his old post at the rates applicable to the old station, from which he was transferred.

4.10.3 Pay on First Appointment

The pay of an employee on first appointment to a post in the service of the Corporation shall be fixed at the minimum of the time scale applicable to the post, to which he is appointed, or where the post is on a fixed pay, such fixed pay.

1 - The above regulation shall also apply to a deputationist while joining the service of the Corporation or while being reverted to his present department.
Provided that were any person appointed to a post to which a time scale is applicable has been in continuous service for a period of not less than 2 years in any Department of the Central or any State Government or any Public Sector or Private Sector undertakings, immediately preceding such appointment, the appointing authority may, at its discretion, fix the pay at the stage in the time scale applicable to the pay of the post next higher than the pay last drawn by him in such department or undertaking and may, in addition, at his discretion, grant one advance increment.

Provided further that the Managing Director may grant a higher start to a direct recruit, upto a maximum of five advance increments, in consultation with Financial Advisor and Executive Committee may grant advance increments in excess of the above limit.

Provided also that in no case shall the pay be fixed at a stage higher than the maximum of the time scale.

4.10.4 Pay on Promotion

When an employee of the Corporation is promoted from one post to higher post in the service of the Corporation, his pay in such higher post shall be fixed at the next higher
stage after allowing him one increment in the scale of pay, if any, applicable to the post from which he has been promoted.

Provided that where an employee is promoted to a post on a fixed pay, he shall be allowed only such fixed pay.

Provided further that if an employee belonging to category IV, II, II or I is promoted to a post with starting pay upto Rs. 3430/- after having reached the maximum of the scale of the lower post and his pay is required to be fixed under this regulation, he shall be allowed an increment above the maximum of the lower scale (equivalent to the amount of such increment in that scale) and the pay be then fixed at the stage next above in the higher scale.

When an employee is specifically required by the competent authority to hold charge of a higher post in addition to his own duties, he shall be eligible to draw charge allowance in accordance with the instructions issued by the Corporation from time to time.

* Compiled from Pay Commission Report of FCI: Nov.9, 1992
Pay in the Case of Deputationists From Central/State Government Departments or Public Sectors Undertakings.

The pay of a deputationist shall be regulated in accordance with his terms of deputation as mutually agreed upon between the lending authority and the Corporation, subject to the condition that in no case should the benefit accruing to a deputationist exceed the limits prescribed by the Government of India in the Ministry of Finance (Department of Expenditure) O.M. No. 10 (24)/E111/60, dated 4.5.61 as amended from time to time.

4.10.5 Pay And Allowance in the Case of Deputationist from Private Sector Undertakings.

Except where otherwise specified by Managing Director, the pay of deputationists from Private sector Undertaking shall be fixed in accordance with Regulation 83.

4.10.6 Pay In the Case of Superannuated Government Services Re-employed by the Corporation

In the case of persons who have been superannuated from the service of the Central or any State Government and have

1. Compiled from Staff Regulation of FCI
2. Compiled from Staff Regulation of FCI
been re-employed in the service of the Corporation the pay shall be regulated in accordance with the principles applicable to similar appointments in the Civil Departments of the Central Government. Annual increments in such cases shall be drawn on completion of one year of service in the Corporation.

4.10.7 Increments

Increments in the time scale of a post to which a person is appointed shall be drawn as a matter of course except where such increments have been withheld as a result of a penalty imposed under these regulation. All increment shall fall due on the first of January of every year.

4.10.8 Ad hoc Increment to Employees Stagnating at the Maximum of their pay-scale

Any employee in category II, III, IV post carrying pay scale the maximum of which does not exceed Rs. 4300/- p.m. and who has been stagnating or may hereafter stagnate at the maximum of his scale of pay for two years or more may be granted ad hoc increment equivalent to the rate of the increment last drawn by him in his existing scale to be treated as "Personal Pay". An employee against whom a disciplinary case is pending will, however, have to await the result of the pending disciplinary proceedings before being considered for the grant of such ad hoc increment.
4.10.9 Ex-gratia Grant

In the event of death of an employee in extra-ordinary or tragic circumstances, the Managing Director may sanction, in accordance with such rules as may be framed by the Board in that behalf an ex-gratia to the family members dependent on the employee, if no terminal benefit/compensation is admissible under normal rules.

4.10.10 Saving Provisions

Nothing contained in these Regulations shall affect the application of any other law, rule or regulation for the time being in force.

Nothing contained in these Regulations shall invalidate any other mode or action taken by the Corporation or any of its officers, in accordance with the provisions contained in the draft Staff Regulation, which were in force before the commencement of these Regulation.

4.11 Welfare Programmes

As in the past, the Corporation had been taking all the steps for ensuring the welfare of the staff. The important

* Compiled from Staff Regulation of FCI.
welfare measures already introduced by the Corporation include subsidised canteen, dispensaries, reservation of beds in T.B., Sanatoriums and provisions of holiday home. The staff are also allowed leave encashment, leave travel concession, festival and other advances.

Eighteen departmental dispensaries are functioning at various places, where the staff strength including the departmental labour is in excess of 500, the construction of residential quarters for labour at Gandhi Dham is also initiated.

A group Insurance Scheme has been introduced for all regular employees, including the departmental labour. The Corporation also grants ex-gratia payment to the families of the employees who die in harness.

The Corporation continued to encourage the sports and cultural activities among the employees. Apart from the various sports events held throughout the year, an annual athletic meet was also organised at the end of each year wherein, hundreds of employees participated. A number of employees of the Corporation also participated in international tournaments. Some of the employees of the Corporation won silver bronze medals in international meets.
and some of them won the coveted Arjuna Award. The Corporation also continued the incentive scheme for promoting sports activities among its employees.

During the year FCI sportsmen and women have brought laurels to the country and to the Corporation. FCI also participated in the open International Athletic Meets, held at Kuala Lumpur in October, 1991 and Auckland, New Zealand in May 1992. The FCI Athletes won 6 gold medals, five silver medals and three bronze medals.

FCI team also participated in all India Public Sector Table Tennis Tournament, held at New "Delhi in January, 1992. It is reflected by the fact that both FCI men and women teams were declared runner-up in the team Championship. In the Public Sector Table Tennis Meet, the FCI teams were declared runner-up in Team Championship.

1 Compiled from Food Corp (Monthly Journal) Jan-92.
2 - do - Sept-92.
4.12 Industrial Relations and Public Relation Programme:

4.12.1 Industrial Relations Programme:

Industrial relations are relations of the human beings working in an industry for industrial peace. It is essential that these human relations are smooth and cordial, especially between the management and workers. The Government has passed several laws to protect the interest of the workers as well as to ensure industrial peace in the industries and to check the exploitation of the labour at the hands of the employers. These laws are called Industrial laws and their objective is to provide social justice to the workers. Normally it has been observed that trade unions who have been commanding mass following have not been taking much advantage from industrial laws, as in their opinion, this is a time taking process and, therefore, such trade unions have been more depending on mass movement to seek immediate redressal of their grievances/conceding of demands as this method delivers quick results and settlement.

Industrial Relation in Flood Corporation of India

In so far as the industrial relation in the FCI are concerned, these principles are being adopted by our
Management and efforts are made to maintain best industrial relations within the Corporation. FCI has over 50 staff unions and there are a lot of inter-union rivalries which do not permit them to grow into a healthy trade unions, which could have effective collective bargaining. Yet the management has always been keen to maintain good relations with the various Unions representing different sections of employees by giving them proper hearing in meetings with them for sorting out their genuine demands.

In 1974, working group on recognition policy was formed and based on its recommendations as approved by the Board of Directors and the Labour Ministry, the verification of memberships of the eligible unions is being done by the Labour Ministry. It is expected that in the near future, we would have good number of trade unions recognised at all-India, Zonal and Regional Levels. The FCI has adopted the scheme of workers participation at the depot and plant levels since 1976 and depots/plant level councils at 52 centres are already functioning at depot/plants having 100/50 workers respectively, with a view to improve efficiency and better industrial relations. The level of communication in FCI is also quite effective and the employees are kept well aware of the day-to-day developments concerning them.
A number of employees have also been trained under Workers' Education Scheme for educating them to form a healthy trade union, both in the interest of the employees/employers as well as in the interest of the Corporation. After all, the FCI's employees should not only strive for their own better conditions of service, but they must also ensure best service to the society, for which the FCI and its employees are morally committed.

Following are the primary functions of Industrial Relations in FCI to promote industrial harmony:

1. Close collaboration with divisional and departmental heads in all matters relating to transfer, leave, promotion, punishment, discharge or dismissal or re-employment after discharge or dismissal, employment to next kith and kins of deceased workers/ or on other compassionate grounds.

2. Welfare activities, like canteen & creches, sports, recreation, community centre etc.

3. Supervision of compliance with the provisions of Factories Act, Industrial Dispute Act and other labour legislation.
4. Public Relation work, including radio relays, publications of house journals etc.

5. Institution of courses on modern methods of scientific labour management and labour relation for the supervisory staff, i.e. District Managers/Chief Labour Inspectors/Labour Inspectors etc.

6. Maintenance of contacts & relation with the workers' union.

7. Maintenance of contacts & relation with Labour Commissioner, Asstt. Labour Commissioners (Central), the Chief Inspector of Factories and other authorities dealing with labour matters.

8. Collaboration with line executives in the disposal of grievances, complaints and appeals received from employees or from the Union.

9. Supervision of condition of work and payment of wages of contractors labour.

10. Interpretation of standing orders and other rules relating to service conditions.

11. Study and examination of labour legislation.
12. Advice on changes in wages, rates or bonus rates.

13. Dealing with all questions relating to the following subjects in respect of workers/departmental labours:
   a) Payment of gratuity.
   b) Payment of Corporations Contributions to Provident Fund and Loans and Withdrawals.
   c) Payment of settlement dues to the heirs of deceased employees.
   d) Grants from the Charity Funds, if any.
   e) Payment of medical maternity benefits.
   f) Payment of incentives etc.

14. Supervision of the working of the Grievences Redressal Committees at Head Quarters, Zonal/Regional/District level and the Work Committees at the depot level.

4.12.2 Public Relation Programme

During the past years, the Corporation continued to make extensive use of the newspapers, radio and TV for its public relation programmes. Special efforts were made to educate the farmers about the specification of the grains, so that
they may get full support price without any cuts. On the occasion of 21st Anniversary of the Corporation, a campaign to review the progress over the 22 years was organised through press and other media. A special campaign was launched in various newspapers to educate the public regarding the activities of the Corporation in general and about the implementation of consumer subsidy borne by the Government of India in particular.

The Corporation publishes its monthly house journal "Food Corp" and also the monthly gazette and half yearly Purchase Plan.

The Hindi Cell of the Corporation provides necessary guidance and assistance in the implementation of Hindi office work and Hindi training classes and Workshops were held in the Head Office and Regional Office. Nine office, where more than 80% officials possessed working knowledge of Hindi, were notified in the Gazette.

The National Co-ordination Committee of the 4 unions of the Corporation out of 5 All India level unions had concluded negotiations with the management for wage revision in respect of Class-III and Class-IV employees of the Corporation from 1st August, 1983 to 31st July, 1987,
subject to Government and Honourable Supreme Court approval. The wage revision proposals are under Government consideration.

4.13 Staff and Pay Scale Position on All India Basis and in Uttar Pradesh

The FCI has some special posts and four categories of staff. The special posts and their present pay scale are explained in Table No. 4.2 and staff position of last 10 years, their present pay scale on all India level and Uttar Pradesh have been explained in Table No. 4.3, Table No. 4.4 & 4.5 respectively.
**Table-4.2**

Special Posts and their Pay Scale

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of Post</th>
<th>Scale of Pay (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Financial Adviser</td>
<td>7250-200-8250</td>
</tr>
<tr>
<td>2.</td>
<td>Zonal Manager</td>
<td>7250-200-8250</td>
</tr>
<tr>
<td>3.</td>
<td>Chief Commercial Manager</td>
<td>7250-200-8250</td>
</tr>
<tr>
<td>4.</td>
<td>Commercial Manager</td>
<td>7250-200-8250</td>
</tr>
<tr>
<td>5.</td>
<td>Chief - Implementation Div.</td>
<td>7250-200-8250</td>
</tr>
<tr>
<td>6.</td>
<td>Personnel Manager</td>
<td>7250-200-8250</td>
</tr>
<tr>
<td>8.</td>
<td>Chief Traffic Manager</td>
<td>6500-175-7725</td>
</tr>
<tr>
<td>9.</td>
<td>Chief Legal Manager</td>
<td>6500-175-7725</td>
</tr>
<tr>
<td>10.</td>
<td>Manager (Quality Control)</td>
<td>5200-160-6000-175-6875</td>
</tr>
<tr>
<td>11.</td>
<td>Manager (Planning &amp; Research)</td>
<td>5200-160-6000-175-6875</td>
</tr>
<tr>
<td>12.</td>
<td>Manager (Movement)</td>
<td>5200-160-6000-175-6875</td>
</tr>
<tr>
<td>13.</td>
<td>Manager (Engineering)</td>
<td>5200-160-6000-175-6875</td>
</tr>
<tr>
<td>14.</td>
<td>Manager/Dy.Zonal Manager</td>
<td>5200-160-6000-175-6875</td>
</tr>
</tbody>
</table>

* Compiled from Pay Commission Report.
**Table-4.3**

Staff Position of various categories of F.C.I. on All India Basis (From 1982-83 to 1991-92)

<table>
<thead>
<tr>
<th>Year</th>
<th>Cat-I</th>
<th>Cat-II</th>
<th>Cat-III</th>
<th>Cat-IV</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1982-83</td>
<td>722</td>
<td>3477</td>
<td>36299</td>
<td>31141</td>
<td>71639</td>
</tr>
<tr>
<td>1983-84</td>
<td>734</td>
<td>3586</td>
<td>37381</td>
<td>29758</td>
<td>71459</td>
</tr>
<tr>
<td>1984-85</td>
<td>743</td>
<td>3737</td>
<td>38722</td>
<td>28956</td>
<td>72158</td>
</tr>
<tr>
<td>1985-86</td>
<td>736</td>
<td>3831</td>
<td>39227</td>
<td>28339</td>
<td>72133</td>
</tr>
<tr>
<td>1986-87</td>
<td>778</td>
<td>3946</td>
<td>38968</td>
<td>27605</td>
<td>71297</td>
</tr>
<tr>
<td>1987-88</td>
<td>796</td>
<td>3965</td>
<td>38515</td>
<td>26934</td>
<td>70210</td>
</tr>
<tr>
<td>1988-89</td>
<td>820</td>
<td>4247</td>
<td>39419</td>
<td>25498</td>
<td>69984</td>
</tr>
<tr>
<td>1989-90</td>
<td>812</td>
<td>4251</td>
<td>39567</td>
<td>24768</td>
<td>69398</td>
</tr>
<tr>
<td>1990-91</td>
<td>762</td>
<td>4160</td>
<td>39474</td>
<td>24106</td>
<td>68502</td>
</tr>
<tr>
<td>1991-92</td>
<td>769</td>
<td>4121</td>
<td>39019</td>
<td>23879</td>
<td>67788</td>
</tr>
</tbody>
</table>

It can be observed from the above figures that staff position of category-I has risen from 722 in 1982-83 to 769 in 1991-92, that of category-II from 3477 in 1982-83 to 4121, in 1991-92, and staff position of category-III has been risen from 36299 in 1982-83 to 39019 in 1991-92. But the staff position of category-IV has been decreased from 31141 in 1982-83 to 238879 in 1991-92. The overall staff position of the Corporation, on all India basis, has gone down from 71639 in 1982-83 to 67788 in 1991-92.

Table 4.4

Various Categories of Officers/Staff and their present salary

<table>
<thead>
<tr>
<th>Employee</th>
<th>Designation</th>
<th>Scale of pay (Rs.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category-I</td>
<td>Sr. Regional Manager</td>
<td>5100-150-5700</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joint Manager</td>
<td>3700-140-4400-150-5900</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deputy Manager</td>
<td>3450-140-4570-150-5470</td>
<td></td>
</tr>
<tr>
<td>Category-II</td>
<td>Medical Officer</td>
<td>2620-120-4300-130-4820</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistant Manager</td>
<td>2500-120-4300</td>
<td></td>
</tr>
<tr>
<td>Category-III</td>
<td>Asstt. Grade-I</td>
<td>1825-65-2150-80-2630-100-3430</td>
<td>After Revision of Pay Scale</td>
</tr>
<tr>
<td></td>
<td>Asstt. Grade-II</td>
<td>1650-60-2130-75-2655</td>
<td>- do -</td>
</tr>
<tr>
<td></td>
<td>Asstt. Grade-III</td>
<td>1450-50-1650-60-2190</td>
<td>- do -</td>
</tr>
<tr>
<td>Category-IV</td>
<td>Head Watchman</td>
<td>1265-35-1440-45-1845</td>
<td>After revision of pay scale</td>
</tr>
<tr>
<td></td>
<td>Dusting Operator</td>
<td>1370-35-1440-45-1755</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Watchman</td>
<td>1230-35-1440-45-1755</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Peon</td>
<td>1230-35-1440-45-1755</td>
<td></td>
</tr>
</tbody>
</table>

* Compiled from the Pay Commission Report.
Table-4.5

Staff Position of various categories of F.C.I. at U.P. Level (From 1982-83 to 1991-92)

<table>
<thead>
<tr>
<th>Year</th>
<th>Cat-I</th>
<th>Cat-II</th>
<th>Cat-III</th>
<th>Cat-IV</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1982-83</td>
<td>48</td>
<td>377</td>
<td>4236</td>
<td>4466</td>
<td>9127</td>
</tr>
<tr>
<td>1983-84</td>
<td>45</td>
<td>398</td>
<td>4379</td>
<td>4368</td>
<td>9190</td>
</tr>
<tr>
<td>1984-85</td>
<td>42</td>
<td>405</td>
<td>4425</td>
<td>4145</td>
<td>9017</td>
</tr>
<tr>
<td>1985-86</td>
<td>46</td>
<td>465</td>
<td>4648</td>
<td>4097</td>
<td>9256</td>
</tr>
<tr>
<td>1986-87</td>
<td>43</td>
<td>445</td>
<td>4697</td>
<td>3926</td>
<td>9111</td>
</tr>
<tr>
<td>1987-88</td>
<td>50</td>
<td>390</td>
<td>4670</td>
<td>3795</td>
<td>8905</td>
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<tr>
<td>1988-89</td>
<td>45</td>
<td>405</td>
<td>5164</td>
<td>3300</td>
<td>8914</td>
</tr>
<tr>
<td>1989-90</td>
<td>43</td>
<td>407</td>
<td>5171</td>
<td>3254</td>
<td>8875</td>
</tr>
<tr>
<td>1990-91</td>
<td>39</td>
<td>406</td>
<td>5227</td>
<td>3217</td>
<td>8889</td>
</tr>
<tr>
<td>1991-92</td>
<td>51</td>
<td>409</td>
<td>5202</td>
<td>3259</td>
<td>8921</td>
</tr>
</tbody>
</table>

It can be observed from the above figures that staff position of category-I has risen from 48 in 1982-84 to 51 in 1991-92. Staff position in category-II has risen from 377 in 1982-83 to 409 in 1991-92 and staff position of category-III has risen from 4236 in 1982-83 to 5202 in 1991-92, but staff position of category-IV has decreased from 4466 in 1982-83 to 3259 in 1991-92. The overall staff position of the Corporation at U.P. level has gone down from 9127 in 1982-83 to 8921 in 1991-92.