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**GOVERNMENT OF MAHARASHTRA**

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

**STANDARD CODE RULES, 1998**

*Terms and Conditions of Service of  
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## GOVERNMENT OF MAHARASHTRA

Higher, and Technical Education Department,  
Mantralaya Annex, MUMBAI - 400 032, Dated the .....

In exercise of the powers conferred by sub-Section (3) of Section (8) of the Maharashtra Universities Act, 1994, the Government of Maharashtra hereby makes the rules prescribing the Standard Code Rules providing for the terms and conditions of service of the non-teaching employees including Officers of the Universities in the Maharashtra State and of the Colleges/Recognised Institutions other than those managed and maintained by the State/Central Government and local authorities.

### CHAPTER-I

#### SHORT TITLE, COMMENCEMENT AND DEFINITIONS.

- |    |   |                               |
|----|---|-------------------------------|
| 1. | (1) These Rules may be called the Maharashtra Universities (Non Teaching Employees) Standard Code Rules, 1998.  | Short Title and Commencement. |
|    | (2) These Rules come into force with effect from _____ 199 .  |                               |
| 2. | The employee accepts the employment under the University, College or Recognised Institution, as the case may be, with full understanding and agreement to work in furtherance of the objectives, development and welfare of the institution that he serves, by placing all his time, energy, intelligence, skill at the disposal of the employer and by complying with the provisions of the Act, Statutes, Standard Code, Ordinances, Rules and Regulations and such other directives of the University Authorities, orders of the Management and of the Officers competent to issue them, issued from time to time. Hence these Rules shall apply to all non-teaching employees including the Officers working in the Universities, Colleges, and Recognised Institutions. Except where it is otherwise expressed or implied, they shall apply to : | Extent of application.        |
|    | (1) Full-time non-teaching employees of the Universities, Colleges and Recognised Institutions; and   |                               |
|    | (2) Persons appointed under the sub-Section (2) of Section 8 of the Act.  |                               |
| 3. | The Government shall have the right of interpretation of these Rules.   | interpret                     |
| 4. | Where Government is satisfied that the operation of any of these Rules causes or is likely to cause undue hardship in the case of any employee or class of employees, working in the Universities, Colleges and/or Recognised   | Powers of relaxation          |

Institutions, it may exempt any such employee or class of employees from any provisions of these Rules or may direct that such provisions shall apply to said employees with such modifications not affecting the substance thereof as may be specified.

- |   |    |  |
|---|----|--|
| Validity of terms of contract                         | 5. | The terms of a specific contract enforceable as provided by the Act, necessarily override the provisions of these Rules.   |
| Exercise and delegation of (powers under these Rules) | 6. | No powers may be exercised or delegated under these Rules, except in consultation with the Appointing Authority, as mentioned in the Act.  |
| Definitions   | 7. | The definitions given in the Act shall hold good for the purpose of these Rules. In these Rules, unless the context otherwise requires; <ol style="list-style-type: none"> <li>(1) 'Act' means the Maharashtra Universities Act, 1994;</li> <li>(2) 'Appendix' means appendix appended to these Rules;</li> <li>(3) 'Appointing Authority' means the authority competent to make the appointments.</li> <li>(4) 'Audit Officer' means an Audit Officer appointed by the Comptroller and Auditor General of India, whatever his official designation, in whose circle of audit the employee is serving or has served;</li> <li>(5) 'Authority' means the authority of the University as provided by or under the Act;</li> <li>(6) 'Cadre' means strength of the service or a part of service, sanctioned as a separate unit, by the Government from time to time;</li> <li>(7) 'College' means affiliated, conducted and/or autonomous college of the University;</li> <li>(8) 'Competent Authority' means the authority competent to exercise different powers under the Act and in these Rules;</li> <li>(9) 'Continuous Service' means service rendered by the employee, under the Appointing Authority or Authorities, without any break. ✕</li> <li>(10) 'Compensatory Allowance' means an allowance granted to meet personal expenditure necessitated by the special circumstances in which</li> <li>(11) 'Agreement' means the contract entered into in writing between the employee and the Competent Authority/Officer or the person authorised;</li> </ol> |

- (12) 'Controller of Examinations' means the Controller of Examinations of the University;
- (13) 'Director, BCUD' means the Director of Board of College and University Development of the University.
- (14) 'Disciplinary Authority' means the Authority or the officer authorised to take disciplinary action against the employee, except otherwise provided in the Act, and the management in case of the employee working in the College or Recognised Institution.
- (15) 'Duty' means the compliance of the things the employee is expected to do by the virtue of taking a job or assuming an office and as explained in these rules.
- (16) 'Employee' means a non-teaching employee duly appointed in the employment of the University, College or Recognised Institution on approved post, on a scale of pay, by following the procedure prescribed.
- (17) 'Employer' means the University, constituted under the Act, the *Manager* College or Recognised Institution, as the case may be;
- (18) 'Employment Exchange' means the office established by the Government where the eligible and desirous candidates register their names for employment and includes Social Welfare Office, Tribal Development Office, Soldier Welfare Board and such other bodies authorised by the Government for the purpose;
- (19) 'Emoluments' means, salary, leave salary, subsistence allowance or compensatory allowance, if any, payable to the employee and includes any remuneration of the nature of salary received in respect of foreign service;
- (20) 'Family' means the wife or husband of the employee, as the case may be, legitimate children including adopted children, step children, parents, sisters and brothers, if residing with and wholly dependent on him;
- (21) 'First Appointment' means the appointment of a person who is not holding any appointment, for the time being, under the University, College or Recognised Institution, even though he may have previously held any such appointment either temporary or on tenure basis;
- (22) 'Form' means a form appended to these Rules;

- (23) 'Foreign Service' means service in which the employee receives his salary, with the sanction of the Competent Authority, from any source other than the University Fund or funds and finance of the management of the College, Recognised Institution or any other organization, as the case may be;
- (24) 'Finance and Accounts Officer' means Finance and Accounts Officer of the University;
- (25) 'Government' means the Government of Maharashtra;
- (26) 'Grievances Committee' means a Committee constituted under the Act;
- (27) 'Holiday' means a Sunday, a weekly off or any other day declared as holiday by the University, College or Recognised Institution; *by Govt*
- (28) 'Honorarium' means recurring or non-recurring payment granted to the employee from the University, College or Recognised Institution fund, as remuneration for special work of occasional or of intermittent character;
- (29) 'Joining Time' means the time limit prescribed for and the period availed of by the employee to join a new post and includes period of travel to or from a station to which he is posted;
- (30) 'Joint Director' means the Joint Director of Higher Education of the Region concerned;
- (31) 'Leave' means permission granted by the Competent Authority to the employee to remain absent from duty;
- (32) 'Leave Salary' means the monthly emoluments paid by the University, College or Recognised Institution to its employee on leave;
- (33) 'Lien' means title of the employee who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;
- (34) 'Local Managing Committee' means a Committee constituted for a College or Recognised Institution under the Act;
- (35) 'Medical Authority' means the University Medical Officer, Medical Board constituted by the Competent Authority or the Civil Surgeon, as the case may be, or the registered medical practitioner from the panel approved by the Management.
- (36) 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day

in one month to corresponding day of the next calendar month.

- (37) 'Officiate' means to carry out function and/or duties of the post on which another person holds a lien or of the vacant post on which no other employee holds a lien;
- (38) 'Pay' means the amount drawn on monthly basis sanctioned for a post, in scale of pay held substantively or in officiating capacity and includes Personal pay, Special Pay, dearness pay and any other emoluments specially classed as 'Pay' by the Government from time to time.
- (39) 'Permanent Post' means the post, carrying a definite scale of pay, sanctioned without time limit; *or such post for long time or time*
- (40) 'Pension' means monthly emoluments payable to the employee after his retirement from the service, as per the Government Rules from time to time and includes gratuity;
- (41) 'Pensionable Pay' means average pay earned by employee for the period as may be decided by the Government from time to time;
- (42) 'Pensionable Service' means service, which qualifies the employee to receive a pension from the Government.
- (43) 'Personal Pay' means additional pay granted to a non-teaching employee.
- (a) to save him from a loss of substantive pay in respect of permanent post other than the tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure; or
- (b) in exceptional circumstances, on other personal considerations;
- (44) 'Presumptive Pay' means the pay of a post to which the employee would be entitled, had he held the said post and had he been performing its duties;
- (45) 'Principal' means a Head of the College or Recognised Institution appointed by or under the Act and approved by the University;
- (46) 'Provident Fund' means the University, College, or Recognised Institution Staff Provident Fund; *with any other C.I.C. or*
- (47) 'Qualifying Service' means the service rendered by the employee for which the pension is payable, under these Rules.
- (48) 'Registrar' means Registrar of the University; *to the extent of 100% months*
- (49) 'Salary' means total monthly emoluments drawn by the employee and includes pay and allowances admissible from time to time;

- (50) 'Salary Grant' means the grant received from the Government against the salary of approved employees working in the University, College or Recognised Institution; *for*
- (51) 'Scale of pay' means pay which, subject to any conditions prescribed in these Rules, rises by periodical increments from a minimum to a maximum;
- Explanation - The Scales of Pay are said to be identical if the minimum, the maximum, the period of increment and the rate(s) of increments are identical;*
- (52) 'Scheduled Castes' means such castes, races or tribes or part of or group within such castes, races or tribes as are deemed to be scheduled castes, in relation to the State of Maharashtra under Article 341 of the Constitution of India;
- (53) 'Scheduled Tribes' means such tribes or tribal communities or parts or groups within such tribes or tribal communities as are deemed to be scheduled tribes in relation to the State of Maharashtra under Article 342 of the Constitution of India residing in any part of Maharashtra and for the purposes of these Rules, includes Denotified and Nomadic Tribes;
- (54) 'Scheme' means the academic programmes approved by the Competent Authority or by the funding agency and shall include the programme which is not covered by the Salary Grant Scheme of the Government, the programme funded by the other agencies like UGC, DST, CSIR, etc. which is not supported by the Government, the research chair to which the Government Salary Grants are not sanctioned or the activity under the University which is covered by the provisions of Sub-Section (2) of Section 8 of the Act.
- (55) 'Selection grade' means a scale of pay sanctioned specifically, for a post or a cadre as a selection grade by an order of the Competent Authority, approved by the Government from time to time;
- (56) 'Special Pay' means additional pay granted to the post and / or to the employee in consideration of the specially arduous nature of duties or specific addition to the work of responsibility;
- (57) 'Subsistence Allowance' means monthly grant made to the employee, who is not in receipt of pay or leave salary during the period of his suspension;
- (58) 'Substantive appointment' means an appointment made in a

substantive or a permanent capacity in a permanent post which is clearly vacant;

- (59) 'Substantive pay' means the pay, personal pay or emoluments classed as pay, under these Rules to which the employee is entitled, on account of a post to which he has been appointed substantively or by reasons of his substantive position in the Cadre; but does not include special pay.
- (60) 'Surplus employee' means the <sup>permanent</sup> employee duly declared as surplus by the Government due to the non availability of the work in the University, College or Recognised Institution, or to closure of the faculty department or subject in the University, College or Recognised Institute or to closure of the College or Recognised Institution, as the case may be.
- (61) 'Tribunal' means the Tribunal established under the Act;
- (62) 'Temporary appointment' means an appointment of the employee on a purely temporary basis or for a stipulated period against a permanent post or a tenure post or a temporary post.
- (63) 'Tenure post' means a permanent post which the employee may not hold for more than a limited time without reappointment or a temporary post which is sanctioned / created for specified limited period only;
- (64) 'Transfer' means the transfer of the employee from one post to another post at the same or another station, either to take up the duties of other post or in consequence of change of headquarters;
- (65) 'Transit time' means the actual period required to reach the destination of tour or transfer from headquarters or from one outstation to another, subject to maxima as prescribed;
- (66) 'Union' means employees' union registered under Trade Union Act, 1926 and duly recognised under the Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971.
- (67) 'University' means the University specified in the Act;
- (68) 'University Fund' means the funds of the University as provided by the Act;
- (69) 'Vice-Chancellor' means the Vice-Chancellor of the University;
- (70) 'Working hours' means the working hours prescribed by the Government or by the University for the employees working in the University, College or Recognised Institution from time to time.

## CHAPTER-II

## CLASSIFICATION AND RECRUITMENT

Classifica- 8.  
tion

The Employees of the University, College or Recognised Institution shall be classified as follows;

of pay - ?  
of amount - ?  
of groups  
A - 10 D

- (1) Super Class I shall include the Registrar, the Director, Board of College and University Development, the Finance and Accounts Officer, the Controller of Examinations and such other Officers designated by the Act or by the Statute; and be designated as officers;
- (2) Class I shall include Deputy Registrars, Assistant Registrars and such other Officers working in the pay scale of Rs. \_\_\_\_\_ and above; and be designated as officers;
- (3) Class II shall include employees working in the pay scale of \_\_\_\_\_ and above, such as Section Officers, Superintendents, College Registrars, etc. in the University, College, Recognised Institutions and such other employees who are not included in Class I and be designated as Supervisors.
- (4) Class III shall include employees of the University, College, or Recognised Institution, who are working in the pay scale of Rs. \_\_\_\_\_ and above and who are not included in the Class I and Class II and be designated as ministerial staff.
- (5) Class IV shall include employees of the University, Colleges or Recognised Institutions who are not included in Class I, II or III, and be designated as non-ministerial.

Provided that the person who is appointed and holding the post which is classified as Class IV hitherto before 1st Jan. 1986 shall continue to be classified in Class IV though the pay scale for the said post is Rs. \_\_\_\_\_ and above.

Recruitment 9.

- (6) The classification and the cadre shall exist even if there is at least one employee in that cadre under the University, College or Recognised Institution.
- (1) The appointment in Super Class I or Class I, except as otherwise provided in the Act, shall be made by the Vice-Chancellor, strictly on the recommendations of the Selection Committee constituted under the Act. The appointment order shall be issued under the signature of the Registrar.





- (2) The appointment, in Class II, III or IV in the University shall be made by the Registrar, strictly on the recommendations of the Selection Committee. The appointment order shall be issued under the signature of the Registrar.
- (3) The appointment in the College or Recognised Institution shall be made by the Management, strictly on the recommendation of the Selection Committee. The appointment order shall be issued under the signature of the Principal, the Secretary or the person duly authorised by the Management.
10. (1) The post of Registrar, when available for filling in or in anticipation of the vacancy, shall be widely advertised and applications invited. The persons duly qualified and eligible shall be invited for the test and/or interview, with intimation of at least thirty clear days. The particulars of the candidates invited shall be furnished to the members of the Selection Committee at least fifteen clear days in advance. The Selection Committee may adjudge the performance of the candidates and recommend a name or names in order of preference. The Vice-Chancellor shall appoint the person as Registrar, strictly as per the recommendations of the Selection Committee, for a term of five years. The person appointed as Registrar shall be eligible for reappointment.
- (2) Subject to the provisions of the Act, the qualifications and the pay scales for the post of Registrar shall be as prescribed by the University Grants Commission and approved by the Government from time to time.
- (3) In addition to the qualifications prescribed in Sub-Rule (2) above the Registrar shall have proficiency in Marathi.
- (4) The Registrar shall execute a contract of service as prescribed in the Appendix.
- (5) In addition to the pay and allowances admissible, the Registrar shall be also entitled to rent-free quarters, appropriate conveyance and such other benefits as may be approved by the Competent Authority.
- (6) The person appointed as Registrar shall hold lien, if any, on the post on which he is confirmed prior to such appointment. He shall be entitled to retain his past service and the service rendered as the Registrar shall be treated as continuous and qualifying service.

Registrar

Director,  
Board of  
College  
and  
University  
Develop-  
ment  
(B.C.U.D.)

- (7) The person appointed as Registrar shall be entitled to earn, accumulate, enjoy or surrender the leave admissible under these rules and shall be entitled to encash the same at the end of his tenure or at the end of his service.)
- (8) If the person appointed as the Registrar chooses to retire or superannuates while in the service, he shall be entitled to the retirement benefits based on the pay drawn as Registrar.
- (9) The person appointed as Registrar may at any time during the tenure, vacate his post by giving one month's notice in writing to the Vice-Chancellor or salary in lieu thereof.
- (10) The age of retirement of Registrar shall be of 60 years.
- (11) In addition to the duties and responsibilities provided by the Act, the Registrar shall perform such other duties and responsibilities as are prescribed in the Appendix.
11. (1) The post of the Director, Board of College and University development when available for filling in, shall be circulated amongst the professor of the University, Institutions, Departments, the Principals of the Colleges and Recognised Institutions, in the grade of Professor and particulars of such willing persons be invited. The Vice-Chancellor, after consideration of the particulars of the proposals received and the requirements of the post, shall nominate a suitable person as Director, BCUD.
- (2) In addition to the qualifications prescribed in Sub-Rule (1) above the Director, BCUD shall have proficiency in Marathi.
- (3) Subject to the provisions of the Act, the person nominated as the Director, BCUD shall have a tenure of five years, co-terminus with the term of the Vice-Chancellor or till he attains age of 60 years, whichever is earlier.
- (4) The person nominated as the Director, BCUD shall hold a lien on the post in which he is confirmed prior to such nomination. He shall be entitled to retain his past service and the service rendered as the Director, BCUD shall be treated as continuous and qualifying service.
- (5) The person nominated as the Director, BCUD shall execute a contract of service as prescribed in Appendix.
- (6) When the office of the Director, BCUD falls vacant or when the Director is, by reason of illness or absence or any other cause, unable

to perform the duties of the office, the Vice-Chancellor shall nominate a professor or Principal in the grade of Professor to officiate as Director, for a period not exceeding six months or only until a new Director is appointed or the Director resumes duties as the case may be.

- (7) The person nominated as Director, BCUD shall be entitled to earn, accumulate, enjoy or surrender the leave admissible under these rules and shall be entitled to encash the same at the end of his tenure or at the end of his service.
- (8) Subject to the provisions of the Sub-Rule(4) if the person appointed as the Director, BCUD chooses to retire or superannuates while in the post, shall be entitled to the retirement benefits based on the pay drawn as Director, BCUD.
- (9) The person appointed as Director, Board of College and University Development may at any time during the tenure, vacate his post by giving one month's notice in writing to the Vice-Chancellor or salary in lieu thereof.
- (10) In addition to the duties and responsibilities provided by the Act, the Director, BCUD shall perform such other duties and responsibilities as prescribed in the Appendix.
12. (1) The post of Controller of Examinations, when available for filling in or in anticipation of the vacancy, shall be widely advertised and applications invited. The persons duly qualified and eligible shall be invited for the test and/or interview, with intimation of at least thirty clear days. The particulars of the candidates invited shall be furnished to the members of the Selection Committee at least fifteen clear days in advance. The Selection Committee may adjudge the performance of the candidates and recommend a name or names in order of preference. The Vice-Chancellor shall appoint the person as Controller of Examinations, strictly as per the recommendation of the Selection Committee, for the term of five years. The person appointed as Controller of Examinations shall be eligible for reappointment.
- (2) Subject to the provisions of the Act, the qualifications and pay scale for the post of Controller of Examinations shall be as prescribed by the Government, from time to time.
- (3) In addition to the qualifications prescribed in Sub-Rule (2) above the Controller of Examinations shall have proficiency in Marathi.

Controller  
of  
Examinations

(4) The person appointed as the Controller of Examinations shall execute a contract of service as prescribed in Appendix.

(5) The person appointed as Controller of Examinations shall hold a lien on the post in which he is confirmed prior to such appointment. He shall be entitled to retain his past service and the service rendered as the Controller of Examinations shall be treated as continuous and qualifying service.

(6) When the office of the Controller of Examinations falls vacant or when the Controller is, by reason of illness or absence or any other cause, unable to perform the duties of the office, the Vice-Chancellor shall appoint a suitable person to officiate as Controller of Examinations, for a period not exceeding six months or only until a new Controller is appointed or the Controller resumes duties as the case may be.

(7) In addition to the pay and allowances admissible, the Controller of Examinations shall be entitled to rent-free quarters.

(8) The person appointed as Controller of Examinations shall be entitled to earn, accumulate, enjoy or surrender the leave admissible under these rules and shall be entitled to encash the same at the end of his tenure or at the end of his service.

(9) If the person appointed as the Controller of Examinations chooses to retire or superannuates while in the service, shall be entitled to the retirement benefits based on the pay drawn as Controller of Examinations.

(10) The person appointed as Controller of Examinations may at any time during the tenure, vacate his post by giving one month's notice in writing to the Vice-Chancellor, or salary in lieu thereof.

(11) The age of retirement of the Controller of Examinations shall be sixty years if he is from teaching and fifty-eight years if he is from non-teaching cadre.

(12) In addition to the duties and responsibilities provided by the Act, the Controller of Examinations shall perform such other duties and responsibilities as are prescribed in the Appendix.

Finance  
and  
Accounts  
Officer

13. (1) (a) The post of Finance and Accounts Officer, when available for filling in or in anticipation of the vacancy, shall be widely advertised and applications invited. The persons duly qualified and

if permissible  
as per MCSR  
(Pension) Rules

eligible shall be invited for the test and/or interview, with intimation of at least thirty clear days. The particulars of the candidates invited for test and/or interview shall be furnished to the members of the Selection Committee at least fifteen clear days in advance. The Selection Committee may adjudge the performance of the candidates and recommend a name or names in order of preference. The Management Council shall appoint the person as Finance and Accounts Officer strictly as per the recommendations of the Selection Committee.

- (b) Management Council may appoint a person as a Finance and Accounts Officer by obtaining the services of a suitable person on deputation from the Government or the Government of India, from appropriate cadre.
- (2) (a) Subject to the provisions of the Act, the qualifications and the pay scales for the post of Finance and Accounts Officer shall be as prescribed by the Government, from time to time.
- (b) The age of the person being appointed as Finance and Accounts Officer shall not be (less than forty years and not) more than fifty years unless he is in the service of the University, College or Recognised Institution.
- (3) In addition to the qualifications prescribed in Sub-Rule (2) above the Finance and Accounts Officer shall have proficiency in Marathi and in University Accounts Code.)
- (4) The Finance and Accounts Officer shall execute a contract of service as prescribed in the Appendix.
- (5) The person appointed as Finance and Accounts Officer shall hold lien, if any, on the post on which he is confirmed prior to such appointment.
- (6) When the office of the Finance and Accounts Officer falls vacant or when the Finance and Accounts Officer is, by reason of illness or absence or any other cause, unable to perform the duties of the office, the Vice-Chancellor shall appoint a suitable person to officiate as Finance and Accounts Officer for a period not exceeding six months or only until a new Finance and Accounts Officer is appointed or the Finance and Accounts Officer resumes duties as the case may be.
- (7) The person appointed as Finance and Accounts Officer shall be entitled to earn, accumulate, enjoy or surrender the leave admissible under

these rules and shall be entitled to encash the same at the end of his tenure or at the end of his service.)

- (8) If the person appointed as the Finance and Accounts Officer chooses to retire or superannuates, while in the post, shall be entitled to the retirement benefits based on the pay drawn as Finance and Accounts Officer.
- (9) The age of retirement of Finance and Accounts Officer shall be of sixty years if he is from teaching or fifty-eight years if he is from non-teaching cadre.
- (10) The person appointed as Finance and Accounts Officer may at any time during the tenure, vacate his post by giving one month's notice in writing to the Vice-Chancellor or salary in lieu thereof.

(11)

Director of 14.  
Student's  
Welfare

1  
within the  
jurisdiction  
of the  
university

- (1) The post of the Director of Students' Welfare, when available for filling in, shall be circulated amongst the teachers of the University, Colleges and Recognised Institutions, and particulars of such persons will be invited. The Vice-Chancellor, after consideration of the particulars of the proposals received and the requirements of the post, shall nominate a suitable person as Director of Students' Welfare.
- (2) The person nominated as the Director of Students' Welfare shall be entitled to receive the salary in the scale of pay of the position occupied by him before such nomination.
- (3) The Director of Students' Welfare shall have proficiency in Marathi.
- (4) The services of the Director of Students' Welfare shall be governed by these Rules.

Provided that if full time University teacher is appointed as a Honorary Director of Students' Welfare, his services shall be governed by the service conditions of the teacher.

- (5) Subject to the provision of the Act, the person appointed as the Director shall hold the office for two years and shall be eligible for reappointment. The person holding the post of Director of Students' Welfare may vacate the post before the expiry of his tenure by giving one month's notice to the Vice-Chancellor.
- (6) When the office of the Director of Students' Welfare falls vacant or when the Director of Students' Welfare is, by reason of illness or absence or any other cause, unable to perform the duties of the office,

the Vice-Chancellor shall nominate a teacher of University, College or Recognised Institution to officiate as Director of Students' Welfare for a period not exceeding six months or only until a new Director of Students' Welfare is appointed or the Director of Students' Welfare resumes duties, as the case may be.

(7) He shall retain lien on the post held by him in the University, College or Recognised Institution before such nomination and at the end of the tenure he shall be entitled to revert to that post. The service rendered by him as Director of Students Welfare shall be held as continuous and qualifying service.

(8) The age of retirement of the Director of the Students' Welfare shall be sixty years.

15. (1) The person, occupying a tenure post in 'Super Class I' by nomination or by appointment, shall be intimated six months prior to the date of expiry of his tenure; whether, he is being reappointed or otherwise.

(2) The person occupying a tenure post in Class I by appointment shall be intimated three months prior to the date of expiry of his tenure whether he is being reappointed or otherwise.

(3) In case the person appointed/nominated on a tenure position is not being reappointed, the process of selection/nomination as prescribed shall commence forthwith.

16. The posts in Class I and II shall be filled in, to the extent possible, by selection upto 25% and by promotion upto 75% of the cadre strength.

17. (1) Appointment by selection to the post of Deputy Registrar or equivalent post shall be made from amongst the persons :

(a) who possess degree of any Statutory University and in addition, the qualifications for the technical post(s) and any other desirable qualifications prescribed by the Appointing Authority,

(b) who are not less than thirty five years of age and not more than forty five years of age, unless already in the service of the University, College or Recognised Institution.

(c) who have administrative experience of at least three years in the cadre of Assistant Registrars or equivalent cadre in the University or in other organisation.

(2) The selected candidate shall be on probation for a period of two years, during which he shall have to pass the Departmental Examinations, as prescribed.

Re-appoint-  
ment

Class II  
Superinten-  
dent and  
Equivalent  
posts

Selection  
of Deputy  
Registrars  
and  
Equivalent  
Posts

Ministerial  
and  
Technical  
posts in  
Class III

Assistant  
Registrars  
and  
Equivalent  
Posts

18. (1) The appointment by selection to the post of Assistant Registrar or equivalent post shall be made from amongst the persons :-

(a) who possess a degree of statutory University and in addition the qualifications for the Technical Post(s) and any other desirable qualifications if any, prescribed by the Appointing Authority.

(b) who are not less than thirty years of age and not more than forty years of age, unless already in the service of the University, College or Recognised Institution.

(c) who have administrative experience of at least three years as a Superintendent, Section Officer or equivalent cadre in the University, College, Recognised Institution or other organisation.

(2) The selected candidate shall be on probation for period of two years; during which he shall have to pass the Departmental Examination as prescribed.

Class II  
Superinten-  
dent and  
Equivalent  
posts

19. (1) Appointment by selection to the post of Superintendent or Section Officer or equivalent post shall be made from amongst the persons -

(a) who possess degree of statutory University and any other desirable qualification prescribed by the Appointing Authority for a specific post.

(b) who are not less than twenty five years of age and not more than thirty five years of age, unless already in the service of the University, College or Recognised Institution.

(c) who have administrative experience of at least three years as Assistant Superintendent, Assistant Section Officer, or equivalent Cadre in the University, College, Recognised Institution or other organisation.

(2) Selected candidate shall be on probation for a period of two years, during which he will have to pass the Departmental Examination as prescribed.

Ministerial  
and  
Technical  
posts in  
Class III

20. (1) Appointment to the junior post carrying the lowest scale of pay in class III in the University, College or Recognised Institution, shall be made by selection from amongst the persons :

(a) who have passed S.S.C., equivalent or higher examination, and in respect of the technical post(s) where S.S.C. is not required and desirable qualifications if any prescribed by the Competent Authority.

Permitted,  
lecturers  
with three-  
years exp.

in

- (b) who are not less than eighteen years of age and not more than thirty years of age;
- (c) who possess the minimum technical qualifications if any, prescribed for the post by the Appointing Authority, and
- (d) who are recommended by the Employment Exchange,
- (2) Selected Candidate shall be on probation for a period of two years; during which he will have to pass the Departmental Examination as prescribed.
21. (1) Appointments to posts in the lowest cadres of Class IV shall be made by selection from amongst the candidates :-
- (a) who are not less than eighteen years of age and who are not more than thirty years of age; and
- (b) who are recommended by the Employment Exchange.
- (c) who have passed Standard IV examination .
- (2) Selected candidate shall be on probation for a period of two years.
22. (1) Post(s) in Class I and II to be filled in by selection shall be duly and widely advertised, according to the draft approved by the Appointing Authority, together with particulars of minimum and/or additional/ desirable qualifications, as prescribed, emoluments, number of posts, posts which are reserved for women and for Scheduled Castes or scheduled Tribes or Other Backward Classes. The Appointing Authority, in the prescribed form, may determine reasonable time for submission of application which shall ordinarily not be less than thirty clear days.
- (2) The vacancies in Class III and IV, to be filled in by selection, and subject to Sub-Rule 3(b) of Rule 23, shall be intimated to the Employment Exchange alongwith the particulars of the positions, scale of pay, qualifications, reservation etc. and invite names of suitable candidates.
- Provided that, in case of a retired Class III or IV employee, who has no son or daughter already in service, one son or daughter may be called for test and/or interview if that son or daughter has registered his/her name with Employment Exchange, possesses the qualifications required for the post and has duly applied.

Non-  
Ministerial  
posts  
included in  
Class IV

Appoint-  
ment by  
Selection

- (3) The suitable candidates may be examined through a written test and/ or interview by a Selection Committee.
- (4) The candidates who have applied in response to the advertisement as per Sub-Rule (1) or those recommended under Sub-Rule (2) and who fulfill the conditions of qualifications and experience may be examined through a written test and/or interview by the Selection Committee. Ordinarily the suitable candidates invited for interview shall not exceed the following ratios of number of vacancies to number of candidates.
- 1 : 10; 2 : 18; 3 : 24; 4 : 28; 5 : 30; and
- for more than five vacancies, the candidates invited shall be upto five per vacancy to be filled in.
- (5) After the last date is over, the office shall prepare the list of eligible candidates showing the details like their names, dates of birth, caste certificates, qualifications, experience, pay scale, number of posts reserved for reserved category, women candidates if any, etc., and shall place before the Scrutiny Committee.
- (a) The University Scrutiny Committee for Class I, shall consist of-
- Vice-Chancellor - (Chairman)
  - Registrar
  - Joint Director . . . . .
  - Deputy Registrar, Special Cell
  - Deputy Registrar (Establishment), Member Secretary
- (b) The University Scrutiny Committee for Class II shall consist of-
- Registrar - (Chairman)
  - Joint Director
  - Deputy Registrar, Special Cell
  - Deputy Registrar, (Establishment), Member Secretary
- (c) The University Scrutiny Committee for Class III and IV shall consist of -
- Registrar - (Chairman)
  - Deputy Registrar, Special Cell
  - Deputy Registrar/Assistant Registrar (Establishment), Member Secretary

- (d) The Scrutiny Committee for College/Recognised Institution- shall consist of -
- (i) Chairman of Management or his nominee - (Chairman)
  - (ii) Principal
  - (iii) College Registrar/Head Clerk
  - (iv) Member of Special Cell Standing Committee.
- (e) Scrutiny Committee shall verify the documents like Caste Certificates, Degree Certificates, Statements of mark, Birth Certificates, etc., and shall recommend the names of the eligible candidates as given in Sub-Rule (4) above.
- (f) The suitable candidates invited for test and/or interview, for the post(s) in Class I or Class II, shall be given a notice of at least thirty clear days. The candidates for posts in Class III or Class IV shall be given such notice of at least twenty clear days.
- (6) The candidates invited for the test and/or interview, shall be informed regarding the scope of examination. Normally the test for candidates for Class III it shall be a clerical aptitude test. The test for candidates for Class I or II may be based on the Act, Statutes, Office Procedures, General knowledge, etc. Model question paper(s) may be supplied to the candidates on request, if available.
- (7) The day, date and timings of the written examination shall be communicated to the candidates in the interview letter.
- (8) The Appointing Authority shall prepare three sets of question papers. Out of these three question papers, the Appointing Authority shall select one set at random and hand it over to the In-charge of examination. The Section concerned, shall then conduct the test. The In-charge of the written examination and technical test shall then handover the mark list in sealed cover to the Chairman.
- (9) The performance of the candidates at the test and/or interview shall be independently recorded and subsequently clubbed with that of written test, to determine the order of merit. The Selection Committee may recommend to the Appointing Authority, a suitable number of candidates in order of preference based on their performance, number of vacancies, likely-hood of vacancies in the near future, the pattern of mobility, etc. If there is only one vacancy, the selection committee may recommend only one candidate or more in order of preference.

- Promotion 23. (1) The appointment by promotion in the Class I shall be made on the basis of seniority-cum-merit from amongst the persons in the immediate lower cadre, and
- (a) who possess a degree of a Statutory University,
  - (b) who possess at least three years experience in lower immediate cadre and
  - (c) who have passed the Departmental Examination prescribed.
- (2) The appointment by promotion in class II shall be made on the basis of seniority-cum-merit from amongst the persons in the immediate lower cadre and
- (a) who possess a degree of Statutory University
  - (b) who possess at least three years experience in Class III and
  - (c) who have passed the Departmental Examination prescribed
- (3) The appointment by promotion in Class III including Technical posts shall be made on the basis of seniority-cum-merit from amongst the persons
- (a) who possess at least three years experience in the immediate lower cadre,
  - (b) who have passed S.S.C., equivalent or higher examination or a technical qualification for the technical post and
  - (c) such other desirable qualifications as may be prescribed by the Appointing Authority.
- (4) The employee in Class IV cadre may be considered for promotion to the lowest cadre in Class III in case he has
- (a) passed S.S.C., or equivalent or higher examination; and
  - (b) served for at least three years in Class IV satisfactorily.
- The date of continuous officiation of the eligible candidates, at the time of promotion shall be taken into account. The promotion to the cadre in Class III shall be upto 25% of vacancies occurring in a year.
- (5) The appointment by promotion in the Class IV shall be made on the basis of seniority-cum-merit from amongst the persons who possess at least three years experience in the immediate lower cadre.
- (6) In case of employee who has crossed the age of forty five year, the conditions of educational qualifications and/or of departmental

(post)

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examination may be relaxed by the Competent Authority for consideration of promotion in cadre in Class I, II, III and IV, as the case may be.

- (7) For determining the merit, the Annual Confidential Report for immediate past three reporting years shall be taken into account.
- (8) The condition(s) of qualifications, experience and departmental examination shall have to be fulfilled on the date of promotion, and the date(s) of its (their) acquisition shall be ignored.
- (9) If the employee declines the promotion so granted to him, he shall not be considered for such promotion for one year.
24. (1) The Selection Committee for posts in Class I shall consist of :
- (a) The Vice-Chancellor - Chairman
- (b) Nominee of the Chancellor on Management Council
- (c) The Joint Director
- (d) One member of Management Council nominated by Management Council.
- (e) Two experts having specialised knowledge one of them belonging to the reserved category not connected with the University and not below the rank of Professor/Registrar, nominated by the Management Council and
- (f) The Registrar *Member Secy.*
- (2) The Selection committee for posts in Class II shall consist of :
- (a) The Registrar - Chairman
- (b) Joint Director
- (c) The Controller of Examinations
- (d) One senior Deputy Registrar nominated by Registrar
- (e) Deputy Registrar (Special Cell)
- (f) Deputy Registrar (Establishment)-Member Secretary
- (3) The Selection Committee for posts in Class III and IV shall consist :
- (a) The Registrar - Chairman
- (b) Two Deputy Registrars nominated by the Registrar
- (c) The Deputy Registrar, (Special Cell)
- (d) The Deputy Registrar, (Establishment) - Member Secretary

Selection  
Committees

Reservation 25.

- (4) The Selection Committee for the posts in College, Recognised Institution shall consist of :
- (a) The Chairman of Governing Body or his nominee - Chairman *Chairman of Governing Body*
- (b) One Member of the Governing Body nominated by Chairman *one member of the governing body*
- (c) One Expert having specialised knowledge and not connected with the College, nominated by Chairman *one member of the governing body*
- (d) Principal nominated by Chairman of Governing Body
- (e) Member belonging to reserved category nominated by Chairman of Governing Body. *one member of the governing body*
- (f) Secretary of the Managing Body, Member Secretary
- (5) In case of Technical posts, the Chairman may nominate an Expert.
25. (1) The appointment by selection or by promotion shall be subject to the reservation policy determined by the Government from time to time.
- (2) The upper age limit, for appointment by selection, shall be relaxed by five years in case of candidates belonging to reserved category
- (3) The persons belonging to reserved category, attending test and/or interviews for Class III or IV post, shall be paid Travelling Allowance by shortest route as prescribed by Government from time to time. The expenditure thereto shall be admissible for Government grants.
- (4) In case the Appointing Authority is satisfied that adequate number of candidates belonging to reserved category and fulfilling the educational qualifications are not forth-coming, it may relax the condition(s) of educational qualifications and/or experience, *for reservation*

### CHAPTER III APPOINTMENTS

Appoint-  
ment 26.

- (1) The Appointing Authority shall appoint the person(s) by selection as recommended by the Selection Committee strictly in order of merit.
- (2) The appointment order shall be in the proforma given in the Appendix.
- (3) The person appointed on a post shall produce a Discharge Certificate, Service Book and Last Pay Certificate from his previous employer, if any, before joining the post.
- (4) The person appointed on a post shall produce a Medical Fitness

Certificate from the competent Medical Authority, before joining the post.

(5) The person appointed on a post shall produce the authentic proof of the date of his birth before joining the post.

27. (1) The person appointed in the service of the University, College or Recognised Institution shall sign an Contract in the form prescribed in the Appendix.

(2) The service of the employee shall commence from the date on which he joins the duties before 12 noon, otherwise from the next date.

(3) The service of the employee on leave, in foreign service or on deputation, shall commence from the date he assumes charge before 12 noon, otherwise from the next date.

(4) The service of the employee shall cease from the date on which he relinquishes the post before 12 noon, otherwise from the next date.

(5) If the employee expires while in service, he shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he dies.

28. (1) (a) The appointment to a permanent post by selection shall be on probation for a period of two years

(b) The employee appointed by promotion to permanent post due to be filled in by promotion, shall, subject to the provisions of this Rule, be confirmed after a period of two years, subject to satisfactory performance.

(2) During the period of probation, the employee shall comply with conditions of successful completion of the period as prescribed.

(3) (a) Head of the Department / Section, shall be the Assessing Authority under whom the employee on probation is working. He shall submit employee's Assessment Report to the Appointing Authority every six months from the date of joining.

(b) Deficiencies, adverse remarks, if any, mentioned in the Assessment Report shall be communicated to the employee for his guidance and improvement.

(c) The Assessment Report for the last six monthly period shall be submitted at least three months prior to the expiry of probationary period with specific recommendations of confirmation or otherwise.

Service

Probation

Substantive Appointment

Temporary Appointment

(4) On receipt of Assessment Reports, and consideration of all the reports and subject to condition of passing departmental examination during the probationary period, the Appointing authority may -

(a) confirm the employee on probation in the service from a specific date.

(b) extend the period of probation for not more than a year, six months at a time, on expiry of which he shall either be confirmed or his services shall be dispensed with.

Provided that if the order of extension or termination is not issued within a week before the expiry of the period of probation or the extended period, the employee shall be deemed to have been confirmed in his service.

(c) terminate his service after giving him one months notice in writing.

(d) revert the employee to the post held by him, if any, under the University or the same management prior to his appointment on probation.

(5) If the employee on probation avails any leave, other than casual leave, his period of probation shall be deemed to have been extended to that extent.

29. (1) A person appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

(2) The Appointing Authority may give an employee a provisional substantive appointment to a post on which another employee holds a suspended lien and shall cease to be on such appointment as soon as the employee holding suspended lien reverts to the post.

30. (1) The Appointing Authority may temporarily promote an employee to officiate in higher post or appoint the employee in equivalent post for a period not exceeding six months or till a regular appointment is made or till the regular employee resumes the duties, whichever is earlier. The principle of seniority-cum-merit alone shall be observed in such temporary promotions.

Provided that the temporary appointment shall be made only if that employee is otherwise eligible and qualified for such appointment.

by D.P.C. for inclusion in the



Provided further that the reservation principle shall be followed for such appointment as may be prescribed by the Government, from time to time.

- (2) In case a vacancy occurs for a temporary period, or is about to be filled in on a regular basis, by selection or by promotion, and a suitable person is not available, the Appointing Authority may appoint any person who fulfills the conditions of educational qualifications, experience, age, etc. for a period not exceeding six months or till the vacancy is regularly filled in, whichever is earlier.

Provided that the vacancy shall be so filled in by temporary promotion for not more than two years, under this Rule.

- (3) The Appointing Authority may, in case a vacancy of a post occurs for a temporary period, appoint any person who fulfills the conditions of educational qualifications, experience and in the same cadre or in immediate lower cadre, to hold the said post in addition to his own duties, for a period not exceeding six months or till the vacancy/post is filled in, whichever is earlier. To the extent possible such additional charge may be given to the person in the same branch or division.

31. (1) (a) Whenever any employee is rendered surplus in the cadre due to reduction in the strength of cadre, whenever a senior employee on foreign service, on deputation or on lien resumes his post or whenever a senior employee is reverted from higher cadre or whenever the employee appointed by selection joins the post, the juniormost officiating employee shall be reverted to the lower cadre, if any, from which he was promoted.
- (b) The employee, either confirmed or officiating, may be reverted to the post in the lower cadre, as a measure of punishment, provided, he holds or had held such a post in the lower cadre.
- (2) (a) Whenever any permanent employee is rendered surplus in the cadre by reduction in strength of cadre due to reduction in number of students, closure of faculty or college or any other valid reason, such employee shall, be absorbed in another University, College or Recognised Institution in a similar vacancy. To the extent possible, the conditions of service of the employee shall not be changed to his disadvantage.
- (b) The details of such surplus staff shall be intimated to the Joint Director of Higher Education who shall provide necessary assistance in absorbing such employee.

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*the fruits of the job...*

- (c) Whenever such junior most surplus employee cannot be absorbed in any other University, College or Recognised Institution, his services shall be terminated in accordance with the law.

32. (1) The employee who is given a substantive appointment on a permanent approved vacant post shall acquire a lien on that post.
- (2) The lien of the employee on any post shall not be terminated under any circumstances. The lien shall cease to be operative when he ceases to be in the service, by virtue of acquiring a lien in a higher post, absorption in foreign service, retirement, resignation, discharge or dismissal.
- (3) The employee given a provisional substantive appointment shall be given fully substantive appointment and shall acquire a lien or the suspended lien of another employee which ceases to be operative.
- (4) The Appointing Authority may suspend lien of the employee on deputation or on foreign service if he is likely to remain away from the post for a period of two to five years. The lien shall not however, be suspended if the employee on deputation is due to retire within a period of three years from the date of deputation.

*Working Hours... during the period of deputation...*

33. (1) The daily, weekly or monthly working hours of the employee shall be as laid down by the Government, from time to time.
- (2) Subject to the Government policy the Appointing/ Competent Authority shall prescribe the daily working hours, the weekly holidays for the specific employee or group of employees, section(s), department(s), College(s), Recognised Institution(s), as the case may be.
- (3) The Appointing/ Competent Authority may change the working hours and weekly holidays as per the administrative convenience. The employee shall discharge the duties and functions during the working hours prescribed by the Appointing/ Competent Authority.
- (4) The Supervising Officer may, if necessary, require the employee under him to work either before or after the working hours and the employee shall comply.
- (5) The employee, in Class III or IV, shall be provided with alternate compensatory holiday or the over time allowance and shall not refuse his normal duties and such additional work.

34. (1) It shall be the duty of the employee to lawfully discharge the functions and perform the official task assigned to him in accordance with the Act, Statutes, Ordinances, Rules and Regulations and the orders

issued thereunder, from time to time. The employee shall comply with the obligations attached to the post he holds and perform the specific functions, shall call for specific norms of behaviour and meet the required and avoid the prohibited conduct.

- (2) The period spent on duty as incorporated in these Rules shall be the duty period and include-
- Service as a probationer
  - Joining time.
  - A course of instructions or training authorised by the Competent Authority.
  - A course of instructions or training authorised by the Competent Authorities like Vice-Chancellor, Registrar, Management of the affiliated College or Recognised Institution, as the case may be.
  - The period occupied :
    - In attending any obligatory departmental examination.
    - In attending an examination which an employee of University, College, or Recognised Institution must pass to become eligible for a higher post in any Department in the University, College or Recognised Institution.
    - In attending the Refresher/Orientation Course provided to improve the professional competence, organised by the Government, Government of India, U.G.C., NIEPA, and such other bodies, as the case may be.
  - Period of absence from headquarters for attending the meeting(s) convened by the Government, meeting(s) of committee(s) appointed by the Government, University Grants Commission and such other authorities; attending Selection Committee meeting(s) or such other meeting(s) convened by other university; etc. as may be approved by the Competent Authority.
  - Period of absence from headquarters for attending the business of the University, College or Recognised Institution, as the case may be.
- (3) Subject to the provisions of the Act, Statutes, Standard Code, Ordinance and Regulations, the duties of the employees including the officer shall be as specified in Appendix. The Appointing/ Competent Authority may assign specific duties and functions to the employee as and when required and the employee shall comply.

Transfer 35. (1) The Competent/Appointing authority may transfer the employee on a post in the cadre in which the employee is serving. Such employee may be transferred.

- on administrative exigencies,
- as a routine periodical transfer,
- as a measure of disciplinary action, or
- on specific request of the employee.

The transfer may involve change in the headquarters / station of work of the employee within the jurisdiction of the University or the same Management, as the case may be

- Subject to the provisions of these Rules, the Competent/Appointing Authority may transfer the employee to a post in a cadre higher than the one in which the employee is serving, temporarily if the vacancy is for a limited period or regularly on promotion if the same is for longer / indefinite period and available for being filled in by promotion.
- The Competent/Appointing Authority may, subject to the provisions of these Rules or on specific request by the employee, transfer the employee to another post in a lower cadre.
- If the employee requests specifically for a transfer to another equivalent cadre, the Appointing Authority may examine the merits and relative utility in granting the request and issue the orders accordingly.
  - If the Appointing Authority is of the opinion that the service of the employee is more useful in another equivalent cadre, it may with the consent of the employee, transfer him to such cadre.
- Joining Time on Transfer:
  - When the transfer involves change from one station to another, joining time of seven days including Sunday and Holiday plus one day for journey within the same and adjoining district or two days for journey other than that for transfer within the same and adjoining district.
  - Joining Time of one day is permissible when the transfer is to a new office but does not involve change of residence or there is change of office in the same station.

(c) Joining Time shall not be admissible when the transfer does not involve actual change of office.

36. (1) The Assessing Authority shall prepare the Confidential Assessment Report in the form prescribed in the Appendix for the year ending 31 March, in respect of employee placed under his control. If the employee has worked under the Assessing Authority for part of the year, that authority shall write the report for such period.

Assessment

(2) The Confidential Assessment Report shall be reviewed by the officer as prescribed in the Rule. Such Reviewing Authority shall carefully examine the remarks, adverse or outstandingly good in character, verify the same with the factual position and satisfy himself about the said remarks. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he shall state the reasons for not agreeing and shall record his own assessment about work and conduct of the employee.

(3) The following shall be the Assessing and Reviewing Authorities

Sr. No.	Employee Authority	Assessing Authority	Reviewing
1	2	3	4

(a) University Employee :

- |  |   |                 |
|--|---|-----------------|
| (i) Registrar, Director, BCUD, Controller of Examinations and Finance & Accounts Officer | Self  | Vice-Chancellor |
| (ii) Other Officer in Class I  | Registrar   | Vice-Chancellor |
| (iii) Employee in Class II or Class III  | Director, BCUD<br>Controller of Examinations,<br>Finance & Accounts Officer, Head of the P.G. Department or Deputy Registrar concerned. | Registrar       |

1	2	3	4
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(b) College Employee :

- |  |  |   |
|--|--|---|
| (i) Employee in Class II                       | Principal                                      | Chairman/<br>Secretary of<br>the Management                       |
| (ii) Employee in Class III and technical post. | College Registrar (if any) otherwise Principal | Principal or<br>Chairman of Management, if assessed by Principal. |

(4) The remarks in the Confidential Assessment Report, either adverse or outstandingly good shall be brought to the notice of the employee, in writing, within three months. The adverse remarks not duly communicated to the employee shall be disregarded.

(5) The employee, who has been communicated with adverse remarks, may within thirty days of receipt, represent his case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and his decision shall be final, which shall be recorded in writing.

(6) The Confidential Assessment Report of the employee shall be the basis for determining the merit. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years. Adverse remarks not duly communicated in writing to the employee within one month shall be disregarded for the purpose.

(7) In case of Class IV employee the Competent Authority shall not follow the procedure of writing the Confidential Assessment Report. However, information regarding his outstanding performance, misconduct or any other lapse on the part of such employee be obtained from the concerned Head and communicated to him in writing and shall be recorded in his Service Book.

Provided that, in case of the employee if such record is not available, the Competent Authority shall presume that his conduct is good and he shall be given all the benefits such as promotion,

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closure  
of the  
year.*

increments, etc. However, he shall not be eligible for advance increments or preferential promotion without expressed record of his outstanding performance. Similarly he shall not be compulsorily retired from the services unless there is an adverse documentary evidence to that effect in his personal file.

- (8) If the employee possesses three to five consecutive consistently outstanding reports about his performance or effective administrative contribution, the Appointing Authority may, subject to the Government directives, from time to time, consider his case for advanced increment(s). The number of such advance increment(s), shall be one or two. The Appointing Authority shall examine such proposal with extra caution and jealousy.

37. (1) A Service Book, as prescribed by the Government, shall be maintained by the Appointing Authority, for every employee appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature. Service Book
- (2) The Service Book shall contain the record of service of each employee covering all essential events in his official career such as (a) date of birth (b) caste (c) mark of identification (d) permanent address (e) first appointment, (f) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (g) substantive or officiating nature of appointment, (h) the scale of pay applicable (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment, for any reason(s), (m) punishment with relevant offence or misconduct, (n) leave, except casual leave, granted from time to time, (p) such other relevant entries.
- (3) (a) The date of birth of the employee shall be carefully recorded in the Service Book only at the time of joining the service in the University, College or Recognised Institution and shall be verified with reference to the documentary evidence such as school leaving certificate for class IV employees; S.S.C. Certificate or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation, village record. However, any other document such as horoscope or an affidavit shall not be considered as an authentic document for this purpose.

- (b) In case of inaccurate entry of date of birth the employee may apply in writing. The Appointing Authority shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within two years from the date of his first joining the service, and no correction shall be made thereafter under any circumstances.
- (4) Whenever the employee is reduced to a lower rank, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
- (5) The Appointing Authority shall keep the Service Book in safe custody and shall not allow it to remain with the employee.
- (6) The employee may peruse the entries in his Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the employee at the end of every year and signature obtained thereon.
- (7) A duplicate copy of the Service Book may be supplied to the employee on specific request.
- (8) The Appointing Authority may cause to verify periodically the Service Book of each employee for correctness of entries.
- (9) The Service Book shall be retained in the office after the employee ceases to be in service permanently.
38. (1) The Appointing / Competent Authority may retain the Confidential Assessment Report and other reports of the employee in a separate Confidential File. Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file. The Registrar and Principal shall be the Competent Authority of the University and College respectively. Service Record
- (2) A Personal File shall be maintained for every employee immediately on his appointment and all orders and papers in connection with his official record shall be properly maintained therein.
39. (1) The seniority of the permanent employees under the University, College or Recognised Institution under the same management, shall be with reference to the date of confirmation and in respect of

officiating/temporary employees with reference to the date of continuous officiation. In a cadre, the employees who are confirmed shall be senior and rank above the employees who are officiating.

- (2) (a) The seniority of the employees selected at the same interview shall be as per order of preference given by the selection committee, irrespective of the dates of their joining. If these employees complete the probation satisfactorily and are confirmed within the normal stipulated period, their seniority shall not be affected.

However, if the probationary period and date of confirmation are postponed due to the leave availed of, due to failure in passing the departmental examination or due to unsatisfactorily performance, the seniority of the employee shall be determined with reference to the date of his confirmation.

- (b) The employee who is promoted from a lower cadre shall be confirmed with effect from the date on which the permanent post becomes available for filling in by promotion or from the date on which the employee completes a period of two years' satisfactory performance, whichever is later. The seniority of employee shall then be determined with reference to the date of confirmation.

The period spent on extraordinary leave, shall be excluded from calculation of two years period.

- (3) The seniority of the officiating employee under the University, College or Recognised Institution under the same Management, shall be determined on the basis of date of continuous service in the cadre. The date of joining the service on probation or the date of promotion as the case may be, shall be taken as the date of continuous service for this purpose. The service rendered by the employee in other recognised institution or Colleges under the same Management, whether aided or unaided or in the Office of the Management, shall be treated as valid service and the same shall be counted for seniority.
- (4) The employee appointed by selection or promoted from lower cadre to a post in higher cadre shall rank below the employees in that cadre on that date, irrespective of *inter-se seniority* of the promoted employee in the lower cadre or the pay drawn.

Provided however, that in respect of promotions after 30th January, 1997, even though a Scheduled Caste/ Scheduled Tribe

employee is promoted by virtue of rule of reservation or roster, earlier than his senior and such a senior employee is promoted later to the said higher grade, that senior employee shall regain his seniority over such S.C./S.T. employee and the earlier promotion, of the S.C./S.T. employee in such situation, shall not confer him seniority over the senior employee eventhough the senior employee is promoted later to that category.

Provided further that if the subsequent promotion requires minimum period of experience in the lower cadre and if the senior employee does not fulfil the condition, he shall deemed to have such experience with effect from the date on which the S.C./S.T. employee was so promoted.

- (5) The employee reverted to the lower cadre shall regain his seniority in that cadre which he would have acquired had he not been so promoted.
- (6) If the employee requests for a transfer to equivalent cadre, the Appointing Authority may examine the merits and relative utility in granting the request and may issue specific orders. In such case, the employee shall rank lowest in the seniority and the date of such transfer order shall be the relevant date.
- (7) If the employee requests for transfer from higher to lower cadre from which he is promoted, and if the Appointing Authority grants the same, the employee shall acquire seniority at the appropriate level in the lower cadre had he not been so promoted.
- (8) If the Appointing Authority is of the opinion that the services of the employee are more useful in another equivalent cadre, the Appointing Authority may, with the consent of the employee, transfer him to other cadre. In such a case the employee shall rank at appropriate place with reference to the date of his continuous officiation or probation in the former cadre and seniority be fixed in the latter cadre.
- (9) The seniority list of all the employees in a cadre shall be prepared, as on 31st March. The provisional seniority list shall be made available to the employee for a reasonable inspection and for submission of claim(s) and/or objection(s), if any. After consideration of claims and objections, if any, of the employee(s) in the cadre, the Appointing Authority shall prepare the final seniority list and publish it by the end of every calender year. The employee not satisfied with his entries in the final seniority list may appeal to the Grievances Committee, whose

decision shall be final and the same shall be incorporated in the subsequent seniority list.

40. The employee shall be considered to be incapacitated to discharge his duties either on physical or mental grounds for the reasons stated below or otherwise as may be determined by the competent Medical Authority. Incapacity
- (1) The employee may be considered to be physically incapacitated,
    - (a) due to accident, resulting in loss of limb or being seriously injured, etc. that he is unable to perform his duties,
    - (b) due to severe illness such as Paralysis, Heart attack, Cancer, Leprosy, etc. unabling him to perform his duties
  - (2) The employee may be considered mentally incapacitated to render his services, if,
    - (a) he has turned insane.
    - (b) he is not capable of meeting with the requirement of the post to which he is appointed, despite of his mental equilibrium having been properly set.
  - (3) Wherever employee is to be declared to be incapacitated either physically or mentally, his case shall be referred to the Committee constituted by the Competent Authority as per Government rules from time to time. Constitution of such committee shall be :-
    - (a) for University :
      - (i) Senior Deputy Registrar nominated by the Registrar, Chairman.
      - (ii) Medical Officer of the University
      - (iii) Deputy Registrar (Establishment), Member Secretary
    - (b) for College/Recognised Institution :
      - (i) Principal - Chairman.
      - (ii) Registered Medical Practitioner nominated by the Principal
      - (iii) Seniormost employee in the College / Recognised Institution nominated by the Management, Member Secretary.

The Committee shall scrutinise the case of the employee and shall submit its report to the Competent Authority.
  - (4) After receipt of the report, the Competent Authority shall refer the report to Civil Surgeon if his basic pay is less than Rs. \_\_\_\_\_ and to Medical Board, if the basic pay is more than Rs. \_\_\_\_\_ for the purpose of their opinion.

- (5) After receipt of the medical report from the Civil Surgeon or Medical Board, as the case may be, the Competent Authority shall take the final decision.

Provided that the Competent Authority shall consider such case keeping in view prime interest of the University, College or Recognised Institution and with sympathetic view towards the employee.

- (6) The mental or physical incapacity to function efficiently in his existing post may be treated as incapacity for continuing him in the same post or appointment in higher post, provided the incapacity is well proved. The Competent Authority may adopt such a procedure judiciously. The Competent Authority shall, however, endeavour to see whether the employee can be provided alternate service in an equivalent post or any other post. The employee or his representative shall be given full opportunity to represent his case.
 

*Explanation : The same procedure as mentioned in Sub-Rules (3), (4) and (5) shall be followed in this case.*
- (7) The employee declared incapacitated either physically or mentally shall be retired from the service of the University, College or Recognised Institution by the Competent Authority with effect from the date of medical report. The employee concerned shall be eligible for the post-retirement benefits, provided he fulfills the minimum requirements as laid down by the Government from time to time.
- (8) The Class III and IV employees working in the University, College or Recognised Institution shall be considered for incapacity, provided they are below the age of fifty five and fifty seven years respectively.
- (9) If the employee in Class III or IV working in the University, College or Recognised Institution, expires during the active service or retires on medical grounds, one of the relatives of such employee, shall be appointed on compassionate ground in the services of the University, College or Recognised Institution, as the case may be, in the lowest post in the Class III or IV as per the Government rules, from time to time, provided he fulfills the required qualifications.
 

Provided that such appointment shall be made only against approved and clear vacant post. In no case, shall a new post be created for such appointment.

Provided further that, for the purpose of appointment on compassionate ground the term 'relative of employee' means the relative as provided in the Government orders for this purpose, from time to time.

CHAPTER IV  
PAY AND ALLOWANCES

41. (1) The employee of the University, College or Recognised Institution <sup>Pay</sup> shall, unless otherwise directed, be entitled to receive the pay, for the services rendered, in the scale of pay prescribed for the cadre in which the employee is appointed, with effect from the commencement upto the cessation of the service in the University, College or Recognised Institution under the same Management.

*Provide*

(2) (a) The scale of pay, for the Super Class-I posts shall be as laid down by the University Grants Commission, and approved by the Government or as laid down by the Government from time to time; as the case may be and in respect of employees in Class I, II, III and IV shall be as prescribed by the Government from time to time.

(b) Whenever the Government revises the scale(s) of pay, for the employees of the University, College or Recognised Institution, the pay of the employee shall be revised according to the formula(e) prescribed by the Government.

(3) The initial pay of the employee selected by the University College or Recognised Institution shall be minimum of the scale of pay;

Provided that the principle of protection of pay shall be applicable in respect of an employee who is already in service of the University, College or Recognised Institution in the State of Maharashtra.

Provided further that, in exceptional cases, the Selection Committee may recommend not more than three additional increment(s), over the pay drawn by the candidate in his previous post, subject to approval of the Government.

(4) In respect of the employee who expires while in service, his pay shall be drawn for the day on which the employee died. The hour at which the death takes place shall have no effect on the claim.

(5) (a) The officiating pay, deputation (duty) pay drawn from the University fund or the college fund shall be taken into account for calculating pensionable pay;

(b) Pay drawn by the employee while in foreign service shall not count for pension. In such case, the pay which the employee

would have drawn had he not been sent to foreign service shall be taken into account; and it shall not include special pay unless the employee performs or discharges the work or responsibility in consideration of which the special pay was sanctioned;

Additional Charge 42. (1) If the employee is assigned to hold the additional charge of the post(s) of equivalent or higher status, he shall receive additional pay, based on his presumptive pay, as may be prescribed by the Government from time to time. The Competent Authority while sanctioning the additional pay shall record the following certificate

(a) The post(s) of which the additional charge(s) is/are held is/are not directly subordinate to the original charge;

(b) There has been specific addition to the work and responsibilities; and

(c) The post(s) is/are independent posts having independent jurisdiction.

(2) The additional pay shall be admissible, if the the period of additional charge is more than 15 days.

(3) If the employee holding one post is assigned the charge/post subordinate to his own, no additional pay shall be admissible.

Pay on Promotion

43. (1) (a) On promotion, either in a substantive or in an officiating capacity carrying higher scale of pay or carrying higher duties and responsibilities, the initial pay of the employee in the higher post shall be fixed at the minimum of the higher scale of pay, or at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay is accrued, whichever is more.

(b) If the employee has reached the maximum of the scale of pay in the lower post, his notional pay for the purpose of this rule shall be arrived at by increasing that pay by adding an amount equivalent to the last increment.

(c) If the conditions laid down in clause (a) are not satisfied, he shall draw as initial pay of the stage of the scale of pay next above his pay in respect of the lower post.

(d) If the employee promoted to higher post happens to draw lesser pay than his junior, promoted to the said post, the pay of the senior employee shall be stepped up to a figure equal to the pay

of his junior employee, as prescribed by Government from time to time.

- in Note*
- (2) The officiating period(s) for which the employee has served in the said or similar higher post under the University or the same Management, shall be counted for calculation of increment and fixation of pay on promotion.
- (3) If the appointment to the higher post is for less than fifteen days, the employee may be placed in-charge of the current duties of the post but no formal appointment to officiate shall be made, unless formal appointment is essential in order to provide for the exercise of statutory powers. The employee shall not, in such case, be entitled to fixation of pay in the higher scale of pay.
- (4) If the employee has previously held the same post or another post on the same or identical scale of pay, save as provided under these rules, his initial pay shall not be less than the pay which he had drawn on the last such occasion, and he shall count the period during which he drew that pay on such last and any previous occasion for increments in the stage of the scale equivalent to that pay.
44. (1) The employee on reversion shall draw pay in the lower scale of pay, not less than that which he would have drawn, had he not been so promoted. *Pay on Reversion*
- (2) In case the employee is reverted as a measure of punishment on account of misconduct, the Competent Authority may fix his pay at any lower stage in the lower scale of pay.
- Provided that the subsistence allowance already paid to the employee shall be fully recovered either from the pay and allowances, as the case may be or from the leave salary payable to him.
- (3) When the employee is reverted on account of misconduct or inefficiency to a post carrying lower scale of pay, and is subsequently promoted or reinstated, his previous service in the post from which he was reverted, shall count for increment unless the Competent Authority declares that it shall not be so counted either in whole or in part.
45. During the joining time, the employee shall be entitled to the pay drawn by him in the earlier post, irrespective of whether the post held is equivalent, lower or higher in grade and/or in responsibilities. *Pay during Joining Time*

Provided however that, the employee, proceeding to join or returning

from the foreign service, shall be entitled to the pay payable to him on the post in foreign service.

- 3/7-12*  
*Proviso*
- Increment 46. (1) The employee, having his pay on the scale of pay, shall draw increment every year unless it is withheld. The benefit of increment falling due on any date of the calendar month shall be extended to the employee from the first date of that calendar month, without affecting the date of increment(s).
- (2) The Competent Authority withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
- (3) (a) If the employee is promoted to higher grade / post, he shall draw the increment on completion of full period for increment in the higher post and higher scale of pay
- (b) If the employee, promoted to higher post, finds it beneficial to postpone his date of increment to the date of increment in the lower grade, the employee shall have an option to choose either of the dates on accepting the promotion, as prescribed by Government from time to time.
- (4) Service rendered, by the employee on probation, in the circumstances mentioned below, shall count for increment in the scale of pay :
- (a) The employee on probation shall draw first increment on completion of one year;
- (b) He shall draw the second increment only on completion of probation satisfactorily, irrespective of the period from the date of first increment;
- (c) The first and/or second date(s) of increment shall be extended by the period for which the employee on probation has availed any leave, except the casual leave, in the intervening period(s).
- (d) The date on which the employee completes the probation satisfactorily shall be the date of subsequent increment (s), unless the same is modified later due to some other reason such as revision of pay, period of extraordinary leave, etc.
- (e) The employee whose probationary period is extended on account of failure to pass departmental examination, within the prescribed time limit or on account of leave taken by him during



the probationary period, shall be allowed to draw second increment on completion of probationary period satisfactorily.

- (f) The employee whose probationary period is extended on account of unsatisfactory performance shall be allowed to draw second increment only with effect from the date of satisfactory completion of the probationary period
- (5) Service rendered in the circumstances mentioned below shall count for increment.
- (a) All duties whether continuous or otherwise in a post on a scale of pay,
- (b) Authorised leave other than extraordinary leave,
- (c) Extraordinary leave on medical grounds with the permission of the Competent Authority

Provided that, in exceptional circumstances, if employee is required to avail of extraordinary leave for reasons beyond his control, the Appointing Authority, by an order in writing may direct that the absence on account of leave without pay shall not affect his normal date of increment.

- (d) The duty performed by an employee in higher post in officiating or temporary capacity, on reversion to the lower post
- (e) The period spent on deputation to foreign service.
- (6) The employee on authorised leave shall draw the annual increment falling due, during the leave period, on the date due, however, shall receive the effect on resumption of duty after expiry of leave, along with the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.
- (7) The Competent Authority may withhold, by an order in writing, the increment of the employee if his conduct has not been found to be satisfactory, or his work has not been satisfactory. The Competent Authority while ordering the withholding of the increment shall state the period for which it is to be withheld and whether the withholding shall have effect on future increments.
47. The Competent Authority may grant personal pay to the employee to save him from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

Personal  
Pay

- Allowances 48. (1) The employee working on a post in the scale of pay shall be entitled to allowances such as the Dearness Allowance, Compensatory Local Allowance, House Rent Allowance and such other allowances as may be sanctioned by the Government, from time to time to its employees working in equivalent scale of pay.
- (2) For the purpose of calculating allowances which are related to pay, the term pay shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any as may be determined by the Government from time to time. The allowances except cash allowance (i.e. allowance sanctioned for handling cash), typing allowance, shall not, however, count as pay for this purpose.
- (3) Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave
- (4) The House Rent Allowance shall be admissible to employee at the places and at the rates as sanctioned by the Government to its employees working in equivalent scale of pay, from time to time. When an employee is provided with the residential quarters by the University, College or Recognised Institution either on rent free basis or on rent basis he shall not be entitled to House Rent Allowance. If the residential quarters are provided to the employee of the University, College or Recognised Institution he shall pay the maintenance and other charges as per the Government rules, from time to time.
- (5) In case where both husband and wife, or more than one member of the family, living together are in service under the same University, College or Recognised Institution they shall draw dearness and house rent allowances if otherwise admissible to them. If they are provided with a single residential accommodation, one of them shall pay the maintenance and other charges and others shall be entitled to house rent allowance.
- Leave 49. (1) (a) The employee on earned leave shall be entitled to the pay drawn by him immediately prior to the commencement of leave, plus allowances admissible on that pay.
- Salary (b) The employee on half pay leave or on leave not due shall be entitled to half the amount of pay drawn by him immediately prior to the commencement of the leave, plus allowances admissible on such amount.

- (c) The employee on commuted leave is entitled to leave salary equal to the amount admissible under clause (a).-
- (d) The employee, who is granted leave not due, shall be entitled to leave salary equal to the amount admissible under clause (a) or (b), as the case may be.
- (e) The employee, who is granted special disability leave, shall be entitled to leave salary equal to the amount admissible under clause (a) for the first one hundred and twenty days and amount admissible under clause (b) for the remaining period.
- (f) The lady employee on maternity leave shall be entitled to leave salary, admissible under:
- clause (a), in case the employee is permanent.
  - clause (a), in case of temporary employee, who has put in at least two years continuous service,
  - clause (b), in case of temporary employee who has put in more than one year continuous service but less than two years continuous service.
  - the temporary employee with less than one year service shall not be entitled to any leave salary.
- (2) (a) Surrender Leave- The employee allowed to surrender his leave shall be entitled to leave salary as per clause (a) of Sub-Rule (1), with thirty days reckoned as a month. The surrender leave salary shall include pay, personal pay, compensatory local allowance, dearness allowance, but shall not include house rent allowance, additional pay, officiating pay, special pay, if any.
- (b) The surrender leave salary shall be paid immediately prior to commencement of leave, and shall not be liable to deduction on account of provident fund, house rent, repayment of dues of cooperative societies, etc.
- (3) The employee on study leave or on special leave shall be entitled to leave salary as per clause (a) of Sub-Rule (1).

50. The employee, on ceasing to be in the service, shall be entitled to encash the unutilised earned and half pay leave to his account on the date, as prescribed by the Government, from time to time, as follows -

- (1) The amount of encashment of unutilised leave shall be with thirty days

being reckoned as a month. The same shall be inclusive of pay and dearness allowances admissible but shall not include compensatory local allowance and house rent allowance.

- (2) The amount of encashment of unutilised leave shall be paid in one lump sum and as one time settlement. No deduction shall be made from this amount on account of pension or pensionary equivalent or other retirement benefits.
- (3) The employee who retires from service on attaining the age of retirement while under suspension shall be paid cash equivalent of leave salary under Sub-Rule (1) to his credit on the date of his superannuation, provided that the employee has been fully exonerated and the suspension was wholly unjustified.
- (4) With a view that the retiring employee receives cash equivalent of unutilised leave without delay, the following procedure shall be followed.
- The employee retiring on superannuation or on voluntary basis shall inform in writing to the Competent Authority, three months in advance, that he desires to avail of cash equivalent of the unutilised leave to his credit, on the date of his retirement.
  - The Competent Authority shall, after satisfying itself that leave, if any, availed of by the employee after receipt of his written intimation as in clause (a) is actually deducted from the leave due and admissible as on the date of retirement, arrange to issue necessary orders sanctioning encashment of unutilised leave, within a week of the date of his retirement.
  - In case of the employee retiring on compassionate/ invalid pension or resigning his post, the Competent Authority shall issue necessary orders without requiring the intimation as above.
  - Payment of cash equivalent of leave salary in respect of unutilised leave to the credit of retiring employee, shall be made irrespective of whether or not 'No Demand Certificate' from the Registrar or the Principal concerned is received.

51. (1) The employee under suspension shall be paid the subsistence allowance at the rate of half the pay for a period of the first six months, at the rate of 75% of the pay for the period of next six

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Encashment of Leave  
Subsistence Allowance

months and at the rate of full pay thereafter, if the period of suspension is prolonged, for reasons not directly attributable to the employee, and the allowances admissible thereon from time to time.

- (2) The employee under suspension shall be paid the subsistence allowance at the rate of half the pay and the allowances thereon, if the period of suspension is prolonged for the reasons directly attributable to the employee.
- (3) The employee shall furnish every month the following certificate before he is paid the subsistence allowance-

"I certify and declare that I did not engage myself in any private employment, trade or business during the period \_\_\_\_\_."

Provided that if the Competent Authority suspects genuineness of the certificate, he may have the same duly verified, if necessary through the police authorities, and if the employee is found to have furnished a false certificate it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him.

- (4) Any other compensatory allowance payable to the employee shall be subject to the extent and the conditions as may be prescribed by the Competent Authority.
- (5) (a) If the employee, under suspension is undergoing a trial in a criminal court and departmental inquiry under these rules, he shall be provided with the subsistence allowance under Sub-Rule (1) or (2) above.
- (b) If the employee under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he undergoes punishment or till he deems to be in service of the University, College, or Recognised Institution, whichever is earlier.
- (c) If the employee under suspension is acquitted in appeal he shall draw subsistence allowance at the normal rate under Sub-Rule (1) or (2) from the date of acquittal till the disposal of inquiry under these Rules.
- (6) If the employee under suspension attains the age of superannuation, he shall deem to have been retired and shall not be entitled to any

subsistence allowance. If he is covered by the Contributory Provident Fund scheme, he shall be entitled to his own share of contribution but shall not be entitled to the University or Management share. If he is covered by the Pension scheme, he shall be entitled to provisional pension not exceeding the maximum pension admissible to him for qualifying service upto the date of suspension. The University or Management share of CPF or the final pension and the gratuity shall be paid to him after final decision of proceedings against him.

- (7) If the employee under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the employee shall receive full pay and allowances to which he would have been entitled had he not been so suspended.
  - (8) When the employee under suspension is reinstated, after undergoing the punishment/penalty under these rules, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state,
    - (a) whether the said period be treated as duty, leave or leave not due and
    - (b) the nature of pay and allowances to be paid for the period.
  - (9) The substitute person appointed in place of the employee under suspension, with the prior approval of the Joint Director, shall be paid the salary from the University or the Management funds and shall be admissible for 'salary grant', not otherwise.
  - (10) In case the University or the Management fails to pay the subsistence allowance, the Joint Director shall pay the same and deduct the amount from the grants payable to the University, College or Recognised Institution, as the case may be.
- delete*
- Travelling Allowance 52.
- (1) The employee required to undertake tour in the course of discharge of his duty, shall be entitled to travelling allowance and daily allowance as prescribed by the Government, for its employees working in comparable scales of pay, from time to time.
  - (2) The employee proceeding to his home town or otherwise and back during leave shall be entitled to leave travel allowance as per the rules and rates prescribed by the Government, from time to time.
  - (3) The employee is entitled for the Leave Travel concession to visit any place within the Maharashtra State as prescribed by the Government, from time to time.

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- (4) The employee shall be entitled to Travelling Allowance and Daily Allowance on transfer from one station to another and to return from place of work to place of his residence on retirement, as prescribed by the Government, from time to time.
53. If it becomes necessary, the supervising officer may require the employee working under him to work, either before or after the office hours. The employee required to work overtime shall be entitled to overtime allowance as prescribed by the University, from time to time. The employee shall not refuse to work overtime, otherwise it shall amount to misconduct. Overtime Allowance
54. The employee working in the University, College or Recognised Institution shall be eligible for the Medical Reimbursement as per the Government rules, from time to time. Medical Reimbursement

#### CHAPTER V LEAVE

55. (1) The employee shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified hereinbelow. However, the leave cannot be claimed as matter of right. General Conditions
- (2) The employee may be granted leave only on his request. The employee shall not be compelled to proceed on leave. The employee may curtail period of leave, with the approval of the Competent Authority.
- Provided that in case the employee is contesting the election or has contracted any contagious disease, the Competent Authority may require him to proceed on leave and the employee shall comply.
- (3) The Competent Authority may sanction or refuse the leave applied for, but shall not alter the nature of leave, except with the request / consent of the employee.
- (4) The Competent Authority may not grant leave to the employee so as to deplete the strength of service or department below essential minimum. In such a case and particularly if a large number of applications for leave is received, the Competent Authority may consider the following factors:
- (a) special circumstances for which leave is requested;
- (b) amount of leave due to the applicant;

- (c) whether applicant was recalled from his last leave or has been refused leave in the interest of office requirement;
- (d) the period and character of the service rendered by the applicant since his last return from leave;
- (e) the employee who can for the time being best be spared;
- (f) whether any of the employees already on leave can be recalled to duty in order to spare the employee for availing of his leave.
- (5) The employee may combine one kind of leave with another, except casual leave, subject to the limit of aggregate period of absence as may be prescribed.
- (6) Application for leave on medical ground shall be accompanied by a certificate of Medical Authority, indicating the nature and probable duration of illness. The employee returning from leave on medical ground, shall produce a certificate of fitness.
- (7) If the employee frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after the rest and treatment.
- (8) The employee, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except casual literary work or public service of casual nature.
- (9) The employee shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded. The employee shall not be permitted to formally join the duties at the end of leave with intention of taking leave again within a few days.
- (10) The employee discharged or removed, except on account of misconduct or who has once resigned, if reappointed, the leave to his account prior to date of ceasing to be in service shall lapse and shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or resignation, as the case may be.
- (11) If the employee, retired on compassionate/invalid pension is reem-

ployed and allowed to count the past service for pension, he shall be entitled to count his previous and subsequent services towards leave.

(12) The employee appointed on contract basis in scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the Competent Authority.

56. (1) (a) The employee shall be entitled to twelve days casual leave in a calendar year, or as prescribed by Government, from time to time. Casual Leave

(b) (i) The employee shall obtain permission for casual leave ordinarily before the day from which it is required. In exceptional circumstances where application of casual leave cannot be submitted before it begins, the employee shall apply for *ex-post-facto* sanction.

(ii) If the Competent Authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.

(c) (i) Mass casual leave shall not be treated as casual leave. It may be treated as unauthorised absence and dealt with accordingly. The action to go on mass casual leave may be treated as misconduct.

(ii) In case the employee or employees is/ are unable to attend his duty for reasons of natural calamity, the Competent Authority may sanction the same as casual leave and shall not amount to mass casual leave.

(d) The employee shall be entitled to not more than five days casual leave at a time. The Sundays and/or Public Holidays so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time shall not exceed seven days, save only in exceptional circumstances, may be extended upto ten days.

(e) Casual leave cannot be combined with any other kind of leave.

(f) Casual leave for half day can be granted to the employee.

(2) The following kinds of special casual leave shall not be debited to the casual leave admissible to employee:

(a) Special Casual Leave under the Family Planning Scheme:

Occasion	Special Casual Leave Admissible
(i) Vasectomy or as the case may be tubectomy operation	Not exceeding six working days
(ii) Female Employees undergoing non-puerperal sterilization	Not exceeding fourteen days
(iii) Female employees undergoing I.U.C.D. insertion	One day, subject to production of a medical certificate
(iv) Employee whose wife undergoes Generic Sterilization (non-puerperal tubectomy)	Not exceeding seven days, subject to production of a medical certificate
(v) Employee whose wife undergoes tubectomy operation immediately after the delivery	Not exceeding four days subject to production of a Medical Certificate

*Explanation: The special casual leave under sub-clause (iv) or (v) may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate, by the doctor performing the operation, to the effect that the presence of the employee is essential to look after his wife during the period of leave.*

(b) Special Casual Leave on other occasions.

(i) Anti-rabic treatment	Upto three weeks
(ii) Participation in national or international sports including its selection trials as player, coach, manager, umpire, referee	Upto thirty days, subject to the provisions of Explanations 1 and 3.
(iii) Mountaineering	Upto thirty days, subject to the provisions of explanations 2 and 3.
(iv) Free Blood Donation	One day (either on the same day or on the very next day of donation of blood but not on any other subsequent day).

*Explanation (1) : When the employee is selected for such participation in International Sports event(s) by National Sports Federation or Association recognised by the All India Council or Board approved by Ministry of Human Resource Development of Government of India.*

*Explanation (2) : When the employee is selected for such participation in sport event of national importance held on an Inter-State, Inter-Zonal or Inter-Circle basis in a team or in his personal capacity.*

*Explanation (3) : Special casual leave for Mountaineering shall be admissible when expedition is approved by the Indian Mountaineering Foundation.*

- (3) Account of casual leave and Special Casual leave availed of by the employee shall be maintained separately.
- (4) Competent Authority may refuse casual leave if it is requested on flimsy pretext. The Competent Authority shall have the power to grant casual leave in proportion to the period of the calendar year and the casual leave availed of until then. The Competent Authority may grant leave without pay of shorter duration if no casual leave is available to the employee.
- (5) The employee in Class III or IV if asked to work on Sunday or holiday by the Competent Authority in writing, shall be entitled to have compensatory holiday during the same calendar year. Compensatory Holidays shall not be accumulated for more than three days and shall not be allowed to be carried forward to the next calendar year. Compensatory Holiday may be prefixed or suffixed to leave due or holiday.

57. (1) The non-vacational employee, shall be entitled to earned leave for the period spent on duty, at the rate and subject to accumulation of maximum, as prescribed by the Government from time to time.

(2) The employee shall apply, in prescribed form, for the leave from his account of earned leave and proceed only after the approval and relief. The employee may be granted not more than 120 days earned leave at a time.

(3) The employee, who is declared as vacation, if required to attend his duties during vacation at the instructions of the Head of the Department, shall earn leave at the rate of one third number of days spent on duty. He shall be entitled to accumulate the same upto the limit, as prescribed by Sub-Rule (1), and to avail the same.

*under the  
orders of  
competent*

(4) (a) The employee may, at his request, be allowed to surrender earned leave upto thirty days, only once in a financial year on availment of not less than thirty days earned leave, subject to approval by the authority competent to sanction earned leave and to the following conditions, namely :

- (i) The number of days of earned leave surrendered under these rules shall be reckoned as surrendered on the date of commencement of actual leave taken and shall be deducted from the leave account of the employee on that date.
- (ii) The total of earned leave actually availed of and surrendered shall not exceed the maximum leave admissible to the employee at any one time, namely 120 days.
- (iii) On return from earned leave the employee shall serve the University, College or Recognised Institution for a period of not less than that of the earned leave surrendered.

(b) In case of the employee on the verge of retirement, the period of leave surrendered shall not exceed period of duty between the date of expiry of leave availed of and the date of retirement.

(c) The surrender of earned leave shall not be allowed to the employee who is on leave preparatory to retirement or who resigns while on leave.

(d) The employee who is permitted to surrender leave shall not ordinarily be permitted to rejoin duty before the expiry of the thirty days leave sanctioned to him.

(e) In case the employee, on earned leave with surrender, is compulsorily recalled to duty, he may be allowed to enjoy the balance earned leave before expiry of six months from the date on which he proceeded on earned leave with surrender. The Competent Authority may grant leave to the employee during the prescribed period, if he applies for it. However, if the employee does not ask for the balance of earned leave, the balance shall lapse and the said period shall be debited to his leave account as if he had enjoyed it.

Leave on Half Pay 58. (1) The employee, shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limit. The employee shall not be entitled

to leave on half pay during the first year of his service. The leave on half pay due may be granted to the employee either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Medical Authority.

Provided that, the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

- (2) If the employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

59. The employee may, with the approval of Competent Authority, commute leave on half pay at his credit on the following conditions, namely Commute Leave

- (1) The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of.
- (2) No commuted leave shall be granted under this rule unless the Competent Authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

60. If the permanent employee, has no earned leave or leave on half pay to his credit, the Competent Authority may grant him leave not due, for a period not exceeding 180 days during the entire service. The employee shall be entitled to not more than 90 days, of leave not due, at a time except on medical ground. Such leave availed of by the employee shall be debited against the earned leave and the leave on half pay that the employee shall earn subsequently : Leave not due

Provided that the leave not due shall be granted only if the Competent Authority is satisfied that there are reasonable prospects of the employee returning to duty, on expiry of leave and has sufficient service to earn leave to compensate leave not due granted to him.

61. The employee disabled by injury or illness caused in, or in consequence of due performance of his official duty, or in consequence of his official position, shall be entitled to special disability leave, only when the injury or illness is sustained as result of a risk which is beyond the ordinary risk attached to the post. On production of certificate from the Medical Authority, covering the requirement and the period, the Competent Authority shall sanction the said leave not exceeding twenty four months in entire service. Such leave shall not be debited to any other kind of leave. It may be Special Disability Leave

combined with leave of any other kind. The period of such leave shall be treated as duty for pay and for pension.

- Maternity Leave 62. (1) The permanent female employee, who has two or less than two living children, on the date of the application, shall be entitled to maternity leave for a period of ninety days from the date of its commencement. Such leave shall not be debited to her leave account. In the case of the vocational employee, if the confinement takes place during a vacation, the maternity leave shall run concurrently with it.
- (2) The temporary female employee who has put in at least two years of continuous service shall be eligible for maternity leave referred to in Sub-Rule (1).
- (3) The temporary female employee who has put in continuous service for a period exceeding one year, but less than two years, shall be entitled to maternity leave of 90 days, on half pay, which shall not be debited to her leave account.
- (4) The temporary female employee with less than one year service shall not be entitled to maternity leave and the period of absence shall be treated as extraordinary leave.
- (5) The application for maternity leave shall be supported by medical certificate as to the probable date of confinement. The employee shall report the date of confinement. In case of a Class IV employee in which insistence on a regular medical certificate is likely to cause hardship, the Competent Authority may accept such certificate as it may deem sufficient.
- (6) The female employee may avail other leave, including commuted leave, if she so desires, in continuation of the maternity leave, upto a maximum of sixty days without production of a medical certificate.
- (7) Leave under this Rule shall be admissible in a case of miscarriage or abortion including Medical Termination of Pregnancy, subject to the following conditions namely :
- (a) the leave does not exceed more than forty five days during the entire service,
  - (b) the leave may be sanctioned to female employee irrespective of the number of living children,
  - (c) after the Medical Termination of Pregnancy, if female employee requires rest for more than the leave admissible as per clause (a)

above, she can avail of the other leave due or not due,

- (d) the application for the leave is supported by Medical Certificate.
- (8) If the employee, adopts a child, he or she shall be eligible for the leave of the kind due or not due, as prescribed by the Government, from time to time.
63. (1) Extraordinary leave, without pay and allowances may be granted to the employee in special circumstances :
- (a) when no other leave is admissible, and/or
- (b) the employee applies in writing for the grant of such leave.
- (2) The employee who is in permanent service shall be granted extraordinary leave on any one occasion upto the following limits :
- (a) three months;
- (b) six months, if the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate as required by these rules.
- (c) twelve months, if the employee has completed five years continuous service on the date of expiry of leave due and admissible under the rules including extraordinary leave under clauses (a) and (b) if the extraordinary leave is required on account of illness of the employee as certified by the Medical Authority.
- (d) twenty four months, if the employee is suffering from Tuberculosis, Leprosy, Cancer, malignant heart or brain ailment or such other disease, which may be specified by the Competent Authority and is undergoing treatment in a recognised clinic or under a specialist.
- (3) The extraordinary leave shall be debited to the employee's account and if the same is not counted for increment it shall postpone his date of increment, and affect such other privileges as may be dependent on the period of such leave.
- (4) The extraordinary leave may be availed of in combination with any other kind of leave with the approval of the Competent Authority.
- (5) The Competent Authority may commute retrospectively the period of absence without leave not exceeding five years on each occasion, into extraordinary leave.

Extraordinary Leave

*Explanation.* The power of commuting the period of absence without leave into extraordinary leave retrospectively is absolute and subject to conditions, as may be laid down by the Competent Authority only.

- Special 64. (1) The Competent Authority may sanction the special leave -
- (a) upto twenty days in a calendar year, to the permanent employee, who has put in at least five years continuous service, for attending conferences, seminars, orientation courses, etc. on behalf of the University or for working as a member on a Committee appointed by the Government, by the Government of India, by any other University or approved Academic Body.
- (b) upto ten days in a calendar year, to the permanent employee who has put in at least five years continuous service, and who is an office bearer of the Association and/or Union or who is deputed for attending meeting (s) of recognised Association or Union of the employees.
- Provided that the total number of five employees of the University and one employee of the College or Recognised Institution shall be entitled to such special leave at a time.
- (c) to the super Class I officer, under Sub-Rule (1) or (2), irrespective of his length of service.
- (2) The special leave shall be separately accounted for and not debited to any other leave account.
- Study 65. The permanent employee with more than five years continuous service shall be entitled to Study Leave subject to the following conditions :
- (1) The study is related to the specific task attached to his post;
- (2) The employee gives an undertaking to serve the University, College or Recognised Institution for a period of three years;
- (3) (a) The employee shall not claim higher pay or higher post or such other benefits on account of acquiring the additional qualifications.
- (b) The course of study to be undertaken shall be the one of a professional nature and conducted by the University Grants Commission, the State Government or the organisation(s) on behalf thereof.



- (4) The employee shall be entitled to Study Leave of not more than one year and only once in his career. The period spent on Study Leave shall not be debited to any leave account.
66. (1) The employee may avail of leave, as the leave preparatory to retirement on superannuation or on voluntary basis, to the extent of earned leave due, upto the limit prescribed by Rule 57 together with leave on half pay due, subject to total period of leave of twenty eight months. Leave Preparatory to Retirement
- (2) The leave preparatory to retirement shall not extend beyond the date of his retirement.
- (3) The employee on the leave preparatory to retirement shall not be required to join his duties before he actually retires.
- (3) (4) The employee shall be entitled to the benefits of encashment of unutilised leave, if any. Encashment of Leave
67. The Authority competent to grant the leave shall *suo-motu* sanction to the employee, who retires on attaining the age of superannuation, on compassionate / invalid pension, on voluntary basis or on resignation, the cash equivalent of leave salary in respect of the period of earned leave and commuted portion of leave on half pay, to his credit on the date of his retirement, subject to a maximum as prescribed by Sub-Rule (1) of Rule 57 and Rule 58.
68. Subject to the overall control of the Appointing Authority, the following shall be the Competent Authority to sanction leave under these Rules : Leave Sanctioning Authority

No.	Category	Kind of leave	Competent Authority
(1) For University :			
(a)	Super Class I	All kinds of leave	Vice-Chancellor
(b)	Class I, II, III, or IV, Employee	Other than casual leave	Registrar
(c)	- do -	Casual leave	Super Class I Officer controlling the employee
(2) For College:			
	Class II, III or IV employee	All kinds of leave	Principal

Provided, that the Competent Authority may further delegate to other subordinate officer, the power to sanction particular kind of leave.

69. (1) In the case of a person re-employed after retirement on superannuation, the provisions of these rules shall apply as if he had entered in the service of the University, College or Recognised Institution for the first time on the date of his re-employment. Leave on re-employment
- (2) In case the employee, retired on voluntary basis or on compassionate or invalid pension, is re-employed and if the benefit of encashment of unutilised leave is not extended to him, the balance of leave on such retirement shall be taken into account.

CHAPTER VI

CONDUCT, DISCIPLINE AND APPEALS

70. (1) The employee shall be at the disposal of the University, College or Recognised Institution for full-time and shall serve in such capacity and at such place, as he may from time to time, be so directed. Conduct
- (2) The employee shall conform and abide by the provisions of the Act; Statutes, Standard Code, Ordinances, Regulations, and Rules and directives and decisions of the Competent Authority. The employee shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
- (3) The employee shall at all time maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- (4) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University, College or Recognised Institution.
- (5) The employee shall not, in the discharge of the Official duties, deal with any matter relating to award of any contract in favour of a Company firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm or body, as the case may be.

- (6) (a) The employee shall not, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the University, College or Recognised Institution or outsider, to whom he is not authorised to communicate such document or information, or shall not himself make any use thereof.
- (b) The employee shall not contribute to the media any matter connected with the University, College or Recognised Institution without obtaining the previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his official capacity. He shall also not try to obtain unauthorisedly any information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.
- (c) The employee shall not air or vent his personal grievances or any matter related to his service through the media or through any mode other than those as may be provided by the Act, Statutes and these Rules.
- (7) The employee shall not, directly or indirectly, take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the University, College or Recognised Institution or bring the University, College or Recognised Institution in disrepute.
- (a) The employee shall not take active part in politics or in violent demonstration. He shall not take part in campaigning or canvassing in any manner for and on behalf of or against any candidate in elections to University authorities.
- (b) The employee shall not be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he take part in or subscribe in aid of or assist in any other manner, any political movement or activity.
- (8) The employee shall not, without the express sanction of the Competent Authority, ask for or accept contribution to or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.

- (9) The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the University, College or Recognised Institution.

Provided that the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association; Union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realisation of other contribution for this purpose.

*Explanation : The expression "gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.*

- (10) The employee shall not accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies.
- (11) The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendary or honorary work. He shall not engage in any trade, business or canvass in support of any commercial or insurance activity owned or managed by any member of his family except co-operative consumers, housing or credit Society.
- (12) The employee shall intimate to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the University, College or Recognised Institution.

Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary, artistic or scientific in character, including T.V./Radio talk, without affecting the interest of University, College or Recognised Institution and his official duties.

- (13) (a) The employee shall seek prior permission of the Competent Authority before applying for job, post or scholarship, outside the University, College or Recognised Institution, as the case may be.
- (b) The employee shall seek prior permission of the Competent Authority before applying for any course of study leading to diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear to any examination by the University or other bodies, without such permission.
- (14) The employee shall not, without prior permission of the Competent Authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.
- Provided that the Competent Authority may condone this condition in respect of an employee who for reason of his own physical state was unable to convey the cause of his absence.
- (15) (a) The employee or his relative shall neither bid directly or indirectly, at any auction of any University, College or Recognised Institution property nor submit any tender for any supply to the University, College or Recognised Institution.
- (b) The employee shall not use the University, College, Recognised Institution property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him or put to his charge.
- (16) The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.
- (17) The employee shall not, without prior approval of the Competent Authority, give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize the policy or action of the Competent Authority.

- Provided that the employee may give evidence at :
- (a) an inquiry before Enquiry Authority appointed by the Competent Authority.
- (b) a judicial inquiry, or
- (c) a departmental inquiry ordered by the Competent Authority.
- 71. Misconduct** 71. The breach of any of the provisions of the previous Rule, or any one or more of the following acts on part of the employee shall be deemed as a misconduct and include :
- (1) any action by the employee contrary to the provisions prescribed in these Rules,
  - (2) going on illegal strike, abetting including instigation or action in furtherance thereof,
  - (3) theft, fraud or dishonesty,
  - (4) habitual break of any standing orders, rules,
  - (5) willful or negligent damage of the University or College or Recognised Institution property.
  - (6) refusal to accept charge-sheet, order or other communication served according to the rules,
  - (7) any action, involving moral turpitude and attracting conviction in court of law.
  - (8) riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the University, College or Recognised Institution.
  - (9) wilful neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
  - (10) violence or inciting violence,
  - (11) stopping work either singly or with other employees or inciting anyone else not to work,
  - (12) allowing anyone within the prohibited premises of the University, College or Recognised Institution, allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
  - (13) falsification or tampering any paper or record of the University, College or Recognised Institution,

- (14) obtaining employment under the University, College or Recognised Institution by misleading or by misrepresenting the facts,
- (15) making any false or exaggerated allegations against any officer superior or a co-employee or Authority,
- (16) attending the duties in intoxicated state.
- (17) committing nuisance during the working hours under intoxicated state or otherwise.
- (18) misappropriation of any amount, and/or movable and immovable property, of the University, College or Recognised Institution or late crediting the amount beyond the reasonable time to be decided by the concerned authority in the account of University, College or Recognised Institution
- (19) committing any act involving moral turpitude.
- (20) misbehaviour with another employee or member of public.
- (21) proceeding on leave without prior approval of the Competent Authority, except in case of emergency beyond the control of the employee.
72. (1) The Disciplinary Authority in respect of employees in Super Class-I and Class-I shall be the Management Council. Disciplinary Authorities
- (2) The Disciplinary Authority for the employees in Class II, III and IV shall be the Registrar in respect of the University and the Management in respect of College or Recognised Institution.
73. Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on the employee found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the employee for being heard and to defend himself. Penalties
- (a) Minor Penalties -
- (i) censure,
  - (ii) fine,
  - (iii) withholding of increment of pay,
  - (iv) withholding of promotion, on one occasion
  - (v) recovery from his pay, or such other amounts as may be due from him,

- (b) Major penalties -
- (i) withholding of promotion for longer period.
  - (ii) Reduction to a lower stage
  - (iii) reduction to a lower scale of pay, grade, post or services.
  - (iv) compulsory retirement,
  - (v) removal from service.
  - (vi) dismissal from service.

*Explanation (1) : The order under (a) (iii) of withholding increment shall not affect subsequent increment(s). The order under (a)(iv) shall have effect on consideration of the employee for promotion on one occasion only.*

*Explanation (2) : The order under sub-clause (a)(v) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him to the University, College or Recognised Institution, by negligence or by breach of orders.*

*Explanation (3) : Reduction under sub-clause (b)(ii) in the scale of pay, shall be for specified period, with further direction as to whether or not the employee shall earn increment(s) during the period and whether on the expiry of such period, the reduction shall or shall not have the effect of postponement of future increments in his pay.*

*Explanation (4) : Reduction under sub-clause (b) (iii) shall ordinarily be a bar to the promotion of the employee to the scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.*

*Explanation (5) : The order of penalty of reduction, under sub-clause (b) (ii) or (b) (iii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.*

*Explanation (6) : Removal under sub-clause (b)(v) shall not be a disqualification for future employment under the University, College or Recognised Institution.*

*Explanation (7) : Dismissal under sub-clause (b)(vi) shall be a disqualification for future employment under the University, College or Recognised Institution.*

74. (1) If the Disciplinary Authority is satisfied that the misconduct committed by the employee is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -
- issue notice to the employee in writing along with the imputation(s) of misconduct and require him to show cause as to why the action proposed be not taken against him.
  - give reasonable opportunity to the employee to furnish the explanation;
  - take into consideration the explanation of the employee and record findings on each imputation of misconduct; and
  - issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him of the charge(s)
75. The following shall not amount to penalty within the meaning of Rule 74, namely :
- withholding of increment of pay of the employee for his failure to pass any departmental examination, in accordance with the rules or orders, or the terms of his appointment on probation;
  - non-promotion of the employee, whether in substantive or in officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible, on administrative ground not connected with his conduct;
  - reversion of the employee officiating in higher service, grade or post to a lower grade or post on the ground that he is considered to be unsuitable for such higher service, grade or post, or on any administrative ground not connected with his conduct;
  - reversion of the employee, appointed on probation to any other service, grade or post, to his permanent service, grade or post held by him under the University, College or Recognised Institution under the same management, during or at the end of the period of probation, in accordance with the terms of his appointment or the rules and orders governing such probation.
  - repatriation of the service of the employee whose services have been borrowed from outside authority or recalling the employee from the foreign employment to such authority;
  - compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;

Procedure  
for imposing  
Minor  
Penalty

Action not  
amounting  
to Penalty

- (g) termination of the service (i) of the employee appointed on probation, during or at the end of his probation, in accordance with the terms of his appointment or rules or orders governing such probation; or (ii) of a temporary employee on grounds unconnected with his conduct or (iii) of the employee under an agreement, in accordance with the terms of such agreement or (iv) on abolition of the post(s).
76. (1) The Disciplinary Authority may, by an order in the form prescribed in the Appendix, place the employee under suspension.
- (i) where disciplinary proceedings against him are contemplated or are pending and are likely to result into imposing any of the major penalties,
  - where in the opinion of the Competent Authority he has engaged himself in activities prejudicial to the interests of the University, College or Recognised Institution and
  - where there is reason to believe that his continuance in service is likely to cause embarrassment or to hamper the investigation of the case, or likely to temper with the official record or document(s), or
  - where case against him in respect of any criminal offence is under investigation, enquiry or trial in a court of law.
- (2) The employee shall be deemed to have been placed under suspension;
- with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty eight hours,
  - with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
- (3) While under suspension, the employee shall neither be allowed to resign nor granted leave.
- (4) The employee under suspension shall not engage himself in any private or gainful employment, trade or business.
- (5) The employee under suspension shall not leave the headquarters during the period of suspension without the prior permission of the Competent Authority.

Suspension

- (6) If the employee under suspension attains the age of superannuation, he shall be deemed to have been retired. However, the departmental or judicial proceedings pending against him shall continue even after his retirement.
- (7) (a) The Disciplinary Authority shall suspend the employee only with the prior approval of the Joint Director.
- (b) In case the period of suspension is extended or terminated, the Disciplinary Authority shall keep the Joint Director informed about the same.

Provided however, in case of exigency, the Disciplinary Authority may suspend the employee expeditiously and inform the Joint Director accordingly alongwith the reasons of suspension.

77. (1) Whenever the Disciplinary Authority is of the opinion that there are grounds for enquiry into the truth and/or substance of imputation(s) of misconduct on the part of the employee(s), which may result in major penalty, it may itself enquire into or appoint an Enquiry Officer or Committee to enquire into the truth thereof. The appointment order of the Enquiry Officer or Committee shall be issued in the Form appended in Appendix.
- (2) Where it is proposed to hold enquiry against the employee, the Disciplinary Authority shall draw up or cause to draw up :
- (a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge (s).
  - (b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain :
    - (i) a statement of all relevant facts including any admission, or confession by the employee, and
    - (ii) a list of documents by which, and list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.
- (3) The Disciplinary Authority shall deliver or cause to deliver to the employee, in the Form appended, a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall, by a written notice require the employee to submit to it, within fifteen clear days, a written statement of his defence and to state whether he desires to be heard in person.

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- (4) On receipt of written statement of defence and on admission of any or all article(s) of charge(s) by the employee, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think and shall act in the manner as prescribed.
- (5) On receipt of written statement of defence of any or all of the article(s) of charge(s) by the employee or on its non-receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.
- (6) Where the Disciplinary Authority appoints the Enquiry Authority, it may by an order appoint another employee or any other suitable person to present the case in support of the article (s) of the charge(s) before the Enquiry Authority. The employee may take assistance of any other employee or any other suitable person to represent the case on his behalf. In case the Enquiry Authority permits the employee to engage a legal practitioner to represent on his behalf the Disciplinary Authority may appoint a legal practitioner as Presenting Officer,
- (7) The Disciplinary Authority shall forward to the Enquiry Authority
  - (a) a copy of each of the article(es) of charge(s) and the statement of imputation(s) of misconduct,
  - (b) a copy of the order appointing the Presenting Officer
  - (c) copies of the statements of witnesses
  - (d) evidence proving the delivery of documents to the employee, and
  - (e) a copy of the written statement of defence by the employee, if any.
- (8) The employee shall appear in person before the Disciplinary Authority or the Enquiry Authority on such day and at such time within ten working days from the date of receipt by the employee of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Disciplinary or the Enquiry Authority may, by notice in writing specify, or such further time not exceeding ten days as the Enquiry Authority may allow.
- (9) The Disciplinary Authority may, *suo motu* or on being moved by the employee against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Authority constituted for the purpose.

- (10) If the employee who has not admitted any of the article(s) of charge(s), in his written statement of defence, or has not submitted any written statement of defence, appears before the Disciplinary Authority or Enquiry Authority, it shall ask him whether he is guilty or has any defence to make and if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the employee and of that Authority.
- (11) The Enquiry Authority shall return to the Disciplinary authority the findings in respect of those article(s) of charge(s) which the employee pleads guilty.
- (12) If the employee fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Authority shall require the Presenting Officer to produce the evidence by which he proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the employee may, for the purpose of his defence,
- (a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Authority may allow, the documents specified in the list,
  - (b) submit a list of witness(es) to be examined on his behalf,
  - (c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Authority may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).
- (13) The employee may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list, and the Enquiry Authority shall furnish him such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.
- (14) (a) The employee may, by notice to the Enquiry Authority, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Authority, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date :

- (b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Authority:
- Provided that, the Enquiry Authority may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case, and the Enquiry Authority may withdraw the requisition or press for the same.
- Provided further that, if the Authority having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall inform the Enquiry Authority, and the Enquiry Authority shall, on being so informed, withdraw the requisition and communicate the information to the employee.
- (15) (a) The enquiry shall commence on the date fixed by the Enquiry Authority and shall continue thereafter on the dates as may be fixed from time to time.
- (b) The oral evidence shall be recorded or caused to be recorded by the Enquiry Authority, in a narrative form and not a in question - answer form, on the completion of which it shall be read out to be correct and signed and dated by the witness and the Enquiry officer. The copy/copies of the deposition(s) may be made available to the Disciplinary Authority and to the employee(s) on request and on payment of charges.
- (c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross examined by the employee. The Disciplinary Authority shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Authority may also put questions to the witnesses.
- (d) Before the close of the case by the Disciplinary Authority, the Enquiry Authority may allow the Presenting Officer to produce fresh evidence, and include the same in the list, or may itself call for the new evidence or recall and re-examine any witness(es), and in such cases, the employee shall be entitled to a copy of the list of further evidence. The Enquiry Authority shall give the

employee an opportunity of inspection of document(s) before they are taken on record.

Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.

- (e) When the case of the Disciplinary Authority is closed, the employee shall state his defence orally and/or in writing. The employee may examine himself and the witness(es), may be cross-examined by the Disciplinary Authority, re-examined by the employee and examined by the Enquiry Authority.

The Enquiry Authority may also allow the employee to produce new evidence, if it is necessary in the interest of justice.

- (f) After the employee closes his case and if the employee has not examined himself, the Enquiry Authority may generally question him on the circumstances appearing against him, for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- (g) The Enquiry Authority may, after the completion of production of evidence, hear the Disciplinary Authority or the Presenting Officer, and the employee and /or permit them to file written statements of argument of their respective case.
- (16) If the employee to whom a copy of the article(s) of charge(s) has been delivered, does not submit a written statement of defence on or before the date specified or does not appear in person before the Enquiry Authority or otherwise fails or refuses to comply with the provisions of this Rule, the Enquiry Authority may hold the enquiry ex-parte.
- (17) (a) Wherever the Enquiry Authority, after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon, and is succeeded by another Enquiry Authority, it shall act on the evidence so recorded by its predecessor and partly recorded by itself.

Provided that, if the succeeding Enquiry Authority is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, it may recall, examine, cross-examine and re-examine him :

Provided further that, if the witness is recalled, he may be cross-examined and/or re-examined by the employee or the Presenting Officer.

- (b) Where in the opinion of the Enquiry Authority, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), it may record its findings on such article(s) of charge(s):

Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the employee has either admitted the facts on which such article(s) of charge(s) is based and has been provided a reasonable opportunity of defending himself against such article(s) of charge(s).

**Common Proceedings** 78. Where two or more employees are concerned in any case, the Disciplinary Authority, for the highest ranking employee amongst those concerned, shall take all actions and proceed as per provisions of these Rules in respect of employees concerned.

- Enquiry Report** 79. (1) After the conclusion of enquiry, the Enquiry Authority shall prepare a report. Such report shall contain -
- (i) article(s) of charge(s) and the statement of imputation(s) of misconduct
  - (ii) the defence of the employee in respect of each article of charge.
  - (iii) an assessment of the evidence in respect of each article of charge; and
  - (iv) the findings on each article of charge and the reasons thereof.
- (2) The Enquiry Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority, the record of enquiry which shall include -
- (i) the report prepared by it.
  - (ii) the written statements of defence submitted by the employee.
  - (iii) the oral and documentary evidence produced in the enquiry.
  - (iv) the written statements of argument filed by the Presenting Officer and the employee, if any and
  - (v) the orders, made by the Disciplinary Authority and Enquiry Authority in regard to the enquiry.
- (3) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further



examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es), and impose on the employee such penalty as it may deem fit in accordance with these Rules :

Provided that, if any witness is so recalled, he may be cross-examined by the employee :

80. (1) The Disciplinary Authority, shall consider the report and record its findings on each charge. Action & Enquiry Report
- (2) The Disciplinary Authority, itself not being the Enquiry Authority, shall consider the enquiry report and if it disagrees with the Enquiry Authority on any article(s) of charge(s), it shall record its reasons for such disagreement, and refer the case back to the Enquiry Authority for further enquiry and report. The Enquiry Authority shall thereon proceed to hold further enquiry according to the provisions of the preceding Rules, as far as may be.
- (3) If the Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the employee be exonerated, it shall so order.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the decision that any of the minor penalties be imposed on the employee, it shall notwithstanding anything contained in these Rules, determine what penalty shall be imposed, it shall so order.
- (5) (a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the decision that any of the major penalties be imposed on the employee, it shall -
- (i) furnish to the employee, a copy of the Enquiry report and its findings on each article of charge, expressly stating whether or not it agrees with the findings of the Enquiry Authority, together with brief reasons for its disagreement, if any, and
  - (ii) give to the employee a notice stating the penalty proposed to be imposed on him by calling upon him, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him.
- (b) The Disciplinary authority shall consider the representation, if

any, made by the employee and determine the quantum of penalty that be imposed on him on the basis of the evidence adduced.

- (6) The final orders made by the Disciplinary Authority under this rule shall be communicated to the employee and the Enquiry Authority. A second show-cause notice shall be issued to the employee before the penalty is executed.
- Appeal 81. (1) Notwithstanding anything contained in these Rules no appeal shall lie against-
- (a) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension,
  - (b) any order passed by an Enquiry Authority in the case of an enquiry under these Rules.
- (2) Subject to the provisions of Sub-Rule (1), employee may prefer an appeal against all or any of the following orders, namely :
- (a) an order of suspension or deemed suspension made under Rule 75.
  - (b) an order imposing any of the penalties, whether made by the Disciplinary authority or by the Appellate, or by the Reviewing Authority;
  - (c) an order enhancing any penalty, imposed under these rules,
  - (d) an order which -
    - (i) denies or varies to his disadvantage his pay, allowances or any other conditions of service;
    - (ii) denies promotion to which he is otherwise eligible according to the recruitment and promotion rules and which is due to him according to seniority;
    - (iii) interprets to his disadvantage the provisions of any such Rules;
    - (iv) reverts him while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;
    - (v) reduces or withholds the post retirement benefits, if any;
    - (vi) determines the subsistence and other allowances to be paid to him for the period of suspension or for the period during

which he is deemed to have been under suspension or for any portion thereof;

(vii) determines his pay and allowances, for the period of suspension, or, for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade, or post as the case may be, or

(viii) determines nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc. as the case may be.

(3) The Appellate Authority may, on application or *suo motu*, take upon itself to review any departmental proceeding and treat the same as appeal and dispose it of as per Rule (1) or (2) above. The case for review may be taken up only if the period of appeal has expired but shall not be later than one year from the date of imposition of penalty finally.

82. The appeal shall lie to the Tribunal or to the Grievances Committee, as the case may be, as provided by the Act.

Appellate Authorities

83. The employee aggrieved by the decision of the Disciplinary Authority may appeal under these Rules within a period of thirty days from the date of receipt of the order:

Period of Limitations for Appeals

Provided that, the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

84. Subject to the provisions of the law for the time being in force-

Mode, Form and Contents of Appeal

(1) every employee preferring an appeal shall do so separately and in his own name and shall address it to the authority to which the appeal lies with a copy to the Disciplinary Authority.

(2) the Appeal Petition shall be complete in itself and shall contain all material, statements and arguments on which the appellant relies, but shall not contain any disrespectful or improper language.

Submission of Appeal 85. Every appeal shall be submitted to the Appellate Authority through the proper channel. An advance copy may be submitted direct to the Appellate Authority.

Transmission of Appeal 86. The Authority which made the order appealed against shall, on receipt of a copy of the Appeal Petition without any avoidable delay and without waiting for any direction from the Appellate Authority, transmit to the Appellate Authority every Appeal Petition together with its comments thereon and the relevant records.

Consideration of Appeal 87. (1) In the appeal against an order of suspension, the Appellate Authority shall consider whether the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the appeal against an order imposing any of the penalties specified in the Rule or enhancing any penalty imposed under the Rule, the Appellate Authority shall consider -

(a) whether the procedure laid down in these Rules has been followed, and if not whether such non-compliance has resulted in the violation of any provisions of the Act or in the failure of justice;

(b) whether the findings of the Disciplinary Authority are warranted by the evidence on the record; and

(c) whether the penalty imposed is adequate, inadequate or severe.

(3) The Appellate Authority may pass orders

(a) confirming, enhancing, reducing or setting aside the penalty; or

(b) remitting the case to the Authority which had passed the order appealed against, with such directions as it may deem appropriate in the circumstances of the case;

(4) The Appellate Authority shall not impose any enhanced penalty which neither such Authority nor the authority which made the order appealed against is competent to impose;

(5) If the Appellate Authority proposes to enhance the penalty and to impose one of the major penalties and an enquiry under the Rules has not already been held in the case, the Appellate Authority may itself hold or cause to hold such enquiry as per the provisions prescribed and thereafter on consideration of the proceedings of such enquiry, by following the procedure prescribed in the foregoing Rules, as if the enquiry is being held afresh.

- (6) If the Appellate Authority proposes to enhance the penalty and to impose any of the major penalties and an enquiry under these Rules has already been held, the Appellate Authority shall give to the employee a notice, stating the enhanced penalty proposed to be imposed on him, and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the enhanced penalty and make orders as it may deem fit.
- (7) No order imposing an enhanced penalty shall be made in any other case unless the appellant has been served with a notice.
- (8) The Appellate Authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.
- (9) The Authority which made the order appealed against shall give effect to the orders passed by the Appellate Authority.
88. Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or shall be communicated to him by registered post. In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local news paper. Service of orders, notices, etc.
89. Save as otherwise expressly provided in these rules, the Authority competent under these rules to make any order may, for good and sufficient reasons, or, if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay. Power to relax time-limit and condone delay

## CHAPTER VII RETIREMENT

90. (1) The employee after confirmation, shall continue in the service of the University, College or Recognised Institution till he attains the age of superannuation. Retirement
- (2) The Competent Authority shall require the employee to retire from the service of the University, College or Recognised Institution, if -
- he has reached the age of superannuation.
  - he has committed misconduct and imposed with the penalty under sub-clause (iv), (v) or (vi) of clause (b) of Rule 73 has been found to be inefficient.

- he is found by the Medical Authority to be incapacitated for further service of any kind. It includes the retirement on account of mental or physical infirmity; and
  - the post held by the employee is abolished and there is no suitable post equal to his post in which he can be absorbed.
  - he is retired on retirement pension.
  - he is absent from duties for five years or more.
- Age of Retirement 91. (1) Except as provided in these Rules, the age of superannuation of the employee in Class I, II or III, governed by the Pension scheme, shall be fifty eight years; however, he shall retire from service on the afternoon of the last day of the month in which he attains the age. v)
- (2) The age of superannuation of the employee in Class IV service shall be sixty years; however, he shall retire from service on the afternoon of the last day of the month in which he attains the age.
- (3) The age of superannuation of the employee in Class I, II or III, governed by the Rules of Contributory Provident Fund, shall be sixty years; however, he shall retire on the afternoon of the last day of the month in which he attains the age.
- Explanation : The employee whose date of birth is the first of the month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight years or sixty years, as the case may be.*
- (4) If the Class IV employee, officiating in Class III service, desires to be governed by Sub-Rule (2), he shall request the Appointing Authority that he may be reverted to Class IV, at least one year before the date he attains the age of fifty eight years. In case his request is approved, his seniority, pay etc. shall be at a stage which he would have acquired had he not been so promoted and he shall be entitled to the retirement benefits accordingly.
- Extension in service beyond the age of superannuation 92. The Competent Authority may, subject to the prior approval of the Government, grant an extension of service to the employee beyond the age of superannuation, on public grounds, which shall be recorded in writing.
- Provided that, except in very exceptional circumstances, extension shall not be granted beyond the age of sixty years. Such proposal of granting extension to the employee shall be forwarded to Government three months prior to his date of retirement.

93. (1) Notwithstanding anything contained in these Rules, the Competent Authority may, subject to the prior approval of the Director of Higher Education, grant re-employment to any employee already retired, in the interest of the University, College or Recognised Institution, which shall be recorded in writing :
- (2) The employee who has retired before the age of superannuation voluntarily, on medical ground, or for some other reasons but not for avoiding any departmental proceedings, may be re-employed by the Appointing Authority, with prior approval of the Director of Higher Education. The specific reasons, carefully examined and recorded in writing by the Appointing Authority be communicated to the Director of Higher Education. Such re-employed employee shall be in the service of the University, College or Recognised Institution, as the case may be, upto his normal age of superannuation and shall be subject to the provisions of these Rules.
- (3) In very exceptional circumstances, re-employment may be granted beyond the age of fifty eight or sixty years. Such proposal for granting re-employment beyond fifty eight or sixty years, shall be subject to prior approval of the Director of Higher Education.
- (4) If the proposal of re-employment, is accepted by the Director of Higher Education, the employee shall be treated to have been granted extension in service and regulated accordingly and if the proposal is rejected, it shall be treated as re-employment which shall not qualify for salary grants.
- (5) The employee on extension or on re-employment shall not be entitled to promotion, either officiating or substantive. However, he shall be entitled to increment if he is reappointed on a scale of pay.
94. (1) The case of each employee, shall be taken up for examination at least one year before the date of his retirement by the Competent Authority who shall prepare a list, every six months on 1st January and 1st July each year, of all the employees who are due to retire within the next twenty four months and forward the same to the Director of Higher Education, the Joint Director and the Audit Officer before 31st January or 31st July respectively.
- (2) The Competent Authority shall intimate the employee one year in advance the date of his superannuation alongwith the documents

Re-employment

Superannuation Proposal

related to pension proposal and require him to furnish them duly filled in, ten months before the date. The Competent Authority shall scrutinise the same and complete other service record, documents and certificate required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Audit Officer, six months prior to the date of superannuation for his sanction.

Voluntary Retirement

95. (1) The employee who has put in at least twenty years of service, may at his sole discretion, opt to retire from the services of the University, College or Recognised Institution, as the case may be, by giving three clear month's notice to the Appointing Authority.
- (2) The employee who has opted for voluntary retirement shall have added weightage of not more than five years. For determining the qualifying service, a period of five years or the period upto the date of his superannuation, whichever is lesser, shall be added to the period of his service held as qualifying.
- (3) The weightage of qualifying service shall be for calculation of pension and gratuity based on the pay drawn by the employee on the date of his retirement, but shall neither be counted for notional increments(s) nor for calculations of notional leave for the purpose of encashment.
- (4) As soon as the notice of voluntary retirement of the employee is received, the Appointing Authority shall intimate the employee, the Joint Director and the Audit Officer about the acceptance of the employee's request. The Appointing Authority and the Joint Director shall process his Pension and other retirement papers as expeditiously as possible.

Retirement on Retiring Pension

96. (1) The Competent Authority may, at least six months in advance, take up the case of the employee who has attained the age of fifty years or who has put in the service of thirty years, whichever is later, to review whether the employee may be continued in the service of the University, College or Recognised Institution under the same management, as the case may be, in case the confidential reports, the observation regarding the general performance of the employee are unsatisfactory for majority number of reporting years or if the employee had departmental proceedings involving major penalty, but were not substantially proved, the Competent Authority may consider whether the

services of the employee be continued upto fifty five years of his age or be required to retire. If he is continued, the procedure shall be, mutatis mutandis, repeated on the employee attaining the age of fifty five years.

(2) The employee so retired shall be entitled to the retiring pensionary benefits upto the date on which he retires.

97. If the employee is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the employee shall retire from the service of the University, College or Recognised Institution with effect from the date of such declaration and shall be entitled to proportionate post retirement benefits upto the date of retirement.

98. (1) Subject to these Rules, the Competent Authority may remove any employee from the service of the University, College or Recognised Institution or may require him to retire on the ground of misconduct, insolvency or inefficiency.

(2) In respect of the employee retiring for reasons other than by way of superannuation, the Registrar or the Principal shall promptly inform the Director, Higher Education, the Joint Director and the Audit Officer as soon as the cause thereof arises.

(3) While forwarding such a list, the Registrar or the Principal shall specifically make a mention whether any dues either to the Government, the University, College or Recognised Institution are outstanding in the name of the employee who is due for retirement.

99. No claim as compensation by the employee who is required to retire under these provisions shall not be entertained, except the post-retirement benefits as may be prescribed by the Government, from time to time.

100. (1) The employee working in the University, College or Recognised Institution against the post approved by the Government and who is covered under Salary Payment Scheme shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, Encashment of unutilised leave and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales; from time to time.

(2) The employee working in the University, College or Recognised Institution against the post approved by the Government and/or who

Invalid Retirement  
Removal or compulsory retirement  
Claim for compensation for retirement  
Post-Retirement Benefits

as provided by the Act

is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary payment scheme or covered by the Self Supporting Scheme, shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, under the rules from time to time. The employee's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Act. The employee on retirement shall be entitled to the amount accrued to his account, both as employee's subscription and employer's contribution and interest thereon till the date of disbursement. The employee shall also be entitled to such other terminal benefits as Gratuity, Encashment of unutilised leave, and other post-retirement benefits at the rates applicable to the employee covered by pension scheme.

(3) The employee shall clear all dues payable to the University, College or Recognised Institution outstanding to his account and vacate the residential accommodation, if provided, before the post retirement benefits are extended to him, as may be prescribed by the Government from time to time.

(4) The employee who has been declared as deserter, or who ceases to be in service, may be entitled to the post retirement benefits, as prescribed by the Government from time to time, pro-rata upto the date he attended his duties regularly, provided the said period qualifies for such benefits.

CHAPTER VIII  
MISCELLANEOUS

Contesting Election

101. (1) Subject to the provisions of these Rules, an employee may, with previous intimation to the Competent Authority in writing, contest elections to the University Senate in accordance with the provisions laid down in the Act.

(2) Subject to the provisions of these Rules, the employee may, with previous permission of the Competent Authority in writing, contest elections to public offices other than those mentioned in clause (1) at the local, District, State or National level.

(3) The permanent employee shall, immediately after filing the nomination form for contesting such elections and the same being declared as

valid, proceed on leave due and admissible to him, and shall continue to be on leave till the declaration of the election results :

- (4) The Competent Authority may require the temporary employee contesting such elections to resign his post even during the election campaign.
- (5) The employee contesting such election shall not involve the University, College or Recognised Institution, employees or students of the institution in which he is employed, in the election campaign.
- (6) (a) In the event of his being elected, the permanent employee shall apply for further extension of leave due and admissible to him and if there is no leave to his credit, the extraordinary leave for the period for which he is likely to continue to hold the office, shall be granted by the Competent Authority in relaxation of the limit prescribed in these Rules.
- (b) If the sessions or meetings of the public office are held at intervals he may be allowed to avail of leave due and admissible to him or, the extraordinary leave, as the case may be, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend his duties during the remaining periods.
- (c) The period of extraordinary leave availed for the purpose, shall be counted for purpose of annual increments.
- (7) (a) In the event of a permanent employee who becomes an Office bearer such as Chairman, President, Vice-President, Secretary, Joint Secretary etc. which requires full-time attendance or long-time absence from normal duties, he shall apply for keeping his lien on the post which he had held, and shall be granted by the Competent Authority.
- (b) In the case of temporary employee who is on leave till the declaration of the election results, and in the event of his being elected he shall resign the post he held immediately on his election to the public office.
- (8) Provisions of Sub-Rules (3), (4) and (6) shall mutatis mutandis also apply to the employees elected to public offices being further elected on the University Senate.

Foreign Service

102. (1) The Appointing Authority may, by special resolution, upon requisition by an organisation (herein referred to as Foreign Employer) and on express consent by the employee, place the services of the employee at the disposal of the foreign employer.
- (2) The position, terms and conditions of the employee under the foreign employer shall be decided by the Competent Authority in consultation with the foreign employer. The terms and conditions of service thereunder shall not be too attractive to distract the employee or any other employees in the cadre.
- (3) The employee shall be treated to be on deputation from the date he relinquishes his charge and till he resumes the charge on repatriation.
- (4) Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years.
- (5) The employee shall retain lien on his permanent post during the period of deputation. The period of deputation shall be treated as continuous service and shall be counted for increments, promotions, and pensionary benefits.
- (6) If the employee is due for promotion or reversion from his cadre, the Appointing Authority shall recall the employee. However, if the foreign employer requests for his continuation and agrees to extend the benefit of promotion, or effect reversion, the Appointing Authority may allow the employee to remain in foreign service. The effect of promotion / reversion shall be from the date on which the employee would have been promoted / reverted had he not been so deputed.
- (7) (a) The Competent authority may recall the services of the employee, by intimating, the employee and the foreign employer, three months in advance. The foreign employer shall make necessary arrangements to release the employee from that date.
- (b) The foreign employer may request, by giving three months notice, to the Appointing Authority and to the employee, that the services of the employee may be recalled. The Appointing Authority shall make necessary arrangements to recall the services of the employee.
- (c) The employee may request, by giving three months notice, to the

*Provision - limit  
in case of  
promotion  
- the deptn. shall  
be allowed  
(in a period  
of six months)*

Appointing Authority and to the foreign employer, that he may be repatriated to the parent services. The Appointing Authority in consultation with the foreign employer shall make necessary arrangements to repatriate the employee.

- (8) The foreign employer shall make, on the annual basis, contribution to the Appointing Authority towards Leave Salary, Contributory/General Provident Fund, Gratuity and Pension, at the rates prescribed by the Government, from time to time.
- (9) The employee in service of the foreign employer shall be entitled to the benefits of Leave, Surrender Leave, Joining Time, Transfer Travelling Allowance/Dearness Allowance at the rates prescribed by the Government from time to time.
- (10) (a) The employee on deputation to any organisation shall have to take prior permission and revert to his parent service before he accepts/proceeds on deputation to another organisation.
- (b) The foreign employer may grant the employee Study Leave for pursuing studies connected with his foreign service and such period shall be treated as foreign service. The foreign employer shall report the details of such study leave to the Appointing Authority.
- (c) The employee seeking study leave, for studies not directly connected with his foreign service but connected with his parent service, shall apply to the Appointing Authority through the foreign employer for such leave and shall revert to his parent service before proceeding to such study leave.

103. (1) (a) The University employee, covered by or under the salary payment scheme and the provisions of the Standard Code, may be appointed on a post under the scheme. In such case the person shall be treated to be on deputation and the payment towards his pay, allowances and other benefits, contribution towards his pension, leave salary, Provident Fund etc. shall be payable by the scheme at the rate prescribed by the Government from time to time.

- (b) If the employee of the University is appointed on a post under the scheme, in the similar grade, he shall receive his pay in the

eligible  
is due for promotion in his existing cadre and

scale of pay and the allowances admissible but shall not be eligible for any deputation allowance.

- (c) In case the employee is appointed in a cadre higher than his own, he shall receive the pay fixed at appropriate stage in the scale of pay applicable to the post under the scheme. On reversion to his parent cadre, he shall have his pay fixed at a stage in his parent scale of pay, which he would have reached had he not been so deputed.
- (2) The University employee shall be appointed on a post under the scheme, to the extent possible, in the same grade (or only in the next higher grade in which he is presently working in the University and the same shall not be too attractive to distract the employee in his cadre.
- (3) Ordinarily the period of deputation shall be of three years which may be extended further upto two more years. The employee on reversion to his original position shall acquire a grade which he would ordinarily have reached had he not been so deputed. The employee shall retain lien on his post in the grade under the University. The period shall be counted as continuous service and shall qualify for the post-retirement benefits to which the employee is entitled.
- (4) The University employee, deputed to a post under the scheme shall revert to his parent cadre if he is due for promotion or reversion. However, the University may, in consultation with the Officer or Teacher Incharge of the scheme, subject to Sub-Rule (3), retain him on deputation if the scheme agrees to extend the benefit of promotion or effect the reversion of the employee from the date from which the promotion or reversion would have been accorded to him, had he not been so deputed.
- (5) The employee of the College or Recognised Institution may be appointed on a post under the scheme, if his employer (and the Joint Director) approve the procedure. In such case the provisions of these Rules shall apply, *mutatis mutandis*, to him.
- Lien 104. (1) The employee seeking appointment in another university, college, recognised institution or any other organisation shall apply through the Appointing / Competent Authority. The Appointing / Competent Authority may forward such application subject to such conditions as may be prescribed.

- (2) In case the employee is selected, he may resign the post or make specific request that he may be permitted to accept the new assignment. The employer may permit him to accept, subject to such conditions as may be prescribed and sign the agreement with the authority. The lien of such employee shall be retained on his post for a period not exceeding three years, at the end of which he may have to revert to his post or resign.
- (3) In case the employee is on probation at the time of such outside appointment, he shall either resign his position or revert to his permanent cadre, if any, before proceeding on to join the post.
- (4) The temporary employee shall resign from his service under the University, College or Recognised Institution in case he wants to take up a new position. In case such a new post is under the University, College or Recognised Institution in the State of Maharashtra, he may, at the discretion of the Appointing Authority of the new post, be given a benefit of protection of pay and of counting qualifying services for pensionary benefits, *for which the post is self-supporting.*
105. (1) The employee appointed on the post under the scheme shall be governed by the following Rules and conditions under this Chapter and by the conditions in other Chapters of the Standard Code Rules wherever expressly prescribed. *Self Supporting Scheme*
- (2) The employee to be appointed under the scheme shall be selected by the procedure prescribed by the Standard Code Rules and be appointed in a scale of pay appropriately applicable to the employees under the scheme. The rules in respect of service, pay and allowances, leave, conduct, discipline and appeals etc. prescribed in the Standard Code Rules shall be applicable to the employee appointed under the scheme.
- Provided that the employee appointed under the scheme shall be covered by the Contributory Provident Fund Rules and not by the Pension rules prescribed by the Government.
- (3) The Registrar shall prepare separate category-wise list of employees appointed under the scheme. There may be separate seniority lists for the employees working under different departments or schemes, even though they draw pay in identical scale of pay.
- (4) The employee under a scheme shall be entitled to promotion in case he is in the same cadre and if the promotional cadre exists under the

- scheme. However, the same shall not be a matter of right and shall be subject to the provisions of the Standard Code Rules.
- (5) The employee appointed under the scheme may be absorbed in Class III or Class IV of the University with the prior approval of and subject to the conditions as prescribed by the Government, from time to time.
- Tenure Post 106. (1) If the employee is appointed on a post which is sanctioned / created for a specific period of time, the employee shall be governed by the specific provisions of the terms of contract and not by the provisions of the Standard Code Rules. He shall have no legal claim on the said or similar post in the University, College or Recognised Institution, except those specified in the contract.
- Provided that if the post is extended on the tenure basis, the employee already working or the employee who was working may be given preference. On the expiry of such extended period, the employee shall be entitled to the termination benefits as may be admissible.
- (2) The employee may be appointed for a tenure period on a permanent or a temporary post, by a contract, and shall be governed by the terms of contract and not by the provisions of the Standard Code Rules.
- Deserter 107. The employee who absents from duty without permission for a period of more than thirty days, shall be deemed to be deserter and his services shall stand terminated automatically on the expiry of the period.
- Provided that, whenever the employee is not able to attend the duties as prescribed and not able to communicate reasons of his absence for the reasons beyond his control, the Appointing Authority may, by a special order condone his absence.
- Provided further that, before terminating the services of the deserter, the Appointing Authority shall first give thirty days notice to deserter in local newspaper send the copy of the said notice to deserter on permanent address by registered post and paste the copy of the notice on the door of his residence. After expiry of the notice period, Appointing Authority shall terminate the services of the deserter.
- Discontinuation and Termination 108. (1) The employee shall not leave or discontinue his service in the University, College or Recognised Institution without giving a prior notice in writing to the Competent Authority of his intention to leave or discontinue the service. The period of notice shall be -



*... P. 201. Conf.*

- (a) three calendar months in the case of employee in Class I, II and III,
- (b) one calendar month in the case of employee in Class IV,
- (b) (c) in case of breach of these provisions, the employee shall pay to the University, College or Recognised Institution an amount equal to his basic pay for the notice period required to be given by him. In case he fails to pay the amount, it shall be recovered from the dues payable to him.

- (2) If the Disciplinary Authority, after completing the procedure of departmental enquiry, comes to the conclusion that the employee should be compulsorily retired or removed from service, it shall give three months' notice in case of the employee in Class I, II, or III and one month's notice in case of the employee in Class IV, or pay the salary for the period in lieu thereof.
- (3) The employee on probation shall not leave or discontinue his service without giving one month's prior notice in writing or one month's salary in lieu thereof.
- (4) The Competent Authority shall not terminate the service of the employee on probation without giving one month's prior notice in writing to the employee or one month's salary in lieu thereof.
- (5) The employee shall cease to be in the service of the University, College or Recognised Institution; as the case may be, in case he absents himself; even with the permission of the Competent Authority; continuously for a period of five years :

Provided that, the period spent by the employee on Medical leave or Study Leave shall not be counted as absence for this purpose.

- (6) The employee suffering from contagious or infectious disease and who is declared unfit for the service by the Medical Authority shall be discharged from the service of the University, College or Recognised Institution.

109. The employees working in Class III and IV category in the University, College and Recognised Institution shall be eligible for Selection Grade as prescribed by Government to their employees in appropriate cadre, from time to time.

Selection Grade

CHAPTER IX

DUTIES AND RESPONSIBILITIES OF THE EMPLOYEES

In addition to the powers, duties and responsibilities provided for under the Act, Statutes, Ordinances, Rules and Regulations the officers and employees mentioned hereinbelow shall perform the duties and carry out the functions as prescribed below and as may be directed by the Competent Authority/Authorities from time to time.

110. UNIVERSITY EMPLOYEES :

Registrar

- 1. (1) The Registrar, as the chief administrative officer of the University, shall regulate the work, conduct the affairs of the departments, branches, sections, units placed under his charge as well as of the officers and other employees of the University in accordance with the provisions of the Acts, Statutes, Ordinances, Rules and Regulations. The Registrar shall assess and evaluate the performance of the officers, employees and others connected thereto and take such measures as he may deem fit to regularise and to improve the working of the University
- (2) The Registrar shall, subject to the decision of the University authorities, enter into agreement, sign document and authenticate record on behalf of the University.
- (3) The Registrar shall be the custodian of the records, common seal and such other property of the University as the Management Council may commit to his charge.
- (4) (a) The Registrar shall issue notice, agenda, furnish information on the items of the agenda and keep the minutes of all the meetings of the Senate, the Management Council, the Academic Council and the Boards and Committees constituted by the Act or by the authorities of the University, of which he is or deemed to be the Secretary.
- (b) The Registrar shall implement the decisions of such authorities faithfully, effectively and expeditiously.
- (c) The Registrar shall refer the decision of the authority to such other body or authority as may be necessary for consideration, approval, sanction or ratification, as the case may be.
- (d) The Registrar shall submit to the Vice-Chancellor the decision of the authority or the body, which according to him is not consistent with the provisions of the Act, Statutes, Ordinances, Rules, Regulations or is not in the interest of the University.

*4. The Registrar shall coordinate the activities of different sections of the Registrar's office.*

- (5) The Registrar shall conduct the elections to various authorities and bodies, except that of the Students Council, as provided by the Act, Statutes, Ordinances, Rules, Regulations as per the programme drawn by him and approved by the Vice-Chancellor.
- (6) The Registrar, as the Appointing Authority, shall make the appointments of the employees in Class II, III and IV, against the approved posts, by following the procedure prescribed. He shall allot the post(s) available amongst various departments, branches, sections, units, etc. as well as Sub-Centre(s), so as to ensure smooth and efficient functioning of the departments, branches, sections, units, sub-centres of the University, with the approval of the Vice-Chancellor.
- (7) The Registrar shall be competent to transfer, promote, revert the employees in Class II, III and IV in accordance with the exigency and the procedure prescribed, in consultation with the Vice-Chancellor.
- (8) (a) The Registrar, as the chief administrative officer, shall supervise the working of all the employees in Class I, II, III and IV so as to ensure that they function efficiently and yield maximum of their capacity. *Section concerned*
- (b) The Registrar, in consultation with the Head of the Department, branch or section, shall ensure that the employee complies with the requirements of the Act, Statutes, Ordinances, Rules & Regulations, orders of the Government and the Authority and serves well in furtherance to objectives of the University.
- (9) The Registrar shall have the power to visit and examine, records, papers, documents of any branch, section, unit of the University as well as University departments in connection with the administrative matters.
- (10) The Registrar shall deal with all legal matters connected with the Sections which are directly under his control including signing vakalatnama and executing affidavit(s) etc.
- (11) The Registrar shall exercise such other powers and perform such other duties as may be prescribed or as may be directed by the Vice-Chancellor from time to time.
2. (1) The Director BCUD shall function as a policy making officer in respect of proper planning and integrated development of the University, Colleges and Recognised Institutions. *Director, Board of College and University Development*
- (2) He shall advise the Vice-Chancellor or the authorities in respect of the infrastructural facilities required to maintain high academic standards in teaching, learning and research in the University Post Graduate Departments, Colleges and Recognised Institutions.

- (3) (a) He shall be responsible for over-all academic development of University Departments, Colleges and Recognised Institutions.
- (b) He shall undertake survey of University Departments, Colleges and Recognised Institutions with a view to :-
- prepare and maintain up - to - date profile of each University Department, College and Recognised Institution,
  - review the existing facilities and identify the needs and gaps to be filled in for development of such University Department, College or Recognised Institution,
  - make such information available to the Government, UGC and other bodies concerned as may be necessary.
- (4) He shall prepare a Perspective Plan of the University, projecting the need of starting new University Department(s), College(s) and Recognised Institution(s) in tune with societal requirement and overall economic development of the University jurisdiction, of the State or of the Nation.
- (5) He shall advise the University in respect of rationalisation and implementation of the academic policies in the University Departments, Colleges and Recognised Institutions.
- (6) He shall keep close contact and liaison with and within the University Departments, Colleges and Recognised Institutions with a view to help them,
- in proper development of academics and student amenities,
  - for proper utilisation of grants and for efficient implementation of the projects and reforms approved by the UGC and other Statutory bodies such as MCI, AICTE, CCH, CCIM, etc. and funding agencies such as DST, CSIR, INSA, DRDO, DBT, etc. as relevant, from time to time.
  - to make them more relevant and significant not only to the students but also to the region to which the University serves by assessing the social transformation and regional development.
- (7) He shall review the facilities for Post Graduate Teaching Departments conducted by the Colleges and Recognised Institutions in terms of norms prescribed by the UGC and such other Bodies and assess them to develop their potential and efficacy in order to come up to the required norms. He may organise the liaison, support service or co-ordination with the respective University Department.

- (8) He shall help the colleges and recognised institutions to develop so as to remove regional imbalances and to realize their potential.
- (9) He shall evaluate and assess the effect and impact of the grants received from funding agencies like UGC, CSIR, INSA, etc. and their proper utilisation by the University Departments, College and Recognised Institutions towards implementation of various development projects.
- (10) He shall ensure that the grants received from funding agencies are realized to the University Departments, Colleges, Recognised Institution promptly. He shall monitor the utilisation of funds and monitor the progress of implementation of the projects sanctioned by various funding agencies. He shall obtain the Utilisation Certificate of the funds received from the funding agencies and furnish the necessary information to the respective funding agencies.
- (11) He shall maintain close and continued contacts and interactions between the academic faculty of the University Departments, Colleges and Recognised Institutions.
- (12) He shall review the Inspection Reports of the University Departments, Colleges and Recognised Institutions and suggest to the Vice-Chancellor the remedies for the defects and irregularities reported in such Inspection Reports.
- (13) He may visit the University Departments, Colleges or Recognised Institutions as and when required and ensure that the defects and irregularities which have come to his notice are rectified appropriately.
- (14) (a) He shall issue notice, prepare agenda, furnish necessary information on items of agenda and keep minutes of the Board of College and University Development and other authorities prescribed by the Statutes, Ordinances and bodies appointed by the Board of College and University Development of which he is or deemed to be the Secretary.  
 (b) He shall implement the decisions of the Board of College and University Development and authorities and bodies thereunder faithfully, effectively and expeditiously.  
 (c) He shall refer the decision of the Board of College and University Development or authority and such other body or authority as may be necessary for consideration, approval, sanction or ratification as the case may be, to appropriate University authorities.  
 (d) He shall submit to the Vice-Chancellor the decision of the authority

or the body which according to him is not consistent with the provisions of the Act, Statutes, Ordinances, Rules and Regulations or is not in the interest of the University.

- (15) He shall look after the work of :-
    - (a) Under-graduate and Post-graduate Affiliation,
    - (b) Appointments and Approvals of teachers in Colleges and Recognised Institutions,
    - (c) Special Cell, UGC Unit, Grievance Committee, etc. Constituted/set up in the University.
  - (16) He shall act as a Principal Academic Development Officer and be responsible for University-Industry, University-Society interactions.
  - (17) He shall deal with all the legal matters directly or indirectly concerned with the sections under his control including signing vakalatnama, executing affidavits, agreements, etc.
  - (18) He shall report to the Registrar any misconduct committed by the employee placed under his control for further necessary action.
  - (19) He shall write the Confidential Assessment Report of the employee placed under his control and forward the same to the Registrar within the stipulated time limit.
  - (20) He shall sanction casual leave and issue memos to the employee under his charge for any misdemeanour.
  - (21) He shall be a principal liaison officer in respect of agencies like National Accreditation Council and such other Accreditation Agencies as may be designated by the Government, Government of India or any other funding agencies, as the case may be.
  - (22) He shall perform such other duties and carry out such other functions and responsibilities as may be assigned by the Vice-Chancellor, from time to time.
3. The Finance & Accounts Officer shall perform following duties and responsibilities.
- (1) As Receiving and Paying Officer - The Finance & Accounts Officer shall receive all moneys (other than moneys received in colleges) due to and receivable on behalf of the University and bring them promptly to the account and pay or otherwise settle all claims preferred against the University.

Finance  
& Accounts  
Officer



authority who may either reconsider, accept his advise and order accordingly or reject the same giving the reasons in writing in the said register.

- (12) All the papers, files related to income or expenditure or which has direct bearing on the University finances shall invariably be routed through the Finance and Accounts Officer.
  - (13) The Finance and Accounts Officer shall keep a timely watch on the interest bearing securities and other investments of the University. He shall maintain the register(s) of the investments and the securities and submit the detailed report to the Finance and Accounts Committee.
  - (14) The Finance and Accounts Officer shall prepare Monthly Trial Balance of the Receipts and Expenditure and place the same before the Vice-Chancellor or the authorities as the case may be.
  - (15) The Finance and Accounts Officer shall monitor purchases and sales of moveable property of the University in accordance with the decisions of the Purchase Committee and shall maintain record of the said purchases and sales made.
  - (16) The Finance and Accounts Officer shall sign the Daily Cash Book and Monthly Trial Balance.
  - (17) He shall report to the Registrar any misconduct committed by the employee working in the Finance branch for further necessary action.
  - (18) He shall write the Confidential Assessment Report of the employee placed under his control and forward the same to the Registrar within the stipulated time limit.
  - (19) He shall sanction casual leave and issue memo to the employee under his charge for any misdemeanour.
  - (20) The Finance and Accounts Officer shall exercise such other duties as prescribed, from time to time, by the Vice-Chancellor.
4. (1) The Controller of Examinations shall prepare various programmes of the University Examinations well in time and adhere to the schedule of declaration of results as prescribed in the Act.
- (2) He shall assign the duties and responsibilities to the officers working in the examination branch of the rank of Deputy Registrar and Assistant Registrar, from time to time.

Controller  
of Exami-  
nations

- (3) (a) He shall convene regular meetings of the Board of Examinations or other Statutory Body relating to the examination as per the programme approved by the Chairman. He shall issue notice, agenda, furnish information on the items of the agenda and keep minutes of the meetings of such authority or body.
  - (b) He shall implement the decisions of such authority or body faithfully, effectively and expeditiously.
  - (c) He shall refer the decision of the authority to such other body or authority as may be necessary for consideration, approval, sanction or ratification as the case may be.
  - (d) He shall submit to the Vice-Chancellor the decision of the authority or body which according to him is not consistent with the provisions of the Act, Statutes, Ordinances, Rules, Regulations or is not in the interest of the University.
- (4) (a) He shall supervise and regulate the work of the Examination Branch, the Examination Centres and Central Assessment Programme Centres as well as such other activities related to the examination, like Computer Cell.
  - (b) He shall report to the Registrar any misconduct committed by the employee in connection with the examination for further necessary action.
  - (c) He shall report to the Management of the College or Recognised Institution any misconduct committed by the employee or teacher of the College or Recognised Institution in connection with the examination for further necessary action.
  - (d) He shall obtain the action taken by the Vice-Chancellor, the Registrar or the Management of the College or Recognised Institution against the employee or the teacher who has committed misconduct in connection with the examination and report the same to the Board of Examinations and maintain the register thereof.
  - (e) He shall write the Confidential Assessment Report of the employee placed under his control and forward the same to the Registrar within the stipulated period.
  - (f) He may for administrative exigency transfer any of the employee placed under his charge within the Examination Branch in consultation with the Registrar.
  - (g) He shall sanction the casual leave and issue memos to the employee under his charge for any misdemeanour.

- (5) (a) He shall inform the Vice-Chancellor about the progress of the conduct of the examinations and the declaration of their results from time to time.
- (b) He shall inform the Chancellor through the Vice-Chancellor about the position of declaration of results of examinations.
- (c) He shall report to the Academic Council regarding the results of the University examinations.
- (6) (a) He shall ensure that the work of confidential printing is carried out as per the schedule and that the manuscripts are delivered to the examination centres well in time.
- (b) He shall maintain absolute secrecy as regards to printing of question papers.
- (7) He may visit examination centres as well as Central Assessment Programme centres as and when required.
- (8) He may visit the examination centre(s) as well as Central Assessment Programme centre(s) and ensure that proper arrangements of examinations or evaluation are made by the college and recognised institution concerned for the smooth conduct of the examinations and of the Central Assessment Programme.
- (9) He shall, in consultation with the Vice-Chancellor, constitute one or more flying squads for each district to maintain the strict vigilance during the university examinations.
- (10) He shall, deal with all the legal matters in connection with the examinations, etc. and also sign all the legal documents, vakalatnamas, affidavits, agreements, etc. arising out thereof.
- (11) He shall prepare and present the budget of the examination branch to the Board of Examination.
- (12) He shall have the financial powers as delegated by the Vice-Chancellor, from time to time.
- (13) In addition to the above duties, he shall perform such other duties and responsibilities assigned by the Vice-Chancellor, from time to time.
5. Following shall be the duties and responsibilities of the Director of Students' Welfare:
- (1) He shall organise and co-ordinate the student welfare activities at the University, College and Recognised Institution.
- (2) He shall organise specific students activities (at University level) like leadership training, inter-collegiate and inter-University Youth

Director of  
Students'  
Welfare

- Festivals, cultural activities, talent shows, University tours and the like, subject to the approval of the Vice-Chancellor.
- (3) He shall as co-ordinator of the activities like N.S.S., N.I.C. and other activities of the similar nature at the University level, as may be assigned by the Vice-Chancellor/Management Council from time to time.
- (4) He shall organise various functions of national importance and important functions at the University level like Independence Day, Republic Day, University Day, etc.
- (5) He shall encourage cultural social and literary activities with a view to fostering healthy corporate life in the student community;
- (6) He shall act as a Secretary of the University Students' Welfare Board;
- (7) He shall issue notices or to cause to issue notices of the meetings of the Students' Council.
- (8) He shall advice, guide and supervise in general the activities of the Students' Council.
- (9) He shall maintain accounts and hold and manage the funds and property of the Students' Council in his capacity as a Treasurer of the Students' Council and submit the same or cause to submit the same;
- (10) He shall ensure that the accounts of the Students' Council are duly audited and the auditor's report along with a Statement of Accounts submitted to the Management Council on or before the 31st of March of the following year or on the date that may be specified by the Vice-Chancellor.
- (11) He shall accord sanction and regulate the expenditure with the provisions made in the Budget for the Students' Council.
- (12) He shall notify as per the statutes governing the election/nomination to the Students' Council, to the Principals of Colleges or Recognised Institutions and Heads of University Departments and inform the date and the time and the manner of holding the election of Students Council and University Departments Students Council.
- (13) He shall bring to the notice of the Vice-Chancellor any of the activities of the Students' Council or any other Students organization if prejudicial to the University or/and is not in the interest of the student.
- (14) The Director of Students' Welfare shall for the purposes of planning programmes and activities and for executing different schemes relating to students' Welfare and/or approved by the Students' Council act as a liaison between the Government of India, Government, the University, between University and other Universities, National and Cultural Organizations etc.

- (15) The Director of Students Welfare shall prepare a calendar for the election to the University Departments' Students Council for the Post-graduate Department of the University and Student Council for College and Recognised Institutions.
  - (16) He shall be responsible for the smooth conduct and co-ordination of Students' Council elections.
  - (17) He shall conduct the elections of the University Students' Council under the superintendence of the Vice-Chancellor and the Registrar.
  - (18) He shall issue the notice of meetings of the Students Council, prepare the agenda and keep the minutes of the Students Council.
  - (19) He shall co-ordinate the curricular, co-curricular and extra curricular activities of different Students Associations for a better corporate life.
  - (20) He shall look after all the legal matters connected with the conduct of elections, student discipline and such other matters which are directly or indirectly connected with his sections and execute vakalatnama, affidavits and furnish information to the advocate.
  - (21) He shall arrange for the periodical medical examinations of students and to ensure medical assistance to them and organise and supervise dispensaries attached to the University Departments, Colleges and Recognised Institutions.
  - (22) In addition to the duties and responsibilities mentioned above, he shall perform such other duties and perform such other functions as assigned by the Vice-Chancellor, from time to time.
  - (23) He shall perform such other duties as may be assigned to him by the University authorities and assist in any other work that may be allotted to him by the University authorities.
6. (1) (a) subject to the overall direction, control and supervision of the super Class I officer, who shall be controlling officer,
- (b) the Deputy Registrar incharge of Branch/Section/Unit/Department, ('Branch' in brief) shall be responsible for the smooth conduct and working of his Branch for the allotment of work to the Assistant Registrar(s), Superintendent(s), Asstt. Superintendent(s), Head Clerk(s), etc. who shall be directly responsible to him.
- (2) He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets

Deputy  
Registrar  
and  
Equivalent  
Cadres

- from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.
- (3) He shall issue warnings and reprimand to erring employee. He shall also maintain or cause to maintain leave register, movement register and all other official registers etc.
  - (4) He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent by issuing warnings periodically in writing and recommending to the Registrar through his controlling superior officer for the disciplinary action of severe nature, in case, the same employee shows no improvement.
  - (5) He shall communicate in writing, from time to time, about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money, his Branch spends. He shall submit periodical returns and reports, and shall prepare the budget for his Branch every year and place it for the approval of the appropriate authority.
  - (6) The Deputy Registrar shall maintain cordial public relations and attend the queries of the members of the public and supply the information through the concerned Officer to the Government, U.G.C., Chancellor etc. The Deputy Registrar shall help the members of the public to solve their difficulties concerning his Branch and entertain the complaints, if any, against the staff working under him.
  - (7) He shall carry out his duties and responsibilities in a just manner without any discrimination; and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
  - (8) (a) The Branch where the Assistant Registrar is not provided, the Deputy Registrar shall carry out the functions, which are prescribed for the Assistant Registrar, as those of the Deputy Registrar.
  - (b) The Deputy Registrar shall ensure that the Assistant Registrar(s) and the subordinate staff in his Branch dispose of the cases, exercise the powers and carry out the functions as per provisions of the Act, Statutes, Ordinance, Rules and Regulations, the decision of the authorities, the order of the Government and the guidelines of the bodies like U.G.C.

- (9) He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his sections. He shall be responsible for preserving the documents, deeds etc. concerning his Branch.
- (10) The Deputy Registrar shall personally look into the court cases of his Branch and shall take steps to deal with the legal matters adequately. He shall keep the controlling officer informed about the cases and obtain his orders wherever necessary.
- (11) He shall carry out any other work assigned to him by the higher officers of the University from time to time.
7. The Medical Officer of the University, by whatever designation, shall perform the following duties and carry out the following functions :
- (1) He shall attend the medical centre at the prescribed hours and medically examine the patients visiting the centre and prescribe medicines, and if available either free or at subsidized rates, supply the medicine to such patients.
- (2) The term, 'patient', may include employee or member of his family, the teacher or member of his family or the student residing and or taking education in the university or member of any authority or body attending the work of such body or authority.
- (3) He shall attend the patient at his residence if such a patient is physically unable to attend the centre.
- (4) He shall refer the patient to the specialist(s), if necessary, and have him examined through such specialist(s) at the centre, the patient's residence, specialist's dispensary/hospital as per the exigency, and if necessary accompany the patient to the hospital.
- (5) He shall refer the patient to the specialist(s) or to the hospital for advanced medical check up, treatment and/or hospitalization and further keep the trace of the health and medical condition of the patient.
- (6) He shall keep the record of health profile of each patient.
- (7) He shall undertake periodical health check up of every employee, teacher and student.
- (8) He shall keep stock of essential medicines in the centre, in case the university has scheme of supplying medicines to the patient. He shall ensure that the proper account of the said medicine is maintained, adequate stock of the medicine is requisitioned in time, dispose of the medicine which is unutilised and whose date of validation is expired

- after following due procedure of such disposal. He shall also maintain the financial account of such medicines.
- (9) He shall procure the required, essential as well as desirable medical equipments so as to make the centre more effective and also ensure its upkeep. He shall ensure that, to the extent possible, modern equipments in medicine are provided for at the centre, keeping in view, financial provision and the policy of the university.
- (10) He shall prepare the budget estimates of the financial requirement of the centre
- (11) He shall, whenever felt necessary, refer the employee or the teacher who has been suffering from protracted illness and is likely to be declared physically invalid for the discharge of his functions, to the committee constituted by the University for such purpose and upon their recommendations to the Civil Surgeon/Superintendent of the Government Hospitals and/or Medical Board constituted by the Government for determining whether the employee or the teacher be declared medically unfit or otherwise.
- (12) He shall supervise and control the working of the employees placed under his charge at the centre.
- (13) He shall maintain the detailed information about various medical facilities, either routine or specialised, available in the city within the jurisdiction of the University, and to the extent possible maintain rapport with such places and whenever necessary refer the patients to such places.
- University Engineer 8. The University Engineer, by whatever designation, shall be overall incharge of the new constructions, maintenance, of the building and the property of the University and shall work under the control of the Registrar and perform the duties and carry out the functions as follows :
- (1) (a) He shall be responsible for all new construction works of the University buildings, roads, electrical installations and other structures on the University campus or the University property.
- (b) He shall prepare or cause to prepare the plans and estimates either himself or through Architect, scrutinise the estimates, ensure approval thereof by the respective authorities, publications and or issuance of tender papers, due scrutiny and analysis of the tenders and their submission to the respective authorities for approval.



- (c) He shall ensure completion of all the preliminary formalities before the commencement of construction of new building/electrical installation.
  - (d) He shall, personally, through his subordinate staff and the Architect, ensure that the construction/installation is as per the design and plans approved; as per the specifications prescribed and of the quality expected.
  - (e) He shall measure or cause to measure the work done and ensure that the same is recorded in the Measurement Book.
  - (f) He shall issue instructions to the Architect and/or to the Contractor about the proper implementation and proper progress of the construction/installation.
  - (g) He shall verify the work with the Measurement Book, scrutinise the payment bills and certify the progress of construction/installation and recommend/approve the payment thereof.
- (2) He shall prepare and submit Commencement Certificate, Compliance Report, Completion Certificate, Progress Report and Utilisation Certificate to the Government, U.G.C., and other funding agencies, as the case may be.
  - (3) He shall obtain permission and certificates from the local Municipal authorities, the Government etc. before the commencement and after the completion of the construction/installation and obtain their permission to put the building into use.
  - (4) He shall maintain and preserve the documents like plans, blue prints, estimates, architectural drawings, Municipal permission, agreement with the Architecture, agreement with the Contractor etc. properly and safely.
  - (5) He shall maintain all the buildings, public utility services like electricity, water supply, drainage, telephone lines etc. on the campus and the property of the University.
  - (6) He shall prepare the Annual Budget of recurring and non-recurring expenditure of his Section.
  - (7) He shall periodically verify the stocks of the buildings, equipments, machinery and such articles put under his control.
  - (8) He shall supervise the work of the staff working under his control.

- (9) (a) He shall issue notice of the meeting of the Buildings and Works Committee and other Committee thereunder, prepare agenda and keep the minutes of the meeting.
  - (b) He shall refer the decisions of the Buildings and Works Committee or other Committee to proper authority or body for approval or ratification and if necessary to the Chancellor and or to the Government for their concurrence.
  - (c) He shall implement the decisions of the authorities faithfully, effectively and expeditiously and periodically submit the compliance thereof to the Registrar.
- (10) He shall maintain and update the history sheet of every building/property of the University.
  - (11) He shall deal with all legal matters and disputes connected with his branch.
  - (12) He shall exercise such other duties and carry out such other functions as may be directed/entrusted to him from time to time.
- Public Relations Officer
9. (1) The Public Relations Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs
  - (2) He shall be responsible to ensure that the information relating to the University is disseminated properly. He shall have to co-ordinate the services of media for communication purposes, publicising of social events, academic achievements of the University as concurred by the Registrar.
  - (3) He shall maintain the enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination, the admission rules etc.
  - (4) He shall forward information about the views and reaction of the community on the various University decisions, feed back, to review its existing programme and plan for the future. He shall keep liaison with institutions of academic, research and development organization or similar institutions and disseminate information through periodicals, booklets, press advertisements and audio visual media.
  - (5) He shall acquaint himself with printing techniques.
  - (6) He shall assist the Registrar in organizing press conferences as and when required by the Vice-Chancellor, or other authorities of the University with the permission of the Vice-Chancellors.

- (7) He shall supervise, control the staff working under him.
  - (8) He shall arrange to publish advertisements of the University in Newspapers approved by the authorities and scrutinize the bills received from the Newspapers and arrange the payment thereof.
  - (9) He shall provide assistance and guidance to the students, parents and public in respect of the University affairs.
  - (10) He shall receive, welcome and entertain the dignitaries and arrange their accommodation and appropriate conveyance with the approval of the Registrar.
  - (11) He shall prepare and arrange the distribution of invitation cards of various functions, programmes arranged or organized by the University.
  - (12) He shall supervise and control the working at Reception/Inquiry Counters.
  - (13) He shall prepare the information brochure of the University based on the factual information and Annual Calendar of the University consisting of the various events which are scheduled during the Academic year.
  - (14) In addition to the above duties and responsibilities, the Public Relations Officer shall perform the duties and responsibilities as may be entrusted to him by the Registrar.
10. (1) The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, the Super Class I Officer, the Deputy Registrar or Head of the concerned Branch under whom he is working as a Head of the Section and he shall have the powers and responsibilities assigned by the Deputy Registrar.
- (2) He shall be incharge of the section and shall be responsible for their normal and smooth working.
- (3) He shall look after day to day work of the Section of which he is incharge as per the instructions of the higher authorities. He shall hold periodical meetings of his staff to ensure proper implementation of tasks entrusted to his section and in accordance with the provisions of the Act, Statute, Ordinance, Rules and Regulations, decision of authorities, Government orders and guidelines of the bodies like U.G.C. He shall take review of the difficulties faced and assist the staff to remove them or place them before higher authorities for solution.

Assistant  
Registrar  
and  
Equivalent  
Officers

- (4) He shall be responsible for planning and scheduling of the entire work of the section well in advance and shall take the periodical reviews of its execution.
- (5) He shall assign/reassign specific jobs to his subordinates, and shall also decide the time-dimension in respect of the jobs so assigned where the norms are not laid down.
- (6) He shall ensure and maintain proper co-ordination and follow-up with other Department/Branch/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.
- (7) He shall be responsible for smooth and efficient running/working of the section and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
- (8) He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- (9) He shall deal with non-routine cases referred to him by the supervisory staff working in his section. He shall call meetings of his staff periodically, train the members of his department and provide guidance to all.
- (10) He shall dispose of cases of importance quoting the authorisation(s) clearly applicable and submit the same to higher officer, with clear and specific comments for their approval and sanction, if required.
- (11) He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceeding of the work.
- (12) He shall exercise constant vigilance which is sine-qua-non of speedy and qualitative disposal of work, safety of the record, regular and orderly behavior of the staff.
- (13) He shall prepare as per rules and specifications the Confidential and Assessment Report and submit them to the Deputy Registrar. The Assistant Registrar may issue warning, in writing, to the erring staff working under him and if there is no improvement report the case of such employee to the Registrar through the Deputy Registrar for suitable disciplinary action.
- (14) He shall record verbal discussions, orders and instructions, which shall be attested by the concerned higher Officer

(15) He shall prepare item for consideration of the Management Council, Academic Council or for other authorities/bodies of the University concerned with his section, and execute the decision of the authority faithfully, effectively and expeditiously.

(16) He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner, show no discrimination on whatever ground and look after the welfare of the employees working under him.

(17) He shall carry out any other work assigned to him from time to time by the higher officers

11. The Security Officer shall be overall incharge of the safety and security of the employees, teachers, students and the property of the University and shall work under the control of the Registrar or such other officer as may be directed by the Registrar.

(1) He shall be personally responsible for the safety of the staff, teachers, students, officers and the University property. The Security Officer shall ensure that no encroachment on the University property/Campus or Building takes place and that no unauthorized persons are allowed to enter the premises of the University. In case of such encroachment and insecurity or of the situation created by riot etc. he shall have to take help of the police in emergency and in ordinary course with the permission of the Registrar.

(2) He shall be responsible in respect of all routine matters pertaining to the recruitment, optimal utilisation and deployment of security staff, their postings, substitute appointments, sanctioning of all kinds of leave to them, transferring of the watchman from one place to another and to take the disciplinary actions, if any, in order to ensure proper security. In case of major disciplinary action, the matter shall be submitted to the Registrar.

(3) He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.

12. (1) He shall receive the mail, the papers and files and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.

(2) He shall deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are

Security Officer

Superintendent, Section Officers and Equivalent Cadres

important enough to be seen by the higher Officers at the initial stage or on which he desires their instructions.

(3) He shall mark and distribute the letter to the subordinate staff dealing the matter/subject.

(4) He shall exercise, check and follow the letters received from the Government of India, Chancellor, Government, U.G.C., Office of the Director of Education, Universities, etc.

(5) He shall draft notes and independently deal with cases which are routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies

(6) He shall point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.

(7) He shall scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Assistant Registrar and/or Deputy Registrar, as the case may be.

(8) He shall attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions

(9) He shall supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.

(10) He shall periodically inspect the racks and tables of assistants, and/or senior assistants working under him and satisfy himself that no papers or files have been overlooked and that there are no odd receipts or bills lying undisposed of. Through this he shall ensure the efficiency of the staff working under him.

(11) He shall give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.

(12) He shall attend to such other work as may be given to him with the approval of the higher Officer/Head of the Department.

Junior Engineer

13. The Junior Engineer shall work under the direction of the University Engineer and carry out the following functions.

(1) He shall be responsible for check-up of each building at least once in a month and reporting observations with suggestions of maintenance to

higher authorities. While inspecting, he shall keep liaison with the representative of the user Department.

- (2) (a) He shall prepare plans and estimates for minor repair works after inspection and as directed, and carry out the repairs under directions of the University Engineer, exercise control quality and economy.
  - (b) He shall attend emergent repairs especially in residential buildings, where safety is a problem he should not wait only on reporting but take quick remedial measures.
  - (c) He shall keep proper maintenance of internal roads, gardens cleanliness of building etc.
  - (d) He shall chalk-out weekly repairs programme and getting them executed from Mukadams and subordinate staff.
  - (3) (a) He shall keep record, plans, record of lands of all the buildings in his charge.
  - (b) He shall keep accounts of stores, tools and Plans which are under his custody.
  - (c) He shall maintain the register of masonry works and printed return of buildings.
  - (4) He shall check maintenance book kept by the Beat-in-charge including checking mazdoors attendance periodically.
  - (5) He shall prevent and remove encroachment on University lands.
  - (6) He shall attend electrical deficiencies with the help of the electrical wing. Inform well in advance where electrical installation needs to be attended while doing civil work so that delay and accidents are avoided.
  - (7) He shall report damages if any, due to any reason promptly.
  - (8) He shall attend all the duties as prescribed in Public Works Manual, Government Circulars etc.
  - (9) He shall carry out any other duties assigned by the University Engineer.
14. (1) The Personal Assistant shall be responsible to the Officer under whom he is working. Personal Assistant
- (2) He shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
  - (3) He shall perform the duties and responsibilities assigned to him by the concerned Officer from time to time.

- (4) He shall maintain programme sheets of the officer, prepare drafts of meeting and correspondence of routine nature. He shall organise plan and follow tour programme of the officer. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and despatch it promptly to relevant section alongwith the instruction of the officer. He shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

Head  
Clerk  
Assistant  
Superinten-  
dent and  
Equivalent  
Cadres

15. The Head Clerk, Assistant Superintendent and the employee in equivalent cadre shall

- (1) exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
- (2) point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
- (3) submit notes/drafts for approval of the officers through the Superintendent/Section Officer.
- (4) scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
- (5) ensure the prompt despatch of letters.
- (6) arrange filing of the papers and arrange files in order, year-wise and subject-wise.
- (7) maintain calendar of periodical returns for incoming and outgoing, separately and ensure timely submission of such returns.
- (8) attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

Senior  
Clerk/  
Junior  
Clerk and  
Equivalent  
Cadres

16. The Senior Clerk, Junior Clerk and the employee in equivalent cadre shall
- (1) submit notes/drafts for approval of the officers through the Superintendent.
  - (2) enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officer by name will be received by the officers themselves or through P.A's Stenographers/Secretaries.

- (3) acknowledge letters received.
  - (4) submit dak to the Superintendents/Section Officer/Assistant Section Officer/Assistant Superintendents daily, despatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
  - (5) prepare list of letters issued during a week to which replies have not been received and for which reminders are required to be sent.
  - (6) send relevant extracts or any part of a receipt, through Section Officer/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.
  - (7) open and maintain service-book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
  - (8) maintain different registers, forms etc.
  - (9) keep a note-book to watch timely disposal of urgent papers.
  - (10) collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
  - (11) supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
  - (12) prepare routine letters/replies for approval where noting is not required issue reminders.
  - (13) maintain daily work sheet, and submit weekly arrears report to the immediate superior.
  - (14) prepare monthly arrears report and submit it to the immediate superior Officer for perusal and guidance/instructions.
  - (15) Carry out any other work assigned from time to time, with the approval of the Assistant Registrar.
17. The Chief / Deputy Accountant shall
- (1) ensure that the various payments made from the University funds are within budgetary provision and with the sanction of competent authorities.
  - (2) attend to correspondence with State, Central Government, U.G.C. and other higher authorities with the assistance of the Finance and Accounts Officer.

Chief/  
Deputy  
Accountant

- (3) ensure proper attendance of staff working under him.
- (4) ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and ensure that non-revenue accounts appearing in particular account of fund are reconciled.
- (5) attend to audit queries and to reply audit report to submit necessary statement of accounts.
- (6) recover grants due to the University from the outside bodies including the Government, the Government of India, U.G.C. etc.
- (7) report to the Finance and Accounts Officer, Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the departments/sections which are attached to him.
- (8) attend to such other works assigned to him by the Finance and Accounts Officer.

Assistant  
Accountant

18. The employee appointed as Assistant Accountant shall
- (1) prepare bank reconciliation statement, budget and final accounts of funds entrusted to him.
  - (2) prepare periodic accounts of funds entrusted to him and to assist the Chief/Deputy Accountant in furnishing of figures of expenditure to higher authorities.
  - (3) maintain books of accounts, payment register and funds entrusted to him.
  - (4) attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L.I.C. Premia P.F. from the salary of individual employee.
  - (5) attend to routine correspondence with Banks and other Departments.
  - (6) supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.
  - (7) attend to such other works as may be assigned to him with the approval of the Finance and Accounts Officer/Deputy Registrar (Finance and Accounts and Chief or Deputy Accountant).

Accounts  
Clerk

19. The employee appointed as Accounts Clerk shall
- (1) write various books of accounts such as ledger, salary register, income tax register, etc.
  - (2) ensure proper filing of vouchers and papers.
  - (3) prepare bills for payment.

- (4) prepare the returns.
  - (5) report to the Assistant Accountant/Deputy Accountant about any mistakes noticed by him in book of accounts.
  - (6) attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts)/Accountant, from time to time.
20. The Garden Superintendent shall be under the direct control of the Registrar, or such other officer as may be directed by the Registrar.

Garden  
Superinten-  
dent

He shall be responsible for maintenance and development of garden(s) on the University campus. He shall also supervise the work of gardeners and other persons working under him and regulate the working of the staff working under him. He shall assist beautification of the University campus and also for development of the Botanical garden of the university. He shall carry out the plantation programme taking the help of the Social Forest Department of the Government, and other relevant body.

21. The Curator shall perform the following duties :

Museum  
Curator

- 1) shall acquisition, register, store, display and conserve museum objects.
- 2) shall publish the results of research.
- 3) shall ensure the safety and security of the museum materials under his charge against damage and degeneration, vandalism, pilferages or burglary and accidents.
- 4) shall offer guide services to the visitors in general and in the modern concept of a Museum's functions, fulfil the duties of a teacher of students at all levels of education.
- 5) shall prepare a detailed plan for the development of the museum for long term as well as short term durations.
- 6) shall develop, update and maintain the museum literature including purchase of new books, framing the rules for issuing the books, preservation of the books.
- 7) shall prepare ethnographic accounts of the various tribes/communities, particularly of Maharashtra with special emphasis on the use of material culture.
- 8) shall prepare a detailed list of museum articles giving all the details such as local and the English names of the articles, the place of procurement, names of the tribe/community using it; a small sketch/photograph indicating different parts etc. A photograph showing the mechanics of

the instrument, the activity, date of procurement etc. Providing an index card for future details.

- 9) shall keep the museum presentable, neat and clean.
- 10) shall take suitable steps for creating an awareness among the common people by way of writing popular articles, arranging exhibitions, film shows, preparing brochures, pamphlets providing information about the museum.
- 11) shall maintain registers for the equipments purchased, to ensure its proper use, arrange for their repairs or write off etc.
- 12) shall allocate and supervise the duties and responsibilities of the Museum Assistant in consultation with the Head of the Department.
- 13) shall acquire modern techniques and methods of preservation of museum exhibits.
- 14) shall conduct field tours for ensuring the collection of museum artefacts and other exhibits.
- 15) shall perform any other duties that may be assigned from time to time.

Museum  
Assistant

22. The Museum Assistant shall perform the following duties :

- 1) shall maintain Museum grants register, Acquisition register, Accession register, Visitor's register, Library register etc.
- 2) shall undertake minor replacements, repairs and servicing of the museum equipments,
- 3) shall invite quotations and order for apparatus and equipments required
- 4) shall withdraw and settle financial advances required for purchases.
- 5) shall arrange for and supervise anti-termite treatment in the museum and laboratory hall.
- 6) shall supervise cleaning and orderly up-keep of the museum.
- 7) shall order books for the Museum library, catalogue them and prepare their accession cards.
- 8) shall assist the Curator while on collection tours.
- 9) shall receive visitors, school excursions and offer guided tours to them.
- 10) shall do photography work needed for documentation and preparation of condition reports of the museum artefacts.
- 11) shall undertake and complete annual stock verification.
- 12) shall assist the Curator in all technical work pertaining to the museum.
- 13) shall perform any other duties assigned from time to time.

23. (1) The employees appointed as storekeeper, senior storekeeper, assistant storekeeper, assistant to the storekeeper, by whatever designation, shall maintain the store items either consumable or non consumable committed to his charge in proper manner. Store-keeper

(2) He shall maintain the record of procurement and disbursement of such items alongwith the cost of its procurement, transport, octroi, duty, storage charge in proper manner.

(3) He shall, keeping in view the demand level, maintain adequate stock of each item and ensure that the stocks are adequately recuperated.

(4) He shall maintain the accession and store register and bin cards properly and up-to-date.

(5) He shall in consultation with the appropriate authorities dispose of the stock of the items which are not required for long time or which are spoiled or rendered useless, after following the procedure and complete the procedure for writing the same off.

(6) He shall undertake periodical and annual stock verification and evaluation and submit the accounts thereof to the Head of the Department. He shall furnish the financial estimates for his annual requirements and shall comply with the audit objections, if any, to the satisfaction of the auditor(s).

24. The Receptionist shall work under the direct control of the Public Relations Officer. Receptionist

(1) He shall receive the guests, visitors, members of the various organisations and student community etc. and guide them to the proper sections to meet their requirements.

(2) He shall be well acquainted with examination dates, announcement of result, various programmes of the University meetings, University publications and other activities of the University and furnish such information to the person making enquiries.

(3) He shall perform such other duties and responsibilities as may be assigned to him by the concerned Officer time to time.

(4) He shall display on the notice-board important notices, circulars etc. received from the various sections.

25. (1) He shall operate the telephone Board and take messages if required, inform the telephone department/the mechanic if there is any fault with the Board. Follow up the payment of telephone bills, maintain records of the outward calls attended. Telephone Operator

(2) He shall ensure that no unofficial local/STD/ISD/trunk calls are made without prior permission of the Higher Officer and prior payment of requisite charges.

(3) He shall carry out any other works as assigned by the concerned officer, from time to time.

Driver 26. (1) Driver shall maintain and drive the vehicle, of whatever nature, put to his charge, very efficiently. He shall ensure that the vehicle under his charge is cleaned and washed daily.

(2) He shall, ensure that the engine of such vehicle is maintained in proper condition by undertaking regular maintenance and care, which would include daily, weekly, monthly and periodically, as may be prescribed by vehicle incharge.

(3) He shall, ensure that all the parts of the engine as well as vehicle including the body, the wheels are maintained properly and due care is taken to ensure that the parts which are worn out are either repaired or replaced in time. He shall ensure that servicing of the vehicle is carried out after certain period or after certain limit of mileage, running including charge or replacement of various oils, maintenance of battery, dynamo, carburator, gear system, break assembly, electrical fittings etc.

(4) He shall maintain appropriate log book of using the vehicle and other maintenance repairs carried out

(5) He shall report for his duties at a given time and carry out the duties without any grouse.

Laboratory Assistants 27. The employee appointed as Laboratory Assistant shall

(1) assist students and teachers in conducting practicals and experiments.

(2) maintain dead stock register and register of consumable materials and to undertake at the end of the academic year, a physical stock verification of laboratory materials.

(3) assist the Incharge of Laboratory in purchase and procurement of laboratory materials.

(4) supervise the work of laboratory attendants working under him.

(5) assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.

(6) report about breakages/losses in laboratory, to his superiors.

(7) report to Incharge of laboratory about misbehaviour by the students inside the laboratory.

- (8) ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- (9) prepare the chemicals as per the requirement of the practicals, arrange for the plant material, specimen etc. required for the day to day practicals.
- (10) assist the Laboratory Incharge during the University/College Practical Examinations, as the case may be.
- (11) attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

28. The employee appointed as the Laboratory Attendant shall

Laboratory  
Attendants

- (1) clean laboratory and keep Laboratory materials including apparatus and equipments in proper place.
- (2) render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
- (3) assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- (4) render physical assistance to students and teachers in conducting practicals and experiments.
- (5) report about loss of laboratory equipment and other materials to his superiors.
- (6) open and lock cupboards, doors, windows and gates of laboratory.
- (7) attend to delivery of letters connected with laboratory and its staff.
- (8) clean the instruments, glassware, etc. before the start of the practicals or after the practicals are over.
- (9) assist the Laboratory Incharge during the University and College Practical Examinations, as the case may be.
- (10) attend to such other duties which are assigned to him by the Laboratory staff, with the approval of Incharge of the Laboratory.
- (11) Perform such other duties as may be assigned by the Head of the Deptt. pertaining to the routine work of the office and Department.

29. The Senior or Junior Library Assistant shall be responsible for one or more Department/Sections of a University Library (Such as Acquisition Department, Periodicals Department, Technical Processing Department, Circulations Department, Reference and Readers' Services Department) or be responsible for a Departmental Library. He shall be responsible for the

Senior or  
Junior  
Library  
Assistant

general functioning of his department/Section/Unit.

He shall perform following duties and responsibilities if posted in the following Department/Section.

(1) Acquisition Department :

- call for books on approval
- bring to the notice of the faculty new books
- liaison with faculty members for selection of books and other materials
- liaison with donors for gift of books
- ensure that prices charged by the book sellers are correct
- orders are placed for selected titles
- orders placed are received in good condition.
- ensure that book funds are properly utilised as per allocation
- supervising the work of the staff in the department

(2) Technical Department

- accessioning of books and other materials
- cataloguing and classification of books and other materials
- filing of catalogue/shelf list cards
- maintaining the catalogue including correction and replacement of cards.
- recording of all weeded out material
- sending material to the circulation/reference department of cards
- recording of all weeded out material
- sending material to the circulation/reference departments
- supervising the work of the staff in the department

(3) Periodicals Department

- receiving and recording receipt of periodicals
- sending reminders for non-receipt
- receiving and issuing periodicals to readers
- preparing periodicals for binding and all related work

(4) Circulation Department

- issue and return of books and other materials
- reservation of items
- sending reminders for non return
- collection of fines for late return, damage, or loss of books



- maintaining shelves in proper condition so that books can be located
- (5) Reference Department
- answering reference queries
  - conducting literature searches for readers
  - preparing bibliographies and reading lists
  - indexing articles
  - arranging book displays
  - organising user education programmes.
30. The employee appointed as Library Attendants shall
- Library Attendants
- (1) render physical assistance to library members and library staff in locating, using and moving books and other materials.
- locating and fetching books from shelf
  - assistance at circulation counter
  - carrying books, journals and other library materials, from one place to another inside the office or outside
  - physically taking books to the shelves.
- (2) render assistance to library staff in receiving and returning of books and materials from vendors, binders, other libraries etc.
- checking books with bills
  - returning of unapproved books to vendors.
  - preparing lists of materials received or given to vendors, binders and other libraries.
  - preparing of materials (i.e. identifying, listing, etc.) for binding.
  - handing over and receiving material to and from binders
  - checking book lists with binders
  - getting books to and from other libraries
  - preparing book tags and pockets for repaired and bound materials
- (3) ensure cleanliness and neatness of the library and to maintain books and other materials in proper place.
- dusting of office furniture, files, tables, equipment machines
  - dusting of books and book shelves
  - sorting of books returned
  - shelving of books
  - switching on and off lights and fans as and when required
  - carry furniture items, machines, equipment and other portable items from one place to another

- (4) assist library professional staff in physical verification of library books and other materials
- participate in stock taking activity
  - checking physical condition of books, etc.
  - collating number of pages, binding, etc.
- (5) ensure security of the library and library materials and report any loss and damage to books and other materials to seniors.
- control check counters
  - open and lock cupboards, doors, windows and gates of the library
  - identify materials for repair and binding
  - report any abnormality in the physical infrastructure facilities in the library
  - report about any unauthorised/unusual event, person or activity in the library
- (6) undertake repair of books and other materials.
- (7) assist in the office routines
- carry and deliver messages, letters, papers, files, books, etc.
  - pack, unpack, stamp, paste, seal, sort, arrange, etc. papers, books, parcels, cards, circulars, agendas, minutes, etc. - operate franking and cyclostyling machines, photocopiers, etc.
- (8) do any other similar work as may be assigned to him, from time to time, by his seniors.
- Mistry 31. (1) He shall be under the overall supervision of the Junior Engineer.
- (2) He shall be responsible to implement the weekly programme chalked out by the Junior Engineer and get it executed.
- (3) He shall be responsible for custody of new materials procured and old unserviceable obtained
- (4) He shall be fully responsible for keeping maintenance book duly filled in. This book is liable to be checked by superiors at any time.
- (5) He shall be responsible to prevent encroachments, as per the instructions, of Junior Engineer, Deputy Engineer to remove the encroachments and shall not allow unauthorised access, cutting of trees etc in his charge.
- (6) He shall be responsible for lodging complaints to Security Department for theft.

- (7) He shall be responsible for supervision of buildings in his charge.
  - (8) He shall maintain the log book of machinery.
  - (9) He shall supervise maintenance of gardens, internal roads etc.
  - (10) He shall submit the reports of various works as directed by his superiors.
  - (11) He shall maintain attendance register of staff working under him.
  - (12) He shall maintain the complaint book and categories of complaints attended/not attended and submit weekly reports.
  - (13) Any other duties assigned by the Jr. Engineer.
32. (1) The employee appointed as carpenter, assistant carpenter or the assistant to the carpenter shall look after the carpentry work required to be undertaken within the university. Carpenter
- (2) He shall, through the sanction of appropriate authorities, procure and maintain adequate stock of the equipments required by him and the timber/wood elements essential for regular maintenance.
  - (3) He shall ensure that all wooden articles and furniture available in the university are properly maintained in good condition and undertake periodical reviews and periodical repairs of such wooden furniture and articles and also undertake polish of such articles and furniture.
  - (4) He shall under the directions of the Junior Engineer/Estate Manager draw the plan of his weekly and daily work and carry out the same and there after report the compliance thereof.
  - (5) He shall maintain the wooden articles and furniture and their derivatives such as particle boards, plywoods, medium density fiber boards, glass panes etc. which form the item of furniture or wall-floor/cealing fitments.
  - (6) He shall perform such other duties and responsibilities assigned to him by University Engineer, from time to time.
33. (1) He shall be responsible for maintenance of various buildings and residential quarters of the university. Mason
- (2) He shall through the sanction of appropriate authorities procure and maintain adequate stock and the equipments required by him for keeping maintenance.
  - (3) He shall under the directions of the Junior Engineer/Estate Manager draw the plan of his weekly and daily work and carry out the same and thereafter report the compliance thereof.

- (4) He shall ensure that all building materials available in the university are properly maintained in good condition and undertake periodical reviews and periodical repairs of buildings.
  - (5) He shall maintain the proper stock of the material such as sand, cement, plastering material etc. required for the maintenance.
  - (6) He shall perform such other duties assigned to him by the Engineer from time to time.
- Plumber 34. (1) The employee appointed as the plumber, assistant plumber, or assistant to plumber shall maintain and repair all the plumbing provided for in the University including the drainage within the building and premises of the campus.
- (2) He shall through the sanction of appropriate authorities procure and maintain adequate stock of the equipments required by him and the plumbing material essential for regular maintenance.
  - (3) He shall ensure that all plumbing material is available in the university is properly maintained in good condition and undertake periodical reviews and periodical repairs of such plumbing works.
  - (4) He shall maintain the proper stores of plumbing material which include the tubes and pipes and their derivatives and accessories and fixtures required for the plumbing work such as T,U,L and straight line joints suction pipes etc.
  - (5) He shall perform such other duties as may be assigned to him by the University Engineer, from time to time.
- Electrician 35. (1) The employee appointed as the Electrician, Sr. Electrician, Jr. Electrician or assistant to the electrician shall maintain all the electrical fitments as well electrifications within the buildings and the premises of the street including the street lights and supply electrical pumps fitted within or outside the buildings.
- (2) He shall through the sanction of appropriate authorities procure and maintain adequate stock and the equipments required by him for regular maintenance.
  - (3) He shall under the directions of the Junior Engineer /Estate Manager draw the plan of his weekly and daily work and carry out the same and there after report the compliance thereof.
  - (4) He shall ensure that all electrical materials in the university are properly maintained in good condition and undertake periodical review and periodical check of the electrical installation.

- (5) He shall maintain the proper stock of the Electrical material which includes necessary equipments for fitting and for testing, the cables, wires, either coated or uncoated, flexible or nonflexible, the electrical fittings, casing, capping, points electrical boards, switches, plugs, regulators, controllers, meters, testing equipments etc.
- (6) He shall perform such other duties and responsibilities as may be assigned to him by the University Engineer, from time to time.
36. (1) The employee appointed as the Gardener, assistant gardener shall develop and maintain gardens and trees on the campus of the University and ensure that the ecological and environmental aspects are taken care of so as to suit the academic ethos of the university and impress the visitors. Gardener
- (2) He shall ensure that the gardens and trees within the campus are maintained in healthy conditions Garden including rearing and maintaining the lawn, beautifying plants, flowering plants as well as fruit bearing trees.
- (3) He shall under the directions of the University Engineer/Garden Superintendent draw the plan of his weekly and daily work and carry out the same and there after report the compliance thereof.
- (4) He shall ensure that all materials available in the university is properly maintained in good condition and undertake periodical review.
- (5) He shall maintain the proper stock of the equipments and material which include sickles, Scissors and other accessories and manure, seeds, fertilizers soils, etc.
- (6) He shall perform such other duties and responsibilities as are assigned to him by the University Engineer, from time to time.
37. The employee appointed as Daftary shall : Daftary
- (1) Keep and maintain record, files relating to Office as directed. Fix stamps, stick or sealing envelopes or wrappers, packing of parcels.
- (2) Undertake pinning and bostiching, sorting or arranging of papers and circulars, minutes of the various University bodies etc. according to the instructions of the Head of the Branch/Section.
- (3) Filing and replacing record.
- (4) If posted in Accounts Section he shall undertake the work in respect of banks, depositing, clearing withdrawing, cash and submitting, arranging and filing of vouchers prepared for the purpose.

- Watchmen 38. (1) The employee appointed as the watchman, shall guard the university property committed to his charge during the period of his duty which include the property of the university both movable and immovable.
- (2) He shall ensure that, the movable or immovable property of the employee, teacher, student residing at the campus is properly guarded.
- (3) He shall during the hour of the duties remain alert, and ensure that anyone moving around suspiciously or in a manner which he cannot express satisfactorily, is nabbed or apprehended and produced before the security authority for further investigation.
- (4) He shall prevent any person from causing bodily hurt to any other person within the jurisdiction of his duty. He shall prevent any person causing harm to any building tree plants, garden installation of any kind within his jurisdiction.
- (5) He shall attend any agitation, demonstration or procession within his jurisdiction with alertness and alacrity and ensure that no untoward incident takes place by preventing any damage, or committing any such act. In case any person commits any such destructive behaviour or damage to any property of the university or any untoward behaviour he shall report the same to the Security Officer.
- (6) He shall maintain proper turnout, discipline and integrity.
- (7) He shall perform such other duties which are assigned to him by the Security Officer from time to time.
- Jamidar, Nalik and Hawaldar 39. He shall perform ordinary duties of a peon in addition to the following duties :-
- (1) He shall supervise and control all the peons working under him and see that they attend punctually, work properly and maintain office discipline, report absentees, late attendance, misbehaviour etc. to the authorities.
- (2) He shall see that peons observe office timings.
- (3) He shall see that peons open windows and blinds at the start of the day, switch on lights, fans etc.
- (4) He shall arrange for distribution of peons and account for their movements.
- (5) He shall arrange for moving of muster rolls to and from Administrative Branch.
- (6) He shall arrange for distribution of office circulars.

- (7) He shall arrange rest-intervals of peons to suit the convenience of the officers or departments.
  - (8) He shall maintain leave roster of peons, so that strength of peons is not abnormally impaired, and submit it to the Administrative Branch by making necessary arrangements during leave etc.
  - (9) He shall open and close office premises, where necessary.
  - (10) He shall see that cleanliness of the office is maintained by supervision.
  - (11) He shall see that peons and all other who are expected to be in uniforms and badges, wear the same punctually.
  - (12) He shall get the floor cleaned with water insecticiding etc. periodically.
  - (13) He shall carry out any other work that may be assigned by the concerned officer from time to time
  - (14) Wherever the post of Jamadar is not in existence the Naik/Hawaldar shall perform the duties of supervising the Peons, Hamals and Sweepers
  - (15) He shall perform such other duties and responsibilities as are assigned to him by the concerned officer, from time to time.
40. The operator shall -
- (1) Carry out the work of cyclostyling /Xeroxing according to instructions given to him
  - (2) be responsible for keeping the following accounts of:
    - i) day to day receipt of stencils and papers received by him for cyclostyling/Xeroxing.
    - ii) receipt of duplication/xerox paper from the Administration Branches.
    - iii) duplicating/xerox paper and stencils actually used, spoiled if any, during cyclostyling/xeroxing and the balance at hand.
  - (3) be responsible for neat and careful preserving of the stencils received by him and destroy them as per instructions given to him by the Sectional Head under whom he is working and/or concerned Branch Officer/ Assistant Registrar/Deputy Registrar, as the case may be .
  - (4) be responsible for proper maintenance of cyclostyling/xerox machines and shall report, in writing, defects/faults if any, immediately to the officer, in charge under whom he is working.
  - (5) Supervise the attendance/working of the Hamals and other menial staff attached, if any.

Cyclostyler/  
Xerox  
Machine  
Operator

- (6) Any other work as may be assigned to him by the concerned officer, from time to time.
- Peons/  
Peon-Cum-  
Hamals
41. The employee appointed as Peon/Peon-cum-Hamal shall
- (1) Open and close the dooors and windows, etc. switch on and off lights and fans as and when required.
  - (2) do dusting of office furniture, books, book shelves, files tables equipments, machines, etc.
  - (3) pack, unpack, stamp, paste, seal, sort, arrange, etc. papers, books, parcels, cards, circulars, agendas, minutes, etc. as per instructions.
  - (4) carry messages, letters, papers, books, journals, and others library materials, files, registers, etc. from one place to another inside the office or outside as the case may be.
  - (5) carry furniture items machines, equipment and other portable items from one place to another inside the office or outside as the case may be.
  - (6) control check counters, and to ensure security of the library and library materials and report about loss and damage of books and other library materials to seniors.
  - (7) operate franking machines, photocopiers, cyclostyling/xeroxing machines etc. whenever necessary.
  - (8) undertake repair of books and other materials.
  - (9) carry out work of similar nature which the seniors may assign
  - (10) serve drinking water, tea etc. to employees and visitors when required.
  - (11) carry out any other work as may be assigned to him, from time to time, by his seniors.
- (\* Peon-cum-Hamals will also be required to attend to the duties of a hamal; i.e sweeping, cleaning of rooms, furniture, electrical fittings like lights and fans, etc.)
- Hamals/  
Hamal-  
Cum-Peons
42. The employee appointed as Hamal/Hamal-cum-Peon shall carry out Sweeping, cleaning rooms and furnitures and electrical fittings like fans and lights and shifting records, binding in bundles, furniture etc. as per needs. Any other work as may be assigned to him by the concerned officer/Hawaldar/Mukadam from time to time. Hamal cum Peon shall also have to attend to the duties assigned to peon.
- Sweepers
43. Sweeping and cleaning the Lavatories, latrines, floors and drainage pipelines in the building and university premises and any other office work related to cleaning as assigned by the officer/hawaldar/Mukadam.

Collect the garbage and debris and dispose off or store the same at appropriate place assigned by the officer or store the same at appropriate place assigned by the officer concerned.

Any other work as may be assigned to him by the concerned officer from time to time.

44. Technical staff such as Research Officer, Stenographer, Junior Research Officer, Research Assistant, Research Investigator, Cartographer, Curator, Field Collector, Artist, Photographers, Glass Blower, Technicians (A,B,C and E) Fitter, Mechanics, Typist, Animal Caretaker, Medical Record Technician, Nurse, Compounder, Dresser, X-Ray Technician, Lab Technician etc. shall perform the duties and responsibilities assigned to them by the Heads of the Departments/Officer under whose control they are placed, for the time being. They shall not refuse the work/duty assigned to them by the Head of the Department/Officer. Refusal of work/duty shall be treated as insubordination and dealt with the provision made under the Rule(s).

Technical/  
Other Staff

III. EMPLOYEES WORKING IN THE COLLEGES AND RECOGNISED INSTITUTIONS

1. (1) To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
- (2) To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher Officers at the initial stage or on which he desires their instructions.
- (3) To mark and to distribute the letters in the name of dealing assistants.
- (4) To exercise check and follow the letters received from the Government of India/ Chancellor/ Government/U.G.C./Office of the Director of Education/Universities etc.
- (5) To draft notes and independently deal with cases which are routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies.
- (6) To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Principal about late attendance, absentees etc.

College Registrar,  
Superintendent,  
Section Officers  
and  
Equivalent  
Cadres

have  
equivalent  
Superiority  
etc.

- (7) To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the higher officer as the case may be.
- (8) To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
- (9) To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- (10) To inspect the racks and tables of assistants/and or senior assistants working under him and satisfy himself that no papers or files have been overlooked and that there are no odd receipts or bills lying undisposed off.
- (11) To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
- (12) To attend to such other work as may be given to him with the approval of the higher Officer/Head of the Department.

Head  
Clerk/  
Assistant  
Superintendent  
And  
Equivalent  
Cadres

2. The employee appointed as Head Clerk or Assistant Superintendent and in equivalent cadre shall
  - (1) exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
  - (2) point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
  - (3) submit notes/drafts for approval of the officers through the Superintendent/Section Officer.
  - (4) scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent as the case may be.
  - (5) ensure the prompt despatch of letters.
  - (6) arrange filing of the papers and arrange files in order, year-wise and subject-wise.
  - (7) To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent.
  - (8) maintain calendar of periodical returns for incoming and outgoing, separately.
  - (9) attend to such other work that may be assigned to him with the approval of the concerned higher officer

3. The employee appointed as Assistant Accountant shall
- (1) prepare bank reconciliation statement, budget and final accounts of funds entrusted to him.
  - (2) prepare periodic accounts of funds entrusted to him and assist the Chief/Deputy Accountant in furnishing of figures of expenditure to higher authorities.
  - (3) maintain books of accounts, payment register and funds entrusted to him.
  - (4) attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L.I.C. Premia, P.F. from the salary of individual employee.
  - (5) attend to routine correspondence with Banks and other Departments.
  - (6) supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.
  - (7) attend to such other works as may be assigned to him with the approval of the appropriate authorities.
4. The employee appointed as Accounts Clerk shall
- (1) write various books of accounts such as ledger salary register, income tax register.
  - (2) ensure filing of vouchers and papers.
  - (3) prepare bills for payment.
  - (4) prepare various returns.
  - (5) report to the Assistant Accountant/Deputy Accountant about any mistakes noticed by him in books of accounts.
  - (6) attend to such other work as may be assigned to him with the approval of the higher officer.
5. The Employee appointed as Senior Clerk/Junior Clerk shall
- (1) submit notes/drafts for approval of the officers through the Superintendent.
  - (2) enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officer by name, received by the officers themselves or through Stenographers.
  - (3) acknowledge letters received.
  - (4) submit dak to the Superintendent Section Officer/Assistant Section Officer/Assistant Superintendent daily, despatch and watch every entry

Assistant  
AccountantAccounts  
ClerkSenior  
Clerk/  
Junior  
Clerk

- in the register bearing the initials of the recipients of the letter/documents etc.
- (5) prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
  - (6) send relevant extracts or any part of a receipt, through Section Officer/Superintendent to the Section, branch Concerned for remarks and/or necessary action.
  - (7) open and maintain service-book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
  - (8) maintain different registers, forms etc.
  - (9) keep a note-book to watch timely disposal of urgent papers.
  - (10) collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
  - (11) supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
  - (12) prepare routine letters/replies for approval where noting is not required issue reminders.
  - (13) maintain daily work sheet, and to submit weekly arrears report to the immediate superior.
  - (14) prepare monthly arrears report and submit it to the immediate superior Officer for perusal and guidance/instructions.
  - (15) Carry out any other work assigned from time to time, with the approval of the higher officer.
6. (1) The employees appointed as storekeeper, senior storekeeper, assistant storekeeper, assistant to the storekeeper by whatever designation, shall maintain the store items either consumable or non consumable committed to his charge in proper manner.
- (2) He shall maintain the record of procurement and disbursement of such items alongwith the cost of its procurement, transport, octroi, duty, storage charge in proper manner.
  - (3) He shall, keeping in view the demand level, maintain the adequate stock of each item and ensure that the stocks are recuperated whenever they dwindle.

Storekeeper

- (4) He shall maintain the accession and store register and been cards properly and uptodate.
- (5) He shall in consultation with the appropriate authorities dispose off the stock of the items which are not required for long time or which are spoiled or have been rendered useless after following the procedure and complete the procedure for writing the same off.
- (6) He shall undertake stock verification and evaluation periodically, at least once in a year and submit the accounts thereof to the Head of the Department. He shall furnish the financial estimates for his annual requirements and shall comply with the audit objections if any to the satisfaction of the auditor(s).

7. The employee appointed as Laboratory Assistant shall

Laboratory  
Assistants

- (1) assist students and teachers in conducting practicals and experiments.
- (2) maintain dead stock register and register of consumable materials and to undertake at the end of the academic year, a physical stock verification of laboratory materials.
- (3) assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
- (4) supervise the work of laboratory attendants working under him.
- (5) assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- (6) report about breakages/losses in laboratory, to his superiors.
- (7) report to Incharge of laboratory about misbehaviour by the 'students inside the laboratory.
- (8) ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- (9) prepare the chemicals as per the requirement of the practicals, arrange for the plant material, specimen etc. required for the day to day practicals.
- (10) assist the Laboratory Incharge during the University/College Practical Examinations, as the case may be.
- (11) attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

8. The employee appointed as the Laboratory Attendant shall

Laboratory  
Attendants

- (1) clean laboratory and keep Laboratory materials including apparatus and equipments in proper place.

- (2) render physical assistance to students, teachers and other laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
- (3) assist laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- (4) render physical assistance to students and teacher in conducting practicals and experiments
- (5) report about loss of laboratory equipment and other materials to his superiors. *and ensure security of the lab & lab m*
- (6) open & to lock cupboards, doors, windows and gates of laboratory.
- (7) attend to delivery of letters connected with laboratory and its staff.
- (8) clean the Instruments, glassware, etc. before the start of the practicals or after the practicals are over.
- (9) assist the Laboratory Incharge during the University and College Practical Examinations, as the case may be.
- (10) attend to such other duties which are assigned to him by the Laboratory staff, with the approval of Incharge of the Laboratory.
- (11) Perform such other duties as may be assigned by the Head of the Deptt. pertaining to the routine work of the office and Department.

Senior or  
Junior  
Library  
Assistant

9. The Senior or Junior Library Assistant shall be responsible for one or more Department/Sections of a College or Recognised Institution Library (Such as Acquisition Department, Periodicals Department, Technical Processing Department, Circulations Department, Reference and Readers' Services Department) or be responsible for a Departmental Library. He shall be responsible for the general functioning of his department/Section/Unit.

He shall perform following duties and responsibilities if posted in the following Department/Section.

(1) Acquisition Department :

- call for books on approval
- bring to the notice of the faculty new books
- liaison with faculty members for selection of books and other materials
- liaison with donors for gift of books
- ensure that prices charged by the book sellers are correct

- orders are placed for selected titles
  - orders placed are received in good condition.
  - ensure that book funds are properly utilised as per allocation
  - supervising the work of the staff in the department
- (2) Technical Department
- accessioning of books and other materials
  - cataloguing and classification of books and other materials
  - filing of catalogue/shelf list cards
  - maintaining the catalogue including correction and replacement of cards.
  - recording of all weeded out material
  - sending material to the circulation/reference department of cards
  - recording of all weeded out material
  - sending material to the circulation/reference departments
  - supervising the work of the staff in the department
- (3) Periodicals Department
- receiving and recording receipt of periodicals
  - sending reminders for non-receipt
  - receiving and issuing periodicals to readers
  - preparing periodicals for binding and all related work
- (4) Circulation Department
- issue and return of books and other materials
  - reservation of items
  - sending reminders for non return
  - collection of fines for late return, damage, or loss of books
  - maintaining shelves in proper condition so that books can be located
- (5) Reference Department
- answering reference queries
  - conducting literature searches for readers
  - preparing bibliographies and reading lists
  - indexing articles
  - arranging book displays
  - organising user education programmes.

## Library Attendants

10. The employee appointed as Library Attendants shall
- (1) render physical assistance to library members and library staff in locating, using and moving books and other materials.
    - locating and fetching books from shelf
    - assistance at circulation counter
    - carrying books, journals and other library materials, from one place to another inside the office or outside
    - physically taking books to the shelves.
  - (2) render assistance to library staff in receiving and returning of books and materials from vendors, binders, other libraries etc.
    - checking books with bills
    - returning of unapproved books to vendors.
    - preparing lists of materials received or given to vendors, binders and other libraries.
    - preparing of materials (i.e. identifying, listing, etc.) for binding
    - handing over and receiving material to and from binders
    - checking book lists with binders
    - getting books to and from other libraries
    - preparing book tags and pockets for repaired and bound materials
  - (3) ensure cleanliness and neatness of the library and to maintain books and other materials in proper place.
    - dusting of office furniture, files, tables, equipment machines
    - dusting of books and book shelves
    - sorting of books returned
    - shelving of books
    - switching on and off lights and fans as and when required
    - carry furniture items, machines, equipment and other portable items from one place to another
  - (4) assist library professional staff in physical verification of library books and other materials.
    - participate in stock taking activity
    - checking physical condition of books, etc.
    - collating number of pages, binding, etc.
  - (5) ensure security of the library and library materials and report any loss and damage to books and other materials to seniors.
    - control check counters



- open and lock cupboards, doors, windows and gates of the library
  - identify materials for repair and binding
  - report any abnormality in the physical infrastructure facilities in the library
  - report about any unauthorised/unusual event, person or activity in the library
- (6) undertake repair of books and other materials.
- (7) assist in the office routines
- carry and deliver messages, letters, papers, files, books, etc.
  - pack, unpack, stamp, paste, seal, sort, arrange, etc. papers, books, parcels, cards, circulars, agendas, minutes, etc. - operate franking and cyclostyling machines, photocopiers, etc.
- (8) do any other similar work as may be assigned to him, from time to time, by his seniors.
11. (1) The employee appointed as the watchman, shall guard the college property committed to his charge during the period of his duty which include the property of the College or Recognised Institution both movable and immovable. Watchmen
- (2) He shall ensure that, the movable or immovable property of the employee, teacher, student residing at the campus is properly guarded.
- (3) He shall during the hour of the duties remain alert, and ensure that anyone moving around suspiciously or in a manner which he cannot express satisfactorily; is nabbed or apprehended and produced before the Principal for further investigation.
- (4) He shall prevent any person from causing bodily hurt to any other person within the jurisdiction of his duty. He shall prevent any person causing harm to any building tree plants, garden installation of any kind within his jurisdiction.
- (5) He shall attend any agitation, demonstration or procession within his jurisdiction with alertness and alacrity and ensure that no untoward incident takes place by preventing any damage committing any such act. In case any person commits any such destructive behaviour or damage to any property of the college or any untoward behaviour he shall report the same to the Principal.
- (6) He shall maintain proper turnout, discipline and integrity.

- (7) He shall perform such other duties which are assigned to him by the Principal from time to time.

## Peons 12. The employee appointed as Peon shall

- (1) Open and close the dooors and windows, etc. switch on and off lights and fans as and when required.
- (2) do/dusting of office furniture, books, book shelves, files table equipments, machines, etc.
- (3) pack, unpack, stamp, paste, seal, sort, arrange, etc. papers, books, parcels, cards, circulars, agendas, minutes, etc. as per instructions.
- (4) carry messages, letters, papers, books, journals, and others library materials, files, registers, etc. from one place to another inside the office or outside as the case may be
- (5) carry furniture items machines. equipment and other portable items from one place to another inside the office or outside as the case may be
- (6) control check counters, and to ensure security of the library and library materials and report about loss and damage of books and other library materials to seniors
- (7) operate franking machines, photocopiers, cyclostyling/xeroxing machines etc. whenever necessary.
- (8) undertake repair of books and other materials.
- (9) carry out work of similar nature which the seniors may assign.
- (10) serve drinking water, tea etc. to employees and visitors when required.
- (11) carry out any other work as may be assigned to him, from time to time, by his seniors.

- \* Peon will also be required to attend to the duties of (sweeping, cleaning of rooms, furniture, electrical fittings like lights and fans, etc.) and

## Sweepers

13. Sweeping and cleaning the Lavatories, latrines, floors and drainage pipelines in the building and College or Recognised Institution premises and any other office work related to cleaning as assigned by the officer/hawaldar/Mukadam.

Collect the garbage and debris and dispose off or store the same appropriate place assigned by the off or store the same at appropriate place assigned by the officer concerned.

Any other work as may be assigned to him by the concerned officer from time to time.

**Form of Appointment order of Non-Teaching Staff**  
[See Rule 26 (2)]

From  
To

Dear Sir/Madam,

With reference to your application dated \_\_\_\_\_ the Registrar/  
Principal is pleased to inform you that you are hereby appointed to the post  
of \_\_\_\_\_ in the University/College Recognised Institute  
on a starting pay of Rs. \_\_\_\_\_ p.m. in the time-scale of pay of  
Rs. \_\_\_\_\_

2 You appointment is on probation/temporary upto \_\_\_\_\_ During  
the period of probation, your services are likely to be discontinued by giving  
one month's notice on either side.

3 After the completion of the probation period of one year normally you  
will be entitled to annual increment subject to your satisfactory performance  
and conduct and a report thereof from concerned head of the Section/Unit/  
Department.

4 Your appointment on probation shall not be deemed as confirmed  
unless you are issued with an order of confirmation at the end of your  
probation.

5 Your services will be governed by the provisions of the Maharashtra  
Universities Act, 1994 and the Statutes including Manuals, Ordinances, Regu-  
lations and Rules of the University for the time being in force and the  
Maharashtra Non-Agricultural Universities and affiliated colleges Standard  
Code (Terms and conditions of service of non-teaching employee) Rules,  
1997 and/or the Rules of the Governing Body not inconsistent with the Act,  
Statutes, Ordinances, Regulations and Rules of the University.

6 You will be entitled to receive the allowances as per rules prevailing at  
present and as may be revised from time to time.

7. If your acceptance is not received upto \_\_\_\_\_ your appointment is liable  
to be cancelled/withdrawn.

8. In case you are accepting of the appointment, you shall have to submit  
the discharge certificate from your present employer, if any, and will have to  
give an undertaking agreement in the prescribed form (enclosed) before  
joining the duties.

Your faithfully

Registrar/Principal.

**Undertaking**  
[See Rule 26 (2)]

From

Shri/Smt./Kum/

Date

To

The Registrar/Principal,

Sir/Madam,

I have received the letter of appointment and the conditions mentioned therein and I  
declare that I agree to abide by the terms and conditions mentioned therein.

Designation

Letter of appointment No. and date

Name and signature of the Employee

## For Non-teaching staff working in the University/College/Recognised Institution

## Contract

[See Rule 27]

This Contract made on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ between  
Shri/Smt. \_\_\_\_\_ and the Registrar Management/Principal  
of the University/College/Recognised Institution established by

It is hereby agreed by and between the parties hereto as under :

- 1) The Registrar/Management/Principal
- 2) Shri/Smt.

Appointed under letter No. \_\_\_\_\_

Dated \_\_\_\_\_

We hereby agree to abide by the provisions of the Maharashtra University Act, 1994, the Statutes, Ordinances, regulations and Rules made thereunder from time to time, as also the provisions of the Maharashtra Non-Agricultural Universities and Affiliated Colleges Standard Code (Terms and Conditions of Service of non-teaching employees) Rules, 1997

Signature \_\_\_\_\_

Signed and Sealed on  
behalf of the Management

Signature of the employee \_\_\_\_\_

Principal of the College/  
Head of the Recognised  
Institution

Place : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Witnesses :

Name

Address

Signature

(1)

(2)

## Report about the ability and conduct of a probationer

[See Rule 28]

1. Name :
2. Designation :
3. Period of report :
4. Leave taken during the period :

## I. Performance

1. Industry :
2. Application :
3. Initiative :
4. Accuracy :
5. Punctuality in work :
6. Promptness :
7. Relations with superiors :
8. Relation with colleagues :
9. Dependability :

## II. General

1. General Impression :
2. Leadership qualities :
3. Knowledge :

## III. Recommendations

1. Fit to be continued in the post or not.

Signature \_\_\_\_\_

## ESTABLISHMENT SECTION

[See Rule 56]

## Application for Casual Leave

1. Name .....
2. Designation ..... Section .....
3. Period of Casual Leave applied for ..... days (from .....  
to with permission to prefix/suffix Sundays and Holidays on .....
4. Reason .....

Date : ..... (Signature of Employee)

## Remarks of the Section concerned

Casual Leave due ..... days.

Shri/Smt./Kum. .... may/may not be  
granted leave applied for by him/for the reason that .....Deputy Registrar/Assistant Registrar/  
Principal ..... Concerning Officer

## Remarks of the Establishment Section

Casual Leave for ..... days from ..... to .....  
sanctioned/refused.

Casual Leave balance after deduction .....

Assistant Registrar/Deputy Registrar  
(Establishment)

N.B. - In case of Colleges Principal.

## ESTABLISHMENT SECTION

## Application for Optional Holiday

1. Name .....
2. Designation ..... Section .....
3. Optional Holiday required on ..... on account of .....

Date : ..... (Signature of Employee)

## Remarks of the Section Concerned

Optional Holidays due ..... days.

Shri/Smt./Kum. .... may/may not be  
granted Optional Holidays applied for by him/her.

Deputy Registrar/Assistant Registrar/ ..... Concerning Officer

## ESTABLISHMENT SECTION

## Application for Leave

[See Rule 57, 58, 59]

1. Name \_\_\_\_\_
  2. Designation \_\_\_\_\_ Section/Unit \_\_\_\_\_
  3. \*Nature of leave and period of leave required \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_
  4. Reason \_\_\_\_\_
  5. Address during absence of leave \_\_\_\_\_  
\* Earned Leave/Commutated Leave/Half Pay Leave/Leave on loss of pay
- Date : \_\_\_\_\_ (Signature of Employee)

## Remarks of the Section Concerned

Shri/Smt./Kum. \_\_\_\_\_ may/may not granted leave applied for by him/her.

Shri/Smt./Kum. \_\_\_\_\_ may please be appointed as substitute to hold additional charge of post of/to act at \_\_\_\_\_ during the period of leave applied for by him/her for the reason that \_\_\_\_\_

Deputy Registrar/Assistant Registrar \_\_\_\_\_ Concerning Officer

## Remarks of the Establishment Unit

E.L. \_\_\_\_\_ days.  
H.P.L. \_\_\_\_\_ days.  
Earned Leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_  
Commutated Leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_  
Half Pay Leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_  
Loss of Pay Leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_  
may be sanctioned/refused.

It is certified that Shri/Smt./Kum. \_\_\_\_\_ would have continued to officiate as \_\_\_\_\_ but for proceeding on leave.

Appointment of Shri/Smt./Kum. \_\_\_\_\_ to act as/to hold additional charge of post of as substitute \_\_\_\_\_ may please be approved during the said period of leave.

Leave sanctioned/Refused \_\_\_\_\_

Assistant Registrar/Deputy Registrar  
(Establishment)

Registrar

Note :- In case of Colleges, Principal

## ESTABLISHMENT SECTION

## Application for Encashment of Leave

[See Rule 68]

The Registrar/Principal,

Sir/Madam,

I hereby apply for permission to surrender earned leave for \_\_\_\_\_ days, for the purpose of encashment during the block of two years commencing from \_\_\_\_\_ to \_\_\_\_\_

Yours faithfully,

(Signature of Employee)

Name :

Designation :

Section :

Date : \_\_\_\_\_

## Remarks of the Office

The application of Shri/Smt./Kum. \_\_\_\_\_ for the purpose of encashment for \_\_\_\_\_ days during the block of one year commencing from \_\_\_\_\_ to \_\_\_\_\_ may be granted.

Concerning Officer

Date : \_\_\_\_\_

## Remarks of the Establishment Section

Shri/Smt./Kum. \_\_\_\_\_ has to his/her credit earned leave for \_\_\_\_\_ days, as recommended by the \_\_\_\_\_ He/She \_\_\_\_\_ may be permitted to surrender earned leave for \_\_\_\_\_ days for the purpose of encashment during the block of two years commencing from \_\_\_\_\_

Necessary entries have been completed in the service-book of Shri/Smt./Kum. \_\_\_\_\_

Concerning Officer

(This form should be accompanied with the application form for earned leave.)

Form of Suspension Order  
(See Rule 76)

Shri \_\_\_\_\_ is hereby  
informed that the charge(s) of (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_

etc. has been proved prima-facie.

2. Shri \_\_\_\_\_ is hereby  
suspended under the provisions of rule \_\_\_\_ of the Standard Code with effect from \_\_\_\_\_  
\_\_\_\_\_ pending further investigation in the matter. He/She should  
hand over the charge of his/her post as directed by his superiors.

Registrar/Principal

Form of Appointment of Inquiry Authority/Officer  
[See Rule 77]

As it has been decided to hold a Departmental inquiry into the conduct of Shri \_\_\_\_\_  
\_\_\_\_\_ on the charge(s) mentioned in the margin, an  
Authority/Officer consisting Shri \_\_\_\_\_  
(Designation) \_\_\_\_\_ is appointed to hold the inquiry in  
accordance with the prescribed procedure. A proforma in which the charge sheet is to be  
served on Shri \_\_\_\_\_ is attached \_\_\_\_\_  
\_\_\_\_\_ Shri \_\_\_\_\_  
is requested to see that they/he complete/s the inquiry and submit/s their/his report  
expeditiously and in any case on or before \_\_\_\_\_

Competent Authority

Place :

Date :

## Form of Charge Sheet

[See Rule 77 (3)]

(Name and Designation -----  
appointed Inquiry Authority/Officer by the order issued by -----  
to hold a Departmental Inquiry into your conduct do hereby charge you (Shri -----  
----- )

as under :-

(1)

(2)

etc

2 A statement of allegations on which the charges are based is attached herewith. A list of documents and of the witnesses by which each article of charge is proposed to be sustained is also enclosed.

3 You are called upon to put in your written statement of defence along with such documents as you intend to rely on in your defence in answer to the above charges within ----- days from the date thereof and to state at the same time whether you desire to be heard in person. If you desire to examine any witness in your defence, you are called upon to furnish at the same time the names and addresses of your witnesses. On your failure to put in your statement to furnish the names and addresses of your witnesses, within the time allowed to you, it will be presumed that you do not wish to make a statement or to furnish the names and addresses of your witnesses within the time allowed to you, it will be presumed that you do not wish to make a statement or to furnish the names and addresses of any witnesses.

4 You are further called upon to state why the above charges or any of them, if held proved, should not be considered as good and sufficient ground for imposing upon you any one of the penalties specified in the rule \_\_\_\_ of the Standard Code (terms and Conditions of service of the non-teaching employees) 1997. Any representation that you may make with regard to the action taken against you would be considered by the Competent Authority before the final order of punishment is passed. You may, if you so desire, apply for copies of the relevant documents.

CONFIDENTIAL

विद्यापीठ / महाविद्यालय / मान्यताप्राप्त संस्थेचे नांव  
Name of the University / College / Recognised Institute

परिशिष्ट "ब" (भाग १)

गोपनीय प्रतिवेदनाचा नमुना

Form of Confidential Report

[See Rule 36]

Full Name

पूर्ण नाव

Father's Name

वडिलांचे नाव

Date of Birth

जन्मतारीख

Place of Birth

जन्मस्थान

(Village/Town/Taluka/District)

गाव/शहर/तालुका/जिल्हा

Nationality and Religion

राष्ट्रीयत्व व धर्म

Whether belongs to

Scheduled CastesScheduled TribesOther Backward Classes

अनुसूचित जातीतील

अनुसूचित जमातीतील

इतर मागासवर्गातील

आहे काय ?

Home of Family

कुटुंबाचे मूल ठिकाण

Permanent Address

कायमचा पत्ता

Whether any immovable

property held.

कोणतीही स्थावर मालमत्ता आहे काय ?

(2)

If so, what and where?  
असल्यास, कोणती व कोठे ?

Date of Joining University/College/  
Recognised Institution  
विद्यापीठ/महाविद्यालय/मान्यताप्राप्त संस्थेच्या  
सेवेत प्रविष्ट झाल्याची तारीख

If service is not continuous,  
details of previous  
Government Service.  
सेवा अखंडित नसल्यास, पूर्वीच्या  
शासकीय सेवेचा तपशील.

Mother tongue  
मातृभाषा

Languages known  
अवगत असलेल्या भाषा

Qualifications and degrees  
अहंता व पदव्या

University  
विद्यापीठ/संस्था

(3)

## परिशिष्ट "ब" (भाग २)

गट "अ" ते गट "क" चे शासकीय अधिकारी/कर्मचारी यांच्यासाठी गोपनीय अहवालाचे स्वयंमूल्यनिर्धारण अहवाल प्रपत्र

स्वयंमूल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना/कर्मचाऱ्यांना सूचना

१. जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार ठरवून देण्यात आली होती की आपापसातील चर्चेनुसार ठरविण्यात आली होती.
२. सर्व दैनंदिन कामांची यादी येथे देऊ नये. फक्त ठळक, वैशिष्ट्यपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.
३. तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय, दिलेल्या जागेवर देऊन मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यांस परत करण्यात येतील.
४. "मी" माझ्या वरिष्ठांचे समाधान/पूर्ण समाधान होईपर्यंत काम केले किंवा "वरिष्ठांनी माझे काम नावाऱले" अशी किंवा अशासारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
५. स्वयंमूल्य निर्धारण अहवाल अर्ध्या पानातच लिहावा.
६. स्वयंमूल्य निर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

प्रतिवेदन अधिकाऱ्यांना सूचना

१. गोपनीय अहवाल लिहितांना कर्मचाऱ्यांचा भाग-३ मध्ये लिहिलेला स्वयंमूल्यनिर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
२. वरील सूचना क्रमांक ६ नुसार स्वयंमूल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.



(4)

परिशिष्ट "ब" (भाग ३)  
(स्वयंमूल्यनिर्धारण अहवाल)  
वैशिष्ट्यपूर्ण कामे  
कालावधी :-

- (१) (शासकीय) अधिकार्याचे / कर्मचार्याचे नाव :
- (२) पद :
- (३) या वर्षी / कालावधीत नेमून दिलेल्या कामाची उद्वेष्टे (असल्यास) :
- (४) वर्गभगत केलेली उद्वेष्टनीय अशी महत्वाची व वैशिष्ट्यपूर्ण कामे (उद्वेष्टांच्या संदर्भासहीत) :

अधिकार्याची / कर्मचार्याची सही, नाव  
व पद.

- (१) (शासकीय) अधिकारी / कर्मचारी यांच्यावरील मतारी सहमत आहात का ? :
- (२) नसल्यास, त्याची कारणे :

प्रतिवेदन अधिकार्याची सही, नाव व पदनाम

(5)

परिशिष्ट "ब" (भाग ४)  
(गट "अ" ते गट "क" च्या अधिकार्यांची / कर्मचार्यांची सर्वसाधारण योग्यता व चारित्र्यासंबंधी अभिप्राय)  
(Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers and Employees.)

1. Name :
१. नाव
2. Period of Report :
२. प्रतिवेदनाचा कालावधी
3. Post or Posts held :
३. धारण केलेले पद / पदे
4. Industry and Application :
४. उद्योगप्रियता व कार्यतत्परता
5. Capacity to get work done by Subordinates. :
५. हाताखालील व्यक्तींकडून काम करून घेण्याची क्षमता.
6. Relations with colleagues and the public. :
६. सहकारी व जनता यांच्याशी असलेले संबंध
7. General intelligence :
७. सर्वसाधारण बुद्धीमत्ता
8. Technical ability (where relevant). :
८. तांत्रिक कार्यक्षमता (जेथे संबंधित असेल तेथे).

(6)

9. Special aptitude :

९. विशेष कल

10. Administrative ability including judgement, initiative and drive. :

१०. निर्णयशक्ती, उपक्रमशिलता व धडाडी यांन्तर्ह प्रशासनिक कार्यक्षमता.

11. Integrity and character :

११. सचोटी व चारित्र्य  
(संगयास्पद असत्यास अहवाल सोबत ठेवावा).

12. Whether powers delegated are fully utilised ? :

१२. प्रदान करण्यात आलेल्या शक्तीचा पूर्णपणे वापर करतात काय ?

13. General Assessment :

१३. सर्वसाधारण मूल्यमापन

Date :

दिनांक :

Place :

ठिकाण :

Signature, Name and Designation  
of the Reporting Officer.  
प्रतिवेदन अधिकार्याची सही, नाव व पत्ता

(7)

परिशिष्ट "ब" (भाग ५)

Remarks of the Reviewing Officer  
पुनर्विलोकन अधिकार्यांचे अभिप्राय

1. Length of service under Reviewing Officer. :
१. पुनर्विलोकन अधिकार्याच्या हाताखालील सेवाकालावधी
2. Do you agree with the Reporting Officer (If not, state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment? :
२. आपण प्रतिवेदन अधिकार्याशी सहमत आहात ?  
(सहमत नसल्यास कुठल्या अभिप्रायाशी सहमत नाही) की त्यांच्या मूल्यमापनामध्ये काही फेरफार करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?

Date :

दिनांक :

Place :

ठिकाण :

Signature, Name and Designation  
of the Reviewing Officer  
पुनर्विलोकन अधिकार्याची सही, नाव व पदनाम



(1)

परिशिष्ट "क"

Ephemeral Roll for the Year

वर्षाकरिता कच्चे टिपण

Office of the

यांचे कार्यालय

Full Name

पूर्ण नाव

(In Block Letters)  
(ठळक अक्षरांत)

Post held

धारण केलेले पद

Date of joining the Office

नदावर आल्याची तारीख

To be used by the Reporting Officer for giving CR of the employees  
(प्रतिवेदन अधिकार्याने कर्मचार्यांचा गोपनीय अहवाल देताना वापरावे)

(2)

परिशिष्ट "क"

Date

Brief remarks regarding  
Officer's work, character or  
conduct deserving to be noted  
including commendations,  
warnings, rewards or punish-  
ments.Reference to file  
or case, if any.

Signature

तारीख

अधिकार्याचे काम, चरित्र किंवा  
वर्तणूक यासंबंधी प्रशंसा, ताकीद,  
बक्षिसे किंवा शिक्षा यांसह नमूद  
करण्यासारखे संक्षिप्त अभिप्राय.नस्ती किंवा प्रकरण  
यांचा संदर्भ असल्यास

सही

1

2

3

4

जर गोपनीय अहवालात प्रतिकूल शरे दिले नसतील तर हे कच्चे टिपण गोपनीय अहवाल पाठविल्यानंतर एक वर्षानंतर नष्ट करावे व जर या कच्च्या टिपणाच्या आधारे गोपनीय अहवालामध्ये प्रतिकूल शरे असतील तर त्या प्रतिकूल शर्यांविरुद्धच्या अभिवेदनावर निर्णय झाल्यानंतर हे कच्चे टिपण नष्ट करावे.

To be destroyed one year after the Confidential Report for the period has been sent, if no adverse remarks are given in the Confidential Reports. If adverse remarks are given on the basis of the Ephemeral roll, then the Ephemeral Roll shall be kept with the relevant confidential report till representation if any against the adverse remarks is decided.