MINISTRY OF ENERGY
(Department of Petroleum)
NOTIFICATION
New Delhi, the 12th July, 1984

GSR 509 (E) – In exercise of the powers conferred by section 31 of the Oil Industry (Development) Act, 1974 (47 of 1974) and in supersession of the Oil Industry Development Board Employees' (General Conditions of Service) Rules, 1978, except as respects since done or committed to be done before such supersession, the Central Government hereby makes the following rules, namely:-

1. Short title and commencement :-

(1) These rules may be called the Oil Industry Development Board Employees' (General Conditions of Service Rules, 1984).

2. Definitions – In these rules, unless the context otherwise requires, -

(a) "Act" means the Oil Industry (Development) Act, 1974 (47 of 1974);

(b) "appointing authority" in relation to exercise of a power means Board and includes –

(i) the Chairman, in relation to exercise of such power in respect of Group A posts;

(ii) the Secretary, in relation to exercise of such power in respect of Groups B posts;

(iii) the Financial Adviser and Chief accounts Officer, in relation to exercise of such power in respect of Group C posts;

(iv) the Senior Accounts/Administration Officer, in relation to exercise of such power in respect of Group D posts;"

(c) "Secretary" means the Secretary of the Board;

(d) "Employee" means a person who holds a post under the Board but does not include casual employee;

(e) "Schedule" means the Schedule to these rules.

(f) "Financial Adviser and Chief Accounts Officer" means a person who holds, for the time being, that post in the Board;

(g) "Senior Accounts/Administrative Officer" means a person who holds, for the time being, that post in the Board."

(GSR 24(E) dt. 13/1/1988)

3. Application :-

(1) These rules shall apply to all the employees of the Board except :-

(a) those who are on foreign service terms with the Board in whose case the terms and conditions of appointment and service agreed to between the Board and the lending organization would apply; and

(b) those paid from contingencies.

(2) Nothing in these rules shall operate to deprive an employee of any right or privilege to which he is entitled.

(a) by or under any law for the time being in force; or

(b) by the terms or conditions of service or any agreement, subsisting between such person and the Government; or

(c) by the terms or any agreement subsisting between him and the Board at the commencement of these rules.

4. Creation of posts and appointment thereto -

The Board may create such posts and make appointments thereto, as may be necessary for the performance of its functions;

Provided that for creation of posts in Group A and Group B and appointment thereto, prior approval of the Central Government shall be obtained:

Provided further that for creation of Group A and Group B posts and appointment thereto on purely temporary and ad hoc basis prior approval of the Central Government shall not be necessary.

5. Strength and composition of the office establishment of the Board – the categories of the posts in the Board and their strength sanctioned on regular basis shall be such as is specified in the schedule.

6. Appointment – All appointments to posts in the service of the Board shall be made by the appointing authority.

7. Qualifications for and method of recruitment – The qualifications for and the method of recruitment to a post or class of posts shall be such as the Board may specify from time to time.

8. Age on initial appointment -

(1) No person shall be appointed to a post in the Board unless he has attained the age of 18 years.

(2) Every employee newly appointed to a post under the Board at the time of appointment shall declare the date of his birth by the Christian Era and shall produce confirmatory documentary evidence to the satisfaction of the appointing authority.

9. Verification of character and antecedents – Mere selection of a candidate confers no right to appointment unless the appointing authority is satisfied, after such enquires as may be considered necessary, that the candidate, having regard to his character and antecedents, is suitable in all respects for appointment.

10. Medical Certificate on first Entry – No person shall be appointed to a post in the Board without a medical certificate of health, for initial entry into the service, obtained in accordance with the Government instructions in this regard;

Provided that the Board may by order exempt, either permanently or temporarily, any candidate or class of candidates from the production of such certificate of fitness.

11. Seniority – Seniority of an employee in the grade to which he belongs shall be regulated and determined in accordance with the instructions of the Central Government in this regard.

12 Promotion – For the purpose of promotion posts in the Board shall be classified into the following two categories, namely;

(a) Selection Posts – Posts, promotion to which shall be made by selection based on merit with due regard to seniority.

(b) Non-selection Posts – Posts, promotion to which shall be made by seniority subject to rejection of the unfit.

13. Loan of services of the employees of the Board on Foreign Service terms -

(1) Permanent employees, and those temporary employees of the Board who have put in 3 years service in the Board, may be allowed to go on deputation to other organizations. The deputation in each case shall

be approved by the Chairman and the period of deputation may be 2 years in the first instance :

Provided that no employee will be allowed to proceed on deputation to private orgaisations.

(2) In a case where the services of an employee have been placed at the disposal of an outside authority, he shall be entitled to all the protection or benefits as would have accrued to him had he been present in the Board.

(3) The terms and conditions governing the foreign service shall be decided in consultation with the borrowing departments.

(4) The borrowing organisation will be responsible for the payment of :-

(i) in the case of death during the period of deputation, the excess of amount of gratuity admissible as per sub-rules (2) of rule 5 of the Oil Industry Development Board Employees (Death-cum-Retirement) Gratuity Rules, 1983;

(ii) in the case of death or injury during the period of deputation, any compensation that may be admissible under the rules of the Board or the provisions of any other Act or rules.

(5) The borrowing organisation will be liable to pay leave salary (including allowances) in respect of disability leave granted to the officer on account of any disability incurred while on deputation even if such disability manifests itself after the termination of the deputation period.

14. Resignation -

(1) The authority competent to accept the resignation of an employee is the appointing authority.

(2) Every temporary employee shall be required to give one month's notice in writing to the Board while submitting his resignation :

Provided that an employee who has been declared permanent shall be required to give three months notice.

(3) Notwithstanding the provisions of sub rule (2) the appointing authority may, at its discretion, accept the resignation of the employee with immediate effect or with effect from any time before the expiry of the notice period.

15. Termination of Service –

(1) Except as may be specifically provided in the contract of service, the services of a temporary employee shall be liable to termination at any time without assigning any reason by a notice in writing given by the appointing authority to the employee and the period of such notice shall be one month.

Provided that the services of any such employee may be terminated forthwith and on such termination, the employee shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his service, or as the case may be, for the period by which such notice falls short of one month.

16. Retirement :-

(1) The age for retirement from the service of the Board for an employee shall be 60 years and he shall retire from the afternoon of the last day of the month in which he attains the age of retirement :

Provided that an employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years".

(2) Omitted.

(GSR 372 (E) dt. 30/6/1998)

(3) An employee of the Board may, by giving notice of not less than three months in writing to the appropriate authority, retire from service after he has attained the age of fifty years, if he is in Group A' or Group 'B' service or post, (and had entered in service before attaining the age of thirty-five years), and in all other cases after he has attained the age of fifty-five years :

Provided that it shall be open to the appropriate authority to withhold the permission to an employee under suspension who seeks to retire under this clause."

(4) At any time after the employee has completed 20 years qualifying service, he may, by giving a notice of not less than three months in writing to the appointing authority, retire from service. The qualifying service as on date of intended retirement of the employee retiring under these rules shall be increased by the period not exceeding five

years, subject to the condition that the total qualifying service rendered by the employee does not in any case exceed thirty-three years and it does not take him beyond the date of superannuation."

(GSR 549 (E) dt. 7/8/2991)

17. Re-appointment -

(1) No person who has been dismissed from the service of the Board or the Government or a body, incorporated or not, which is fully or substantially owned or controlled by the Government, shall be re-employed. A person who has been compulsorily retired or removed from service may be re-employed with the prior approval of the Board or the Central Government, as the case may be.

(2) The appointing authority may re-employ a person who has resigned from service or whose services have been terminated after consultation with the authority under whom he was previously working.

18. Record of Service – A record of particulars of service of each employee shall be maintained in the Service Book or Service Sheet of the employee in such form and in such manner as may be specified by the Board from time to time.

19. Saving – Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes and the Schedules Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time and adopted by the Board.

20. Pay and allowances –

(1) The scale of pay to which the holder of a post in the establishment of the Board shall be entitled to shall be such as is mentioned against the appropriate post in the schedule.

(2) The employees of the Board shall be entitled to such allowances and at such rates as may be determined by the Board from time to time with the prior approval of the Central Government.

(3) The fixation of pay and grant of increments to the employees of the Board shall be regulated in such manner as may be laid down by the Board from time to time with the prior approval of the Central Government.

21. Advances –

(1) Subject to the provisions of funds in the budget estimates of the Board, the Chairman shall have the powers to grant to the employees of the Board the following types of advances:

(a) House Building Advance
(b) Car Advance
(c) Scooter / Motor Cycle Advance
(d) Fan Advance
(e) Festival Advance

(2) The grant of advances referred to in sub-rule (1) shall be regulated in such manner as may be laid down by the Board with the prior approval of the Central Government.

22. Entitlement to Leave, Medical benefits and Travelling Allowance – the employees of the Board shall be entitled to such leave (including leave salary) medical benefits and traveling allowance, as may be prescribed by the Central government under the rules in this regard.

23. Retirement benefits -

(1) Service under the Board shall not qualify for pension for Oil Industry Development Fund. It will, however, qualify for gratuity in accordance with such rules as may be framed and notified by the Central Government in the Official Gazette.

(2) A Government servant on deputation to the Board shall continue to be governed by conditions of service in regard to pension and other matters which apply to him as Government servant.

(3) The Board shall establish and maintain a Contributory Provident Fund for the benefit of its employees and require them to subscribe to the said Fund in accordance with such rules as may be made and notified by the Central government in the Official Gazette.

(4) The Contributory Provident Fund shall be administered by the Secretary or any other officer authorized by the Chairman in this behalf.

24. Control and Discipline – the conduct, discipline and control of the employees of the Board shall be in accordance with such rules as may be made and notified by the Central Government in the Official Gazette.

25. Interpretation – Any question as to interpretation of these rules shall be referred to the Central government for a decision.

SCHEDULE

Sl. No.	Description of the Post	Revised Pay Scales	No. of Posts sanctioned
1.	Secretary	Under Section 5 (3) of the Act, the Secretary is to be appointed by the Central Government and his / her salary is also to be fixed by Government.	1
2.	Financial Adviser and Chief Accounts Officer	Rs.14300-400-18300	1
3.	Deputy Chief Finance and Accounts Officer	Rs.12000-375-16500	1
4.	Senior Accounts / Administrative Officer	Rs.10000-325-15200	1
5.	Technical Officer	Rs.10000-325-15200	1
6.	Accounts officer	Rs.7500-250-12000	1
7.	Section Officer	Rs.6500-200-10500	2
8.	Hindi Officer	Rs.6500-200-10500	1
9.	Accountant	Rs.5500-175-9000/ Rs.6500-200-10500	1
10	Stenographer Grade 'B'	Rs.6500-200-10500	3
11	Stenographer Grade 'C'	Rs.5000-150-8000	2
12	Stenographer Grade 'D'	Rs.4000-100-6000	3
13	Assistant	Rs.5000-150-8000	2
14	Senior Caretaker	Rs.5500-175-9000	1
15	Upper Division Clerk	Rs.4000-100-6000	2
16	Lower Division Clerk	Rs.3050-75-3950-80-4590	3
17	Staff Car Driver (Selection Grade)	Rs.4000-100-6000	1
18	Staff Car Driver	Rs.3050-75-3950-80-4590	1
19	Photocopy Operator	Rs.2650-65-3300-70-4000	1
20	Peon	Rs.2550-55-2660-60-3200	6

EXPLANATORY MEMORANDUM

The scales of pay of the employees of the Oil Industry Development Board are identical of those applicable to the Central Government employees of similar status. The Central Government has notified the Central Civil Services (Revised Pay) Rules to implement the recommendations made by the Fifty Pay Commission effective from 1st day of January, 1996. It is, therefore, necessary that the amendment to the Oil Industry Development board Employees' (General Conditions of Service) Rules is also given retrospective effect from 1st day of January, 1996. It is certified that the retrospective effect being given to these rules will not affect adversely any employee to whom these rules shall apply.