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**BAHRA
UNIVERSITY**

**SERVICE AND CONDUCT RULES
FOR CLASS A & CLASS B
EMPLOYEES**

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INTRODUCTION

Bahra University has been established vide H.P. Govt. Notification no. LLR-D(6)-28/2010-Leg. Dated 29th September, 2010 and Bahra University (Establishment and Regulation Act, 2010) Act No. 2 of 2011. Himachal Pradesh Government Notification LLR-D(6)-36/2010 Leg. Dated 27th January, 2011. Bahra University has been enlisted on the University Grants Commission (UGC) website and is empowered to award degrees under section 22 of the UGC Act 1956 and is a member of AIU vide letter No. Mee/GC/336/2015 Dated 15th December, 2015.

The main objective of Bahra University is to lay emphasis on:

- ❖ Curriculum based on Industry Focus
- ❖ Delivery focus on Learning, with Engagement and Involvement of Students
- ❖ Domain Skill, Soft Skill, Industry Interface as a part of Curriculum
- ❖ Credit Based Continuous Evaluation Grading System accepted Nationally and Internationally
- ❖ Focus on Entrepreneurship Skill Development with International Exposure

At the core of the growing popularity of Bahra University among students and parents is the industry focus in curriculum adopted by it, which enables students to become employment- ready by the time they complete their course. The University believes in making learning effective by involving and engaging students. In line with this, students are provided ample opportunities to apply the knowledge acquired in real life scenarios.

To help students adapt easily to the industry environment, the University has made Domain Skills, Soft Skills Industry Interface an integral part of its Curriculum. In addition, the University aims to develop world-class Entrepreneurs with its focus on Entrepreneurship Skill Development with International Exposure.

Since its inception in 2011, it has made rapid strides and has recently been awarded as “The Best Upcoming University in Teaching”. With its vast infrastructure, competent staff, well-equipped library, modern labs, facilities for sports and extra-curricular activities, the University stands apart as an epitome of excellence in academics. It has become the first choice of the students seeking admission to various courses. With the introduction of new courses every year, the growth and development of the University is tremendous. Never compromising on quality, the University attempts at designing the Course Schemes and the Syllabii matching world standards. To cope up with the panorama of such a vast number of courses, adequate qualified Faculty, Administrative and Support Staff with high level of efficiency and expertise are required. Maintaining the quality of Academics, Sports and Co-curricular activities at its highest level assumes its own importance and to achieve the desired results, the Class-‘A’ and ‘B’ employees play a vital role.

Keeping this in view, the Service Conduct Rules for the employees of the University have been prepared for compliance. The present document has the Service Conduct Rules for Class ‘A’ and ‘B’ employees.

PART- I

General Definition

1. Short Title and Commencement

These rules may be called “SERVICE & CONDUCT RULES FOR FACULTY, TECHNICAL AND ADMINISTRATIVE STAFF OF BAHRA UNIVERSITY”

2. Definitions and Interpretations

In these rules, the following terms and expressions shall have meaning hereby assigned to them:

2.1 Active Service means the time spent:

- (a) On duty;
- (b) On recognized vacation or earned leave or maternity leave.

2.2 **Average Monthly Salary** means the salary which an employee has earned during so much of his active service as is within one year preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made.

2.3 **Cadre** means the strength of a service or a part of a service sanctioned as a separate unit.

2.4 **Compensatory Allowance** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes TA, Dearness Allowance but does not include a sumptuary allowance.

2.5 **Appointing Authority** means the authority to make appointment to a post which an employee for the time being holds.

2.6 **Prescribed Authority** means the Chancellor/ Vice-Chancellor/Registrar as the case may be or the authority prescribed by the Governing Body for the purpose of these rules as a whole or for any individual rule.

2.7 **Day** means a calendar day, beginning and ending at midnight.

2.8 **Family** means a University employee’s wife or husband, as the case may be, residing with and dependant upon the employee and legitimate children and step children residing with and wholly dependant upon the employee.

Note:

- (i) the term legitimate children in this rule does not include adopted children except those adopted under the Hindu Law.

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- (ii) the term Child or Children used in this rule includes major sons and married daughters so long as they are residing with the employee and subject to this condition being fulfilled, it includes widowed daughter also.
 - (iii) (not more than one wife is included in the term family for the purpose of these rules.
 - (iv) an adopted child shall be considered to be a legitimate child, if under the personal law of the employee; adoption is legally recognized as conferring on it the status of a natural child
- 2.9. Honorarium** means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- 2.10. Joining Time** means the time allowed to join a new post.
- 2.11. Leave Salary** means the monthly amount paid by the Trust / Society to an employee who is on leave.
- 2.12. Month** means a calendar month. In calculating the period expressed on term of months and days, complete calendar month irrespective of the number of days on each, should first be calculated and odd number of days calculated subsequently.
- 2.13. Officiating** means an employee may officiate in a post when he performs the duty of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds the lien.
- 2.14. Pay** means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay, if any, but not other allowances.
- 2.15. Employee** means any person in service of the University.
- 2.16. Permanent employee** means a person confirmed in permanent post.
- 2.17. Permanent post** means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- 2.18. Personal Pay** means additional pay granted to an employee :
- 2.18.1** to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure, or
 - 2.18.2** in exceptional circumstances on other personal considerations.
- 2.19. Probation** means a person on probation on a post is one appointed (by selection) to a post for determining his fitness for eventual substantive appointment to the post.
- 2.20. Salary** means the amount of the monthly pay and allowances granted by the University to an employee.

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- 2.21 Service** means the whole period of continuous service including periods spent on leave
- 2.22 Special Pay** means an addition of the nature of pay to the emoluments of a post granted in consideration of :
- 2.22.1** the special duties, or
 - 2.22.2** of a specific addition to the work or responsibility.
- 2.23 Subsistence Grants** means monthly grant made to an employee who is not in receipt of pay or leave salary.
- 2.24 Substantive Pay** means the pay other than the special pay or personal pay to which an employee is entitled on account of a post to which he has been appointed substantively.
- 2.25 Temporary Post** means a post carrying a definite rate of pay sanctioned for a limited time.
- 2.26 Time Scale Pay** means pay which rises by periodical increments from a minimum to a maximum.
- 2.27 Travelling Allowance** means an allowance granted to an employee to cover the expenses, which he incurs in traveling in the interest of the University.
- 2.28 University** means the Bahra University, Wagnaghat, Distt. Solan, Himachal Pradesh.

Power to interpret and implement rules

The Vice-Chancellor shall have the power to interpret these rules and issue such administrative instructions as may be necessary to give effect to them.

PART - II

Categorization and General Service Rules

1. Categorization of posts

1.1 The staff of the University shall be categorized as under:

1.1.1 Class 'A'

1.1.1.1 All University teachers i.e. Deans, Directors and Principals of the University Schools/ Institutes, Professors, Associate Professors, Assistant Professors and such other category of teaching staff as may be designated as teachers by the Board of Management;

1.1.1.2 All Administrative Officers of and above the Rank of Superintendents/ P.A.'s and other non-teaching staff having equivalent / corresponding pay-scales.

1.1.2 Class 'B'

Assistants /Stenographers/Steno-typists/ Clerks and other non-Teaching/Technical staff having equivalent corresponding pay scales.

1.1.3 Class 'C'

Employees not covered by **1.1.1** and **1.1.2** above.

1.2 The Appointing Authority for the various categories of the employees shall be as under:

Class 'A' : Chancellor

Class 'B' : Vice-Chancellor

Class 'C' : Registrar.

1.3 The Authority Competent to suspend, charge sheet and order an enquiry against an employee shall be:

1.3.1 the Vice-Chancellor in the Case of **Class 'A' and Class 'B'** employees;

1.3.2 the Registrar in the case of **Class 'C'** employees.

2. Qualifications for appointment

2.1 The age, educational and other qualifications for appointment to a post and the methods of recruitment shall be as prescribed by the Board of Management from time to time, provided that no one shall be appointed to any post unless he attained the age of 18 years.

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2.2 Appointment to faculty posts shall also take into account the rules and regulations of statutory body of the School/Institute.

3. Methods of Recruitment

Recruitment to the posts may be made:

- (i) by direct recruitment through advertisement or negotiations;
- (ii) by promotion from amongst the existing strength of the employees, on the basis of seniority-cum-merit.

3.1 Procedure of appointment and qualifications for recruitment:

A. Teaching

After Selection through advertisement as per guidelines of the Regulatory Body concerned.

B. Non-Teaching

Class A Posts

(i) *Registrar/Director(Administration)/Controller of Examinations and Chief Finance and Accounts Officer.*

These post shall be treated as Selection posts and filled by direct appointment through advertisement after inviting applications from within the office and from outside. The Vice-Chancellor shall constitute the Selection Committees for considering applications received in response to advertisement and for making recommendation to the Board of Management. The minimum qualifications for these posts shall be as per UGC guidelines.

(ii) *Deputy Registrars.*

(a) First 75% of the posts of Deputy Registrars in the University Office shall be filled in on the basis of Selection after advertising the posts. The minimum qualifications for these posts to be filled by selection shall be Master's or L.L.B or equivalent degree.

(b) The other 25% of the posts of Deputy Registrars in the University Office shall be filled in by promotion on the basis of seniority-cum-merit from amongst Asstt. Registrars (in service) within a minimum of 02 years' services (as Asstt. Registrars). In case no Asstt. Registrar is eligible for appointment as Deputy Registrar, then those posts shall also be filled in as (a) above.

(iii) *Assistant Registrars.*

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- (a) First 25% of the posts of Asstt. Registrars in the University Office shall be filled in on the basis of Selection after advertising the posts. The following qualifications for these posts to be filled by selection shall be :

Essential:

Master's or L.L.B. degree of a recognized University or its equivalent qualification.

Superintendents/ P.A.s or persons holding equivalent posts in the administrative (ministerial) staff of the Bahra University with the following qualifications/ experience:

- (i) 10 years service in the existing post (irrespective of the qualifications prescribed).

OR

- (ii) 03 years service in the existing post with B.A., being the minimum qualification, provided the total service as Assistant/ Stenographer or equivalent or higher post is not less than 15 years.
- (iii) 05 years service in the existing post in the case of matriculates provided the total service as Asstt. Stenographer or equivalent and higher post is not less than 17 years.

Desirable:

At least 02 years' experience of Educational administration and sufficient knowledge of organization and working of a University or two years' experience in managing and developing computer based system.

- (b) The other 75% of the posts of Asstt. Registrars shall be filled in by promotion from amongst Superintendents and the Personal Assistants on the basis of seniority-cum-merit in the ratio as may be laid down by the Board of Management.

- (iv) *Superintendents:*

The posts of Superintendents in the University office shall be filled from amongst the Assistants on the basis of seniority-cum-merit.

- (v) *Personal/ Special Assistants*

- (a) Personal Assistant

The posts of Personal Assistants shall be filled from amongst the Stenographers in accordance with the Selection made by the Vice-

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Chancellor or Registrar as the case may be. The other posts of P.As shall be filled on the basis of seniority-cum-merit from amongst the Stenographers.

(b) **Special Assistants**

The Vice-Chancellor, in his discretion, may appoint a Special Assistant from amongst the members of the staff working in the University, or otherwise.

The appointment by promotion to the posts in (ii) and (iii) above shall be through a Committee appointed by the Vice-Chancellor every year.

Every appointment by promotion referred to above shall be on the basis of suitability, due regard being paid to seniority.

Class B Posts

(i) *Assistants:*

The posts of Assistants shall be filled by promotion from amongst the clerks.

(ii) *Stenographers:*

Posts of Stenographers shall be filled in by promotion from amongst the Steno-typists.

(iii) *Steno-Typists and Clerks:*

These posts shall be filled through competitive tests and on the recommendations of a Committee appointed by the Vice-Chancellor every year.

Every appointment by promotion referred to above shall be on the basis of suitability due regard being paid to seniority.

Class C Posts

All appointments of Class C employees shall be made by the Registrar provided that in the School/ Institute appointments to these posts, except Chowkidars, shall be made by the Dean of Academic Affairs, on the recommendations of the Head of the School/ Institute concerned.

Communication of sanctions:

As soon as the prescribed authority has approved the appointment, necessary orders incorporating the terms and conditions of the appointment shall be issued by the appropriate authority to the person concerned.

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3.2 Fitness

Appointment of persons by direct recruitment for a period of more than 12 months shall be subject to their being found medically fit by the Medical Officer of the University or any Medical Officer authorized by the Vice-Chancellor.

3.3 Ad-hoc appointments

Notwithstanding anything contained in the above rule, the Governing Body may by a general or special order, and subject to such conditions as it may specify in such order, delegate to any authority in the University the power to make ad-hoc appointment.

3.4 Transfer

- (a) The transfer of an employee of the University below the rank of Asstt. Registrar shall rest with the Registrar provided that transfers within the branch may be made by the Head of the branch. Transfer of employees of the rank of Asstt. Registrar and above shall rest with the Vice-Chancellor.
- (b) A University employee cannot be transferred substantively to a post carrying a lower scale than that of the permanent post on which he holds a lien except at his own written request or on account of inefficiency or misbehaviour.

3.5 Handing over charge

An employee before leaving the service shall hand over the charge of his post to a duly authorized employee and shall return all books, apparatus, furniture, etc. issued to him. He shall also pay all charges due from him for occupation of residential quarters, water, conservancy and electricity charges, etc. If he fails to do so, the University may recover the amount due from him on account of these and other items from his last salary and / or from any other amount which became due from the University to such an employee.

4. Post liable to be declared vacant after seven days' absence

After seven days' absence without permission, the Post held by an employee shall be liable to be declared vacant and the employee shall forfeit all salary for the period of absence.

5. Probation

5.1 Appointment (other than promotion) shall in the first instance be on probation for a period of one year provided that the appointing authority may reduce or waive the period of probation in an individual case taking into consideration the circumstances of the case.

5.2 The Dean/ Director/Principal of the School/ Institute under whom an employee is working shall send to the Registrar, before the expiry of the period of probation, a report on his work and conduct. On receipt of the

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report, the competent authority, as far as possible before the completion of the probationary period, may :

5.2.1 Confirm the employee in service.

OR

5.2.2 extend his probationary period to the extent that the total period of probation including extension shall not exceed two years.

OR

5.2.3 revert him to the post already held previous to this appointment, if any.

OR

5.2.4 dispense with his services in accordance with Rule 10.

5.2.5 no automatic confirmation/ extension of probation/ reversion

Any delay in the issue of an order of termination/ confirmation of the service or reversion to the lower post, as the case may be, shall not be deemed to be automatic confirmation or extension of probation.

6. Officiating appointment on promotion against a substantive vacancy

An employee promoted to a higher post against a substantive vacancy shall be officiating for a year and shall be liable to reversion to his substantive post unless confirmed under the order of the prescribed authority.

7. Seniority

7.1 An employee in a senior scale of pay shall be senior to the employees in the lower scale.

7.2 An employee shall rank for seniority in the particular pay scale according to the date of his confirmation in that scale.

7.2.1 if the probationary period is extended and a person is not confirmed from the due date retrospectively, seniority will be determined with effect from the date of confirmation.

7.3 When any post is filled by open competition, the seniority of the applicants selected at the same interview shall be in the order in which they are ranked by the Selection Committee and approved by the competent authority irrespective of the dates of joining the duties provided they join within the time limit allowed by the Vice-Chancellor.

7.3.1 if the date of joining is the same, an employee given the higher start of pay in the time scale will be considered as Senior

7.3.2 In case of appointments made by direct recruitment, a person placed at No.1 in order of merit shall be senior to a person placed at No.2 and so on.

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- 7.4 When an employee is reduced to a lower pay scale, he shall be placed at the top of ladder in such reduced pay scale unless the prescribed authority directs otherwise.
- 7.5 The University shall have one consolidated list of seniority in addition to School/ Institute office wise seniority in respect of each School/ Institute office.

8. Discontinuation, Termination and Resignation from Service

- 8.1 A permanent employee shall not leave or discontinue his service in the Bahra University without first giving a prior notice to the Registrar/Dean/ V.C as the case may be, of his intention to leave or discontinue service.

This period of notice shall be three months provided that such notice may be waived off in part or in full by the Appointing Authority for valid reasons. In case of breach of this provision, the employee shall be liable to pay to the University, in lieu of notice, a sum equal to his pay and allowances for the period falling short of notice required to be given by him which sum may be deducted from any money due to him.

However, in case the notice to leave the service given by a faculty member expires before completion of a semester, he/she will have to serve till completion of the semester or to deposit salary of residual period of semester.

The service of a temporary employee shall be terminated without assigning any reasons with due notice or on payment of pay and allowances in lieu of such notice by either side. The period of notice shall be one month in case of all temporary employees which may be waived off at the discretion of appropriate authority. Provided that no notice of resignation or termination of service shall be necessary in case of :

8.2.1 Work charged staff

8.2.2 Appointment of temporary nature without any specified period or till further order.

Note :

1. The pay to be forfeited or given in lieu of insufficient notice shall be the basic pay and allowances drawn by the employee at the time of termination of his employment.
2. For purposes of this rule the expression calendar month shall be reckoned according to the Gregorian calendar and shall commence from the date following that one which the notice is received by the University or the employee as the case may be.

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9. Pre-Mature Retirement

A University employee having at least 10 years service to his credit is eligible to seek pre-mature retirement on medical grounds if the incumbent is certified to be suffering from some disease or disability which renders him unfit to continue in service.

10. Termination of services of an employee on probation

The appointing authority may terminate the services of an employee appointed on probation at any time without assigning any reason during the period of his probation on giving one month's notice or one month's salary in lieu thereof.

11. Abolition of posts

One month's notice shall be given to a University employee in permanent service before his services are dispensed with on the abolition of his post as a result of retrenchment or otherwise. If notice of one month is not given and the University employee has not been provided with other employment, his emoluments for the period by which the notice actually given to him falls short of one month, may be paid to him.

12. Service Books

- 12.1. A record of service in respect of every University employee shall be maintained in his service book.

The Service Books shall be maintained by and kept in custody of Registrar of the University.

The Service Book shall not be given to an employee who is proceeding on leave or who quits University Service.

A certified copy of Service Book shall be supplied to the employee, any time he asks for it, on payment of a copying fee of Rs. 100/- or as may be prescribed from time to time.

- 12.2 Every step in an employee's official life including the temporary or officiating promotions of all kinds, increments and leave etc. shall be recorded in his service book and each entry attested under the dated signature of the Registrar.

13. Personal Files

- 13.1 In addition to Service Book, a personal file of each employee shall be opened at the time of issue of his appointment letter/ order.

- 13.2 The personal files of employees shall remain in custody of the Registrar

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- 13.3 Besides, the confidential reports on the work and conduct of an official, copies of document/communication specified below shall also be placed on the personal files:
- 13.3.1 advertisement, application, Selection Committee minutes, appointment letter and joining report
 - 13.3.2 all orders, imposing any of the penalties mentioned in the Society Rules.
 - 13.3.3 all communications conveying adverse remarks.
 - 13.3.4 letters of appreciation for outstanding work/ performance or an over all assessment of his work and conduct during the year.
 - 13.3.5 any other relevant document which can be used for reference in future.

14. Annual Confidential Reports

- 14.1 The Authorities of the University listed in Rules shall report confidentially by 15th June of every year in the Form prescribed on the work and conduct of the employee who had served under them for period not less than three months in the year immediately preceding and forward their reports to the Registrar not later than 30th June every year.
- 14.1.1 the annual confidential reports shall be written by the Reporting, Reviewing and Accepting Officers.

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14.2 The Reporting, Reviewing, Accepting and Appellate Authorities:

	Categories of Staff	Reporting Officer	Reviewing Officer	Accepting Officer	Appellate Authority
I	Class-A Deans/Directors/HODs	Dean Academic Affairs	Vice- Chancellor	Vice-Chancellor	Chancellor
	Faculty Members i.e. Professors, Assistant Professors & Lecturers	Dean/ Director/ HODs	Dean Academic Affairs	Vice-Chancellor	Chancellor
	All Administrative Officers of and above the rank of Admn. Officer / Other ministerial staff having equivalent / Corresponding Pay- Scales	Officer under whom directly working	Registrar	Vice-Chancellor	Chancellor
II	Class-B (I) Superintendents / Dy. Supdt / Assistant / Stenographers / Steno-Typists / Clerks and other Non-Teaching Staff having equivalent / Corresponding Pay- Scales	Officer under whom directly working	Registrar	Vice-Chancellor	Chancellor
	(ii) Technical Staff / Workshop Instructors	H.O.D	Deans/ Director	Dean Academic Affairs	Vice- Chancellor
	(iii) Laboratory Staff	H.O.D	Deans/ Director	Dean Academic Affairs	Vice- Chancellor
III	Class-C (Not covered under I & II above)	Supdt. / A.O. / Officer with whom attached	Head of the office/ Institute	Registrar	Vice- Chancellor

14.3 The Requisite blank forms for confidential reports shall be supplied by the Registrar by 1st June each year to the Reporting Officer who shall give his remarks by 15th June, pass on the reports to the Reviewing Officer who shall give his opinion by 25th June and in turn pass on to the Accepting Officer who shall

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record his remarks by 10th July. These reports will then be sent back to Registrar not later than the 31st July every year, for record and follow-up if any.

- 14.4 No Reporting Officer shall record his remarks in the confidential report unless he has seen the work and conduct of the official working under him for at least 3 months. If the official has served under the Reporting Officer for less than 3 months the opinion of the Officer under whom he has previously served for at least 3 months should be obtained.

In the case of an Officer whose work has been seen by the Reporting Officer for a period of less than 6 months in a year (but more than 3 months) and if there is an other Officer who has seen the work for more than 6 months during the same year the latter shall also be called upon to record his remarks on a separate Confidential Report.

Note: The period of three months referred to in this rule means the period of which the Reporting Officer has actually seen the work of the Officer / Official reported on (besides regular leave casual leave is treated as duty), the period of suspension when an official does not attend to his duties, is not to be counted in calculating this period.

- 14.5 The remarks of the highest authority shall supersede the remarks of the subordinate officers and for purpose of communication, the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be communicated to the employee concerned by the Registrar and shall indicate in suitable language, the nature of the defects in question. The official period is one month of the communication of the adverse remarks. The appeal so preferred shall be with the Vice-Chancellor. The Vice-Chancellor may give a personal hearing to the official concerned if so desired in the appeal.
- 14.6 A Reporting Officer when related to the official to be reported upon shall always record the fact of his relationship on the report.

15. Fixation of pay.

Unless the competent authority grants in an individual case a higher starting pay than the minimum of the pay-scale or accelerated increments, allowance etc. a person who has been appointed to a post shall on assuming his duties draw the minimum of the pay-scale as his initial pay.

16. Payment during Suspension.

- 16.1 An employee under suspension shall be entitled to a subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay and in addition dearness allowance, if admissible, on the basis of such leave salary.

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- 16.1.1 any other compensatory allowance admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension subject to the fulfillment of other conditions laid down for the withdrawal of such allowances.
- 16.2 Where the period of suspension exceeds six months, the suspending authority shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:
- 16.2.1.1 subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee.
- 16.2.2 the rate of dearness allowance will be based on the increased or as the case may be, the decreased amount of subsistence allowance.
- 16.3 No payment of subsistence allowance shall be made under Rules unless the employee furnishes a certificate that he is not engaged in any other employment business, profession or vocation. Provided that in the case of an employee dismissed or removed from service who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowance equal to the amount by which his earning during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him. Where the subsistence and other allowances admissible to him are equal or less than the amount earned by him, nothing in this provision shall apply to him.

17. Increments

An increment shall ordinarily be drawn as a matter of course but the appointing authority shall be competent to withhold an increment on account of misconduct or unsatisfactory work, and before doing so shall give an opportunity to the employee of making any representation that he may desire to make and shall take such representation into consideration. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

18. Accelerated increment.

The Board of Management shall have the power to grant accelerated increment/s to an employee on a time scale of pay.

19 Date of reckoning pay and allowances.

An employee shall commence to draw the pay and allowances of a post from the date he assumes the duties of the post, if the charge is assumed in the forenoon, otherwise from the following date and shall cease to draw when he ceases to discharge or is relieved from those duties.

20 Payment on reinstatement

20.1 An employee on reinstatement after dismissal, removal or suspension may be allowed the following payment by the authority competent to order reinstatement.

20.1.1 **if he is honorably acquitted:** full pay and by an order to be separately recorded any allowances drawn immediately before removal, dismissal or suspension. The whole period of absence will be treated as on duty.

20.1.2 **if not honorably acquitted:** such proportion of pay and allowances as the reinstating authority may prescribe provided that such proportion shall not be less than the subsistence and other allowances admissible during suspension. The period of absence will not be treated on duty unless the reinstating authority so directs.

21. Fixation of pay on transfer to a lower grade or post.

On transfer to a lower grade or post, as a penalty, an employee may be allowed by the authority ordering the transfer any pay not exceeding the maximum of the lower grade or post. If he is reduced to a lower grade or post or to a lower stage in his time scale, the authority ordering the reduction shall state the period for which it shall be effective and whether it shall operate to postpone future increments and if so, to what extent.

22. Cessation of pay and allowances.

Pay and allowances of an employee, who is dismissed or removed from service will cease from the date of such dismissal or removal.

23. Withholding of payment of emoluments of University Employee suspected of embezzlement.

When an employee is suspected of being involved in the embezzlement of University money, stores etc, and is placed under suspension, the authority competent to order his removal may direct that, unless he furnishes security for the reimbursement of the said money, etc. to the satisfaction of the Registrar, the payment of any sum due to him by the University on the date of suspension shall be deferred until such time as the said authority passes final orders on the charges framed against him.

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Provided that such an employee shall be entitled to the payment of a subsistence allowance in respect of the period for which the admissible emoluments, if any, are withheld.

24. Residuary conditions of Service.

Any case not coming within the purview of the Rules contained in this chapter may be decided in such manner as the Board of Management may deem fit.

25 Rules for the Guest Faculty:

- 25.1 The appointment of the Guest Faculty shall ordinarily be for one semester at a time.
- 25.2 The Guest faculty shall not be entitled to any payment for the vacation.
- 25.3 The Guest Faculty should be only from outside / retired teachers of the University / College, below the age of 65 years.
- 25.4 The Guest faculty couldn't in normal circumstances, be from within the Department. However, in exceptional circumstances on reasons to be recorded, payment may be made to a teacher taking extra workload in the same Institution on the recommendations of the Dean/ Director/ HODs of the Institute, justifying the total load, in the Institute of the teacher concerned as also the extra workload being recommended for the teacher.

Rules for working as Guest Faculty in other Institute (s):-

- 25.4.1 the teachers should route their applications through the Dean/ Director/ HOD of the School/Institute or the request should come from the other Institute to the Dean/ Director/ HOD for appointment of teacher as a Guest Faculty.
- 25.4.2 the maximum amount of honorarium payable to in-service School/ Institute teacher for working as Guest Faculty in other Institute as also for taking extra workload in their own Institute in exceptional circumstances on extra payment, should in no case exceed Rs. 10000/- per month or as prescribed by Board of Management from time to time whichever is higher.
- 25.4.3 the duration of the Lecture to be delivered by the Guest Faculty shall be one hour. The honorarium will be prescribed from time to time.
- 25.4.4 before taking up teaching assignment outside the Institutes maintained by the University, the teacher must get the prior approval of the Dean/ Director / Vice-Chancellor. Accepting / undertaking any assignment outside the University School/ Institute without such approval would invite strict disciplinary action, as per rules.

Service and Conduct Rules for Class A & B Employees

26. Age of Retirement:

All the whole-time employees shall retire on attaining the age of 65 years. However, an employee can be considered for re-employment which may be allowed upto the age of 70 years, not more than two years at a time. The re-employment shall be allowed on the basis of the recommendations of a Committee to be constituted by the Vice-Chancellor. The employee concerned shall have to apply for re-employment and his application should be supported by a certificate of physical fitness from the University Medical Officer every two years.

PART-III

LEAVE RULES

DEFINITIONS

“Holiday” A holiday declared vide notification by the University.

“Leave Year” The Calander year of the University.

“Vacation Employee” An employee who is entitled to the vacations, as decided by the Governing Body.

“Non-Vacation Employee” An employee who is not entitled for summer and winter vacations.

1. GENERAL

- a. Leave cannot be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved to the authority empowered to grant such leave.
- b. No employee shall leave his headquarters during Sundays or holidays and/ or during any kind of leave, without the written permission of the leave sanctioning authority.
- c. Sundays and the other holidays may be prefixed or suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave.
- d. The leave sanctioning authority shall have authority to change the date of commencement of leave granted to an employee.
- e. Leave shall be regulated by regulations and/ or rules applicable when the leave is applied for.
- f. Leave to the employees engaged on contract will be in accordance with the terms of the contract entered into.
- g. An employee on leave shall not take up any service or accept any employment without the previous sanction of the competent authority.
- h. The authority in charge of the service book will make the necessary entry regarding the grant of leave in the relevant columns of the service book and the leave account; under the signature of the officer authorized to sign entries in the service book.
- i. A separate casual leave account in the prescribed form shall be maintained for each employee.

Service and Conduct Rules for Class A & B Employees

- j. No employee shall be granted leave of any kind for a continuous period exceeding two years.
- k. All the applications for leave on medical grounds from the employees shall be accompanied by a medical certificate from the Medical Officer of the Society or from Government Hospital/Reputed Pvt. Hospital.
- l. An employee applying for leave shall submit his application well in time to enable the sanctioning authority to pass orders.
- m. The title of leave cannot be changed by the leave sanctioning authority.

2. CASUAL LEAVE

- a. 10 Days casual leave may be granted to an employee within a calendar year commencing on January 01 of each year. A minimum of half day casual leave is allowed but discouraged. A maximum of 4 (four) half day are permitted in a calendar year.
- b. Casual leave cannot be combined with any other kind of leave except special casual leave. Holiday or Sundays falling within the period of casual leave shall not be counted as casual leave.
- c. The entire casual should be spread over the whole year as possible. Holidays on Sundays falling within the period of less than one academic year, casual leave will be credited to the leave account on the pro data basis i. e. one day for every 36 days of service.
- d. Except in case of emergency an employee shall obtain the orders of the leave sanctioning authority before availing of the casual leave by him/ her.
- e. A casual leave account in respect of all employees shall be maintained in the institution/ Branch/ Department concerned in the relevant form, by the respective incharge.
- f. The casual leave account will be maintained annually from 1st January to 31st December.

3. SPECIAL CASUAL LEAVE

- a. Special casual leave not exceeding 5 working days in a calendar year, may be granted by the competent authority to a teaching faculty member. This leave can be used-
 - i) To conduct examination of a university./ Public Service Commission/ or other similar Bodies/ institutions; and
 - ii) To inspect academic institutions attached to a statutory board, etc.

Service and Conduct Rules for Class A & B Employees

4. **DUTY LEAVE**

Employees may be granted Duty Leave up to a limit of ten (10) days in an academic year. This may be taken for one or more of the following purposes:

- a. Attending conferences, congresses, symposium and seminars.
- b. Delivering lectures in institutions and universities at the invitation of such institutions or universities.
- c. To attend meetings of Committees, Boards, Faculties and other academic bodies of a University or of a Statutory Board/UGC/AICTE, etc.;
- d. For performing any other duty for the University and the Rayat Bahra group.

Duty leave shall not be admissible.

- i) To attend courts as juror, assessor, and witness and
- ii) For remunerative work.

5. **EARNED LEAVE**

For non-vacation employees, one earned leave will be admissible after 30 days of Service; subject to a maximum of 12 days in a year.

Calculation of Earned Leave for Vacation Employee

- a. The University shall notify the duration of Vacation Leaves for winter and summer break.
- b. A Vacation Employee shall be entitled to 30 days of Vacation Leaves after completion of an Academic Year. However, for a fresh Vacation Employee, the number of Vacation Leaves entitlement shall be on a pro-rata basis.
- c. Only such employees shall be entitled to be called as Vacation Employees as the Governing Body may decide from time to time.
- d. A member of teaching faculty entitled to be called as Vacation Employees as the Governing Body may decide from time to time.

Note:

- Earned leave at the credit of an individual shall not accumulate beyond 90 days.
- Encashment of earned leave shall be admissible on retirement, as per prevailing rules and regulations of the university.
- The competent authority may refuse grant of earned leave applied if it considers that the leave is unnecessary or grant of leave will cause administrative/ academic inconvenience.
- The decision taken shall be intimated to the employee concerned.

Service and Conduct Rules for Class A & B Employees

Note:

- For purpose of computation period of actual service, all periods of leave except casual, special casual, duty leave and earned leave shall be executed.
- A maximum of 30 day, earned leave may be sanctioned at a time. Earned leave exceeding 30 days, may however be sanctioned in case of higher study, or teaching, or leave with medical certificate, or when the entire portion thereof, is spend outside India.

6. MATERNITY LEAVE

Maternity leave to the extent of 90 days (with full pay (30days); half pay (30 days) and without pay (30 days), supported by Medical Certificate shall be admissible to a female employee who has put in at least one year's regular service. Maternity leave may be combined with earned leave but it may be regulated in such a way that actual date of the child falls within the period of maternity leave. Maternity leave can be granted only up to two living children.

7. EXTRAORDINARY LEAVE (EOL)

- a. Extra-ordinary leave to an employee shall be without pay and allowances and may be granted when no other kind of leave is admissible or when other kind of leave being admissible, the employee specifically applies in writing for the grant of extraordinary leave.
- b. The period of extra-ordinary leave shall not count for increment and gratuity as well as for the purpose of computation of period of qualifying service.
- c. Extra-ordinary leave will be admissible only to a regular employee who has been in continuous service of the University for at least five years.
- d. EOL can be availed for taking up any type of paid assignment.
- e. EOL shall not ordinarily be allowed more than once in the entire service.
- f. EOL can be granted up to a maximum of 3 years, during the currency of EOL, an Employee may resign from the University service by giving three month's notice to be received by the Vice Chancellor at least three months before the expiry of the leave. If, no such notice is duly given and the employee does not join back the university, his/her services will stand automatically terminated from the date he/she proceeded on leave.

Service and Conduct Rules for Class A & B Employees

8. STUDY LEAVE

- a. A confirmed faculty member may be granted study leave up to 15 days in a calendar year.
- b. Study leave shall be utilized for:-
 - i) Approved Consultancy Project.
 - ii) Collection of Data for completion of an approved Project.
 - iii) Attending meetings of the Project Sponsoring body.
 - iv) Pursuing higher study/ research/ training, if approved by the Vice Chancellor.

9. MEDICAL LEAVE

- a. A total of 5 medical leaves can be availed by an employee in case of hospitalization on production of Admission and Discharge slips.

10. LEAVE SANCTIONING AUTHORITY

- a. Vice-Chancellor or any other authority duly authorized by the VC.
- b. The Vice Chancellor is competent to sanction any kind of leave with/without pay in view of merit of the case in the interest of the University.
The Chancellor is empowered to repeal all or any of the above rules.

11. COMPENSATORY LEAVE

Compensatory leave will be availed to employees having salary below Rs. 16000/- p. m if their services are utilized by the University Administration or any Holiday through a written order.

PART - IV

SERVICE CONDUCT RULES

1. GENERAL:

1.1 Every employee shall at all times:-

1.1.1 maintain absolute integrity;

1.1.2 maintain devotion to duty; and

1.1.3 do nothing which is unbecoming of an employee; and

1.1.4 intimate his latest permanent as well as temporary address to his appointing authority.

1.2 Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

1.2.1 no employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior;

1.2.2 the direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;

1.2.3 an employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation I - an employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty.

Explanation II - nothing provided herein shall be construed as empowering an employee to evade his responsibilities by seeking instructions from, or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

Explanation III - without prejudice to the provisions contained in this rule, no action will be initiated against any employee for not carrying out oral instructions of his official superior in individual cases, relating especially to postings, transfers, giving of loans and similar other matters.

Service and Conduct Rules for Class A & B Employees

2. PROMPTNESS AND COURTESY

No employee shall :-

- 2.1 in the performance of his official duties, act in a discourteous manner;
- 2.2 in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delay in disposal of the work assigned to him.

3. OBSERVANCE OF UNIVERSITY POLICIES:

Every employee shall, at all times :-

- 3.1 act in accordance with the University policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;
- 3.2 observe the State/ Central Government's policies regarding prevention of crime against women.
- 3.3 Observance of Cleanliness in the University.

4. PROHIBITION OF SEXUAL HARASSMENT OF WORKING WOMEN:

- 4.1 No employee shall indulge in any act of sexual harassment of any woman at her work place.
- 4.2 Every employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation – For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as :-

- a) physical contact and advances;
- b) demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing any pornography; or
- e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

5. TAKING PART IN POLITICS AND ELECTIONS:

- 5.1 No employee shall 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, subscribe in aid of, or assist in any other manner, any political movement or activity.
- 5.2 It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or tends directly or indirectly to be, subversive of the State/ Central Government as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the prescribed authority.

Service and Conduct Rules for Class A & B Employees

- 5.3 If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub rule (2), the decision of the Vice-Chancellor thereon shall be final.
- 5.4 No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to the Parliament or any Legislature or Local Authority except with permission of the Vice-Chancellor:

Provided that :-

- 5.4.1 an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- 5.4.2 an employee shall not be deemed to have contravened the provisions of this sub rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation – The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub- rule.

6. JOINING OF ASSOCIATIONS BY EMPLOYEES

No employee shall join, or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

7. LIMIT TO BE A MEMBER / OFFICE BEARER OF SPORTS ASSOCIATIONS

No employee, except with the permission of the Vice-Chancellor, will be a member/ office bearer of more than one such association at State Level and one at National Level the aims or objectives of which relate to promotion of sports. Furthermore, the employees of the Sports and Physical Education Department may become members/ office bearers of only one association at State level and one at National Level and that too in the area of their own specialty/ discipline.

8. DEMONSTRATION AND STRIKE:

No employee shall: -

- 8.1 engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence, or

Service and Conduct Rules for Class A & B Employees

8.2 resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee.

9. CONNECTION WITH PRESS, RADIO OR OTHER MEDIA:

9.1 No employee shall, except with the previous sanction of the prescribed authority, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.

9.2 No employee shall except with the previous sanction of the Vice-Chancellor or except in the bonafide discharge of his duties participate in the radio broadcasts or contribute an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required if such contribution, broadcast or writing is of a purely literary, artistic or scientific character;

Provided further that the prescribed authority may withdraw at any time the sanction so granted if there are reasons to believe that the sanction is being misutilized after affording reasonable opportunity of being heard.

10. CRITICISM OF THE UNIVERSITY:

No employee shall, in any radio broadcast, telecast through any electronic media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:-

10.1 Which has the effect of an adverse criticism of any current or recent policy or action of the University.

Provided that in the case of any employee included in any category of employees specified as such, nothing contained in this clause shall apply to bonafide expression of views by him as an office-bearer of a trade union or association of employees for the purpose of safe-guarding the conditions of service of such employees or for securing an improvement thereof:

Provided further that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

11. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

11.1 Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the Vice-Chancellor, give evidence in connection with any enquiry conducted by any person, committee or authority.

Service and Conduct Rules for Class A & B Employees

11.2 Where any sanction has been accorded under sub-rule (1) above no employee giving such evidence shall criticize the policy or any action of the University.

11.3 Nothing in this rule shall apply to:-

11.3.1 evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature; or

11.3.2 evidence given in any judicial enquiry; or

11.3.3 evidence given at any departmental enquiry ordered by authorities subordinate to or of the University.

12. UNAUTHORIZED COMMUNICATION OF INFORMATION

No employee shall, except in accordance with any general or special order of the Vice-Chancellor or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any employee or any other person to whom he is not authorized to communicate such document or information.

13. SUBSCRIPTIONS

No employee shall, except with the previous sanction of the Vice-Chancellor, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

14. DOWRY

No employee shall:-

14.1 give or take or abet the giving or taking of dowry; or

(a) demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation – For the purposes of this rule,* “dowry” has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended from time to time.

15. PUBLIC DEMONSTRATIONS IN HONOUR OF UNIVERSITY EMPLOYEES

No employee shall, except with the previous sanction of the Vice-Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other employee:

Provided that nothing in this rule shall apply to-

Service and Conduct Rules for Class A & B Employees

- 15.1 a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service.
- 15.2 the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

Note: -

Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment if it is of a substantially private or informal character and the collection of subscription from employees under any circumstances for the entertainment of any employee is forbidden.

16. PRIVATE TRADE OR EMPLOYMENT

- 16.1 Subject to the provisions of sub-rule (2) below, no employee shall, except with the previous sanction of the University.
 - 16.1.1 engage directly or indirectly in any trade or business; or
 - 16.1.2 negotiate for, or undertake, any other employment, or
 - 16.1.3 hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or
- 16.2 canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
- 16.3 take part except in the discharge of his official duties, in the registration, promotion or management of any Bank or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1956), or any other law for the time being in force, or of any co-operative society for commercial purposes.
- 17. An employee may, without the previous sanction of the prescribed authority.
 - 17.1 undertake honorary work of a social or charitable nature, or
 - 17.2 undertake occasional work of a literary, artistic or scientific character, or
 - 17.3 participate in sports activities as an amateur, or
 - 17.4 take part in the registration, promotion or management (not involving the holding or an elective office) of a literary, scientific or charitable society or of a club or similar organization, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or
 - 17.5 take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of the

Service and Conduct Rules for Class A & B Employees

employees, registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force.

Provided that-

17.5.1 he shall discontinue taking part in such activities, if so directed by Vice-Chancellor; and.

17.5.2 his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the Vice-Chancellor giving details of the nature of his participation.

18. Every employee shall report to the Vice-Chancellor if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

19. Unless otherwise provided by general or special orders of the Vice-Chancellor, no employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the Vice-Chancellor.

20. SUBLETTING AND VACATION OF UNIVERSITY ACCOMODATION

20.1 Save as otherwise provided in any other law for the time being in force, no employee shall sublet, lease or otherwise allow occupation by any other person of University accommodation which has been allotted to him.

20.2 An employee shall, after the cancellation of his allotment of accommodation vacate the same within the time-limit prescribed by the allotting authority.

21 INVESTMENTS, LENDING AND BORROWING

21.1 No employee shall speculate in any stock, share or other investment:

Provided that nothing in this sub-rule shall apply to occasional investment made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant law.

Explanation- Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

21.2 No employee shall make, or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies or their friends and associates shall be deemed to be an investment which is likely to embarrass the employee.

21.3 If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Vice-Chancellor thereon shall be final.

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21.4 No employee shall, save in the ordinary course of business with a Bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf.

21.4.1 lend or borrow or deposit money, as a principal or an agent to, or from or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or.

21.4.2 lend money to any person on interest or in a manner whereby return in money or in kind charged or paid:

Provided that an employee may give to, or accept from a relative or a personal friend a purely temporary loan of a small amount free of interest, or operate credit account with a bona fide tradesman or make an advance of pay to his private employee, but such amount shall not exceed twelve months emoluments for the construction of house or purchase of built up house and six months emoluments for the purchase of conveyance and other purposes.

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the Vice-Chancellor.

21.5 When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the Vice-Chancellor and shall thereafter act in accordance with such order as may be made by such authority.

22. INSOLVENCY AND HABITUAL INDEBTEDNESS

22.1 An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings are instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Vice-Chancellor.

Note:

The burden of proving that the insolvency or indebtedness was the result of circumstances which with exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

23. VINDICATION OF ACTS AND CHARACTER OF THE EMPLOYEE

23.1 No employee shall, except with the previous sanction of the Vice-Chancellor, have recourse to the press for the vindication of any official act which has been the subject- matter of adverse criticism or an attack of a defamatory character:

Provided that if no such sanction is received by the employee within a period of three months from the date of receipt of his request by the Vice-Chancellor, he shall be free to assume that the permission as sought for has been granted to him.

23.2 Nothing in this rule shall be deemed to prohibit an employee from indicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the Vice-Chancellor regarding such action.

24. CANVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

25. RESTRICTION REGARDING MARRIAGE

25.1 No employee shall enter into, or contract, a marriage with a person having a spouse living; and.

25.2 No employee having a spouse living, shall enter into or contract, a marriage with any person:

Provided that the Vice-Chancellor may permit an employee to enter into, or contract, any such marriage as referred to in Clause (1) or Clause (2), if it is satisfied that-

25.3 such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

25.4 there are other grounds for so doing

25.5 an employee who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to the Vice-Chancellor.

26. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

An employee shall-

26.1 strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;.

Service and Conduct Rules for Class A & B Employees

- 26.2 not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
26.2.1 refrain from consuming any intoxicating drinks or drugs in a public place;
- 26.3 not appear in a public place in a state of intoxication;
- 26.4 not use any intoxicating drinks or drugs in excess.

Explanation-For the purpose of this rule, public place means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

27. PROHIBITION REGARDING EMPLOYMENT OF CHILDREN BELOW 14 YEARS OF AGE

No employee shall employ to work any child below the age of 14 years.

28. INTERPRETATION

If any question arises relating to the interpretation of these rules, it shall be referred to the Vice-Chancellor whose decision thereon shall be final.

29. DELEGATION OF POWERS

The Vice-Chancellor may, by general or special order, direct that any power exercisable by him to any Dean/ Director of School/ Institute under these rules (except the power under Rule 21 and this rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

PART - V

PUNISHMENT AND APPEAL RULES

1. **Punishing Authority** shall be the appointing authority unless otherwise provided for in these Rules.
2. **Prescribed Authority:** For purposes of Punishment and Appeal Rules Prescribed Authority shall be the Vice-Chancellor in case of all employees.
3. The prescribed authority may place an employee under suspension:
 - 3.1 where disciplinary proceedings against him are contemplated or pending.
 - 3.2 where a case against him in respect of any criminal offence is under investigation or trial.
 - 3.3 where he has been placed under arrest for more than twenty four hours.
4. **Arrest for or on Criminal Charges etc.**
 - 4.1 An employee against whom proceedings have been taken for arrest in execution of a money decree or on a criminal charge or who is detained under any law shall be considered under suspension and allowed subsistence allowance only. If he is subsequently acquitted of the blame, full amount due may be allowed in respect of the period of suspension otherwise as the circumstances may warrant.
 - 4.2 An employee against whom a criminal charge or proceedings or arrest in execution of a money decree are pending but is released on bail, etc. shall be placed under suspension by special orders, if the charge made or proceedings taken are connected with his position as an employee, and are likely to embarrass him in the discharge of his duties as such, or involves moral turpitude.
5. **Penalties**

The following penalties may, for a good and sufficient reason as hereinafter provided, be imposed upon an employee:

 - 5.1 **Minor Penalties:**
 - 5.1.1 Censure
 - 5.1.2 Withholding of increment(s) or promotion without cumulative effect or with cumulative effect.
 - 5.1.3 Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

5.2 Major Penalties:

- 5.2.1 Reduction to a lower post or time-scale; or to a lower grade in a time-scale;
- 5.2.2 Removal from service of the University which does not disqualify from future employment;
- 5.2.3 Dismissal from service of the University.

Explanation: The following shall not amount to a penalty within the meanings of this rule, namely-

- (i) **Stoppage of an Employee at the efficiency bar** in the time-scale of pay on the ground of his unfitness to cross the bar;
 - (ii) **Non-promotion** of an employee whether in a substantive or officiating capacity after consideration of his case, to a service, grade or post for promotion to which he is eligible;
 - (iii) **Reversion** of an employee officiating in a higher service, grade, or post to a lower service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post or any administrative ground unconnected with his conduct.
 - (iv) Reversion of an employee appointed on probation to any other service, grade or post, to his permanent service grade or post 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;
 - (v) **Suspension** pending inquiry.
 - (vi) **Termination** of the services of:
 - (a) a person appointed on probation, during or at the end of the period of probation, in accordance with the terms of the appointment and the rules governing the probationary service; or
 - (b) a temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of the post or before the due time, in accordance with the terms of the appointment; or
- 5.3 A person engaged under a contract in accordance with the terms of his contract.
- 5.4 Authority to institute Proceedings: The prescribed authority will have the power to institute disciplinary proceedings against an employee.

6. Major Penalties

- 6.1 Procedure for imposing penalties: The grounds on which it is proposed to take action against an employee shall be communicated in writing to the person concerned by the University, together with a statement of allegations and of any other circumstances which it proposed to take into consideration on passing orders on the case.
- 6.2 The employee shall be required , within a reasonable time, ordinarily not exceeding two weeks, to state in writing, whether, he admits the truth of all or any of the allegations, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.
- 6.3 If the employee desires to be heard in person or if the Vice-Chancellor so orders, an Inquiry Officer shall be appointed to hold the inquiry.
- 6.3.1 Prescribed Authority may appoint an employee or a legal practitioner to be known as the “Presenting Officer” to present on his behalf the case before the Inquiry Officer in support of statement of allegations.
- 6.3.2 The employee shall appear in person before the Inquiry Officer on such day, at such time and place as the Inquiry Officer may, by a notice in writing, specify in this behalf.
- All notices from the Enquiry Officer shall, unless personally served, be deemed to have been served when sent by Registered Post to the employee at his last known address.
- 6.3.3 The employee shall not engage a legal practitioner unless the Presenting Officer is a legal practitioner or the Enquiry Officer having regard to the circumstances of the case so permits.
- 6.4 The Inquiry Officer shall frame charges.
- 6.5 On the date fixed for the purpose, oral and documentary, evidence by which charges are proposed to be proved shall be produced by or on behalf of the prescribed authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the permission of the Inquiry Officer. The Inquiry Officer may also put such questions to the witnesses as he thinks fit.

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- 6.6 Before the close of the case, on behalf of the prescribed authority the Inquiry Officer may, in his discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may himself call for new evidence or re-call or re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment for three clear days before the production of such new evidence. The Inquiry Officer shall give to the employee an opportunity of inspecting such documents before they are taken on Record.
- 6.7 It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegation made by the person charged in the course of his defence.
- 6.8 These provisions shall not apply where a person is removed or reduced in rank on the ground of conduct which had led to his conviction on a criminal charge, or where an authority empowered to remove him or reduce him in rank is satisfied that, for some reason, to be recorded by him in writing, it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him or where in the interest of the University, or the security of the State, or the Union of India, it is considered expedient not to give to that person such an opportunity.
- 6.9 If any question is raised whether it is reasonably practicable to give any person an opportunity to defend himself under these rules, the decision thereon of the punishing authority shall be final.
- 6.10 When the statement of allegations against an employee shows that his general behaviour has been such as to be unbecoming of his position, or that he has failed to reach or to maintain a reasonable standard of efficiency, he may and should be charged accordingly, and a finding on such a charge may be a valid ground for the infliction of any authorized punishment which may be considered suitable in the circumstances of the case.
- 6.11 This procedure shall not apply in the case of a person appointed in temporary capacity or on probation. In his case, one month's notice or pay in lieu thereof will be enough.
- 6.12 Where any person has made a statement on oath, in evidence before any criminal or civil court, in any case in which the employee is charged as a party and had full opportunity to cross-examine such person, and where it is intended to prove the same facts as deposed by such persons, it shall not be necessary to call such persons to give oral evidence in proof of facts stated by him earlier. A certified copy of the statement previously made by him in any such case may be read as part of the evidence.

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- Provided that the officer conducting the inquiry may, in the interest of justice, order the production of such witness (es) in person either for further examination or for further cross-examination by the person charged.
- 6.13 The employee charged shall not be allowed except at the discretion of the Inquiry officer, to be exercised in the Interest of justice, to call as a witness, in his defence, any person whose statement has already been recorded and whom he has had opportunity to cross examine, or whose previous statement had been admitted.
- 6.14 When an employee who has not admitted in his written statement of evidence any of the charges or has not submitted any written statement of his defence, the Inquiry Officer shall ask him whether he is guilty or has any defence to make and if he pleads guilty of any of the charges, the Inquiry Officer shall record the plea, sign the record and obtain the signature of the employee thereon.
- 6.15 The Inquiry Officer, shall, if the employee fails to appear within the specified time, or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the charges and shall adjourn the case and afford to the employee another opportunity:
- 6.15.1 to inspect the documents filed with the statement of allegations;
 - 6.15.2 to submit a list of witnesses to be examined and see a list of documents desired to be produced from the custody of the University indicating relevance of the documents required by him.
- 6.16 If the employee to whom a copy of the articles of charges have been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiry Officer, or otherwise fails or refuses to comply with the provisions of this rule, the Inquiry Officer may hold the enquiry ex-parte.
- 6.17 The Inquiry Officer shall, on receipt of the notice for the discovery or production of documents from the employee, forward the same to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.
- Provided that the Inquiry Officer may, for reasons to be recorded by him in writing, refuse to requisition such of the documents as are, in his opinion not relevant to the case.
- 6.18 On receipt of the requisition referred to in Rule 6.17 the authority having the custody or possession of the requisitioned documents shall produce the same before the Inquiry Officer unless the Inquiry Officer is satisfied or representation by the authority having the custody or possession of the requisitioned documents that such documents are of a confidential nature and should not be produced.

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- 6.19 When the case for the prescribed authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record.
- 6.20 The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiry Officer according to the provisions applicable to the witnesses for the Prescribed Authority.
- The Inquiry Officer may for the reasons to be recorded refuse to call any witnesses cited by the employee.
- 6.21 The Inquiry Officer may, after the employee closes his case and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- 6.22 The Inquiry Officer may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective cases, if they so desire.
- 6.23 Whenever an Inquiry Officer, after having heard and recorded the whole or any part of the evidence in an enquiry case to exercise jurisdiction therein, and is succeeded by another Inquiry Officer who has and who exercises, such jurisdiction, the Inquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by him. He will also have power to recall, examine, cross-examine and re-examine any witnesses if in his opinion such examination is necessary in the interest of justice.

7. **Action on the Enquiry Report**

On receipt of the Inquiry Report, the prescribed authority shall forward it to the punishing authority.

If on examination of the findings, the punishing authority is of the opinion that any of the penalties specified as major penalties in Rule 6 Clause 6.21, 6.22 and 6.23 should be imposed, it shall furnish to the employee a copy of the report of the Inquiry Officer and call upon him to show cause within a reasonable time, not exceeding two weeks, why a particular penalty proposed be not inflicted upon him. Any representation submitted by the employee in this behalf shall be taken into consideration before final speaking orders are passed.

8. Minor Penalties

- 8.1 No order imposing on an employee any of the penalties specified in clauses 5.1.1 to 5.1.3 of Rule 5 shall be made except after:
- 8.1.1 informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehavior on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
 - 8.1.2 holding an inquiry in the manner laid down in rule 6.1 to 6.23 in every case in which the prescribed authority is of the opinion that such an inquiry is necessary.
- 8.2 If the prescribed authority is of the opinion that minor penalties specified in clauses 5.1.1 to 5.1.3 of Rule 5 contained in this Part should be imposed on the employee, it shall make a speaking order accordingly without giving the employee any notice stipulated for the award of major penalties.

9. Communication of Order

A copy of the order made by the punishing authority along with a copy of the report of the Enquiry Officer shall be sent to the employee by Registered post.

10. Common Proceedings

Where two or more employees are concerned, in any case, the Prescribed Authority may direct disciplinary action against all of them in a common proceeding.

11. Right to Appeal

11.1 Every employee to whom these rules apply shall be entitled to appeal against an order imposing upon him any of the penalties to the Board of Management who shall be the appellate authority:

11.2 As appeal can be preferred within 30 days of the receipt of the order.

Provided that the appellate authority may entertain an 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.

12. Orders which may be passed by Appellate Authority

In the case of an appeal against an order, imposing any penalty specified in Rule 5, the appellate authority shall consider:

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- 12.1 whether the facts on which the order was based have been established;
- 12.2 whether the facts established afford sufficient ground for taking action;
and,
- 12.3 whether the penalty is excessive, adequate or inadequate and after such
consideration shall pass such order as it thinks proper.

Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause as to why such penalty be not increased.

PART -VI

TRAVELLING ALLOWANCE RULES

Eligibility

These rules cover the employees of Bahra University Waknaghat (hereinafter referred to as the University) for journeys performed for University work in India or abroad. Travelling Allowances is granted to an employee to reimburse him/her the expenditure incurred on account of official occasions such as tour, on official duty, temporary transfer, deputation for training, participation in seminars, conferences, symposia, attending official meetings of the Government and other organization duly approved by the University, local journeys and other official business not covered above but approved by the competent authority of the University.

1. Categorization of the Officers:

For the purposes of TA/DA categorization of the university employees on the basis of Salary and Status shall be as under:-

Category	Position held
I	Vice Chancellor
II	Dean, Registrar, Professor, COE, Librarian/Director (Admin)
III	Associate/ Assistant Professors, Deputy Registrar, Director Administration, CFAO, General Manager.
IV	Deputy Managers, Assistant Managers, Superintendents
V	Other Clerical, Technical Managers, Security Staff.

2. Classification of Cities:

The classification of cities within or outside the State for grant of TA/ DA shall be as under:-

i	Metroplitician Cities	A1
ii	State Capitals	A2
iii	District Headquarters	B1
iv	Sub-Divisional/Tehsil Headquarters & other towns	B2

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3. Dearness Allowances:

The rates of daily allowance shall be as under:-

Category	A1	A2	B1	B2/ Other Places.
i	At actual of Rs. 800	At actual of Rs. 800	At actual of Rs. 800	At actual of Rs. 800
ii	500	400	300	240
Iii	350	250	200	150
Iv	200	150	130	100
v	150	130	100	80

4. Other Conditions:

- i) No allowance shall be admissible within a radius of 8 Kms from the place of duty. Road mileage at fixed rates discussed subsequently shall be paid for this journey except to employees who are in receipt of local travelling and conveyance allowances.
- ii) Journey beyond 8 Kms of the place of duty be treated as local journey. Daily Allowances shall be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to the headquarters the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance.
- iii) A full Daily Allowance shall be admissible for journeys beyond 25 Kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half daily allowance shall be admissible; and
- iv) No incidental charges shall be payable in addition to the daily allowance/ half Daily Allowance.

5. Travel Allowance Entitlement

A. Journey by rail

- a. The employees shall travel by the shortest route; Entitlement for mode of travel for various categories of staff shall be as under:

Service and Conduct Rules for Class A & B Employees

Category	Entitlement by rail
I	1 st Class A. C Sleeper/ Executive Class
II	1 st Class A.C Chair Car/ A. C 2 Tier Sleeper
III	1 st Class/ A. C Chair Car/ A. C III Tier Sleeper
IV	A. C III Tier Sleeper
V	2 nd Class Sleeper

- b. Those who are entitled by first class/II AC 3 Tier sleeper/ AC Chair car may at their discretion travel by AC 2 Tier sleeper, where any of the trains connecting the origin and destination station connected by the direct shortest route do not provide these three classes of travel.
- c. AC 3 Tier sleeper is permissible in trains in which AC Chair car is not provided.
 (d) If an employee travels by a higher class than the entitled one, the fare by the entitled class will be given. If an employee travels by a lower class than the entitled one, fare actually paid will be permissible.
- d. Reservation charges shall be admissible. Cancellation charges shall be reimbursed if the journey is cancelled due to the reason beyond the employee's control \as per official requirement.
- e. In all the above cases the actual fare paid or the entitlement, whichever is less will be admissible.

B. Journey by road: The entitlement for reimbursement will be as under:-

Grade	Entitlement
I & II	A.C. Bus
III	Deluxe Bus/Express Bus
IV & V	Ordinary Bus

Travel by own Car or Taxi

Officers of grade II can travel by their own car or private taxi taking prior written permission from the Vice Chancellor. Rs. 7. 0 /Km. will be reimbursed in the case of own car and in case of use of taxi, actual fare shall be reimbursed.

The use of private car/taxi may be permitted to members of category III also when they are required to attend the meetings of the university or in

Service and Conduct Rules for Class A & B Employees

connection with the university work. A written approval of the Vice Chancellor, prior to proceeding on journey, is required.

The use of private car /taxi is also admissible to the outside members of the Governing Body/Board of Management/member of selection committees.

Use of staff Car while on tour

- (a) Staff car can be used on tour with the prior approval of the Vice Chancellor.
- (b) The family of an officer can accompany the officer in the staff car with the prior approval of the competent authority.

C Journey by Air

- I) Officer in category I can travel by air (economy class). To travel in executive class a prior approval from the competent authority is required.
- II) Officers in category II may travel by Air (economy class) subject to the prior written approval of the Vice Chancellor.
- III) Officer in category III may also be permitted to travel by air if the situation demands and is in the interest of the University but this is subject to the prior written approval of the Chancellor.

Hotel Accommodations:

The Maximum rate for hotel accommodation for officers on tour on the production of receipt shall be as under:

Category	Accommodation
I	Reimbursement of actual expenditure toward normal single room rent in a hotel of a category not above 5 star (Max limit Rs8000).
II	Reimbursement of actual expenditure toward normal single room rent in a hotel of a category not above 3 stars. (Max limit Rs.3000)
III	Reimbursement of actual expenditure toward normal single room rent in a hotel up to max limit of Rs.1500.

Reimbursement as per actual, limited to above shall be made on production of hotel bills/receipt. Expenses on phone calls for official purpose only shall be reimbursed, however the officers must not use the hotel telephone facility.

The University may have its own accommodation in the Guest House/Rest House/Teachers Holiday home at some places. The expenditure on hotel

Service and Conduct Rules for Class A & B Employees

accommodation and daily allowance of hotel rate shall be reimbursed only to the University employees if accommodation is not available at these places.

D Foreign Travel

(a) The entitlement for air travel shall be economy class. Concessional/special fare tickets should be purchased as and when possible.

(b) The entitlement for boarding and lodging expenses shall be decided by the Vice Chancellor and not exceed the following:

Officer in grade I or equivalent	USD 250 per day
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All others Officers (II, III)	USD 200 per day
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(c) The entitlement for incidental expenses, for all officers, shall be USD 50 per day.

(d) Expenses on boarding and lodging shall be admissible on actual basis subject to celling as mentioned above, only on submission of original bills and receipts.

(e) Incidental charges shall be admissible without any bill/receipt and shall be deemed to cover miscellaneous expenses.

(f) Expenses on local travel, telephone calls and others secretarial services related to the University work should be reimbursable extra on actual for which bills and receipts shall be submitted.

(g) To determine the number of days admissible for the purpose of aforesaid expenses, the period between arrival time at and departure time from the destination shall be considered and following principles shall be adopted:

In case the period is less than 24 hrs.	One day
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In case the period is more than 24 hrs.	If the balance hours are more than 6 and less than 12 hrs. It is half day.
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(h) The expenses bill along with balance of foreign exchange, if any, shall be submitted within 7 day return journey, duly signed by the Controlling Officer to Accounts Department.

E. Temporary Duty to other University /Offices

- a. Movement order must be issued to an employee when he/she is detained on temporary duty at BU or at other University/Offices. Two copies of the movement order shall be given to the individual (to be handed over at receiving University/ offices) and one copy will be retained as an office copy.
- b. On completion of temporary duty, the University/Office where the individual has proceeded to shall return one copy of movement order with necessary entry to that employee. He will hand over this document to his controlling officer on return who, in turn, will forward it to the Registrar's office. Receiving end will retain the second copy.
- c. Temporary duty shall be restricted to the minimum. However, in case the duration of temporary duty exceeds beyond 30 days, it will need the approval of the competent body authorized by the Governing Council. Temporary duty beyond 90 days should be avoided.

F. Travel on Transfer: An Employee on transfer shall be entitled to reimbursement as follows:

a. Movement of self

From place of posting to the new place of posting by the entitled mode of travels as on duty of the University.

b. Movement of family

(i) If family is staying with the employee at the present place either in University Accommodation or own arrangement and the family will not stay with employee at new place of posting either in University accommodation or own arrangement.

From present place of posting to the new place of posting by the same mode of travel as applicable for an employee

(ii) If family is not staying with the employee at present place of posting but will stay with the employee at new place of posting either in University Accommodation or own arrangement.

Service and Conduct Rules for Class A & B Employees

From hometown (place of residence) to the place of posting by the same mode of travel as applicable for an employee

c. **Conveyance of baggage**

Expenses of conveyance of baggage shall be admissible only in case of movement of family and not in case of movement of employee, on production of bill/receipt but limited to one month's pay excluding allowances. Permission to move baggage and claim the reimbursement shall be obtained from the in-charge prior to move.

d. Food and incidental allowance (DA) entitled as on duty for self only.

G. TA Advance

- (a) The advance is admissible in all cases where TA is admissible.
- (b) Advance may be drawn to cover expenditure of:
- Rail/road in normal admissible class
 - Daily allowance approved by the competent authority.
 - Contingent charges for conveyance

Advance up to 75% of the above can normally be allowed.

(c) The advance will be recovered by adjustment to TA bill after completion of the journey within 15 days after completion of journey.

(d) No second advance for the same journey shall be admissible.

(e) The above shall normally be adjusted within 15 days after completion of the tour.

H. Conveyance Hire Charges

- a. These charges shall be admissible to an employee for journey on duty within municipal limits when called to attend office on holidays. These charges will not be admissible for journey from residence to office or back when an employee is called to office on working days outside office hours or when retained beyond office hours. This clause is not applicable to vacation employees who are not in station. For such employees, normal TA rules shall be applicable.
- b. The mode of conveyance for such local journey should normally be the same as used for normal journey, i.e. bus/local train/taxi/auto-rickshaw/own conveyance.

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- c. For special mode of conveyance for local journey such as taxi/auto-rickshaw and claiming charges for its hire, prior permission of the superior authority shall be obtained and claim should contain a certificate from the superior authority on exigencies of the work.
 - d. Conveyance hire charges are not admissible when an official is granted compensation leave or special Remuneration for duty performed.
 - e. Officer attending official meetings in offices located at different place shall be reimbursed actual fares of taxis/auto-rickshaw or allowed to road mileage for use of own car as per road mileage rates.
- I. T.A. of an employee, who is not in receipt of any pay or of a person who has retired from service, shall be calculated on the basis of the pay drawn in the University.
13. No person whose ordinary place of residence is the same as place of the University business/duty shall be entitled to T.A. or D.A. if he comes from an outstation to attend University business or to place of duty at that place.
- J. Bill not presented within one year from the date of journey performed, shall lapse and shall not be entertained unless this period is extended by the Vice Chancellor.
- K. Notwithstanding anything contained in these rules, the Vice Chancellor may in exceptional circumstances, for reason to be recorded in writing, sanction special rates i.e. in excess of the rates approved in schedule.
16. Vice Chancellor will be the controlling officer for T.A. purposes.
- L. The controlling officer before signing or countersigning T.A. bills shall-
- I) scrutinize the necessity, frequency and duration of journey and halts for which T.A. is claimed and disallow the whole or a part of journey or any halt, if he considers that a journey was unnecessary or unduly protracted or the halt was of excessive duration.
 - ii) Satisfy himself that mileage allowance for journey by railway or steamer excluding additional fare or fares allowed for incidental expenses has been claimed at the rate applicable to the class of accommodation actually used and concessional return tickets for the journeys charged for in the bill were purchased wherever and whenever possible.
 - iii) Exercise care that there is no evasion or breach of the fundamental principle of travelling allowance viz, that the allowance is not to be source of profit, especially in the case of journey by road performed by motor car.

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- iv) Satisfy himself that the university employee actually brought a thought tickets at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available
- M. If on any one day two separate journey are performed, one ending at end and the other commencing from headquarters, one full Daily Allowance will be admissible in respect of each separate journey.
- N. An official who spends part of a day in one locality and part of it in a place for which different rate of Daily Allowance prevails the rate of Daily Allowance should be determined according to the place where he spends the succeeding such day.
- O. A University employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which the University is party, shall not be entitled to any payment other than that admissible by the rule of court. However, he shall be entitled to usual T.A. from the University and whatever he gets from the court he shall credit the same to the University.
- P. A university employee accompanying the students on Educational/Industrial excursion will be entitled to usual T.A.as per T.A. rules of the University.
- Q. A person travelling on University business should always purchase a return ticket, where available after making enquiries from the railway booking office.
- R. The employees travelling by University vehicle shall be paid full DA in case of absence from headquarters exceeding 12 hours. If it involves night halt outside the headquarters, the DA shall be admissible at the rates applicable at the place of night halt.
- S. Daily Allowance shall be reckoned from the time/days of departure and arrivals at the headquarters by the official.

T. Residual Powers:

Any case not falling within preview of the above rates may be decided by the Vice Chancellor as he may deem fit keeping in view merits of the case.

The above rates/Classification will be revised as per the policies of Rayat-Bahra Group from time to time.

PART-VII

TRAVELLING ALLOWANCE RULES FOR MARKETING AND ADMISSION EMPLOYEES.

DEPARTMENT OF MARKETING, ADMISSION & PUBLIC RELATIONS.

The proposed T. A. & D. A rules are being formulated taking the trust rules and regulations as the guiding rule book. The following rules are proposed:

Classification of Personnel:

Category A	Employees with gross salary: 50000 and above
Category B	Employees with gross salary: 30000-49999
Category C	Employees with gross salary: 15000-29999
Category D	Employees with gross salary: 14999 and less

Classification of cities:

Category X	Delhi and NCR (Gurgaon, Noida, Ghaziabad, Faridabad, Sonapat etc.), All state capitals and district headquarters.
Category Y	All other cities.

Classification of T. A & D. A Entitlement:

Cities/ Personnel	Category X	Category Y
Category A	500	400
Category B	500	400
Category C	400	300
Category D	300	200

- D. A. will be applicable only for journeys above 40 Kms. (one way)
- Full D. A will be given for journey with night stay only. In cases where night stay is not opted but the journey is 8 hours or more than full D. A will be given. Otherwise half D. A will be given.
- Local conveyance will be reimbursed as per actual on producing original receipts. In cases where it will be difficult to produce receipts due to non-availability, amount will be claimed on separate paper under the signature of the claimant.

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- While travelling between campuses and from campuses to Cooperate office (Chandigarh) D. A is not admissible (excluding Jammu campus, Bahra University, Delhi campus or any other campus above distance of 200 Kms from job location of employee)

Classification of Hotel Accommodation Entitlement:

Cities/ Personnel	Category X	Category Y
Category A	3500	2500
Category B	2500	1500
Category C	1500	1000
Category D	800	500

- Accommodation claims will be cleared on producing original hotel bills. Any amount spent over and above the prescribed limit will be paid by the claimant or will require approval of the Chairman or the Jt. Managing Director/ Executive Director/ Vice-Chancellor/ Department Head/ Campus Director.

Classification of Travel Entitlement:

Cities/ Personnel	Category X
Category A	Train: Executive class/ 1 st AC sleeper / chair car, Luxury Bus, Car (Personnel/ Official/ Taxi)
Category B	Train : AC sleeper/ Chair car, Luxury Bus, Car (personnel/ Official/ Taxi)
Category C	Train: 2 nd AC sleeper/ Chair car, Deluxe bus.
Category D	Train: Second Class, Ordinary bus

- Travel by air only to be made with the permission of the Chairman.
- Reimbursement will be made on producing original receipts.
- For travel by car reimbursement of payment of T. A @ 7/- per Km will be made.
- For travel by taxi reimbursement of payment will be as per actuals with prior approval of the authority with upper limit of Rs. 8/- per Km.
- For travel by two wheelers reimbursement of payment of T. A @ 2.5 per km will be made.
- Parking, toll charges, etc. will be reimbursed on producing original receipts.

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Important Instructions:

- The T. A & D. A bills will be submitted to the concerned accounts/ audit department on the prescribed T. A & D. A claim from the payment will also be made by the same department.
- Hiring of outside labour on daily basis is allowed @ 150% for Category X and @ 100/- for Y Category cities.

The above rates /Classification will be revised as per the policy of Rayat-Bahra Group from time to time.