



CRWC Absorption Rules, 2013

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CRWC Absorption Rules, 2013

1.0 Preamble

CRWC engages personnel at management level on deputation basis from other public sector undertakings/ Government organisations. With a view to attract and retain talent at management level it is proposed to have absorption rules.

2.0 Title and commencement

These rules shall be called "CRWC Absorption Rules, 2013" and will come into effect from the date of issue of circular.

3.0 Application and scope

3.1 These rules shall apply to employees joining on deputation at executive level. These rules shall not apply to employees working on contract.

3.2 These rules shall not be applicable to professional engaged as consultants either through placement agency or directly by the company.

4.0 Definitions

In these rules unless there is anything repugnant in the statement or context, the words of expressions used shall be defined as follows:-

4.1 "Company" means Central Railside Warehouse Company Ltd. and it includes its Corporate office, various Zonal / Regional offices, Project offices, or Field units functioning under the administrative control of CRWC in any part of the country or abroad.

4.2 "Board" means the Board of Directors of the Company.

4.3 "Managing Director" means Managing Director of the Company.

4.4 "Management" means the Board of Directors and if authorized by the Board, the Managing Director or any other Executive of the Company so authorized.

4.5 "Competent Authority" with reference to the exercise of any powers under the rules means the Executive or authority to whom such powers are delegated by the management either in general or in particular.

4.6 In case of the female employees, the words "he", "him", and "his" where appearing in these rules, may be read as "she", "her" and "her" respectively.

5.0 Eligibility

- 5.1 Employees joining CRWC on usual terms of deputation do not acquire a right to be permanently absorbed. Management at its discretion may make an offer to the employees for absorption on the basis of policy, based upon a request to be submitted in writing by him.
- 5.2 Officers on deputation in the executive cadre and having served CRWC for minimum period of two years are eligible to be considered for permanent absorption by the management provided a request is submitted by the officer and is accepted by the parent organisation.

6.0 Conditions of absorption

- 6.1 Officers meeting the minimum eligibility condition would be required to give a request in writing for permanent absorption. The request would be considered by a senior management committee of CRWC keeping in view the following factors:-
 - 6.1.1 Absorption in executive cadre will be considered by the committee based on the existing strength available in that particular cadre against direct recruitment quota.
 - 6.1.2 The officer should not be more than 55 years of age on the date of permanent absorption so that he or she may serve CRWC at least for a period of not less than 5 years after absorption.
 - 6.1.3 The post to be offered to the officer on permanent absorption shall not be lower than the post already held by him during his stay on deputation with CRWC.
 - 6.1.4 While considering an officer for absorption the committee will consider the overall contribution of the officer in the parent organisation and tenure in CRWC so as to make fair assessment of the officer's ability and capabilities.
 - 6.1.5 The officer should hold post/ grade in his parent organisation on regular basis.
 - 6.1.6 The committee would also assess the utility of services and potential of the officer for CRWC on long term basis.
 - 6.1.7 The officer being considered for absorption should be clear from vigilance and D&AR cases both from lending and borrowing organisation.
 - 6.1.8 The recommendation of the committee will be put up to MD.
 - 6.1.9 In case where it is decided to absorb the officer, he/ she will be given an offer for absorption which will invariably indicate the post and grade which is being offered, how pay will be fixed and reckoning of seniority on absorption and other conditions if any.
 - 6.1.10 Along with acceptance of offer the officer will be required to tender the letter of resignation from his parent organisation with a view to seek absorption in

CRWC. The letter of resignation of the officer will be forwarded to parent office requesting for acceptance of the resignation.

6.1.11 The officer will be absorbed in CRWC from the date following the date of acceptance of the resignation from his parent organisation.

6.1.12 Once the officer accepts the post offered to him, he will have no right to make any representation in this regard on a later date.

6.1.13 All the officers appointed on absorption basis shall be on probation period of one year and performance of the said officer will be reviewed on six monthly basis.

7.0 Pay Fixation

7.1 In case of officers who opt to draw pay in CRWC pay scales, the service rendered in that scale prior to permanent absorption will count for the purpose of fixation of pay under the normal rules.

7.2 As regards to those officers, who draw pay in parent grade plus deputation allowance, their pay on such absorption shall be fixed in the relevant scale of pay of the post as if the officers concerned had elected to draw pay in the IDA scale of the post from the date of their initial joining on deputation in CRWC.

7.3 This would be further subject to the condition that the pay thus fixed is not more than the pay plus deputation allowance drawn immediately before permanent absorption. However, in cases, where such fixation of pay on permanent absorption results in drop in the emoluments drawn by them, the difference between the pay so fixed and pay plus deputation allowance drawn prior to absorption will be allowed as personal pay to be absorbed in future increases in pay.

7.4 The Competent Authority may consider higher pay fixation/ emoluments in specific and deserving cases to attract/ retain talent to encourage officers of exceptional ability.

8.0 Seniority

8.1 In case of officers, who are initially taken on deputation and absorbed later, their seniority in the grade in which they are absorbed will normally be counted from the date of their permanent absorption.

8.2 The fixation of seniority of an absorbed officer in accordance with the above principle will not, however, affect any regular promotion to the next higher grade made prior to the date of such absorption. In other words, the absorbed officer will be junior to all those who have already been promoted to the higher grade.

9.0 Leave

9.1 Officers from public sectors enterprises after absorption in CRWC will be entitled to get their leave credit (Earned Leave and Half pay leave) on the date of relief from parent organisation to CRWC in terms of guidelines issued by Department of Public Enterprises. The transfer will be subject to payment of liability towards leave by the parent organisation of the officer.

9.2 Officer from Central/ State Government/ Autonomous organisation will be allowed leave as per Leave Rules of CRWC from the date of their absorption. In such cases, transfer of leave from parent organisation will not be allowed as per the extent Government guidelines.

10.0 Lien

10.1 Consequent on acceptance of resignation by the parent organisation, the officer concerned will sever all his connections with his parent organisation and his lien will stand terminated from the date of acceptance of his resignation.

11.0 Pensionary Benefits

11.1 Officer from Central/ State Government/ autonomous organisation shall be deemed to have retired from service from the date of such resignation and shall be eligible to receive all retirement/ terminal benefits as admissible under the relevant rules applicable to him in his parent organisation.

12.0 Removal of Doubts

In the event of any doubt regarding interpretation of these rules, or matter relating thereto, the decision of Managing Director shall be final and binding.

13.0 Amendments

Board of Directors may, at their discretion, amend, modify, alter or rescind any of these rules, at any time.
