



RIGHT TO INFORMATION



**BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**

(A Government of Bihar Undertaking)

Voluntary disclosures under section 4(1)(b) of RTI Act, 2005

# CHAPTER -1

4(1)(b)(i) The particulars of its organisation, functions and duties;

Bihar State Road Development Corporation Ltd., a Govt. of Bihar Undertaking was incorporated under Companies Act, 1956, with an objective to carry out, improve , work, develop, administer, manage, control or maintain in Bihar and elsewhere all type of Roads, highways, express routes, paths, street, bridges, sideways, tunnels, and other infrastructure, works and conveniences, approach roads, sheds, temporary, dwelling huts in case of calamity or a emergency pertaining to all departments of Government of Bihar or any other department, agency, organization or body through Road Construction Department or directly.

#### OUR MISSION

- To provide opportunities to people of far flung areas by bringing them fresh avenues of development of living standards by contributing towards infrastructural development in the state.
- To be part in upgrading the life of the rural population.
- To be a facility provider with an aim to connect communities for a better and brighter tomorrow.
- To minimize the rural migration to urban areas through development of developing regions of the State with rural urbanization.

# CHAPTER -2



4(1)(b)(ii) The powers and duties of its officers and employees;

**BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**  
( *A Government of Bihar Undertaking* )



**Financial Power- 2010**

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**RCD Mechanical Work Shop Campus (Near Airport), Sheikhpura,  
Patna-800014**

**Phone no. 0612-2226711, Fax No. : 0612-2226723**

## बिहार स्टेट रोड डेवलपमेंट कॉर्पोरेशन लिमिटेड

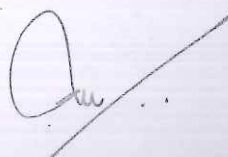
(बिहार सरकार का एक उपक्रम)

प०नि०वि० यांत्रिक कर्मशाला परिसर (पटना हवाई अड्डा के नजदीक)

शेखपुरा, पटना- 8000 14

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	Nature of Powers delegated	To whom delegated	Extent of delegation	Remarks
1	Purchase of stationery and printing forms and other materials.	Chief General Manager (CGM)	Full Powers	within allotment.
		General Manager (GM)	Upto Rs.50,000/-	
		DGM (Tech)/DGM (Admin)	Upto Rs.25,000/-	
		Manager (Tech)	Upto Rs.5,000/-	
2	Contingent expenditures including telephone /Leverage, electric charges, furniture repairs, stamps, other office equipments umbrellas etc.	Chief General Manager (CGM)	Full Powers	within allotment.
		General Manager (GM)	Upto Rs.50,000/-	
		DGM (Tech)/DGM (Admin)	Upto Rs.25,000/-	
		Manager (Tech)	Upto Rs.5,000/-	
3	To sanction expenditure on entertainment.	Managing Director	Full Power	
		CGM	Rs. 1.00 lakh per annum.	
		GM	Rs. 50,000/- per annum.	
		DGM	Rs. 25,000/-per annum.	
4	To sanction consultancy charge to specialists (e.g. Architects, Designers, Chartered Accountants/Cost Accountants etc.)	Managing Director	Full Powers	In Consultation with Technical Committee and Finance
5	To sanction purchase of books periodicals, newspapers etc.	Managing Director	Full Powers	
		CGM	Upto Rs.25,000/- per annum.	
		DGM (Admin)	Upto Rs.10,000/- per annum.	
6	Power to sub-delegate to the subordinate officers out of specific delegations made to the Managing Director	Managing Director	Full Powers	
7	Allotting work to any agency without calling tender.	Managing Director	Upto Rs.10.00 lakh	Only for emergent work
		CGM	Upto Rs. 5.00 lakh	
		GM	Upto Rs.2.50 lakh	
		DGM (Tech)	Upto Rs.1.00 lakh	
8	Purchase of materials without calling tenders or quotations	Managing Director	Upto Rs.2.50 lakh	Only for emergent work with concurrence of Finance
		CGM	Upto Rs.1.00 lakh	
9	To purchase : (a) Tools & Plant required for use on work against sanctioned estimate.	(i) General Manager	Rs. 5.00 Lakh	On the basis of competitive tender and quotations within approved estimate
		(ii) Deputy General Manager(Tech.)	Rs. 25,000/-	
	(b) Officer furniture and equipment against sanctions.	(i) General Manager	Rs. 1,00,000/-	On the basis of competitive tender and quotations sanctioned estimate
		(ii) Deputy General Manager(Tech.)	Rs. 50,000/-	
		(iii)Deputy General Manager(Adm.)	Rs. 50,000/-	
Note : Normally only lowest tenders should be accepted. If for any specific cause/need is felt for accepting Tenders other than lowest , reasons thereof should be recorded in writing and reported to the next higher authority.				
10	Repair of vehicles and replacement of parts. Including T & P	(i) General Manager	Rs. 50,000/-	Per vehicle per year subject to allotment of fund and sanction of estimate.
		(ii) Deputy General Manager(Tech.)	Rs. 25,000/-	
		(iii)Deputy General Manager(Adm.)	Rs. 25,000/-	



Nature of Powers delegated	To whom delegated	Extent of delegation	Remarks
To sanction advance of T.A and to be controlling officers for traveling allowances bills.	(i) DGM(Finance)/CA (ii) General Manager  (iii) Deputy General Manager(Tech.) (iv) Manager(Tech.) (v) Deputy General Manager(Adm.)	For himself and officers and employees of Finance. For himself and subordinate officers and employees. For his subordinate officers and his employees. For work charged establishment under his control for headquarter	
12 To sanction purchase of stationery in emergency (stationery to be normally supplied by headquarter).	(i) General Manager  (ii) Deputy General Manager(Tech.)  (iii) Deputy General Manager(Adm.)	Rs. 5,000/- at a time subject to a limit of Rs. 25,000 in a year. Rs. 5,000/- at a time subject to a limit of Rs. 15,000/- in a year. Rs. 5000/- at a time subject to a limit of Rs. 25,000/- in a year.	Subject to allotment Subject to allotment Subject to allotment
13 To accept tenders	i) MD  ii) CGM  (iii) General Manager  (iv) Deputy General Manager(Tech.)	Full Power  Full Power  50 Crores  10 Crores	Up to 10% above BOQ Rates subject to limit of 20% above the AA Up to 5% above BOQ Rates subject to limit of 20% above the AA Up to 2% above BOQ Rates subject to limit of 20% above the AA On Schedule <b>Approval of the Bopard is required for the rates above 10%</b>
14 To accord Technical sanction to estimates for repair/original works.	(i) CGM (ii) General Manager  (iii) Deputy General Manager(Tech.)	Full Power 50 Crore  10 Crore	Within the maximum limit of 20% above AA
15 To incur expenditure on tender advertisement.	(i) General Manager (ii) Deputy General Manager(Tech.) (iii) Company Secretary	Full powers Full powers Full powers	Subject to approved guidelines. Do Do
16 To Pass pay bills of regular and work, charged staff.	(i) Deputy General Manager(Admin.) (ii) General Manager (iii) Deputy General Manager (Tech.) (iv) Manager (Tech.)	For Staff of his office. For Staff of his office For Staff of his office subordinate to him for work charged staff under him	
17 Hiring of building for office and other Non-Residential purpose.	(ii) General Manager  (iii) Deputy General Manager (Tech.)	upto Rs. 10,000/- in each case per month upto Rs. 7,500/- in each case per month	Subject to obtaining fair rent certificat from competent authority. Do
18 Allotting work to any agency without calling tender.	(i) General Manager  (ii) Deputy General Manager (Tech.)  (iii) Manager (Tech.)	Up to Rs. 5,00,000/- Up to Rs. 2,50,000/- Up to Rs. 1,00,000/-	Subject to the condition that the rates are within the approved Schedule of Rates or approved by the Competent Authority.
19 Purchase of material without calling tender or quotation	(i) General Manager  (iii) Deputy General Manager (Tech.) (iv) Manager (Tech.)	Up to Rs. 2,50,000/- Up to Rs. 10,00,000/- Up to Rs. 50,000/-	Subject to the condition that the purchase is made from the original manufacturer or authorized dealer at sanctioned Schedule of Rates

(Pratyaya Amrit)  
Managing Director

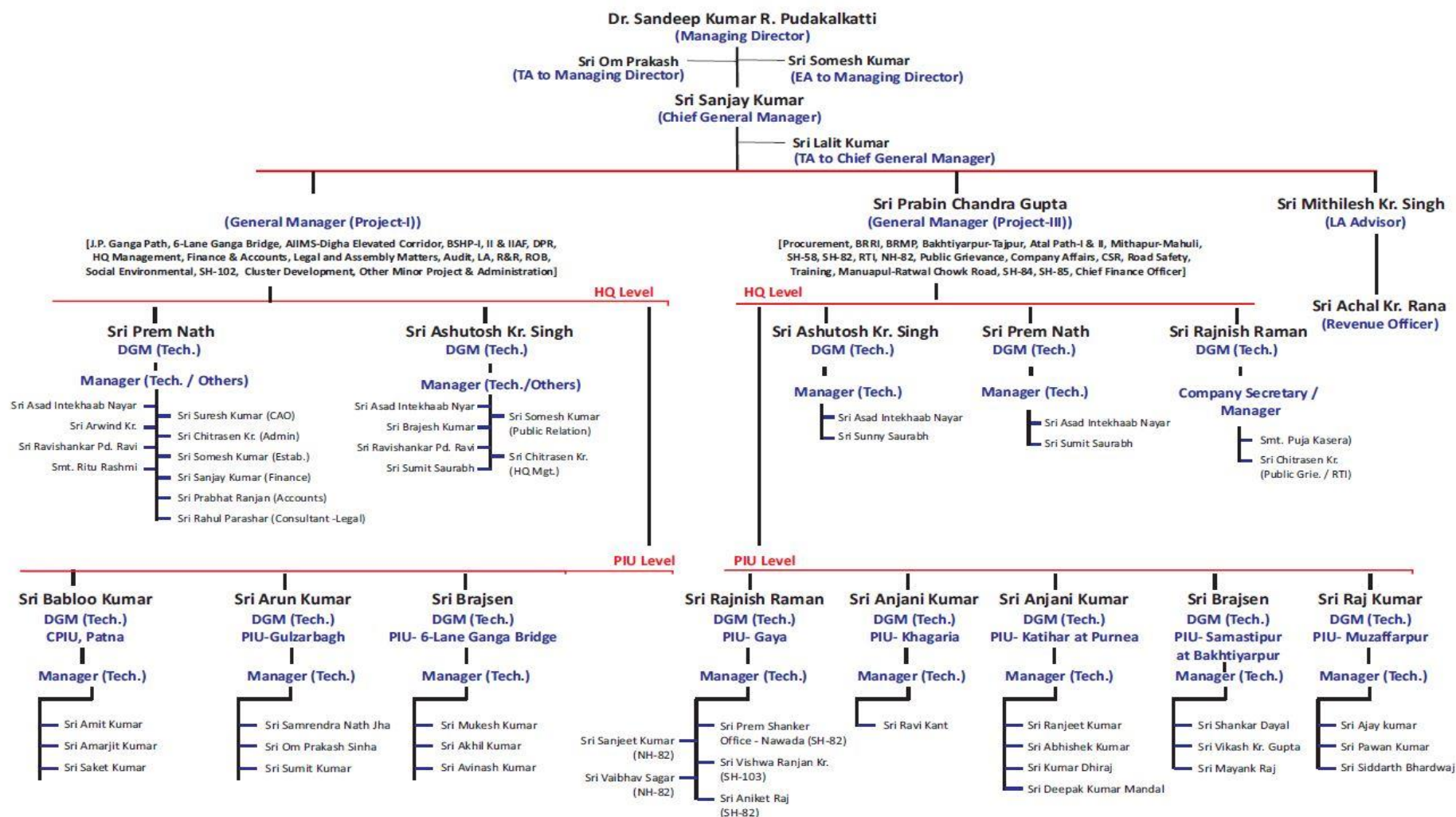
प्रतिलिपि: सभी संबंधित पदाधिकारियों को सूचानार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

# CHAPTER -3



4(1)(b)(iii) The procedure followed in the decision-making process, including channels of supervision and accountability;

## ORGANIZATIONAL SETUP OF BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.



# CHAPTER -4

4(1)(b)(iv) The norms set by it for the discharge of its functions;

Service Regulation, 2010 of Bihar State Road Development Corporation Limited.

**BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**  
*( A Government of Bihar Undertaking )*



**Service Regulation - 2010**

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**Service Regulation - 2010**

**OFFICE ORDER**

The Service Rules and Service (Recruitment & Selection) Rules of the Corporation shall be called "BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED" SERVICE RULES (Recruitment & Selection) Rules 2010 and shall be deemed effective w.e.f. 16<sup>th</sup> Feb, 2010

  
**Managing Director**



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**BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**  
*(A Government of Bihar Undertaking)*

**Service Regulation - 2010**

**CHAPTER 1**

**1.1 Short Title and Commencement**

These rules may be called "The Bihar State Road Development Corporation Limited SERVICE REGULATION - 2010". They shall come into force with effect from the date of issue of these rules and all rules/instructions in force prior to this date shall stand abrogated.

**1.2. Application**

These Regulations shall apply to all the employees of BSRDC as also the employees on deputation (except otherwise provided) to BSRDC to the extent that they are not in contravention of the terms and conditions of their deputation / contract to BSRDC provided, however that the Corporation may by resolution duly passed for reasons of exigencies and in the interest of BSRDC, exclude any class of employees or post from application of these Regulations.

These rules do not apply to the following:

- (a) Persons employed on purely daily wage basis and/or part time basis.
- (b) Workers covered under the Factories Act, 1948.

**1.3. Definitions**

**(i) "Age"**

- (a) For the purpose of these rules age shall be computed from the date of birth of an employee who shall be required to produce an authentic proof there of at the time of his employment before he/she is permitted to join his/her duties.
- (b) The following proofs may be accepted as authentic date of birth in order of preference:

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- (i) Date of birth given in the school leaving certificate or the Secondary School / Sr. Secondary School Exam. certificate.
  - (ii) Date of birth given in the Municipal birth certificate.
  - (iii) Date of birth given in the certificate issued by Gram Panchayat based on authentic record in the Panchayat, mention of which should be made in the certificate.
- (c) When an employee is required to retire on attaining a specified super annuations' age, the day on which he attains that age is reckoned as non-working day, and he must retire with effect from and including that day.
- (ii) "Urgent & temporary appointment" means appointment made for the time being in the prescribed pay scale, without following the procedure for direct recruitment depending upon the exigencies of work in the Corporation. Services of the employees appointed on urgent and temporary basis may be terminated in accordance with the prescribed procedure.
  - (iii) "Apprentice" means a person who is engaged as a trainee, according to the rules of the Corporation or who is declared to be an Apprentice by a competent authority.
  - (iv) "Board" means the Board of Director of the Corporation.
  - (v) "Managing Director" means the Managing Director of the Corporation appointed in accordance with the provision of Section - XV of the Articles of Association of the Corporation.
  - (vi) "Competent Authority" in relation to exercise of any power, means the Board or any other authority to which the Board delegates the power.
  - (vii) "Cadre" means the strength of a service or part of a service sanctioned as a separate unit.
  - (viii) "Compensatory Allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.
  - (ix) "Corporation" means the Bihar State Road Development Corporation Limited.

- (x) "Director" means the member of the Board of Directors appointed in accordance with the provisions of Section XI of the Articles of Association of the Corporation.
- (xi) "Duty" means time spent in service under the Corporation and includes:
- (a) (i) Service rendered as a probationer of an apprentice, provided that such service is followed by confirmation.
  - (ii) Joining time.
  - (b) (i) Time spent in any training sponsored by the Corporation and declared as duty.
  - (ii) Period spent on journey to and from the place of training and the period occupied in attending an obligatory examination at which the employee is permitted to appear by the competent authority.
  - (c) Period of compulsory waiting by an employee on returning from sanctioned leave or making over charge of his old post, for orders of the corporation posting him to a particular post.
- (xii) "First appointment" means the appointment of a person who at the time of such appointment was not holding any post under the Corporation. A person who resigned from service of the Corporation or whose service was terminated, on subsequent appointment on a post shall also be considered as on "first appointment" for the purpose of these rules.
- (xiii) "Foreign Service" means a service in which an employee received his pay with the sanction of the Corporation from a source other than from the fund of the Corporation.
- (xiv) "Holiday" means a day on which all or any particular office is ordered to be closed or a specified class of employees is allowed a holiday by a competent authority.
- (xv) "Joining time" means the time allowed to an employee in which to join a new post or to travel to the station to which he is posted.
- (xvi) "Leave" is earned by duty and includes Earned leave, Maternity leave, Extra ordinary leave, Study leave, Sick leave.
- (xvii) "Leave Salary" means the amount of salary paid to an employee during leave.



- (xviii) "Lien" means title of an employee to hold a permanent post substantively and the right to resume on return to duty after a period or periods of absence.
- (xix) "Management" means the Board or any other officer or officers authorized by the Board to work as competent authority under these rules in different establishments of the Corporation.
- (xx) "Month" means a calendar month. A period expressed in terms of months and days is first calculated by complete calendar month irrespective of the number of days in each and the odd number of days calculated subsequently.
- (xxi) "Office" means headquarters office, unit office or any other office that the Corporation may establish anywhere in India or elsewhere.
- (xxii) "Officiate" means performance of duties of a post by an employee on which another employee holds a lien. Corporation may appoint an employee to officiate in a vacant post on which no other employee holds a lien or till a permanent appointment is made to the post.
- (xxiii) "Pay" means the amount to which any employee is entitled to and is drawn by him monthly in respect of the post held by him substantively or in an officiating capacity and includes :-  
  
    (i) Personal pay ;  
    (ii) Special pay, and  
    (iii) Any other emoluments that may be specially classed as pay by the competent authority.
- (xxiv) "Permanent post" means a post carrying a definite rate of pay sanctioned without limit of time.
- (xxv) "Permanent employee" means an employee appointed on a permanent basis, such appointment having been confirmed in writing by the Corporation.



- (xxvi) "Personal Pay" means additional pay granted to an employee:
- (i) to save him from loss of substantive pay in respect of permanent post due to a revision of pay or to any reduction in such pay not being a reduction as a disciplinary measure ; or
  - (ii) in exceptional circumstances on other personal considerations.
- (xxvii) "Probationer" means a person employed on probation in a permanent vacant post or against a permanent vacancy in any cadre of service in the Corporation before his appointment substantively.
- (xxviii) "Service Rules" means the Bihar State Road Development Corporation Limited Service Rules.
- (xxix) "Special Pay" means an addition, of the nature of pay of a post or of an employee, granted in consideration of :-
- (a) The specially arduous nature of the duties.
  - (b) The specific addition to the work or responsibility.
- (xxx) "Secretary" means the Company Secretary of the Corporation appointed by the Board of Directors.
- (xxxi) "State Government" means the Government of Bihar.
- (xxxii) "Subsistence allowance" means an amount monthly granted to an employee who is not in receipt of pay, or leave salary.
- (xxxiii) "Substantive pay" means the pay (other than special pay or personal pay) emoluments classed as a pay under rule 1.3 (xxiv) to which an employee is entitled to on account of his appointment substantively to a post under the Corporation.
- (xxxiv) "Temporary Employee" means as employee, whose services have been engaged for a specific period which may be extended from time to time.
- (xxxv) "Temporary post" means a post created temporarily for a specific period.
- (xxxvi) "Time scale of pay" means pay, which subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum. Time scales are treated to be identical if minimum,



maximum, the period of increment and the rates of increment are the same.

(xxxvii) "Transfer" means the movements of an employee from one headquarter station\in which he is employed to another such station to take up the duties of a new post or as a result of a change in his headquarters.

(xxxviii) " Family" includes the spouse residing with the officer or employee and

(i) Parents

(ii) Grand Parents

(iii) dependent sons and daughter (including adopted and step sons and daughter )

(iv) brother and sisters of the officer or employee if they are residing with and are fully dependent on the officer or employee

(xxxix) " Headquarter " in relation to an officer or employee means the city or town in which the officer or employee has been posted for the time being.

(XL) "Officer or Employee " means any person who is in whole time employment of the Authority.

(XLi) " Pay" means the pay special pay dearness pay and any other emoluments classified as pay.

(XLii) " Temporary transfer " means transfer of an officer or employee from the headquarters to any other place of duty for a period not exceeding ninety days.

(XLiii) " Tour" means transfer of an officer or employee from one headquarter to another for a period exceeding ninety days.

Note :

- (a) Words used in these rules denoting, the masculine gender shall also include the feminine gender.
- (b) Words used in these rules denoting the singular number shall imply the plural number wherever relevant and vice versa.

- (c) Words and phrases not defined above will in case of doubt have the same meaning as is given to them, from time to time in Bihar Service Rules or General clauses Act or the Board.

#### **1.4. Amendment and Interpretation**

The Board of Directors reserves to itself the right to relax, amend, alter, interpret, vary, modify, rescind the provisions of these rules or add to these rules or make any supplementary rules in connection with these rules in such manner as may appear to it to be just and equitable, without previous notice of intention to do so and the right to give effect there to from any date which it may deem fit ; provided that if a rule or order, which effects any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employee(s). The decision of the Board shall be binding on the employee(s). (The relaxation/amendments and alterations approved by the Board shall also require concurrence of State Government.)

#### **1.5. Delegation of Powers**

The Board of Directors may confer on the Chairman/Managing Director, any of its Powers in these rules by a resolution subject to the provisions of Companies Act, 1956 and Memorandum & Articles of Association of the Corporation. Delegated powers shall be exercised subject to such conditions, limitations & restrictions as may be prescribed in the resolution or authorization by the Board. Nothing contained in these rules shall have the effect of altering the provisions of any special law for the time being in force.

#### **1.6. Nature of Service**

The services shall consist of the following cadres as specified below and further inserted in the schedule from time to time. Whenever any new post is created for which qualification and mode of recruitment have been approved by the Board or by the Competent Authority, the same shall automatically form the part of the concerned cadre/discipline of schedule.

1. Civil Engineering/Architecture
2. Finance & Accounts
3. Personnel & Administration
4. Legal.
5. Residuary Cadre (support staff)



## CHAPTER -2

### 2.1. General Conditions of Employment

- (i) All appointments shall be made subject to the provisions of these rules.
- (ii) A person appointed in the service of the Corporation may be employed in any manner by the proper authority and the whole of his time would be at the disposal of the Corporation without claim for additional remuneration.
- (iii) Every employee of the Corporation, except an employee who has been specifically engaged as a part-time employee, shall not permit himself to be employed for gain or reward elsewhere nor carry on any business or profession of his own.
- (iv) Every employee shall serve the Corporation in such capacity and at such places as he may from time to time be directed. Every employee shall conform to and abide by these rules and to the directions executive and administrative orders given to him from time to time by persons having jurisdiction, superintendence or control over the employee at the relevant time.
- (v) Every employee shall maintain secrecy regarding the affairs of the Corporation and of its clients and shall not disclose or divulge directly or indirectly, any document or information of confidential nature to any other person, including another employee of the Corporation unless required to do so in the discharge of his duties or unless obliged to do so by a judicial or other competent authority.
- (vi) No employee shall become or remain a director of another corporation or partner in a firm without the permission in writing of the management.
- (vii) No trainee or apprentice shall be entitled to claim permanent employment with the Corporation or the Earneds and benefits thereof as a matter of right on the ground that he has been a trainee or apprentice with the Corporation for any period of time.
- (viii) (1) The Board or competent authority may appoint an employee to hold substantively, as a temporary measure or to officiate in two independent posts at any one time. In such cases his pay shall be regulated as follows:
  - (i) The highest pay to which he is entitled if his appointment to one of the posts stood alone may be drawn on account of tenure of that post;
  - (ii) For the other post he draws such reasonable pay but in no case exceeding 16 percent of the presumptive pay of the post as the Corporation may fix, and

- (i) The strength of the posts in each category shall be specified by the Board of Directors on the basis of the extent of work with the Corporation. Present Structure and Sanctioned Posts of the Corporation is as per Annexure -I.
- (ii) Provided that nothing in these bye laws shall affect the inherent right of the Board to add to or reduce to the number of such posts or create new posts with different designations and scales of pay, either on deputation or temporary / Contractual.
- (iii) Provided further that such number of percentage of posts in each category for direct recruitment shall be kept reserved for scheduled caste, scheduled tribe, and OBC candidates as are kept reserved by the Govt. of Bihar for its own employees from time to time.



(iii) If any compensatory or sumptuary allowances are attached to one or more posts, he may draw such compensatory and sumptuary allowance as Corporation may fix provided that such allowances shall not exceed the total of the compensatory and sumptuary allowances attached to all the posts.

(2) Where an employee is formally appointed to hold the full charge of the duties of another post in addition to his own duties under sub-rule (1) above the combination of appointment or dual arrangement shall in no case continue for a period of more than six months, and accordingly no special pay or charge allowance shall be admissible beyond a period of six months. On the expiry of the period of six months regular appointment or promotion should be made to fill up the post failing which the vacant post shall be deemed to be in abeyance.

## 2.2. Appointing Authority

- (i) The authority competent to make appointments to various posts in the Corporation shall be as indicated in the Schedule of Delegation of Powers approved by the Board.
- (ii) Appointments shall be made on the recommendations of the Selection committee as may be appointed by the Board or a Competent Authority from time to time.

## 2.3. Lien

- (a) An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other permanent post. An employee shall retain his lien while on Foreign Service, or holding a temporary post or officiating in another post. Lien shall also be retained during leave, suspension or during joining time.
- (b) Application for outside employment An employee who wishes to apply for employment elsewhere shall send his application through the management and the competent authority may, at his discretion, forward upto two applications in a calendar year for outside employment, provided that no application of an employee who has not been confirmed shall be forwarded. Forwarding of the application does not entitle an employee to any relaxation of provisions of rule 8 (ii). Forwarding of application to a department of the State Government or with reference to the advertisement made by Bihar State Public Service Commission or Union Public Service Commission shall be in addition to the limit of two applications in a calendar year.



#### **2.4. Records of Service**

- (i) A service book, as may be prescribed, shall be maintained for each employee of the Corporation from the date of his first appointment to the service of the Corporation.
- (ii) The service book of an employee shall be maintained and kept in custody by the authority under whom he is working and shall be transferred on transfer to the employee's new authority.

#### **2.5. Conditions for drawing Pay and allowances**

- (i) An employee shall begin to draw pay and allowances when he takes charge of the post in respect of which they are earned and shall cease to draw, as soon as he ceases to discharge the duties of the post. Pay and allowances during leave period shall be regulated under the provisions of leave rules.
- (ii) Pay and allowances shall be drawn from the date of assuming duties, if charge is taken over before noon of that date otherwise from the following day.

#### **2.6. Subscription to Provident Fund**

An employee of the Corporation shall be required to subscribe to the Contributory Provident Fund of the Corporation in accordance with such rules, which may be prescribed by the Corporation.

#### **2.7. Charge of an Office**

Unless for special reasons which must be recorded by the Competent Authority, the charge of an office must be handed over at the headquarters, both the relieving and relieved employees being present.

#### **2.8. Transfer**

Notwithstanding the department or establishment or subsidiaries of the Corporation in which originally appointed, an employee will be liable to be transferred anywhere in India to any other department, establishment, or subsidiaries of the Corporation whether in existence on the date of his employment or coming into existence at any time thereafter. Provided that on such transfer the employee shall be governed by the rules and regulations

operating in the establishment to which he is transferred, provided further that such transfer is not prejudicial to the interest of the employee and it does not cause loss to his emoluments comprising of basic pay in the scale of pay and dearness allowances only. Refusal to comply with such transfer order shall be deemed to be an act of disobedience liable to disciplinary action.

## **2.9. Hours of work**

The duration of the weekly working time as well as the beginning and end of weekly time and intervals shall be fixed by the management, according to the requirements of the Corporation from time to time for each of its establishment.

## **2.10 Remuneration**

- (a) Remuneration for the posts sanctioned on contract under BSRDC shall be as specified in *Annexure-I*
- b) The appointing authority may grant higher emoluments/ increments on the recommendation of the selection committee for a professional / technical post.
- (c) In case of persons taken on deputation from State/Central Govt. or from any organization, the last salary drawn along with the 15% of (Basic Pay and Grade Pay) deputation/ project allowance as permissible will be payable by the BSRDC.
- (d) An employee shall be entitled to the emoluments of the post to which (s) he is appointed from the date on which he assumes/take over the charge of the post.
- (e) The emoluments in respect of any month shall be disbursed in the first week of the next month. An employee resigning from the service of the BSRDC without the prescribed notice shall not unless the controlling authority directs otherwise be allowed to draw emoluments due but not drawn. The emoluments so not allowed to be drawn shall not exceed the emoluments and admissible allowances for one month.

## **2.11. Grant of special pay for additional charge**

Where any employee is appointed to hold charge of a vacant post in addition to his own duties, the competent authority may sanction special pay of 3% of his pay up to a period of 60 days and 6% of his pay for a period beyond 60 days. No special pay shall be granted for a period less than 30 days or



exceeding 180 days. Provided that such special pay shall be admissible only when the additional charge involves assumption of duties and responsibilities, which, in the opinion of the competent authority, are of equal to or greater than that of his own post. Posts carrying the same or identical or higher pay scale shall ordinarily be considered as posts of equal or greater responsibilities respectively.

## 2.12. Age of Compulsory Retirement

- (i) The date of retirement by superannuation of an employee shall be the date on which he attains the age of 60 years. He may be retained in the service after the date of superannuation with the sanction of the Board in the interest of the Corporation, which must be recorded in writing but shall not be retained after the age of 65 years.
- (ii) Provided further that the date of superannuation of an employee shall be the afternoon of the last day of the month in which he attains the age as specified in Rule 2.12 (i).

## CHAPTER -3

### RECRUITMENT AND APPOINTMENT

#### 3.1 Recruitment would be through any of the following three routes :

- (A) **Appointment from open market** : All such appointments will be on contractual basis for a fixed tenure.
- (B) **Appointment on Deputations basis** : All such appointments will be regulated in terms of the State Government Regulations relating of Deputation of its officers /staff.
- (C) **Individuals recruited and paid for by an outside agency (e.g. Government of Bihar/ India and /or Development Partners) but posted to work in Corporation Secretariat** : All Such persons shall be governed by the terms of employment of the organisation/agency concerned.
- (D) **Rules and Regulations regarding reservation of parts in the State Government** shall be applicable to the Corporation.

#### 3.2 Creation of Post and Appointments:

All appointments would be temporary and would be made for the contract/deputation period as determined by the BSRDC. All the posts indicated in Annexure- I, are temporary in nature. However, the corporation may review the positions of Human Resource as and when required and seek sanction of the Government for creation of additional posts if required as per work load or reduce the number of posts if found not required. All the posts can be filled from either deputation or contract.

##### (A ) Deputation

- (i) The Corporation shall also be free to take any officer/ employee on deputation from a department of Govt. of Bihar. The Engineers/Architects shall be taken on deputation from RCD.
- (ii) Ordinarily the deputation period may be for six years subject to further extension with the approval of Government.
- (iii) One time deputation period for an officer/official shall not be more than eight years.
- (iv) The Corporation shall take the Engineers/Architects on deputation from Road Construction Department, Bihar. The Corporation may take



services of officers, other than Engineer, on deputation from other Departments of State Govt.

**(B) Contract Basis**

- (i) All the employees on contract shall sign contract in prescribed format as applicable (Annexure -II). Detail Terms and Conditions for engagement on Contract basis is as on Annexure -III.
- (ii) Normally all the contracts shall be for a period of 12 months. Initial three months of the contract will be a probation period of the contract. Depending upon the performance, competence level and general behaviour of the candidate the contract may be extended for further nine months by the appointing authority.
- (iii) In special condition the contract period may be extended up to three to five years depending upon the competence level and performance of the candidate and requirements of BSRDC.
- (iv) The appointment authority of the Corporation shall be the MD or an officer designated by the MD as per provision in section XIII clause 22 (A) and 22 (B) of AOA.
- (v) To adapt the changing role of BSRDC, certain more professional /Specialists/Consultants may need to be appointed. Such fresh creation of posts and their package is to be decided by Board of Director as per provision in section XIII clause 24 of AOA.

**3.3 Minimum Qualification and Bar to appointment**

- (i) Minimum qualification for each post shall be as per Annexure -I, of these Regulations. Notwithstanding the same, the MD shall be empowered to lower or enhance the minimum, qualifications in exceptional circumstances with the approval of the Board.
- (ii) No person shall be eligible for appointment, who has previously been dismissed, removed or compulsorily retired from the service of the Corporation or from a department of the Central Government or any State Government or from any public sector undertaking.
- (iii) No person shall be eligible for appointment who has been convicted in a court of law for any offence involving moral turpitude. A person against whom criminal proceedings are going in a court of law shall also not be eligible for appointment.



### 3.4 Age on Appointment

The minimum and maximum age of entry into the service of Corporation shall be as per the rules framed by Govt. of Bihar

### 3.5 Termination of Service

- (i) The Services of an employee on contract may be terminated by the MD without assigning any reason by a notice of one month in writing to the employee or on payment of one month's pay and allowance in lieu of such notice.
- (ii) The service of an employee shall be terminated. :-
  - (a) If his appointment is made for a specified period on the expiry of such period unless the appointment is extended for a further period.
  - or
  - (b) If his appointment is made against a temporary post, on the abolition of the post, or on the expiry of the period for which the post is created.
  - or
  - (c) If (s) he fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him and after his explanation, if any, in reply to a show cause notice, which should be given in all such cases, has been taken into account.
  - (d) If serious charges of misconduct against an employee are established.

### 3.6 Renewal of Contract & Re employment

- (a) The MD may renew/ extend the contract period up to three to five years depending upon the competence level and performance of the candidate and requirements of BSRDC. An annual increment of 3% to 5% may be given to the candidates engaged on contract basis depending upon the their satisfactory performance, competence level and general behaviour with subject to the approval of the Managing Director.
- (b) MD shall be empowered to terminate the contract before the expiry of the term of the contract.

### 3.7 Resignation

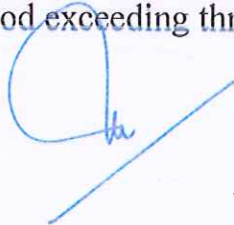
- (a) An employee may resign from the service of the BSRDC by giving notice of one month in writing addressed to the appointing authority or on payment of one month's pay and allowance in lieu of such notice.
- (b) The appointing authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the BSRDC by notice of less than a month.
- (c) The resignation shall be effective from the date of acceptance by the Appointing Authority.

### 3.8 Character Certificate

No person shall be appointed to a post in the Corporation unless a Certificate of good character from two responsible persons are produced and the same are to the satisfaction of the appointing authority.

### 3.9 Health Certificate

A certificate in the following form should also be obtained at his own cost from the Registered Medical Officer. This certificate must be produced on first appointment at the time of joining duty and the same shall be kept in the personal file of the employee. This rule shall apply to those persons also who are temporarily appointed for a period exceeding three months.





# MEDICAL CERTIFICATE

I do hereby certify that I have  
examined.....

.....a candidate  
for employment in the Corporation and cannot discover that he/she has any disease,  
constitutional affection or bodily infirmity except .....

I consider/do not consider this a disqualification for employment in the office of  
.....

.... His/her age is, according to his/her own statement ..... years, and by  
appearance about..... years.

Place :.....

Date :.....

**Signature & Name of Medical Officer**

## DECLARATION BY CANDIDATE

I, ".....

..."a candidate for employment in the Bihar State Road Development Corporation Ltd. do hereby  
declare that I have not any time been pronounced unfit for any job by any Medical Board or any  
other constituted medical authority.

Date :.....

**Signature of Candidate**



## CHAPTER -4

### PERKS & ALLOWANCE

#### 4.1 TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

4.1.1. These regulations will apply to all officers and employees in whole time employment of the Bihar State Road Development Corporation.

4.1.2. **Entitlement of travelling allowance and daily allowance:** - An officer or employee who is on tour or on temporary transfer under the orders of the competent authority shall be entitled to claim hotel tariff, daily allowance and travelling allowance.

4.1.3. **Hotel tariff :** (i) An officer or employee (excluding Group "D" employees) of the rank specified in column (2) of the Table below shall be entitled to the reimbursement of actual hotel tariff (including taxes, if any) equivalent to the tariff leviable in the hotel specified in corresponding entry in column (3) of the said Table

Sl. No.	Designation	Rates payable (single room) per day
1	2	3
1	Chairman/ Managing Director /Chief General Manager	5-Star Hotel, or equivalent
2	General Managers /Dy. General Manager	4-Star Hotel, or equivalent
3	Manager & other equivalent posts	3-Star Hotel, or equivalent
4.	Assistant Manager/ Accounts Officers and other equivalent posts including Group "C" employee.	2-Star Hotel, or equivalent

(ii) A Group "D" employee of the Corporation shall in lieu of hotel tariff, be paid Rs-300/-per day.

(iii) An officer or employee shall attach the original voucher from the hotel to



his travelling allowance claim in support of the amount claimed, but reimbursement of the hotel tariff shall, in no case exceed the entitlement specified under sub-regulation(1).

- 4.1.4. **Daily Allowance** : (i) An officer or employee of the rank specified in column (2) of the Table below, when on tour or temporary transfer shall be entitled to a daily allowance for the period of his absence from headquarter exceeding twelve hours at the rates specified in the corresponding entry in column (3) of the said Table. Where the absence exceeds six hours but less than 12 hours, daily allowance shall be reduced to 50 %

Table -II

Sl. No.	Designation	Rates Admissible per day
1	2	3
1	Chairman/ Managing Director /Chief General Manager	Boarding & lodging charges as per actual, plus Rs 250/- as incidental charges.
2.	General Managers /Dy. General Manager	Rs. 1000/-
3.	Managers & other equivalent posts	Rs. 600/-
4.	Assistant Manager/ Accounts Officers and other equivalent posts including Group "C" employee.	Rs. 400/-
5.	Group 'D' employees	Rs. 200/-

- (ii) No daily allowance is admissible under sub-regulation (i) to an officer/ employee on temporary transfer beyond thirty days.
- (iii) On day (s) when the officer or employee on tour is provided with free boarding and lodging he will draw only 1/4 DA for that day (s) . If he is provided with only free boarding ,he will draw only ½ DA for that day(s). The reduction has to be effected from DA relatable to rate an outstation.

#### 4.1.5. Travelling Allowance :-

- (i) An officer or employee shall be entitled to draw travelling allowance when on tour or on temporary transfer if such transfer is not at the request of the officer or employee.
- (ii) The categories of officers and employees and the mode of transport that they shall be entitled to shall be determined in accordance with the Table below :-

Table -III

Sl. No.	Category	Mode of Travel			Own conveyance (subject to the approval of competent authority )
		Air	Rail	Road	
1	Chairman/ Managing Director /Chief General Manager	Air (Executive class)	AC 1 <sup>st</sup> Class	Actual Taxi fare/AC Deluxe Bus fare	Mileage allowance at the rate or Rs. 4/- per KM for travel by own car
2.	General Managers / Dy. General Manager	Air (Economy class)	AC 1 <sup>st</sup> Class	Actual Taxi fare/AC Deluxe Bus fare	Mileage allowance at the rate of Rs. 4/- per KM for travel by own
3.	Managers & other equivalent posts	Air*	AC 2 <sup>nd</sup> Class	Actual Deluxe Bus fare	Mileage allowance at the rate of Rs. 2/- per KM for travel by own Scooter / Motor Cycle/Moped.
4.	Group 'D' employees		AC <sup>III</sup> Class	Actual Bus fare	Rs. 350/-

\*Air travel with the approval of competent authority .



Explanation : for the purpose of this Regulation the expression fare includes reservation charges for providing food, bed rolls or any of three facility , surcharge, tariff, if any included in the ticket , agency charges for booking and also includes cancellation charges , if the journey is cancelled in the interest of the BSRDC.

- (iii) Notwithstanding anything contained in sub-regulation (i) the Managing Director may, if he is satisfied that the journey by air is in the interest of the BSRDC permit an officer or employee to travel by a higher class than he is entitled to under sub-regulation (ii)
- (iv) During any halt by an officer, employee on tour or temporary transfer shall be entitled to reimbursement of actual expenditure incurred on local conveyance subject to a maximum of Rs. 1000/- per day.

#### 4.1.6. Travelling Allowance on transfer :-

(i) An officer or employee who is transferred shall be entitled to :-

- (a) a lumpsum travel grant of one month's pay and 50 % of basic pay as packing allowance.
- (b) actual fare for himself and member of his family by the entitled class as on tour in the railways, road or air, as the case may be;
- (c) the road mileage for road journey undertaken by him and the members of his family other than the journey performed by the entitled made as per table given in Para 6 (ii)
- (d) travel incidentals in the form of daily allowance for the officer or employee and each member of his family for the entire period of journey from his residence at the old headquarters and the residence at the new headquarter .
- (e) cost of transportation of personal effects and cost of transportation of conveyance belonging to the officer or employee in accordance with the rates specified in regulation 4.1.7

Explanation : In computing travel incidentals in respect of children below the age of twelve years daily allowance at half rates shall be taken into account.



- 4.1.7. **Reimbursement for transportation of personal effects ;** (i) An officer or employee on transfer shall be entitled to the reimbursement of cost of transportation of personal effects when he is transferred from one headquarter to another in the interest of the Corporation at the rates specified the table below :

Sl. No.	Category	Entitlement for carriage of personal effects	
		Maximum Entitlement	Mode of transportation
1	Chairman/Managing Director/Chief General Manager	6000 Kgs	Four –wheeler full wagon by goods train or one double container or any mode of transportation as per actual
2	General Manager/Dy.General Manager	5000 Kgs	Four –wheeler full wagon by goods train or one double container or any mode of transportation as per actual
3.	Managers & other equivalent posts	4000 Kgs	Four –wheeler full wagon by goods train or one double container or any mode of transportation as per actual
4.	Assistant Manager/Accounts Officers equivalent posts and Group 'D' employees	3000 Kgs	By goods train or any other mode of transportation as per actual

(2) An officer or employee on transfer shall also be entitled to reimbursement of the actual cost of transportation of one motor car or one motor cycle/scooter owned by the officer or employee. When the conveyance is sent under its own propulsion between places connected by train, the reimbursement will be limited to the prescribed rates of transportation by passenger train and in between places not connected by rail the reimbursement will be limited to the prescribed rates.

- 4.1.8. **Travelling Allowance on retirement :** (1) An officer or employee who retires from the services of the Corporation after serving it for a minimum period of ten years (including service in any other establishment owned or controlled by the Government) or such officer or employee if incapacitated




to serve the Corporation because of his physical or mental invalidity or such officer or employee, if retrenched without being offered an alternative employment shall be eligible to claim travelling allowance for himself and the members of his family the actual cost of transportation not exceeding the amount admissible under Regulation 7 and an allowance at the rates specified in Regulation 8 for transportation of the conveyance owned by the officer or employee.

(2) The concession under sub-regulation (1) shall be availed of by the officer or employee within one year from the date of his retirement or retrenchment as the case may be.

(3) The members of the family of an officer or employee who has completed at least three years of continuous service with the Authority and dies while in service shall be eligible for the reimbursement of the cost of travel from the headquarters of the officer or employee to his home town or to any other place of residence in India where the family wishes to settle down if such travel is undertaken by the members of the family within one year from the date of death of the officer or employee.

**4.1.9. Travelling Allowance for training :-** An officer or employee deputed to undertake a course of training in India shall be entitled to draw travelling allowance, hotel charge and daily allowance as on tour at full rates for the first 180 days of training and in case the training institute in which the officer or employee has been deputed provides free boarding and lodging the daily allowance admissible to the officer or employee shall be reduced after the first thirty days of training to daily allowance at half the rates.

**4.1.10. Travelling allowance for journeys performed during suspension :-** An officer or employee under suspension shall be entitled to draw travelling allowance and daily allowance as on tour at full rates if he is required to perform journey in connection with attendance in a departmental enquiry held at a place away from the headquarter or the place in which the officer or employee under suspension has been permitted to reside.





**4.1.11. Submission of claim :-** All claim under these regulations shall be preferred by an officer or employee within 3 month of the completion of tour and one year in case of transfer . And if no such claim is preferred within the specified period , the claim shall be forfeited .

**4.1.12. Payment of advance :** (1) An officer or employee shall be entitled to draw eighty per cent of the cost of travelling allowance and daily allowance before commencement of the journey under these regulations.

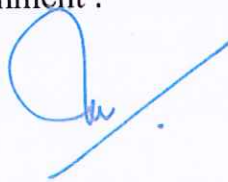
(2) Where an officer or employee has been granted an advance under sub regulation (1) he shall submit his claim along with all concerned papers within one month of the completion of journey. If he fails to submit such claim the competent authority may order deduct of the amount in one lump sum from his salary of the following month.

**4.1.13. Reimbursement of conveyance charge** (1) An officer or employee who is required to undertake local journey in the interest of the Corporation in the headquarters or in the temporary duty station may be granted mileage allowance at the rates specified in Regulation 6

Provided that the competent authority may, if he is satisfied that it is necessary in the interest of the Corporation and avoid any hardship on the officer or employee may permit such officer or employee to the reimbursement of the actual expenditure incurred on the journey .

(2) the competent authority may in lieu of grant of conveyance allowance under sub regulation (1) grant to an officer or employee whose duty requires extensive travel at the headquarter or temporary duty station a lump sum allowance at such rates as may be specified by the Corporation.

**4.1.14. Residuary matters :** Matter with respect of which no specific provision have been made under these regulations shall be regulated under corresponding provisions of the rules made applicable to the members of the Bihar Civil Services as amended from time to time and the instructions issued there under by the State Government .





## **4.2. LEAVE TRAVEL CONCESSION**

### **4.2.1 Application :**

These regulations shall apply to all officers and employees in whole-time employment of the Corporation who have completed one year of continuous and regular service in the Corporation.

All persons appointed on deputation shall have the option to exercise within six months of joining service of the Corporation, to chose between leave travel concession as admissible under these regulations or that admissible to them under their parent organisation whichever is more favourable to them but no such person shall be entitled to avail of the concessions from the Corporation for himself or for his family for the duration of a block in which he or any member of his family has already availed of the concession under this parent organisation during that block.

### **4.2.2. Declaration of home town**

- (i) Every officer or employee shall within a period of six months from the date of commencement of these regulations or within a period of six month from the date of his joining the service of the Corporation or before availing of the concession, whichever is earlier, make a declaration to the competent authority, a town, village or any other place in India as his home town, and the competent authority shall accept such declaration.
- (2) A declaration made under sub-regulation (1) and accepted by the competent authority shall be final, but the request of the officer or employee for adequate reasons, the competent authority may for reasons to be recorded in writing, change the home town, provided that such a change shall not be effected more than once during the entire period of service of the officer or employee.

### **4.2. 3. Type of concession and their admissibility:**

- (1) Subject to the approval of the competent authority, an officer or employee may avail the concession for himself and the members of his family;

- (a) to visit his home town once in a block of two years; and
- (b) to visit any place in India once in a block of four years.

Provided that an officer or employee or the members of his family may, in lieu of visiting any place in India, visit the home town.

- (2) The concession shall be admissible to an officer or employee when he proceeds on any kind of leave and where the officer or employee does not accompany the members of his family, the concession shall be admissible even if no leave has been granted to the officer or employee.
- (3) The concession to visit home town or any place in India, if unutilised during the block year for which it was due, may be carried forward to the first year of the next block of two years or four years, as the case may be, and thereafter it shall lapse.

#### **4.2. 4. Entitlement:**

Travel entitlement, for the purpose of official tour/transfer or LTC, will be the same but no Daily Allowance shall be admissible for Travel on LTC.

#### **4.2. 5. Reimbursement :**

Reimbursement of the concession shall be allowed on the basis of point to point journey on a through ticket over the shortest route and shall not cover incidental expenses or expenditure on local journey .

#### **4.2. 6. Submission of claim:**

- (1) The officer or employee shall prefer his claim for reimbursement or the fare paid by him for the concession together with necessary details along with a certificate that he or his family, or both, actually performed the journey within one month of the completion of the return journey , if advance has been taken by him and where on advance has been drawn within three months.



- (2) If an officer or employee does not submit his claim within the period specified in sub-regulation (1) his claim for reimbursement shall be forfeited and the advance granted to him, if any, shall be recovered from him.

#### 4.2. 7. Grant of advance .

- (1) Advance not exceeding four-fifth of the estimated expenditure on journey may be granted to an officer or employee.
- (2) Where advance has been drawn under sub-regulation (1) , and the officer or employee fails to commence the onward journey within thirty days of the drawl of advance, he shall refund the advance drawn forthwith in one lump- sum.

#### 4.2. 8. Fraudulent claim of leave travel concession,

- (1) If a decision is taken by the disciplinary authority to initiate disciplinary proceeding against an officer or employee on the charge of preferring a fraudulent claim of the concession such officer or employee shall not be allowed the concession till the finalisation, of such disciplinary proceedings.
- (2) If the disciplinary proceeding results in imposition of any penalty, the officer or employee shall not be allowed the next two set of the concession in addition to the sets already withheld during the pendency of the disciplinary proceedings.
- (3) If the officer or employee is fully exonerated of the charge of fraudulent claim of the concession, he shall be allowed to avail the concession withheld earlier.

#### **Explanation :-**

For the purpose of this regulation, the concession to home town and to any place in India shall constitute two sets of the concession.

#### **4.2. 9. Power to relax :**

Save as otherwise provided in these regulations, where the Managing Director is satisfied that the operation of any of these regulations cause undue hardship in any particular case, he may, by order for reasons to be recorded in writing, dispense with or relax the requirement of that requirement of that regulation to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

#### **4.2. 10. Residuary matters :**

Matters with respect to which no specific provision have been made in these regulations shall be regulated under the provision of the Central Civil Service (Leave Travel Concession Rules, 1988 as amended from time to time and the instructions issued there under by the Government of Bihar.)

#### **4.2. 11. Interpretation.**

If any question arises relating to the interpretation of these regulations, it shall be referred to the Managing Director , who shall decide the same.

### **4.3. REIMBURSEMENT OF EXPENDITURE INCURRED IN MEDICAL ATTENDANCE AND TREATMENT BY AN OFFICER OF EMPLOYEE OF THE CORPORATION :-**

#### **4.3.1 Application :**

- (1) The regulation shall apply to all officers and employees of the Corporation.

#### **4.3.2 Reimbursement of medical expenses :**

- (2) An officer or employee shall be entitled to reimbursement of expenditure incurred on medical treatment of himself and any member of his family provided by a registered medical practitioner and / or approved hospital subject to a maximum of one month's pay per year.
- (3) Where the competent authority is satisfied that it is necessary to make advance payment to meet the expenses of medical treatment in an approved



hospital as an indoor patient of an officer or employee or any member of his family, it may sanction an advance not exceeding fifty percent of the monthly pay of the officer or employee or the anticipated cost of medical treatment, whichever is less, subject to the production of a certificate from the said hospital as to the total likely expenditure.

#### 4.3.3 Hospitalisation :

(1) An officer or employee or any member of his family may obtain medical treatment as an indoor patient in the All India Institute of Medical Sciences, a Government hospital, a hospital run by any local authority or any other approved hospital.

(2) Reimbursement on account of accommodation charges in the hospitals referred to in sub-regulation (1) shall be limited to the rates specified in the table below :-

Category of employee	Govt. Hospital	AIIMS	Approved Hospital
D	General Ward (incl.diet)	General Ward (incl.diet)	General Ward (incl.diet)
C	Semi-paying ward	Semi-paying ward	Semi-paying ward
B	Private Room	Private Room	Private Room
A	Private AC Room	Private AC Room	Private AC Room

(3) For the purpose of sub-regulation (1), the Corporation may, from time to time, approve any private hospital, dispensary, maternity or child welfare centre or clinic.

#### 4.3.4 Treatment for special diseases:

(1) For medical treatment of special diseases relating to heart (open heart surgery, by-pass, etc.) cancer, diseases related to kidney, neuro-surgery, tubercular diseases and such other diseases as may be notified by the CGHS from time to time, the officer or employee or any member of his

family may take indoor treatment from one of the hospitals specified in comported in the list of CGHS.

- (2) Where an officer or employee takes medical treatment under sub-regulation (1), full expenses for treatment or pathological tests including medicines relating to such diseases shall be reimbursed to the officer or employee.

#### **4.3.4 Treatment abroad :**

- (1) An officer or employee, or any member of his family is suffering from a disease, the treatment of which is not available in India, may make an application to the Corporation to sanction the expenditure involved in such treatment.
- (2) After considering the application under sub-regulation (1), if the Corporation is satisfied about the genuineness of the facts stated in the application, it may make a reference to the Standing Committee constituted by the Ministry of Health and Family Welfare, Govt. Bihar for the purpose that the Standing Committee has approved the expenditure and the Corporation is authorised to sanction the expenditure involved in treatment abroad, it may sanction the amount to the officer or employee.

#### **4.3.5 Reimbursement of medical expenses incurred abroad :**

When an officer or employee undertakes tour abroad in connection with the affairs of the Corporation and is compelled to take medical treatment as an indoor patient in a hospital, the Corporation shall reimburse the entire medical expenditure incurred abroad in such hospital.

#### **4.3.6 Power to relax :**

- (1) Where an officer or employee-
  - (a) Has been compelled because of emergency to take medical treatment in nursing home or hospital which is not an approved hospital, for himself or any member of his family.



- (b) Exceed his entitlement of reimbursement of medical expenses under these regulations, the Managing Director may, after considering the genuineness of the case, relax any of the provisions of these regulations.
- (2) For the purpose of considering the genuineness of a case referred to in sub-regulation (1), the Managing Director may constitute a Committee of officers consisting of Dy GM (F & A), Dy General Manager (Admn.), and General Manager of appropriate wing to be nominated by the MD.
- (3) A quarterly report of the cases in which the powers under sub-regulation (1) have been exercised by the Managing Director, shall be placed before the Corporation for information.

**4.3.7 Claim of medical reimbursement:**

- (1) Where both the husband and the wife are in the service of the Corporation, either of the spouses may claim the benefits under these regulations for himself and any member of the family.
- (2) Where the spouse of the officer or employee is in the service of the Government or an organisation owned or controlled by the Government and such spouse claims the benefits under the corresponding rules applicable to them for himself or any member of his family, the officer or employee shall not claim the benefits under these regulations.

4.3.8 Matters with respect of which no specific provisions have been made in these regulations, shall be regulated under the provisions of the Bihar Civil Services (Medical Attendance) Rules, as amended from time to time, and the instructions issued thereunder by the State Government.

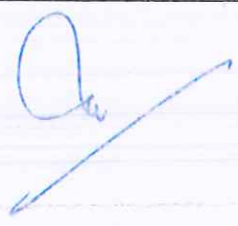


## THE SCHEDULE

[See regulation 5(1)]

Details of Hospital recognised by the Authority for the purpose of regulation 5.

Sl.No.	Name of the disease	Recognised Hospital
1.	Heart and other serious diseases	Escorts Hospital Batra Hospital Moolchand Hospital, New Delhi
2.	Cancer	Apollo Hospital Tata Institute, Bombay





## CHAPTER -5

### LEAVE & JOINING TIME

#### 5.1. Kinds of leave

Employees shall be eligible for the following kinds of leave :

- (a) Casual leave
- (b) Earned leave
- (c) Sick leave
- (d) Maternity leave
- (e) Leave without pay/Extraordinary leave
- (f) Quarantine leave
- (g) Accident leave
- (h) Study leave

#### 5.2. General conditions for grant of leave

The following general principles shall govern the grant of leave to employees :-

- (i) Leave cannot be claimed as a matter of right. When the exigencies of services so require, the discretion to refuse, postpone, curtail, or revoke leave of any description or to recall to duty any employee already on leave is reserved with the authority competent to grant it.
- (ii) Subject to provisions of relevant rule, leave lapses on the cessation of the employee's service in the Corporation.
- (iii) An employee on leave shall not take any other service or accept any employment or carry on his professional business.
- (iv) Leave shall not be availed without prior sanction of the competent authority. An employee who absents himself from duty without prior sanction on account of unforeseen circumstances shall apply at the earliest possible opportunity for sanction of leave, provided that such delay does not exceed ten days and that the employee should convince the sanctioning authority about the reasons for non submission of leave application and not taking prior permission explaining the unforeseen circumstances requiring the same.



- (v) An employee (is expected to avail himself of the leave granted fully before resuming duty and) may not return to duty before the expiry of the leave sanctioned to him, other than casual leave, except with the permission of the competent authority.
- (vi) An employee remaining absent from duty without prior sanction or after the expiry of his leave shall not be entitled to any leave salary for the period of such absence, the period of absence or over-stay being treated as leave without pay unless otherwise directed by competent authority.
- (vii) Leave may be prefixed and/or suffixed to a holiday but holidays intervening during the period of leave shall, except in the case of casual leave, count as part of leave.
- (viii) Any kind of leave, other than casual leave, may be granted in combination with or in continuation of any other kind of leave.
- (ix) An employee before proceeding on leave shall intimate to the competent authority his address while on leave and shall keep the said authority informed of any change in the address from time to time.

### 5.3. Casual Leave

- (i) Casual leave may be granted up to a maximum of 16 days during a calendar year. An officer/employee will not ordinarily be permitted to avail himself of more than 10 days casual leave at a time. Unavailed Casual leave at the end of the calendar year shall lapse.
- (ii) Casual leave shall be treated as duty for all purposes including drawal of pay and allowances.
- (iii) If an officer /employee joins service during the course of the year, the casual leave shall be regulated as follows: -
  - (A) Up to 5 days for service of three months or less,
  - (B) Up to 10 days for service more than three months, than six months, and
  - (C) Up to 15 days for service more than six months.
- (iv) Permission to leave headquarters, during the course of the casual leave, shall be obtained.
- (v) Compensatory leave not exceeding 15 days in a calendar year may also be granted by competent authority.



#### 5.4. Earned Leave

- (1). Every officer or employee shall be entitled to earned leave at the rate of thirty days for every completed year of service and such leave shall be credited to the earned leave account, of the officer or employee half yearly on first April and first September respectively in each year at the rate of fifteen days for every six months of service rendered by such officer or employee.
- (2). If any officer or employee is appointed on or after the first of January or the first day of July, as the case may be, in any year, earned leave shall be credited at the rate of two and a half days for each completed calendar month of service put in by him during the calendar year.
- (3). The earned leave at the credit on an officer or employee shall be carried forward to the next half year, subject to the condition that the total period of accumulated earned leave shall not exceed two hundred and forty days.
- (4). An officer or employee on earned leave shall draw pay equal to leave pay.
- (5). If an officer or employee has taken extraordinary leave in a half year, the credit afforded under sub-regulation (1) shall be reduced by one-tenth of the extraordinary leave availed of during the pervious half year subject to a maximum of fifteen days.
- (6). The maximum amount of earned leave that may be granted to an officer or employee at a time shall be one hundred and twenty days, provided that where such officer or employee spends any period of such leave outside India, he may be granted earned leave upto a maximum period of one hundred and eighty days.
- (7). In case an employee dies while in service of the Corporation, his family shall be eligible for the cash equivalent of the leave salary the employee would have got but for his death, had he proceeded on earned leave due and admissible at the time, subject to a maximum of two hundred and forty days.

#### 5.5 . Sick leave (half pay leave and commuted leave).

- 1 (a) An employee shall be entitled to half pay leave of 20 days in respect of each completed year of service;
- (b) The leave under clause (a) may be granted on medical certificate or on private affairs.



- 2 (i) Commuted leave not exceeding half the amount of half pay leave due, may be granted on medical certificate of an authorized medical attendant to a permanent employee subject to the following conditions :-
- (a) When commuted leave is granted twice the amount of leave shall be debited to half pay leave due;
  - (b) That the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- (ii) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service without production of medical certificate where such leave is utilized for an approved course of study certified to be in the interest of corporation by the leave sanctioning authority.
- 3 Save in the case of leave preparatory to retirement, leave not due may be granted to a permanent employee subject to the following conditions:
- (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
  - (b) The leave not due shall be limited to half pay leave he is likely to earn thereafter,
  - (c) Leave not due the entire service shall be limited to a maximum of 360 days, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate the authorized medical attendant,
  - (d) Leave not due shall be debited against the half pay leave the employee may earn subsequently.
- 4 No leave salary shall be recovered where a Corporation employee, who has been granted commuted leave or leave not due under sub rule 2 or 3 as the case may be, dies or is retired under Rule 2.12. In all other cases like resignation, voluntary retirement, removal, dismissal etc., the recovery of leave salary be made.

## 5.6. A Maternity Leave

- (1) . Every female officer or employee shall be entitled to one hundred and twenty days of maternity leave on full pay on each occasion of pregnancy subject to a maximum of two hundred and forty days during the entire period of her service.



- (2) . Maternity leave not exceeding forty - two days may also be granted to a female officer or employee in cases of miscarriages including abortion on a certificate the attending medical officer.
- (3) Maternity leave shall not be debit from the leave account.

Note :

- (a) Maternity leave under this rule may also be granted in case of miscarriage including abortion, subject to the condition that :
  - (i) The leave does not exceed six weeks, and
  - (ii) The application for the leave is supported with a certificate from the Authorized Medical Attendant.
- (b) Maternity leave is also admissible to temporary female Government servants under this Rule.
- (c) Maternity leave is not admissible in case of incomplete abortion.
- (d) 'Abortion' does not include threatened abortion and maternity leave can not be granted in the case of threatened abortion.
- (e) Maternity leave may be combined with any other kind of leave.

#### 5.6. B Paternity leave

(1) A male Government servant (Including an apprentice) with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.

(2) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) The Paternity Leave may be combined with leave of any other kind.

(4) The Paternity Leave shall not be debited against the leave account.

(5) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

Note - The Paternity Leave shall not normally be refused under any circumstances.

#### 5.7. Leave Without Pay

- (a) An employee may be granted leave without pay in special circumstances when no other leave is admissible or when other leave being admissible, the employee applies for the grant of leave without pay.



- (b) The duration of leave without pay shall not exceed 3 months on any one occasion; a longer period being admissible subject to such conditions as the management at its discretion may prescribe. Provided that the total period of leave without pay (including three month admissible under the rules) should not exceed six months where leave without pay is required on account of illness of the employee and where the application of grant of such leave is supported by a medical certificate as required under the rules.

#### 5.8. Quarantine Leave

- (i) (a) Where an employee is precluded from attending office in consequence of the presence of infectious disease in his household, he may be granted quarantine leave for a period of not exceeding 21 days at a time on a certificate issued by Corporation's Medical Officer, Government or Municipal or local Public Health Officer. Any leave necessary for quarantine purposes in excess of this period shall be treated as Earned leave or where an employee has no Earned leave to his credit, as leave without pay. Where an employee himself is suffering from infectious diseases, he shall not be entitled to quarantine leave. For the purpose of this rule, cholera, small-pox, plague, diphtheria and such other disease as may be declared as infectious diseases in this behalf by the local Health authorities shall be deemed to be infectious disease.
- (b) Quarantine leave shall be treated as duty for all purposes including drawal of pay and allowances.

#### (ii) Accident Leave

- (a) An employee temporarily incapacitated to work resulting from accident caused during the course of performing his job, which cannot be adjudged due to ordinary risk normally attached to his employment or due to causes other than his own gross carelessness, will be given full pay during the period he is incapacitated up to three months on production of medical certificate from authorized Medical Officer provided that he attends the hospital according to the orders of the doctor and obeys orders as to treatment during the whole of the period.
- (b) If such an employee continues to remain incapacitated or is partially recovered may be given full pay for a further period of three months at the discretion of the management. Cases where the employee is



incapacitated to work for a longer period will be referred for consideration and decision of the Board.

- (c) An employee injured in accident occurring through or caused on account of his own gross carelessness in performing duties or negligence in following the safety instructions issued has no claim under this rule, beyond free medical attendance. All such cases will be dealt with entirely at the discretion of the management.

### 5.9. Study Leave

- (i) An employee who has completed 3 yrs. of service may be granted study leave for the purpose of further studies considered to be in the interest of the Corporation upto two years. During the study leave period he will be paid study allowance 50% of his basic pay and dearness allowance, provided he executes a bond to serve the Corporation for a period of 5 years after completion of the course undertaken by him during study leave.
- (ii) It will ordinarily be not granted to the Corporation employee who has completed 20 yrs. of service or more. An employee on study leave who is in receipt of a scholarship or stipend (from whatever source granted) should ordinarily not be granted any allowance as in Rule 5.8 (i), but in special cases where the net amount of the scholarship or stipend is less than the study allowance that would be admissible.
- (iii) Certificate of completion of course. On completion of a course of study a certificate on the proper form together with certificate of exam passed or of special study shall be forwarded to the corporation.
- (iv) Counting of study leave for promotion. Study leave will be count as service for promotion but it will not affect any leave, which may already be due to an employee.

**5.10. Extraordinary leave:-** (1) An office of employee may be granted extra – ordinary leave without pay and allowances when no other leave is due to him.

(2) Extra – ordinary leave shall not be granted for more than three hundred and sixty days during the entire period of service and not more than ninety days at a time and such leave shall not count for increment.

**5.11. Combination of different kinds of leave:-** Any kind of leave, except casual leave, may be granted in combination with or in continuation of any other kind of leave.



**5.12. Leave Salary :-** (1) An officer or employee on earned leave shall draw the leave salary sbmissible to him which shall be equal to the pay drawn by him immediately before proceeding on earned leave.

(2) An office or employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub- regulation (1)

**5.13. Special Disability Leave :-** Special disability leave may be granted to an officer or employee who is disabled by injury caused in consequence of the performance of his official duty or in consequence of his official position, subject to the following conditions, namely :-

- (a) that the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled acted with the due promptitude in bringing it to the notice of the competent authority.

Provided that competent authority may, if is satisfied as to the cause of the disability permit leave to be granted even in cases where the disability manifests itself more than three months after the occurrence of its cause.

- (b) that the period of leave shall be such be such as is certified by the attending medical officer to be necessary. It shall in no case exceed four months and may be combined with leave of any other kind.

Provided that the competent authority may direct the officer or employee to apper before a 'Medical Board' constituted by the Authority for the purpose who shall examine the officer or employee and certify the nature of the disability: the cause to which the disability can be attributed; and the likely period for which the officer or employee is required to remain on leave on this account.

- (c) that such leave may be grated more than once if the disanility is aggravated or recure in similar circumstances at a later date but a total of not more than twenty four months of such leave shall be granted in consequence of any one disability.



#### 5.14. Encashment of leave :-

- (a) where a Government servant retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo motu issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the Government servant on the date of his retirement, subject to a maximum of 240 days. This shall also include dearness allowance.
- (b) where a Government servant resigns or quits service, he may be granted by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, subject to a maximum of 120 days. This shall also include dearness allowance.

#### 5.15. Joining Time

- 5.15.1 (a) "joining time" means the time allowed to an officer or employee to join a new post or to travel to a station to which he is posted.
- (b) "officer or employee " means an officer or employee of the Corporation appointed in accordance

- 5.15.2 **Joining time when admissible :-** Joining time shall be granted to an officer or employee on transfer in the interest of the Corporation to enable him to join the new post either at the same or a new station :-  
Provided that no, joining time shall be admissible :-
- (a) in case of temporary transfer for a period not exceeding 180 days.
  - (b) In case where such transfer is at the request of the officer or employee.

- 5.15.3. **Commencement of joining time :-** Joining time shall commence from the date of relinquishment of charge of the old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.

- 5.15.4. **Place from which the joining time is calculated :-** The joining time shall be calculated from the old headquarter in all cases including where an officer or employee receives his transfer orders or makes over the



charge of the old post in a place other than his headquarter or where the headquarter of the officer or employee while on tour is changed to the tour station itself or where his temporary transfer is converted into permanent transfer.

**5.15.5. Period of joining time :-**

- (1) Not more than one day's joining time shall be allowed to an officer or employee to join a new post within the same station or on a post which does not involve change of residence from one station to another.

Explanation : - For the purpose of this regulation, the expression "same station" denotes the area falling within the jurisdiction of a municipality, corporation or local body including the areas falling within the suburban municipality, notified area or cantonment contiguous to the municipality, corporation or the local body.

Provided that where the joining of a new post by an officer or employee does not involve change in the office of posting of such officer or employee, no joining time shall be allowed.

- (2) In a case involving transfer from one station to another involving the change of residence the officer or employee shall be allowed joining time with reference to the distance between the old headquarter and the new headquarter by direct route and ordinary mode of travel at the rates specified in the Table below. When holidays follow the journey time the normal joining time may be deemed to have been extended to cover such holidays.

**Table**

Distance between the old headquarter and the new headquarter	Joining time admissible
200 kms or less	5 days
More than 200 kms or more	7 days

- 5.15.6 Extension of Joining Time :** - Extension of joining time beyond to limits indicated in the previous paras, may be allowed upto a maximum limit of 30 days by the Chief General Manager, the guiding principle being that the total period of joining time should be approximately as



indicated in the previous paras plus reasonable, against time plus holidays, if any following the extended time. While computing, the transit time allowance may be made for the time unavoidably spent due to disruption of transport arrangement caused by strike or natural calamities, on awaiting the departure or a scanner or any other mode of transport that may be available for travel to the new station.

**5.15.7. Crediting leave account with unutilised joining Time:-**

When an employee joins the new post without availing of the full joining time, the number of days of joining time as admissible under these regulations shall be credited to his leave account as leave on average pay. The credit of joining time to the leave account will be subject to the usual restriction of accumulation of special Casual Leave in lieu of joining this time is admissible.

**5.15.8. Combination with vacation :-** Joining time may be combined with vacation and/ or regular leave of any kind or durations, except Casual Leave.

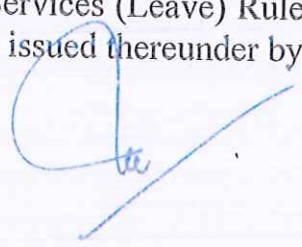
**5.15.9. When transfer orders are modified :** - If an employee in transit is directed to proceed to a place different from that indicated in the initial transfer orders, he shall be entitled to joining time already availed of up to the date of receipt of the revised orders plus of fresh spell of full joining time from orders. The fresh spell of joining time in such cases shall be calculated from the place at which he received the revised orders as if he was transferred from that place to the new place of posting.

**5.15.10. Joining Time pay and Allowances :**

An employee on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post . He shall be entitled to dearness Allowances, if any, appropriate to the joining time pay , compensatory allowance like City Compensatory Allowance, House Rent Allowance as applicable to the old station from which he was transferred but he shall not be entitled to conveyance

allowance or permanent travelling allowance for the period of joining time awaited by him.

**5.16. Residuary matters** – Matters with respect of which no specific provisions have been made under these regulations, shall be regulated under corresponding provisions of the Central Civil Services (Leave) Rules, 1972, as amended from time to time, and the instructions issued thereunder by the Bihar Government.





## CHAPTER -6

### CONDUCT, DISCIPLINE AND APPEAL REGULATION

#### 6.1. Liability to abide by regulations and orders.-

Every officer or employee shall conform to and abide by the provisions of the rules framed there under, these regulations and any other regulations made by the Corporation under different section of the AOA and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him by any person under whose jurisdiction, superintendence or control he may, for the time being, is placed.

#### 6.2 Obligation to maintain secrecy

- (1) Every officer or employee including an Adviser or consultant shall maintain secrecy regarding the affairs of the Corporation and shall not divulge, directly or indirectly any information of a confidential nature unless compelled to do so by any judicial or other authority, or unless instructed to do so in writing by a superior officer in the discharge of his duties.
- (2) Every officer or employee including an Adviser or consultant shall, before entering upon his duties, make a declaration of fidelity and secrecy in the form set out in the Annexure-I.

#### 6.3 Employees to promote Corporation's interest.-

Every officer or employee shall serve the Corporation honestly and faithfully, use his utmost endeavours to promote the interests of the Corporation and shall show courtesy and attention in all transactions and dealings between the Corporation and any other body or authority.

**6.4 Prohibition against participation in politics and standing for election.-**

No officer or employee shall take active part in politics or in any political demonstration, or stand for election as member of a Municipal council, district Board or any other Local or Legislative Body.

**6.5. Employees not to seek outside employment.-**

No officer or employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary, without the previous sanction of the Managing Director.

**6.6. Employment after retirement-**

No officer or employee shall within a period of two years from the date when he finally ceases to be in the services of the Corporation, accept or undertake any commercial employment (full time or part time) except with the prior written approval of the Corporation .

**Explanation :** - for, the purpose of this regulation, "commercial employment" means:

- (i) Employment in any capacity, including that of an agent under a company, cooperative society, firm or individual engaged in trade, commercial, industrial or professional business and includes a directorship of such a company and partnership of such firm but does not include employment under a body corporate wholly or substantially held or controlled by the Government,
- (ii) Setting up a practice, either independently or as partner of a firm, as adviser or consultant in matters in respect of which the retired officer:-
  - (a) has no professional qualification and the matters in respect of which the practice is to be set up or is carried on are related to his official knowledge or experience; or
  - (b) The matters in respect of which such practice is to be set up are such as are likely to give his clients an unfair advantage by reason of his previous official position; or



- (iii) Undertaking work involving liaison or contract with the offices or officers of the Corporation or government.

**6.7. Acceptance of gifts.-**

An officer or employee shall not solicit, accept, or permit any member of his family to accept any gift from a constituent of the Corporation .

**6.8. Private trading.-**

No officer or employee shall engage any commercial business or pursue it either on his own account or as agent for others, nor act as an agent for an insurance company nor shall be connected the formation or management of a joint stock company.

**6.9. Movable, immovable and valuable properly.-**

- (1) No officer or employee shall, except with the previous written permission of the Corporation , acquire or dispose of any immovable property either in his own name or in the name of any member of his family.
- (2) No officer or employee shall, except with the previous sanction of the Authority, enter into any transaction concerning any immovable or movable property with a person or a company having official dealings with the officer or employee.
- (3) Every officer or employee shall report to the Corporation every transaction concerning movable property owned or held by him in his own name or in the name of a member of his family, if the value of such property exceeds ten lakh rupees.

**6.10. Penalties.-**

An officer or employee who commits a breach of any provisions of these regulations or who displays dishonesty, negligence, irregular attendance, inefficiency or drunkenness, indolence or who knowingly does anything detrimental to the interests of the Corporation or in disobedience with its

instructions, or who commits a breach of discipline or is found to possess wealth disproportionate to his known sources of income shall be liable to the following penalties:-

#### **Minor penalties**

- (a) reprimand;
- (b) withholding of increment or promotion;
- (c) demotion to a lower post or grade or to a lower stage in his incremental scale;
- (d) Recovery from pay of the whole or part of any pecuniary loss caused to the Authority by the officer or employee

#### **Major penalties**

- (e) Compulsory retirement
- (f) Removal from service;
- (g) Dismissal;

- (2) No officer or employee shall be subjected to the penalties specified in clauses (b), (c), (d), (e), (f) or (g) of sub-regulation (1) except by an order in writing signed by the disciplinary authority, and no such order shall be passed without the charge or charges being formulated in writing and given to the officer or employee so that he may have reasonable opportunity to answer them in writing or in person, as he prefers, and in the latter case his defence shall be taken down in writing and read to him;

Provided that the requirements of this sub-regulation may be waived, if the facts on the basis of which action is to be taken have been established in a court of law or where the officer or employee has absconded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirements can be waived without injustice to the officer or employee.



- (3) In every case where all or any of the requirements of this sub-regulation are waived, the reasons for so doing shall be recorded in writing.

#### **6.11. Suspension.**

- (1) The appointing authority or the disciplinary authority may place an officer or employee under suspension:-
- (a) where a disciplinary proceeding against him is contemplated or is pending; or
  - (b) where a case against him in respect of any criminal offence is under investigation or trial.
- (2) An officer or employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention and shall remain under suspension until he is cleared of the charge and the suspension order is revoked by the appointing authority or the Disciplinary Authority.
- (3) Where a penalty of dismissal or removal from service imposed upon an officer or employee under suspension is set aside in appeal or on review and the case is remitted for further enquiry, the order of his suspension shall be deemed to have continued in force until the order for dismissal or removal from service is finally revoked.
- (4) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made the order or any authority to which that authority is subordinate.

#### **6.12. Power to impose penalties.**

The disciplinary authority may impose any of the penalties specified in regulation 11 on an officer or employee.

- (1) No order imposing any of the major penalties specified in clause (e), (f) and (g) of regulation 11 shall be made except after an enquiry held in the manner hereinafter provided.

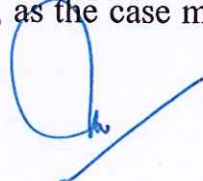


- (2) Where the disciplinary authority is of the opinion that there are grounds for inquiring into the conduct of an officer or employee, it may by itself inquire into or by order appoint any officer of the Corporation to enquire into the conduct of the officer or employee (hereinafter referred to as the inquiring authority):

If in cases investigated by Central Bureau of Investigation or the Central Vigilance Commission, or State Vigilance Agency, the disciplinary authority may nominate an officer of the said Bureau or the Commission, as the case may be, as the inquiring authority.

- (3) Where it is proposed to hold an inquiry, the disciplinary authority, the inquiry authority, or the person nominated under the proviso to sub-regulation (2) shall frame definite charges based on the allegations against the officer or employee. The articles of charges together with a statement of the allegations on which they are based, a list of documents by which and a list of witnesses by whom, the charges are proposed to be established, shall be communicated in writing to the officer or employee, who shall submit within such time as may be specified by the disciplinary authority (not being less than fifteen days from the date of receipt of the communication), a written statement indicating whether he admits or denies all or any of the charges.
- (4) On receipt of the written statement, or if no such statement is received within the time specified, an inquiry may be held by the disciplinary authority itself, or by any other officer referred to in sub-regulation(2).
- (5) Where the disciplinary authority itself inquires or appoints an inquiring authority, it may also by an order appoint an officer or employee to present on its behalf the case in support of the articles of charges (hereinafter referred to as the Presenting Officer).

Provided that in cases investigated by Central Bureau of Investigation or the Central Vigilance Commission, and where an officer of the said bureau or the Commission has been nominated as the inquiring authority, the disciplinary authority may nominate an officer of the said Bureau or the Commission, as the case may be, as the Presenting officer.





- (6) The officer or employee whose conduct is being inquired into may take the assistance of any other officer or employee to present the case on his behalf.
- (7) On the date fixed by the inquiring authority, the officer or employee shall appear before him at the time place and date specified in the notice. If the officer or employee pleads guilty to any of the charges, the inquiring authority shall record his plea, sign the record and obtain his signature thereon. The inquiring authority shall return a finding of guilt in respect of those charges to which the officer or employee pleads guilty.
- (8) If the officer or employee does not plead guilty, the inquiring authority shall adjourn the case to a later date not exceeding thirty days, after recording an order that the officer or employee may, for the purpose of preparing his defence:-
- (i) inspect the documents listed with the charge -sheet
  - (ii) submit a list of additional documents and witnesses that he wants to examine; and
  - (iii) be supplied with copies of the statements of witnesses, if any, listed in the charge sheet.
- (9) On the date fixed for the inquiry, the oral and documentary evidence by which the charges are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the officer or employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on a new matter, without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.
- (10) Before the close of the case for the disciplinary authority, the inquiring authority may, in its discretion, allow the presenting officer to produce evidence not included in the charge-sheet or may itself call for new evidence or recall or re-examine any witness. In such case, the officer or employee shall be given an opportunity to inspect the



documentary evidence before it is taken on record or to cross-examine a witness, who has been so summoned.

- (11) When the case for the disciplinary authority is closed, the officer or employee may be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the officer or employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any.
- (12) After the completion of the evidence, the officer or employee and the Presenting Officer may file written briefs of their respective cases within fifteen days of the date of completion of the evidence.
- (13) If the officer or employee does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person or through the Presenting Officer or otherwise fails or refuses to comply with any of the provisions of these regulations, the inquiring authority may hold the inquiry ex-parte.
- (14) After the conclusion of the inquiry, a report shall be prepared by the inquiring authority and, where he is not the disciplinary authority, forward the same to the disciplinary authority. The report shall contain:-
  - (a) A gist of the charges and the statement of the imputations of misbehaviour;
  - (b) A gist of the defence of the officer or employee in respect of each such charge.
  - (c) An assessment of the evidence in respect of each such charge; and
  - (d) The findings on each charge and the reasons therefore.

#### **6.13. Procedure for imposing minor penalties.-**

- (1) Where it is proposed to impose any of the minor penalties specified in clauses (a) to (d) of regulation 10, the officer or employee shall be informed in writing of the imputations against him and given an opportunity to submit his written statement of defence within a



specified period (not being less than fifteen days from the date of receipt of statement of imputations). The defence statement, if any, submitted by the officer or employee shall be taken into consideration by the disciplinary authority before passing any order.

- (2) The record of the proceedings shall include-
- (i) a copy of the statement of imputations of misbehaviour delivered to the officer or employee
  - (ii) his defence statement, if any, and
  - (iii) The orders of the disciplinary authority together with the reason therefore.

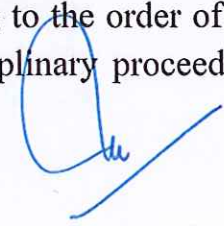
#### **6.14. Communication of orders.**

Orders made by the disciplinary authority under regulation 13 shall be communicated to the officer or employee concerned, who shall also be supplied with a copy of the report of inquiry, if any.

#### **6.15. Common proceedings.**

Where two or more officers or employees are concerned in a case, the authority competent to impose a major penalty on all such officers or employees may make an order directing that the disciplinary proceedings against all of them may be taken in a common proceeding.

#### **6.16. Officers or employees on deputation.-**

- (1) Where an order of suspension is made or disciplinary proceedings are initiated against an officer or employee, who is on deputation to the Corporation, the Office lending his services (hereinafter referred to as the "lending authority") shall forthwith be informed of the circumstances leading to the order of his suspension, or the commencement of the disciplinary proceedings, as the case may be.
- 

(2) In the light of the findings in the disciplinary proceedings, take action against such officer or employees:-

(a) if the disciplinary authority is of the opinion that any of the minor penalties should be imposed on him, it may pass such orders in the case as it deems necessary after consultation with the lending authority:

Provided that in the event of a difference of opinion between the disciplinary authority and the lending authority, the services of the officer or employee shall be placed at the disposal of the lending authority :

(b) If the disciplinary authority is of the opinion that any of the major penalties should be imposed on him, it should place his services at the disposal of the lending authority and transmit to it the record of proceedings of the inquiry for such action as the lending authority may deem necessary.

(3) If the officer or employee submits an appeal against an order imposing a minor penalty on him under clause (a) of sub-regulation (2) it shall be disposed of after consultation with the lending authority.

If there is a difference of opinion between the disciplinary authority and the lending authority, the services of the officer or employee shall be placed at the disposal of the lending authority and the record of the proceedings of the case shall be transmitted to that authority for such action as it may deem necessary.

#### 6.17. Constitution of Standing committee.

For the purpose of hearing appeal or reviewing a case, the Corporation may constitute a Standing committee comprising of at least two members of whom one shall be the Member in charge of administration and the other shall be the Member in charge of the Department in which the officer or employee belongs. The Managing Director, shall be the presiding officer of each such Standing committee.



#### **6.18. Appeal-**

- (1) An officer or employee may appeal before the appellate Authority against an order imposing upon him any of the penalties specified in regulation 13 or against the order of suspension made under regulation 14.
- (2) An appeal shall be preferred within one month from the date of receipt of the order appealed against with a copy to the authority whose order is appealed against. The authority whose order is appealed against shall forward the copy of appeal together with its comments and the records of the case to the appellate authority within fifteen days of the receipt of appeal. The appellate authority shall consider the appeal and pass order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case within three months of the date of the appeal;

Provided that if enhanced penalty, which the appellate authority proposes to impose, is a major penalty specified in clauses (e), (f) or (g) or regulation 10 and an inquiry as provided in regulation 13 has not already been held in the case, the appellate authority shall direct that such an inquiry be held in accordance with the provisions of regulation 13 and thereafter consider the record of the inquiry and pass such orders as it may deem proper.

#### **6.19. Review.-**

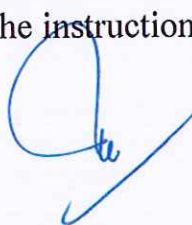
Notwithstanding anything contained in these regulations, the reviewing authority may call for the record of the case within six months of the date of the final order and after reviewing the case, pass such orders thereon as it may deem fit.

#### **6.20. Service of orders, notice, etc-**

Every order, notice and other process made or issued under these regulations shall be served in person on the officer or employee concerned or communicated to him by registered post at his last known address with acknowledgement due.

**6.21. Residuary matters.**

Matters with respect of which no specific provisions have been made in these regulations, shall be regulated under the provisions of the State Civil Services (conduct, Classification and Appeal) rules, 19...., as amended from time to time, and the instructions issued there under by the State Government.





## Annexure -I

## Organisational Structure of BSRDC Ltd.

		Minimum qualification						
Sl.No.	Grade	Designation	No of posts	Rank	Mode of recruitment	On deputation	On contract	Pay band or Consolidated pay
15	B	Manager (IT)	One		Contract		MCA/BE/B.Tech.in IT with 3 years experience	25000-30000 (consolidated)
16	B	Manager (PR)	One		Contract		MBA (Public relations ) or equivalent with 3 years experience	25000-30000 (consolidated)
17	C	Stenographer	Six	Assistant	Contract		Graduate with DCA	10000-12000 (consolidated) as per qualification
18	C	Accounts Executive	Seven	Accounts Assistant	Contract		B.Com with DCA	10000-12000 (consolidated) as per qualification
19	C	Office Executive	Thirty	Assistant	Contract		Graduate with DCA	10000-12000 (consolidated)
20	C	Computer operator	Fifteen	Assistant	Contract		Inter with with DCA	10000-12000 (consolidated)
21	D	Driver	Two	Driver	Contract		Inter	6000-8000 (consolidated)
22	D	Peon	Eighteen	Peon	Contract		Inter	4000-5000 (consolidated)
23	D	Guard	Seven	Guard	Contract		Ex-serviceman	4000-5000 (consolidated)

## Annexure -I

## Organisational Structure of BSRDC Ltd.

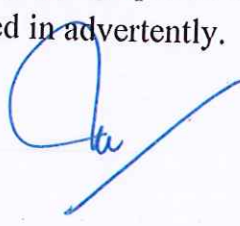
Annexure -I									
Organisational Structure of BSRDC Ltd.									
					Minimum qualification				
Sl.No.	Grade	Designation	No of posts	Rank	Mode of recruitment	On deputation	On contract	Pay band or Consolidated pay	
1	A	Managing Director	One	IAS not below the rank of Addl. Secretary	To be appointed by Government	IAS- not below the rank of Additional Secretary.	-	37400-67000	
2	A	Chief General Manager	One	Chief Engineer	Deputation from RCD	Chief Engineer (Civil) of RCD having at least 25 years experience in basic grade	-	Grade pay -10000/- 37400-67000	
3	A	General Manager	Three	Superintending Engineer	Deputation from RCD	Superintending Engineer (Civil) of RCD having at least 20 years experience in basic grade	-	Grade pay -8900/- 37400-67000	
4	A	Deputy General Manager (Technical)	Thirteen	Executive Engineer	Deputation from RCD	Executive Engineer (Civil) of RCD having at least 12 years experience in basic grade	-	15600-39100 Grade pay -6600/-	
5	A	Deputy General Manager (Finance & Accounts)	One		Deputation from BFS / Contract	BFS officers having at least 10 years experience in basic grade	C.A/ICWA with 5 years experience	15600-39100 Grade pay -6600/-	
6	A	Company Secretary	One		Contract	-	C.S with 5 years experience	30000-35000 for full time otherwise as per requirement	
7	A	Chief Accounts Officers	One		Contract	-	C.A/ICWA with 3 years experience	25000-30000 (Consolidated)	
8	A	Director (Administration)	One	Dy. Secretary or above of Govt. of Bihar	Deputation from Govt. of Bihar/Contract -Retired BAS officer of the rank of Dy. Secretary or above of Govt. of Bihar.	Officers having at least 12 years experience in basic grade/Retired BAS officer of the rank of Dy. Secretary or above of Govt. of Bihar.	-	15600-39100 / or Diff. of last pay and pension For contract	
9	A	Executive Assistant to MD	One	Dy. Secretary or above of Govt. of Bihar	Deputation from Govt. of Bihar/Contract	Officers having at least 12 years experience in basic grade	Degree in civil Engg. With M3A with 5 years experience	15600-39100 Grade pay -6600/or 25000 (consolidated) for contract	
10	A	Consultant (Legal)	One		Contract		LLB with 5 years experience /LLM with 3 years experience	25000-30000 (consolidated)	
11	B	Manager (Technical)	Twenty four	Assistant Engineer	Deputation from RCD / Contract	Assistant Engineer (Civil) of RCD having at least 3 years experience in basic grade	Degree in civil engg. With 3 years experience	15600-39100 Grade pay -5400/-	
12	B	Manager (Finance)	One		Contract		C.A/C.S/ICWA with 3 years experience	25000-30000 (consolidated)	
13	B	Manager (Accounts)	One		Contract		C.A/C.S/ICWA with 3 years experience	25000-30000 (consolidated)	
14	B	Manager (Administration)	One		Contract		MBA or equivalent with 3 years experience	25000-30000 (consolidated)	



**Terms and Conditions for engagement on Contract basis in BSRDC Ltd., Patna.**

1. This engagement is purely on contract basis for one year. Initial three months of the contract will be a probation period of the contract, depending upon the performance, competence level and general behaviour of the candidate the contract will be extended for further nine months. In special condition the contract period may be extended up to five years depending upon the competence level and performance of the candidate and requirements of BSRDC.
2. They will get the consolidated pay per month as described in Column no.- 6 of above Table. The retired staff/Officer from Govt./Public Sector being engaged on contract basis will be paid as remuneration, that will be the difference between the last drawn salary and the present amount of pension but with the approval of Managing Director of the Corporation.
3. An annual increment of 3% to 5% may be given to the candidates engaged on contract basis depending upon the their satisfactory performance, competence level and general behaviour with subject to the approval of the Managing Director.
4. In case of absence proportionate deduction will be made from the monthly contracted pay.
5. The engaged candidate at any stage, shall not have any right to claim for the facilities provided to the regular Corporation Employee. Moreover, on the basis of the engagement the candidates shall have no right to claim for regular employment in future.
6. If any information given by them with regard to their qualification, date of birth, cast certificate with creamy layer is found in part or in full at any time during the period to their engagement, they will be disengaged at once without any notice and further legal action will also be taken.
7. The engaged candidate may be posted/ transferred any where within the jurisdiction of the Bihar State Road Development Corporation Ltd.
8. This engagement is subject to the general service rules of the Corporation.
9. This engagement may be terminated by giving one month prior notice by either side or paying one month consolidated contract remuneration.
10. This engagement is provisional, subject to verification of original certificates at the time of joining.
11. The candidate engaged on contract basis will have to bring the following documents/certificates / papers in original with two set attested and self signed photocopy at the time of joining :-



- a. Certificate of academic qualifications along with mark sheet as well as matriculation certificate showing date of birth.
  - b. Caste and creamy layer certificate granted by District Magistrate (SDO in case of SC/ST) of their home district, if reservation benefit is claimed.
  - c. An affidavit to the effect that candidate has only one wife in case he is married.
  - d. An affidavit sworn in before a first class magistrate to the effect that they had not accepted any dowry (if married) or they will not accept any dowry (if unmarried).
  - e. An affidavit sworn in before a first class magistrate that the engaged candidates has not been convicted by any court of law.
  - f. An affidavit sworn in before a first class magistrate that the engaged candidates will not claim for seniority or any other facility admissible to a Corporation employee and on the basis of this engagement, they will not claim for regular appointment/employment.
  - g. A medical certificate of fitness granted by Civil Surgeon of Government Hospital/ Medical Officer of Bihar State Road Development Corporation Ltd.
  - h. A domicile certificate issued by competent authority.
12. No TA/DA will be admissible for joining the post.
13. The BSRDC will not be responsible for any typographical mistakes and have right to correct any error/directives committed inadvertently.
- 



## संविदा के आधार पर नियोजन हेतु एकरारनामा

यह एकरारनामा बिहार स्टेट रोड डेवलपमेंट कॉरपोरेशन लिमिटेड, पटना एवं चयनित/नियोजित होनेवाले श्री/श्रीमती.....के बीच निम्नलिखित शब्दों के साथ की जा रही है :-

- 1) यह नियोजन केवल .....(पद का नाम) के लिये किया जा रहा है।
- 2) यह नियोजन संविदा के आधार पर समान्यतः 1 वर्ष के लिये होगी, जिसमें प्रथम 3 महीना परीक्ष्यमान अवधि होगी इस अवधि में कार्यक्षमता, दक्षता तथा सामान्य व्यवहार संतोषजनक पाये जाने पर ही अगले नौ महीने का नियोजन विस्तारित किया जा सकेगा। विशेष परिस्थिति में नियोजित व्यक्ति के दक्षता, कार्यक्षमता एवं कॉरपोरेशन की आवश्यकता के आधार पर संविदा की अवधि अगले 5 वर्षों तक के लिये विस्तारित की जा सकती है।
- 3) संविदा के आधार पर नियोजित श्री/श्रीमती..... को प्रतिमाह एकमुश्त राशि पारिश्रमिक के रूप में देय होगा एवं इसके अतिरिक्त अन्य कोई सुविधा अनुमान्य नहीं होगी।
- 4) संतोषजनक कार्यक्षमता, दक्षता तथा सामान्य व्यवहार के आधार पर 3% से 5% तक का वार्षिक वेतन वृद्धि का भुगतान प्रबंध निदेशक की अनुमति से दिया जा सकता है। संतोषजनक कार्यक्षमता, दक्षता तथा सामान्य व्यवहार के आकलन का पूर्ण अधिकार बिहार स्टेट रोड डेवलपमेंट कॉरपोरेशन लिमिटेड, पटना का होगा।
- 5) इस तरह के नियोजित व्यक्ति को इस नियोजन के आधार पर सरकारी सेवकों की तरह कोई अन्य सुविधा अनुमान्य नहीं होगी।
- 6) इस आधार पर भविष्य में नियमति नियुक्ति हेतु अथवा कोई दावा अनुमान्य नहीं होगा।
- 7) संविदा पर नियोजित व्यक्ति का पदस्थापन तथा स्थानान्तरण का पूर्ण अधिकार बिहार स्टेट रोड डेवलपमेंट कॉरपोरेशन लिमिटेड, पटना का होगा।
- 8) नियोजन के पूर्व नियमानुसार स्वास्थ्य प्रमाण-पत्र प्राप्त करना अनिवार्य होगा।
- 9) यह नियोजन पूर्णतः औपबंधिक होगा जिसकी सम्पुष्टि मूल प्रमाण पत्रों के सत्यापन, पुलिस सत्यापन तथा परीक्ष्यमान अवधि के संतोषजनक समाप्ति के पश्चात् ही होगी।
- 10) इस प्रकार का नियोजन संविदा अवधि (कंटेक्ट पीरियड) समाप्ति के पूर्व उभय पक्षों द्वारा एक माह की पूर्व सूचना देकर या एक माह की संविदा राशि एकमुश्त देकर समाप्त की जा सकेगी।
- 11) यदि संविदा के अवधि की समाप्ति के पूर्व उसका विस्तार नहीं हो जाता है तो ऐसी नियुक्ति स्वतः समाप्त समझी जायेगी। इस हेतु कोई आदेश निर्गत किया जाना अपेक्षित नहीं होगा।
- 12) संविदा पर नियोजन के पश्चात् दोनों पक्षों को एकरारनामा की उपरोक्त शर्तें मान्य होंगी। नियोजित व्यक्ति उपरोक्त एकरारनामा के किसी भी शर्त का उल्लंघन करेंगे तो एकरारनामा स्वतः रद्द समझा जायेगा।

बिहार स्टेट रोड डेवलपमेंट कॉरपोरेशन लिमिटेड, पटना।

नियोजित व्यक्ति

# CHAPTER -5



4(1)(b)(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Memorandum of Association, Article of Association and Service Regulation, 2010 of Bihar State Road Development Corporation Limited.



# **MEMORANDUM AND ARTICLES OF ASSOCIATION**

**BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**

Regd. Office : RCD Central Mechanical Workshop Campus,  
Near Patna Airport, Sheikhpura, Patna - 800 014

Tel. : 0612-2226711, Fax : 0612-2226723, email-bsrdcltd@gmail.com

[www.bsrdcl.bih.in](http://www.bsrdcl.bih.in)



प्रारूप 1  
पंजीकरण प्रमाण-पत्र

कॉर्पोरेट पहचान संख्या : U45203BR2009SGC014434

2009 - 2010

मैं एतद्वारा सत्यापित करता हूँ कि मेसर्स

BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED

का पंजीकरण, कम्पनी अधिनियम 1956 (1956 का 1) के अंतर्गत आज किया जाता है और यह  
कम्पनी लिमिटेड है।

यह निगमन-पत्र आज दिनांक बीस अप्रैल दो हजार नौ को मेरे हस्ताक्षर से पटना में जारी किया जाता है।

Form 1  
Certificate of Incorporation

Corporate Identity Number : U45203BR2009SGC014434

2009 - 2010

I hereby certify that BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED is this day incorporated under the Companies Act, 1956 (No. 1 of 1956) and that the company is limited.

Given under my hand at Patna this Twentieth day of April Two Thousand Nine.

*B. Mishra*  
(BENUDHAR MISHRA)

सहायक कम्पनी रजिस्ट्रार / Assistant Registrar of Companies  
बिहार एवं झारखण्ड  
Bihar and Jharkhand

कम्पनी रजिस्ट्रार के कार्यालय अभिलेख में उपलब्ध पत्राचार का पता :

Mailing Address as per record available in Registrar of Companies office: Registrar of Companies Bihar & Jharkhand  
BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED  
RCD MECHANICAL WORKSHOP CAMPUS, (NEAR PATNA AIRPORT) SHEIKPURA,  
PATNA - 800014,  
Bihar, INDIA





**व्यापार प्रारम्भ करने का प्रमाण-पत्र**  
कम्पनी अधिनियम 1956 की धारा 149(3) के अनुसरण में

कॉर्पोरेट पहचान संख्या : U45203BR2009SGC014434

मैं एतद्वारा सत्यापित करता हूँ कि मैसर्स  
BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED

जिसका निगमन, कम्पनी अधिनियम, 1956(1956 का 1) के अंतर्गत दिनांक बीस अप्रैल दो हजार नौ को किया गया था और जिसने निर्धारित प्रपत्र में घोषणा प्रस्तुत की है या विधिवत सत्यापित किया है कि उक्त कम्पनी ने, अधिनियम की धारा 149(2) (क) से (ग) तक की शर्तों का अनुपालन कर लिया है और व्यापार करने के लिए हकदार है।

यह प्रमाण-पत्र आज दिनांक तीन अगस्त दो हजार नौ को मेरे हस्ताक्षर से पटना में जारी किया जाता है।

**Certificate for Commencement of Business**

Pursuant of Section 149(3) of the Companies Act, 1956

Corporate Identity Number : U45203BR2009SGC014434

I hereby certify that the BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED which was incorporated under the Companies Act, 1956(No. 1 of 1956) on the Twentieth day of April Two Thousand Nine, and which has this day filed or duly verified declaration in the prescribed form that the conditions of the Section 149(2)(a) to (c) of the said act, have been complied with and is entitled to commence business.

Given under my hand at Patna this Third day of August Two Thousand Nine.

(KRUSHNA SHANKAR PRADHAN)

कम्पनी रजिस्ट्रार / Registrar of Companies  
बिहार एवं झारखण्ड

Bihar and Jharkhand

कम्पनी रजिस्ट्रार के कार्यालय अभिलेख में उपलब्ध पत्राचार का पता :

Mailing Address as per record available in Registrar of Companies office: Registrar of Companies Bihar & Jharkhand

BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED  
RCD MECHANICAL WORKSHOP CAMPUS, (NEAR PATNA AIRPORT) SHEIKPURA,  
PATNA - 800014.  
Bihar, INDIA

COMPANIES ACT, 1956  
COMPANY LIMITED BY SHARES

**MEMORANDUM OF ASSOCIATION  
OF  
BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**

- I. The name of the company is **BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**.
- II. The Registered Office of the Company will be situated in the **STATE OF BIHAR**.
- III. (A). The main objects for which the Company is established are:-
  1. To construct, execute, carry out, improve, work, develop, administer, manage, control or maintain in Bihar and elsewhere all types of roads, highways, express routes, paths, streets, bridges, sideways, tunnels and other infrastructure, works and conveniences, approach roads, sheds, temporary dwelling huts in case of calamity or any emergency pertaining to all departments of Government of Bihar or any other department, agency, organization or body through Road Construction Department or directly.
  2. To purchase, take on lease or otherwise acquire by transfer any road directly or indirectly owned by the State Government for the purposes of construction, maintenance, rent collection, management or control.
  3. To invite tenders, enter into negotiations, contract for and in relation to the construction, execution, carrying out, procurement of equipment, improvement, management of infrastructure of any Department of Government of Bihar and other infrastructure transferred for construction, renovation or development.
  4. To invite Bid/Tender, enter into negotiation, contract for and in relation to the appointment of consultants for supervision of planning, including concept plan, development of sites, preparation of DPR, construction works and quality control for the works entered into by the Road Construction Department or any other department either through Road Construction Department or directly.
  5. To undertake work as civil engineers, mechanical engineers, electrical engineers, sanitary and water engineers and metal workers, machinists, smiths and tool makers; and to manufacture, buy, sell, exchange, install, work, alter, improve, manipulate, otherwise deal, prepare for market, import or export, let on hire all kinds of plant and machines, wagons, rolling stock, apparatus, tools, utensils, substances, material and things necessary or convenient for carrying on any of the business which the Corporation is authorized to carry on or which is usually dealt in by persons engaged in such business.
  6. To purchase, take on lease under concession or otherwise lands, buildings, works, mines, minerals, deposits, mining rights, plantations, forests, and any rights and privileges or interest therein and to explore, work, exercise, develop and to turn into account the same.



7. To construct, erect, build, develop, remodel, repair, execute, improve, administer, manage, control, and maintain highways, express routes, roads, paths, streets, bridges, sideways, tunnels.
8. To take up all such activities under Plan head of the budget of the Road Construction Department and other departments / agencies / Organizations as entrusted to it by the Department.
9. To take up all such activities under Non Plan head of the budget of the Road Construction Department as entrusted to it by the Department.
10. Take up works entrusted to it by Road Construction Department, Govt. of Bihar or other departments / agencies / Organizations of State/ Central Government.
11. Suo motto design projects and execute them with the prior approval of the owner of the assets.
12. To undertake projects under PPP (Public Private Partnership) including arranging finances for such projects.
13. To take up above works through private construction agencies or departmentally or through government bodies including using the manpower of the Road Construction Department or entering into a public-private partnership as per a Model.
14. To undertake land acquisition for projects with the assistance of the state Govt. of Bihar.
15. To hire private /government consultants/consultancy firms to plan, execute and monitor including quality control of the above works.
16. To regulate and control the use of roads, bridges and flyovers by imposing such user charges as prescribed by law or regulation or rules.
17. To create, manage, utilize, allocate and/or reallocate a Road Fund as per the directions of the State Govt.
18. To advise the Government on all issues relating to roads.
19. To undertake projects outside Bihar either in joint venture or alone.
20. To develop and provide consultancy and construction services and carry on research activities in connection with the above activities.
21. Invest any moneys of the Corporation not required for the time being in such investments as may be considered proper and to hold or otherwise deal with such investments.
22. Receive money on deposit or loan and borrow or raise money in such manner as the Corporation may deem fit.
23. Enter into partnership or into arrangements for sharing profits, union of interest, cooperation, joint venture, reciprocal concession, or otherwise with any person or entity.
24. Undertake or execute any Trusts.
25. Decide on amount of toll, fee, charges, rents for various roads, bridges, flyovers, tunnels etc for various vehicles and periodic revision and appoint agents in this regard as prescribed by the relevant laws, regulation and rules.
26. Monitor the financial position of the Corporation in order to ensure smooth income flow and to review annual audited accounts.
27. Accept donations and endowments or give grants upon such terms as it thinks fit.

28. To borrow, raise and secure the payment of any amount of money for the purpose of the company.
29. Appoint committees, sub-committees and boards etc. for such purpose and on such terms as it may deem fit, and to dissolve / remove any of them.
30. Develop and adopt its own rules and regulations for recruitment and appointment of experts and administrative / technical staff and set its own compensation package for such experts / staff to be recruited from the open market and/or deputation basis.
31. Develop and adopt its own procurement procedures for procurement of goods and services.

**(B). Objects incidental or ancillary to the attainment of the main objects specified in clause A above are:**

1. To purchase or otherwise acquire from any Government, State or Authority any licenses, concessions, grants, decrees, rights, powers and privileges whatsoever which may seem to the Corporation capable of being turned to account and in particular any water-rights or concessions either for the purpose of obtaining motive power or otherwise, and to work, develop, carry out, exercise and turn to account the same.
2. To apply for, purchase or by any other means acquire and protect, prolong and renew, whether in India or elsewhere, any patents, patent rights, *brevet's* invention, licenses, protections, concessions and the like, conferring any exclusive or non-exclusive or limited right to use, or any secret or other information as to any invention which may appear likely to be advantageous or capable of being used, or useful to the purposes of the Corporation or the acquisition of which may seem calculated directly or indirectly to benefit the Corporation and to use exercise, develop and turn to account the property, rights or information so acquired and to manufacture under or grant licenses or privileges in respect of the same, and to spend money in experimenting upon and testing and in improving seeking to improve any patent, inventions or rights which the Corporation may acquire or propose to acquire.
3. To construct, maintain, lay down, carry out, work, sell, let on hire and deal in all kinds of works, machinery, apparatus, conveniences, and things capable of being used in connection with any of the objects of the Corporation.
4. To be interested in, promote and undertake the formation, establishment and maintenance of such institutions, businesses or companies as may be considered to be conducive to the profit and interest of the Corporation, and to carry on any other business which may seem to the Corporation capable of being conveniently carried on in connection with any of the objects or otherwise calculated directly or indirectly to render any of the Corporation's property or rights for the time being profitable; and also to acquire, promote, aid, foster, subsidies, or acquire interests in any industry or undertaking in the country.
5. To create any Depreciation Fund, Reserve Fund, Sinking Fund, Insurance Fund, or any other special fund whether for depreciation, or for repairing, improving, extending or maintaining any of the property of the Corporation, or for any other purposes conducive to the interests of the Corporation.
6. Subject to the provisions of section 58A of the Companies Act, 1956, to raise loan from commercial banks, financial institutions, the State Government and the members of public generally, to carry out the projects and the objects of the Corporation.



7. To acquire by concession, grant, purchase, lease, licenses or otherwise, either absolutely or conditionally, and either solely or jointly with others, any lands, buildings, mines, minerals, easements, way leaves, privileges, rights, licenses, powers and concessions; and in particular, any water-rights or concession for the purpose of obtaining motive power and any machinery, plant, utensils, goods, trade marks and other movable and immovable property of any description which the Company may think necessary or convenient for the purpose of its business or which may seem to the Company capable of being turned to account.
8. To enter into any contract or arrangement for the more efficient conduct of the business of the Company or part thereof and to sublet contracts from time to time upon such terms and conditions as may be thought expedient.
9. To arrange for carriers by land, sea and air.
10. To purchase, take on lease or in exchange or under amalgamation, license or concession or otherwise absolutely or conditionally, solely or jointly with others and make, construct, maintain, work, hire, hold, improve, alter, manage, let, sell, dispose of, exchange, roads, canals, watercourses, ferries, piers, aerodromes, lands, buildings, water-houses, works, factories, mills, workshops, railway sidings, tramways, engines, machinery and apparatus, water-rights, way leave" trade marks, patents and designs, privileges or rights of any description or kind.
11. To establish, provide, maintain and conduct or otherwise subsidize research laboratories, and experimental workshops for scientific and technical research and experiments to undertake and carry on scientific and technical research and experiments and test of all kinds, to promote studies and researches both scientific and technical, investigations and inventions by providing, subsidizing or assisting laboratories, workshops, libraries, lectures, meetings and conferences and by providing or constituting to the remunerations, of scientific or technical purposes, or teachers and by providing or constituting to the award of scholarships, prizes, grants to students or otherwise and generally to encourage, promote and reward studies, researches, investigation, experiments, tests and inventions of any kind that may be considered likely to assist any business which the Corporation is authorized to carry on.
12. To remunerate any person, firm or Company for services rendered or to be rendered in placing or assisting to place or guaranteeing the placing of any of the shares in the Corporation or any debenture or debenture stock or other securities of the Corporation or in or about the formation or promotion of the Corporation or the conduct of its business.
13. To acquire and undertake the whole or any part of the business, property and liabilities of any person, or Company carrying on any business which the Corporation is authorized to carry on, or possessed of property suitable for the purposes of this Corporation.
14. To let out on hire all or any of the property of the Company whether immovable or movable including all and every description of machines, apparatus and appliances.
15. To enter into partnership or into any arrangement for sharing or pooling of profits, amalgamation, union of interests, co-operation, joint venture, reciprocal concession, or otherwise or amalgamate with any person or Company carrying on or engaged in, or about to carry on or engage in, any business or transaction which this Corporation is authorized to carry on or engage in any business undertaking or transaction which may seem capable of being carried on or conducted so as directly or indirectly to benefit this Corporation.

16. To guarantee the payment of money unsecured or secured to guarantee or to become sureties for the performance of any contracts or obligations, in connection with the business of the Company.
17. Subject to the provisions of section 372 of the Companies Act, 1956 to take or otherwise acquire, and hold shares in any other Company having objects altogether or in part similar to those of this Corporation and to take or otherwise acquire shares in any such Company if the acquisition of such shares seems likely to promote further or benefit the business or interests of this Corporation.
18. To enter into any arrangements with the Government of India or any local or State Government in India or with the Government of any other State or with any authorities local or otherwise or other persons that may seem conducive to the Corporation's object or any of them and to obtain from them any rights powers and privileges licenses, grants and concessions which the Corporation may think it desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
19. To promote and undertake the formation of any institution or Company for the purpose of acquiring all or any of the property, rights and liabilities of this Corporation, or for any other purpose which may seem directly or indirectly calculated to benefit this Corporation or from any subsidiary company or companies.
20. To invest and deal with the money of the Corporation, not immediately required, in any securities, shares, investments, properties, movable and immovable and in such manner as may from time to time be determined and to sell, transfer or deal with the same.
21. To lend money on mortgage of immovable property or on hypothecation or pledge of movable property or without security to such persons and on such terms as may seem expedient and in particular to customers of and persons having dealings with the Corporation.
22. To make, draw, accept, endorse, execute and issue cheques, promissory notes, bills of exchange, bills of lading, debentures and other negotiable or transferable instruments in connection with the business of the Company.
23. To borrow or raise or to receive money on deposit at interest or otherwise in such manner as the Corporation may think fit, and in particular by the issue of debentures or debenture stock, convertible into shares of this Corporation or perpetual annuities; and in security of any such money so borrowed, raised or received, to mortgage, pledge or charge the whole or any part of the property, assets or revenues of the Corporation, present or future including its uncalled capital, by assignment or otherwise or to transfer or convey the same absolutely in trust and to purchase, redeem or payoff any such securities.
24. To distribute any of the property of the Company in the event of its winding up among the members in specie or kind but so that no distribution amounting to a reduction of capital be made except with the sanction (if any) for the time being required by law.
25. To sell, let, improve, manage, develop, exchange, lease, mortgage, enfranchise, dispose of, turn to account or otherwise deal with, all or any part of the property and rights of the Corporation, and the undertakings of the Corporation or any part thereof for such consideration as the Corporation may think fit and in particular for shares and debentures of any other Company having objects altogether or in part similar to those of this Corporation and if thought fit to distribute the same among the share-holder of the Corporation subject to the provisions of the Companies Act, 1956.



26. To pay for any properties, rights or privileges acquired by the Corporation either in shares of the Corporation or partly in shares and partly in cash.
27. To do all or any of the above things as principals, agents, contractors, trustees, or otherwise, and either alone or in conjunction with others.
28. To execute all works and render all kinds of services with in the ambit of the objects specified herein on sanctioned cost plus percentage charges at the rate of such sanctioned cost to be mutually decided or as decided by the Governor.

**III (C). Other objects-Nil.**

**IV. The liability of the members is limited.**

- V. The authorized share capital of the Company is Rs. 30,00,00,000 (Rupees thirty crores), divided into 3,00,00,000 (three crore) equity shares of Rs. 10 (Rupees ten) each with powers to increase or reduce the capital of the Company and to divide the shares in the capital for the time being into several classes and to attach there to respectively, such preferential, guaranteed, qualified or special rights, privileges and conditions as may be determined by or in accordance with the Articles of Association of the Company and to vary, modify, amalgamate or abrogate any such rights, privileges or conditions in such manner as may for the time being be provided by the Articles of Association subject, however, to the provisions of the Companies Act, 1956.**

**We the several persons, whose names and addresses and descriptions are subscribed hereunder are desirous of being formed into a Company in pursuance of this Memorandum of Association and we respectively agree to take the number of shares in the capital of the Company set opposite our respective names: -**

<b>Names, Addresses, Occupations and Fathers' names of Subscribers</b>	<b>Number of Equity Shares taken by each subscriber</b>	<b>Name, Address, Occupation and Father's name of Witness</b>
<b>Sd/-</b> <b>SRINIVASAN VIJAYARAGHAVAN</b> S/o Srinivasan Aravamudhan A-3/11, Bailey Road Patna 800 023 <b>Service Holder</b>	<b>8000</b> (Eight thousand equity shares)	<u>Witness to all the signatories</u>  <b>Sd/-</b> <b>KOMAL AGRAWAL</b> D/o. Pawan Kumar Gupta R.K Lane, Langertoli Patna 800 004 <b>Practicing Chartered Accountant</b>
<b>Sd/-</b> <b>RAJ KUMAR SINGH</b> S/o. Haldhar Prasad Singh 7, Strand Road Patna 800 015 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)	

<b>Sd/-</b> <b>NAVIN KUMAR</b> S/o. Awadhesh Kumar A-3/25, Rajbanshi Nagar Bailey Road, Patna 800 023 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)	
<b>Sd/-</b> <b>DEEPAK KUMAR</b> S/o. Devendra Prasad Verma 2, Polo Road Patna 800 014 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)	
<b>Sd/-</b> <b>SHASHI SHEKHAR SHARMA</b> S/o. Sukhdeo Sharma Principal Secretary, Officers' Flat no: B3/54 Bailey Road, Patna 800 014 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)	
<b>Sd/-</b> <b>ARUN KUMAR SINGH</b> S/o. Ram Chandra Singh Secretary, Building Construction Department Vishwasharaiya Bhawan, Bailey Road Patna 800 015 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)	
<b>Sd/-</b> <b>RAM DHYAN RAM</b> S/o. Saryug Ram 4H/4, B.H.Colony, Kankarbagh Patna 800 020 <b>Engineer-in- Chief</b>	<b>7000</b> (Seven thousand equity shares)	
<b>Total</b>	<b>50000</b> (Fifty thousand equity shares)	

PATNA, Dated the 28th day of March, 2009

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THE COMPANIES ACT, 1956  
COMPANY LIMITED BY SHARES

**ARTICLES OF ASSOCIATION  
OF  
BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**

"It is a Government Company sponsored by BIHAR STATE Government within the meaning of Section 617 of the Companies Act, 1956."

**I. INTERPRETATION**

1. In these Articles unless there be anything repugnant to the Definitions subject or context the following words shall have the meaning written against them:-

"The Company" means the BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED

- i. The "Act" or "the said Act" means the Companies Act (I of 1956) or any statutory modification or re-enactment thereof for the time being in force.
- ii. "The Office" means the Registered Office for the time being of the Company.
- iii. "The Governor" means The Governor of State of Bihar.
- iv. "The Register" means the register of members to be kept pursuant to the Act.
- v. "Dividend" includes bonus.
- vi. "Month" means a calendar month.
- vii. "In writing" and "written" include printing, lithography and other modes representing or reproducing words in a visible form.
- viii. "The Directors" mean the Directors for the time being of the Company or as the case may be, the Directors assembled at a Board, or the Directors by whatever name called.
- ix. "Executor" or "Administrator" means a person who has obtained Probate or Letters of Administration, as the case may be, from competent Court.
- x. "Capital" means the capital for the time being raised or authorized to be raised for the purposes of the Company.
- xi. "Shares" mean the shares or stock into which the Capital is divided, and the interest corresponding with such share or stock.
- xii. "Board" means a meeting of the Directors duly called and constituted, or as the case may be, the Directors assembled at a Board.
- xiii. "Persons" include any Government, Central or State Corporations and firms as well as individuals.

- xiv. "Seal" means the common seal for the time being of the Company.
  - xv. "The Chairman" means the Chairman of the Board of Directors for the time being of the Company.
  - xvi. "The Managing- Director" means the Managing Director for the time being of the Company.
  - xvii. "Proxy" includes Attorney duly constituted under the power of Attorney.
  - xviii. "Regulations of the Company" mean the regulations for the time being in force for the management of the Company.
  - xix. "Financial Year" means subject to sub-section (4) of section 210 of the Act, such period in respect of which any profit or loss account of the Company laid before it in an Annual General Meeting is made up as the Board should determine whether that period is a complete year or not.
  - xx. Words, importing the singular number include the plural number and vice versa, Words importing the masculine gender also include the feminine gender.
  - xxi. Save as aforesaid, 'words and expressions not specially defined in these articles' shall, except where the subject or context forbids, have the same meaning as assigned to them in the Act.
  - xxii. Government means Road Construction Department, Government of Bihar or Government of India depending upon the purpose mentioned in these Articles.
2. The Company is a Public Company Limited by shares:  
Provided that where two or more persons hold one or more shares in the Company jointly, they shall, for the purposes of this definition, be treated as a single member.
  3. The Company is a Government Company within the meaning of section 617 of the Act.
  4. The regulation contained in "table 'A' in the First Schedule to the Act shall not apply to the Company except so far as the same are repeated or contained in or expressly made applicable by these articles or by the Act.
  5. The Articles for the management of the Company and for the observance of the members thereof and their representatives shall, subject to any exercise of the statutory powers of the Company in reference to the repeal or alteration of or addition to its articles by special resolution, as prescribed or permitted by the Act, be such as are contained in these articles.

## II. SHARE CAPITAL

6. The authorized share Capital of the Company is Rs. 30,00,00,000 (rupees thirty crores) divided into 3,00,00,000 (three crore) Equity Shares of Rs. 10 (rupees ten) each with powers to increase or reduce the Capital as provided in these articles, subject to the provisions of the Companies Act, 1956. The minimum paid-up capital shall be Rs.5, 00, 00,000 (rupees five crores).
7. No part of the funds of the Company shall be employed in the purchase of or in giving loans upon the security of the Company's shares.
8. Subject to the provisions of the Act and these Articles and to the directions of the Governor, the shares shall be under the control of the Board who may allot or otherwise, dispose of the same to such persons on such terms and conditions as it may think fit.



9. Every person whose name is entered as a member in the register shall, without payment, be entitled to certificate under the common seal of the Company specifying the share or shares held by him and the amount paid thereon.

Provided that, in respect of a share or shares held jointly by several persons, the Company shall not be bound to issue more than one certificate and delivery of a certificate or a share or shares to one of several joint holders shall be sufficient delivery thereof.

10. If a share certificate is defaced, lost or destroyed, it may be renewed on payment of such fee and on such terms if any, as to evidence and indemnity as the Board thinks fit.

### III. CALLS ON SHARES

11. The Board may, from time to time, make calls upon the members in respect of any moneys unpaid on their shares and specify the time or times of payments and each member shall pay to the Company at the time or times so specified the amount called on his shares:

Provided, however, that the Board may, from time to time at its sole discretion, extend the time fixed for the payment of any call.

12. If the sum payable in respect of any call be not paid on or before the day appointed for payment, thereof the holder for the time being or allotted of the share in respect of which a call shall have been made, shall pay interest on the same at such rate not exceeding nine per cent per annum as the Board may fix, from the day appointed for payment thereof to the time of actual payment, but the Board may waive payment of such interest wholly or in part.
13. The Board may, if it thinks fit, receive from any member willing to advance the same, all or any part of the moneys due upon the shares held by him beyond the sums actually called for and upon the moneys so paid in advance or so much thereof as from time to time exceed the amount of the calls then made upon the shares in respect of which such advance has been made, the Company may pay interest at such rate not exceeding nine percent per annum as the member, paying such sum in advance and the Board agrees upon, and the Board may at any time repay, the amount so advanced upon giving to such member three months notice in writing.
14. The joint holders of a share shall be jointly and severally liable to pay all calls in respect thereof.
15. No person shall be recognized by the Company as holding any shares upon any trust and the Company shall not be bound by or required to recognize any equitable, contingent, future or partial interest in any share or any right whatever in respect of any share other than an absolute right to the entirety thereof in the registered holder except as by these Articles otherwise expressly provided or as by Act required or pursuant to any order of Court.

### IV. FORFEITURE OF SHARE

16. If a member fails to pay any call or installment of a call, on the day appointed for payment thereof, the Board may, at any time thereafter during such time as any part of the call or installment remains unpaid serve a notice on him requiring payment of so much of the call or installment as is unpaid, together with any interest which may have accrued thereon.
17. The notice aforesaid shall -
- (a) name a further day (not being earlier than the expiry of fourteen day from the date of service of the notice), on or before which the payment required by the notice is to be made, and

- (b) state that, in the event of non-payment on or before the day so named, the share in respect of which the call was made, will be liable to be forfeited.
18. If the requirements of any such notice as aforesaid are not complied with any share in respect of which the notice has been given may at any time thereafter, before the payment required by the notice has been made, be forfeited by a resolution of the Board to that effect.
19. (I) A forfeited share may be sold or otherwise disposed off on such terms and in such manner as the Board thinks fit.
- (II) At any time before a sale or disposal as aforesaid the Board may cancel the forfeiture on such terms as it thinks fit.
20. (I) A person whose shares have been forfeited shall cease to be a member in respect of the forfeited shares, but shall notwithstanding the forfeiture remain liable to pay to the Company all moneys, which at the date of forfeiture, were presently payable by him to the Company in respect of the shares.
- (II) The liability of such persons shall cease if and when the Company shall have received payment in full of all such moneys in respect of the shares.
21. (I) A duly verified declaration in writing that the declarant is a Director, the Manager, the Secretary or the Treasurer of the Company, and that a share in the Company has been duly forfeited on a date stated in the declaration shall be conclusive evidence of the facts therein stated as against all persons claiming to be entitled to the share.
- (II) The Company may receive the consideration, if any, given for the share on any sale or disposal thereof and may execute a transfer of the share in favor of the person to whom the share is sold or disposed of.
- (III) The transferee shall thereupon be registered as the holder of the share.
- (IV) The transferee shall not be bound to see to the application of the purchase money, if any, nor shall his title to the share be affected by any irregularity or invalidity in the proceedings in reference to the forfeiture, sale or disposal of the share.
22. The provisions of these regulations as to forfeiture shall apply in the case of non-payment of any sum which, by the terms of issue of a share, becomes payable at a fixed time, whether on account of the nominal value of the share or by way of premium, as if the same had been payable by virtue of a call duly made and notified.

## V. LIEN

23. (1) The Company shall have a first and paramount lien-
- (a) On every share (not being a fully paid share) for all moneys (whether presently payable or not) called or payable at a fixed time, in respect of that share; and
- (b) On all shares (not being fully paid shares) standing registered in the name of a single person, for all moneys presently payable by him or his estate to the Company.
- Provided that the Board may, at any time, declare any share to be wholly or in part exempt from the provisions of this clause.
- (2) The Company's lien, if any, on a share shall extend to all dividends payable thereon.
24. The Company may sell, in such manner as the Board thinks fit, any share on which the Company has a lien:
- Provided that no sale shall be made-



- (a) unless a sum in respect of which the lien exists is presently payable; or
  - (b) until the expiration of fourteen days after a notice in writing stating and demanding payment of such part of the amount in respect of which the lien exists, as is presently payable, has been given to the registered holder for the time being of the share or the person entitled thereto by reason of his death or insolvency.
25. (1) To give effect to any such sale, the Board may authorize some person to transfer the share to the purchaser thereof.
- (2) The purchaser shall be registered as the holder of the shares comprised in any such transfer.
- (3) The purchaser shall not be bound to see to the application of the purchase money nor shall his title to the shares be affected by any irregularity or invalidity in the proceedings in reference to the same.
26. (1) The proceeds of the sale shall be received by the Company and applied in payment of such part of the amount in respect of which the lien exists as is presently payable.
- (2) The residue, if any, shall, subject to a like lien for sums not presently payable as existed upon the shares before the sale, be paid to person entitled to the shares at the date of the sale.
27. The Company shall keep a Register of Transfers and there in shall be fairly and distinctly entered particulars of every transfer transmission of any share.
28. (1) The instrument of transfer of any share in the Company shall be executed by or on behalf of both the transferor and the transferee.
- (2) The transferor shall be deemed to remain a holder of the share until the name of the transferee is entered in the register of members in respect thereof.
29. The instrument of transfer shall be in writing and all the provisions of section 108 of the Companies Act, 1956 and of any modifications thereof for the time being shall be complied with in respect of all transfers of shares and registration thereof.
30. Unless the Board of Directors decide otherwise, when an instrument of transfer is tendered by the transferee, before registering any such transfer, the Directors shall give notice by letter sent by registered acknowledgement due post to the registered holder that such transfer has been lodged and that unless objection is taken the transfer will be registered. If such registered holder fails to lodge an objection in writing at the office within 10 days from the posting of such notice to him he shall be deemed to have admitted the validity of said transfer. Where no notice is received by the registered holder the Director shall be deemed to have decided not to give notice and in any event the non-receipt by the registered holder of any notice shall not entitle him to make any claim of any kind against the Company or the Directors in respect of such non-receipt.
31. Every instrument of transfer shall be left at the registered office of the Company for registration, accompanied by the certificate of the shares to be transferred, and such evidence as the Company may require to prove the title of the transferor or his right to transfer the shares. All instruments of transfer shall be retained by the Company, but instrument of transfer which the Board may decline to register shall, on demand, be returned to the person depositing the same.

32. The Board shall have the same right to refuse to register a person entitled to the transfer by operation of law to any shares of his nominee, as if he were the transferee named in an ordinary transfer presented for registration.
33. A fee not exceeding two rupees may be charged for each transfer and shall, if required by the Directors, be paid before the registration transfer of thereof.
34. The register of members or the register of debenture-holders may be closed for any period or periods not exceeding in the aggregate 45 days in each year but not exceeding 30 days at anyone time after giving not less than seven days' previous notice by advertisement in some newspapers circulating in the district in which the registered office of the Company is situated.

## **VI. ALTERATION OF CAPITAL**

35. Subject to the approval of the Governor, the Board may, with the sanction of the Company in general meeting, increase the share capital by such sum to be divided into shares of such amount, as the resolution shall prescribe.
36. Subject to such directions as may be issued by the Governor in this behalf, new shares shall be issued upon such terms and conditions and with such rights and privileges annexed thereto as the general meeting resolving upon the creation thereof shall direct and if no direction be given, as the Board shall determine.
37. Except so far as otherwise provided by the conditions of issue or by these Articles, any capital raised by the creation of new shares shall be considered part of the original capital and shall be subject to the provisions herein contained with reference to the payment of calls and installments, transfer and transmission, lien voting surrender and otherwise.
38. The new shares shall be offered to the members in proportion to the existing shares held by each member and such offer shall be made by notice specifying the number of shares to which the member is entitled and limiting a time within which the offer, if not accepted, will be deemed to be declined and after the expiration of such time or on receipt of an intimation from the member to whom such notice is given that he declines to accept the shares offered, the Board may dispose of the same in such manner as it thinks most beneficial to the Company.
39. Subject to the provisions of sections 100 to 104 of the Act, and to such directions as may be issued by the Governor in this behalf, the Company, may, from time at time, by special Resolution, reduce its capital by paying off capital or cancelling capital which has been lost or is unrepresented by available assets or is superfluous, or by reducing the liability on the shares or otherwise as may seem expedient, and capital may be paid off upon the footing that it may be called up again or otherwise, and the Board may, subject to the provisions of the Act, accept surrender of shares.
40. The Company in general meeting may, from time to time, sub-divide or consolidate its shares, or any of them and exercise any of the other powers conferred by section 94 of the Act and shall file with the Registrar such notice or exercise any such powers as may be required by the Act.



## **VII. BORROWING POWERS**

41. Subject to such limits as may be sanctioned by the Governor in this behalf and subject to the provisions of section 292 of the Act, the Board may, from time to time, borrow or secure the payment of any sum or sums of money for the purpose of the Company.
42. The Board may, subject to such directives as may be issued by the Governor in this behalf, secure the re-payment of moneys in such manner and upon such terms and conditions in all respects as it thinks fit and in particular, by the issue of bonds, perpetual or redeemable debentures or debenture stock or by creating any mortgage charge or other security or by the undertaking of the whole or any part of the property of the Company (both present and future) including its uncalled capital for the time being.
43. Debentures, debenture stock, bonds or other securities may be made assignable free from any equities between the Company and the person to whom the same may be issued.
44. Subject to the approval of the Governor and the provisions of sections 79 and 117 of the Act, any debenture, debenture-stock, bonds or other securities may be issued at discount, premium or otherwise and with any special privileges as to redemption, surrender, drawings, allotment of shares, appointment of Directors and otherwise.
45. Whenever any uncalled capital of the Company is charged, all persons taking any subsequent charge thereon shall take the same, subject to such prior charge and shall not be entitled, by notice to the shareholders or otherwise, to obtain priority over such prior charge.
46. If the Directors or any of them or any other persons shall become personally liable for the payment of any sum primarily due from the Company the Directors may execute or cause to be executed any mortgage, charge or security over or affecting the whole or any part of the assets of the Company by way of indemnity to secure the Directors or persons so becoming liable as aforesaid from any loss out of such liability.

## **VIII. GENERAL MEETING**

47. The first Annual General Meeting of the Company shall be held within 18 months of its incorporation, subsequent Annual General Meeting shall be held once in every year at such time and place as may be determined by the Board, but so that not more than 15 months shall be allowed to elapse between any two Annual general Meetings except to the extent permitted under the proviso to section 166 (1) of the Act, be held within six months from the end of the financial year. Every Annual General Meeting shall be held during business hours on a day other than a public holiday either at the registered office of the company or at some other place within the city, town or village in which the registered office of the Company is situate or as the State Government may direct subject to section 166 (2) of the Act and the notice calling the meeting shall specify it as the annual General Meeting.
48. The above mentioned General Meeting shall be called "Annual General Meeting". All other General Meetings shall be called "Extraordinary General Meetings".
49. The Board may, whenever it thinks fit and shall if so required by the State Government, call an Extraordinary General Meetings.
50. The Board shall call an Extraordinary General Meeting whenever a requisition in writing is received in accordance with section 169 of the Act.

51. If the Board does not proceed to call a meeting within 21 days from the date of requisition being so deposited to be held not later than 45 days from the date of such deposit, then the requisitionists or such of them as represent either a majority of them in value of the paid-up share capital held by all of them or as permitted by sub-clause (h) of sub-section of section 169 of the Act may themselves call the meeting, but any meeting so called shall not be held after three months from the date of such deposit.
52. Twenty-one days notice at least specifying the place, the day and the hour of meeting and, in the case of special business, the general nature of such business accompanied by an Explanatory Statement under section 173 of the Act, shall be given in the manner hereinafter mentioned and as required by section 172 of the Act to such members as are entitled in law to receive notice from the Company Provided that accidental omission to give such notice to or the non-receipt of such notice by any such members shall not invalidate the proceeding at any such meeting.

#### IX. PROCEEDING OF GENERAL MEETING

- S. 103 / 53. Five members present in person or by proxy shall be a quorum for a general meeting. A corporation being a member shall be deemed to be personally present if represented according to the Act. A representative or a nominee of the Governor as stated hereinafter shall also be deemed to be a member for the purpose of forming a quorum.
54. The ordinary business of an Annual General Meeting shall be to receive and consider the profit and loss account, the balance sheet, and the report of the Board of Directors and of auditors and to declare dividends. All other business transacted at such meeting and all business transacted at an Extraordinary General Meeting shall be deemed special.
55. (I) The Governor, so long as it is a shareholder of the Company, may from time to time appoint one or more persons ( who need not be a member or member of the Company ) to represent it at all or any meetings of the Company as provided under section 187A of the Act.
- (II) A person appointed under Sub-Article (I) of this Article, who is personally present at the meeting shall be deemed to be member for the purposes of the Act, and shall be entitled to exercise the same rights and powers (including the right to vote by proxy) as the Governor could exercise as a member of the Company.
- (III) The Governor may, from time to time, cancel any appointment made under sub-article (I) of this Article and make fresh appointment.
- (IV) The production at the meeting of an order of the Governor evidenced as provided in the Constitution of India shall be accepted by the Company as sufficient evidence as any such appointment or cancellation as aforesaid.
56. The Chairman of the Board of Directors shall be entitled to take the chair at every general meeting. If there be no Chairman or if he is unable to be present due to illness



or any other cause, the Directors present shall choose a Chairman from amongst themselves and in default of their doing so, the members present shall choose one of the Directors to be Chairman and if no Directors present be willing to take the chair the members present shall choose one of their member to be the Chairman.

57. The Chairman may, with the consent of the meeting at which the quorum is present, adjourn any meeting from time to time and from place to place.
58. No business shall be transacted at an adjourned meeting other than the business which might have been left unfinished at the meeting from which the adjournment took place.
59. When a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given as in the case of an original meeting.
60. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
61. At any general meeting a resolution put to vote at the meeting shall be decided on a show of hands, unless a poll is, before or on the declaration of the result of the show of hands, demanded by a member present in person or proxy or by duly authorized representative and unless a poll is so demanded a declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book or proceedings of the Company shall be conclusive evidence of the fact, without proof of the number or proportion of the vote recorded in favour of or against that resolution.
62. If a poll is duly demanded, it shall be taken in such manner and at such time and place as the Chairman of the meeting directs and either at once, or after an interval or adjournment or otherwise and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The demand of a poll may be withdrawn.
63. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands take place or at which the poll is demanded shall be entitled to a second or casting vote in addition to his own vote to which he may be entitled as member.
64. Any poll duly demanded on the election of a Chairman of a meeting or on any question of adjournment shall be taken at the meeting and without adjournment.
65. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll has been demanded.
66. Minutes shall be made in books provided for the purpose of all resolution and proceedings at general meeting, Board / Committee meeting in accordance with section 193 of the Act.

## **X. VOTES OF MEMBERS**

67. Upon a show of hands every member present in person or by proxy shall have vote proportionate to shares held by him and upon a poll every member entitled to vote and present in person or by attorney or by proxy shall have his vote as provided under section 87(1) (b) of Act. A proxy duly appointed shall not be entitled to speak in the meetings of the Company.
68. The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney or if such appointer is a Company under its common seal or under the hand of a person duly authorised by such company in that behalf on under the hands of its attorney who may be the appointer.
69. Every instrument of proxy for a specified meeting or otherwise shall be either in from in schedule IX to the Act or as near thereto as circumstances admit, be in the form or to the effect following:-
- I, .....; a member ..... do hereby appoint shri .....do hereby appoint shri.....of..... or (or failing him) ..... of .....as my proxy to attend and vote for me and on, my behalf at the annual/extraordinary general meeting of the company to be held on the .....day of ..... 20.....and at ay adjournment thereof.
- As witness signed this ..... Day of .....20..... Signed by the said person.
70. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy or the transfer of the share in respect of which the proxy is given provided that no intimation in writing of the death revocation or transfer shall have been received at the office of the Company before the commencement of the meeting or the adjourned meeting at which the proxy is used.
71. No objection shall be raised to the validity of any vote except at the meeting or poll at which such vote is to be given or tendered and every vote whether given personally or by proxy not disallowed thereto, poll shall be deemed valid for all purposes of such meeting or poll whatsoever.
72. The Chairman of any meeting or the Chairman present at the taking of the poll shall be the sole judge of the validity of every vote tendered at such meeting.
73. Copies of the Memorandum and Articles of Association of the Company and other documents referred to in section 39 of the Act shall be sent by the Company to every member at his request within seven days of the request on payment of the sum of one rupee for each copy.

## **XI. BOARD OF DIRECTORS**

74. The number of Director of the Company shall not be less than five and it shall not be more than eleven. The directors shall be appointed by the Governor by name from and amongst the following:



S.No	Members of the Board	Status in Board
1.	Development Commissioner	Chairman
2.	Officer appointed by the State Govt	Managing Director
3.	Principal Secretary/Secretary, Finance Department, Govt of Bihar	Member
4.	Principal Secretary/Secretary, Road Construction Department, Govt of Bihar	Member
5.	Principal Secretary/Secretary, Buildings Construction Department, Govt of Bihar	Member
6.	Principal Secretary/Secretary, Urban Development, Department, Govt of Bihar	Member
7.	Principal Secretary/Secretary, Rural Works Department, Govt of Bihar	Member
8.	Engineering Chief-Cum-Additional Commissioner-Cum-Special Secretary, Road Construction Depart. Govt of Bihar.	Member
9.	Expert in the field of Project Management to be nominated by State Govt.	Member
10.	Expert in the field of Finance to be nominated by State Govt	Member
11.	Expert in the field of Road Construction to be nominated by State Govt.	Member

75. Subject to provisions of these Articles, the Government may from time to time reduce the total number of directors of the company, to a figure not less than five or may increase the total number of directors not exceeding the maximum of eleven as laid down in these Articles.

76. The continuing directors may act notwithstanding any vacancy in their body but if and so long as their number is reduced below the number fixed by these Articles as the necessary quorum of directors the continuing directors may act to bring this fact to the notice of the Governor but for no other purpose.

77. The directors shall be appointed by the Governor and shall be paid such remuneration, if any, as the Government may, from time to time, determine.

Subject to section 284 of Companies Act the Governor shall be at liberty to remove from office all or any of the persons on the Board of Directors at any time in its absolute discretion and on removal, resignation, retirement or death of such person, whether original or substitute or upon the office being vacant for any cause whatsoever; to appoint any person or persons in his or their places.

78. The Board of Director may; subject to the limitation provided by the Act; allow and pay to any Director who attends a meeting at the place other than his usual place of residence for the purpose of attending the meeting such sum as the Board may consider fair compensation for traveling, lodging and other incidental expenses properly incurred by him, in addition to his fee for attending such meeting subject to the

guidelines issued by the State Government and in absence of the guidelines, with the prior approval of the State Government.

All Directors shall be entitled to be re-imbursed any traveling and other expenses incurred by them in connection with business of the company subject to the aforesaid limitations.

79. The Directors shall not be required to hold qualification shares in Company.

## **XII. DISQUALIFICATION OF DIRECTORS**

80. Subject to the provision of section 283 of the Act, the office of a Director who is not a permanent Director shall become vacant if -

- (a) he is found to be of unsound mind by a Court of competent jurisdiction;
- (b) he applies to be adjudicated an insolvent;
- (c) he is adjudged an insolvent;
- (d) he is convicted by a Court in India of any offence involving moral turpitude and is sentenced in respect thereof to imprisonment for not less than six months;
- (e) he absents himself from three consecutive meetings of the Board or from all meeting of the Board for a continuous period of three months whichever is longer, without obtaining leave of absence from the Board;
- (f) he or any firm in which he is a partner or any private Company of which he is a Director, accepts a loan or any guarantee or security for a loan from the company;
- (g) he fails to disclose the nature of his concern or interest in any contract or arrangement or proposed contract or arrangement entered into by or on behalf of the Company as required under section 299 of the Act;
- (h) he becomes disqualified by order of the Court under section 203 of the Act;
- (i) he is removed in pursuance of section 284 of the Act;
- (j) he is concerned or participates in the profits of any contract with the Company.

Provided, however, no Director shall vacate his office by reason of his becoming a member of any Company which has entered into contract with or done any work for the Company of which he is a Director, but a Director shall not vote in Respect of any such contract or work and if he does so vote, his vote shall not be counted.

Disqualification Referred to in sub-clauses (c), (d) and (h) above shall not take effect:-

- (a) for thirty days from the date of adjudication, sentence or orders;
- (b) where any appeal or petition is preferred within the thirty days aforesaid against the adjudication or conviction resulting in the sentence or order, until the expiry of seven days from the date on which such appeal or petition is disposed of; or
- (c) where within the 7 days aforesaid, any further appeal or petition is preferred in respect of the adjudication, sentence, conviction, or order, and the appeal or petition, if allowed, would result in the removal of the disqualification, until such further appeal or petition is disposed of.



### **XIII. POWERS OF BOARD OF DIRECTORS**

81. (1) Subject to the provisions of the Act, the Board of Directors of the Company shall be entitled to exercise all such powers, and to do all such acts and things as the Company is authorized to exercise and do:

Provided that the Board shall not exercise any power or do any act or thing which is directed or required whether by the Act or by any other Act or by the Memorandum or Articles of the Company or otherwise to be exercised or done by the Company in General Meeting:

Provided further that in exercising any such power or doing any such act or thing, the Board shall be subject to the provision contained in that behalf in the Act or any other Act or in the Memorandum or Articles of the Company or in any regulation not inconsistent therewith and duly made there under including regulations made by the Company in General Meeting.

- (2) No regulation made by the Company in General Meeting shall invalidate any prior Act of the Board which would have been valid if that regulation had not been made.

82. Without prejudice to the general powers conferred by the last preceding Articles and the other powers conferred by these articles and subject to the provisions of the Act, the Board shall have the following powers, that is to say. Power -

- (1) To purchase, take on lease or otherwise acquire for the Company, property, rights or privileges which the Company is authorized to acquire at such price, and generally on such terms and conditions as it thinks fit, by adopting prudent policy and sound commercial and financial norms.

- (2) To authorize the undertaking of works of a capital nature.

- (3) To pay for any property, rights or privileges acquired by or services rendered to the Company either wholly or partially, in cash or in shares, bonds, debentures or other securities of the Company and any such shares may be issued either as fully paid up or with such amount certified as paid up thereon as may be agreed upon and any such bond, debentures or other securities may be either specifically charged upon all or any part of the property of the Company and uncalled capital or not so charged.

- (4) To secure the fulfillment of any contracts or engagements entered into by the Company by mortgage or charge of all or any of the property of the Company and its uncalled Capital for the time being or in such manner as they may think fit.

- (5) To appoint any person or persons (whether incorporated or not) to accept and hold in trust for the Company, any property belonging to the Company or in which it is interested or for any other purposes and to execute and do all such deeds and other things as may be requisite in relation to any such trust, and to provide for the remuneration of such trustee or trustees.

- (6) To institute, conduct, defend, compound or abandon any legal proceedings by or against the Company or its officers or otherwise concerning the affairs of the Company, and also to compound and allow time for payment or satisfaction of any claims or demands by or against the Company.

- (6a) The Corporation may recover its dues, amounts, recoveries, fees or such other recoverables from any individual, entity or firm/company through such means as is available under law. Additionally, it shall be competent to invoke the Bihar and Orissa Public Demands Recovery Act for the purpose.
- (7) To refer any claim or demand by or against the Company to arbitration and observe and perform the awards.
- (8) To make and give receipts, releases and other discharges for money payable to the Company and for the claims and demands of the Company.
- (9) To determine who shall be entitled to sign on the Company's behalf, bills, notes, receipts, acceptance endorsement, cheques, release, contracts and documents
- (10) To provide from time to time for the management of the affairs of the Company in such manner as it thinks fit and in particular to appoint any person to be the attorney or agent of the Company with such powers (including power to sub delegate) and upon such terms as may be thought fit.
- (11) To invest in securities or in any other Scheduled Bank or Banks, to be specifically decided by the Board for having call deposits and opening current accounts and deal with any of the moneys of the Company upon such investments authorized by the Memorandum of Association of the Company (not being shares in this Company) and in such manner as it thinks fit and from time to time to vary or release such investments.
- (12) To sell or dispose of or transfer the business or property, if any, of the Company or any part thereof for such consideration as the Company may deem proper in general meeting and in particular for shares, debentures, or securities of any other Company having objects altogether or in part similar to those of the Company.
- (13) To execute in the name and on behalf of the Company in favour of any Director or other person who may incur or be about to incur any liability for the benefit of the Company such mortgages on the Company's property (present and future) as it thinks fit and any such mortgage may contain a power of sale and such other powers, covenants and provisions as shall be agreed upon.
- (14) To give to any person employed by the Company a commission on the profits of any particular business transaction, or share in the general profits of the Company, and such commission or share of profits shall be treated as part of the working expenses of the Company.
- (15) To make, vary and repeal from time to time bye-laws for the regulation of the business of the Company, its officers and servants.
- (16) To give, award or allow any bonus, pension, gratuity or compensation to any employee of the Company, or his/her widow, children or dependants, that may appear to the Directors just or proper, whether such employee, his widow, children or dependants have or have not a legal claim upon the Company.
- (17) (a) Subject to the provisions of the Act, the Board may delegate any of their powers to committees consisting of such member or members of their body as they think fit and may from time to time, revoke such delegation. Any Committee so formed shall in the exercise of the powers so delegated, conform to any



regulations that may, from time to time, be imposed upon it by the Board. The proceedings of such a Committee shall be placed before the Board at their next meeting.

- (b) A Committee may elect a Chairman of its meeting, if no such Chairman is elected, or if at any meeting the Chairman is not present within fifteen minutes after the time appointed for holding the same, the members present may choose one of their member to be Chairman of the meeting.
- (c) All acts done by any meeting of the Board or by a committee of the Board, or by any person acting as a Director shall not withstanding that it shall afterward be discovered that there was some defect in the appointment of such directors or persons acting as aforesaid or that they or any of them meant of any of them had terminated by virtue of any of the provisions contained in the Act or in these Articles, be as valid as if every such person had been duly appointed and was qualified to be a Director, and has not vacated office or his office had not been terminated ;

Provided nothing in this Article shall be deemed to give validity to acts done by a Director after his appointment has been shown to the Company to be invalid or to have terminated.

- (d) (i) A Committee may meet and adjourn as it thinks proper.
  - (ii) Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present, and in case of an equality of votes, the Chairman shall have a second or casting vote.
  - (iii) The quorum for such Committee meetings shall be determined by the Board of Directors of the Company and until so determined it shall be two members present at the meeting of the Committee.
- (18) To establish from time to time and at any time any local Board for managing any of the affairs of the Company in any specified locality in the State of Bihar or out of Bihar and to appoint any persons to be members of such local Board and to fix their remuneration and from time to time and the powers authorities and discretion for the time and at any time being vested in the Board other than their powers to make calls, and to authorize the members for the time being of any such local Board or any of them to fill up any vacancies therein meant or delegation may be made in such terms and subject to such conditions as the Board may think fit, and the Board may at any time remove any person so appointed and may annul or vary any such delegation.
- (19) To enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such act, deeds and things in the name and on behalf of the Company as they may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purposes of the Company.
- (20) To subscribe or otherwise to assist or to guarantee money to charitable, benevolent, religious, scientific, national, public, or other institutions or objects, or

for any exhibition, but not intended to serve any political party or cause.

(21) Before declaring any dividends, to set aside out of the profits of the Company such sums as they may think proper for depreciation or to depreciation fund, reserve or reserve fund, or sinking fund, insurance fund or any special or other fund to meet contingencies or to repay redeemable preference shares, debentures or debenture stock, and for special dividends and for equalizing dividends and for repairing, improving, extending, and maintaining any part of the property of the Company, for pensions, gratuities or compensations or to create any provident or benefit fund and for such other purposes including the purposes referred to in sub clause (20) as the Directors may, in their absolute discretion think conducive to the interest of the Company; and to invest the several sums so set aside or so much thereof as required to be invested upon such investments (subject to the restrictions imposed by the Act) as the Directors may think fit.

(22A) The Board shall also exercise the following powers:-

- (i) Delegate its powers, to the Chairperson, Managing Director or other authorities of the Corporation as it may deem fit.
- (ii) Appoint committees, sub-committees and boards etc. for such purpose and on such terms as it may deem fit, and to dissolve / remove any of them.
- (iii) The Board may create necessary posts for the smooth functioning of the Corporation with the prior approval of State Government
- (iv) Develop and adopt its own rules and regulations for recruitment and appointment of experts and administrative / technical staff and set its own compensation package for such experts / staff to be recruited from the open market and/or deputation basis.
- (v) The information about all appointments in the corporation - except the appointment of project linked consultants - shall be put up in the next meeting of the board.
- (vi) Develop and adopt its own procurement procedures for procurement of goods and services.

(22B) To appoint and at their discretion remove or suspend such secretaries, accountants, officers, agents and servants as they may from time to time think fit and to determine their powers and duties and fix their salaries or emoluments and require security in such instances and to such amounts as they may think fit. Provided further that no appointment of any foreign national shall be made without the prior approval of the Governor and also when such appointment is in broad conformity with the policy of the Government.

(23) To comply with the requirements of any local law which in their opinion it shall, in the interest of the Company, be necessary or expedient to comply with.

(24) From time to time to provide for the management of the affairs of the Company outside its organizations in such manner as it thinks fit and in particular to appoint any person or persons to be the attorney or attorneys of the Company for such purposes and with such powers, authorities and discretions



(not exceeding those vested in or exercisable by the Board of Director under these presents) and for such period and subject to such conditions as the Directors may from time to time think fit and any such appointment, if the Directors think, may be made in favor of any fluctuating body of persons, whether nominated directly or indirectly by the Directors, and such power of attorney may contain such power for protection or convenience of persons dealing with such attorneys as the Directors may think fit.

#### **XIV. APPOINTMENT, POWERS & FUNCTIONS OF CHAIRMAN**

83. (i) The Chairperson shall have the powers to call for and preside over all meetings of the Board.
- (ii) The Chairperson may himself/herself call, or by a requisition in writing signed by him/her, may require the Managing Director to call, a meeting of the Board at any time and on the receipt of such requisition, the Managing Director shall forthwith call such a meeting.
- (iii) The Chairperson shall enjoy such powers as may be delegated to him by the Board.
- (iv) The Chairperson shall review periodically the work and progress of the Corporation.
- (v) In Emergent situation, Chairperson may exercise all the power of the board provided the decision taken by the Chairperson will be placed in the next meeting of the board for ratification.

#### **XV. MANAGING DIRECTOR & CORPORATION SECRETARIAT**

84. (I) Subject to the provisions of section 269, 309, 316 and 317 of the Act, the Governor may appoint an officer belonging to the Indian Administrative Service of the rank of Additional Secretary to the State Government or above as the Managing Director for such period and upon such terms as he may think fit for the conduct or Management of the business of the company subject to control and supervision of the Board. The Managing Director so appointed may be authorized by the Board to exercise such of the powers and discretion in relation to the affairs of the company as are specifically delegated to him by the Board and are not required to be done by the Board or the company at its meeting or at the General Meeting under the Act.
- (II) The Managing Director may be paid such remuneration whether by salary or otherwise as may be fixed by the Government subject to the provision of Section 309 of the Act.
- (III) In absence of the Managing Director on leave or other wise the Board may with the previous approval of the Governor empower any Director of the company to perform all or any of his function and duties.
- Provided that when such absence is not likely to exceed three month the previous approval of the Governor shall not be necessary.
- (IV) The Board with the assistance of Managing Director or Chairman Cum Managing Director will establish a Secretariat of the Corporation consisting of Technical,

Financial and Management professional to serve as the implementation arm of the Corporation.

(V) The Secretariat shall consist of all such technical/ financial/Management units put together and as may be determined by the Board with due regards to the scope and function as set-out in the Memorandum of Association and in the Act.

(VI) The Board will setup an Executive Committee which will have responsibility assigned for planning and executing the work of Secretariat, for supervising the work of the technical/financial/management units of the Secretariat and directing and overseeing implementation through the Secretariat.

(VII) The Board may formulate rules and regulations concerning power and functions of the Secretariat and the Executive Committee.

#### **XVI. POWER & FUNCTION OF SECRETARIAT:**

85 (i) The Secretariat of the Corporation shall consist of the Managing Director and Staff of the Corporation, including experts and consultants.

85 (ii) As the implementation arm of the Corporation, the Secretariat will be responsible for day-to-day management of the Corporation's activities. In particular, it will be responsible for performing all functions of the Corporation as set out in the Companies Act.

86. Subject to the provisions of section 292, 297 and 197A and other relevant provisions of the Act the Board may from time to time entrust and confer upon the Chairman/Managing Director for the time being such of the powers for such time and to be exercised for such objects and upon such terms and conditions and with such restrictions as they may think expedient and may from time to time revoke, withdraw, alter or vary all or any of such powers.

#### **XVII. MINUTES**

87. The Board shall cause proper minutes to be made/kept of all general meetings of the Company and also of all appointments of officers and of the proceedings of the meeting of Directors and committees and / or attendance thereat and all business transacted at such meetings, in accordance with the provisions of section 193 of the Act, and any such minutes of general meeting; if purporting to be signed within 30 days from the conclusion of such general meeting by the Chairman of such meeting or in accordance with the provisions of sub-section (1-A) (b) of section 193 of the Act and in case of minutes of Directors or Committee of Directors by the chairman of the same meeting or the Chairman of the succeeding meeting shall be conclusive evidence without any further proof of the fact herein stated.

#### **XVIII. PROCEEDINGS OF BOARD OF DIRECTORS**

88. A meeting of the Board shall be held for the dispatch of the business of the Company



at least once in every three months and at least four such meetings shall be held in every year.

89. Notice of every meeting of the Board shall be given in writing to every Director.

90. The quorum for meeting of the Board shall be one third of its total strength (any fraction in that one-third being rounded off as one) or two directors which ever is higher provided that where at any time the number of interested directors exceeds or is equal to two thirds of the total strength, the number of remaining directors that is to say the number of directors who are not interested present at the meeting being not less than two shall be the quorum during such time.

91.(1). Save as otherwise expressly provided in the Act, questions arising at any meeting of the Board shall be decided by a majority of votes.

(2) In case of an equality of votes the Chairman of the Board, if any, shall have a second or casting vote.

92. The Chairman shall reserve for the decision of the Governor any proposal or decisions of the Board or of any Committee thereof or any matters which in his opinion are of such importance as to be reserved for the approval of the Governor. No action shall be taken by the Company in respect of any such proposal or decision reserved for the approval of the Governor as aforesaid until approval to the same had been obtained.

93. Without prejudice to the generality of the above provisions the Board of Directors shall reserve for the decision of the Governor any proposal for –

1. Sale, lease or disposal otherwise of the whole or substantially the whole of the undertaking of the Company.
2. Formation of subsidiary Company
3. Investments in other companies
4. Division of capital into different classes of shares
5. Winding up of the Company.
6. Creation of Posts
7. Terms and conditions of service of the employees.
8. Creation of reserve and special funds.

94. A Director may, subject to the provisions of notice as provided convene a meeting of the Board. Questions arising at any meeting shall be decided by a majority of votes. However the presence of at least one Government Director would be compulsory in such meetings.

95. Subject to restrictions placed under section 292 of the Act, resolution of the Board can be passed by circulation subject to section 289 thereof and they shall be as valid and effectual as if they had been passed at a meeting of the Directors duly called and constituted.

## **XIX. EXECUTIVE COMMITTEE**

96 (i). The Board will constitute an Executive Committee which will be responsible for acting for and doing all deeds on behalf of the Board and for taking all decisions and exercising all the powers, vested in the Board except those which the Board may specifically specify to be excluded from the jurisdiction of by the Executive Committee.

96 (ii) The composition of the Executive Committee shall be as follows:

Sl. No.	Name / designation	Status in Executive Committee
1	Managing Director of the Corporation	Chairman, Executive Committee.
2	Engineer- in-Chief, Road Construction Department	Member
3	Representative of the Finance Department, Govt. of Bihar.	Member
4	Consultant/Consultancy Firms on retainer basis(if any)	Member
5	Chief Engineer/ Superintending Engineer, of the Corporation nominated by the Chairman	Member

96 (iii) The Executive Committee may co-opt additional members and/or invite subject experts to its meetings from time to time.

96 (iv) Meetings of the Executive Committee shall be convened by the Managing Director giving clear seven days notice in writing along with the Agenda specifying the business to be transacted, the date, time and venue of the meeting. In case of emergency the meeting may be called at shorter notice with intimation to members.

96 (v) Meetings of the Executive Committee shall be held at least once a month or more frequently if necessary.

96 (vi) The minutes of the Executive Committee meetings will be placed before the Board at its next meeting.

96 (vii) The various Committees constituted by the Board shall submit their reports to the Executive Committee who shall be empowered to take decisions on their recommendations.

## **XX. FUNDS OF THE CORPORATION**

97. The funds of the Corporation shall consist of the following:

- Grants-in-Aid/Share capital from the State Government.
- Funds received from other agencies / Organisations / departments.
- Grants and donations from trade, industry, Organisation and individuals.
- Receipts from disposal of assets.
- Receipts from User charges, concession/consultancy fee etc
- Loan from Financial Organisations

To lay down the foundations of the Corporation, the State Government, through the Road Construction Department shall make a initial and one time investment of Rs 20 Crores as equity. There after, it expects the Corporation to make its own earnings to support its establishment costs. Board shall reappropriate this initial and one time investment in such manner as it deems fit.

#### **XXI. RESERVE FUND**

98. Subject to such direction as may, from time to time, be issued by the Governor in this behalf, the Board may before recommending any dividend, set aside, out of the profits of the Company, such sums as they think proper as a reserve fund, to meet contingencies or for equalizing dividends or for repairing, improving and maintaining any of the property of the Company and for such other purposes as the Board shall in its absolute discretion think conducive to the interest of the Company; and may invest the several sums so set aside upon such investments (other than shares of the Company), as it thinks fit and from time to time deal with and vary such investments and dispose of all or any part thereof for the benefit of the Company and may divide the reserve funds into such special funds as it thinks fit and employ the reserve funds or any part thereof in the business of the Company; and that without being bound to keep the same separate from the other assets.

#### **XXII. DIVIDENDS**

99. The profits of the Company available for payment of dividend subject to any special rights relating thereto created or authorized to be created by these presents and subject to the provisions of these presents as to the reserve funds shall, with the approval of the Governor, be divisible among the members in proportion to the amount of capital held by them respectively.
- Provided always that (subject as aforesaid) any capital paid-up on a share during the period in respect of which a dividend is declared shall only entitle the holder of such share to an apportioned amount of such dividend as from the date of payment.
100. The Company in general meeting may declare a dividend to be paid to the members according to their rights and interests in the profits and may fix the time for payment, but no dividend shall exceed the amount recommended by the Board.
101. No dividend shall be payable otherwise than out of the profits of the year or other period or any other undistributed profits of the Company and no dividend shall carry interest as against the Company.
102. The declaration of the board as to the amount of the net profits of the Company shall be conclusive.
103. The Board may from time to time pay to the members such interim dividends as in their judgment the position of the Company justifies.
104. The Board may retain any dividends on which the Company has a lien and may apply the same in or towards satisfaction of the debts liabilities or engagements in respect of which the lien exists.



105. A transfer of shares shall not pass the right to any dividend declared thereon after such transfer and before registration of the transfer.
106. The Board may retain the dividends payable upon shares in respect of which any person in under the transmission clause is entitled to become a member or which any person under that Clause entitled to become a member or which any person under that clause is entitled to transfer until such person shall become a member in respect of such shares or shall duly transfer the same.
107. Any one of the several persons, who are registered as the joint holders of any share, may give effectual receipts for all dividends and payments on account of dividends in respect of such share.
108. Subject to the provisions of section 205 of the Act, no dividend shall be payable except in cash and shall be paid within forty two days of its declaration.  
Provided that the profits or reserves of the Company may be capitalized for the purpose of issuing fully paid -up bonus shares or paying of any amount for the time being unpaid on any shares held by the members of the Company.
109. Unless otherwise directed any dividend be paid by cheque or warrant sent through the post to the registered address of the member or person entitled or in the case of joint holders to the registered address of that one whose name stands first on the register in respect of the joint holding and every cheque or warrant so sent shall be made payable to the order of the person to whom it is sent.
110. Notice of the declaration of any dividend whether interim or otherwise shall be given to the holders of registered shares in the manner hereinafter provided.
111. All dividends unclaimed shall be dealt with in accordance the provisions of section 205A of the Companies Act, 1956.

#### **XXIII (A) BANK ACCOUNT**

- 112(i) The account of the Corporation shall be opened in a nationalised bank approved by the Executive Committee or in a scheduled commercial bank as may be specified by the Board. All funds shall be paid into the Corporation's account with the appointed bank and shall not be withdrawn except through a cheque, bill note, other negotiable instruments or through electronic banking (e-banking) procedures signed/electronically authorised by such authorities of the Corporation Secretariat as may be determined by the Executive Committee.
- 112(ii) The Corporation shall switch over to e-banking procedures as and when the Corporation deems appropriate.
- 112(iii) The Managing Director may operate the accounts of the Corporation in conjunction with another senior official as may be decided by him or may authorize other officers to operate the bank accounts.

#### **XXIII(B) ACCOUNTS**

113. The Company shall keep at its registered office proper books of account in accordance with section 209 of the Act.
114. (1) The Board shall from time to time determine whether and to what extent and at

what times and places and under what conditions or regulation the accounts and books of the Company or any of them shall be open to the inspection of members not being Directors.

(2) No member (not being a Director) shall have any right of inspecting any account or book or document of the Company except as conferred by law or authorized by the Board or by the Company in general meeting.

115. The profit and loss account shall subject to the provisions laid down in section 211 of the Act and Schedule VI referred to therein show arranged under the most convenient heads the amount of gross income distinguishing the several sources from which it has been derived and the amount of gross expenditure distinguishing the expenses of the establishment salaries and other like matters. Every item of expenditure fairly chargeable against the year's income shall be brought into account so that a just balance of profit and loss may be laid before the meeting, and in cases where any item of expenditure which may in fairness be distributed over several years has been incurred in anyone year, the whole amount of such item shall be stated with the addition at the reasons why only a portion of such expenditure is charged against the income of the year.

116. The Company shall send a copy of the balance-sheet and profit and loss account together with a copy of the auditor's and director's report to the registered address of every member of the Company in the manner in which notices are to be given hereunder at least twenty-one days before the meeting at which it is to be laid before the members of the Company and shall deposit a copy at the registered office of the Company for inspection of the members of the Company during a period of at least twenty-one days before the meeting.

117. The Directors shall in all respects comply with the provisions of sections 209 to 222 of the Act or any statutory modification thereof for the time being in force as may be applicable to the Company.

118. "Where a given number of day's notice or notice extending over any other period is to be given the day of service shall, unless it is otherwise provided, be counted in such number of days or other period.

#### XXIV. AUDIT

119. Once at least in every Financial year the accounts of the Company shall be examined and correctness of the profit and loss account and balance-sheet ascertained by one or more auditors.

120. The statutory auditors of the Company shall be appointed or re-appointed on the advice of the Comptroller and Auditor General of India and their remuneration, rights and duties shall be regulated by Sections 224 to 233 read with section 619 of the Act.

121. The Auditors of the Company shall be entitled to receive, notice of and to attend any general meeting of the Company at which any accounts which have been examined or reported on by them are to be laid before the Company in its Annual General Meeting and may make any statement or - explanation they desire with respect to the accounts.

122. The Comptroller and Auditor General of India shall have power -
- (a) to direct the manner in which the Company's accounts shall be audited by the auditor/auditors appointed in pursuance of Article 118 hereof and to give such auditor/auditors instructions in regard to any matter relating to the performance of his/their functions as such;
  - (b) to conduct a supplementary or test audit of the Company's accounts by such person or persons as he may authorize in this behalf; and for the purpose of such audit, to have access at all reasonable times, to all Account, Account Books, Vouchers, Documents and other papers of the Company and to require information or additional information to be furnished to any person or persons so authorized on such matters, by such person or persons and in such form as the Comptroller and Auditor General may, by general or special order direct.
123. The auditor/auditors aforesaid shall submit a copy of his/ their audit report to the Comptroller and Auditor General of India who shall have the right to comment upon or supplement the audit report in such manner as he may think fit. Any such comments upon or supplement to the audit report shall be placed before the Annual General Meeting of the Company at the same time and in the same manner as the audit report.
124. The Governor shall cause an annual report on the working and affairs of the Company to be-
- (a) prepared within three months of its annual general meeting before which the audit report is placed; and
  - (b) as soon as may be after such preparation the report shall be laid before the State Legislature with a copy of the Audit report and comments, or supplements referred to in the preceding Article.
125. Every account of the Company, when a general meeting shall be conclusive.

#### XXV. THE SEAL

- 126 (1) The seal shall not be affixed to any instrument except by the authority of a resolution of the Board and in the presence of two Company Directors at least and either the Secretary of the Company or any other person as appointed by the Board for the purposes
- (2) Every deed or other instrument, to which the seal of the Company is required to be affixed, shall, unless the same is executed by duly Constituted attorney, be signed by two Directors and the Secretary or some other person appointed by the Board for the purpose as provided in clause 122(1) above.

#### XXVI. GENERAL

127. Notwithstanding anything contained in any of these Articles, the Government, in keeping with the statutory requirements of the Companies Act, 1956 may from time to time issue such directive as he may consider necessary in regard to the conduct of business of the Company or Directors thereof and in like manner may vary and annul any such directive. The Company shall give immediate effect to the directive so issued.



## XXVII. NOTICE

128. A notice may be given by the Company to any member either personally or by sending it by post to him to his registered address or (if he has no registered address) to the address if any supplied by him to the Company for the giving of notice to him.
129. A registered holder of share who has no registered place of address may from time to time notify in writing to the Company the address which shall be deemed to be his address, registered place of address, within the meaning of the last preceding Article.
130. If a member has no registered address and has not supplied to the Company an address for the giving of notices to him, a notice addressed to him and advertised in a newspaper circulating in the neighborhood of the registered office of the Company, shall be deemed to be duly given to him on the day on which the advertisement appears.
131. A notice may be given by the Company to joint holders of a share by giving the notice to the joint holder whose name appears first in the register in respect of the same.
132. A notice may be given by the Company to the persons entitled to a share in consequence of the death or insolvency of a member by sending it through the post in a prepaid letter addressed to them by name or by the title of representatives of the deceased, assignee of the insolvent or by any like description, at the address (if any) supplied for the purpose by the persons claiming to be entitled or (until such an address has been so supplied) by giving notice in any manner in which the same might have been given if the death or insolvency had not occurred.
133. Notice of every general meeting shall be given in the same manner hereinbefore authorized to (a) every member of the Company except those members who having no registered address have not supplied to the Company an address for the giving of notice to them and also to (b) every person entitled to a share in consequence of the death or insolvency of a member who, but for his death or insolvency would be entitled to receive notice of the meeting, provided the Company has due notice.
134. The signature of any notice to be given by the Company may be written or printed or lithographed.
135. Every person, who, by operation of law, transfer or other means whatsoever, shall become entitled to any share, shall be bound by every notice in respect of such share which previously to his name and address and title to the share being notified to the Company, shall be duly given to the person from whom he derives his title to such share.

## XXVIII. WINDING UP

136. If the Company shall be wound up and the assets available for distribution shall be distributed among the members as per the provisions of the Companies Act.

## **XXIX. SECRECY CLAUSE**

137. No member shall be entitled to require discovery of or any information respecting any detail of the Company's trading or any matter which may be in the nature of a trade secret, mystery of trade or secret process which may relate to the conduct of the business of the Company and which in the opinion of the Board it will be inexpedient in the interest of the members of the Company to communicate to the public.

## **XXX. INDEMNITY**

138. Subject to the provisions of section 201 of the Act every Director, Manager, Secretary and other officer or servant of the Company shall be indemnified by the Company against, and it shall be the duty of the Directors out of the funds of the Company to pay all costs, losses and expenses which any such officer or servant may incur or become liable to by reason of any contract entered into or act or thing done by him as such officer or servant or in any way in the discharge of his duties, and the amount for which such indemnity is provided shall immediately attach as a lien on the property of the Company, and have priority as between the members over all other claims. This extends to any liability incurred in defending civil/criminal proceedings in which judgment is given in his favor or in which he is acquitted or any relief is granted under section 633 of the Act.
139. No Director or other officer of the Company shall be liable for the acts, receipts, neglects or defaults of any other Director or officer of the Company or, for joining in any receipts or other act for sake of conformity, or for any loss or expenses happening to the Company through the insufficiency or deficiency of title to any property acquired by the order of the Directors for or on behalf of the Company, or for the sufficiency or deficiency of any security in or upon which any of the moneys of the Company shall be invested or for any loss or damage arising from the bankruptcy, insolvency, or tortious act of any person with whom any moneys, securities or effects shall be deposited or for any loss occasioned by any error of judgment or oversight on his part or for any other loss, damage or misfortune whatsoever, which shall happen in the execution of the duties of his office or in relation thereto, unless the same happens through his own negligence, default, misfeasance, breach of duty or breach of trust.

## **XXXI. MISCELLANEOUS**

### **140. CONTRACTS**

- 140 (i) All contracts and other instruments for and on behalf of the Corporation shall be subject to the provisions of the Act, be expressed to be made in the name of the Corporation and shall be executed by the persons authorized by the Board.
- 140 (ii) No contracts for the sale, purchase or supply of any goods and material shall be made for and on behalf of the Corporation with any member of the Corporation or his/her relative or firm in which such member or his/her relative is a partner or shareholder or any other partner or shareholder of a firm or a private Corporation in which the said member is a partner or director.

#### 141. COMPLIANCE OF STATUTORY REQUIREMENTS

The Corporation shall register itself with relevant government agencies for the purpose of complying with the statutory requirements including regulations governing deduction of tax at source relating to the staff, consultants and experts employed by it and/or consultancies / contracts awarded by it in the course of performance of its tasks.

#### 142. GOVERNMENT POWER TO REVIEW

- 142 (i) Notwithstanding anything to the contrary contained in these Rules, the State Government may review the work and progress of the Corporation; hold enquiries into the affairs thereof; get the accounts of the Corporation audited by the internal audit parties of the State Govt, and issue directions, as deemed appropriate, to the Corporation.
- 142 (ii) The Chairperson of the Board shall have the right to nominate one or more persons to be part of the review / enquiries.
- 142 (iii) The progress review reports and / or enquiry reports shall be included in the written agenda of the ensuing meeting of the Board.

We the several persons, whose names and addresses and descriptions are subscribed hereunder are desirous of being formed into a Company in pursuance of this Article of Association and we respectively agree to take the number of shares in the capital of the Company set opposite our respective names :-

Names, Addresses, Occupations and Fathers' names of Subscribers	Number of Equity Shares taken by each subscriber	Name, Address, Occupation and Father's name of Witness
<p>Sd/- <b>SRINIVASAN VIJAYARAGHAVAN</b> S/o Srinivasan Aravamudhan A-3/11, Bailey Road Patna 800 023 <i>Service Holder</i></p>	<p><b>8000</b> (Eight thousand equity shares)</p>	<p>Witness to all the signatories</p> <p>Sd/- <b>KOMAL AGRAWAL</b> D/o. Pawan Kumar Gupta R.K.Lane, Langertoli Patna 800 004 <i>Practicing Chartered Accountant</i> <i>Membership No. 063579</i></p>
<p>Sd/- <b>RAJ KUMAR SINGH</b> S/o. Haldhar Prasad Singh 7, Strand Road Patna 800 015 <i>Service Holder</i></p>	<p><b>7000</b> (Seven thousand equity shares)</p>	



<b>Sd/-</b> <b>NAVIN KUMAR</b> S/o. Awadhesh Kumar A-3/25, Rajbanshi Nagar Bailey Road, Patna 800 023 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)
<b>Sd/-</b> <b>DEEPAK KUMAR</b> S/o. Devendra Prasad Verma 2, Polo Road Patna 800 014 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)
<b>Sd/-</b> <b>SHASHI SHEKHAR SHARMA</b> S/o. Sukhdeo Sharma Principal Secretary, Officers' Flat no: B3/54 Bailey Road, Patna 800 014 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)
<b>Sd/-</b> <b>ARUN KUMAR SINGH</b> S/o. Ram Chandra Singh Secretary, Building Construction Department Vishwasharaiya Bhawan, Bailey Road Patna 800 015 <b>Service Holder</b>	<b>7000</b> (Seven thousand equity shares)
<b>Sd/-</b> <b>RAM DHYAN RAM</b> S/o. Saryug Ram 4H/4, B.H.Colony, Kankarbagh Patna 800 020 <b>Engineer-in- Chief</b>	<b>7000</b> (Seven thousand equity shares)
<b>Total</b>	<b>50000</b> (Fifty thousand equity shares)

PATNA, Dated the 28th day of March, 2009

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# CHAPTER -6

4(1)(b)(vi) A statement of the categories of documents that are held by it or under its control;

BSRDCL is maintaining the files related to –

- DPR and Design, Procurement & Contract Management of BSRDCL Projects.
- Social /Environment/R&R/Land Acquisition.
- Company Affairs.
- Business Promotion and Public Relations
- Finance and Accounts.
- Establishment.
- CSR.
- Personal file of BSRDCL employee.
- Public Grievances.
- RTI.
- Training.
- Head Quarter Management
- Assembly & Legal matters.



# CHAPTER -7

4(1)(b)(vii) The Particular of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Not applicable.

# CHAPTER -8



4(1)(b)(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

S.No	Members of the Board	Status in Board
1.	Development Commissioner	Chairman
2.	Officer appointed by the State Govt	Managing Director
3.	Principal Secretary/Secretary, Finance Department, Govt of Bihar	Member
4.	Principal Secretary/Secretary, Road Construction Department, Govt of Bihar	Member
5.	Principal Secretary/Secretary, Buildings Construction Department, Govt of Bihar	Member
6.	Principal Secretary/Secretary, Urban Development, Department, Govt of Bihar	Member
7.	Principal Secretary/Secretary, Rural Works Department, Govt of Bihar	Member
8.	Engineering Chief-Cum-Additional Commissioner-Cum-Special Secretary, Road Construction Depart. Govt of Bihar.	Member
9.	Expert in the field of Project Management to be nominated by State Govt.	Member
10.	Expert in the field of Finance to be nominated by State Govt	Member
11.	Expert in the field of Road Construction to be nominated by State Govt.	Member

**Nomination and Remuneration Committee as on date.**

- |    |   |   |          |
|----|---|---|----------|
| 1. | Sri Sandeep Kumar R. Pudakalkatti,<br>Secretary, Labour Resources Department, GoB -cum-<br>Managing Director, BSRDCL. | - | Chairman |
| 2. | Sri Kaushal Kishore Mishra<br>Independent Director  | - | Member   |
| 3. | Sri Hanuman Prasad Choudhary<br>Engineer – in – Chief, RCD, GoB<br>-cum- Nominee Director, BSRDCL.                    | - | Member   |
| 4. | Sri Sanjay Kumar<br>Chief General Manager -cum- Nominee Director, BSRDCL  | - | Member   |
- 

**Corporate Social Responsibility Committee as on date.**

- |    |   |   |          |
|----|---|---|----------|
| 1. | Sri Sandeep Kumar R. Pudakalkatti,<br>Secretary, Labour Resources Department, GoB -cum-<br>Managing Director, BSRDCL. | - | Chairman |
| 2. | Sri Hanuman Prasad Choudhary<br>Engineer – in – Chief, RCD, GoB<br>-cum- Nominee Director, BSRDCL.                    | - | Member   |
| 3. | Sri Sanjay Kumar<br>Chief General Manager, BSRDCL<br>-cum- Nominee Director, BSRDCL.                                  | - | Member   |
| 4. | Sri Kaushal Kishore Mishra<br>Independent Director.   | - | Member   |
- 

*Se*  
06/06/22

**BOARD OF DIRECTORS AS ON DATE**

- |      |  |   |                   |
|------|--|---|-------------------|
| (1)  | Sri Vivek Kumar Singh,<br>Development Commissioner, GoB                                  | - | Chairman          |
| (2)  | Sri Pratyaya Amrit<br>Additional Chief Secretary, RCD, GoB,                              | - | Director          |
| (3)  | Sri Anand Kishor,<br>Principal Secretary, Urban Development &<br>Housing Department, GoB | - | Director          |
| (4)  | Sri Pankaj Kumar Pal,<br>Secretary,<br>Rural Works Department, GoB                       | - | Director          |
| (5)  | Sri Lokesh Kumar Singh,<br>Secretary (Resource)<br>Finance Department, GoB               | - | Director          |
| (6)  | Sri Kumar Ravi,<br>Secretary,<br>Building Construction Department, GoB                   | - | Director          |
| (7)  | Sri Sandeep Kumar R. Pudakalkatti,<br>Secretary, Labour Resources Department, GoB        | - | Managing Director |
| (8)  | Sri Hanuman Prasad Choudhary<br>Engineer-in-Chief,<br>Road Construction Department, GoB  | - | Director          |
| (9)  | Sri Sanjay Kumar,<br>Chief General Manager, BSRDCL                                       | - | Director          |
| (10) | Sri Kaushal Kishore Mishra,<br>Independent Director                                      | - | Director          |

**Audit Committee as on date.**

- |    |  |   |          |
|----|--|---|----------|
| 1. | Sri Kaushal Kishore Mishra<br>Independent Director   | - | Chairman |
| 2. | Sri Hanuman Prasad Choudhary<br>Engineer – in – Chief, RCD, GoB<br>-cum- Nominee Director, BSRDCL. | - | Member   |
| 3. | Sri Sanjay Kumar<br>Chief General Manager -cum- Nominee Director, BSRDCL                           | - | Member   |
- 

*10/02/22*



# CHAPTER -9

4(1)(b)(ix) A directory of its officers and employees;

Directory of its officers and employees of Bihar State Road Development Corporation Limited.

Headquarter			
S.No	Name	Designations	Contact Details
1	Dr. Sandeep Kumar R Pudukalkatti, IAS	Managing Director	91-612- 2226711 (Tel) 91-612- 2226723 (Fax) E-mail- mdroadcorp@gmail.com
2	Er. Sanjay Kumar	Chief General Manager	9110036860 (Tel) E-mail- cgm.bsrdc@gmail.com
General Manager Projects			
	Name & Designation	Projects	Contact Details
3	Er.Prabin Chandra Gupta General Manager (Project-III)	Procurement, BRR, BRMP, Bakhtiyarpur-Tajpur, Atal Path-I & II, Mithapur-Mahuli, SH-58, SH-82, RTI, NH-82, Public Grievance, Company Affairs, CSR, Road Safety, Training, Manuapal-Ratwal Chowk Road, SH-84, SH-85, Chief Finance Officer, J.P. Ganga Path, 6-Lane Ganga Bridge, AIIMS-Digha Elevated Corridor, BSHP-I, II & IIAF, DPR, HQ Management, Finance & Accounts, Legal and Assembly, Audit, LA, Social Environmental, R&R, SH-102, ROB, Cluster Development, Other minor project & Administration	9431005702
Deputy General Manager (Tech)			
4	Er. Ashutosh Kumar Singh	HQ Management, Bakhtiyarpur-Tajpur, BHSHP-I, II & IIAF, NH-82, J.P. Ganga Path, Atal Path-I & II, Procurement, 6-Lane Ganga Bridge	9473400314
5	Er. Prem Nath	Finance & Accounts, Administration, DPR, INBR and Other minor projects, ROB, Mithapur- Mahuli, SH-84, SH-85, SH-102, SH-58, Legal & Assembly Matters	9431005716
6	Er. Rajnish Raman	CSR, Public Grievance, RTI, Land Acquisition, Social Environmental, Forest and R&R, Audit	9431005704
Manager (Tech)			
7	Er. Om Prakash Sinha Manager (Tech.)	TA to MD	9431005691
8	Er. Brajesh Kumar	Contract Project Management (ADB ProjectsBSHP-I,II, IIAF, BSHP-III & Manuaa Pul -Ratwal Chowk Road Project).	9431005726
9	Er. Arwind Kumar	Monitoring, Procurement, Assembly matters, Contract Management of NH-82	9431005722
10	Er. Asad Intekhab Nayar	ADB Procurement, Tajpur-Bakhtiyarpur Bridge	9431005709
11	Er. Ravi Shankar Prasad Ravi	Atal Path, 6-Lane Bihar New Ganga Bridge, Mithapur-Mahuli, AIIMS-Digha	9431005717
12	Er. Ritu Rashmi	LA, R&R, Soccial Environment, Forest, DPR	9431005728
13	Er. Sunny Saurabh	Procurement, Contract Management of NH-82	9110951878
14	Er. Sumit Saurav	ROB, Minor Project, Contract Management of Ganga Path, Monitoring	9110036861
15	Er. Lalit Kumar	TA to CGM	9110036869
Secretarial Affairs, Administration, Public Relations, Finance & Legal			
16	CS Puja Kasera Company Secretary	Secretarial Affairs & Corporate Social Responsibility	9431005700
17	CA Suresh Kumar Chief Finance Officer	Allotment of Funds, Budget, Finalization of Accounts, Bank Reconciliation, Statutory Payments, Bank Guarantee, Coordination with Internal, Statutory, AG Audit, Income Tax & Other Allied Audits, Compliances of Audit Para	9110036862
18	Sri Sanjay Kumar Manager (Finance)	Budget, Fund Management and all Financial Statements, Consolidation of PIU Expenditure, Bank Book and Cheque Issue, AG Audit, DD of Tenders	9473400315

19	Sri Prabhat Ranjan Manager (Accounts)	Consolidation of PIU Expenditure, Bank Guarantee release and revalidation, Claim of Reimbursement from ADB, Staff Claim of TA and Medical Reimbursement, EPF, ESI, TDS & GST with reconciliation, Submission of Advance payment of Income Tax, Project Audit, Tax Audit, Other Statutory Audit, Internal and Statutory Audit, Taxation Matters	9473400319
20	Sri Somesh Kumar Manager Public Relations	Public Relations, Business Promotion & Establishment of Deputed Officer, EA to MD	9431005693
21	Sri Chitrasen Kumar Manager Administration	Administration, RTI, Training, Public Grievances, Headquarter Management	9473400317
22	Rahul Parashar Legal Consultant	Legal Affairs & Court Cases	9431005692



## PROJECT IMPLEMENTATION UNITS

### Central Project Implementation Unit, Patna

	Name & Designation	Projects	Contact Details
23	Er.Bablu Kumar DGM (Tech.)	SH-102 (Bihiya-Jagdishpur-Piro-Bihta Road) SH-78 (Bihta-Sarmera) SH-81 (Sakaddi-Nasriganj Road) Atal Path (R' Block-Digha) Mithapur- Mahuli Patli Path (AIIMS-Digha Elevated Corridor) J.P Setu NHAI Leftover Portion	9431005730
24	Er. Amit Kumar Manager (Tech.)		9473400315
25	Er. Amarjeet Kumar Manager (Tech.)		9431005711
26	Er. Saket Kumar Manager (Tech.)		8210880574
27	Er. Avinash Kumar JE		9471006355

### PIU, Gulzarbagh

28	Er. Arun Kumar DGM (Tech.)	J.P Ganga Path	9431005719
29	Er. Samrendra Nath Manager (Tech.)		9431928829
30	Er. Om Prakash Sinha Manager (Tech.)		9431005691
31	Er. Sumit Saurav Manager (Tech.)		9110036661

### PIU, 6-Lane Ganga Bridge

32	Er. Brajsen Kumar DGM (Tech.)	Six Lane Bihar New Ganga Bridge	9431005706
33	Er. Mukesh Kumar Manager (Tech.)		7903850686
34	Er. Akhil Kumar Manager (Tech.)		9431005725
35	Er. Avinash Kumar Manager (Tech.)		9431005718

### PIU, Gaya

36	Er. Rajnish Raman DGM (Tech.)	NH-82 (Gaya-Hisua-Rajgir-Nalanda-Biharsharif Section) SH-101(Amba - Madanpur Road)	9431005704
37	Er. Sanjeet Kumar Manager (Tech.)		9431005721
38	Er. Anikej Raj Manager (Tech.)		9905408821
39	Er. Vaibhav Sagar Manager (Tech.)		8010971489

### Office of Manager (Tech.), Nawada

40	Er. Prem Shanker Manager (Tech.)	SH-82 (Kadirganj-Khaira Road)	9473191634
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### Office of Manager (Tech.), Aurangabad

41	Er. Vishwa Ranjan Kumar Manager (Tech.)	SH-103 (Majhwe-Gobindpur Road) SH-68 (Shivganj-Baidrabad Road) Approach Road SH-69 (Dumaria-Ranitalab Road) Approach Road	9431005733
42	Er. Prabhu Prasad JE		6200601218

### PIU, Khagaria

43	Er. Anjani Kumar DGM (Tech.)	SH-58 (Udakishunganj-Bhatmaga Road) SH-91(Birpur-Udakishunganj Road) SH-95 (Mansi-Hardi Chaughara Road)	9431005694
44	Er. Ravi Kant Manager (Tech.)		9431005723

PIU, Katihar at Purnia			
45	Er. Anjani Kumar DGM (Tech.)	SH-84 (Ghogha-Panjwara Road) SH-85 (Akbarnagar-Amarpur Road) SH-98 (Katihar- Balrampur) SH-99 (Baysi- Bahadurganj-Dighhal Bank) Amarpur Bypass	9431005694
46	Er. Ranjeet Kumar Manager (Tech.)		9431468511
47	Er. Abhishek Kumar Manager (Tech.)		9431005712
48	Er. Kumar Dhiraj Manager (Tech.)		9431005729
49	Er. Deepak Kumar Mandal Manager (Tech.)		9431005734
PIU, Samastipur at Bakhtiyarpur			
50	Er. Brajsen Kumar DGM (Tech.)	Green Field Tajpur-Bakhtiyarpur	9431005706
51	Er. Shankar Dayal Manager (Tech.)		9431005734
52	Er. Vikash Kumar Gupta Manager (Tech.)		9110036665
53	Er. Mayank Raj Manager (Tech.)		9110036664
PIU, Muzaffarpur HQ Betiah			
54	Er. Raj Kumar DGM (Tech.)	SH-86 (Saraiya-Motipur Road) SH-87 (Runnisaidpur-Bhiswa Road) SH-88 (Baruna Bridge-Rasiyari Road) Manuapul to Ratwal Chowk Road	9431005714
55	Er. Ajay Kumar Manager (Tech.)		9431005732
56	Er. Pawan Kumar Manager (Tech.)		9110036673
57	Er. Siddarth Bhardwaj Manager (Tech.)		9110036667

# CHAPTER -10



4(1)(b)(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation;

<b>Pay Statement (Deputation)</b>				
<b>S.No.</b>	<b>Name of officer</b>	<b>Designation</b>	<b>PIU Name (Location)</b>	<b>Basic Pay</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
1	Sri Prabin Chandra Gupta	GM	H.O	130,600.00
2	Sri Prem Nath	DGM (TECH)	H.O	83,300.00
3	Sri Ashutosh Kumar Singh	DGM (TECH)	H.O	88,400.00
4	Sri Rajnish Raman	DGM (TECH)	H.O	88,400.00
5	Sri Arwind Kumar	Manager (TECH)	H.O	76,200.00
6	Sri Asad Intekhab Nayar	Manager (TECH)	H.O	80,900.00
7	Sri Brajesh Kumar	Manager (TECH)	H.O	80,900.00
8	Sri Ravishankar Prasad Ravi	Manager (Tech)	H.O	80,900.00
9	Sri Ritu Rashmi	Manager (Tech)	H.O	53,100.00
10	Sri Bablu Kumar	DGM (Tech)	CPIU	105,900.00
11	Sri Amit Kumar	Manager(Tech.)	CPIU	65,200.00
12	Sri Avinash Kumar	J.E	CPIU	53,600.00
13	Sri Amarjeet Kumar	Manager (Tech)	CPIU	65,200.00
14	Sri Saket Kumar	Manager (Tech)	CPIU	53,100.00
15	Sri Brajesen	DGM (Tech.)	PIU Samstipur	96,900.00
16	Sri Shankar Dayal	Manager (Tech)	PIU Samstipur	65,200.00
17	Sri Raj Kumar	DGM (Tech)	PIU Bettiah	96,900.00
18	Sri Ajay Kumar	Manager (Tech)	PIU Bettiah	71,300.00
19	Sri Akhil Kumar	Manager (TECH)	PIU 6-Lane	65,200.00
20	Sri Mukesh Kumar	Manager(Tech.)	PIU 6-Lane	80,900.00
21	Sri Avinash Kumar	Manager(Tech.)	PIU 6-Lane	65,200.00
22	Sri Ravi Kant	Manager(Tech.)	PIU Khagriya	77,900.00
23	Sri Anjani Kumar	DGM (TECH)	PIU Khagriya	96,900.00
24	Sri Ranjeet Kumar	Manager(Tech.)	PIU -Katihar at Purnia	80,900.00
25	Sri Abhishek Kumar	Manager (Tech)	PIU-Katihar at Purnia	53,100.00
26	Sri Prem Shanker	Manager (Tech.)	PIU Gaya	80,900.00
27	Sri Prabhu Prasad	J.E	PIU Gaya	83,300.00
28	Sri Sanjit Kumar	Manager (Tech.)	PIU Gaya	77,900.00
29	Sri Arun Kumar	DGM (Tech)	PIU Gulzarbagh	96,900.00
30	Sri Om Prakash Sinha	Manager (TECH)	PIU Gulzarbagh	65,200.00
31	Sri Samrendra Nath Jha	Manager (Tech.)	PIU Gulzarbagh	80,900.00

Pay Statement (Contractual)				
S.No	Name of Officer/ Employee	Designation	Location	Basic Pay
1	2	3	4	5
1	Puja Kasera	C.S	H.O	77,416.00
2	Sri Suresh Kumar	CAO	H.O	21,218.00
3	Sri Somesh kumar	Manager-PR	H.O	28,516.00
4	Sri Chitrasen Kumar	Manager-Admin	H.O	28,516.00
5	Sri Sanjay Kumar	Mangar-Finance	H.O	28,516.00
6	Sri Prabhat Ranjan	Manager- Accounts	H.O	25,336.00
7	Sri Rahul Parashar	Legal Manager	H.O	22,511.00
8	Sri Lalit Kumar	Manager (Tech)	H.O	55,000.00
9	Sri Umesh Chandra Das	Audit Officer	H.O	44,148.00
10	Sri Achal Kumar Rana	L.A Officer	H.O	34,650.00
11	Sri Sanjeev Kumar Yadav	S.A.E (H.Q)	H.O	13,792.00
12	Sri Ravikant Kumar	S.A.E (H.Q)	H.O	13,792.00
13	Smt. Puja	Office Executive	H.O	14,257.00
14	Smt. Nidhi	A.E	H.O	13,842.00
15	Sri Satish Kumar	Office Executive	H.O	12,668.00
16	Smt. Rubina Royal	Office Executive	H.O	13,439.00
17	Sri Pradip Kumar	Office Executive	H.O	13,439.00
18	Sri Rakesh Ranjan	Office Executive	H.O	14,258.00
19	Sri Rajnish Kumar Sinha	Office Executive	H.O	13,439.00
20	Sri Jitendra Kumar	Office Executive	H.O	13,439.00
21	Sri Sulekha Kumari	Office Executive	H.O	12,668.00
22	Sri Santosh Kumar (I)	Office Executive	H.O	12,668.00
23	Sri Shikha Kumari	Office Executive	H.O	12,299.00
24	Sri Rakesh Kumar	Office Executive	H.O	12,668.00
25	Sri Sanjay Kumar	Office Executive	H.O	14,257.00
26	Sri Sayeed Ahmad	Office Executive	H.O	13,439.00
27	Sri Santosh Kumar	Office Executive	H.O	12,668.00
28	Sri Anil kumar	C.O	H.O	10,751.00
29	Sri Ajit Kumar	C.O	H.O	10,751.00
30	Sri Arun Kumar	C.O	H.O	11,074.00
31	Sri Sanjib Kumar jha	C.O	H.O	11,074.00
32	Sri Binod Kumar Ranjan	C.O	H.O	11,074.00
33	Sri Triloki Kumar	Peon	H.O	5,376.00
34	Sri Pikesh Kumar	Peon	H.O	5,376.00
35	Sri Chandan Kumar	Peon	H.O	5,703.00
36	Sri Mukesh Kumar Singh	Peon	H.O	5,376.00
37	Sri Chandan Kumar	S.A.E	CPIU	13,792.00
38	Sri Deepak kumar	Office Executive	CPIU	14,257.00
39	Sri Vivek Ranjan	Office Executive	CPIU	13,439.00
40	Smt. Rupam Kumari	Accounts Executive	CPIU	13,048.00
41	Sri Chhathu Kumar Mahto	Peon	CPIU	5,376.00
42	Sri Nandan Kumar	Peon	CPIU	5,219.00
43	Sri Deepak kumar mandal	Manager (Tech)	PIU -Katihar at Purnia	55,000.00
44	Sri Mahendra Ram	Office Executive	PIU -Katihar at Purnia	12,668.00

S.No	Name of Officer/ Employee	Designation	Location	Basic Pay
1	2	3	4	5
45	Sri Ritesh Kumar	Computer Operator	PIU -Katihar at Purnia	11,411.00
46	Sri Rakesh Kumar	Peon	PIU -Katihar at Purnia	5,544 .00
47	Sri Kamlesh kumar Pandey	Peon	PIU -Katihar at Purnia	5,544 .00
48	Sri Sushil Kumar	Accounts Executive	Khagaria	13,439.00
49	Sri Bishwanath Ram	Office Executive	Khagaria	12,668.00
50	Sri Vaibhaw Sagar	Manager (Tech)	Rajgir at Gaya	55,000.00
51	Sri Aniket Raj	Manager (Tech)	Rajgir at Gaya	55,000.00
52	Sri Raj Kumar	S.A.E	Rajgir at Gaya	13,390.00
53	Sri Abhishek Kumar	Accounts Executive	Rajgir at Gaya	14,257.00
54	Sri Md. Shakeel Ahmad	Office Executive	Rajgir at Gaya	13,048.00
55	Sri Brajesh Dutt Kumar	O.E	Rajgir at Gaya	13,439.00
56	Sri Krishna Kumar	Computer Operator	Rajgir at Gaya	10,751.00
57	Sri Md. Sameer	Computer Operator	Rajgir at Gaya	10,751.00
58	Sri Brij Kumar Vaidhya	Peon	Rajgir at Gaya	5,703.00
59	Sri Ramnath Kumar	Peon	Rajgir at Gaya	5,376.00
60	Sri Dharmendra Kumar	Peon	Rajgir at Gaya	5,703.00
61	Sri Pramod Kumar	Accounts Executive	6-Lane G.B.	14,258.00
62	Sri Gautam Gupta	O.E	6-Lane G.B.	13,439.00
63	Sri Siddharth Bhardwaj	Manager (Tech)	6-Lane G.B.	55,000.00
64	Sri Umesh Kumar	Accounts Executive	Muzaffarpur	12,668.00
65	Sri Rakesh Ranjan	Office Executive	Muzaffarpur	13,439.00
66	Sri Sanjeev Kumar	Peon	Muzaffarpur	5,376.00
67	Sri Dhiraj	Accounts Executive	Bhagalpur	14,257.00
68	Sri Kumud Ranjan	Office Executive	Samstipur	13,439.00
69	Sri Viveka Nand Jha	S.A.E	Gulzarbagh	13,792.00
70	Sri Chandan Kumar	Office Executive	Gulzarbagh	13,831.00



# CHAPTER -11

4(1)(b)(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Annexure-C1

BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED, PATNA  
REVENUE BUDGET FOR FY- 2022-23

(Rs.in Lakhs)

Sl.No.	Name of Projects	FY-2021-22 (Un Audited)				FY-2022-23	
	Particulers	Budgeted Expenditure (FY 2021-22)	Budgeted Agency & Contingency Charges (FY 2021-22)	Actual Expenditure (FY 2021-22)	Actual Agency & Contingency Charges calculated on actual expenditure in Civil Work (FY 2021-22)	Projected Expenditure (FY 2022-23)	Projected Agency & Contingency Charges calculated on Projected expenditure in Civil Work
1	2	3	4	5	6	7	8
A	BSHP-I						
1	SH-68 (Shivganj-Rafiganj-Baidrabad Path)	900.00	-	-	-	265.00	-
2	SH-69 (Dumaria-Sherghati-Ranitalab Path)	400.00	32.00	295.86	-	200.00	-
	Sub-Total (A)	1,300.00	32.00	295.86	-	465.00	-
B	BSHP-II						
1	SH - 78(Bihata-Sarmera Path)	15,000.00	-	7,564.90	-	-	-
2	SH - 81(Sakaddi-Nasirganj Path)	1,000.00	-	609.53	-	-	-
3	SH - 89(Siwan-Siswan Path)	-	-	-1,575.41	-	-	-
4	SH - 90(Mohammadpur-Chharpra Path)	1,000.00	-	309.30	-	-	-
5	SH - 91(Birpur-Udakishanganj Path)	500.00	-	1,231.23	-	-	-
	Sub-Total (B)	29,100.00	-	8,139.56	-	-	-
C	BSHP-II AF						
1	SH - 83(Bagi-Barbigha Path)	-	22.50	-	-	-	-
2	SH - 86(Saraiya-Motipur Path)	229.00	20.61	-0.47	-	-	-
3	SH - 87(Runnisaidpur-Bhiswa Path)	4,000.00	320.00	1,876.93	-	5,256.00	-
4	SH - 88(Baruna Bridge-Rasiari Path)	6,000.00	480.00	6,176.37	-	12,264.50	122.65
	Sub-Total (C)	10,229.00	843.11	8,052.83	-	17,520.50	122.65
D	BSHP-III						
1	SH - 82(Kadirganj-Khaira Path)	14,000.00	140.00	2,438.45	14.62	1,000.00	10.00
2	SH - 58(Udakishanganj-Bhatgama Path)	6,185.46	53.36	8,764.99	111.59	950.00	9.50
3	SH - 85(Akbar nagar -Amarpur Path)	7,500.00	75.00	6,312.27	36.59	1,056.00	7.20
4	SH - 102(Bihia-Jagdishpur-Bihra Path)	10,000.00	123.00	13,700.25	110.89	1,300.00	13.00
5	SH - 84(Ghogha-Panjwara Path)	9,000.00	90.00	7,405.75	46.28	4,600.00	46.00
	Sub-Total (D)	46,685.46	481.36	38,621.71	319.97	8,906.00	85.70
	BSHP-III (PHASE II)						
1	SH-95 (Mansi-Hardi chodhra Path)	-	-	-	-	5,223.00	195.00
2	SH-98(Katihar-Balram Path)	-	-	-	-	6,195.00	195.00
3	SH-99(waysi -bahadurgunj-Dighalbank Path)	-	-	-	-	6,748.00	195.00
4	SH-101(Amba -Dev-Madanpur Gaya Path)	-	-	-	-	9,608.00	295.00
5	SH-103(Majhwe-Govindpur Path)	-	-	-	-	4,300.00	195.00
6	SH-105(Betia -Narkatiyaganj Path)	-	-	-	-	5,465.00	195.00
	Sub-Total (E)	-	-	-	-	37,539.00	1,270.00
	Total BSHP	87314.46	1356.47	55109.96	319.97	64430.50	1478.35
E	PPP/EPC & Other Projects						
1	Bakhtiyarpur- Tajpur Path.	-	-	221.40	-	38,752.00	-
2	Gangapath (Digha to Didarganj )Project	90,000.00	7,200.00	53,064.38	3,525.12	62,757.00	627.57
3	AIIMS-Digha Elevated Proj.	8,000.00	-	1,777.02	-	1,000.00	-
4	R'block Digha Road (Phase-1)	1,500.00	15.00	967.14	7.27	613.80	6.14
5	R'block Digha Road (Phase-2)	3,000.00	30.00	3,002.16	85.60	450.00	4.50
6	Bhadraghat To Mittan Ghat	154.00	7.70	-	-	154.00	7.70
7	Khajekla ghat to Kangan Ghat	298.00	14.90	-	-	298.00	14.90
8	MITTAN GHAT TO KHAJEKALAN GHAT	79.00	3.95	-	-	79.00	3.95
9	Manuapul-Ratwal path	-	-	-	-	-	-
10	DPR	100.00	-	14.34	-	100.00	-
11	Sixth lane green field kachhi dargah to bidupur	84,351.00	6,400.00	29,945.96	1,783.14	66,546.00	4,592.00
12	Mithapur- Ramgovind Singh Mahuli Halt(Elevated)/At Grade Road	15,000.00	150.00	19,422.17	548.88	35,000.00	250.00
13	Gurugovind Singh Ghat to Patna Ghat	537.39	26.87	164.13	11.49	537.39	26.87
14	Patna Ghat To Damrahi Ghat	-	-	1,036.89	72.58	350.00	38.97
15	Guraru-Ismailpur Railways LC No.-11C ROB	-	-	2.49	-	892.00	62.44
16	Ismailpur-Rafiganj Rly Stn LC No. 19B ROB	-	-	345.03	-	1,771.00	88.55
17	ROBs(LC 02,10&25 SPL)	-	-	16.46	-	3,027.44	211.92
	Sub-Total (F)	203019.39	13848.42	109963.10	6034.09	209300.19	5723.59
F	Other Projects						
1	Renovation/ petty work of Various Agencies	100.00	-	-	-	100.00	-
	Sub-Total (G)	100.00	-	-	-	100.00	-
	Grand Total (A+B+C+D+E+F+G)	2,90,433.85	15,204.89	1,65,073.06	6,354.06	2,73,830.69	7,201.93

Satish Kumar  
10/3/2022  
N. M. Prasad

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10.03.2022  
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Heads		Expenditure in F.Y 2021-22														Expenditure in FY 2022-22	
	Budget for the F.Y 2021-22	Head Q.	R Block Digha	Bharsarif	CPU-Patna	PIU- Bhagalpur	PIU-sh-84 at Bhagalpur	PIU-Rajgir at Gaya	PIU- Madhepura	PIU- Muzaffarpur	PIU- Samastipur	PIU-Digha	PIU- Guizharbagh	PIU-Sit Lane	PIU-Jamui		
1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
A. Pay & Allowances	18,18,84,442	12,57,27,953															12,57,27,953
Total (A)	18,18,84,442	12,57,27,953															12,57,27,953
B. Administrative Expenses																	
1 Advertisement & Business Promotion & Publicity	1,03,00,000	82,07,061															82,07,061
2 Office Maintenance/Expense	7,40,76,000	5,15,23,970	1,405	14,89,284	1,89,368	2,89,511	1,456	11,89,527	3,00,940	1,05,929	18,940	40,238	11,16,210	21,86,378	4,131		5,84,57,250
3 Others(mention the expenditure head name)	1,60,74,000				13,74,111									1,20,000			14,94,111
Total (B)	10,04,50,000	5,97,31,031	1,405	14,89,284	15,63,479	2,89,511	1,456	11,89,527	3,00,940	1,05,929	18,940	40,238	11,16,210	23,06,378	4,131		6,81,58,462
Total (A+B)	28,23,34,442	18,54,58,984	1,405	14,89,284	15,63,479	2,89,511	1,456	11,89,527	3,00,940	1,05,929	18,940	40,238	11,16,210	23,06,378	4,131		19,38,86,415
C. Corporate Social Responsibility Expenditure & Donation to Others																	
1 Donation to CM Relief Fund	10,00,00,000	10,00,00,000															10,00,00,000
2 CSR & Others Expenses	5,00,00,000	81,90,377															81,90,377
Total (C)	15,00,00,000	10,81,90,377															19,81,90,377
G.Total (A+B+C)	43,23,34,442	29,36,49,361	1,405	14,89,284	15,63,479	2,89,511	1,456	11,89,527	3,00,940	1,05,929	18,940	40,238	11,16,210	23,06,378	4,131		30,20,76,792

Sanjay Kumar  
10/12/2022  
Manager Finance  
Jyoti  
10.07.2022  
CAO



1005-20-6206

**BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED**  
**Budget For Pay & Administrative Expenditure of Head Office, Patna**  
**FY 2022-23 (Amount in Rs.)**

Heads		Budget for the F.Yr 2021-22	Un-audited Expenditure for the Financial Year 2021-22	Budget for the F.Yr 2022-23
			Head Q.	Head Q.
1	2	3	3	4
A. Pay & Allowances		18,18,84,442	12,57,27,953	16,97,13,171
Total (A)		18,18,84,442	12,57,27,953	16,97,13,171
B. Administrative Expenses				
1	Advertisement, Business Promotion & Publicity	1,00,00,000	82,07,061	1,00,00,000
2	Bank Charges	10,000	702	1,000
3	Books, Periodicals & Magazines & new paper	1,00,000	2,300	1,00,000
4	Electricity	33,00,000	29,17,507	33,00,000
5	Festival & Celebration	1,00,00,000	18,16,161	1,00,00,000
6	Filing Fees	70,000	52,940	80,000
7	Generator Running Exp	2,50,000	62,000	2,00,000
8	Hire Charges - Vehicles	10,00,000	7,12,295	10,00,000
9	Legal, Professional & Audit Fee	1,50,00,000	20,40,073	1,00,00,000
10	Meeting Expenses	15,00,000	5,85,554	15,00,000
11	Miscellaneous /Off. Expenses	60,00,000	20,04,398	50,00,000
12	Office Maintenance (including Security Services)	1,20,00,000	1,00,86,591	1,40,00,000
13	Postage, Telegram & Courier	1,25,000	49,100	75,000
14	Printing & Stationery	40,00,000	2,72,22,231	35,00,000
15	Repairs & maintenance Building, P&M, Others	15,00,000	3,252	15,00,000
16	Staff Welfare & Sports Material	3,25,000	2,61,642	3,90,000
17	Subscription & Delegation Fees & Training	10,00,000	3,00,885	10,00,000
18	Telephone & Internet	27,00,000	23,94,626	32,40,000
19	Travelling & Conveyance	12,00,000	3,00,000	12,00,000
20	Vehicle Running, Insurance & Maintenance	12,00,000	7,03,814	12,00,000
Total (B)		7,12,80,000	5,97,31,031	6,72,86,000
C. Corporate Social Responsibility Expenditure				
1	Donation to CM Relief Fund	10,00,00,000	10,00,00,000	10,00,00,000
2	Donation to Others & CSR EXPS	5,00,00,000	81,90,377	5,00,00,000
Total (C)		15,00,00,000	10,81,90,377	15,00,00,000
G.Total (A+B+C)		40,31,64,442	29,36,49,361	38,69,99,171

Sd/-y Kumar  
10/3/2022

Sd/-y Kumar  
10/3/2022-50-

Sd/-

Amount in Rs.

FY 2022-23

## Budget For Pay &amp; Allowances

A. On Disputation		No of POST	Pay	GP	D A	H R A	M A	Proj. Allow.	Ti.A	Gross Pay	Emp. CFF	Grand total for one post per Month	For FY-2022-23	Add 10% for ACP+ ARREAR	Add 12% for Pension & Leave Encashment	Grand Total for Year	Month	Remarks
SLA Sanctioned Post																		
1 Managing Director		1	1,50,000	-	46,500	24,000	1,000	9,000	-	2,30,500	-	2,30,500	27,66,000	2,76,600	6,08,570	36,51,120	12	
2 Chief General Manager		1	1,13,000	-	-	-	-	-	-	1,13,000	-	1,13,000	13,56,000	1,35,600	2,98,320	17,89,920	12	
3 General Manager		4	1,42,700	-	44,237	22,832	1,000	8,562	-	2,19,331	-	8,77,324	1,05,27,888	10,52,789	23,16,135	1,38,96,812	12	
4 Deputy General Manager(Tech)		13	1,13,800	-	35,123	18,128	1,000	6,798	-	1,74,349	-	22,66,537	2,71,98,444	27,19,844	59,83,658	3,59,01,946	12	
5 Deputy General Manager(Admin)		1	85,000	-	-	-	-	-	-	65,000	-	65,000	7,80,000	-	-	7,80,000	12	
6 Deputy General Manager(Finance)		1	65,000	-	-	-	-	-	-	65,000	-	65,000	7,80,000	-	-	7,80,000	12	
7 Executive to Managing Director		1	90,500	-	28,055	14,480	1,000	5,430	-	1,39,465	-	1,39,465	16,73,580	1,67,358	3,68,188	22,09,126	12	
8 Manager(Tech)		24	78,500	-	24,335	12,560	1,000	4,710	-	1,25,345	14,400	33,53,880	4,02,46,560	40,24,656	88,54,248	5,31,25,459	12	
Total		46	8,18,000	-	1,79,250	92,000	5,000	34,500	4,240	11,31,990	14,400	71,10,706	8,33,28,472	83,76,847	1,84,29,064	11,21,34,383		

B. On Contract Basis		No of POST	Basic Pay	DA	Emp. EPF	Gross	For 3 months	For 9 Months	Total salary for year
SLA Sanctioned Post									
A. b		c	d	e	f	g	h	i	j
1 Company secretary		1	77,416	-	1,950	79,366	2,38,098	7,57,152	9,95,250
2 Chief Account Officer		1	21,218	34,798	1,950	57,966	1,79,898	5,99,948	7,73,846
3 Land Acquisition Consultant		1	55,000	-	-	55,000	1,65,000	4,95,000	6,60,000
4 Land Acquisition Officer		1	50,000	-	-	50,000	1,50,000	4,50,000	6,00,000
5 Audit Officer		1	44,148	-	-	44,148	1,32,444	3,97,332	5,29,776
6 Manager-Finance		1	28,516	46,766	1,950	77,232	2,31,695	7,99,347	10,31,042
7 Manager- PR		1	28,516	46,766	1,950	77,232	2,31,695	7,99,347	10,31,042
8 Manager-Account		1	25,396	41,551	1,950	68,897	2,06,511	7,12,462	9,18,973
9 Manager-Tech		15	55,000	-	1,950	8,54,250	20,51,064	76,88,250	97,39,314
10 Manager-Legal		1	22,511	36,917	1,950	61,378	1,84,133	6,35,259	8,19,392
11 Manager-IT		1	40,000	-	1,950	41,950	1,25,850	4,34,183	5,60,033
12 Manager-Admin		1	27,685	45,403	1,950	75,038	2,25,114	7,76,643	10,01,757
13 Senior Account Executive		12	13,792	20,412	1,950	4,33,844	13,01,533	44,90,290	57,91,823
14 Steno		6	10,000	16,400	1,950	1,70,100	99,831	17,60,532	18,60,366
15 Office Executive		30	13,842	22,701	1,950	11,54,795	34,64,385	1,19,52,121	1,54,16,514
16 Account Executive		7	13,842	22,701	1,950	2,69,432	8,08,357	27,88,831	35,97,187
17 Computer Operator		15	11,074	18,161	1,950	4,67,768	14,03,304	48,41,391	62,44,702
18 Driver		2	8,000	13,120	2,746	47,731	1,43,194	4,94,011	6,37,212
19 Peon		18	5,376	8,816	1,900	2,89,648	8,68,945	29,97,851	38,66,804
20 Guard		7	5,376	8,816	1,900	1,12,641	3,37,923	11,65,831	15,03,757
Total		123	5,56,645	3,83,328	33,846	44,58,376	1,25,42,972	4,50,35,811	5,75,78,788

Expected Expenditure	11,21,34,383
On A.	5,75,78,788
On B.	16,97,13,171
Total Expenditure for the Year	

Sanjiv Kumar  
10/2/2022  
Manager Finance  
CFO

Su

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# CHAPTER -12



4(1)(b)(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Not applicable.

# CHAPTER -13

4(1)(b)(xiii) Particulars of recipients of concession, permits or authorizations granted by it;

Not applicable.



# CHAPTER -14

4(1)(b)(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

No information in electronic form is held by Bihar State Road Development Corporation Limited.

# CHAPTER -15



4(1)(b)(xv) The particulars of facilities available in citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Not available.

# CHAPTER -16

4(1)(b)(xvi) The names, designations and other particulars of the Public Information Officers;

S. No	Office Name	First Appellate Authority	Public Information Officer
1	BSRDCL, HQ	Sri Sanjay Kumar Chief General Manager- Mob : 9110036660.	Sri Rajnish Raman, Deputy General Manager (Tech.), Mob : 9431005704.
2	PIU, Gaya	Sri Rajnish Raman, Deputy General Manager (Tech.), Mob : 9431005704 Email: dgmpgiugaya@gmail.com	Sri Sanjeet Kumar, Manager (Tech.), Mob : 9431005721
3	PIU, Muzaffarpur.	Sri Raj kumar Deputy General Manager (Tech.) Mob: 9431005714 Email : muzaffarpurbsrdcl@gmail.com	Sri Ajay Kumar, Manager(Tech.), Mob : 9431005732
4	PIU, Khagaria	Sri Anjani Kumar, Deputy General Manager (Tech.), Mob: 9431005694 Email: dgm.bsrclmadhepura02@gmail.com	Sri Ravi kant, Manager (Tech.) Mob: 9431005723
5	PIU, Samastipur	Sri Brajsen, Deputy General Manager (Tech.), Mob. No: 9431005706. Email: dgmpiusamastipur2@gmail.com	Sri Shankar Dayal , Manager (Tech.) Mob. No: 9431005734.
6	PIU, Katihar at Purnia	Sri Anjani Kumar, Deputy General Manager (Tech.), Mob: 9431005694. Email: dgmpgiukatihar@gmail.com	Sri Ranjit Kumar, Manager (Tech), Mob :9110036675
7	PIU, 6 Lane Ganga Bridge	Sri Brajsen, Deputy General Manager (Tech.), Mob. No: 9431005706. Email: piusixlane.bsrcl@gmail.com	Sri Mukesh Kumar, Manager (Tech.), Mob: 9431005715.
8	PIU, Gulzarbagh	Sri Arun Kumar, Deputy General Manager (Tech.) Mob no: 9431005719. Email: dgmpgiugulzarbagh@gmail.com	Sri Samrendra Nath Jha, Manager (Tech.), Mob : 9431928829.
9	CPIU, Patna	Sri Bablu Kumar, Deputy General Manager (Tech.) Mob : 9431005730 Email : cpiu.pat@gmail.com	Sri Amit Kumar Manager (Tech.), Mob : 9473400313



# CHAPTER -17

4(1)(b)(xvii) Such Other information as may be prescribed and thereafter update these publications every year;