

Authoritative English Text of this Department Notification No. TCP-(B)2-4/2010 (Rules)STP dated 23/4/2018 as required under clause (3) of article 348 of the Constitution of India)

*Government of Himachal Pradesh  
Department of Town & Country Planning*

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No. TCP-(B)2-4/2010(Rules)STP Dated Shimla-2 the 23rd April, 2018

**NOTIFICATION**

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion Rules for the post of State Town Planner, Class-I (Gazetted) in the Department of Town & Country Planning, Himachal Pradesh, as per Annexure-"A" attached to this notification, namely :-

- |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Short title and commencement | 1.(1) These rules may be called the Himachal Pradesh, Town & Country Planning Department, Town & Country Planner, Class-I (Gazetted), Recruitment and Promotion Rules, 2018.<br>(2) These rules shall come into force from the date of publication in the Rajpatra (e-Gazette), Himachal Pradesh.                                                                                                                                                                                                                                |
| Repeal & savings             | 2.(1) The Himachal Pradesh, Town & Country Planning Department, State Town Planner, Class-I (Gazetted) (Technical) Recruitment and Promotion Rules, 1998 notified vide this Department's Notification number PBW-I(3)-1/78(TCP) dated 6.2.1998 as amended from time to time are hereby repealed.<br>(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule 2(1) supra shall be deemed to have been validly made, done or taken under these rules. |

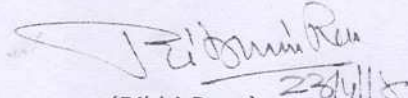
By Order

Tarun Kapoor  
Additional Chief Secretary (TCP) to the  
Government of Himachal Pradesh.

Endst.No.TCP-(B)2-4/2010(Rules)STP Dated Shimla-2 the 23rd April, 2018

Copy is forwarded for information to :-

1. Additional LR-cum-Additional Secretary(Law)to the Govt. of H.P., Shimla-2
2. The Senior Law Officer (Opinion)Law Deptt.(Hindi) H.P. Secretariat Shimla-2
3. The Secretary, H.P. Public Service Commission Shimla-2 w.r.t.his letter No.1-1/97-PSC-Part dated 22.12.2017.
4. ✓ The Director, Town & Country Planning, H.P., Shimla-9 w.r.t.his letter No.HIM/TP /ESTT /R&P Rules/96-572 dated 19.4.2017

  
(Rikhi Ram) 22/1/18

Joint Secretary(TCP)to the  
Government of H.P., Shimla-2  
Ph.No.0177-2880516

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF STATE TOWN PLANNER,  
CLASS-I (GAZETTED) IN THE TOWN & COUNTRY PLANNING DEPARTMENT, H.P.**

1. Name of the post : State Town Planner
2. Number of post(s) : 01(One)
3. Classification : Class-I (Gazetted)
4. Scale of pay : (i) Pay-scale for regular incumbents:-  
Pay Band ₹ 37400-67000 + ₹ 8700/- Grade Pay
5. Whether "Selection Post" or "Non-Selection Post." : Selection.
6. Age for direct Recruitment : Not applicable
7. Minimum Educational and other qualifications required for direct recruit(s) : (a)Essential Qualification (s): Not applicable.  
(b)Desirable Qualification (s): Not applicable.
8. Whether age and educational qualification (s) prescribed for direct recruit(s) will apply in the case of the promotee(s)? : Age : Not applicable  
Educational Qualification : Yes as prescribed under Column No.11 below
9. Period of probation, if any : Not applicable
10. Method of recruitment, whether by direct recruitment or by promotion, secondment, transfer and the percentage of post(s) to be filled-in by various methods. : 100% by promotion.
11. In case of recruitment by promotion, secondment, transfer, : (i) By promotion from amongst the Town & Country Planners who possess M.Tech./ M.Planning /Post Graduate

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grade(s) from which promotion/ secondment/transfer is to be made.

Degree in Urban or City or Town or Regional or Housing or Country or Rural or Infrastructure or Transport or Rural & Urban or Environmental Planning or AITP from the Institute of Town Planner, India having five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.

(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the condition that the adhoc appointment/ promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R& P Rules:

Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/ her total length of service (including the service rendered on adhoc basis, followed by regular service/ appointment) in the feeder post in view of the provision referred to above, all persons senior to him/ her in the respective category/ post/ cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the R&P Rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person (s) junior to him/ her shall also be deemed to be ineligible for consideration for such promotion:

**Explanation:-** The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be Ex-Servicemen recruited under the provisions of Rule-3 of the Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Service) Rules, 1972 and having been given the benefit of seniority there-under or recruited under the provisions of Rule-3 of the Ex-Serviceman (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority there under.

(2) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment/ promotion against such post shall be taken into

account towards the length of service, if the adhoc appointment / promotion had been made after proper selection and in accordance with the provision of the R&P Rules-:

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.

12. If a Departmental Promotion/confirmation Committee exists, what is its composition? : As may be constituted by the Government from time to time.
13. Circumstances under which the HP Public Service Commission is to be consulted in making recruitment. : As required under the law.
14. Essential requirement for direct recruitment. : Not applicable.
15. Selection for appointment to the post by direct recruitment. : Not applicable.
16. Reservation : The appointment to the service shall be subject to the orders regarding reservation in the service for Scheduled Caste / Scheduled Tribes/ Other Backward Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17. Departmental Examination. : Every member of the service shall pass a Departmental Examination as prescribed in the H.P. Departmental Examination Rules,1997 as amended from time to time.
18. Power to Relax. : Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public service Commission relax any of the provision(s) of these Rules with respect to any Class or Category of person(s) or post(s).

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Authoritative English Text of this Department Notification No. TCP-(B)2-1/2012, (Rules)TP dated 17/7/2017 as required under clause (3) of article 348 of the Constitution of India)

*Government of Himachal Pradesh*  
*Department of Town & Country Planning*

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No. TCP-(B)2-1/2012(Rules)TP Dated Shimla-2 the

17<sup>th</sup> July, 2017

**NOTIFICATION**

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the H.P. Public Service Commission, is pleased to make the Recruitment and Promotion Rules for the post of Town & Country Planner, Class-I (Gazetted) in the Department of Town & Country Planning, Himachal Pradesh, as per Annexure-"A" attached to this notification, namely :-

Short title and commencement


1.(i) These rules may be called the Himachal Pradesh, Town & Country Planning Department, Town & Country Planner, Class-I (Gazetted), Recruitment and Promotion Rules, 2017.

(ii) These rules shall come into force from the date of publication in the Rajpatra/e-Gazette, Government of Himachal Pradesh.

Repeal & savings

2(i) The Himachal Pradesh, Town & Country Planning Department, Town & Country Planner, Class-I (Gazetted) Non-Ministerial Services Recruitment and Promotion Rules, 2003 notified vide this Department's Notification number TCP-A(3)-2/97 dated 22.12.2003, are hereby repealed.

(ii) Notwithstanding such repeal, any appointment made or



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anything done or any action taken under the rules so repealed under sub-rule (1) supra shall be deemed to have been validity made or done or taken under these rules.

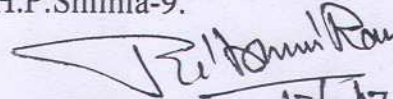
By Order

Manisha Nada

Additional Chief Secretary (TCP) to the  
Government of Himachal Pradesh,

Endst.No. TCP-(B)2-1/2012(Rules)TP Dated Shimla-2 the 17<sup>th</sup> July, 2017  
Copy is forwarded for information to :-

1. The Secretary, H.P. Public Service Commission Shimla-2 w.r.t.his letter No.1-1/97-PSC-Part dated 23.2.2017.
2. ALR-cum-Under Secretary(Law)to the Govt. of H.P.,Shimla-2
3. The Senior Law Officer (Opinion)Law Deptt.(Hindi) H.P. Secretariat Shimla-2
4. The Director, Town & Country Planning, H.P.Shimla-9.



(Rikhi Ram) 17/7/17

Deputy Secretary(TCP)to the  
Government of H.P.,Shimla-2  
Ph.No.0177-2880516

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF TOWN & COUNTRY PLANNER, CLASS-I (GAZETTED) IN THE TOWN & COUNTRY PLANNING DEPARTMENT, H.P.**

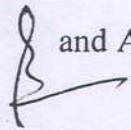
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1. Name of the post : Town & Country Planner
  2. Number of post(s) : 08(Eight)
  3. Classification : Class-I (Gazetted)
  4. Scale of pay : (i) Pay-scale for regular incumbents:-  
Pay Band-4 ₹ 15600-39100 + ₹7600/- Grade Pay  
(ii) Emoluments for contract employees:-  
₹ 23,200/-as per details given in Column 15-A.
  5. Whether "Selection Post" or "Non-Selection Post." : Selection.
  6. Age for direct Recruitment : 18 to 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis:

Provided further that if a candidate appointed on adhoc basis or on contract basis had become over-age on the date he/she was appointed as such, he/she shall not be eligible for any relaxation in the prescribed age limit by virtue of his/her such adhoc or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in



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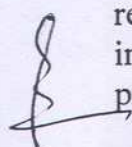


Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who are/were subsequently appointed by such Corporations/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/ Autonomous Bodies.

Note: Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/ are advertised for inviting applications or notified to the Employment Exchanges, as the case may be.

7. Minimum Educational and other qualifications required for direct recruit(s) : (a)Essential Qualification(s):-
- (i) M.Tech/M.Planning/ Post Graduate Degree in Urban or City or Town or Regional or Housing or Country or Rural or Infrastructure or Transport or Rural & Urban or Environmental Planning or its equivalent from a recognized University or an Institute duly recognized by the Institute of Town Planner India:
  - (ii) Post qualification five years experience in the field as mentioned above under any authority constituted under Town and Country Planning Laws or in the Town & Country Planning Department.
- (b)Desirable Qualification:-
- (i)Should possess adequate experience in formulation/ implementation of Urban and Regional Planning Projects.
  - (ii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification (s) prescribed for direct recruit(s) will apply in the case of the promotee(s)? : Age : Not applicable  
Educational Qualification : Yes as prescribed under Column No.11 below



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9. Period of probation, :  
if any

**(i) Direct recruitment:**

(a) Two years' subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

(b) No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.

**(ii) Promotion**

Two years or the period of probation prescribed for the direct recruitment to the post, if any, in the case of promotion from one group to another.

10. Method of :  
recruitment, whether  
by direct recruitment  
or by promotion,  
secondment, transfer  
and the percentage of  
post(s) to be filled-in  
by various methods.


100% by promotion failing which on secondment basis failing both by direct recruitment on regular basis or by direct recruitment on contract basis, as the case may be.

11. In case of recruitment :  
by promotion,  
secondment, transfer,  
grade(s) from which  
promotion/  
secondment/transfer  
is to be made.

(i) 50% by promotion from amongst the Assistant Town Planner(s) who possess a recognized M.Tech /M. Planning/Post Graduate Degree in Urban or City or Town or Regional or Housing or Country or Rural or Infrastructure or Transport or Rural & Urban or Environmental Planning with 03 (Three) years regular service or regular combined with continuous adhoc service, if any, rendered, in the grade failing which from category (ii).

(ii) 25% by promotion from amongst the Assistant Town Planner(s) who possess a recognized Degree in Architecture or Planning or Civil Engineering with 04 (Four) years regular or regular combined with continuous adhoc service if any, rendered, in the grade failing which from category (iii).

(iii) 25% by from amongst Assistant Town



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Planner(s) who possess a recognized Diploma in Architecture Assistantship or Civil Engineering with 05 (Five) years' regular or regular combined with continuous adhoc service, if any, in the grade failing which from category (i).

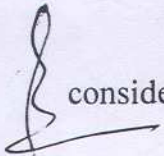
(iv) Failing (i), (ii) and (iii) above on secondment basis from amongst the incumbents of the post of Town & Country Planner possessing a recognized M.Tech/M.Planning/Post Graduate Degree in Urban or City or Town or Regional or Housing or Country or Rural or Infrastructure or Transport or Rural & Urban or Environment Planning and working in the identical pay scale from other Himachal Pradesh Government /other State Governments/Central Government Departments :

Provided that for filling up the post of Town & Country Planner, the following 08 points "post" based roster shall be followed.

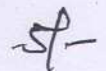
Roster Point No.	Category
Ist, 2 <sup>nd</sup> , 5 <sup>th</sup> & 6 <sup>th</sup>	Assistant Town Planner (i)
3 <sup>rd</sup> & 7 <sup>th</sup>	Assistant Town Planner (ii)
4 <sup>th</sup> & 8 <sup>th</sup>	Assistant Town Planner (iii)
<b>Note:</b> As and when the representation by all the categories is achieved as per given percentage, the vacancy shall be filled up from amongst the category which vacates the post.	

(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the condition that the adhoc appointment/ promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R& P Rules:

Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/ her total length of service (including the service



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rendered on adhoc basis, followed by regular service/ appointment) in the feeder post in view of the provision referred to above, all persons senior to him/ her in the respective category/ post/ cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the R&P Rules for the post, whichever is less:

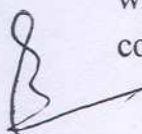
Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him/ her shall also be deemed to be ineligible for consideration for such promotion:

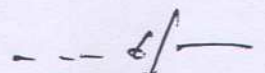
**Explanation:-** The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be Ex-Servicemen recruited under the provisions of Rule-3 of the Demobilized Armed Forces Personnel ( Reservation of vacancies in Himachal State Non-Technical Service) Rules, 1972 and having been given the benefit of seniority there-under or recruited under the provisions of Rule-3 of the Ex-Serviceman (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority there under.

(2) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment/ promotion against such post shall be taken into account towards the length of service, if the adhoc appointment / promotion had been made after proper selection and in accordance with the provision of the R&P Rules:

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.

12. If a Departmental Promotion Committee exists, what is its composition? : As may be constituted by the Government from time to time.



  
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13. Circumstances : As required under the law.  
under which the HP  
Public Service  
Commission  
is to be consulted in  
making recruitment.
14. Essential : A candidate for appointment to any service or post  
requirement for : must be a citizen of India.  
direct recruitment.
15. Selection for : Selection for appointment to the post in the case of  
appointment to the : direct recruitment shall be made on the basis of  
post by direct : interview/personality test or if the Himachal Pradesh  
recruitment. : Public service Commission or other recruiting  
agency/authority, as the case may be, so consider  
necessary or expedient on the basis of interview /  
personality test preceded by a screening test  
(objective test)/written test or practical test or  
physical test, the standard/ syllabus, etc. of which  
will be determined by the Commission / other  
recruiting authority, as the case may be.
- 15- Selection for : Notwithstanding anything contained in these Rules,  
A appointment to the : contract appointments to the post will be made  
post by contract : subject to the terms and conditions given below:-  
appointment.

#### I CONCEPT

- (a) Under this policy, the Town & Country Planner in the Department of Town & Country Planning, HP will be engaged on contract basis initially for one year, which may be extendable on year-to-year basis :

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Provided that for extension/renewal of contract period on year to year basis, the concerned Head of Department (HOD) shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

**(b) POST FALLS WITHIN THE PURVIEW OF HPPSC**

The Administrative Secretary,(TCP) to the Government of H.P. Town & Country Planning Department after obtaining the approval of the Government to fill up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Public Service Commission.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.

**(II) CONTRACTUAL EMOLUMENTS :**

The Town & Country Planner appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 23200/-per month.(which shall be equal to minimum of the payband + grade pay). The contract appointee will be entitled for increase in contractual amount @ ₹ 696/-(3% of the minimum of the pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

**(III) APPOINTING/DISCIPLINARY AUTHORITY:**

The Administrative Secretary, Town & Country Planning, Himachal Pradesh will be the appointing and disciplinary authority.

**(IV) SELECTION PROCESS:**

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of interview/personality test, if the Himachal Pradesh Public service Commission or other recruiting agency/authority, as the case may be, so consider necessary or expedient on the basis of interview/personality test preceded by a screening

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test (objective test)/written test or practical test or physical test,, the standard/ syllabus, etc. of which will be determined by the Commission / other recruiting authority, as the case may be.

**(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:**

As may be constituted by the concerned recruiting agency i.e. H.P. Public Service Commission from time to time.

**VI) AGREEMENT:**

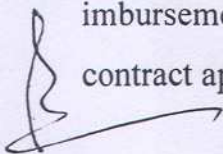
After selection of a candidate, he/she shall sign an agreement as per Annexure-B appended to these rules.

**(VII) TERMS AND CONDITIONS:**

(a) The Contract appointee will be paid fixed contractual amount @ ₹ 23200/- per month (which shall be equal to minimum of the Pay Band + Grade Pay) The contract appointee will be entitled for increase in contractual amount @ ₹ 696/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.

(b) The service of the Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

(c) The Contract Appointee will be entitled for one day's casual leave after putting one-month service. However, the contract appointee will also be entitled for 135 days Maternity Leave, 10 days' Medical Leave and 5 days' Special Leave. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. He/She shall not be entitled for Medical Reimbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee:



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Provided that the un-availed Casual Leave, Medical Leave and Special Leave can be accumulated upto the Calendar Year and will not be carried forward for the next Calendar Year.

(d) Unauthorized absence from the duties without the approval of the Controlling Officer shall automatically lead to termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time.

However, contract appointee shall not be entitled for contractual amount for this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Govt.

(e) An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

(f) Selected candidate will have to submit a certificate of his/her fitness from a Government/ Registered Medical Practitioner. Women candidate, pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/ Practitioner.

(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart at the minimum of the pay scale.

(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

16 Reservation : The appointment to the service shall be subject

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to the orders regarding reservation in the service for Scheduled Caste / Scheduled Tribes/ Other Backwards Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.

- 17 Departmental Examination. : Every member of the service shall pass a Departmental Examination as prescribed in the H.P. Departmental Examination Rules, 1997 as amended from time to time.
- 18 Power to Relax. : Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public service Commission relax any of the provision(s) of these Rules with respect to any Class or Category of person(s) or post(s).

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**Annexure-"B"**

**Form of contract/agreement to be executed between the Town & Country Planner and the Government of Himachal Pradesh through the Administrative Secretary, Town & Country Planning Department.**

This agreement is made on this ..... day of ..... in the year.....Between Sh/Smt.....S/o/D/oShri.....R/o ... ..

.....,contract appointee (hereinafter called the FIRST PARTY), AND The Governor, Himachal Pradesh through Administrative Secretary, Town & Country Planning Department, Himachal Pradesh (here-in-after called the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Town & Country Planner on contract basis on the following terms & conditions:-

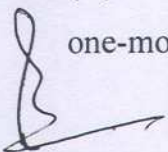
(i) That the FIRST PARTY shall remain in the service of the SECOND PARTY as Town & Country Planner on contract basis for a period of 1 year commencing on day of .....and ending on the day of ..... It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on .....and information notice shall not be necessary :

Provided that for extension/renewal of contract period, the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended.

(ii) The contractual amount of the FIRST PARTY will be ₹ 23200/- per month.

(iii) The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good.

(iv) The Contract Appointee will be entitled for one day's casual leave after putting one-month service. However, the contract appointee will also be entitled for 135 days



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P.T.O.

Maternity Leave, 10 days' Medical Leave and 5 days' Special Leave. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. He/She shall not be entitled for Medical Re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee:

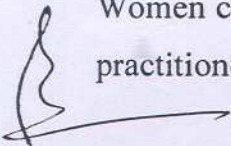
Provided that the un-availed Casual Leave, Medical Leave and special leave can be accumulated upto the Calendar Year and will not be carried forward for the next Calendar Year.

(v) Unauthorized absence from the duties without the approval of the Controlling Officer shall automatically lead to termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but -the incumbent shall have to intimate the controlling authority in this regard well in time. However, contractual appointee shall not be entitled for contractual amount for the period of absence from duty :

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government

(vi). An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

(vii). Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The Women candidate should be re-examined for fitness from an authorized Medical Officer/practitioner.



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(viii). Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart at the minimum of pay scale.

(ix). The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to the contractual appointee (s).

**IN WITNESS the FIRST PARTY AND SECOND PARTY** have herein to set their hands the day, month and year first, above written.

**IN THE PRESENCE OF WITNESS:**

1.....

.....

(Name and Full Address)

(Signature of the FIRST PARTY)

2.....

.....

(Name and Full Address)

(Signature of the SECOND PARTY)



- x - x - x -