

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Department of Disability Affairs, Ministry of Social Justice & Empowerment, GOI)
Regd. Office : Red Cross Bhawan, Sector-12, Faridabad – 121 007

**NHFDC - FORWARDING APPLICATIONS OF EMPLOYEES FOR OUTSIDE EMPLOYMENT
RULES-2010**

I. OBJECTIVE:

To define and lay down the Corporation's policy and rules for forwarding applications of employees for outside employment.

II. SCOPE:

These Rules will be applicable to regular, full-time employees of the Corporation who have completed their probation/extended probation period satisfactorily as on the date of preferring an application for outside employment, but do not apply to the following employees:

- a) Casual, Daily Wage, Adhoc Employees;
- b) Stipendiary Trainees, Apprentices under the Apprentices Act, 1961.
- c) Deputationists.

III. GENERAL PRINCIPLES:

The guiding principle behind forwarding of applications of employees for outside employment will be to strike a balance between the public interest and the need to avoid hardship to the employees. However, a final decision to forward such applications will be based on the merit of each case as decided by the forwarding authority.

IV. PROCEDURE:

- a) An employee desirous of applying for outside posts (whether temporary or permanent) under the Central Government, State Government, Quasi Government organizations, Autonomous Bodies, Public Sector Undertakings owned wholly or partly by the Central Government / State Government and for Foreign Assignment under UN etc. will be permitted to do so but not more than four times in a calendar year.

Provided that employee in Group A and B category shall be allowed max. three applications in one calendar year.

- b) While forwarding the application of an employee outside post specified at 4(a) above, the Corporation will obtain an undertaking from the employee that the event of his/her selection, he/she would resign from the service of the Corporation as per the terms and conditions of his / her appointment.
- c) In the case of an employee who has executed a service bond to serve the Corporation for a stipulated period after completion of technical/non technical training obtained at the expense of the Corporation, his/her application for outside employment will be considered only after expiry of the bond period.
- d) In special circumstances, the Corporation may decline to release an employee for outside employment even after having forwarded his/her application for such appointment.
- e) An employee will prefer an application for outside employment accompanied with a copy of advertisement /circular to the Personnel and Administration Department for processing, well in advance. In case, an employee does not forward an application for outside employment specified at 4(a) through the Corporation, "No Objection Certificate" at the time of his / her interview will not be given.

- *f) The application of an employee for outside employment shall be considered for being forwarded only after completion of probation. But, as a abundant precaution at Managerial Level, application of employees, who are working at E-0 level or above in NHFDC may be forwarded after he/she has completed two years after completion of probation.

V. AUTHORITY COMPETENT TO FORWARD APPLICATIONS FOR OUTSIDE EMPLOYMENT:

For all categories of employees (Executive and Non-executive), CMD/MD will be the Competent Authority to forward applications for outside employment.

VI. APPLICATION OF AN EMPLOYEE AGAINST WHOM A DEPARTMENTAL PROCEEDING IS PENDING OR IS UNDERGOING PENALTY

- i) An application of an employee who is under suspension or against whom departmental proceedings are pending, will not be forwarded for outside employment nor will he/she be released for any new appointment.
- ii) An application of an employee on whom the penalty of stoppage of increments or reduction to a lower stage in the time scale or to a lower post has been imposed, will not be forwarded nor will he/she be released during the currency of the penalty for any new appointment.

VII. MISCELLANEOUS:

- i) These rules shall come into force with immediate effect and shall supersede all other orders, instructions issued earlier in this regard.
- ii) In case of any doubts/ difficulties arising out of the provisions of these Rules, the decision of the CMD/MD shall be final.
- iii) In respect of all matters, which are not satisfactorily covered in the above Rules, Central Government Rules notified from time to time will be followed in so far as they are not inconsistent with the provisions of these Rules.

- Clause IV (f) amended in 65th BOD meeting held on 21-4-2011