

## **MMTC LIMITED** **MMTC JOINING TIME RULES, 1980**

In exercise of the Powers, conferred under Article 89(16) of the Articles of Association of MMTC Limited, the Board of Directors hereby make the following rules: -

### **1. TITLE:**

- (I) These rules may be called the MMTC Joining Time Rules, 1980.
- (II) These rules shall come into force w.e.f. 1.5.1980.

### **2. APPLICATION:**

These rules shall apply to all employees in the service of the Company excluding employees engaged on contract and those who are not in the whole time employment of the Company.

### **3. DEFINITIONS:**

In these Rules, unless the context indicates otherwise: -

- (i) "Chairman-cum-Managing Director/Director" means the Chairman-cum-Managing Director/Director of the MMTC Ltd.
- (ii) "General Manager (P)" means a General Manager appointed in Head Office to look after personnel matters.
- (iii) "General Manager/Dy. General Manager/Dy. General Manager" means a General Manager to manage the affairs of a Regional Office or a Division of the Head Office.
- (iv) "Joining Time" means time allowed to an employee from one post to another either within the same station or to another station to take up duties of a new post or in consequence of change in his headquarters.

### **4. JOINING TIME:**

- 4.1 Joining Time shall be granted to MMTC employees on transfer to another office to enable him to join a new post either at the same or at a new station. No Joining time is admissible in cases of temporary transfer for a period not exceeding 90 days. In such cases only the actual transit time as admissible in case of journey on tour may be allowed.
- 4.2 The joining time shall commence from the date of relinquishment of charge of the old post, if the charge is made over in the forenoon, of the following day, if the charge is made over in the afternoon.

- 4.3 Joining time shall be calculated from the old headquarters in all cases including where an employee receives his transfer orders or makes over charge of the old post in a place other than his old headquarters or where the Hqrs., of an employee while on tour is changed to the tour station itself or where his temporary transfer converted into permanent transfer.
- 4.4 Not more than one day's joining time shall be allowed to an employee to join a new post within the same station or for a transfer which does not involve a change of residence from one station to another.
- 4.5 For transfer from one station to another and also involving change of residence, the employee shall be allowed joining time with reference to the distance between the old Hrsq. and the new Hqrs. by the direct route and ordinary mode (s) of travel as indicated in the following schedule. When holiday(s) follow(s) the joining time may be deemed to have been extended to cover such holiday(s) :-

Distance between the Old Hqrs and the new Hqrs.	Joining Time <u>Admissible</u>	Joining Time Admissible where the transfer necessarily involves continuous travel by <u>road for more than 200 Kms.</u>
1,000 Kms or less	10 Days	12 Days
More than 1,000 Kms	12 Days	15 Days
More than 2,000 Kms	15 Days	15 Days

- 4.6 Where an employee performs the journey by air, the actual time occupied in the journey plus eight days as preparation time, shall be allowed as joining time. A part of a day shall be treated as one day.

## CLARIFICATION

In cases where an officer on transfer travels by air and reports at the new station on the very next day of relieve from his old station, only 8 days (not 9) should be the maximum credit of unavailed joining time.

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- 4.7 The intervening holidays including Saturdays & Sundays immediately following the date of relief of an employee will be included for calculating joining time. However, if the due date for joining after availing the full joining time happens to be a holiday, the same would be excluded from the joining time. \*2

\*1 Letter No. 8/2/87-P (SC-I) dt. 6.9.1988

\*2 Letter No. 10/26/80-P (SC-I) dt. 27.2.1986

## CLARIFICATION

- Where an officer gets relieved from old station on a Friday, performs journey on Saturday and joins duty at new station on Monday, then the intervening Sunday must also be included under joining time and the Saturday on which the journey has been performed will be journey time. Hence, the total credit of joining time will be preparation time permissible (8 days for air and 12/15 days by rail) minus intervening Sunday/Holiday before joining date plus journey time.
- 4.8 Extension of joining time beyond the limits indicated above can be granted upto the maximum of 30 days by the GM (P)/GM/DGM and beyond 30 days by Director or Chairman-cum-Managing Director the guiding principle being that the total period of joining time should be approximately equal to eight days for preparation plus reasonable transit time plus holidays if any following the extended joining time. While computing the time allowance should be made for the time unavoidably spent due to disruption of transport arrangements caused by strike or natural calamities, OR, in exceptional circumstances, the abnormal time required to be spent on the journey.
- 4.9 When an employee joins the new post without availing of the full joining time, the number of days of joining time as admissible in Sub Rule No. 4.4 & 4.5 subject to the maximum of 15 days reduced by the number of days actually availed of, shall be credited to his leave accounts as earned leave. This rule shall be effective from 1.5.1980.
- 4.10 Joining time may be combined with regular leave of any kind or duration, except causal leave.
- 4.11 If an employee in transit on transfer is directed to proceed to a place different from that indicated in the initial transfer orders, he shall be entitled to joining time already availed of up to the date of receipts of revised orders plus a fresh spell of full joining time from the date following the date of receipt of the revised orders. The fresh spell of joining time in such cases shall be calculated from the place at which he receives revised orders as if he is transferred from that place.
- 5. JOINING TIME PAY:**
- Joining time pay will be equal to the pay which was drawn before relinquishment of charge in the old post. An employee will also be entitled to dearness allowance if any, appropriate to the joining time pay. In addition, he can also draw HRA at the rate, as applicable to the old station from which he was transferred.
6. Cases of transfers effected between 8<sup>th</sup> May, 1979 and 1<sup>st</sup> May, 1980 (the date from which these rules came into force) shall be regularized

under the Central Civil Services (Joining Time) Rules, 1979 applicable to Central Govt. Servants.

7. In case doubt arises as to the interpretation of these rules, the decision of the CMD/Director will be final.

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