

## THESE REGULATIONS MAY BE CALLED THE SHREE SIDDHI VINAYAK GANPATI TEMPLE TRUST (PRABHADEVI) SERVICES (PAY AND ALLOWANCES)

Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi) T. Fit? Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi), Act, 1980 Services (Pay and Allowances) Regulations, 2008, In exercise of the powers conferred by sub-section of section 18 read with sub-section (E) of section 14. of the Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi), Act, 1980 (Mah. VI of 2) of the Shree Siddhi Vinayak Ganpati Temple Trust Management Committee, hereby with approval of Maharashtra, the following regulations, name: ; — CHAPTER - I GENERAL 1. Short title and commencement.- (1) These Regulations may be called Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi) Services (Pay and Allowances) Regulations, 2008. (g) They shall come into force on August 2008'

**2. Extent of application.**— Except as otherwise provided by or under these regulations, these regulations shall apply to all persons appointed to the Trust services and posts in with affairs of the Trust Power of interpretation. — If any question arises relating to the interpretation of it shall be referred to the Committee, whose decision thereon shall be final. Power of relaxation.- Where the Committee is satisfied that the effect of any of these regulations causes or is likely to cause undue hardship in the case of a Trust servant or class of Trust servants, it may by an order in writing, exempt any Trust servant or class of Trust servants from any provision of these regulations or direct that such provisions shall apply to such Trust servants or class of Trust servants such modifications not affecting the substance thereof as may be necessary. Validity of terms of contract.- The terms of a specific contract, enforceable at law necessarily override the provisions of these regulations. G. Regulation of claims to pay and A Trust servant's claim to pay and allowances is regulated by the regulations in force at the time in respect of which the pay and allowances are earned, 5. Exercise and delegation of powers under these Regulations.- It shall be open to the Committee to prescribe by general or special order, the powers to be exercised or delegated under these regulations to the Executive Officer or any other officer of the Trust

CHAPTER DEFINITIONS 8. Definitions.- these regulations, unless the context otherwise requires,— (1) "Act" means the Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi) Act, 1980 (Mah. VI of 2) means the strength, of service or a part of service sanctioned as separate unit "Committee" means the Management Committee constituted under Section 5 of the Act. "Compensation allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes different types of travelling allowances. (5) "Competent Authority", in relation to the exercise of any power, means the Committee, or any authority to which the power is delegated by or under these Regulations. (G) "Date of first appointment" means the date, the Trust servant assumes the duties of his first post in the Trust service. (t) "day" means the period beginning and ending with the next midnight. (8) "Executive Officer" means the Executive Officer appointed by the Government under section of the Act. (9) "Duty" includes— (a) service as a probationer; (b) joining (Q) a course of instructions or training authorised by or under the orders of the Trust Note The time reasonably required for the journeys between the place of training and the station from which the Trust servant proceeds in order to undergo training, a part of the period of training, or - Note When one or more holidays follow the period of training, the training period may be deemed to have been extended to cover such holidays- (d) the period occupied,- (i) in appearing for a language examination prescribed by Trust at which a Trust servant has been granted permission to appear; attending examination which a Trust servant is to for a higher post in any branch of the Trust Service; including the time reasonably necessary for going to and from the place of examination. This concession should not be allowed more than twice for each examination. Note, - If an employee is taken immediately before leave, the leave shall be held to have commenced from the date following that of the completion of the examination. cases where an examination is taken in interruption of leave or" immediately after leaves the time occupied in appearing for the examination, including the necessary for going from the place of examination, shall be treated not as duty (e) the period for which a Trust servant is required to wait compulsorily until receipt of his posting orders in the cases mentioned below (i) whose orders of transfer are held in abeyance, cancelled or modified while in transit; or (ii) who, on return from an abolition of the post held by him, has to await receipt of posting orders; or who, on arrival at the place to which he is posted is not in position to take charge of the post the Trust servant to be The

period availed of to resume duties after the receipt of shall not exceed the time admissible under the regulations and shall be treated as a continuation of the period of compulsory waiting. (f) the period intervening between the date on which a servant is engaged temporarily for special or other duty and the date he takes over charge. Provided that, the period does not exceed the joining time that would be permissible to a Trust servant entitled to joining time. (10) "first appointment" means the appointment of a person who is not holding any appointment under the Trust, even though he may have previously held such appointment. (11) "Government" means the Government of Maharashtra, (12) "Joining time" means the time allowed to Trust servant to join or to travel to or a station which he is posted, (13) "leave" means permission to be absent from duty granted by a Competent Authority under the Shree Siddhi Vinayak Ganpati Temple Trust (Prabhadevi) Services Regulations, 2008. (14) "Post" means the title of a Trust servant to hold substantively, either immediately or on the termination period or periods of absence, a permanent post, including a tenure which he has been appointed to substantively. (15) "Month" means a calendar month, In calculating a period expressed in terms of months and days complete calendar months, irrespective of the number of days each, should first be calculated and the odd number of days calculated subsequently. Instructions— Calculations of period expressed in terms of months and days should be made as follows: (a) To calculate 3 months and 20 days on and from the 1st January, the following method should be adopted: 31st January, 31st February, 31st March, 30th April, 30th May, 30th June, 30th July, 30th August, 30th September, 30th October, 30th November, 30th December. (b) The period commencing on the 1st January and ending with the end March should be deemed month and 1 day, as indicated below: 30th January to 31st January, 31st January to 30th February, 30th February to 31st March, 31st March to 30th April, 30th April to 30th May, 30th May to 30th June, 30th June to 30th July, 30th July to 30th August, 30th August to 30th September, 30th September to 30th October, 30th October to 30th November, 30th November to 30th December. (16) "Official" means a Trust servant who is appointed to officiate in post when he is the duties of another person holds lien. A competent authority may, if it thinks fit, appoint a Trust servant to officiate in vacant post on which another Trust servant holds lien. (17) "Pay" means the amount payable monthly by a Trust servant as, (i) the pay (including special allowance pay) which has been sanctioned for post held by him substantively or an officiating capacity, or to which he is entitled by reason of his position or (ii) personal pay and special pay; and (iii) other emoluments which may be specially classified as pay by the Government. (18) "Permanent post" means a carrying definite rate of pay sanctioned without limit of time. (19) "Personal Pay" means additional pay granted to Trust servant; (20) "Substantive pay" means the pay to which a Trust servant is entitled, if he held the said post and were performing its duties, but it does not include special pay unless the Trust servant performs or discharges the work or responsibility in consideration of which special pay was sanctioned. (21) "Probationer" means a Trust servant employed probation in or against a substantive or temporary vacancy in the cadre of the Trust. \*Note- 1.— No person appointed substantively to permanent post in a cadre is a probationer, definite conditions of probation have attached to him such as condition that he must remain probation pending the passing or certain examination, Note- 2.— A Trust servant (other than one who holds substantively a permanent post) appointed to temporary post will be treated for all purposes as a temporary Trust servant, Note- 3.— The Of a probationer to be considered having the attributes of a substantive status except where the regulations prescribe otherwise: (22) "Selection grade" means scale of pay which has been sanctioned specifically as a selection grade by an order of the Committee with the approval of the Government. (23) "Special Pay" means an addition, of the nature of pay, to be granted by an order of the Government or of a Trust servant granted by an order of the committee consideration of, (a) the specially arduous nature of the duties; (b) a specific addition to the work or responsibility. (24) "Substantive emoluments" means the pay other than special pay, personal pay or emoluments classified as pay by Trust under clause (iii) of regulation 17 to which a Trust servant is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre, (25) "Temporary post" means a post carrying a definite rate of pay for a limited time, Note.— Substantive appointment to temporary post should be limited to cases only, as for example, when "posts to" all intents and purposes, quasi-permanent or when they have been sanctioned for a period of not less than, or there is reason to believe that they will not terminate within a period of three years. In all other cases, appointments in temporary posts be made in an officiating capacity only. Instruction.— The benefit of substantive appointment to temporary posts contemplated in the above note should be allowed to be enjoyed by more than one simultaneously. Therefore, where a Trust servant has already been appointed substantively to temporary post there is temporary

interruption in *laissez faire* post, it not be *pro tempore* to appoint another Trust servant substantively to the post during - such temporary interruption. For this purpose, interruptions which are likely to last for less than three years may be treated as temporary. It follows therefore, that Trust servant is already appointed substantively to it unless the previous holder of transferred from it *permanently* or unless he has been temporarily and there believe that he will remain absent from the post for period of *not less than* three years. (26) "Tenure post" means permanent post which an individual Trust servant may hold for more limited period without reappointment: "Time-Scale Pay" pay which, - (a) Subject to any conditions prescribed in these regulations, rises by periodical increments from minimum to a maximum. (b) are said to be identical, if the minimum, the maximum, the period or increment of the time-scales are identical. (c) a post is said to be the same time-scale as another post on timescale, if the two time-scales are identical and the posts fall a *category* or a *group* in a such cadre or Group having been created in order to fill posts involving duties of approximately the same character or degree of responsibility in service establishment or establishments\* so that the pay of the holder of any particular post is determined by his position in the cadre or Group and not by the fact he holds the of a Trust servant from "one, headquarters station he is employed to another station either;— (a) to take up the duties of a new post; or in consequence of a change of his headquarters. (29) "Transit Time " required to reach the destination of tour from the headquarters or from one outstation to another outstation by the ordinary mode of travel - 111 (SO) means the Trust constituted under the Shree Siddhi Vinayak Ganapati Temple Trust (Prabhadevi) Act, 1980 • Mah. VI CHAIYI@ER - 111 PAY 8. Pay first appointment to Trust service.- On first appointment to Trust service, a person shall draw stipend to the extent of initial basic pay of the time-scale attached to the post to which he is appointed. and he will draw a time-scale attached to that post after completion of the probation period satisfactorily, unless, in the case of the time-scale attached to the post or higher starting in that time-scale is sanctioned under the authority of regulation 10. Fixation of pay on appointment to another post.- Save as provided in 12, 15 where a Trust servant a post in a substantive temporary or officiating capacity, is promoted or appointed in a substantive temporary or officiating capacity, to another post including executive post, his initial pay shall be regulated as follows: - When appointment to new post involves assumption of duties or responsibilities of greater importance than those attaching to the old post and, if he is holding a post not higher than a Group B his initial pay in the time-scale of the higher post shall be fixed at the next above the pay got originally by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued and in the case of Trust servant pay at the maximum of the time-scale, an amount equivalent to the last increment. (b) If he is holding a post higher than a Group B post, he will draw as the of the time-scale next above his in respect of the old (lower) post. If the appointment to the new post does not involve such assumption:- if there is a stage in the time-scale of the new post which is equal to pay in the old post, he shall draw pay at Stage; Where no such stage, he will draw pay at the stage next above his in the old post; 112 the case covered by clause he draw his next on the date on which he would received increment in the old post and in the case covered by clause he will draw his next increment in the new post on completion of the required period after which is earned in the time-scale of the new post; Provided that, a Trust servant on his appointment to such new post, may at his option/ may be exercised within one month from the date of his appointment elect for fixation of his pay in one of the following mannerly (i) either to get his initial pay fixed straightaway with effect from the date of his appointment to the new post; or (ii) to get fixed with effect from the date of his next increment in the old post, in either case, the date of next will fall due only on completion of the required period service from the date the pay is in the new post (d) if the minimum of the time-scale of the post is higher than his pay in the old post, he draw that as initial pay. (3) When appointment to the new post is made,- (a) on his own request; or (b) in account of discharge of Trust servant owing to the abolition of permanent post or to change in the nature of the duties if he opts for acceptance of another appointment or transfer to another establishment even on a lower pay, if offered, and if the maximum of the time-scale of the post to which he is appointed or is less than his pay in respect of the old post, he draw that maximum as initial pay (4) Notwithstanding anything contained in the above sub-regulations a Trust servant is appointed to a selection grade, his pay shall be fixed at stage next above the pay awarded by him before such If his pay is less than the minimum of the grade, he shall draw that minimum as initial pay: Provided that, in cases covered by both sub regulations (1) and (2) the Trust servant had previously held the same post or another post on the same or identical timescale then save as provided in regulation 12 his initial pay shall not be

less than the pay other than the special pay, personal pay, or emoluments classed as pay under clause liii} of sub regulation of A, while he drew, on the last such occasion, 113 and he shall count the period during which he drew that pay on such last and any previous occasion for increments in the stage of the time-scale equivalent that pay Note-I-. For the purpose at this regulation and regulation IS, a temporary post certain rate of pay {fixed or time- scale) which is converted into permanent post on a different rate of pay is the "same post, as the permanent post, even though the duties remain the same, In other words in view of sub-regulation (25) of regulation B, the temporary is to be regarded as to have- been •replaced • b' the permanent post.' The temporary is entitled only to the of the permanent post if it is on fixed rate of pay or to a of the time-scale of the permanent post if it is on a time-scale. Note Irv applying this \*egulation as well regulation LB in respect of a Trust servant appointed to post to which fixed probationary pay below the minimum of the time scale is prescribed, such probationary pay should be deemed to be the first stage of the time-scale or the post the minimum as the second stage This note will not apply in a case of appointment by promotion from post where the Trust servant is not on probation. Note Ii.- By the application of the above regulation it may happen that Trust servant promoted and appointed to a higher post may draw a lower rate of pay in that post than another Trust servant junior to him in the lower grade but promoted and appointed subsequently to another identical post- In such cases the pay of senior Trust servant in the higher post should be stepped up to figure to the pay as fixed for the junior Trust servant in that higher post under regulation 28 with effect from the date of promotion of the junior Trust servant and it should be subject to Following conditions, namely (i) Luth, the junior and senior Trust servants should belong to one and the same cadre and the post in which they have been promoted or appointed, should be identical and in the same cadre and in the same line of promotion; (i) the scales of pay of the lower and higher post in which they are entitled to draw pay should be identical; (iii) the anomaly should be directly as a result of the operation of this regulation, For example, if even in the lower post the junior Trust servant time to time a higher rate of pay than the senior by virtue of fixation. or pay under the regulations—or by grant of advance increments for any other provisos shall not be invoked step up the pay of the senior Trust servant; (W) the next increment Of the senior person whose pay has stepped up should be drawn on completion Of the service from date of re-fixation of pay. Instruction 60 n g.- In case, a senior Trust servant promoted is drawing less pay than his junior promoted subsequently to identical post, the pay of the senior Trust servant should be stepped up figure to the pay of his junior in that higher post under regulation 28 with effect from the date of promotion of his junior subject to the conditions mentioned at clauses to Of instruction 1. Fixation of Pay reversion from higher to lower post- The provisions of regulation IO do not apply in the case of a Trust servant appointed from a higher post to lower post to red titution of establishment or reverting to a lower post on termination of his officiating promotion to higher post. •Where the Trust servant reverts\* •c lower post after a spell of promotion in a higher post, his pay in the lower post should be fixed at the stage in the time-scale of the lower post at which the Trust servant would have drawn pay but (or. His appointment LO the post as admissible •under regulation , 121 Pay on reappointment after a break.— The provisions of regulation 10 do not apply in the case of a Trust servant who is reappointed after a physical break exceeding twenty-four hours by resignation, removal or discharge on reduction of establishment or after invalidation out of service. Such •appointment amounts to a fresh appointment for the purpose of regulation 10, and the Trust servant will therefore, draw the minimum of the time-scale. If in any case it is considered that a higher pay should be given. the case can be dealt with under regulation Note „- If the new appointment involves movement from one station to another. for the purpose of computing Physical break of more than 24 hours". the maximum period to cover actual journey shall be excluded. pay of post is changed.— The holder Of post, the pay of which is changed. shall be treated as if he were transferred to a new post the new pay; 115 Provided that. except in cases where the pay-scale has been changed as a result of in the duties or responsibilities, he may at his option, retain his old pay rate on "which he has earned his next or any subsequent increment, on the old scale or until he vacates his post or ceases to draw pay in that time-scale. The option once exercised is final Note I,- The option to retain the Old scale under this regulation is also available to a Trust servant not actually holding the post at the time of reversion of the scale provided that,- he holds a lien on that post' or (ii) if it is deemed fit by the authority competent to make appointment to the lower post that he would have held that post but for holding a higher post!- Vote 2.- The option exercised under this regulation should be an option between clear alternatives so option is exercised when the alternatives are

not clear or the alternatives with reference to which option was exercised are subsequently altered by orders having retrospective effect or otherwise; the option becomes vitiated and, as such must be held to null and void ab initio. Note 8.- A Trust servant under suspension should be allowed to exercise the option under the above regulation when the pay scale attached to his post is changed, even while he is under suspension. The result of such option will be that when the scale of pay takes effect from a date prior to that of suspension, he shall be entitled to the benefit of the increase in pay, if any; respect of the duty period before suspension shall also be in the subsistence allowance for the period of suspension. If however, revised scale of pay takes effect from the date falling within the period of suspension, the benefit of option will accrue to him respect of the period of suspension only after his reinstatement, depending on the fact whether the period of suspension is treated as duty or not; Note 4.- The option referred to in the above regulation should be exercised and communicated to the Executive Officer within period of two months from the date of issue of orders sanctioning the revised scale. Failure to do so will mean that the incumbent has automatically come over to revised scale from the date from which the revision is effective. 11. Pay on reversion to lower post as a penalty.- The authority which orders the transfer of a Trust servant as a penalty from higher to lower grade or post, may allow him to draw any pay, not exceeding the of the lower grade or post, which it may think proper. Provided that, the pay allowed to be drawn by a Trust servant under this regulation shall not exceed the pay which he would have drawn by the operation of this sub-regulation or as the case may be. of regulation Relation of officiating pay to substantive pay,- Except in the cases covered by sub-regulation 10) Of regulation 10, if the pay of a Trust servant, officiating post is at any time less than his substantive pay, he shall draw his substantive pay. (9) If a Trust servant officiating in a post currying duties and responsibilities of greater importance attached to the post held by him in a substantive capacity and, if there is enhancement in his substantive pay as result of or otherwise, pay in the pay-scale of the higher stage shall be fixed next above his substantive if such fixation is to his advantage. Note.- The provisions contained in this regulation will not be applicable in the following cases, namely (a) a Trust servant whose increment is withheld with or without permanent effect; a measure of punishment; Trust servant who is on probation

**10. Pay when, promotion or appointment found to be erroneous**—Notwithstanding the provisions contained in these regulations, the pay of a Trust servant whose promotion or appointment to a post is found to be or to have been shall be regulated in accordance with any general or special orders issued by the Committee in this behalf

**17. Officiating pay in a post One pay of which is fixed at a rate personal to another Trust servant.**- A Trust servant officiates in a post, the pay of which has been fixed at a rate personal to another Trust servant. the Committee may permit him to, pay at any rate not exceeding the rate so fixed Or, if the rate so fixed is a time-scale, may grant him a special pay not exceeding the lower stage of that time-scale and future increments not exceeding those of the sanctioned scale. 18. Power to fix officiating pay at a lower rate.- A competent authority may fix the pay of an officiating Trust servant at an amount less than that admissible under these regulations. 19. Note 1.- When the pay of a Trust servant who is appointed to officiate in a post on a time-scale of pay is below the minimum of the time-scale under this regulation, he must not be treated as having effectually officiated in that post within the meaning of regulation 10 or having rendered duty in it within the meaning of regulation 10. Note g.- In cases in which a vacancy is expected to last less than sixteen days a Trust servant may be placed in charge of the current of the post for a short appointment to officiate. Should be made a permanent appointment is essential for these reasons to be recorded in writing, Instruction— Reading this regulation with the regulations substantively regulating the rate of officiating pay and in particular with regulation 15 is that the power conferred by this regulation, is not exercisable save by special order passed in an individual case and on the consideration of the facts of that case. A general order purporting to the operation would be ultra vires of this regulation. Although, practice of obtaining special orders on every individual case would not be ultra vires of this regulation, it would cause the greatest possible fraud thereon. 19, Personal to decrease in proportion to increase in basic pay,- Except the authority sanctioning it otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease altogether as soon as his pay is increased by an amount equal to his personal pay. 20. Pay during the course of instructions or training. When a Trust servant is treated as duty under sub-regulation 9 (d) and (d) of regulations 8, the authority competent to depute him for a course of instructions or training under sub-regulation 9 and of regulation may allow during such period of duty, pay (including

special equal to the amount he was drawing before joining the training or appearing for this examination. provided he has reason to believe that the Trust servant is likely to continue to hold the post from he is •leputed during fiJV period thecourse of instructions or tra to that Pay and allowances to Trust servants who are members of Territorial Army, when out for duty— Trust servants who are members of the Territorial Army are entitled, when called out. or embodied under section 7(5) of the Tenitorial Army Act (56 of 1918) to pay and allowances at Trust service rates or military pay and "allowances. whichever is greaten Provided that for the purpose of computing Trust service allowances. only those allowances other than erm,anent travellin allowance and conveyance allowance, are taken into account as are attached and admissible in respect of the post from which the Trust is called out: to which the Trust servant is appointed on return from the Territorial Army In cases where the Trust service pay and allowances mentioned above are higher than military pay and allowances, the difference between (i) the Trust Service pay allowance; and (ii) the military pay and shall constitute a ("bug on the Trust Fund to which service pay of the Trust servant concerned is debitable- 22.. promotions in place Of Trust undergoing training,— No extra cess should be imposed on Trust byway of officiating appointments in places or trust servants are stated as on duty under sub-regulation (IO) of regulation 8. A competent authority may, however, allow officiating promotions in places of Trust undergoing training cases which it has been by the Committee to do Officiating promotions in place of Trust servants joining Territorial Army;- Officiating promotions may be given in places of Trust servants who have joined the Territorial Army and who are treated as on duty sub-regulation of regulation 8 during the period of embodiment when they are attending a course of instructions or called up for Military duty, The additional cost involved will be a charge on the Trust fund. Increment to be drawn as a matter of An increment shall (ordinarily be drawn as a matter of course unless it is withheld as a penalty the relevant provisions of the Shree Siddhi Vinayak Ganpati Temple Trust (Prabhaidevi) Services (Discipline Appeal) regulations. 200B. ordering the withholding Of the withholding authority shall, (i) the period for which it is withheld; (iii) the postponement shall the effect of postponing future increments; and whether the period for which the increment has been withheld will be exclusive Of any interval spent on leave before the period is completed. 25, Sanction to cross efficiency bar.— (1) Where an efficiency bar is prescribed it) a time-scale, the increment next above the bar shall not be- allowed to a Trust servant without the specific sanction of" the authority empowered to withhold regulation or the relevant disciplinary regulations applicable to the Trust servant or any other authority whom the Committee by general or special order, authorise in this behalf (2) On being permitted an efficiency previously enjoyed against him, a Trust servant should come on to -the time-scale at such stage as the authority competent to declare the bar removed may fix for him, The pay to be allowed in cases shall not exceed the rate of pay that would have been admissible had he not been held up at the efficiency go, Overstayal and joining time to count for increments.- A period of Overstayal of leave and joining time does not count towards increments under regulation 27. Service which counts for T be following provisions prescribe the conditions on which service counts for increments in a time- scale- (1) Subject to the provisions of regulations IO' 12, and S and 01, all duty in post counts for increments For the purpose of arriving at the date of next increment in that time-scale. the total of all such periods as do not count for increment in at shall be added to the normal date of increment: Provided that, the increment shall be admissible from the of the month in which it accrues, Note.- The above proviso shall not apply to the persons probation. Exception.- (a) The increment of a Trust servant appointed directly to post on probation during the period of probation should be regulated as follows (i) (iii) The first increment should be released after one year on completion of his probationary period and the increment be released on his completing the probationary period satisfactorily probationer whose probationary period is extended on account of leave taken by him during the probationary period, shall be allowed to draw. on his appointment that on long term basis after completion of the probationary period satisfactorily, such pay as he would have drawn had he not been on probation and consequential arrears- A probationer whose probationary period is extended on account of failure to pass a departmental examination within the prescribed time limit or due to unsatisfactory performance. as the case may be, shall be to draw second increment with effect from the date of satisfactory completion of the probationary period and to be eligible for arrears. (b) The expression "A Trust servant appointed directly to a post" appearing in sub-clause above, includes,- (i) a Trust servant who, While holding substantively, a permanent post in the cadre, is appointed by selection in open competition to another post on probation; and (ii) a servant who is so

appointed but is granted higher starting pay in the time-scale attached to the post (2) Subject to the restriction mentioned herein; the following periods shall for increment in the time-scale applicable in a Trust servant was officiating (i) all leave, except extraordinary leave (ii) extraordinary leave on medical grounds, (iii) period spent on training. The period to be counted is restricted LO that which he would have continued to officiate in the higher post in the Trust service but for such interruption "Provided that the Committee may, in any in which they are satisfied extraordinary leave was taken for any cause beyond the Trust servant; or for prosecuting higher scientific and/or technical studies, direct that the extraordinary leave shall be counted for Increments. Note 1 Case Trust who, officiating in a post, proceeds to attend a course of training or instructions and who is treated as on duty while undergoing such course', for in the post which he was officiating prior to his being sent on instructions, if he is allowed the pay or the officiating post during such period, Note 9.- The period of leave allowed is counted for increment should be restricted to the period during which the Trust servant would have officiated in the post if he had not proceeded on leave, For this purpose, the Executive Officer should furnish the following certificate while allowing the claim for increment.— 121 CERTIFICATE. Certified that Shri/Smt E/Kuzmv continued to officiate in the post proceeded on leave for the period from . if he/she had followed Instruction L— Note 2 does not apply to appointed on wages or contract basis. Instruction- certificate referred Note above not be necessary in probationers, (S) If a Trust servant, while officiating in or holding temporary post on a time-scale of pay, is to officiate in a higher post or to hold a higher temporary post, at the end of temporary service in the higher post shall, if he is appointed to the lower post or is appointed or reappointed to a post on the same time-scale of pay, count for increments in the time-scale applicable to such lower post. The period of officiating service in the higher post which counts for increments in the lower post is, however, restricted to the period during which Trust servant would have officiated in the lower post but for his appointment to the higher post, This sub-regulation applies also to Trust servant who is not actually officiating the lower post at the time of his appointment to the higher post, but "110 would have officiated in lower post or in a post on the same time-scale of pay had he not been appointed to the higher post. (4) Trust servant on reversion from an ex-cadre post to the parent cadre is appointed to post on scale lower than of the post but not on same time-scale as time post held at the time of his transfer to the ex-cadre post, the service on the higher scale in the ex-cadre post shall count for increments in the time-scale applicable to the cadre post. (5) Joining time counts for increments (i) if it is under sub-regulation of Shree Vinayak Ganpati Temple Trust (Prabhadevi) Services (Joining Time, Payments during Suspension, Dismissal and Removal) Regulations, 2005, in the time-scale applicable to the post on which a Trust servant holds a lien or would hold a lien had his lien not been suspended as well as in the scale applicable to the post, the pay of which is drawn by a Trust servant during the period; and (ii) if it is under sub-regulation of regulation 9 referred to clause i above in the time-scale to the post or posts held on the last day of leave commencement of the joining time

**28. Premature increment,**—An authority may grant a premature increment Trust servant on time-scale if it has the power to create a post in the same time-scale of pay. Note. In the absence of a clear declaration to the effect that the normal date of increment is not to be advanced (that is to say that next increment after the premature increment is to be given on the usual date of increment regardless of the fact the Trust servant concerned will have been at one stage of the time-scale further than the normal period) an order authorising the grant of a premature increment be deemed to that the recipient to remain on the enhanced rate of pay for the full interval prescribed between successive stages of the time-scale: before becoming eligible to draw the next increment after the premature increment

**29. Reduction of pay as a measure of penalty.**— (i) If a Trust servant is reduced to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which shall be effective and whether, on restoration, the period of reduction shall operate to postpone future and, if so, to what extent. (2) If instead of penalty to a lower service, grade or post, or to a lower time-scale, the authority ordering the reduction (1) may or may not specify the period for which the reduction shall be effective, but where the period is specified, that authority shall also state whether, on restoration, the period of reduction shall operate to postpone future increments and, if so, to what extent. Note. An authority ordering the reduction should expressly state in the order that the period for which the reduction is to be effective will be exclusive of any interval spent on leave the period is completed. so When an order of withholding increment or reduction is set aside or modified. Where an order of penalty of withholding of increment

Trugv servitut or Itis reduction to a lower servace, grade or post..r to a lower time-scale; of a. lower stage in time—scale, aside or modified by competent authority on appeal or review. the pay of the •rrust servant shall, notwithstanding anything contamed these regulations, be regulated in the following manner. namely- if the said order is set aside, he shall be given for the period for which order been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawnz 123 if Che said Older is modified\* pay Shall be regulated as order as so modified lidd been made in the first instance. Explanation.. Ifthe pay drawn hy a Trust servant in respect of Deriod prior tb the issue of the orders of the competent authority. Linder this regulation revised, the leave salary allowances (other than r.ravelling allowance), itany. admissibje to ilim during that period shall be. revised on the basis of the revised pay. ÉQtenc to which past non-continuous officiating or temporary service counts for increments,- If a person Kolding no substantive apyKmntment under the Trust is appotnted to officiate in a pernurent post or to hold a temporary post on a time-sealeofpey, he shall not be allowed to count for purpose of increment in the time-scale, past non-contonuous service in such post Oi such temporary post except to the extent indicated below:- Period of past -continuous servicea Less than 5 years .6 yearg and more less than 7and half' years 7 andl half years anti JOON' blit Jess than IO years IO years and more Number Of increments which should be allo»ed in the time- scale of the post to which he is Nil i increment, 2 increments, \$ increment'. Noten- Serviceslmkll be deenecl to be non-cenLinuotzs only if it is interrupted by actual loss of Trust service. Notes 2,- •ne principle enunciated in sub-ITgulatåon (3) of Wegulation should apply wheel person is gppoitlted to in post, temporary, CHAPTER -IV COMBINATION OF APPOINTMENTS go. Pay during appointment to two or more posts.; A Trust servant already holding a post in a substantive or elficiating capacity may Le appointed to officiate a temporary measure in one or ruore other independent posts at one time. or may he given additional charge of one or unore inriependent posts in addition to Itis own. In such cases his pey shall be regulated ag In formercasc. to which he would be entitled if his appoi to one ofbtg:posts stood alone, may be drawn on ac:count of his tenure oi' that post Foreachother post. he may. be pcaunitted to draw additional pay or cem: of the „presumptive pay of the post limited to Rs, 500/- per mntil irrespective of wljeujer the Trust servant is appointed to such posts or is given Hdditional charge. subject to the eondition that such additional pay or special pay should in no ease exceed. IO percent of the u presumptive pay or the l)igiter post limited to Rs 500/- per month which he held additional charge. Even, ifa Trust servant is appointed to tnoxen than one itadepemdntpostor is given full or current elm-ge of more than one independent post, the pay or spcial pay Åhould in no case exceed IO perrieoc of the presumptive pay thc higher post Rs. SOO/- p tre or svliicli he Keld additional charge,, No additional pay .or special pay shall, hmwever, be granted if such charge is held å period of less than sixteen days Å if a regular appointtnerit is for like period (c) NO additional pay or special pay shul] be acltnissible to a Trust servant drawingpay in the scale OT extended scale. the minvmm of which is Rs. SOOO and above. Note 1.- The following explains the distinction which should be drawn between additional pay for holding an additional post .or posts and special pay for performing additional duties;- (i) In- cases in which a Trust, servant continues to pertörm the duties of his own •post. and assumes, in addition. teehnleally plenaryz responsibility for the duties of one or more independent posts, the additional remuneration. if any, which may be sanctioned will be described as additional pay. (ii} In cages in which a Trust servant, over and above his OWES duties, is required to perform certai21 duties selected from the sum ofduties associated with another post or the Trust. servant is not appointed to hold the additional post or posts. the additional remuneration, if any, which may be •sanctioned, will be special pay Note PresurtlPtåve pay for the purpose of clause (b) ot this regulation should, according to sub-regulation (20) of regulation 8 be Laken what the Trust servant, who is placed in additional charge, WJII draw as initial pay in the time scale of the additional' tegulation he formally transferred it. lil caQs, hõwever, iii" whidh the pay o! theother post is less than the pay of the Trost servant in his substantive post4 the maximum of the the other post should be taken as the presumptive pay for the purpose ofclause (b) of this regulation. Note \$.- cases where a Trust servant is apl-ointed to hold substantively -as a temporary measure, or to afficiate in two independent l)osts at one time if a compensatory allowance is attached to one or more of the posts. he draws -such ccjmpensutory competent authority may fix; Provided that. such allowance shall not exceed the total of the compensatory allowances attached to all the posts. Note cases a Trust servant given additional charge Ofoneor more independent posts in addition to his -own, he shall r,ot receive any compensatory allowance attached to the

second post, unless it be permanent travelling allowance or conveyance allowance, in which case he may be granted such permanent allowance 'or ordinary travelling allowance' or conveyance allowance, as the Committee may decide. Note pay or special pay should be excluded for the purposes for grant of Dearness Allowance, House Allowance and Compensatory Local Allowance. 33. Remuneration when one post is subordinate to another— (1) A Trust servant who is appointed to officiate as a temporary measure in two posts of which one is subordinate to the other; is not entitled to any additional remuneration under regulation save in exceptional circumstances. A Trust servant who, in addition to his own duties, is required to be in charge of the current duties of a post, may be allowed special pay Clause (b) of regulation 32, when his post is subordinate to the second post but not when the second post is subordinate to his own post. 34. CHAPTER -V ALLOWANCES Allowances— Unless otherwise provided or stipulated in the terms and conditions of Trust service, every Trust servant shall be entitled; inter alia dearness allowance, House rent allowance, compensatory local allowance, etc., at such rates as determined by the Committee and will be made applicable after obtaining the prior approval of the Government; Provided that, grant of allowances other than dearness, house rent and compensatory allowance shall be subject to the specific sanction of the Government. 35. Travelling Allowance and Daily Allowance on Tour or Transfer— (1) Save as otherwise provided in these regulations, travelling allowance and daily allowance on tour, or transfer, local travelling allowance shall be admissible to the Trust servants at the rates prescribed, from time to time, by the Committee. (2) Travelling allowance shall be admissible from the date of first appointment to Trust service, Overtime Allowance.- Notwithstanding the fact that the whole time of a Trust servant is at the disposal of the Trust, the Trust may grant overtime allowance notwithstanding pay for purpose to a Trust servant in Group C and D who required put in extra working hours on week days in connection with the Trust's work subject to such terms, conditions and rates as may be prescribed by the Trust for such overtime allowance, from time to time. Provided that, overtime allowance payable for extra work done during overtime-which has not been specifically approved by the Executive Officer, and it will not exceed the limit of Rs. 1,500/-p.m- Leave Travel Allowance.- Leave travel allowance may be paid to every Trust servant once in every five years commencing from the year of implementation of these regulations in accordance with the orders of the Committee. In this behalf from time to time the provisions of the leave Travel Allowance will be admissible to the employees on deputation in accordance with the terms and conditions of their deputation.

**58. Reimbursement of Medical Expenses.-** A Trust servant may be reimbursed the expenses on medical treatment of himself or his family at such rates and in such manner as the Committee may determine from time to time. Executive Officer Shree Siddhivinayak Ganapati Temple Trust Mana